

1st Denmead Scout Group

where quality counts



Administration Manual



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Document Compiled by

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Group Scout Leader
1st Denmead Scout Group
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Next Review

Two weeks before the Group's 2009 AGM

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Section 1

INTRODUCTION

- 1.1 The purpose of this Administration Manual is to provide information and guidance on policies and procedures to be used by the Members of the 1st Denmead Scout Group in their day to day running of the Scout Group.
- 1.2 The maintenance of this document will be carried out by the Group's Executive Committee as a normal part of their business.
- 1.3 This manual does NOT replace, supplant or modify any rules and regulations as currently published by the Scout Association in their Policy Organisation and Rules document.
- 1.4 The details contained herein are structured so they conform, where relevant, to the published issue of the Scout Association Policy Organisation and Rules, current at the date when this Administration Manual was issued.
- 1.5 This manual will be available to all Leaders and Members of the 1st Denmead Scout Group. A copy of this manual will be displayed in the 1st Denmead Scout Headquarters building.
- 1.6 This Administration manual will be reviewed on a yearly basis, normally within two calendar months following the 1st Denmead Scout Group's Annual General Meeting.
- 1.7 Changes to the Group's administration between the review periods, that affect the content of this document will be notified to the Group Members via The Executive Committee.

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Section 2

Membership of the Group.

2.1 Group

- 2.1.1 The following General generic rules on Membership apply to all Group Sections namely, Beaver Scouts, Cub Scouts and Scouts. Membership to the Explorer Scouts is applicable to the Explorer Partnership Agreement at its latest issue (Refer to Annex A for a copy of the Partnership Agreement) as made between the Explorer Section who meet at Denmead HQ and the 1st Denmead Scout Group.
- 2.1.2 The 1st Denmead Scout Group is a co-educational organisation open to all applicants of suitable age.
- 2.1.3 The 1st Denmead Scout Group actively encourages membership to be exclusive to residents residing permanently within the parish boundaries of Denmead.
- 2.1.4 Applicants from outside the parish boundaries will only be accepted as members of the Group at the discretion of both the Group Scout Leader and the Leader of the Section the applicant wishes to join providing the maximum member numbers set by the Section's Leader they wish to join is not exceeded.
- 2.1.5 Existing members who move out of the Parish of Denmead retain full membership of the Group for as long as they wish to remain members of that Section. When the next Section change occurs (Beavers to Cubs or Cubs to Scouts) the member may remain in the Denmead Group at the discretion of the GSL and the Leader in Charge.
- 2.1.6 Existing members who do not attend Section meetings for four consecutive meetings without informing the Section leadership of the reasons for the absence, will be deemed to have voluntarily left the Section and their place becomes vacant. Any monies paid in Subscriptions for the term that the un-stated absence takes place will be forfeit.
- 2.1.7 Movements between Sections will normally only take place at the start of a new School term (January, after Easter and after the Summer Holiday period).
- 2.1.8 In all cases of entrance into the Group and of movement between the Sections, the offspring of the Group's serving Leadership, the offspring of active Executive Committee members and the offspring of regular Group Helpers will take precedence over non-Leaders, non-Executive members and non-Group Helper offspring.
- 2.1.9 Any casual applicant to a Section, outside of that stated previously, will only be considered if their addition into a Section will not, within the following 6 months, adversely affect the movement of the existing members of a Section to a higher aged Section.
- 2.1.10 Where there is more than one particular Section running in the Group, every effort will be made to keep the numbers and age range of the members at the Section roughly equal.

2.2 Beaver Scout Colony Membership

- 2.2.1 The normal 1st Denmead Scout Group Beaver Scout Section membership is not to be greater than a maximum of 24 members of the Section. This number will only be exceeded on a temporary basis whilst existing members are linking with the Cub Scout Packs.
- 2.2.2 New entrants into the Group's Beavers Scout Colony must be between 5 $\frac{3}{4}$ years old and 7 $\frac{1}{2}$ years old and permanently reside, at the time of joining the Colony, within the Denmead Parish Boundaries. Exception to the residential requirement is at the discretion of the Group Scout Leader and the Beaver Scout Leader collectively. Potential entrants above 7 $\frac{1}{2}$ years old will be offered a place in a Cub Pack for the next intake - assuming there are available spaces.
- 2.2.3 Where there is a full complement registered as members of the Beaver Scout Colony, a Beaver Scout Waiting List will be managed and maintained by the Group Scout Leader containing details of the applicants wishing to join the Beaver Scout Section.
- 2.2.4 Applicants for membership to the Beaver Scout Colony will be added to the Beaver Scout Waiting List providing they are a minimum of 5 years old and permanently reside inside the Denmead Parish boundaries.
- 2.2.5 Applicants for membership to the Beaver Scout Colony, who at the time of submitting their details for inclusion onto the Waiting List are aged 7 years 6 months or greater, will be put onto a Waiting List for Cub Pack Membership
- 2.2.6 If the Beaver Scout membership numbers and the number already on the Waiting list are such that a new applicant would not be offered a place in the Beaver Scout Colony until they are past 7 years and 6 months old, then they will be placed on the Cub Scout Waiting List.
- 2.2.7 Applicants wishing to join the Beaver Scout Colony who are invested Beaver Scouts that have moved into the 1st Denmead Scout Group catchment area, will be offered any free places that occur in the Colony at the time of requesting to join. If there are no free places, the applicant's details will be submitted to the Waterlooville Scout District Leaders/Managers to identify and be offered membership in another Beaver Scout Colony in the District that has vacancies.
- 2.2.8 If a Waiting List for Beaver Scouts is in force, an individual who was found a place in a neighbouring Beaver Scout Colony will take least precedence behind those on the Beaver Scout Waiting List before being allowed to transfer back into the Denmead Colony.

2.3 Cub Scout Pack Membership

- 2.3.1 The 1st Denmead Scout Group Cub Scout Sections membership per Section should not exceed 30 members with the ideal target membership being 24 members. The maximum number may exceed 30 on a temporary basis, at the discretion of the Section Leader or whilst existing members are linking with the Scout Troop or Beaver Scouts are visiting/linking.
- 2.3.2 Entrants into either of the Group's Cub Packs must be between 7 ³/₄ years old and 10 years old. Solely for the benefit of the member in question, and at the discretion of the Beaver Scout Leader, Cub Scout Leader, Group Scout Leader and Members Parents, a Beaver Scout may move to Cubs when he/she is over 7 ³/₄ years old at the time the intake to Cubs takes place.
- 2.3.3 Entrants into either of the Group's Cub Packs will normally be taken from the Group's Beaver Scout Colony when the members there come of age to move to the Cub Packs.
- 2.3.4 Applicants directly applying to join one of the Cub Scout Packs, and who are invested Cub Scouts that have moved into the 1st Denmead Scout Group catchment area will be offered any free places that are present in the Pack at the time of requesting to join. If there are no free places, the applicant's details will be recorded onto a Waiting List as well as being submitted to the Waterlooville Scout District Leaders/Managers to identify and be offered membership in another Cub Scout Pack in the District that has vacancies.
- 2.3.5 Applicants who were on the Beaver Scout Waiting List but could not get a place due to numbers and have now reach Cub age, will be offered places at one of the Cub Packs so long as there are no invested 1st Denmead Beaver Scouts on a Cub Scout Waiting List - who take priority.
- 2.3.6 Applicants for membership to the Cub Scout Pack, who at the time of submitting their details are aged 10 years 6 months or greater, will be put onto a Waiting List for Scout Troop Membership
- 2.3.7 Applicants applying to join one of the Cub Scout Packs but who were not members of the 1st Denmead Beaver Scout Colony and were not invested Cub Scouts, will only be offered a place at one of the Cub Scout Packs providing there are no 1st Denmead Beaver Scouts awaiting places and there are no Invested Cub Scouts on the Waiting list.
- 2.3.8 If a Waiting List for Cub Scouts is in force, no individual who was found a place in a neighbouring Cub Scout Pack may transfer back into one of the Denmead Packs till the Waiting List is cleared.

2.4 Scout Troop Membership

- 2.4.1 The 1st Denmead Scout Group Scout Section membership should not exceed 30 members with the ideal target membership being 24 members. The maximum number may exceed 30 on a temporary basis, at the discretion of the Section Leader or whilst existing members are linking with an Explorer Group.
- 2.4.2 Entrants into Scout Troop must be between 10½ years and less than 14 years old.
- 2.4.3 Entrants into the Group's Scout Troops will normally be taken from the Group's Cub Packs when the members there come of age to move to the Scout Troop.
- 2.4.4 Scout Troop membership is such that if they are unable to take all the Cub Scouts required to move from the Group's Packs due to the Scout Troop having full membership, then those members who cannot get places in the Scout troop will be placed on a Scout Troop Waiting List.
- 2.4.5 The Scout Troop Waiting List will be managed and maintained by the Group Scout Leader.
- 2.4.6 Applicants directly applying to join the Scout Troop and who are invested Scouts that have moved into the 1st Denmead Scout Group catchment area will be offered any free places that are present in the Troop at the time of requesting to join. If there are no free places, the applicant's details will be recorded on the Waiting List as well as being submitted to the Waterlooville Scout District Leaders/Managers to identify and be offered membership in another Scout Troop in the District that has vacancies.
- 2.4.7 Applicants who were on the Cub Scout Waiting List but could not get a place due to numbers and have now reach Scout age, will be offered places at the Scout Troop so long as there are no invested 1st Denmead Cub Scouts on the Waiting List - who take priority.
- 2.4.8 Applicants for membership to the Scout Troop, who at the time of submitting their details are aged 13 years 6 months or greater, will be put onto a Waiting List for Explorer Group Membership
- 2.4.9 Applicants applying to join the Scout Troop but who were not members of the 1st Denmead Cub Scout Packs and are not invested Scouts, will only be offered a place at the Scout Troop providing there are no 1st Denmead Cub Scouts awaiting places and there are no Invested Scouts on the Waiting list.
- 2.4.10 If a Waiting List for Scouts is in force, no individual who was found a place in a neighbouring Scout Troop may transfer back into the Denmead Troop.

SECTION 3 Discipline In the Sections

3.1 Introduction

Maintaining discipline within the individual Sections of the Scout Group will always be challenging due to the ethos of the Movement being for the members to learn whilst having fun. The following Group Administration guidelines on discipline have been compiled to assist the Leaders with a formal simple process of remedial action to be taken to help maintain discipline within a Section. These are not hard and fast rules as each Section differs and so each individual incident must be dealt with as a unique occurrence.

3.1.1 Members in a Section must be made aware of the Discipline Guidelines applied to a particular Section at the Start of their term with the Section.

3.1.2 At a Section meeting, each member must behave within the boundaries of acceptable behaviour consistent to the individuals ability, age and general disposition, as adjudged by the Section's Leader

3.2 Consistent and wilful disruptive behaviour by an individual member must be dealt with quickly and firmly. In the first instance, a member is to be warned by the Leader that failure to improve their behaviour will instigate disciplinary action.

3.3 If the member persists with unacceptable behaviour, they are to be told their name has been recorded and that if they continue being disruptive, they will be excluded from a future meeting.

3.4 If thereafter, at the same meeting, the member persists with unacceptable behaviour, they are to be told they are on a final warning, their name is recorded and they will be excluded from the meeting for any re-occurrence of unacceptable behaviour.

3.5 If thereafter, at the same meeting the same member behaves disruptively, they are to be told that they are excluded from attending the next Section meeting. At this point the Leader is to either inform the member's parents at the end of the meeting or, if the Leader deems it necessary, phone the members parents/guardians for them to collect the member immediately.

3.6 When a member returns after an exclusion, if the Leader deems that there is not an improvement in behaviour, then that member is to be excluded from all future meetings unless their parent/guardian are willing to stay and supervise their charge personally throughout the meetings and continue to do so until there is a marked improvement in the members behaviour.

3.7 If a member, who is being shadowed by their parent/Guardian, still continues to behave disruptively, then the GSL is to be informed. In these instances the GSL will permanently exclude the member from the Section Meeting where the problem first occurred, inform District of the action taken and why.

3.8 A person that has been permanently excluded from one Section cannot join another Section in the Group when they come of age for that Section without first asking permission to join via the GSL.

3.9 Reasons for Exclusion of a Member.

- 3.9.1 There are some instances where a member's behaviour is such that it warrants immediate exclusion from the Group activities. In each of these instances the GSL is to be informed. The GSL will thereafter contact the member's parents/guardians on the reasons for the exclusion, write to them giving details of the incident and copy those details and the action taken to the District Commissioner.
- 3.9.2 Members where immediate exclusion is applied may only return to the Section meetings with permission of both the Section Leader and the Group Scout Leader.
- 3.9.3 A member will be immediately excluded from the Group for:-
- 3.9.3.1 Any physically violent assault against another member at a Section meeting or against a member coming to or going from Group activities.
 - 3.9.3.2 Any physical or verbal assault against a Leader or Section Helper.
 - 3.9.3.3 Openly bullying, harassing or abusing any other members of the Group whilst at a Section meeting or when coming to or going from Group activities.
 - 3.9.3.4 For any lewd act carried out personally or carried out against any other Group member.
 - 3.9.3.5 For any instance of behaviour that could be considered knowingly racist, sexist or discriminating against another member or Leader because of their origin, gender or physical abilities.
 - 3.9.3.6 Persistent wilful profanity by a member whilst attending Group activities or in the Group's building.
 - 3.9.3.7 Any vandalism of Group property.
 - 3.9.3.8 Any vandalism of the personal property of any member or guest attending Group activities or when in the Group's building.
 - 3.9.3.9 For undertaking any act considered by the Leader in charge to be dangerous to the safety and well being of the member or other Group members.
 - 3.9.3.10 For apparent wilfully inappropriate acts that subjects Group equipment, fixtures and fittings to usage above 'fair wear and tear' and which is considered by the Leader in charge to result or will result, in damage to the integrity and continued use of Group property and assets.

3.10 Appeals

- 3.10.1 Members and Parents of Members who are minors (under 18 years Old) have the right to appeal against any instance of the Disciplinary Measures (as detailed in this document) enforced. Appeals against dismissal should be submitted to the Group Scout Leader (or if appropriate the District Commissioner) in writing within 2 weeks of the dismissal occurring stating mitigating reasons for why the Dismissal should not stand.

SECTION 4. 1st Denmead Scout Group Respect Policy

4.1 DEFINITION OF TERMS

- 4.1.1 **The Group:** In all instances, **the Group** or **Group** is to mean the **1st Denmead Scout Group**.
- 4.1.2 **Members:** In the following text, where it refers to **members**, this is to be assumed to include every member in the various Sections of the Group including the Leaders and Helpers in the Group, parents/adults assisting at Group activities and any officer of the Group.
- 4.1.3 **Section:** where **Section** is used this is to mean the 1st Denmead Scout Group's Beaver Scout Section, the Cub Scout section, the Scout Section and the Explorer Scout Section.

POLICY STATEMENT

It is the policy of The 1st Denmead Scout Group to develop and maintain a friendly environment whereby all members have the right, and the ability, to operate in an atmosphere free from intimidation of any kind and where they are treated with dignity and respect.

- 4.1.4 Offensive or discriminatory behaviour, at meetings (including Group related excursions, camps and events away from the HQ), in any form, between members, or by any member directed towards Members of the Public, Visitors or Associates of the Group, is deplored and regarded as unacceptable.
- 4.1.5 Any member found to be in breach of the above policy may be subject to action up to, and including, expulsion from the Group. This will be in accordance with the details given below.
- 4.1.6 To support this policy, the procedure, as set out below, will effectively resolve Respect issues and complaints.

4.2 SCOPE

- 4.2.1 This policy covers all The 1st Denmead Scout Group activities. Visitors and casual helpers are expected to abide by the ethos of this policy and are to be made aware of its content should it be seen that the need arises.

4.3 STANDARDS

- 4.3.1 The Policy sets out minimum standards of practice for The 1st Denmead Scout Group membership. All Sections and participants in Group activities should apply at least these minimum standards.
- 4.3.2 The 1st Denmead Scout Group is determined to ensure that all members have the right and the ability to be treated with dignity and respect and not to be subjected to discriminatory or offensive behaviour, harassment or bullying at the HQ or when travelling to or from Group activities;

- 4.3.3 The 1st Denmead Scout Group is committed to maintaining a procedure that allows complaints that the Respect Policy is being contravened to be highlighted in order that any instances of inappropriate behaviour can be eradicated from the Group.

4.4 DISCRIMINATORY OR OFFENSIVE BEHAVIOUR

- 4.4.1 The essential characteristics of discriminatory or offensive behaviour are words or behaviour which :

- 4.4.1.1 are based on the sex, race, colour, ethnic origin, sexuality, disability or other personal characteristics of another person or persons;
- 4.4.1.2 are unwanted;
- 4.4.1.3 create an intimidating, hostile, degrading, humiliating or offensive environment for the person(s) who is the target of the words or behaviour.
- 4.4.1.4 Intimidation on a regular or persistent basis or 'bullying' is an example of offensive behaviour. Bullying does not include appropriately conducted criticism by a Leader of a member's behaviour or performance.
- 4.4.1.5 Examples of behaviour prohibited by this Policy include:
- 4.4.1.6 verbal abuse or offensive jokes or pranks related to a person's sex, race, sexuality, disability etc; lewd or suggestive comments or requests for sexual favours;
- 4.4.1.7 unnecessary body contact; threatened or actual assault or violence;
- 4.4.1.8 deliberate exclusion from conversations or Group activities on the basis of race, sex, sexuality, disability etc;
- 4.4.1.9 display of offensive posters or material, pornography, inflammatory or abusive literature or graffiti;
- 4.4.1.10 verbal abuse such as shouting (outside of Sectional control issues) or swearing at members ;
- 4.4.1.11 threatening or insulting members;
- 4.4.1.12 abusing power or using unfair penal sanctions;
- 4.4.1.13 physical abuse such as hitting, pushing or jostling.

- 4.4.2 Some forms of offensive behaviour will constitute an act of gross misconduct and will normally merit immediate expulsion from the Group. Examples of this would be:

- 4.4.2.1 fighting, assault on another person;
- 4.4.2.2 any form of unlawful discrimination

- 4.4.2.3 This list is not exhaustive and other forms of offensive behaviour could also constitute gross misconduct.

4.5 COMPLAINTS PROCEDURE

- 4.5.1 The Group encourages members to bring to its attention instances where members are witness to or subjected to discriminatory or offensive behaviour as outlined in this Policy.
- 4.5.2 The Group believes that most Respect issues are best resolved locally in an informal manner and this approach is encouraged. Issues should not normally be raised formally until some local action has been taken by the Leader in Charge of a meeting or event.
- 4.5.3 The person perceived to be bullying another Group member will be privately spoken to by the Leader in Charge to discuss the consequences and affect of his/her actions.
- 4.5.4 Where it is agreed with the Leader in Charge that the actions of the member may be perceived by others to be bullying, corrective actions in behaviour are to be suggested. Failure to subsequently desist from identified instances of bullying will lead to further disciplinary action being taken against that member.
- 4.5.5 Where a local informal approach has not led to a resolution of the issue or in the rare cases where such approaches are inappropriate, the issue is to be raised directly with the Group Scout Leader. In the case of a complaint against the Group Scout Leader, the issue is to be escalated directly to the Scouting District Commissioner.

4.6 MANAGEMENT

- 4.6.1 The Group Scout Leader bears ultimate responsibility for Respect matters within the Group.
- 4.6.2 As appropriate, from time to time, the Group Scout Leader with a quorum of Leaders not less than one each from the Beavers, Cubs, Scouts and Explorer Sections and the Group Chairman or his/ her deputy, will monitor and review the operation of this Policy.
- 4.6.3 The Leader in Charge of each Section or Event is responsible to the Group for the detailed implementation of this Policy within the Section or during the event they are in charge of.

4.7 IMPLEMENTATION

In implementing this Policy, the Leader in Charge of each Section or event shall make provision for:

- 4.7.1 Clear lines of Leadership responsibility and accountability.
- 4.7.2 Effective communication of the contents of this Policy to members.
- 4.7.3 Periodic review of policy operation against the standards included within this Policy.

4.8 RESPONSIBILITY OF MEMBERS

- 4.8.1 It is the responsibility of all members, irrespective of their position in the organisation, to comply with the spirit and intent of this Policy and to treat colleagues and all other members in the Group with dignity and respect at all times.
- 4.8.2 It is recognised that pressure is part and parcel of some Scouting activities and helps to keep us motivated. However, excessive pressure resulting from inappropriate behaviours, as outlined in this policy, and leading to an intolerable environment is unacceptable.

4.9 STATUS

- 4.9.1 This Policy constitutes a statement of current Group policy and does not form part of member's rights within their membership. The Group reserves the right to withdraw or amend this Policy from time to time and/or derogate from the terms of the Policy if it considers it appropriate or necessary in any specific circumstances.

4.10 POLICY OWNER

The 1st Denmead Scout Group

4.11 QUALITY CONTROL

Last Modified: May 2008

By: Group Scout Leader - **Bernard J Reid**

Purpose: Major overhaul of existing Policy on the basis of experience.

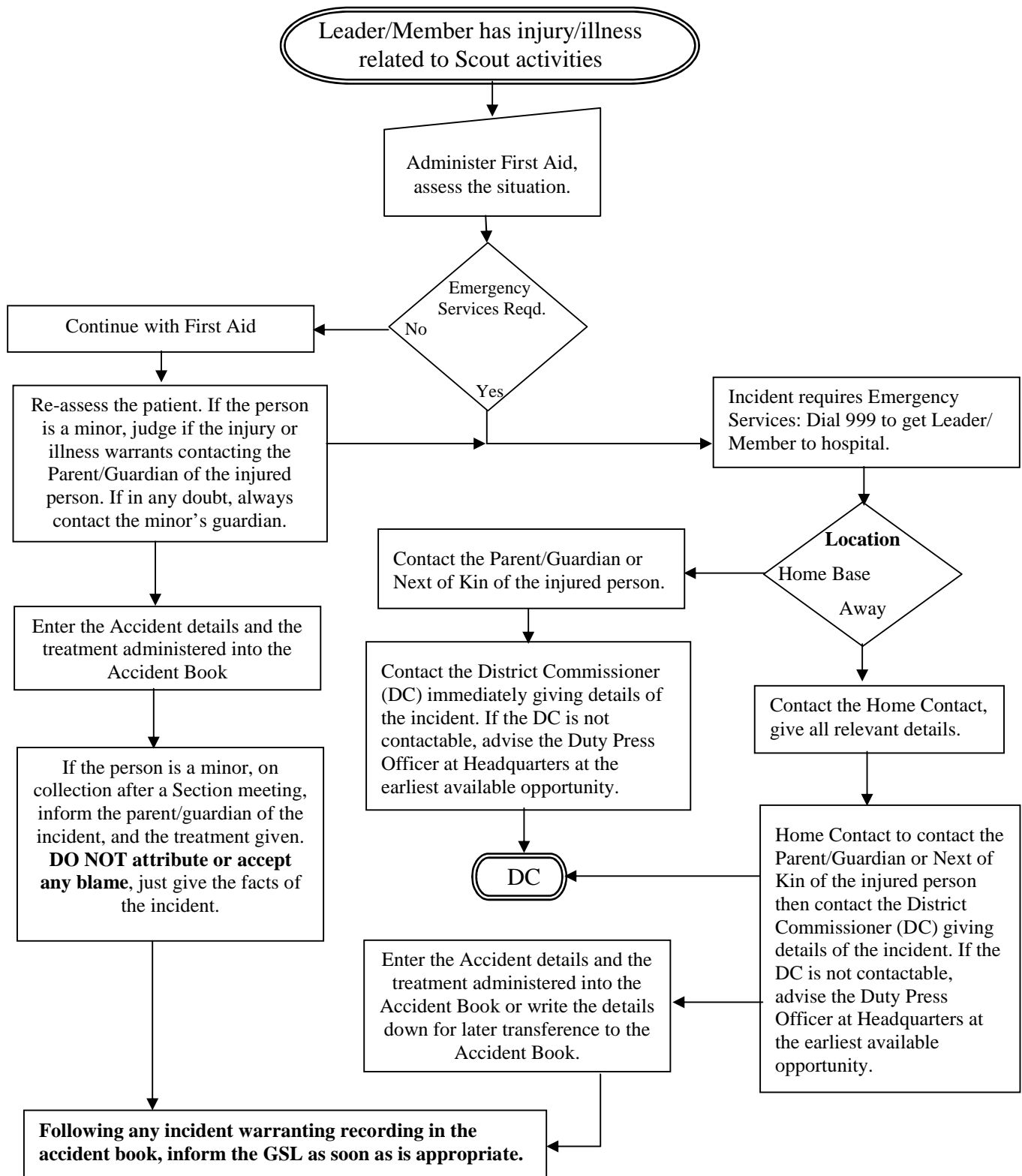
Next Review: May 2009 File Reference: BullyingSG1_Policy[1]

SECTION 5: Accidents and Accident reporting

5.1 Flow Chart of Procedure

5.1.1 All accidents, illnesses and injuries occurring that are related to Scout Activities of any part of the Group must be dealt with in line with the following Flow chart.

Accident Reporting Flowchart



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SECTION 6 General Guidelines for the HQ

6.1 HQ Fire Drills and Fire Safety

- 6.1.1. At the Head Quarters it is recommended that a Fire Drill (activation of the Alarm System) is carried out in either of the first two meetings at the start of each Term and Half term. Details on performing non-intrusive Fire-Alarm activation and re-set can be obtained from the GSL, Group Chairman or Executive member responsible for HQ Maintenance.
- 6.1.1 Each Section is to assign a Fire Warden who is responsible for ensuring the building is cleared (including anyone in the shop, stores, toilets, kitchen) when the fire alarm is activated.
- 6.1.2 Personnel evacuating the building are to gather in the car park on the area between the entrance and exit of the main car park.
- 6.1.3 In the event of an actual fire, everyone is to get out of the building and stay out till the fire is controlled by professionals from the Fire Services. It is not advised that individuals attempt tackling a fire. The first and only duty of the Leaders and occupants of the building is to personnel safety - meaning to get everyone away from the fire and out to safety as quickly as possible and without panic.

6.2 HQ Smoking

- 6.2.1 Smoking is not permitted anywhere within the building or in the vicinity of the Entrance Doors or on the pathways adjacent to the building, or in the car park immediately next to the building.

6.2 HQ Kitchen and Toilets

- 6.2.1 At the completion of a Section Meeting all equipment, crockery and utensils used are to be washed, dried and cleared away. Ensure all taps are in the off position and the fridge and freezer doors are firmly closed.
- 6.2.2 The Leaders are to check that the toilets have been flushed before closing the building and that no taps have been left on.

6.3 HQ Security

- 6.3.1 On leaving the building ensure the Kitchen isolation switch is in the off position.
- 6.3.2 Whenever the building is to be left empty during or after a meeting, the doors are to be locked and the Burglar Alarm reset.

6.4 HQ and Group Publicity

- 6.4.1 Advertising publicity of Group Scouting Events is encouraged across every available medium.
- 6.4.2 Statements to the Press on Group Policy or of a local happening or event that may affect the Group are only to be made following prior reference of what is to be said to either the Group Chairman and or Group Scout Leader.
- 6.4.3 No person in the Group has the authority to speak to the Press on behalf of the Scout Association on issues that could be related, no matter how remotely, to Scout Policy.

6.5 Photographs of Members

- 6.5.1 The 1st Denmead Scout Group operate a policy whereby photographs containing images of members can only be publish if permission to do so has been obtained from the parent or Guardian of the member.

SECTION 7 Risk Assessments

7.1 General

- 7.1.1 Risk Assessments for activities at the HQ or in the field or when at Creech Wood during a normal meeting night, are not currently required.
- 7.1.2 If an activity is to take place that could be deemed dangerous to members, then a Risk Assessment is to be raised by the Leader in Charge of the event.
- 7.1.3 The content of any Risk Assessment raised can be assessed by another Leader or Executive member even if that person is taking part in the event for which the Risk Assessment is raised.
- 7.1.4 Risk Assessments are to be raised whenever an activity is planned where members of the public are able to attend.
- 7.1.5 Copies of Risk Assessments are to be retained by the Leader in Charge of an event for a period not less than 6 months after the event.
- 7.1.6 Copies of all Risk Assessment are to be passed to the GSL for review prior to the event taking place.
- 7.1.7 Any Leader/Officer of the Group can raise a Risk Assessment for a Group/Section event they are involved with on behalf of the Leader in Charge.
- 7.1.8 Risk Assessments do not need to be complicated or on special forms. The Risk Assessment needs to follow five simple steps:
- Step 1 - Identify the hazards
 - Step 2 - Decide who might be harmed and how
 - Step 3 - Evaluate the risks and decide on precautions
 - Step 4 - Record your findings and implement them
 - Step 5 - Review your assessment and update if necessary
- 6.1.9 A Risk Assessment that follows the steps above can be written out in any format providing it contains references to the steps taken as shown above and is dated and signed by the Leader in Charge and the Assessor.
- 6.1.10 On the next two pages is an example of a simple Risk Assessment blank form that can be used to produce a Risk Assessment for group activities.

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1st Denmead Scout Group

GENERAL EVENT RISK ASSESSMENT

Reference:
DSG/RA/_____

This form should be completed by the Leader In Charge of an event or excursion. The assessment is normally valid for the length of the event or excursion but if deemed a 'Generic Risk Assessment' should be reviewed annually and modified whenever there is a significant change in or related to the event.

Name Leader In Charge

Name Of Risk Assessment Reviewer

Only Uniformed Leaders or Executive Officers/Members to act as Risk Assessment reviewers.

Event Title:

Give a brief description of the event/excursion to be undertaken including the expected number of personnel involved and details of the generalised activities of the event. If applicable to the event, refer to other prepared Risk Assessment by Reference No. and subject title (Use Continuation Sheets if required).

Special Hazards:

Indicate any *special* hazards associated within the event e.g. Camp fires, using very hot water, use of sharp tools, use of private and public transport.

If any such hazards are expected, indicate what procedure is in place to mitigate an area where hazards may exist. If no special hazards are anticipated write "none" in the box below (Use continuation Sheets if required).

Date.....Review Due Date.....

1st Denmead Scout Group

**GENERAL EVENT RISK ASSESSMENT
(Continuation Sheet)**

Reference:
DSG/RA/_____

This form should be completed by the Leader In Charge of an event or excursion.

Name Leader In Charge

Sheet ____ of _____

Event/Title* Special Hazards* (*delete as applicable)

Large empty rectangular box for entering event details and special hazards.

Please sign at the bottom directly under the text entered on each sheet used

SECTION 8: Job Descriptions

8.1 Introduction

8.1.1 The following pages in this section contain details of the scope of the task (or Job Description) for the Leaders, Helpers and Executive members of the 1st Denmead Scout Group.

8.1.2 These Job Descriptions are the Group's interpretation of the responsibilities of the member to whom that are targeted at in line with what the Scout Associations POR (Policy Organisation and Rules) say are the responsibilities for a particular position. These are tailored to fit-in with and as part of the running of the 1st Denmead Scout Group.

8.1.3 These Job descriptions are for information and help to the Leader/Helpers and in no-way are to be considered either a Scout Association approved publication or take precedence over the details of responsibility in POR.

8.2 The following 'Jobs' are listed on next pages

- 8.2.1 Group Scout Leader
- 8.2.2 Beaver Scout Leader
- 8.2.3 Assistant Beaver Scout Leader
- 8.2.4 Colony Assistant
- 8.2.5 Cub Scout Leader
- 8.2.6 Assistant Cub Scout Leader
- 8.2.7 Pack Assistant
- 8.2.8 Scout Leader
- 8.2.9 Assistant Scout Leader
- 8.2.10 Troop Assistant
- 8.2.11 Explorer Leader
- 8.2.12 Group Chairman
- 8.2.13 Group Secretary
- 8.2.14 Group Treasurer
- 8.2.15 Group Subs-Treasurer
- 8.2.16 Executive Member
- 8.2.17 HQ Cleaner

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8.2.1 Job Description

Title: Group Scout Leader

Outline: To ensure the effective operation of the Scout Group and the development of Scouting within the Group in accordance with the Purpose, Principles and Policies of The Scout Association.

Responsible for: All Section Leaders in the Scout Group. The GSL also has an overview of the other roles within the Scout Group and the Group Executive Committee.

Responsible to: District Commissioner

Main Contacts: Parents / carers of the young people within the Scout Group, Section Leader and their leadership teams within the Group, District and County / Area Commissioners, Group Executive Committee members, Sponsors of the Group, Field Development Officers,

Appointment Requirements: Completion of a wood badge, which includes the achievement of the Manager specific modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme. Eligible for Charity Trustee Status

Main Tasks

- To ensure that a Balanced Programme is carried out throughout the Scout Group and that all leaders are supported in carrying out their tasks.
- To ensure that all Leaders and Assistants in the Group carry out their specific learning and are keeping adequate records of the development of their Personal Learning Plan.
- To ensure that risk assessments are carried out and to ensure that the relevant first aid provision, fire regulations and authorisations have been attained.
- Ensure that effective administration is carried out within the Scout Group
- Maintain a team of adults working effectively together and with others
- Responsible for the effective management, development and recruitment / retention of members to the Scout Group
- To ensure that the adults working within the Scout Group are "fit and proper" persons.
- To encourage inter sectional group activities
- To promote the Scout Group within the local community including establishing links with other youth organisations and schools
- To take scouting to the public including the publicity of scout events and informing people of activities taking place within the Scout Group
- Agree the remit of any Group Scout Fellowship.
- Annually nominate members of the Group Council to serve on the Group Executive Committee, including the Group Chairman.
- Maintain effective communication with the DC, DESC, local Scout Fellowships and any other members of the community whose support could assist the Group.
- Any other matters as agreed with the District Commissioner

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8.2.2 Job Description

Title: **Beaver Scout Leader**

Outline: Manage and lead the operation of the Beaver Scout Section. In particular, the planning and delivery of the Balanced Programme to the Section, with the help of Assistant Beaver Scout Leaders, Colony Assistants, Young Leaders and members of the Scout Fellowship

Responsible for: Beaver Scouts within the Colony, Assistant Beaver Scout Leaders, Colony Assistants, Young Leaders whilst they are working in the Colony and any other adult involved in the delivery of the Programme

Responsible to: Group Scout Leader

Main Contacts: Beaver Scouts, parents / carers of the Beaver Scouts, Assistant Beaver Scout Leaders, Colony Assistants, other Section Leaders within the Group, Assistant District and County / Area Commissioners (Beaver Scouts), Explorer Scout Leader (Young Leaders), Young Leaders, Group Executive Committee members, Sponsors of the Group

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of a wood badge, which includes the achievement of the Section Leader specific Modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

Main "General" Tasks

- Delivering a Balanced Programme for the Beaver Scout Section taking into account needs interests and abilities of the Beaver Scouts within their Colony.
- Agree responsibilities with Assistant Beaver Scout Leaders, taking into account when appropriate, the development of the individual's leadership potential
- The appointment of Colony Assistants with the approval of the Group Scout Leader
- Agree responsibilities with Colony Assistants, taking into account when appropriate, the development of the individual's leadership potential
- Ensure the safe delivery of the programme in accordance with the requirements of the appropriate rules in Policy, Organisation and Rules (POR) that govern meetings, events, and other adventurous activities and the Young People First initiative
- Encourage Beaver Scouts to take part in residential events such as Beaver Scout sleepovers and excursions
- Actively co-operate with the Cub Scout Leader to promote the Moving On award
- Actively support and promote with other Leaders of the Group the achievement of the Group Awards
- Follow the Groups financial procedures which must be in accordance with POR
- Ensure accurate records are kept of the Beaver Scouts in the Colony, including home contact and medical details as well as the residential experiences, sleepovers, excursions and activities they attend and the awards and badges that they earn. All this must be done in accordance with the Data Protection Act 1998. These records must be passed on to the Cub Scout Leader when the Beaver Scout reaches the age of 8 or prior to moving onto Cub Scouts
- Attend meeting of the Group Council, and the Group Executive Committee as well as meetings of leaders at Group and District level.
- To carry out self review.
- Work with Training Adviser to complete Adult Training
- Make and retain relationships with parents / carers of the Beaver Scouts

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8.2.3 Job Description

Title: Assistant Beaver Scout Leader

Outline: Support the operation of the Beaver Scout Section; in particular, the planning and delivery of the Balanced Programme to the Section, with the help of other Assistant Beaver Scout Leaders, Colony Assistants, Young Leaders and members of the Scout Fellowship.

Responsible for: depends on the tasks agreed with Beaver Scout Leader

Responsible to: Group Scout Leader

Main Contacts: Beaver Scouts, parents / carers of the Beaver Scouts, other Assistant Beaver Scout Leaders, Colony Assistants, Section Leaders within the Group, Assistant District and County / Area Commissioners (Beaver Scouts), Group Executive members, Sponsors of the Group.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of a wood badge, which includes the achievement of the Section Leader specific Modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

“ General” Main Tasks

- Aid the Beaver Scout Leader in the delivery of a Balanced Programme for the Beaver Scout Section taking into account needs interests and abilities of the Beaver Scouts
- Agree responsibilities with the Beaver Scout Leader and other members of the Colony Leadership Team, taking into account, when appropriate, the development of the individual's Personal Learning Plan
- Ensure the safe delivery of the programme in accordance with the requirements of the appropriate rules in Policy, Organisation and Rules that govern meetings, events, and other adventurous activities and the Young People First initiative
- Support the Beaver Scout Leader in encouraging every member of the Colony to attend at least one Beaver Scout sleepover and excursion each year
- Support the Beaver Scout Leader in promoting the moving on award
- Work with the Beaver Scout Leader in the provision of the Moving On Awards to the Linking Section (Cub Scouts)
- Actively support and promote with other leaders of the Group the achievement of the Group Awards
- Be aware of the Group's financial procedures
- Attend meeting of the Group Council, as well as meetings of leaders at Group and District level
- Attend appropriate Sectional Meetings, as agreed with Beaver Scout Leader.
- Work with a Training Adviser to complete Adult Training

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8.2.4 Job Description

Title: Colony Assistant

Outline: Support the Beaver Scout Leader and Assistant Beaver Scout Leader(s) in the delivery of a Balanced Programme for the Beaver Scout Section.

Responsible for: As defined by the Beaver Scout Leader.

Responsible to: Beaver Scout Leader

Main Contacts: Beaver Scouts, parents / carers of the Beaver Scouts, Beaver Scout Leader, Assistant Beaver Scout Leader(s), other Beaver Scout Assistants, other Leaders and Assistants within the Group.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of "Getting Started" specific modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

"General" Main Tasks

- As defined by the Beaver Scout Leader
- This could be anything that the Beaver Scout Leader agrees with the Colony Assistant.

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8.2.5 Job Description

Title: **Cub Scout Leader**

Outline: Manage and lead the operation of the Cub Scout Section. In particular, the planning and delivery of the Balanced Programme to the Section, with the help of Assistant Cub Scout Leaders, Pack Assistants and Young Leaders.

Responsible for: Cub Scouts within the Pack, Assistant Cub Scout Leaders, Pack Assistants, Young Leaders whilst they are working in the Pack and any other adult involved in the delivery of the Programme

Responsible to: Group Scout Leader

Main Contacts: Cub Scouts, parents / carers of the Cub Scouts, Assistant Cub Scout Leaders, Pack Assistants, other Section Leaders within the Group, Assistant District and County / Area Commissioners (Cub Scouts), Explorer Scout Leader (Young Leaders), Young Leaders, Group Executive Committee members, Sponsors of the Group

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of a wood badge, which includes the achievement of the Section Leader specific Modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

Main "General" Tasks

- Delivering a Balanced Programme for the Cub Scout Section taking into account needs interests and abilities of the Cub Scouts within their Pack
- Agree responsibilities with Assistant Cub Scout Leaders, taking into account when appropriate, the development of the individual's leadership potential
- The appointment of Pack Assistants with the approval of the Group Scout Leader
- Agree responsibilities with Pack Assistants, taking into account when appropriate, the development of the individual's leadership potential
- Ensure the safe delivery of the programme in accordance with the requirements of the appropriate rules in Policy, Organisation and Rules (POR) that govern meetings, events, and other adventurous activities and the Young People First initiative
- Ensure that every member of the Pack has the opportunity to attend at least one residential experience each year
- Actively co-operate with the Scout Leader to promote the Moving On award
- Be responsible for the provision of the Moving On Award for Beaver Scouts working closely with the Beaver Scout Leader(s)
- Actively support and promote with other Leaders of the Group the achievement of the Group Awards
- Follow the Groups financial procedures which must be in accordance with POR
- Ensure accurate records are kept of the Cub Scouts in the Pack, including home contact and medical details as well as the residential experiences and activities they attend and the awards and badges that they earn. All this must be done in accordance with the Data Protection Act 1998. These records must be passed on to the Scout Leader when the Cub Scout reaches the age of 10½ or prior to moving onto Scouts
- Attend meeting of the Group Council, and the Group Executive Committee as well as meetings of leaders at Group and District level
- To carry out self review
- Work with Training Adviser to complete Adult Training
- Make and retain relationships with parents / carers of the Cub Scouts

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8.2.6 Job Description

Title: Assistant Cub Scout Leader

Outline: Support the operation of the Cub Scout Section; in particular, the planning and delivery of the Balanced Programme to the Section, with the help of other Assistant Cub Scout Leaders, Pack Assistants, Young Leaders and members of the Scout Fellowship.

Responsible for: depends on the tasks agreed with Cub Scout Leader

Responsible to: Group Scout Leader

Main Contacts: Cub Scouts, parents / carers of the Cub Scouts, other Assistant Cub Scout Leaders, Pack Assistants, Section Leaders within the Group, Assistant District and County / Area Commissioners (Cub Scouts), Group Council members, Sponsors of the Group.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of a wood badge, which includes the achievement of the Section Leader specific Modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

“ General” Main Tasks

- Aid the Cub Scout Leader in the delivery of a Balanced Programme for the Cub Scout Section taking into account needs interests and abilities of the Cub Scouts
- Agree responsibilities with the Cub Scout Leader and other members of the Pack Leadership Team, taking into account, when appropriate, the development of the individual's Personal Learning Plan
- Ensure the safe delivery of the programme in accordance with the requirements of the appropriate rules in Policy, Organisation and Rules that govern meetings, events, and other adventurous activities and the Young People First initiative
- Support the Cub Scout Leader in encouraging every member of the Pack to attend at least one Pack residential experience each year
- Support the Cub Scout Leader in promoting the moving on award
- Work with the Cub Scout Leader in the provision of the Moving On Awards between the Linking Sections (Beaver Scouts & Scouts)
- Actively support and promote with other leaders of the Group the achievement of the Group Awards
- Be aware of the Group's financial procedures
- Attend meeting of the Group Council, as well as meetings of leaders at Group and District level
- Attend appropriate Sectional Meetings, as agreed with Cub Scout Leader.
- Work with a Training Adviser to complete Adult Training

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8.2.7 Job Description

Title: Pack Assistant

Outline: Support the Cub Scout Leader and the Assistant Cub Scout Leader(s) in the delivery of a Balanced Programme for the Cub Scout Section.

Responsible for: As defined by the Cub Scout Leader.

Responsible to: Cub Scout Leader

Main Contacts: Cub Scouts, parents / carers of the Cub Scouts, Cub Scout Leader, Assistant Cub Scout Leader(s), other Cub Scout Assistants, other Leaders and Assistants within the Group.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of "Getting Started" specific modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

Main Tasks

- As defined by the Cub Scout Leader
- This could be anything that the Cub Scout Leader agrees with the Pack Assistant.

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8.2.8 Job Description

Title: Scout Leader

Outline: Manage and lead the operation of the Scout Section. In particular, the planning and delivery of the Balanced Programme to the Section, with the help of Assistant Scout Leaders, Troop Assistants, Young Leaders and members of the Scout Fellowship

Responsible for: Scouts within the Troop, Assistant Scout Leaders, Troop Assistants, Young Leaders whilst they are working in the Troop and any other adult involved in the delivery of the Programme

Responsible to: Group Scout Leader

Main Contacts: Scouts, parents / carers of the Scouts, Assistant Scout Leaders, Troop Assistants, other Section Leaders within the Group, Assistant District and County / Area Commissioners (Scouts), District Explorer Scout Commissioner (DESC), District Explorer Scout Administrator (DESA), Explorer Scout Leader (Young Leaders), Young Leaders, Group Executive Committee members, Sponsors of the Group

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of a wood badge, which includes the achievement of the Section Leader specific Modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

Main "General" Tasks

- Delivering a Balanced Programme for the Scout Section taking into account needs interests and abilities of the Scouts within their Troop
- Agree responsibilities with Assistant Scout Leaders, taking into account when appropriate, the development of the individual's leadership potential
- The appointment of Troop Assistants with the approval of the Group Scout Leader
- Agree responsibilities with Troop Assistants, taking into account when appropriate, the development of the individual's leadership potential
- Ensure the safe delivery of the programme in accordance with the requirements of the appropriate rules in Policy, Organisation and Rules (POR) that govern meetings, events, and other adventurous activities and the Young People First initiative
- Ensure that every member of the Troop has the opportunity to attend at least one Patrol or Troop residential experience each year
- Actively co-operate with the District Explorer Scout Commissioner and Administrator to promote the Moving On award
- Be responsible for the provision of the Moving On Award for Cub Scouts working closely with the Cub Scout Leader(s)
- Actively support and promote with other Leaders of the Group the achievement of the Group Awards
- Follow the Groups financial procedures which must be in accordance with POR
- Ensure accurate records are kept of the Scouts in the Troop, including home contact and medical details as well as the residential experiences and activities they attend and the awards and badges that they earn. All this must be done in accordance with the Data Protection Act 1998. These records must be passed on to the DESA when the Scout reaches the age of 13 or prior to moving onto Explorer Scouts
- Attend meeting of the Group Council, and the Group Executive Committee as well as meetings of leaders at Group and District level
- To carry out self review
- Ensure regular opportunities are provided for Troop Forums in order to ensure that the Scouts' views and opinions can be considered
- Work with Training Adviser to complete Adult Training
- Make and retain relationships with parents / carers of the Scouts

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8.2.9 Job Description

Title: Assistant Scout Leader

Outline: Support the operation of the Scout Section; in particular, the planning and delivery of the Balanced Programme to the Section, with the help of other Assistant Scout Leaders, Troop Assistants, Young Leaders and members of the Scout Fellowship.

Responsible for: depends on the tasks agreed

Responsible to: Group Scout Leader

Main Contacts: Scouts, parents / carers of the Scouts, other Assistant Scout Leaders, Troop Assistants, Section Leaders within the Group, Assistant District and County / Area Commissioners (Scouts), Group Council members, Sponsors of the Group.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of a wood badge, which includes the achievement of the Section Leader specific Modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

“ General” Main Tasks

- Aid the Scout Leader in the delivery of a Balanced Programme for the Scout Section taking into account needs interests and abilities of the Scouts
- Agree responsibilities with the Scout Leader and other members of the Troop Leadership Team, taking into account when appropriate, the development of the individual's Personal Learning Plan
- Ensure the safe delivery of the programme in accordance with the requirements of the appropriate rules in Policy, Organisation and Rules that govern meetings, events, and other adventurous activities and the Young People First initiative
- Support the Scout Leader in encouraging every member of the Troop to attend at least one Patrol or Troop residential experience each year
- Support the Scout Leader in promoting the moving on award
- Work with the Scout Leader in the provision of the Moving On Awards between the Linking Sections (Cub Scouts & Explorer Scouts)
- Actively support and promote with other leaders of the Group the achievement of the Group Awards
- Be aware of the Group's financial procedures
- Attend meeting of the Group Council, as well as meetings of leaders at Group and District level
- Attend appropriate Sectional Meeting, as agreed with Scout Leader.
- Make and retain relationships with parents / carers of the Scouts

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8.2.10 Job Description

Title: Troop Assistant

Outline: Support the Scout Leader and Assistant Scout Leaders in the delivery of a Balanced Programme for the Scout Section.

Responsible for: As defined by the Scout Leader.

Responsible to: Scout Leader

Main Contacts: Scouts, parents / carers of the Scouts, Scout Leader, Assistant Scout Leader(s), other Scout Assistants, other Leaders and Assistants within the Group.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of "Getting Started" specific modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

"General" Main Tasks

- As defined by the Scout Leader
- This could be anything that the Scout Leader agrees with the Troop Assistant.

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8.2.11 Job Description

Title: **Explorer Scout Leader**

Outline: The ESL acts as the Section Leader for an Explorer Scout Unit. They are responsible for developing and providing quality Explorer Scouting in the Explorer Scout Unit and the District as a whole. This may be with the help of Assistant Explorer Scout Leaders, Unit Assistants and members of the Scout Fellowship

Responsible for: Explorer Scouts within the Unit, Assistant Explorer Scout Leaders, Unit Assistants and any other adults involved in the delivery of the programme

Responsible to: District Explorer Scout Commissioner

Main Contacts: DESC, DESA, Explorers, parents/carers of Explorers, Assistant Explorer Scout Leaders, Unit Assistants, ACC/AAC (Explorers), GSLs, Scout Leaders, CSNC, CSNA, District Executive Committee members, Explorer Scout Leader (Young Leader),

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of a wood badge, which includes the achievement of the Section Leader specific Modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

“General” Main Tasks

- Delivering a Balanced Programme for the Explorer Scout Section taking into account needs interests and abilities of the Explorer Scouts within their Unit and the Explorers in the District as a whole. This should Include the opportunity to take part in the *Duke of Edinburgh's Award Scheme*.
- Agree responsibilities with Assistant Explorer Scout Leaders, taking into account when appropriate, the development of the individual's leadership potential
- The appointment of Unit Assistants with the approval of the DESC
- Agree responsibilities with Unit Assistants, taking into account when appropriate, the development of the individual's leadership potential
- Ensure the safe delivery of the programme in accordance with the requirements of the appropriate rules in Policy, Organisation and Rules (POR) that govern meetings, events, and other adventurous activities and the Young People First initiative
- Encourage every member of the Unit to attend at least one camp each year.
- Ensure that Explorer Scouts of their Unit have the opportunity to participate in all Explorer Scout activities within the District
- Be responsible for the provision of the Moving On Award for Scouts working closely with the Scout Leader(s) and Group Scout Leader(s)
- Actively co-operate with the County Scout Network Commissioner, Administrator and Scout Network Leaders to promote the Moving On award
- Actively support and promote with Leader(s) of the Group(s) the achievement of the Group

Awards with Explorer Scout's Assistance

- Ensure accurate records are kept of the Explorer Scouts in the Unit, including home contact and medical details as well as the residential experiences and activities they attend, the awards and badges that they earn and the National Qualifications they achieve. All this must be done in accordance with the Data Protection Act 1998. These records must be passed on to the CSNA when the Explorer Scout reaches the age of 17 or prior to moving onto the Scout Network.
- Attend meeting of the District Council, District Explorer Scout Meeting as well as other meetings of leaders at District and County level.
- Attend meetings of Group(s) Council and Group(s) Executive Committees if specified in the Unit's Partnership Agreement(s).
- To carry out self review.
- Work with Training Adviser to complete Adult Training.
- Make and retain relationships with parents / carers of the Explorer Scouts.
- Follow the Districts financial procedures which must be in accordance with POR.
- Ensure each Explorer Scout in the Unit has a Mentor.
- Ensure Certificates of Achievements are completed annually.
- Ensure that all Unit Members have input into the programme and are able to review it, through the formation of a Unit Steering Committee of Explorer Scouts.
- Ensure those Explorer Scouts who want to have the opportunity to participate in the Young Leaders' Scheme

8.2.12 Job Description

Title: **Group Chairman**

Outline: To assist the Group Scout Leader in the effective operation of the Scout Group, by leading and supporting Group administrators in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible for: The Group Executive including the Group Secretary and Treasurer

Responsible to: As chairperson of the trustee body, the Group Executive, the Group Chairperson is responsible to the District Scout Council.

Main Contacts: Members of the Group Executive, District Chairman, Group Scout Leader, Group Scouters

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules.

“General” Main Tasks

- Chair the Scout Group Council
- Chair the Scout Group Executive Committee
- Work closely with and support the Scout Group Scout Leader maintaining effective communication
- Work with the GSL to encourage development of Scouting within the Group and as part of the Community.
- Ensure all members of the Group Executive are fully briefed on the requirements of their roles.
- To ensure that the Group Executive Committee acts within the legislation acceptable to Charity Trustees.
- Ensure annual general meeting takes place within 6 months of the end of the financial year
- Maintain effective communication with the District Chairman
- Be a full and active member of the Group Executive Committee.
- Promote Scouting and be a liaison with outside bodies

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8.2.13 Job Description

Title: Group Secretary

Outline: To assist the Group Chairperson in the effective administration of the Scout Group in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible for: The provision of sound administrative support and information to the Scout Group

Responsible to: Group Chairperson

Main Contacts: Members of the Group Executive, District Secretary, Group Scout Leader, Section Leaders in the Group, Group Treasurer and the Group Chairperson. .

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules as outlined in The Scout Association's Adult Training Scheme and the Adult's Personal File. Eligible for Charity Trustee status.

“General” Main Tasks

- Act as Secretary to the Scout Group Council
- Act as Secretary to the Scout Group Executive Committee
- Work closely with and support the Group Chairperson
- Provide sound administration in respect of the obligations according to POR, including: inventories of Group equipment.
- Ensure completion of the Group Annual Census return
- Maintain records and lists of members and associate members as required for the effective administration of the Scout Group
- Ensure documents relating to the ownership of property and equipment and all other legal and official documents are kept in a safe and secure place, ensuring there is a full recovery of all files stored electronically
- Maintain effective communication with the District Secretary
- Be a full and active member of the Group Executive Committee.
- Work alongside the Group Executive Committee in producing the Scout Group Annual Report

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8.2.14 Job Description

Title: Group Treasurer

Outline: To assist the Group Chairperson in the effective financial administration of the Scout Group in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible for: The provision of sound and effective financial administrative support and information to the Scout Group

Responsible to: Group Chairperson.

Main Contacts: Members of the Group Executive, District Treasurer, Group Scout Leader, Group Scouters, Group Secretary and Group Chairperson.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules as outlined in The Scout Association's Adult Training Scheme and the Adult's Personal File. Eligible for Charity Trustee status.

“General” Main Tasks

- Act as Treasurer to the Scout Group Council
- Act as Treasurer to the Scout Group Executive Committee
- Work closely with and support the Scout Group Chairperson
- Set the Annual Budget for the Scout Group
- Provide sound administration in respect of the obligations according to POR, including: insurance, fundraising, maintenance of Group Property.
- Ensure completion of the Annual Scout Group Accounts in accordance with the guidelines laid down by the Charity Commission
- Receive all monies on behalf of the Scout Group, to keep account of all funds and pay out on the authorisation of the Group Executive Committee
- Receive individual Group membership subscription fees and forward them to the District Treasurer
- Maintain effective communication with the District Treasurer
- Be a full and active member of the Group Executive Committee.
- Work with the County Executive Committee to attract funding / grants / income to the County

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8.2.15 Job Description

Title: Group Subs-Treasurer

Outline: To assist the Group Chairperson and Group Treasurer in the effective financial administration of the Scout Group Subscriptions in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible for: The sound and effective financial management and collection of the member's subscriptions and administrative financial support to the Scout Group for the Subscriptions collection.

Responsible to: Group Treasurer.

Main Contacts: Members of the Group Executive, Group Treasurer, Group Scout Leader, Group Scouters, Group Secretary and Group Chairperson.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and where identified, complete the appropriate training modules as outlined in The Scout Association's Adult Training Scheme and the Adult's Personal File. Eligible for Charity Trustee status.

“General” Main Tasks

- Act as Subs-Treasurer to the Scout Group Council
- Act as Subs- Treasurer to the Scout Group Executive Committee
- Work closely with and support the Scout Group Chair Treasurer
- Manage the collection of the Scout Group Members subscriptions
- Provide sound administration in respect of the obligations according to POR, covering member's subscription records, Gift Aid, yearly Capitation and management of the Subscriptions account.
- Ensure completion of the Annual Scout Group Subscription Accounts in accordance with the guidelines required by the Scout Group Treasurer
- Receive all monies on behalf of the Scout Group related to Member Subscriptions , to keep account of all funds and pay back agreed percentage of the received monies to the various Scout Group Sections on the authorisation of the Group Executive Committee
- Receive individual Group membership subscription fees.
- Maintain effective communication with the Scout Group Treasurer
- Be a full and active member of the Group Executive Committee.

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8.2.16 Job Description

Title: Executive Committee Member

Outline: To assist the Group Chairperson in the effective operation of the Scout Group Executive Committee, by supporting the Group Leaders and Administrators in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible for: As defined by the Scout Group Chairperson.

Responsible to: The Scout Group Chairperson .

Main Contacts: Members of the Group Executive, Group Chairperson, Group Scout Leader, Group Scouters

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and, where/if applicable, complete the appropriate training modules.

“General” Main Tasks

- Attend the Scout Group Council
- Attend the Scout Group Executive Committee
- Work closely with and support the Scout Group Chairperson
- Work with the GSL and Scout Group Chairperson to encourage development of Scouting within the Group and as part of the Community.
- Brief the Group Executive on the progress of assigned Projects.
- As an Executive Committee member be familiar with the legislation acceptable to Charity Trustees.
- Attend annual general meeting
- Maintain effective communication with the Scout Group Chairperson
- Where practical, be an active participant of events organised by the Group Executive Committee.
- Promote Scouting and be a liaison with outside bodies where required

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8.2.17 Job Description

Title: Scout Group HQ Cleaner

Outline: Maintain the Scout Group Head Quarters in respect of providing a service for keeping the main User areas of the HQ in a reasonable state of cleanliness within the boundaries of the working hours agreed for this job.

Responsible for: The general cleanliness of the Main User areas of the HQ.

Responsible to: Scout Group Chairperson

Main Contacts: Scout Group Chairperson, Group Scout Leader, Group Treasurer.

Appointment Requirements: To provide a satisfactory cleaning service for the areas within the 1st Denmead Scout HQ to maintain a reasonable cleanliness level in the Entrance Hall, Main Hall Toilets, Passageway to Toilets, Kitchen and passageway to Kitchen.

Working Hours: The current working hours of this job is a maximum of 6 hours per week to be used either in two off three hour sessions, or three off two hour sessions at a time convenient to the Users (Scouts/Playgroup/ Hirers) of the building and as agreed in advance with the person performing the HQ Cleaner function. Changes to the cleaning periods or a requirement to occasionally work longer hours in one week is by prior arrangement with the Group Chairperson or the Group Scout Leader only or a person designated by either to authorise prior changes to this requirement.

“ General” Main Tasks - *to be carried out at least twice in a week period, when the HQ is in ‘normal use’ (normal use defined as being the times the local School Terms are in force).*

- Clean/Vacuum the Main Hall floor, Entrance hall-floor, passageway to/from toilets, passageway alongside the Kitchen to down past stores/shop area.
- Generally tidy the Kitchen, wipe down the work surfaces, cooker surfaces, sinks and clean floor. *Note: No washing-up, drying-up or packing away of utensils and or crockery is in the remit of this job.*
- Generally tidy and clean the wash basins in the four toilet areas, keep toilets and surrounding areas clean.
- Carry out the cleaning Duties as stated by either the Scout Group Chairperson or a Scout Group Executive Committee member assigned by the Scout Group Chairperson for liaising on the cleaning

“ Subsidiary” Tasks

- During holiday periods (periods when the Scout Group does not meet – Christmas, Half-term School Holidays, Easter and the Schools Summer Holiday period), when the building is not in general use, the following activities may be performed to use agreed work period hours at the HQ. These jobs can be spaced over whatever period is available and are not weekly jobs.
- Dust off and clean the windows/doors in the main hall and Entrance Hall.
- Wipe over the paint work of the doors and surrounds.
- Carry out any other reasonable general cleaning duties if required by either the Scout Group Chairperson or a Scout Group Executive Committee member assigned by the Scout Group Chairperson for liaison on the cleaning providing such work does not exceed the stated agreed hours for weekly cleaning.

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ANNEX A

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Annex A1 Explorer Partnership Agreement

Partnership Agreement between the 1st Denmead Scout Group and Waterlooille Scout District for the provision of a Denmead based Explorer Unit.

1. This Partnership agreement is made between the appointed representatives of the **1st Denmead Scout Group** the **Waterlooville Scout District** and the **Denmead Explorer Unit** members. The **Denmead Explorer Unit** is based at the 1st Denmead Scout meeting building located in Kidmore Lane Denmead.
2. Attendance to/at the **Denmead Explorers** events and meetings is open to any Scout Association member of the qualifying age (14 years To 18 years) for Explorers or visiting Leaders under invitation and/or pre-arrangement.
3. The appointed **Denmead Explorer** Unit leaders have the right to attend the **1st Denmead Scout Group** Executive Committee meetings and the **1st Denmead Scout Group** Scouter meetings as full voting members on subjects related to the **1st Denmead Scout Group**. The voting right is suspended only on decisions where there is a stated conflict of interest between the **1st Denmead Scout Group** and **District** in respect of **1st Denmead Scout Group** property, expenditure, policies, meeting times and equipment.
4. The appointed **Denmead Explorer** Unit leaders will meet twice yearly with the **1st Denmead Scout Group** Scout Section Leaders to discuss membership linking between the **1st Denmead Scout Group** Scout Section and the **Denmead Explorers** at times and venues agreed by all parties.
5. Details of all members of the **1st Denmead Scout Group** reaching the age of 13 years or over will be sent by the 1st Denmead Group Scout Leader to the **District** Explorer Administrator annually at or within a 4 week period of completing the annual Scout Association census.
6. This Partnership agreement does not restrict or commit any **1st Denmead Scout Group** scout member who on reaching the joining qualifying age of 14 years to joining the **Denmead Explorers** or preclude any **District** scout member from partnered groups from joining **Denmead Explorers**. The **Denmead Explorer** Unit membership is open to both male and female members.
7. The **Denmead Explorer** Unit will meet at the **Denmead HQ** which is the outright property of the **1st Denmead Scout Group** and which is managed and maintained by the appointed trustees of the **1st Denmead Scout**. This partnership agreement does not give, allocate or devolve any ownership rights or usage of the property or equipment held by the **1st Denmead Scout Group** outside that stated in this agreement.
8. The **Denmead Explorer** Unit or **District** Explorer cannot arrange meetings, gatherings or events at the **Denmead HQ** outside the normal time the **Denmead Explorers** hold their meeting, unless the extra meetings are arranged by prior agreement with the appropriate **1st Denmead Scout Group** member.
9. The members of the **Denmead Explorer** unit, excluding the designated **Denmead Explorer** Leaders, will pay the same subscription rates under the same conditions as applied to the Beaver Scout, Cub Scout and Scout members of the **1st Denmead Scout Group**.
10. The **1st Denmead Scout Group** will pay any and all Scout Association annual capitation charges for the registered **Denmead Explorer** members who attended and have paid subscriptions for the term previous to the capitation charge being levied either as a **Denmead Explorer** or a Denmead Scout Member or a new joiner not previously a Scout Association member. The **1st Denmead Scout Group** will pay the Scout Association capitation charge for the assigned **Denmead Explorer** Scout Leaders.
11. At the time of this Partnership agreement being made (see approval date) the **1st Denmead Scout Group** subscription charge is £20 per term per member, to be paid to the **1st Denmead Scout Group** for a whole term within four weeks from the first meeting of each term. This

- Partnership agreement is made on the understanding that any subscription rate change made by the **1st Denmead Scout Group** for the whole **1st Denmead Scout Group** will be acceptable to and paid by the **Denmead Explorer** unit members.
12. On completion of collecting the Subscriptions for a term the **1st Denmead Scout Group** Treasurer will return a set percentage to the **Denmead Explorer** Unit Treasurer (currently 25% of monies collected) for their day to day running expenses.
 13. The cost of Explorer Leader training is out side this agreement and is assumed the responsibility of **District**.
 14. **District** Explorer Scout Members registered as paying members of another Scout Group, partnered or not, visiting the **Denmead HQ** to participate in **Denmead Explorer** events held at the **Denmead HQ** will incur no charge. The **1st Denmead Scout Group** accepts no responsibility for capitation charges for visiting or casual non-paying members. Explorer Scouts not affiliated to a **District** Group may be charged £1.50p per attendance per night – levied at the discretion of the Explorer Leaders.
 15. The **Denmead Explorer** Unit will have access to borrow and use on Scouting events any equipment held owned or used by the **1st Denmead Scout Group**. Equipment loans are made under the same conditions for borrowing and using **1st Denmead Scout Group** equipment as applied to the Beaver Scout section, Cub Scout Section and the Scout Section.
 16. The **Denmead Explorers** can request via the **1st Denmead Scout Group** Executive Committee meeting that the **1st Denmead Scout Group** supply, buy or obtain specific equipment for their usage at camps or excursions. Each request will be treated equally to those received from the rest of the **1st Denmead Scout Group** and will be included within and limited to the **1st Denmead Scout Group** budgeted expenditure allowances.
 17. Any equipment purchased solely by the **1st Denmead Scout Group** given to, assigned to, or lent to, for the exclusive use of the **Denmead Explorer** section remains the property of the **1st Denmead Scout Group**. In the event that the **Denmead Explorers** cease to exist, any and all equipment supplied or purchased or loaned by the **1st Denmead Scout Group** remains the sole property of the trustees of the **1st Denmead Scout Group**.
 18. This Partnership agreement is made with the **Denmead Explorers** on the understanding they are to be a uniformed section also wearing the official Denmead scarf when appropriate. The uniform will be as agreed by the **Denmead Explorer** section members, the **Explorer Scout Leaders** and the **Group Scout Leader**.
 19. This Partnership agreement will be reviewed bi-annually from the date of signing, by the **1st Denmead Scout Group**, the **Denmead Explorer** leaders, **Denmead Explorer** Unit Chairman and **Waterlooville District** representatives.
 20. The Partnership agreement between the **1st Denmead Scout Group**, the **District Explorer Commissioner** and by agreement of greater than 75% of the **Denmead Explorer Unit** can be cancelled at no less than six complete calendar months notice, given in writing by the cancelling partner.

This partnership agreement is made on ____ / ____ / ____.

Signed and agreed by:

Print Name	Sign	On Behalf of	Position	Date
		1 st Denmead Scout Group	Group Scout Leader	
		Denmead Explorer Leaders	Explorer Unit Leader	
		Denmead Explorer Unit	Explorer Unit Chairman	
		Waterlooville District	Explorer Commissioner	