



1st Alton Manor Scout Group

Welcome Pack

Winter 2015/2016 Edition

WELCOME PACK

Dear Parent or Guardian

This welcome pack is sent to the parents and guardians of all those who are joining our Group.

The “welcome pack” contains:

- Some background information about the Group that you will find interesting
- Gives information about the way in which the Group currently operates
- Contains a number of appendices that we ask you to complete and return to provide us with information about your child and help us with the running of the Scout Group.

We are pleased to inform you that we can offer a place for (Childs name)

.....

In the 1st Alton Manor (Section Name) of the 1st Alton Manor Scout Group with effect from:-

We meet at the Alton Manor Community Centre, Gregorys Way, Belper.

The Normal meeting day and time for your Section is:-

.....

The Section Leader is:

Leaders Tel No: Email:

The Group Scout Leader (GSL) is: Darren Barnes Tel: 01773 880019 or 07872 938688

Current subscriptions (due per term in advance) is £36 per term

If you wish to accept the place for your child please notify the Section Leader within 14 days

In order to function safely and effectively the Group needs information from you about both your child and yourself.

You are asked to complete and return to the Section Leader a number of forms that are attached to the Welcome Pack as appendices 2—6.

Thank you for your help.

Yours in Scouting

Darren Barnes (Group Scout Leader)

Contents

Welcome

Introduction to the Group.

Aims
History
Sections

Section Details

District & Headquarters
Sections & Ages
Meeting Dates & Times
Leaders

Admission

Attendance

Behaviour

Code of good behaviour
Anti-bullying policy

Photography

Uniform

Official Uniform

Records

Data Protection Legislation
Personal Details
Medical Information

Finance

Costs
Fund Raising
Gift Aid on Subscriptions

Insurance

Personal Accident
Personal Effects

Training

Progressive Awards
Proficiency Awards

Activities

Weekly Meetings
Other Activity

Adult Support

Criminal Records Bureau (CRB)
Ways to help

Appendices

1. Section Leaders and main Executive members
2. Code of good practice and anti-bullying policy
3. Data Protection Act
4. Personal Details
5. Medical Consent Form
6. Gift Aid Declaration

Welcome

The Section Leaders and the Group Executive would like to welcome you to the 1st Alton Manor Scout Group.

This pack will give you some information about the Group, which we hope you will find useful and informative.

This pack also contains a number of forms requesting information about your child and yourself that we ask you complete and return.

I know that it seems to be a lot of paperwork just for your child to join a Scout Group, but it is required to ensure that the safety and welfare of your child is maintained at all times whilst with the group and that we have sufficient information to deal with any given situation. Please take the time to complete the form, it may not be all relevant to you, and return it to your Section Leader as soon as possible.

If you decide that your child does not wish to accept a place within the Section, please let us know so that we can offer the place to someone else.

If you have any queries, please do not hesitate to speak to the Section Leader or the Group Scout Leader who will be only too happy to help.

Introduction to the Group

Aims

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 citizens and as members of their local, national and international communities. The Group aims to achieve this by providing an enjoyable and attractive scheme of progressive training, based on the Scout Law and promise and guided by adult leadership.

History

Although the Group is the newest within the Belper District, having only been formed in September 2006, the Group is the amalgamation of the 3rd Belper and 6th Belper Scout Groups, both of whom were formed in the 1940's, and between them share a wealth of history and experience.

The name Alton Manor is taken from the Alton Manor coal seam that was in operation around the Far Laund area of Belper and is also the name of the housing estate that we intend to operate from in the near future.

Sections

The Group consists of Six Sections, two Beaver Colonies (Bear Colony & Deer Colony), two Cub Packs (Nailers & Spinners) and two Scout Troops (Beaurepaire & Bradelei).

District and Headquarters

The Group is one of eight Scout Groups within the Belper District. This in turn is part of the Derbyshire County Scout Association, which in turn is part of the largest youth organisation in Britain, the Scout Association of the United Kingdom. This is affiliated to the World Scout Association.

Section Details

Scouting at Scout Group level provides a training and activity programme for young people from the age of six to fourteen years inclusive.

The 1st Alton Manor Group Sections currently are:

Two Beaver Colonies, comprising of a maximum of 24 Beaver Scouts in each, whose age group ranges are from five and three quarters to their eighth birthday. This number can be exceeded by the GSL in compliance with POR.

Bear Beaver Colony meet during School term each Monday between 6:00 and 7:15pm.

Deer Beaver Colony meet during School term each Wednesday between 6:15 and 7:30pm.

Two Cub Packs, (Spinners & Nailers), comprising a maximum of 24 Cub Scouts in each, with age ranging from their eighth birthday to ten years and six months

Spinners Cub Pack meet during School term each Monday between 6:30 and 8pm

Nailers Cub Pack meet during School term each Tuesday between 6:30pm and 8pm

The two Scout Troops have a membership ranging from ten years six months to fourteen.

Beaurepaire Scout Troop meets during School term each Monday between 7:30pm and 9pm

Bradelei Scout Troop meets during school term each Tuesday between 6:45pm and 8:15pm

All Sections meet at the Alton Manor Community Centre, Gregorys Way, Belper.

Scouting at District level provides training and activity programmes for young people aged fourteen to eighteen (Explorer Scouts)

Scouting at County level provides training and activity programmes for young people aged eighteen to twenty-five (Scout Network)

Details of Section Leaders are given in Appendix 1

Admission

Membership to the Group is normally from the Alton Manor and Whitemoor areas of Belper although we will accept children from any area of Belper.

All sections (Beavers, Cubs & Scouts) are open to both males and females. For the purposes of this document, all members are referred to as Scouts.

In the situation where a section has no vacancies, a waiting list for potential members will be drawn up by the Section Leader and the Group Scout Leader.

Existing members of the Scout Association moving into the area from another District/County and wishing to join the Group will always be given the highest priority for available places in the Group, in accord with Scout Association regulations.

The children of adults who are actively assisting the work of the Group, e.g. as Leaders or active executive members, will normally be given preference if a waiting list is in operation.

Attendance

Section meetings are planned to start and finish on time. Please ensure that members arrive on time and are collected on time.

The Group, or Section Leaders of the Group, do not accept responsibility for members outside normal meeting hours, unless the member is participating in a specifically arranged event e.g. camp, visit or outdoor activity that they and their parent have been notified about in advance.

The Group has a policy that any member who misses three consecutive meetings, without letting the Leader aware of a valid reason for the absence, can, at the Leaders discretion following consultation with the Group Scout Leader, have their membership terminated. Subscriptions already paid will only be refunded at the Section Leaders discretion, and will be subjected to a deduction of the capitation costs and suitable administration fee.

Behaviour

The Group and Scout Association aim to provide Scouting in a safe and friendly environment. To aid in this the Group operates a “code of conduct” and has an “Anti-Bullying Policy”. Individual Sections may also have their own behavioural policies

Details are given in appendix 2.

The Group expects all members to read and sign to state that they agree to comply with both policies, and considers this as a condition of membership.

Photography

As a Group, we are incredibly proud of what we achieve within Scouting and at times like to share our adventures on our website, press and Scouting publications. In order to ensure that names and images are used in accordance with your wishes we are simplifying we collect and record parental permissions for this purpose.

In future, we will record your agreement to the use of your Sons/daughters image or name on Scouting publication, press or on the Group website, **unless you opt out.**

You can opt out by emailing or writing to your section leader within 4 weeks of your son/daughters start date.

We understand that circumstances change from time to time, if you wish to make a change in permission, please email or write to your Section Leader.

Uniform

The Scout Association is a uniformed organisation and all members are expected to wear the correct uniform, appropriate to the activity being undertaken. Thus, all members are expected to wear the correct uniform at formal events, such as normal meetings, parades etc. but would be expected to wear appropriate activity clothing for other events such as hikes, canoeing, climbing camping etc. We will be producing Group activity t-shirts which we would encourage members to purchase for such occasions.

All Sections should wear the Group scarf, which is diagonal maroon and gold with opposite border, with the appropriate woggle. Beavers wear a turquoise crew neck sweatshirt, Cubs a dark green crew neck sweatshirt and Scouts a teal green long sleeve shirt or blouse.

The correct uniform can be purchased from a number of shops:

Derby Scout Group, 120 Osmaston Road, Derby. Open Monday & Thursday evenings 7:00pm—9:00pm.

Children's Choice, Bridge Street, Belper

Various websites, including scoutstore.co.uk

All members are issued with the group scarf and appropriate badges for their uniform when they are formally taken into membership of the sections.

Records

The Scout movement in the United Kingdom is a membership organisation. To enable it to operate and communicate with its members, it is necessary to maintain records about them

This will include keeping details of names, address, dates of birth, contact telephone numbers and email addresses.

We will also be keeping details of your Son or Daughter's progress through Scouting (badges & awards etc). Information held in the 1st Alton Manor Scout Group may be shared from time to time within Scouting including the Headquarters of the Association.

New legislation came into force in 2000 which covers the protection and processing of personal data. Adults and young people have the same rights under the data protection act 1988. The act covers paper based and computer based information.

Certain information is classified by law as "sensitive personal data". In Scouting context, this may include information about your Son or Daughters health, disabilities, religious or beliefs, racial and ethnic origin.

To hold this "sensitive personal data" we will need your explicit consent. This can be given by completing and returning the enclosed form appendix 3.

All the information will only be used in connection with your Son or Daughters membership

of the Scout Movement in the United Kingdom-this will include membership management and communication.

Any of the information **will not** be passed to any third parties outside the Scout movement.

If you have any questions, please do not hesitate to contact your Son or Daughters Section Leader.

Personal Details

Parents and Guardians are asked to provide basic information about new members and provide contact information for use by Leaders, see appendix 4.

Medical Information

Parents and Guardians are asked to provide certain medical information about their child, which may be helpful to Doctors involved in treating any injuries or illnesses. The form (appendix 5) also authorises the Scout Leader in charge to sign any documents required by the medical authorities if the parent or guardian cannot be contacted. Please read the note at the foot of appendix 5 for clarification of this authority.

Finance

The Group is a separate educational charity, which has to support itself financially and make financial contributions to the running of the Scouting at District, County and National levels. These take the form of an annual capitation fee payable for every member of the Group, which is paid for out of Scout funds.

Costs

The day to day running of a Scout Group does not come cheap. The group is the agent for the "Alton Manor Community Centre" and in this capacity, is responsible for the upkeep of the building, we have a vast amount of camping and associated equipment for use by the Group which regularly needs maintaining and when required, replacing, plus all of the expenses that go with membership of a National and International youth movement such as membership fees and insurance. Scouting is a non-profit making organisation all monies received go back into Scouting.

Fund Raising

The Group raises funds to cover costs in three ways.

The first way is by levying a weekly subscription on each of its members, which is payable whether or not they attend meetings. The Group is further subsidised by all payments of subscriptions covered by the participation in the gift aid scheme. This subscription, which is the same for all Sections, is payable on a termly basis. However, payments can be made on a termly, half term or weekly basis at the discretion of the Section Leader. There is also the option to pay on-line. Please ensure that you pay promptly as this eases the administrative workload on the Leaders and improves the Groups cash flow. The current subscription is £36 per person per term based on a weekly subscription of £3 per week for a 12 week term. There is a reduction for those with more than one child in the Group. The level of subscription is reviewed annually.

The second is by means of a series of fundraising events that are organised by the Groups Executive Committee. All members are notified of these and adult assistance is always

welcome. Without these events being financially successful the Group would not be able to offer the range of activities required to meet the needs of its members.

The third means of fund raising is by direct payments for specific events, such as camps & visits. In these situations, the fee charged for the event is normally calculated to cover the cost of the event.

Gift Aid for Membership Subscriptions

The Group operates a very successful Gift Aid scheme which raises additional funds through the gift aiding of subscriptions. If you are a taxpayer, completion of a simple form enables the Group to claim back tax paid to HM Revenue & Customs (HMRC) on subscriptions whilst your Son or Daughter continues to be a member of the Group.

You pay no more, but the Group benefits by claiming back tax from the Government. For example, the gift aid scheme enables the Group to claim back £8.75 per term from HMRC on a subscription of £36, making the subscription worth £43.75p

The procedure to take advantage of this is simple. All parents or guardians are encouraged to join the scheme. Anyone who pays the subscription for the child and pays an amount of income or capital gain tax that is at least equal to the amount of tax the Group reclaims can sign a gift aid declaration. One declaration covers all payments made for the duration of your Childs membership of the Group. When your child leaves, the gift aid will be automatically terminated.

In anticipation of your support, a gift aid declaration form is included in this pack, appendix 6. Please complete and return to your Section Leader. If you have any queries about this scheme, the Section Leader will be pleased to discuss it with you.

Insurance

Scout insurance provides all members with limited benefits in the event of an injury during a Scout activity.

No insurance is provided for member's personal items.

Training

The youth programme operated by the Scout Association covers an appropriate progressive award scheme operating in each Section and a series of specific activity badges. In total, it is a progressive process of education and personal development. It encompasses all activities that the members take part in, camping, outdoor activities, service projects, games, ceremonies, awards, badges etc.

The training programme is based on the aims and principles of Scouting. The performance of the Group in meeting these aims is monitored at District and County level to ensure that it maintains appropriate standards.

Activities

Scout programmes are, by their very nature, practical and involve activity in the widest sense. For all activities and games there is a requirement for commonsense and responsibility. All activities involve, risk, but with good training, proper equipment and responsible leadership, these risks can be minimised to provide adventure and fun for all members of the Group.

The Group has to comply with National Scouting regulations before undertaking any activity. This normally means that the Leader, or other person/instructor, responsible for the activity has to have received the appropriate training to lead the activity and be approved by the Scout Association.

Adult Support

The successful functioning of the Group is dependant on adult assistance to provide the structure to both deliver the youth programme to members and to provide the necessary facilities and support to enable the Leaders to deliver the programme safely.

Criminal Records Bureau (CRB/DBS)

Any adult who helps with the Group in any way and who may have unsupervised access to the young people must be checked via the Criminal Records Bureau and Scout Association procedures. The check is to ensure that the person concerned has no history that might prevent them from safely helping with children in the Group. For example, Leaders should not ask parents to transport children, other than their own, anywhere if they have not been checked out.

We encourage all parents or guardians to complete the CRB application form, as we never know when we may need your help with some aspect of looking after the young people. If you are prepared to help the Group in the form of a casual helper, please make this known to your Childs Section Leader and we will provide you with the necessary form to fill in.

Ways to help

All adults involved with the Group as Leaders, Instructors or by serving on the Group Executive Committee give their time voluntarily.

Adults can support the Group in a number of the ways: -

Direct involvement with members is in the roll of Leaders and Assistant Leaders, who are responsible for the normal programme of each Section. A full training programme is provided to support all Leaders.

Leaders often require the support of adult helpers in order to deliver specific training opportunities to its members. Adults with particular skills who can assist for one or two months or at specific events and activities, as instructors are very valuable.

Support of those delivering the youth programme is usually provided by the Executive. The Executive Members supports the Group Scout Leader, who has the ultimate responsibility for all aspects of the Group, and is responsible to the charities commission for the correct running of the Group.

Ad hoc adult assistance is also usually required for specific fund raising events each year, for example at jumble sales, plant sales etc.

There is thus the opportunity to assist the Group on a regular basis as a Leader or Executive member, or on a more ad hoc basis as an instructor or event assistant.

Any adult interested in assisting in any way, the work that the Group undertakes for its members should contact either a Leader or the Group Secretary.

Appendix 1

1st Alton Manor Scout Group

Contact List

Group Scout Leader	Darren Barnes	01773 880019
Group Exec Chairman	Malcolm Gee	01773 825080
Group Secretary	Christine Hallsworth	01773 823033
Group Treasurer	Janice Finch	01332 552432
Beaver Scout Leader (Deer)	Angela Gee	01773 825080
Beaver Scout Leader (Bear)	Andrew Wright	01773 880891
Cub Scout Leader (Nailers)	Sally Chalklin	01773 829111
Cub Scout Leader (Spinners)	Emily Field	07914 148982
Scout Leader (Beaurepaire)	Richard Henshaw	01773 826830
Scout Leader (Bradelei)	Tammy Barnes	01773 880019

APPENDIX 2

GROUP POLICIES

We expect all Beavers, Cubs, Scouts and their parents to sign that they accept and will abide by the Groups code of good behaviour and Anti-bullying policy.

Code of Good Behaviour

I will comply with Scout Law (appropriate to my Section) and take an active part in scouting activities.

I will show good manners, respect and consideration for Leaders, helpers and fellow members at all times.

I will take responsibility for my own possessions.

I will show respect for the Groups and other member's possessions and property.

I will at all times be punctual and arrive in full uniform, unless advised otherwise by a Leader

I will do my best to have fun.

Anti-bullying Policy

Bullying by any child or adult is not acceptable. It is the responsibility of all adults in 1st Alton Manor Scout Group to develop a caring and supportive atmosphere.

Children and adults, as members of the Scout Association, must be committed to ensure, as far as is reasonably practical, that they will not bully others and that they will prevent all forms of bullying among members. To this end all Scouting activities will have in place rigorous anti bullying strategies. The 1st Alton Manor Scout Group has a policy of zero tolerance towards bullying.

All the children in the Group have the right to protection from all forms of bullying, be it physical or mental, by any member of the Association, child or adult. They must be kept safe from harm and they must be given proper care by those looking after them.

Children and adults are encouraged by the Group to report any incidents of bullying, whenever they occur, either to any of the Section Leaders, or if preferred, to the Group Scout Leader. Normally incidents of bullying will be dealt with by the Section Leader, but in more serious cases, parents will be informed and invited to assist in preventing re-occurrence of the problem.

Members, who are deemed to continue to bully, or fail to comply with the good behaviour policy, will be requested to leave the Group.

We accept and will abide by the code of good behaviour and anti bullying policy.

Member
(Beaver/Cub/Scout).....Print

NameSigned

Parent
Signature.....Date.....

APPENDIX 3

**DATA PROTECTION ACT
MEMBERSHIP RECORDS**

Beaver/Cub/Scouts

Name:.....

I accept that the 1st Alton Manor Scout Group will be keeping information about my Son or Daughter's membership of the Scout Movement for Scouting purposes.

I give my explicit consent to the holding of information of my Son or Daughters health, disabilities, religion, faith, race and ethnic origin, again for scouting purposes.

Signed
(Parent/Guardian):.....

Print
Name:.....

Date:.....

APPENDIX 4

PERSONAL DETAILS

MEMBERSHIP DETAILS

Full Name:.....

Date of Birth:

Address:

Post Code.....

Home Telephone Number:.....

Email Address:

PARENT OR GUARDIAN DETAILS

Name (1):.....

Occupation:.....Mobile No:.....

Email Address:.....

Address (if different from above)

Name (2):.....

Occupation:.....Mobile No:.....

Email Address:.....

Address (if different from above)

Any Additional Information—Continue overleaf if necessary

APPENDIX 5

MEDICAL CONSENT FORM

This form will be used during all events whilst your Son/Daughter belongs to the 1st Alton Manor Scout Group.

Name of Group member:

National Health No:.....

Date of Birth:.....

Date of last tetanus immunisation:.....

Are they allergic to anything (aspirin, antibiotics, food, calpol):.....

.....

Do they have any special dietary needs? If so please give details:

.....
.....

Medicines currently being taken:.....

Name and address of Doctor:.....

.....

Telephone No:.....

Any additional information the Leader should know about:

.....
.....

I undertake to notify the Leaders of any changes to the above information.

I will inform the Leaders if my Son or Daughter has been in contact with any infectious disease within three weeks prior to an event in which they are to take part.

If it becomes necessary for (name).....to receive medical or dental treatment and I cannot be contacted by telephone or other means to authorise this, I hereby give my general consent to any medical treatment and authorise the senior Leader in charge to sign any documents required by the medical authorities.

Parents/ Guardians name and address:.....

.....
Telephone No:.....

Mobile Tel No:.....

Parents/Guardians
Signature.....Date.....

Note: The medical profession takes the view that a parents consent to medical treatment cannot be delegated. This view is explicit in the Children's Act 1989. Thus medical consent forms have no legal status and a Doctor/Nurse insisting on the consent of a parent to a particular treatment has the right to do so. For this reason, we do not recommend that Leaders insist on parents signing the statement above. At the same time, it can be a comfort to medical staff to have general consent in advance from Parents or to have a Leader on hand able to sign forms required by the medical authorities.

1st Alton Manor Scout Group

Online payment of subs

We now have the facility to enable you to make the payment of your child's Scout subs online and take advantage of the Gift Aid tax provisions. This means that if you make your payment online 1st Alton Manor Scout group will receive an amount of tax back from the Government of 25% of the amount you are paying.

In order to pay your subs online you will need to follow the steps below:
Go to the web site www.virginmoneygiving.com

Under the heading "Donate to charity" enter "1st Alton Manor Scout Group" and then click on the blue arrow

Select "1st Alton Manor Scout Group" from the top of the list.

The 1st Alton Manor Scout Group home page should then be displayed

On the left hand side of the page is a box headed "Find out more" within this box click on "Subscriptions"

Then select "Make a donation"

Select "Other" and enter the amount of subs you are paying in the box

Select your payment method

Select "I'd like to leave a message". In the message box enter the name of your child/children whose subs you are paying and whether they are a Beaver, Cub or Scout and which day they meet.

Select the "Next" button.

Either go through the registration process or select "Next" under "I'm not registered"

Follow the instructions on screen to complete the payment

If you are a tax payer please ensure you click the box "please reclaim Gift Aid on my donation"