



4TH WEST BRIDGFORD (METHODIST) SCOUT GROUP

NEW MEMBER INFORMATION PACK

www.4th-wb-scouts.org.uk



WELCOME

Whether you are new to Scouting, or just new to the group, this Information Pack is designed for you. It seeks to explain a little about Scouting in general, to explain about the sections within Scouting and to introduce you to our Group.

This pack will cover the following areas:

- Introduction
- The Group
- Who's Who
- Parental Survival Guide
- Data Protection Act
- CRB Form Information
- Beaver Information }
- Cub Information } separate insert as appropriate
- Scout Information }
- Gift Aid Form – To complete and return please
- Personal Information Sheet – To complete and return please

Additional information may be added by the leader of the section that you are joining.

Introduction

With an international Membership of approximately 28 million in over 216 countries, and over half a million in the UK alone, the Scout Movement is the world's largest voluntary organisation for boys and girls. Impressive figures - particularly when you consider that Scouting began with 20 boys and an experimental camp held during the first nine days of August 1907, at Brownsea Island in Dorset.

We are sure that many parents and carers reading this will have at some time been involved in Scouting or Guiding, and realise just what fun it can be.

The aim of Scouting is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities.

This is achieved through a seamless progression of training, activities and awards that covers everything that young people do in Scouting from the age of 6 to 25 in five age groups called Sections:

Beaver Scouts	(6-8 years)
Cub Scouts	(8-10½ years)
Scouts	(10½- 14 years)
Explorer Scouts	(14-18 years)
The Scout Network	(18-25 years)

The motto for all five sections is: **“Be Prepared”**

The Explorer Scout and Scout Network sections are relatively new. The two sections replace and expand the former Venture Scout Section. The aims are broadly the same, with the three key awards coinciding with the three Duke of Edinburgh Awards. The new District Explorer unit was started in January 2003, and meets separately and is not attached to any Scout Group.

The Group

The 4th West Bridgford Scout Group offers Scouting opportunities for Beavers, Cubs & Scouts. Based at the Methodist Church on Patrick Road, it is considered to be an “Open – Sponsored” group. This means that although the Group is attached to, and sponsored by the Methodist Church, its membership is open to young people of all faiths.

All three sections meet on a Friday night with normal meeting times as follows:

- Beavers meet ~ 6.15pm-7.45pm in rooms 1 (downstairs) & 5 (upstairs).
- Cubs meet ~ 6.15pm - 7.45pm in upstairs youth hall and finish in Room 5.
- Scouts meet ~ 7.00pm – 9.00pm in upstairs youth hall.

Variation to these times, together with any venue changes, will normally be notified well in advance.

As well as the section leaders, a number of parent helpers are involved with the group. All parents and carers are encouraged to help if able, with an open invitation for you to join the parents committee. This is just a grand name for the parents who meet on a regular basis with the aim of supporting, and raising funds for the Group. However, a number of formal positions exist, those of Chairperson, Secretary and Treasurer.

Who's Who

Chairperson
Neil Jones

Secretary
Rachel Tyler-Jones &
Steve Keenan

Treasurer
Andy Gibbons



Scouter in Charge
& Cub Leader
Charles Dearnley (Akela)

Blanked for Web
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cubs@4th-wb-scouts-org.uk



Scout Leader
Andy Best (Slim)

Blanked for Web
Version

slim@4th-wb-scouts.org.uk



Scout Leader
Marc Gadsby

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Version

marc@4th-wb-scouts.org.uk



Scout Leader
Pete Goode

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pete@4th-wb-scouts.org.uk



Scout Section Assistant
Richard Gibson

Blanked for Web
Version

richard@4th-wb-scouts.org.uk




Cub Leader
Richard Dearnley (Bagheera)

Blanked for Web
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Cub Leader
John Dunne (Shere Khan)

Blanked for Web
Version

john@4th-wb-scouts.org.uk

	Beaver Leader Rowena Best (Crookshanks)	Blanked for Web Version	rowena@4th-wb-scouts.org.uk
	Beaver Leader Tricia Dearnley (Buckbeak)	Blanked for Web Version	
	Beaver Helper Carolyn De Boer (Hedwig)	Blanked for Web Version	
	Beaver Helper Robert Knott		

Group e-mail address for general correspondence – scouts.4th.wb@btinternet.com

Parental Survival Guide

These few notes are designed to aid and introduce the parent/carer to the world of Scouting, and to answer some of the more common questions. However, if at any time you have any further questions, or are concerned about anything, then please feel free to contact the leaders. Whilst we to are in Scouting for the fun of it, it is your children's spiritual, physical and mental well being that we have at heart. However, we would wish you to bear in mind that the only reward that the leaders gain from Scouting, is the success of, and enjoyment shown by, your child. We would therefore welcome your support at the Parents Committee, at events that we hold, and any support that you can offer the leaders from time to time.

The Promise and Law

Each section asks its members to make a promise in order to become a member and receive the membership badge. Additionally, the Cubs and Scouts promise to keep the relevant Laws. The promise and law make reference to God, Queen and Country. These form part of the principles of Scouting. However, recognition to other faiths and counties are acceptable after discussing with the relevant section leaders who will be able to advise accordingly.

Investiture

When a new member joins the Group, they will learn about the history of Scouting, what its principles are, and what is expected of them. They will also be asked to learn the Scouting motto, Law & Promise as appropriate to the section they are joining. This will normally take place during the first month of attendance. Once both the Leaders and the newcomer are happy, a short "Investiture" will take place. This involves repeating the Promise, and being formally welcomed into the section. As a new member, they will be presented with the Purple Membership badge. An open invite is extended to parents/carers to attend this event. Notice will be given, but it will take place at the closing of the evening, and will only involve picking up your charge a few minutes earlier than normal.

Subscriptions

Subscriptions will become due at the start of each school term. It would greatly benefit us if this could be paid as promptly as possible. Each years subscription is split between the Group (for materials etc), the District and the County associations (to provide for services offered locally) and lastly to the national headquarters (for support services and insurance). Subscriptions are currently £20 per school term.

Gift Aid

At the end of this pack you will find a Gift Aid Declaration. As a charitable youth organisation, we are able to claim back from the Inland Revenue the portion of tax paid by you on the subscriptions that you pay to us. This is providing that you pay tax or capital gains tax at least equal to the tax we reclaim on the payments (currently 28p for every £1 you give). This will increase the overall income to the Group without costing you a

penny more. Please take time to complete the form and return it to the section leader. It will be passed onto the Group Treasurer who administers the scheme.

The Programme

It is normal for both Beavers and Cubs to meet at the Church each Friday evening. If an activity is organised that requires Beavers or Cubs to meet at a different location, this will be notified to you in advance. The Scout section publish the forthcoming programme each term or so (this can also be found on the web site). This will usually indicate where to meet and at what time. The Scout programme will tend to have more outdoor activities than the other sections, especially during the summer months. Uniform should be worn for all meetings unless specified beforehand.

Uniform

Individual uniform items are explained on the section information sheets. All members of the Group wear the same scarf, which is made to order. For this reason it is only available from the section leaders. Uniform can no longer be purchased from the "Outdoors" shop on St. James Street. The "Outdoors" chain of shops has recently (end 2004) been sold by the Movement. However, items can be obtained by mail order from www.scouting.outdoors.ltd.uk although postage costs should be taken into consideration. The District has its own "Outdoors" agency and orders can also be placed via your section leaders. These orders are processed monthly and attract in the region of 10% discount over the published price on the web site. Some uniform items may also be obtained from John Lewis in town. Please ask a leader if you would like any advice.

Outdoors Equipment

It is worth knowing that as a member of the Scout Association, some shops will offer you a discount. Blacks in the Victoria centre offer 10% to members of the movement. It is always worth asking. We also have some helpful links on the "useful information" pages of our website.

Activities

All activities will be run in accordance with the association's safety policy. As your child progresses through the sections, they should find activities gradually becoming more challenging and adventurous. By their very nature, some activities will require specialist equipment. This can range from the oldest, most worn out pair of trousers possible (believe us, if they are not worn out before going to camp, they will be when they return), to camping / hiking equipment such as rucksack, sleeping bag & boots. The leaders will always be happy to advise on the requirements for nights away, and a kit list will usually be supplied before hand.

Transport & Lift Sharing

Because of the safety implications of transporting youngsters around, we would normally ask that Beavers, Cubs and Scouts be brought to any meetings taking place away from Church premises. We understand that this may inconvenience parents, but we do not have access to group transport. It is usual for parents to get together to share lifts to and from activities, and this tends to reduce each parents individual commitment. We would suggest however that the association's policy of travel only in forward facing seats, and an avoidance of lap belts, be adopted even in parent's cars. Please also note the new child seat legislation which changed on 18th September 2006. Details of this can be found on the RoSPA website www.childcarseats.org.uk.

Dropping off and picking up

We advise, especially with the younger members, that parents escort their youngsters all the way into the premises and confirm that the leader is present before leaving. Similarly, we also advise parents to pick up from outside the room at the end of the meeting. This will ensure that no child is left unsupervised on, or near the premises.

Insurance

As part of the annual capitation fee payable from the subs paid to the Group, Personal Accident & Medical Expense Insurance is provided for members whilst taking part in Scouting Activities. No cover is provided for property and equipment, including the risk of loss or damage to equipment or possessions whilst in transit or at camp or on expeditions. Neither the Scout Association, nor the Group will be held responsible for the loss or damage to personal property.

Church Parade

Church Parades are held each year for Mothering Sunday, Harvest Festival, Remembrance Sunday and other services at our own Church. All members are asked to join in the service. Additionally, the Group takes part in the annual St. Georges day parade where the whole district of Scouts & Guides come together. For each of these parades, we ask that all section members are as smart as possible. Full uniform, scarf, school trousers if uniform trousers are not available; and polished shoes (no trainers please).

Photography

We have a long tradition of recording many of our Scouting activities on camera. This enables us to share those special moments that parents would otherwise not see. We do however ask your permission to do this, and seek your agreement (see the Group Personal Card). These photographs will never be used outside our Scout Group unless we have sought your explicit permission to do so.

As technology advances, many of these will be digital images. This may allow us to share pictures by e-mail, but again, images of your son / daughter will only be shared if you have agreed for this to happen.

Please be assured that pictures will only be taken when appropriate, and all images will be treated with respect and with sensitivity.

Data Protection Act

The Scout Movement in the UK is a membership organisation. To enable it to operate – and to communicate with its members – it is necessary to maintain records about them. This will include details of name; address; date of birth; contact telephone numbers etc. We will also be keeping details of your son's/daughter's progress through Scouting (badges gained etc). Information held in our Scout Group may be shared from time to time within Scouting including the Headquarters of the Association.

New legislation came into force in March 2000, which covers the protection and processing of personal data. Adults and young people have the same rights under the Data Protection Act 1998. The Act covers paper based (as well as computer based) information.

Certain information is classed by the law as 'Sensitive Personal Data'. In a Scouting context this may include information about your son's/daughter's:-

- Health. (to ensure that we are prepared for medical emergencies it is important that we hold relevant information.)
- Disabilities (to ensure a safe integration of your son's/daughter's participation in activities, details of any disability need to be known.)
- Religious or similar beliefs (this will help us ensure that we make appropriate arrangements when necessary.)
- Racial or ethnic origin (again this will help us ensure that we are sensitive to cultural needs of our members).

To hold this 'Sensitive Personal Data' we will need your explicit consent. This is given when you complete the Beaver/Cub/Scout Record Sheet enclosed with this pack.

All the information will only be used in connection with your son's/daughter's membership of the Scout Movement in the United Kingdom – this will include membership management and communications.

Any of the information provided will not be passed to any third parties outside the Scout Movement without your consent.

CRB (Disclosure Application) Form

The Scout Association, the Church and the Group, are committed to the safety and security of our young people. If as a parent / carer you are likely to come into contact with other members of the Group, you will be asked to complete a CRB Disclosure Form. Whilst this may seem a little extreme, we are of the view that such precautionary measures are more than worthwhile, and ultimately we believe your children are worth the effort.

If you have already made it known that you would be prepared to help on any Beaver, Cub or Scout evening or any other activity, a form will be enclosed with this pack.

If you are prepared to be involved, and a form is not included, please contact your section leader as soon as possible.

The next two pages give answers to the most common questions, and provide notes for the completion of the form. This will only need to be completed once, and will cover you for the duration of the time your youngster is involved with Scouting.

THE SCOUT ASSOCIATION

Criminal Records Bureau (CRB) Checks

for

ENGLAND AND WALES

The CRB - Frequently Asked Questions

Does the CRB check replace the Association's Form CE checks?

The CRB form has replaced The Scout Association's Form CE. However, the Association will continue to carry out its own internal checking procedures using the information provided on the CRB Application.

Who must be checked?

Those persons likely to have **UNSUPERVISED ACCESS** to young people **MUST** be checked using the CRB procedures. Such persons include: Warranted Appointments, Skills Instructors, Activities Authorisations, Scout Network members, Scout Fellowship members and Section Helpers.

Similarly, Officers of Group, District, County and Area Executives i.e. Chairman, Secretary and Treasurer **MUST** also be checked using the CRB.

Who should also be checked?

Additionally, we recommend that all adults, especially those attending camps or who have any form of contact with our young members, should be checked using the CRB.

Do we check persons under the age 18 years?

No. A Youth Member under the age of 18 years working with another Section **MUST NOT** have unsupervised access to other Youth Members.

Do identity checks need to be done by a member of the District Team?

Ideally, the District Secretary or the Secretary of the Appointments Sub-committee should check the identity documentation. However, The Scout Association recognises the practicalities of doing this where the District is very large in numbers or geographically spread. Therefore, the Group Scout Leader or another responsible Scouter can also do this check

Who should have the CRB booklet *Applying for Disclosure*?

Each Group should hold a copy. A copy should be available to help applicants complete the CRB form. The Scout Association recommends that the completion of the CRB form should be done with the aid of the Group Scout Leader or other District personnel as above.

Can the CRB form be photocopied?

No - each form has a unique reference number, which is used as part of the tracking process by the CRB.

Will the Applicant receive details of the outcome of the check from the CRB?

Yes. The Applicant will receive a copy of the Disclosure in addition to Records Department at HQ.

May the District accept CRB Disclosures sponsored by other Organisations, e.g. Education Authorities.

No. The applicant must be checked against our confidential index in addition to being checked by the CRB. It is not uncommon for information to be revealed at HQ that is not recorded on the Police National Computer.

Guidance Notes for the completion of the CRB form for England and Wales

Please read these notes carefully, as incorrectly completed application forms will be returned to the District.

This will hinder the CRB check and delay the valuable aid of an Applicant to your Group or District. The Association recommends that the CRB application form should be completed with the help of a relevant member of local Scouting.

General Advice.

You **MUST** use BLOCK CAPITALS and black ink - any other colour, blue included, will not be acceptable to the CRB. **DO NOT** cross anything out on the form. If something does not apply, leave it blank.

Where required, enter an **X** in the appropriate box, not a tick.

Advise the applicant in advance to produce as many identification documents as possible.

DO NOT send completed CRB Application Forms direct to the CRB at Liverpool! They must first go via the District to Scout HQ for scrutiny, checking against our confidential index, and for countersigning at Section Y.

Section A - Applicant's details.

Please ensure all items are completed, especially lines 9 - 12.

Section B - Details of position for which Disclosure is being requested

This has already been completed for you and **MUST NOT** be altered. **DO NOT** amend or delete anything.

Section C - Additional personal details.

An applicant **MUST** enter all former birth/maiden surnames and forenames where applicable. Use a continuation sheet, if necessary. If a cross is entered in the "Mrs" or "Ms" field or a title is entered in the "Other" field then "the surname at birth" field in Section C must also be completed **even if** the surname is the same as that entered in Section A.

Section D - Previous addresses

An applicant **MUST** reveal all home addresses for the last 5 years (a minimum of 60 months). Use a continuation sheet, if necessary.

Section E - Additional Information.

Completing this section is voluntary - an applicant does not have to provide all these details. If **ANY** are provided, however, the CRB will be all the more reassured that they have an applicant's true identity. However, the absence of **ALL** details may cause long delays in the vetting process that may require the production of up to 7 additional identity documents.

Section F - Referee details.

Please refer to the guidelines in the *Applying for Disclosure* booklet.

Section G - Payment.

Leave this section blank. The Scout Association as a Voluntary Sector Registered Body is exempt from payment.

Section H - Applicant declaration and consent.

Please enter an **X** in one of the boxes at line 66, and also in the box at line 67 if a continuation sheet has been used in either of Sections C or D. An applicant's signature is voluntary in the lower box at line 69. However, **even if** no details are provided in Section E, please persuade applicants to sign the lower box as the absence of a signature will cause long delays in the vetting process that will require the production by registered post at CRB of up to 7 additional documents.

Section X - Checking the identity of an Applicant.

The minimum requirement is that you **MUST** record the details of either a PASSPORT **or** a DRIVING LICENCE **or** a BIRTH CERTIFICATE provided that the latter was issued within 12 months of birth. Ideally, record as many of these documents as possible. If the applicant possesses none of the above documents please contact Records Dept. at HQ for advice re the list of alternative documents acceptable to the CRB. It is vital that the person checking the application also confirms the applicant's home address using 2 further documents, e.g. a gas bill and a bank statement. Having done this, the checker **MUST** then insert an **X** at line 15 **AND** enter their name at line 16.

Sections Y & Z - Statement by Registered Person and Official Use Only, respectively.

Please **DO NOT** sign or enter anything in either of these Sections.