



# COMMUNITY ASSET TRANSFER

## COMMUNITY RENTAL GRANT

### APPLICATION FOR RENEWAL

#### IMPORTANT NOTES

The former Community Rental Grant Scheme is no longer open to new applications. This form should only be used by existing scheme beneficiaries when applying for a renewal of their grant when it is due for review.

Please complete all sections of this form as fully as possible (if a question is not applicable please mark with N/A) and, where possible, submit the form electronically to [CAT@moray.gov.uk](mailto:CAT@moray.gov.uk). Any queries regarding this form should also be submitted to this email address.

This form and all supporting documents may be published online. Personal information will be redacted before the application is published. Submission of this form denotes agreement to all your submissions being published.

#### Section A: Information about the community organisation

1. Details of community organisation	
Name of organisation	2 <sup>nd</sup> . Keith Scout Group
Registered address	
Postcode	

2. Organisation contact Information	
Contact name	
Position in organisation	
Postal address (inc postcode) <i>If different from above</i>	
Contact telephone no.	
Contact email address	

<b>We agree that correspondence in relation to this request may be sent by email to the address given above. (tick to indicate agreement)</b>	<b>X</b>
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*You can ask us to stop sending correspondence by email, or change the email address, by telling us at any time; please give 5 working days' notice.*

<b>3. Please tick the corresponding box(es) to confirm the type of organisation and its official no:</b>	<b>✓</b>	<b>Number</b>
Scottish Charitable Incorporated Organisation (SCIO) and its charity number...		
Company and its company number...		
Community Benefit Society (BenCom) and its registered number...		
Unincorporated organisation (no number)		<i>LEAVE BLANK</i>
If the organisation is not a SCIO but is a registered charity, please tick here and provide its charity no...	x	SC 035846

**4. Please tick the corresponding box below to confirm which documents accompany this application:**

Constitution	X
Articles of Association (Companies)	
Registered Rules (Community Benefit Societies)	
If the organisation does not have a written constitution, please tick this box. (Please note that the application will not be progressed until a copy of the organisation's written constitution has been provided.)	

## Section B: Information about the lease

**1. Please provide a street address and any name by which the land or building leased to you is known.**

Name of Asset	Old Ogilvie School
Asset Address	Fife Street Keith AB55 5EG

**1. Details of the current community rental grant:**

Current annual rent (as stated in lease documentation):	£ 1.00
Amount of community rental grant awarded:	£ 100 0/0
Amount of annual rent paid (if grant is less than 100%)	£

## 2. Details of the community rental grant being applied for:

Date when rent is due to be reviewed (from rent review notice):	31/10/2020
Amount of proposed rent:	£ 5,790
Amount of community rental grant being applied for:	£ 5,789

## Section C: Reasons for Application

### 1. Benefits of the Proposal

Please set out the benefits that you consider would arise if the community rental grant were to be agreed. You should explain how your operation benefits your community and others. A separate Business Case can be submitted to address the requirements of this section.

To continue operation of the Old Ogilvie School building for the continued Social Wellbeing of the Community by allowing the continued waiving of the rent as the group does not have and can't raise the funds to pay this sum.

This would then allow the following groups to continue:

The **2<sup>nd</sup>. Keith Scout Group**, which comprises of 4 sections, Beavers, Cubs, Scouts and Explorers covering the ages from 6 – 18 years from all social backgrounds. The purpose of the Scouts is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

It does this by instilling in the young people the following values.

Respect – We have self-respect and respect for others.

Care – We support others and take care of the world in which we live.

Belief – We explore our faiths, beliefs and attitudes.

Co-operation – We make a positive difference; we co-operate with others and make friends.

It does this by planning & carrying out various activities at the hall in a safe manner.

The **4<sup>th</sup>. Keith Brownies**, covering ages 7 – 10 years from all social backgrounds.

The Brownies introduce girls to a world of new opportunities, challenges and fun.

Girls go along to camps, holidays day trips and sleepovers. They get together with their friends at regular meetings where they learn new hobbies, get creative, develop skills and have outdoor adventures.

**The Fly and friendship Club**, meets every Thursday afternoon bringing people together. It is open to anyone regardless of religion or age. It has a membership of 75 aged from 51 – 96 years old and a programme that is varied with a good mix of activities

Continue overleaf if required.

Guest speakers and entertainers of all ages are invited along and there are also bingo and quizzes and a good sing-a-long.

According to members the best part are the variety each week, the friendship and of course the blether over a cup of tea and a "fancy piece"

**Scotty Quilters**, meet every Friday bringing people together to improve their skills. It comprises of 17 members aged 53 to 78 years of age

The benefits would be the continued operation of the hall which the group maintains on behalf of the council allowing activities detailed above to continue.

These activities promote children`s development and brining children together, who may not normally meet, to become better citizens and more rounded individuals.

The continued operation will allow the Fly and Friendship Club to continue to meet, reducing loneliness of older people in the community.

It will also allow the quilters to meet and so that they can maintain and continue to develop ,their skills

The Moray Council uses the Old Ogilvie School as a polling station. If the premises were to close the people of Fife Keith and associated wards would not be able to cast their votes locally



## Section E: Level and nature of support

Please provide details of the level and nature of any existing support from your community and describe any consultations carried out.

*(This could include information on the proportion of your community who are involved with the project, how you have engaged with your community beyond the members of your organisation. You should also show how you have engaged with any other communities that may be affected by your proposals.)*

I fully support The 2<sup>nd</sup>. Keith Scout Groups application for the Community Asset Transfer Grant in relation to the Old Ogilvie School. ,The Hall and associated rooms is a very important and a valuable asset to the community of Fife-Keith and indeed the wider community of Keith. Managed by 2<sup>nd</sup>. Keith Scout Group and used for meetings and activities of the many Scouting groups of all ages, from Beavers through to Trefoil Guild, the Building is also in regular use by a wide range of community groups throughout the year, as it has been for many years One of the groups, of which I am a member, is Scotty Quilters, an established social group of 17 patchwork and quilting crafters who, since February 2014, meet weekly in the hall to work on our projects, sharing ideas and expertise. We also, at times, hold full day workshops with visiting tutors. There is no other available room in the Keith area that is well suited to our needs as the accommodation offered in the Old Ogilvie School. The Building is comfortable and maintained to a very good standard, the large enough for individual workspaces for all our members of our group. Many of our members live alone so the social aspect of our meetings is as important as the time spent on our craft.

It is essential that when Covid restrictions allow community groups to resume their meetings that the Old Ogilvie School is still Available for use of all members of the local community and continues in its important role in community events

## Section F: Financial Information

Please provide the following financial information:

1. Approved financial accounts for last two financial years;
2. A detailed cash flow projection for the current financial year; and,
3. Summary cash flow projections for the following three years.

## Section G: Declarations

Two office bearers (board members, charity trustees or committee members) of the community organisation must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

**We, the undersigned on behalf of the community organisation as noted at Section A, make an asset transfer request as specified in this form.**

**We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.**

Name:			
Address:			
Position:			
Signature:		Date:	

Name:			
Address:			
Position:			
Signature:		Date:	

Please send the completed form, together with all accompanying documentation, to:

**By Post:** **Asset Transfer Team**, Moray Council, High Street, Elgin IV30 1BX

**By Email:** [CAT@moray.gov.uk](mailto:CAT@moray.gov.uk)

## Section G: Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this asset transfer request: (please tick)

Constitution	
Articles of Association	
Registered Rules	
Financial Statements	
Business Case	

Please note any additional supporting documents not listed above:

Letter of support	

## Useful Links

The following links provide sources of further information, advice or support for community bodies:

[Moray Council Community Asset Transfer](#)  
[Moray Council Community Support Unit](#)  
[Community Ownership Support Service \(COSS\)](#)  
[Development Trust Association Scotland](#)  
[Business Gateway Moray](#)  
[Highlands and Islands Enterprise](#)  
[tsiMoray](#)

## Office Use only:

Reference:	CRG/ 119
Date Received:	20/01/2021
Date Acknowledged:	20/01/2021
Validation Date:	



**CONSTITUTION  
OF  
SCOUTS SCOTLAND**

also known as

**THE SCOTTISH COUNCIL  
THE SCOUT ASSOCIATION**

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**effective from 11 November 2017**

This Constitution was approved by Scouts Scotland at its Annual General Meeting held in Glasgow on 11<sup>th</sup> November 2017. It was sanctioned by the Board of the Council of The Scout Association on 15<sup>th</sup> July 2017, and, with effect from 11<sup>th</sup> November 2017 it supersedes the Constitution for Scouts Scotland as most recently amended in 2014.

This edition incorporates amendments to the Bylaws of the Board of Scouts Scotland (the Scottish Board) made in 2014 and updated on 5 September 2015, 10<sup>th</sup> December 2016 and 16<sup>th</sup> September 2017.

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# CONSTITUTION OF SCOUTS SCOTLAND

(ALSO KNOWN AS THE SCOTTISH COUNCIL  
THE SCOUT ASSOCIATION)

## **PREAMBLE**

The purpose of Scouting *is to* actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Whereas the Board of the Council of The Scout Association, incorporated by Royal Charter dated 4th January 1912 with Supplemental Royal Charters dated 28th March 1949, 18th February 1959, 5th May 1967 and 19th July 1991, is empowered in terms of its Bylaws to appoint local bodies for the management of The Association's affairs in any particular part of the United Kingdom and to delegate to them all or any of the powers of the Board, with power to sub-delegate, and it has decided to use these powers to appoint a body for the management of The Association's affairs in Scotland, therefore the said Board (without prejudice to the powers vested in it by the Royal Charter and its Bylaws to make, vary or repeal these or other orders) has approved the following Constitution for the body so appointed:-

## **CONSTITUTION OF SCOUTS SCOTLAND**

### ***Delegated Powers***

1. The affairs of The Scout Association in Scotland shall be under the charge of Scouts Scotland, with a Board for the management of its business.

### ***Definitions***

2. The following words and expressions shall have the several meanings hereby assigned to them:-

"The Association" means The Scout Association

"HQ" means the Headquarters of The Association

"the UK Board" means the Board of the Council of The Association (or its successor body)

"the Council" means The Council of Scouts Scotland, also known as the Scottish Council The Scout Association

“Member“ means a person over the age of 18 years registered in Scotland as a member of the Association

"the Board" means the Board of the Council

“POR” means the current version of “Policy, Organisation and Rules” published by The Association, except for those rules amended and authorised for current use in Scotland and published from time to time as “Scottish Variations from POR”

“Scottish Headquarters” means the Headquarters of the Council.

## ***THE COUNCIL***

### ***Powers***

3. The Council, in the exercise of its charge of the affairs of The Association in Scotland, may exercise all such powers and do all such acts and things as may be exercised or done by the UK Board provided that no change shall be competent if it is inconsistent with The Association’s Royal Charter, as amended by Supplemental Royal Charters.

### ***Composition***

4. The Council shall consist of:-
  - 4.1 All Members, including the President, Vice Presidents, Secretary and Treasurer of the Council, the Chief Commissioner and the Board Chair.
  - 4.2 The Chief Scout
  - 4.3 The UK Chief Commissioner
  - 4.4 The Chairman of the UK Board

### ***Office Bearers***

5. Scouts Scotland shall have Office Bearers each of whom shall be Members:-
  - 5.1
    - (a) The President and Treasurer of the Council and the Board Chair, each of whom shall be elected by the Council to hold office for three years but shall be eligible for re-election at the end of their term of office. A President, Treasurer or Board Chair having served two consecutive full terms shall not be eligible for election to any office in the year of their retiral
    - (b) One or more Vice Presidents of the Council, who shall hold office for five years, but shall be eligible for re-election at the end of their term of office.
    - (c) The Secretary of the Council, who shall be appointed by the Board.
  - 5.2 An Office Bearer shall cease to hold office if:-
    - (a) The Office Bearer dies
    - (b) The Office Bearer resigns from such office by written notice to the Council

(c) The Office Bearer is removed from such office by resolution of the Council at an Annual or Extraordinary Meeting

### ***Annual General Meeting***

6. The Council shall hold an Annual General Meeting within eight months of the end of each financial year, and the place and date thereof shall be fixed by the Council at its previous Annual General Meeting with power nevertheless to the Board to determine or alter the place and date should the need to do so emerge. At least twenty one days' notice of the Annual General Meeting of the Council shall be given to all members of the Council.
7. The business of the Annual General Meeting of the Council shall be to receive the Annual Report of the Board, including audited Accounts and associated financial statements, to elect Office-Bearers, and to receive a report on the election of members to the Board in accordance with Clause 16. All other business transacted at an Annual General Meeting shall be deemed special and shall be included if required by the Board or if requested by a Regional or District Scout Council provided that it has so resolved at a meeting and the resolution has been given in writing to the Secretary with at least sixty days' notice. All business shall be intimated to Members on the notice convening the Meeting.
8. Nomination for election of Chair, Treasurer and Vice Presidents may be proposed by the Board in accordance with the Bylaws of the Board, or by a motion from a Regional or District Scout Council, and shall be intimated in writing to the Secretary with at least sixty days' notice. The names of those proposed as Office Bearers shall be given in the notice convening the Meeting. If more than one person has been proposed for the same office, other than as a Vice President, election to the office shall be by vote at the Meeting.
9. Nominations for the election of President will be from the Scottish Board, any Regional Scout Council or the National Youth Advisory Group and shall be intimated in writing to the Secretary with at least sixty days notice. The names of those proposed as President shall be given in the notice convening the meeting. If more than one person has been proposed, election to the office shall be by vote at the meeting.

### ***Extraordinary Meeting***

10. An Extraordinary Meeting of the Council shall be called at any time if requested by the President of the Council, by the Board, or by two or more Regional Scout Councils acting jointly, provided that each such Regional Scout Council has so resolved at a meeting and its resolution has been given in writing to the Secretary. In each case the request for an Extraordinary meeting shall be accompanied by a note of the business to be considered by the meeting and the Secretary shall call the meeting within ninety days of receipt of the request. At least fourteen days' notice of an Extraordinary Meeting of the Council shall be given to all members of the Council. All business thereat shall be intimated to members on the notice convening the Meeting.

### ***Proceedings of the Council***



11. Meetings of the Council shall be conducted in accordance with the provisions of this Constitution.

11.1 Meetings of the Council may take place at such concurrent locations as are determined by the Board from time to time where the members of the Council present at such permitted locations may participate in such manner as permits those attending to see, hear and comment on the proceedings.

11.2 The President shall chair meetings of the Council. In the absence of the President the Board Chair shall chair meetings, and in his or her absence the Council shall elect a Chair from the members.

### ***Quorum and Voting***

12. A quorum at any meeting of the Council shall consist of thirty members of the Council. Each member of the Council shall have one vote. No such member shall vote by proxy. Any resolution being determined by those persons present at a meeting of the Council shall be decided by a show of hands at the meeting, such votes being verified by tellers appointed for that purpose by the Board and being personally present at each permitted location. For the purpose of votes for the election of Board members and for the alteration of the Constitution, such votes may be held electronically in advance of the relevant meeting of the Council in such manner, as is specified in the Bylaws. The result of such a vote shall be declared at the relevant meeting. In connection with all votes the Chair of any meeting of the Council shall have a deliberative vote but shall not have a casting vote. In the event of a tied vote the proposal in question shall fall. In the event of a tied vote for an election to any office or to the Board the matter shall be resolved by lot.

## **THE BOARD**

### ***Powers***

13. The management of the business of Scouts Scotland shall be vested in the Board which may exercise all such powers and do all such acts and things as may be exercised or are done by the Council so far as the same are not specially reserved to the Council or under the Constitution required to be exercised or done by the Council; and without prejudice to the generality the Board shall have power to determine the annual membership fee for Scotland and by agreement with the UK Board the amount of annual membership subscription payable to HQ.
14. The members of the Board shall serve as charity trustees for Scouts Scotland (other than the Chief Executive of Scouts Scotland), and in that capacity they shall act always in compliance with the requirements of Scottish charity law and shall have the fullest powers to administer and manage Scouts Scotland's affairs in furtherance of its charitable purposes, provided that Scouts Scotland's assets are to be applied solely for the purposes, management and administration of Scouting. In particular, but without limitation, the Board shall have power, subject to appropriate disclosure in the next Annual Report, (i) to lend and to borrow, (ii) to invest widely, (iii) to award grants, including grants to one or more of their number, (iv) to engage one or more of their

number or their relations, either directly or through a connected company or firm, to provide on a commercial basis services which they are suitably qualified to provide, (v) to grant honoraria, including honoraria to one or more of their number and (vi) to reimburse one or more of their number from the Council's funds for all or part of any expenses reasonably incurred in the course of their duties.

### ***Bylaws & Rules***

15. (a) The Board may enact and from time to time alter such Bylaws as it may deem necessary for the election of members in terms of Clause 16(e) hereunder, for the regulation of its procedures and the powers and procedures of its sub-committees, provided that changes in the Bylaws shall be reported to the next Annual General Meeting of the Council.
- (b) The Board may also make and from time to time alter Rules for the regulation of the Scout Movement throughout Scotland including the conduct of the business of Regional and District Scout Councils and the holding of heritable or moveable property by the Council, Regional Scout Councils, District Scout Councils and Scout Groups.

### ***Composition***

16. The Board shall consist of:-
- (a) The Chief Commissioner of Scotland
  - (b) The Board Chair
  - (c) The Treasurer
  - (d) The Chief Executive of Scouts Scotland, who shall not be entitled to vote.
  - (e) Six Members nominated and elected in accordance with the Bylaws of the Board which shall require that there shall not be more than one elected member of the Board from any Scout District holding a Scout appointment in that District. Of the elected members of the Board, one-third shall retire at the Annual General meeting in each year in accordance with the Bylaws of the Board. Retiring members of the Board may be nominated for a further consecutive term. A member of the Board who has served two consecutive full terms shall not be eligible for re-election to the Board or as an Office Bearer in the year of their retirement.
  - (f) Two further persons identified by the Board and appointed by the Council from within or outside the membership of the Scout Association. These members of the Board will be appointed for a three year term for a maximum of two consecutive terms
  - (g) Two Members aged 18 or over but under 25 at the time of their appointment nominated by the National Youth Advisory Group (or successor body) and agreed by the Board. These members of the Board must continue to be a member of the National Youth Advisory Group throughout their term and will be appointed for a two year term and up to a maximum of two consecutive terms.
  - (h) Up to two persons co-opted in accordance with the Bylaws of the Board.

No person holding a paid appointment within The Association other than as provided in (d) above may be a member of the Board. No person holding a Scottish Headquarters Commissioner or Advisor appointment other than provided for in (a) to (h) above may be a member of the Board. The Board may invite other persons to attend its meetings for specific purposes but persons so invited shall not be entitled to vote.

### ***Casual Vacancies***

17. The Board shall have power to fill casual vacancies in its membership or among the Office Bearers by interim appointment until the next Annual General Meeting.

### ***HQ Representation***

18. The UK Board shall, on giving reasonable notice, have the right to send a representative to attend any Meeting of the Board, and such representative shall be entitled to bring up any matter thereat as though a member thereof, but shall not have the right to vote. The Board shall have a similar right to send a representative to attend any Meeting of the UK Board, with the like power and disability, provision being made for mutual notification of meetings.

### ***Annual Report***

19. The Board shall submit to the Annual General Meeting a report upon the work of Scouts Scotland during the past year.

### ***Annual Accounts***

20. The Annual Accounts and associated financial statements submitted to the Annual General Meeting shall be audited by a suitably qualified chartered accountant or firm of chartered accountants appointed annually by the Board.

### ***Committees***

21. (a) The Programme and Region Support Committee and the Business Committee shall be committees responsible to the Board.  
(b) The Board shall appoint annually, in accordance with the Bylaws of the Board, members of the Business and Programme and Region Support Committees.  
(c ) Any member of the Board other than the Chair, Chief Commissioner or Chief Executive can be appointed annually by the Board , in accordance with the Bylaws of the Board to Chair the Programme and Regional Support Committee and the Business Committee.  
(c) The Board may appoint any other Committees which it considers necessary or desirable, and shall appoint the Chairs of all such Committees and shall establish the terms of reference for such Committees including its purposes, composition and quorum.  
(d) Members of Committees need not be members of the Board

22. A Co-ordinating Group comprising the Chairs of the Board, the Programme and Region Support Committee and the Business Committee; the Chief Commissioner of Scotland; and the Chief Executive, shall oversee and co-ordinate the business of the Board and its Committees between Board meetings

#### **STAFF**

23. The Board may appoint a Chief Executive and other paid staff to Scouts Scotland for such periods and on such conditions as it may determine.

#### **COMMISSIONERS**

24. The Chief Commissioner of Scotland is appointed by the UK Board after consultation with the Board. All other Commissioner and Adviser appointments at Scottish Headquarters shall be made by the Board on the recommendation of the Chief Commissioner of Scotland.

#### **FUNDS**

25. The funds of Scouts Scotland shall be raised by such means as the Board may deem necessary or expedient. The powers of investment of Scouts Scotland shall be the same as those vested in The Association by its Royal Charter and Supplemental Royal Charters.

#### **ALTERATIONS TO THE CONSTITUTION**

26. No alterations shall be made to the Constitution except by resolution of the Council passed by two-thirds of those present and voting in this connection in accordance with the provisions of the Constitution.. Alterations to the Constitution may be proposed by the Board, a Regional Scout Council, or by a notice sent to the Secretary signed by one hundred members of the Council. Particulars of the proposed change(s) must accompany the notice calling the meeting at which the result of the vote will be declared.. No alteration to the Constitution shall take effect until the sanction thereto of the UK Board has been obtained

# Policy, Organisation and Rules

**September 2020**



**POR Amendments**  
**September 2020**

Chapter	Title	Outline of amendment
1	<b>Fundamentals of Scouting</b>	Chapter 1 has had the following changes included in this POR release; <ul style="list-style-type: none"> <li>○ Introduction of the Buddhist Promise</li> <li>○ Amendment to the Sikh Promise</li> <li>○ Amendment to the Hindu Promise</li> <li>○ Amendment to the Muslim Promise</li> <li>○ Structural amendments to include promises in full and ordered alphabetically</li> </ul>
2	<b>Key Policies</b>	This chapter has been alphabetically re-ordered and the Child Protection Policy and Anti-Bullying Policy replaced with the Safeguarding Policy and Youth Member Anti-Bullying Policy. Minor amendments have been made to the Vetting Policy in line with the new Safeguarding Policy.
3	<b>The Scout Group</b>	Rule 3.1 (a) has been amended to reference the Safeguarding Policy, formally the Child Protection Policy
3	<b>The Scout Group</b>	Rule 3.23 (a) has been updated to clarify ex officio member and nominated member status.
3	<b>The Scout Group</b>	Rule 3.23 (b) has been updated to include Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training requirement for Charity Trustees.
3	<b>The Scout Group</b>	Rule 3.23(d) has two additions (iv and v) to confirm electronic methods for making urgent decisions is allowed.
3	<b>The Scout Group</b>	Rule 3.26 has been amended to reference the Safeguarding Policy, formally the Child Protection Policy
3	<b>The Scout Group</b>	Rule 3.43 (c,d and e) have been removed as training requirements are now detailed within the Appointments Process.
4	<b>The Scout District</b>	Rule 4.1 (a) has been amended to reference the Safeguarding Policy, formally the Child Protection Policy
4	<b>The Scout District</b>	Rule 4.13, bullet point 3 has been removed
4	<b>The Scout District</b>	Rule 4.25 (e) has been updated to clarify ex officio member and nominated member status.
4	<b>The Scout District</b>	Rule 4.25 (f) has been updated to include Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training requirement for Charity Trustees.
4	<b>The Scout District</b>	Rule 4.25(i) has two additions (iv and v) to confirm electronic methods for making urgent decisions is allowed.
4	<b>The Scout District</b>	Rule 4.28 (a) has been amended to reference the Safeguarding Policy, formally the Child Protection Policy
4	<b>The Scout District</b>	Rule 4.50 (c, d and e) have been removed as training requirements are now detailed within the Appointments Process.
4	<b>The Scout District</b>	Rule 4.57 has been updated to confirm the process on completion of the Queen's Scout Award.
5	<b>The Scout County</b>	Rule 5.1 (a) has been amended to reference the Safeguarding Policy,

		formally the Child Protection Policy
5	The Scout County	Rule 5.16 (e) has been updated to clarify ex officio member and nominated member status.
5	The Scout County	Rule 5.16 (f) has been updated to include Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training requirement for Charity Trustees.
5	The Scout County	Rule 5.16(h) has two additions (iv and v) to confirm electronic methods for making urgent decisions is allowed.
5	The Scout County	Rule 5.19 (a) has been amended to reference the Safeguarding Policy, formally the Child Protection Policy
5	The Scout County	Rule 5.40 (c, d and e) have been removed as training requirements are now detailed within the Appointments Process.
5	The Scout County	Rule 5.45 has been updated to confirm the process on completion of the Queen's Scout Award.
6	The Structure of Headquarters of The Scout Association	Reference to Unity (Scout Insurance Services) has been amended to Unity.
8	Insurance	Throughout chapter, reference to Unity (Scout Insurance Services) has been amended to Unity.
9	Activities	Rule 9.2 (a) has been amended to reference the Safeguarding Policy, formally the Child Protection Policy
9	Activities	Rule 9.7 (i) NOTE has been updated to confirm existing members now have until September 2021 to comply with the 3 year renewal of mandatory training.
9	Activities	Rule 9.56 (b) has two further points added regarding safeguarding and safety training records.
9	Activities	Rule 9.56 (e) NOTE has been updated to confirm existing members now have until September 2021 to comply with the 3 year renewal of mandatory training.
9	Activities	Rule 9.76 (c) has been amended to reference the Safeguarding Policy, formally the Child Protection Policy
10	Uniform, badges and emblems	Rule 10.22 (a and b) have been updated.
10	Uniform, badges and emblems	All the uniform diagrams have also been updated to include reference to the Commissioners Commendation Award placement.
11	Awards and Recognition of Service	Rule 11.1 (a, b and c) has been updated to include all awards available for nomination and the process for nominating a member for an award.
15	Complaints, Suspensions and Dismissals	The opening text has been removed before Rule 15.1
15	Complaints, Suspensions and Dismissals	Rule 15.1 (b) has been updated to include a link to the new Complaints Policy. And points (c and d) have been added to link to the Volunteer Anti-Bullying and harassment Policy and Whistleblowing Policy.
15	Complaints, Suspensions and Dismissals	Rule 15.2 has been amended to include points (l to r of Rule 15.3) regarding ending the period of suspension
15	Complaints, Suspensions and Dismissals	Rule 15.3 has been renamed Safeguarding Stay-Away and the following rule details that process.
The Appointment Process		Rule 1.1 Pre provisional Appointment definition has been amended
The Appointment Process		Rule 1.1 Provisional Appointment definition has been amended
The Appointment Process		Rule 1.1 Full Appointment definition has been amended
The Appointment Process		Rule 1.2 Manager definition and list of roles has been updated

[scouts.org.uk/join](https://scouts.org.uk/join)

#SkillsForLife

<b>The Appointment Process</b>	Rule 2 (d (i&ii)) Line Manager and Approver definitions have been amended
<b>The Appointment Process</b>	Rule 3.2 (a and b) updated to confirm training requirements
<b>The Appointment Process</b>	Rule 3.3 (a (i)) small amendment to Appointment Panels sentence and additional paragraph at the end of the rule regarding the completion of the Appointments Process.
<b>The Appointment Process</b>	Rule 3.4 (a) updated to include 'Appointment Panel' in place of Appointments Advisory Committee.
<b>The Appointment Process</b>	Rule 4.5 (g) small amendment made on final decisions regarding an appointment.
<b>The Appointment Process</b>	Rule 4.6 (a and c) updated to include clarity on new training requirements
<b>The Appointment Process</b>	Rule 4.7 (a and b) updated to reflect the new Safeguarding Policy.
<b>The Appointment Process</b>	Rule 4.9 (b, d and e) updated to include clarity on new training requirements
<b>The Appointment Process</b>	Rule 5 (d) updated to confirm on-going training requirements must be monitored at the point of each 'formal' Appointment Review.
<b>The Appointment Process</b>	Rule 7 (a and b) small changes throughout to clarify cancellation or non-renewal of an appointment rules
<b>The Appointment Process</b>	Rule 8 (a and b) updated throughout to confirm appeal process and timescales.
<b>The Appointment Process</b>	Rule 9 creation of a new rule titled Adult Volunteer Roles
<b>The Appointment Process</b>	Table 2: Appointments has been significantly updated and is available to download as both an Excel and PDF document from <a href="http://www.scouts.org.uk/por">www.scouts.org.uk/por</a>



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# INTRODUCTION

The Founder of Scouting had a vision from which a Movement has grown, so that Scouting is found today in every corner of the land.

Scouting happens principally in Scout Groups, Explorer Scout Units and Scout Networks, wherever boys and girls meet to enjoy the Scout programme. The function of all the other units in the Movement is to enhance the quality of provision of that programme at local level.

With approximately 9,000 Scout Groups in the United Kingdom and its dependent territories, a support structure is clearly necessary. The main purpose of *Policy, Organisation and Rules* is to explain as simply as possible how that structure is organised.

It is impossible to set out in detail rules to cover every eventuality, which means that much depends upon the judgement of responsible people at every level of the Movement.

It is important that everyone concerned strives to exercise that judgement in ways that encourage the development and growth of the Movement.

*Policy, Organisation and Rules (POR)* lays down the structure of Scouting in the United Kingdom, the Channel Islands and the Isle of Man and defines information about its training and management. Each Rule is distinguished by a Rule number, which references the Chapter in which it is located. Matters of policy, information and advice on good practice are generally unnumbered.

Policies are authoritative statements of principle governing the work of the Scout Movement. Rules provide directives, which must be followed by all to whom the Rule is addressed.

There are many opportunities for local decisions to be made under a wide range of headings. The devolution of authority to Counties, Districts and Groups is clearly indicated where appropriate.

It is important that the exercise of that authority is not frustrated by the imposition of local rules. It must also be noted that the law of the land is paramount.

Information provides a statement of fact, which does not require action on the part of the reader. For example, the chapter on the Association's Headquarters is provided for interest and understanding only.

It is recognised that some matters may be difficult to follow in certain circumstances. For example, in some very rural areas and in some inner cities, where numbers of supporters may be small, it may not be possible to constitute Group Councils and Group Executive Committees exactly as the Rules require.

However, many years of experience have dictated what is good practice and what works well, and wherever advice is given it should be followed if at all possible.

## Definitions

**The Programme** - describes the diverse and exciting selection of activities and experiences provided in the Sections for young people. It is based around three main themes: outdoor and adventure, world and skills. In each section a range of badges and awards are there to support all aspects of Scouting, including the three main themes as well as, leadership, teamwork and personal development. The

# INTRODUCTION

programme should be delivered in a balanced way that incorporates elements from each theme. The programme is designed to be progressive through the sections to offer young people an appropriate level of challenge.

The Programme in Scouting has a fundamental dimension, which determines how it is carried out. This is the Scout Programme Method:

- keeping the Promise and Scout Law
- community action
- having fun
- meeting new people, making friends and developing relationships
- spending time outdoors
- games, physical and adventurous activities
- design and creativity
- visits and visitors
- camps, sleepovers, international trips and other residential experiences
- working in small teams
- trying new things, and learning new skills
- teambuilding and leadership activities
- taking responsibility, giving ideas and opinions, making choices and decisions
- spiritual reflection
- finding out about themselves

A high quality balanced programme is one that:

- Offers a balance of each of the challenge areas for the Section.
- Includes opportunities to achieve badges and awards such as activity badges, challenge awards or staged activity badges.
- Enables all young people to achieve Chief Scout's Awards.
- Provides opportunities for young people to influence the programme and provide feedback, and feedback is acted upon.
- Provides opportunities to engage with young people outside of their Section, such as attending District and county events or taking part in activities with other Sections.
- Provide opportunities to take part in activities away from the normal meeting place.
- Provide opportunities to engage with the local community.
- Offer opportunities to experience nights away.
- Be planned in advance by the Section's leadership team.
- Be delivered using a wide variety of methods
- Be delivered by adults or young people with the appropriate skills for the planned activities.

To measure the quality of a programme Quality Programme checker tools are available from [www.scouts.org.uk/qualitychecker](http://www.scouts.org.uk/qualitychecker)

**Members of the Scout and Guide Movements** - is taken to mean Members of an Association or Federation recognised by either the World Organisation of the Scout Movement (WOSM) or the World Association of Girl Guides and Girl Scouts (WAGGGS).

**County** - although in some parts of the British Isles Scout Counties are known as Areas or Islands - and in one case Bailiwick - for ease of reading POR simply refers to County/Counties.

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Where relevant, when the word 'County' is used, it may be read as Area, Island or Bailiwick as appropriate.

'Counties' includes Areas, Islands and Bailiwick when appropriate.

**Country Headquarters** - refers to the headquarters of The Scottish Council of The Scout Association or the Northern Ireland Scout Council and to Headquarters at Gilwell Park in the case of England and Wales and the offshore islands.

**Regional Commissioners** - Any references to the post of Regional Commissioner refers to England or Wales only. For Northern Ireland, all references to Regional Commissioner should be read as Chief Commissioner.

**Scottish Variations** - The affairs of the Association in Scotland have been delegated to the Scottish Council of the Association.

In Scotland Scouting is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts. Unless otherwise stated, all references to 'County' or 'Counties' relate to 'Region' or 'Regions' in Scotland. Scottish Variations identifies which of these functions fall under the specific responsibility of Districts in Scotland.

The above organisational differences and differences in legislation mean that some of the Rules in POR do not apply in Scotland without modification. These modifications are described in POR Scottish Variations and those variations are highlighted in this document by a <sup>SV</sup>.

**Headquarters** - refers to the Headquarters of The Scout Association in the United Kingdom.

**Regional Services Team** – Regional Managers and Officers who are appointed by Headquarters and assigned to work in support of the development of Scouting in Counties and Districts in England.

**Overseas Branches** - refers to Branches of The Scout Association which are established in certain territories overseas.

**British Scouting Overseas** - are Scout Groups, which are registered by The Scout Association in a number of other countries.

**POR: The Appointment Process** – provides the rules for the appointing adults in Scouting. The rules form part of Policy, Organisation and Rules and must be adhered to.

**Leaders, Managers and Supporters** - these groups of roles are defined in *POR: The Appointment Process* and have replaced any reference to those holding Warranted Appointments.

# Chapter 1

## FUNDAMENTALS OF SCOUTING

### Chapter Contents

The Purpose of Scouting

The Values of Scouting

The Scout Method

The Scout Promise

The Scout Law

The Cub Scout Promise

The Cub Scout Law

The Beaver Scout Promise

The Beaver Scout Law

Rule 1.1 Variations to the working of the Promises

### The Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

### The Values of Scouting

As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

### The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

### The Scout Promise

*(This promise is for Scouts, Explorer Scouts, the Scout Network and adults; based upon the Scout's three promises created by our Founder, The Scout promise represents a number of different theist faith traditions)*

# Chapter 1

## FUNDAMENTALS OF SCOUTING

On my honour,  
I promise that I will do my best  
to do my duty to God and to The Queen,  
to help other people  
and to keep the Scout Law.

### The Scout Law

1. A Scout is to be trusted.
2. A Scout is loyal.
3. A Scout is friendly and considerate.
4. A Scout belongs to the world-wide family of Scouts.
5. A Scout has courage in all difficulties.
6. A Scout makes good use of time and is careful of possessions and property.
7. A Scout has self-respect and respect for others.

### The Cub Scout Promise

*(based upon the work of our Founder this promise represents a number of different theist faith traditions)*

I promise that I will do my best  
to do my duty to God and to The Queen,  
to help other people  
and to keep the Cub Scout Law.

### The Cub Scout Law

Cub Scouts always do their best,  
think of others before themselves  
and do a good turn every day.

### The Beaver Scout Promise

I promise to do my best  
to be kind and helpful  
and to love God.

### The Beaver Scout Law

*(based upon the work of our Founder this promise represents a number of different theist faith traditions)*

There is no formal Beaver Scout Law. The concepts expressed in the Scout Law are to be presented to Beaver Scouts through games, storytelling and other informal activities.

### Rule 1.1 Variations to the wording of the Promises

- a. Scouting is open to people of all faiths and of none and must therefore take account of the different religious obligations of its Members while upholding the essential spirit of the Promise.

# Chapter 1

## FUNDAMENTALS OF SCOUTING

- b. Alternative wording of the Promise that young people and adults may wish to use to best reflect their own beliefs is included below, reflecting the diversity of our UK Scout Community

### **The Scout Promise**

*(for Scouts, Explorer Scouts, the Scout Network and adults)*

#### **The Scout Promise for members who are Atheist or of no faith background**

On my honour, I promise that I will do my best  
to uphold our Scout values, to do my duty to The Queen,  
to help other people  
and to keep the Scout Law.

#### **The Scout Promise for members who are Buddhist**

On my honour,  
I promise that I will do my best  
to seek refuge in the Triple Gem, to do my duty to the Queen,  
to act with compassion towards all life  
and to keep the Scout Law.

#### **The Scout Promise for members who are Christian**

On my honour,  
I promise that I will do my best  
to do my duty to God and to the Queen,  
to help other people  
and to keep the Scout Law.

#### **The Scout Promise for members who are Hindu**

On my honour,  
I promise that I will do my best  
to follow my dharma and do my duty to the Queen,  
to act with compassion towards all life  
and to keep the Scout Law.

#### **The Scout Promise for members who are Humanist**

On my honour,  
I promise that I will do my best  
to uphold our Scout values, to do my duty to the Queen  
to help other people  
and to keep the Scout Law.

#### **The Scout Promise for members who are Jewish**

On my honour,  
I promise that I will do my best  
to do my duty to God and to the Queen,  
to help other people  
and to keep the Scout Law.

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## FUNDAMENTALS OF SCOUTING

### **The Scout Promise for members who are Muslim**

In the name of Allah, the most beneficent and the most merciful,  
I promise that I will do my best  
to do my duty to Allah and then to the Queen,  
to help other people  
and to keep the Scout Law.

### **The Scout Promise for members who are Sikh**

On my honour,  
I promise that I will do my best  
to do my duty to Waheguru and to The Queen,  
to help other people  
and to keep the Scout Law.

### **The Cub Scout Promise**

#### **The Cub Scout Promise for members who are Atheist or of no faith background**

I promise that I will do my best  
to uphold our Scout values, to do my duty to The Queen,  
to help other people  
and to keep the Cub Scout Law.

#### **The Cub Scout Promise for members who are Buddhist**

I promise that I will do my best  
to seek refuge in the Triple Gem, to do my duty to the Queen,  
to act with compassion towards all life  
and to keep the Cub Scout Law.

#### **The Cub Scout Promise for members who are Christian**

I promise that I will do my best  
to do my duty to God and to the Queen,  
to help other people  
and to keep the Cub Scout Law.

#### **The Cub Scout Promise for members who are Hindu**

I promise that I will do my best  
to follow my dharma and do my duty to the Queen,  
to act with compassion towards all life  
and to keep the Cub Scout Law.

#### **The Cub Scout Promise for members who are Humanist**

I promise that I will do my best  
to uphold our Scout values, to do my duty to the Queen  
to help other people  
and to keep the Cub Scout Law.



# **Chapter 1**

## **FUNDAMENTALS OF SCOUTING**

### **The Cub Scout Promise for members who are Jewish**

I promise that I will do my best  
to do my duty to God and to the Queen,  
to help other people  
and to keep the Cub Scout Law.

### **The Cub Scout Promise for members who are Muslim**

I promise that I will do my best  
to do my duty to Allah and then to the Queen,  
to help other people  
and to keep the Cub Scout Law.

### **The Cub Scout Promise for members who are Sikh**

I promise that I will do my best  
to do my duty to Waheguru and to the Queen,  
to help other people  
and to keep the Cub Scout Law.

### **The Beaver Scout Promise**

#### **The Beaver Scout Promise for members who are Atheist or of no faith background**

I promise to do my best to be kind and helpful and to love our world.

#### **The Beaver Scout Promise for members who are Buddhist**

I promise to do my best to be kind and helpful and to act with love towards everyone.

#### **The Beaver Scout Promise for members who are Christian**

I promise to do my best and to be kind and helpful and to love God

#### **The Beaver Scout Promise for members who are Hindu**

I promise to do my best and to be kind and helpful and to love the world.

#### **The Beaver Scout Promise for members who are Humanist**

I promise to do my best and to be kind and helpful and to love our world.

#### **The Beaver Scout Promise for members who are Jewish**

I promise to do my best and to be kind and helpful and to love God

# **Chapter 1**

## **FUNDAMENTALS OF SCOUTING**

### **The Beaver Scout Promise for members who are Muslim**

I promise to do my best and to be kind and helpful and to love Allah

### **The Beaver Scout Promise for members who are Sikh**

I promise to do my best and to be kind and helpful and to love Waheguru.

- c. Where some other form of wording is required for a member of a particular faith or religion advice should be sought from Headquarters.
- d. Similarly it is accepted that foreign residents who may become Members of the Association owe allegiance to their own country.
- e. To meet these circumstances the phrase 'duty to The Queen' should be replaced by the phrase 'duty to the country in which I am now living'.
- f. In the case of young people the decision as to which permitted form of wording should be used rests with them, however in the younger Sections parents should be aware of the Promise chosen before the investiture ceremony.
- g. In the case of adults the decision as to which permitted form of wording should be used rests entirely with the adult concerned.

## **Chapter 2**

# **KEY POLICIES**

### **Chapter Contents**

#### **Development Policy**

#### **Equal Opportunities Policy**

Rule 2.1 Responsibilities within the Equal Opportunities Policy

#### **Privacy and Data Protection Policy**

Rule 2.2 Responsibilities within the Privacy and Data Protection Policy

#### **Religious Policy**

Rule 2.3 Responsibilities within the Religious Policy

#### **Safeguarding Policy**

Rule 2.4 Safeguarding of young people and adults at risk

#### **Safety Policy**

Rule 2.5 Responsibilities within the Safety Policy

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#### **Youth Member Anti-Bullying Policy**

Rule 2.6 Responsibilities within the Youth Member Anti-Bullying Policy

***The order of Key Policies in this section is alphabetical and infers no order of importance nor priority; they are all equal.***

## Chapter 2

# KEY POLICIES

### Development Policy

Subject to the Rules governing age ranges and mixed membership the Scout Movement is open to all young people of whatever background.

The Scout Association recognises, however, that access to Scouting is not equally available to all groups and communities across society as a whole.

The Operations sub-Committee of the Trustee Board and the Regional Services Team at Headquarters support the Movement in its work in making Scouting available to all.

In particular, through the use of innovation and experiment, it supports local Scouting in meeting the needs of young people in areas of urban disadvantage or priority, in highly rural areas, and among the minority ethnic communities.

It also works in collaboration with other agencies to support those disadvantaged young people who might benefit from its programme and ethos, and who may never become full Members of the Movement.

The Regional Services Team supports local Scouting in a number of different ways:

- through the production and distribution of development material;
- through the sharing of experience and models of good practice;
- through support and advice from Headquarters staff, volunteer and professional;
- through recommendations to the National Development Grants Board for financial support.

Those seeking help in this field should contact the Regional Services Team at Headquarters in the first instance.

*[Whilst Development Managers and Officers support the development of Scouting in England, the National Regional Services Manager works closely with Scottish Headquarters, the ScoutsCymru Office and the Northern Ireland Scout Council on development matters.]*

### The Equal Opportunities Policy

#### Young People

The Scout Association is part of a worldwide educational youth movement. The values, which underpin and inspire its work are embodied in the Scout Promise and Law and in the Purpose of the Association.

Within this framework, the Association is committed to equality of opportunity for all young people.

Accordingly:

- a. The Scout Association is committed to extending Scouting, its Purpose and Method to young people in all parts of society.
- b. No young person should receive less favourable treatment on the basis of, nor suffer disadvantage harassment or discrimination by reason of:
  - Class or socio-economic status;

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# KEY POLICIES

- ethnic or national origin, nationality (or statelessness) or race;
- gender (including gender reassignment);
- marital or civil partnership status;
- sexual orientation;
- disability
- political belief;
- pregnancy and maternity;
- religion, belief or faith (including the absence of religion, belief or faith)
- sex
- age

All Members of the Movement should seek to practise equality, especially in promoting equal access to Scouting for all young people. The Scout Association opposes all forms of prejudice and discrimination, including racism, sexism, homophobia, biphobia and transphobia. All Scout Groups, as independent charities, have a duty to comply with relevant equalities legislation. All volunteers should make reasonable adjustments where possible to support all young people with disabilities to access Scouting.

### **Reasonable Adjustments**

Reasonable adjustments means actions to enable young people with disabilities to access Scouting and Scouting activities, as far as reasonably possible, to the same level as young people without disabilities. This should involve working in partnership with parents/carers, to identify needs and support strategies. Reasonable steps should also be taken to identify any young people with disabilities in the Section/Group.

(See Rule 3.11b for further guidance around reasonable adjustments).

Further information about equalities legislation and Scouting is available via the members area of the website.

*Note: With reference to sex and gender, membership of the youth Sections of the Association is open to boys and girls, and young women and young men of the appropriate ages subject to the rules set out in 3.6, 4.6 and 5.6 below.*

### **Leaders and other volunteers**

To carry out its work the Association seeks to appoint effective and appropriate Leaders, of all backgrounds and all areas of the community, and to involve other volunteers in supporting roles, all of whom are required to accept fully the responsibilities of their commitment.

The overriding considerations in making all appointments in Scouting shall be the safety and security of young people, and their continued development in accordance with the Purpose and Values of the Association.

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### **KEY POLICIES**

Accordingly, all those whom the Movement accepts as volunteers must be appropriate persons to undertake the duties of the particular position to which they have been appointed (including, if relevant, meeting the requirements of the Sponsoring Authority) and, where appropriate, the responsibilities of membership.

In making an appointment to a particular leadership or support position it may be appropriate to consider the gender and/or ethnicity of the potential appointee, in particular to ensure appropriate composition of leadership or supporting teams.

The physical and mental ability of a particular potential appointee to fulfil a particular role will always be a relevant factor to consider.

Within these constraints, and those imposed by the need to ensure:

- the safety and security of young people;
- the continued development of young people; and
- equal opportunities for all;

No person volunteering their services should receive less favourable treatment on the basis of, nor suffer disadvantage, harassment or discrimination by reason of:

- age;
- class or socio-economic status;
- ethnic or national origin, nationality (or statelessness) or race;
- gender (including gender reassignment);
- marital or civil partnership status;
- sexual orientation;
- disability
- political belief;
- pregnancy and maternity;
- religion, belief or faith (including the absence of religion, belief or faith)
- sex

*Note: Sexual feelings directed towards children and/or a sexual interest in children is a bar to any involvement in the Scout Movement.*

#### **Rule 2.1 Responsibilities within the Equal Opportunities Policy**

All adults in Scouting have a responsibility for the operation of the Association's Equal Opportunities Policy. All Scout Groups, as independent charities have a duty to comply with relevant equalities legislation.

- a. The District Commissioner or the County Commissioner, as appropriate, must be satisfied that all applicants for Leader or Commissioner appointments are fully aware that they will be required by their personal example to operate the Association's Equal Opportunities Policy and support Groups to comply with relevant equalities legislation.
- b. They must also be satisfied that all those whom they invite to assist them in other ways in the work of the District or County are upholding the Association's Equal Opportunities Policy by the personal example that they set before the Scouts in the District or County as the case may be.

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### **KEY POLICIES**

- c. Group Scout Leaders must be satisfied that all those whom they invite to assist them in the work of the Group will comply with relevant equalities legislation and uphold the Association's Equal Opportunities Policy by the personal example that they set before the Scouts in the Group.
- d. Appointment Advisory Committees are required to operate the Association's Equal Opportunities Policy and comply with relevant equalities legislation in their work.
- e. The District Executive or the County Executive Committee, as appropriate, must be satisfied that all applicants for appointments in their gift are fully aware that they will be required by their personal example to operate the Association's Equal Opportunities Policy and support Groups to comply with relevant equalities legislation.

Further information about equalities legislation and Scouting is available via the members area of the website.

#### **Privacy and Data Protection Policy**

The Scout Association takes the protection of privacy and personal data very seriously and all adults operating within Scouting, whether at National UKHQ or within local Scout units (i.e. Scout Groups, Districts, Counties, Areas, Regions (Scotland) or Countries), must comply with data protection law which includes the EU General Data Protection Regulation "GDPR".

(A copy of The Scout Association's Data Protection Policy which provides key definitions, details of how it protects personal information and also guidance to staff, members and volunteers about how to deal with personal information they handle, can be found [here](#))

#### **Rule 2.2 Responsibilities within the Privacy and Data Protection Policy**

- a. The Scout Association at national UKHQ level and each local Scout unit operate as separate, independent charities in their own right. Each collects and handles personal data and is responsible, as a separate data controller, for the personal data it collects and uses.
- b. As a larger organisation, The Scout Association is registered with the Information Commissioners Office (ICO) as a data controller. However, data protection law applies to all data controllers (whether registered with the ICO or not) and therefore applies to each local Scout unit.
- c. All adults in Scouting have a responsibility to comply with data protection law when handling or dealing with any personal data. However, ultimate responsibility for ensuring that adequate data protection systems are in place, lies with the relevant charity trustees as follows:
  - i. at national Scouting level, the Board of Trustees of The Scout Association is responsible for ensuring that adequate data protection systems are in place in respect of The Scout Association UKHQ based at Gilwell Park, Chingford, London E4 7QW; and
  - ii. at local Scouting level, the local Executive Committees (as the charity trustees) are responsible for ensuring that adequate data protection systems are in place for their respective local Scout units.

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### KEY POLICIES

- d. Whilst the charity trustees and Executive Committees are responsible for ensuring that adequate data protection systems are in place, each adult operating within scouting whether as staff, members or volunteers are also responsible for ensuring that they handle all personal data in compliance with those procedures and the law.

All adult Members and Associate Members of the Association are required to have at least one unique e-mail address (i.e. not one shared with another person or persons) recorded on Compass. This unique e-mail address may be in addition to any shared email address, such as may be in place for shared roles.

This requirement is needed to ensure that each Member and Associate Member receives the information relevant to them, and (in line with the Data Protection and GDPR requirements) prevents them from receiving information intended for another individual.

- e. In compliance with the 6 key principles of the GDPR (Article 5), personal data in Scouting must be:

- i. Processed lawfully, fairly and in a transparent manner.

Clear and accessible information must be provided to individuals about what personal data is collected, how it will be processed and how they can exercise rights over it e.g. the right to request a copy of their personal data by making a Subject Access Request (SAR) or to have incorrect data corrected or deleted. This information should be provided both at the initial point of contact in the form of a Privacy Statement or Notice and also be made regularly accessible to the individual. The Scout Association's Privacy Statement as displayed on its website can be found [here](#).

- ii. Collected and processed for specified, explicit and legitimate purposes only.

Personal data should only be collected and used for activities directly relating to Scouting or a person's membership or association with Scouting;

- iii. Adequate, relevant and limited to what is necessary for the purposes it is collected and processed;

- iv. Accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that the data is kept as accurate and up-to-date as possible for the purposes for which it is being held;

- v. Kept for no longer than necessary for the purposes it was collected and processed;

- vi. Kept secure using appropriate technical or organisational measures to prevent the data from being used in an unauthorised or unlawful way or against accidental loss, destruction or damage.

- f. As data controllers, the relevant Charity Trustees and Executive Committees are responsible for demonstrating compliance with the above principles



## **Chapter 2**

# **KEY POLICIES**

### **Religious Policy**

The Scout Movement includes Members of many different faiths and religions as well as those with no formal religion. The following policy has received the approval of the heads of the leading religious bodies in the United Kingdom. All Members of the Movement are encouraged to:

- make every effort to progress in the understanding and observance of the Promise to do their best to do their duty to God or to uphold Scouting's values as appropriate;
- explore their faith, beliefs and attitudes
- consider belonging to some faith or religious body;
- carry into daily practice what they profess.

#### **Attendance at services**

If a Scout Group, Explorer Scout Unit or Scout Network is composed of members of several denominations, religions or beliefs, the young people should be encouraged to attend services relevant to their own form of religion or belief.

#### **Chaplains**

Chaplains may be appointed as Advisers in Scout Groups, Districts, Counties, Countries and Nationally. A Chaplain may be a Minister of Religion or a lay person.

In a Scout Group sponsored by a religious body the religious leader may be appointed Group Chaplain.

National Chaplains may be appointed for religious bodies represented in Scouting.

### **Rule 2.3 Responsibilities within the Religious Policy**

- a. The District Commissioner or the County Commissioner, as appropriate, must be satisfied that all applicants for Leader or Commissioner appointments are fully aware that they will be required by their personal example to implement the Association's religious policy.
- b. If a Sponsored Group has a policy of recruitment restricted to members of one particular form of religion or denomination, the Sponsoring Authority is responsible for the religious training of all young people in the Group.
- c. In this case it is the duty of the Group Scout Leader to encourage attendance at such religious instruction and observances as the Sponsoring Authority may consider desirable.
- d. Scouts' Own Services may be held for the purpose of spiritual reflection and to promote a fuller understanding of the significance of the Scout Promise and Law.
- e. Such services must be regarded as supplementary to, rather than a substitute for, formal attendance at the services of the individual's own form of religion.
- f. If a Beaver Scout, Cub Scout, Scout, Explorer Scout or Scout Network Member is not allowed, by reasons of the individual's own religious obligations, to attend acts of worship other than that of the individual's own faith, the Leader must make certain that those obligations are not compromised.

## **Chapter 2**

# **KEY POLICIES**

### **Safeguarding Policy**

It is the Policy of The Scouts to safeguard the welfare of all children, young people and adults at risk by protecting them from neglect and from physical, sexual and emotional harm. The Scouts understand that individuals thrive in safe surroundings so we are committed to ensuring that Scouting is safe and enjoyable for everyone involved and that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Charity Commission requirements.

This policy:

- a) applies to all adults including the Board of Trustees, volunteers, paid staff, agency staff and anyone working on behalf of The Scouts;
- b) recognises that the welfare and interests of children, young people & adults at risk are paramount in all circumstances; and
- c) aims to ensure that all children, young people & adults at risk have a positive and enjoyable experience of Scouting in a safe and person-centred environment and are protected from abuse whilst participating in Scouting and otherwise.

It is the responsibility of all adults involved in Scouting to have read and understood the Safeguarding Policy & Procedures.

The Safeguarding Policy & Procedures must be adhered to at all times.

All breaches of the policy and procedures will be dealt with within in line with POR and the Safeguarding Processes and Procedures.

**The Scouts Safeguarding Policy & Procedures, for Young People & Adults at Risk** can be found on our website [here](#)

### **Rule 2.4 Safeguarding of young people and adults at risk**

- a) It is the responsibility of all adults involved in Scouting to have read and understood the Safeguarding Policy & Procedures.
- b) The Safeguarding Policy & Procedures must be -adhered to at all times.
- c) All breaches of the policy and procedures will be dealt with within in line with POR and the Safeguarding Processes and Procedures.

**The Scouts Safeguarding Policy & Procedures, for Young People & Adults at Risk** can be found on our website [here](#)

## **Chapter 2**

# **KEY POLICIES**

### **Safety Policy**

The Scouts sets out to deliver everyday adventure and develop skills for life in a growing movement of adult volunteers and young people aged 5-25, in the UK and internationally.

The Scouts recognises that life is not risk-free, and in its turn Scouting is not risk-free. As Scouts, we believe that our members benefit most from our activities when we manage these risks to wellbeing to be as low as is reasonably practicable. Identifying and proportionately managing risk is a skill for life that we wish to kindle, develop and enhance in all of our members.

All those involved in Scouting must, so far as is reasonably practicable and to the extent of their role, ability and understanding;

- Properly assess the risk of every activity undertaken in Scouting. This assessment should be suitable and sufficient for the activity being undertaken, and follows that activities with higher risk should require more in-depth assessment.
- Provide and receive clear instructions and information, and adequate training, to ensure members are competent to undertake their task
- Prevent accidents and cases of ill health by managing the health and safety risks in Scouting
- Maintain safe and healthy conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- Review risk assessments as often as necessary when circumstances and conditions change.
- Never be afraid to change or stop an activity if risk increases.

### **Rule 2.5 Responsibilities within the Safety Policy**

All those involved in Scouting must, so far as is reasonably practicable and to the extent of their role, ability and understanding;

- a. Stop any activity if they have concerns over its safety, and must be reminded of this frequently.
- b. The person responsible for ensuring that these requirements are met for every activity being undertaken is the agreed leader-in-charge, working closely with the team leading the activity or event.
- c. The person responsible for assuring that this policy is being implemented in their area of responsibility is the holder of a management appointment. The authority to undertake the requirements outlined above, or tasks required to support the requirements, can be delegated as necessary. The responsibility for making sure that the policy is followed can never be delegated.
- d. Every Executive Committee in Scouting is to satisfy itself through appropriate assurance and monitoring activities that this policy is being put into effective use and to engage and consult with members on day-to-day health and safety conditions and ensure it is on the agenda at all meetings.
- e. The responsible body for making sure that these requirements are met for every premises or location operated by a Scouting concern, and therefore deemed to be the Managing Controller of the premises, is the relevant executive committee.
- f. Communicate these assessments the most effective way for those involved and, where practical, in writing. These assessments should be reviewed before every activity, and as often as necessary proportionate to changing circumstances and conditions. Ensure that

## Chapter 2

# KEY POLICIES

those involved, including parents/carers, have a reasonable understanding of the risk nature of activities being run and communicate this in an appropriate manner.

- g. Everyone in Scouting has a responsibility for sharing good practice about how to apply this policy, and making sure that failures to apply this policy are brought to the attention of those involved.
- h. Implement emergency procedures – evacuation in case of fire or other significant incident. Report incidents that cause injuries, or incidents that had the potential to cause injuries, at their earliest opportunity through the appropriate channels. When reported, managers must make arrangements to complete a proportionate investigation, and learn and share lessons from incidents. (in accordance with Chapter 7).

### The Vetting Policy

It is the policy of The Scout Association to check all adult volunteers to ensure that: only adults appropriate for a role are permitted to undertake responsibilities in Scouting; and that regular reviews are undertaken of adult volunteers to ensure their continued suitability.

Accordingly The Scout Association is committed to:

- following a defined process for appointing adult volunteers that establishes the applicant's suitability taking into account the fundamentals of Scouting; the Safeguarding Policy, Youth Member Anti-Bullying Policy, Safety Policy and the Equal Opportunities Policy;
- refusing offers from applicants that are found to be unsuitable;
- putting in place robust vetting arrangements and ensuring that these arrangements are made clear to applicants and to the public;
- taking into account relevant information from The Scout Association's records, police forces, relevant statutory authorities, personal references and other credible sources.

As part of the vetting arrangements, The Scout Association will undertake a **Personal Enquiry** which involves a check made against records at Headquarters for all adult volunteers and for certain roles a Criminal Record Disclosure Check. For foreign nationals or British Overseas Territory citizens operating abroad in British Scouting Overseas and Overseas Branches, checks must be made according to arrangements authorised by the Chief Safeguarding Officer at Headquarters.

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### **KEY POLICIES**

#### **Youth Member Anti-Bullying Policy**

“Children have the right to protection from all forms of violence (physical or mental). They must be kept safe from harm and they must be given proper care by those looking after them.” [The United Nations Convention on the Rights of the Child, Article 19]

The Scout Association is committed to this ethos and seeks to ensure, as far as is reasonably practicable, the prevention of all forms of bullying among Members. To this end all Scouting activities should have in place rigorous anti-bullying strategies.

#### **Rule 2.6 Responsibility within the Youth Member Anti-Bullying Policy**

It is the responsibility of all adults in Scouting to help develop a caring and supportive atmosphere, where bullying in any form is unacceptable.

Adults in Scouting should:

- be aware of the potential problems bullying may cause;
- be alert to signs of bullying, harassment or discrimination;
- take action to deal with such behaviour when it occurs, following Association policy guidelines;
- provide access for young people to talk about any concerns they may have;
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;
- help ensure that their Group/Section has a published anti-bullying code.

*Note: Support material in the form of a guide and poster is available from the Scout Information Centre*

# Chapter 3

## THE SCOUT GROUP

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- Rule 3.2 Admission to membership
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## **Chapter 3**

# **THE SCOUT GROUP**

Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and adults to make decisions and take responsibility;
- functional units through which the design and delivery of the youth programme can be best achieved.

A Scout Group comprises one or more of any or all of the following: a Beaver Scout Colony; a Cub Scout Pack or a Scout Troop. Additionally, a Group may also include one or more Group Scout Active Support Units. An Explorer Scout Unit may also be attached to a Scout Group (see Rule 3.16).

### **Rule 3.1 Membership of the Scout Group**

- a. No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles require a disclosure as part of the Personal Enquiry process (see the Safeguarding Policy and POR: The Appointment Process).
- b. There are two types of membership - Members and Associate Members.
- c. British Subjects who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Policy, Organisation and Rules).
- d. Foreign residents in the United Kingdom, with the approval of an appropriate Commissioner, may become Members or Associate Members.
- e. When an individual becomes a Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association and of the World Organisation of the Scout Movement.
- f. When an individual becomes an Associate Member that person becomes an Associate member of a Group, District and County (as appropriate). They also become an Associate Member of The Scout Association.
- g. Membership of Beaver Scout Colonies, Cub Scout Packs and Scout Troops is equally open to all people of all genders (unless otherwise stipulated).
- h. Adult membership whether by appointment or otherwise, is equally open to all people of all genders and none.
- i. The minimum age limit for membership is 5¾ years.
- j. There is no maximum age limit for membership but all adult appointments are subject to a minimum age limit of 18.
- k. There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- l. Members or Associate Members do not have any rights, actual or implied, to take part in the national management of The Scout Association or the World Organisation of the Scout Movement.



## **Chapter 3**

# **THE SCOUT GROUP**

### **Members**

- m. The following are required to be Members and pay the Headquarters Membership Subscription annually:
  - Beaver Scouts, Cub Scouts, Scouts;
- n. Members must also pay any Country, County, District and Group Membership Subscription determined locally.
- o. Young people become Members of the Scout Movement by making the Promise appropriate to the first Section they join. When moving Section, young people will make the Promise appropriate for their new section.
- p. Adults become Members by making the Promise and completing a Members' Declaration.
- q. Members of the Movement may:
  - wear the approved uniform (see Chapter 10);
  - wear the World Membership badge;
  - receive benefits provided by any Group, District, and County to which the Member belongs and of The Scout Association and the World Organisation of the Scout Movement;
  - wear the World Membership lapel badge.

### **Associate Members**

- r. Associate Members must pay any Country, County, District and Group membership Subscription determined locally.
- s. Adults become Associate Members of the Scout Movement by completing a Members' Declaration.
- t. Associate Members are not required to make the Promise.
- u. Associate Members of the Movement may:
  - wear the approved uniform (see Chapter 10);
  - receive benefits provided by any Group, District, and County to which the Member belongs, and of The Scout Association.

### **Rule 3.2 Admission to membership**

- a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader, in accordance with The Scout Association's policies. In the case of a Sponsored Scout Group, this decision should also be subject to the recruitment policy (if any) defined in any sponsorship agreement.

Guidance on Sponsored Groups can be found on our [website](#).

- b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned. This decision must be made in accordance with The Scout Association's Policies.
- c. There may be situations where a Group does not have the capacity or resources to meet the needs of a young person or make the reasonable adjustments necessary. In such instances, the District Commissioner should work with the parents/carer to find an alternative Group.

### **Rule 3.3 Forfeit of membership**

- a. Beaver Scouts, Cub Scouts and Scouts forfeit membership if they leave the Group and do not immediately join another Section.

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### **THE SCOUT GROUP**

- b. Membership is held continuously during the transfer from one Section to the next including the transfer from Scouts to Explorer Scouts and Explorer Scouts to Network.

#### **Rule 3.4 Transfer of membership**

- a. If a Member leaves a Group due to moving to another locality, the Group Scout Leader should inform the District Secretary of the District into which the Member is moving.
- b. If the address of the District Secretary is not known, the information should be forwarded to Headquarters.
- c. Notification should also be sent to Headquarters in respect of Beaver Scouts, Cub Scouts and Scouts who are going to live abroad.

#### **Rule 3.5 Annual Census**

- a. The number of Members and Associate Members must be returned in an annual census of the Group.
- b. Whilst it is necessary for the Group to hold accurate records of the names and personal details of its Members and Associate Members and for adults to be accurately recorded on Compass, it is not necessary for these to be passed to the District or County Secretary at the date of the annual census.

#### **Rule 3.6 Mixed Membership**

- a. *This rule is left intentionally blank*
- b. *This rule is left intentionally blank*
- c. *This rule is left intentionally blank*
- d. *This rule is left intentionally blank*
- e. *This rule is left intentionally blank*
- f. All Scout Groups, Explorer Scout Units and Scout Networks are required to be open to male and female membership except in special situations. Single sex Sections may exist within a Scout Group provided that membership is available for both sexes across all Sections within that Group.
- g. Special situations are defined as being where:
  - there are cultural or religious requirements for single sex working;
  - Scouting is offered in a single sex institution (e.g. school, young offenders institute) through a closed Scout Group);
  - a specialist single sex provision is required to meet a clearly identified educational need (e.g. Scouting for young mothers).

The decision whether Groups may become an exception to the policy is made by the District Commissioner in consultation with the County Commissioner.

#### **Rule 3.7 The Beaver Scout Colony**

##### **Size of Colony**

- a. The recommended maximum size for a Colony is 24 Beaver Scouts.
- b. This number may be exceeded with the agreement of the Group Scout Leader.

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### **THE SCOUT GROUP**

*When deciding on the Colony size, Leaders should take into account the leadership available, the needs of the young people and the capacity of the meeting venue and whether it might be more effective to run more than one Colony.*

#### **Leadership**

- c. The operation of the Colony must be overseen by a Leader or team of Leaders.

A Colony Leadership team comprises all Section Leaders, Assistant Section Leaders, Section Assistants, and Explorer Scout Young Leaders working with the Colony. Working with this Colony Leadership team, the Section Leader(s) have responsibility for the planning of the programme and the management of the Colony.

Where there is more than one Section Leader appointed, only one of the Section Leaders may opt-in to be an ex officio member of the Group executive Committee (rule 3.23(b)(iii)).

- d. The delivery of the Colony programme is the responsibility of the Colony Leadership team, led by the Section Leader(s). Additional adults (for example parents, subject experts from the community) may be used on a regular or occasional basis to support the programme delivery. All additional adults need to conform to the Personal Enquiry and criminal records disclosures checks requirements detailed in Rule 3.26(b).

Explorer Scout Young Leaders are part of the Colony Leadership team but remain the responsibility of the Section Leader and must adhere to Rule 4.37.

- e. The Section Leader(s) have a responsibility to ensure that at least two adults (aged 18 or over) are present at each Colony meeting, at least one of whom holds a FULL appointment with the Section (normally a Section leader but on occasion may be an Assistant Section Leader or a Section Assistant).
- f. In the event of no Leader, Assistant Leader or Section Assistant with a FULL appointment from the Colony Leadership Team being able to attend a Colony meeting, it is possible for another adult member of Scouting, with appropriate youth leadership experience (not necessarily in the same section), to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted as soon as practicable in advance and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and have a FULL appointment.

It is expected that this situation will only occur infrequently – if that is not the case the Group Scout Leader must take appropriate action to strengthen the Section Leadership team of the Colony.

- g. Other than two adults being present there is no minimum ratio of adults to Beaver Scouts set for regular indoor Colony meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Colony, which may vary depending on the programme.

It is good practise to have a mixed leadership team.

- h. The recommended minimum ratio both for outdoor activities held away from the usual meeting place and for nights away experiences is 1 adult to 6 Beaver Scouts plus the leader in charge. However, as a minimum, at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.
- i. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in 3.7(e) and 3.7(h) or those required by the activity rules in POR chapter 9.

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# **THE SCOUT GROUP**

### **Age Range, Uniform and Programme**

- j. The core age range of the Beaver Scout Colony is from 6 years to 8 years. A young person may join at 5¾ years and remain until 8½ years (see also Rule 3.11b).
- k. Beaver Scouts wear the approved uniform with distinguishing badges and scarves as described in Chapter 10.
- l. All Beaver Scouts should be offered a high quality balanced Programme, run in accordance with the Association's official publications for the Section.
- m. *This rule is left intentionally blank.*

### **Minimum Standards**

- n. The minimum standard for a Beaver Scout Colony is:
  - Operation overseen by a Leader (Rule 3.7c)
  - Two adults present (Rule 3.7)
  - The delivery of a high quality balanced Programme (Rule 3.7k)
  - Opportunities for the members to take part in the decision making process.
  - The opportunity for every Beaver Scout to attend at least one nights away experience every year
- o. The District Commissioner, with the District Team, is required where necessary to assist Colonies to reach the minimum standards detailed above.
- p. If a Colony fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 consecutive years, it must be closed.

### **Rule 3.8 The Cub Scout Pack**

#### **Size of Pack**

- a. The recommended maximum size for a Pack is 36 Cub Scouts.
- b. This number may be exceeded with the agreement of the Group Scout Leader.

*When deciding on the Pack size, Leaders should take into account the leadership available, the needs of the young people and the capacity of the meeting venue and whether it might be more effective to run more than one Pack.*

#### **Leadership**

- c. The operation of a Pack must be overseen by a Leader or team of Leaders.  
A Pack Leadership team comprises of all section Leaders, Assistant Section leaders Section Assistants, and Explorer Scout Young Leaders working with the Pack. Working with the Pack Leadership team, the Section Leader(s) have responsibility for the planning of the programme and the management of the Pack.

Where there is more than one Section Leader appointed, only one of the Section Leaders may opt-in to be an ex-officio member of the Group Executive Committee (rule 3.23(b) (iii)).

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### **THE SCOUT GROUP**

- d. The delivery of the Pack programme is the responsibility of the Pack Leadership team, led by the Section Leader(s). Additional adults (for example parents, subject experts from the community) may be used on a regular or occasional basis to support the programme delivery. All additional adults need to conform to the Personal Enquiry and criminal records disclosures checks requirements detailed in Rule 3.26(b).

Explorer Scout Young Leader(s) are part of the Pack Leadership team but remain the responsibility of the Section Leader and must adhere to Rule 4.37.

- e. The Section Leader(s) have a responsibility to ensure that at least two adults (aged 18 or over) are present at each Pack meetings, at least one of whom holds a FULL appointment with the Section (normally a Section Leader but on occasion may be an Assistant Section Leader or a Section Assistant).
- f. In the event of no Leader or Section Assistant with a FULL appointment from the Pack Leadership team being able to attend a Pack meeting, it is possible on occasions for another adult member of Scouting, with appropriate youth leadership experience (not necessarily in the same section), to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted as soon as practicable in advance and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and have a FULL appointment.

It is expected that this situation will only occur infrequently – if that is not the case the Group Scout Leader must take appropriate action to strengthen the Section Leadership team of the Pack.

- g. Other than two adults being present there is no minimum ratio of adults to Cub Scouts set for regular indoor Pack meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Pack, which may vary depending on the programme.

It is good practice to have a mixed leadership team.

- h. The recommended minimum ratio both for outdoor activities held away from the usual meeting place and for nights away experiences is 1 adult to 8 Cub Scouts plus the leader in charge. However, as a minimum, at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.
- i. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in 3.8e and 3.8h or those required by the activity rules in chapter 9.

#### **Age Range, Uniform and Programme**

- j. The core age range of the Cub Scout Pack is from 8 years to 10½ years. A young person may join at 7½ years and remain in the Pack until their 11<sup>th</sup> birthday. For further flexibility see also Rule 3.11b.
- k. Cub Scouts wear the approved uniform with distinguishing badges and scarves as described in Chapter 10 (see also Rule 3.11b).
- l. All Cub Scouts should be offered a high quality balanced Programme run in accordance with the Association's official publications for the Section.

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m. This rule is intentionally left blank

#### **Minimum Standards**

- n. the minimum standard for a Cub Scout Pack is:
- Operation overseen by a Leader.(Rule 3.8c)
  - Two adults present (Rule 3.8)
  - The delivery of a high quality balanced Programme (Rule 3.8k)
  - Opportunities for the members to take part in the decision making process. Any forum or committee should have both Cub Scouts and Leaders working together.
  - The opportunity for every Cub Scout to attend at least one nights away experience every year.
- o. The District Commissioner, with the District Team is required where necessary to assist Packs to reach the minimum standards detailed above.
- p. If a Pack fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 consecutive years, it must be closed.

#### **Rule 3.9 The Scout Troop**

##### **Size of Troop**

- a. There is no recommended maximum size for a Troop.
- b. This rule is intentionally left blank.

*When deciding on the Troop size, Leaders should take into account the leadership available, the needs of the young people and the capacity of the meeting venue and whether it might be more effective to run more than one Troop.*

##### **Leadership**

- c. The operation of the Troop must be overseen by a Leader or team of Leaders.

A Troop Leadership team comprises of all Section Leaders, Assistant Section Leaders, Section Assistants, and Explorer Scout Young Leaders working with the Troop. Working with the Troop Leadership team, the Section Leader(s) have responsibility for the planning of the programme and the management of the Troop.

Where there is more than one Section Leader appointed, only one of the Section Leaders may opt-in to be an ex officio member of the Group Executive Committee (rule 3.23(b)(iii)).

- d. The delivery of the Troop programme is the responsibility of the Troop Leadership team, led by the Section Leader(s). Additional adults (for example parents, subject experts from the community) may be used on a regular or occasional basis to support the programme delivery. All additional adults need to conform to the Personal Enquiry and criminal records disclosures checks requirements detailed in Rule 3.26(b) apply.

Explorer Scout Young Leaders are part of the Troop Leadership team but remain the responsibility of the Section Leader and must adhere to Rule 4.37.

- e. The Section Leader(s) have a responsibility to ensure that at least two adults (aged 18 or over) are present at each Troop meetings, at least one of whom holds a FULL appointment with the Troop (normally a Section Leader but on occasion may be an Assistant Section Leader or a Section Assistant).

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- f. In the event of no Leader or Assistant Leader or Section Assistant with a FULL appointment from the Troop Leadership team being able to attend a Troop meeting, it is possible on occasions for another adult member of Scouting, with appropriate youth leadership experience (not necessarily in the same section), to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted as soon as practicable in advance and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process have a FULL appointment.

It is expected that this situation will only occur infrequently – if that is not the case the Group Scout Leader must take appropriate action to strengthen the Section Leadership team of the Troop.

- g. Other than two adults being present there is no minimum ratio of adults to Scouts set for regular indoor Troop meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Troop, which may vary depending on the programme being delivered.

It is good practice to have a mixed leadership team.

- h. For outdoor activities held away from the usual meeting place and for Nights Away experiences led by a Nights Away Permit holder, the recommended minimum ratio is 1 adult to 12 scouts. However, as a minimum, at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.
- i. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in 3.9e and 3.9h or those required by the activity rules in chapter 9.

#### **Age Range, Uniform and Programme**

- j. The core age range of the Scout Troop is from 10½ years to 14 years. A young person may join at 10 years and remain until 14½ years. For further flexibility see Rule 3.11b.
- k. Scouts wear the approved Scout, Sea Scout or Air Scout uniform as appropriate with distinguishing badges and scarves as described in Chapter 10 (see also Rule 3.11b).
- l. All Scouts should be offered a high quality balanced Programme run in accordance with the Association's official publications for the Section.
- l. *This rule is intentionally left blank*

#### **Minimum Standards**

- m. The minimum standard for a Scout Troop is:
- Operation overseen by a Leader. (Rule 3.9b).
  - Two adults present (Rule 3.9).
  - The delivery of an appropriate high quality balanced Programme (Rule 3.9k).
  - Opportunities for the members to take part in the decision making process. Any forum or committee should have both Scouts and Leaders working together.
  - The opportunity for every Scout to attend at least one nights away experience every year.
- n. The District Commissioner, with the District Team, is required where necessary to assist Troops to reach the minimum standards detailed above.

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- o. If a Troop fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 years, it must be closed.

#### **Rule 3.10 The Group Scout Active Support Unit**

- a. The Group Scout Leader, in consultation with the Group Executive Committee, may form a Group Scout Active Support Unit.
- b. The purpose of the Group Scout Active Support Unit is to provide a body through which adults provide active support to Scouting in the Group.
- c. Further details of the Scout Active Support method of operation are available from the Scout Information Centre.
- d. Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.26), membership of the Group Scout Active Support Unit is open to any person over the age of 18 years, including:
  - those holding appointments, who will be expected to give priority to the duties of their appointments;
  - Scout Network members will be expected to give priority to the duties of their appointments.
- e. The Group Scout Active Support Manager must be a Member, all other members of the Group Scout Active Support Unit must be at least Associate Members. They may also become Members by making the Scout Promise.
- f. The Group Scout Active Support Manager is responsible for determining the composition, organisation, programme and administration of the Unit in accordance with the service agreement, agreed annually with the Group Scout Leader or nominee.
- g. The Group Scout Active Support Unit is led by the Group Active Support Manager who is responsible for ensuring that the Unit meets its service agreement. One or more Group Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit.
- h. The following minimum standards are laid down for a Group Scout Active Support Unit:
  - **Leadership** – there should be an appointed Group Scout Active Support Manager.
  - **Activity** – the Group Scout Active Support Unit should provide active support to Scouting in the group, as detailed in the service agreement
- i. The Group Scout Leader and the District Commissioner, with the District Team, are required to assist Group Scout Active Support Units to reach the required standards.
- j. If a Group Active Support Unit fails to reach the minimum standards for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- k. If a Group Active Support Unit fails to reach the minimum standard for three years it must be closed.

#### **Rule 3.11 Section Flexibility**

- a. **Integrated Sections**
  - i. An Integrated Section may consist of Beaver Scouts and/or Cub Scouts and/or Scouts, who work together as one Section.



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Note: an integrated Beaver Scout / Cub Scout section should not meet for more than two hours.

- ii. An Integrated Section may only be established with the prior approval of the District Commissioner.
- iii. Members of Integrated Sections take part in a Balanced Programme, make the Promise and wear the uniform appropriate to their Sectional age group.
- iv. The operation of Integrated Sections must follow the guidelines available from the Scout Information Centre.

#### **b. Flexibility for Individual Members**

- i. It is important that young people are seen as individuals and that they are regarded equally whatever their abilities or disabilities
- ii. It is the duty of the Scout Group to make reasonable adjustments to support the full participation of young people with additional needs, disabilities or life-limiting conditions.
- iii. The Scout Group can request guidance from a network of volunteers supporting inclusion within Districts, Counties (Areas or Regions) and Countries, and from UK Headquarters.
- iv. Reasonable adjustments should respond to the needs of the individual and aim to remove any barriers or support access, by adapting;
  - Physical features (eg. the meeting place)
  - The way things are done (eg. age ranges, the Programme, routines)
  - Support provided (eg. equipment, adapting communication, level of support)
- v. What is reasonable for the Scout Group is dependent upon the effectiveness of the adjustment, whether it can actually be done, the cost and the resources of the Group at that time.
- vi. Making reasonable adjustments is an on-going duty and should be regularly reviewed.
- vii. Permitting a young person with additional needs to be in a Section outside of the core age range may enable the individual to access Scouting. Where appropriate, this recommendation should be made in consultation with the primary caregiver, Section Leaders, Group Scout Leader and local Inclusion appointments, and should be approved by the District Commissioner. Under no circumstances can anyone aged 18 years or over, regardless of ability, remain in Beaver Scout Colony, Cub Scout Pack Scout Troop or Explorer Scout Unit.
- viii. Scout Groups, Districts and Counties (or Areas/ Regions) should seek guidance from Headquarters regarding reasonable adjustments disputes and allegations of discrimination.

*Note: information and guidance on supporting young people with additional needs and disabilities can be found on the Members Area of the website.*

#### **Rule 3.12 Joint Units**

- a. A Joint Unit may consist of Rainbow Guides and Beaver Scouts; or Brownie Guides and Cub Scouts; or Guides and Scouts who work together in one Unit. As a single Unit, they share leadership and facilities.
- b. Joint Unit is open to Members of either Association. The age group for a Joint Unit should be in accordance with *Policy, Organisation and Rules* and *The Guiding Manual*, although local Commissioners may authorise some flexibility to assist in local circumstances.

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- c. Members wear the relevant Scout Association or Girlguiding uniform as appropriate.
- d. All other requirements and Rules of each Association apply.

#### **Types of Scout Group**

A Scout Group may be registered as an Open Scout Group, a Sponsored Scout Group, or a Joint Group.

#### **Rule 3.13 The Open Scout Group**

- a. An Open Scout Group has no formal relationship with any other organisation and has a policy of unrestricted recruitment.

#### **Rule 3.14 The Sponsored Scout Group**

- a. Guidance on sponsoring agreements, responsibilities of sponsoring authorities and agreements with regard to property and equipment are contained on the webpage *Community Sponsorship* available by clicking [here](#)
- b. A Sponsored Scout Group can be sponsored by an organisation approved by Headquarters. The Group will have a policy of recruitment defined in a formal agreement with the Sponsoring Authority.
- c. Examples of approved organisations include religious bodies, schools, industrial or commercial firms, residents' and community associations and formations of Her Majesty's Forces.
- d. In the case of a Sponsored Scout Group which is sponsored by a university, college or school, membership of the Group must be voluntary for the students or pupils of the Sponsoring Organisation.
- e. Sponsored Scout Groups may have a policy of unrestricted or restricted recruitment as defined in a formal agreement between the District Executive Committee and the Sponsoring Authority.
- f. No restriction on recruitment may be made which contravenes the provisions of any law.
- g. The organisation which sponsors the Group shall appoint a person or committee to act as the Sponsoring Authority. The District Commissioner must be informed of this appointment.
- h. In the event of a disagreement between the Sponsoring Authority and the Group Scout Leader, the matter must be referred to the District Commissioner. (See Chapter 15 for further information)

#### **Rule 3.15 Joint Scout/Guide Groups**

- a. Joint Scout and Guide/Guide and Scout Groups are recognised and supported by The Scout Association and Girlguiding.
- b. Joint Groups should be registered with each Association simultaneously and be fully integrated into the normal District, Division and County structures.
- c. The registration of existing and new Joint Groups require the approval of the relevant Commissioners of both Associations.
- d. The detailed operating arrangements for Joint Groups are a matter for local agreement.
- e. Each unit within the Group should follow the relevant Association's member programme for the Section.

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#### **Rule 3.16 Partnerships with Explorer Scout Units**

- a. Explorer Scout Units are part of a District provision.
- b. Explorer Scout Units may be attached to a Scout Group but are not a formal part of the Group.
- c. An Explorer Scout Unit and a Scout Group wishing to work together should enter into a Partnership Agreement.
- d. The purpose of the Partnership Agreement is to help an Explorer Scout Unit and Scout Group to understand the operational relationship between the two.
- e. Whilst many links will be informal, it is important to have a formal Partnership Agreement to ensure that links are maintained and obvious to both parties.
- f. The District Explorer Scout Commissioner should ensure that:
  - the Partnership Agreement sets out clearly the links between the Unit and the Group and arrangements on liaison, the use of equipment, facilities and resources.
  - the Agreement is reviewed regularly to ensure its continuing appropriateness in changing circumstances.
- g. Partnership Agreements are not intended to be legally binding documents. Each Agreement should include the following sentence: 'This document is not intended to create legal relations'.
- h. The Agreement should be signed by the District Explorer Scout Commissioner, the Explorer Scout Leader and the Group Scout Leader.

*Further information and examples of Partnership Agreements can be obtained from the Members Resources area of the website.*

#### **Rule 3.17 The Formation and Registration of Scout Groups**

- a. Application for the registration of a Scout Group must be made to the District Commissioner by:
  - the prospective Group Scout Leader, in the case of an Open Scout Group;
  - the organisation which proposes to act as sponsor, in the case of a Sponsored Scout Group;
  - the prospective Section Leader in the case of a Group which will consist of a single Section.
- b. The District Commissioner and the District Executive Committee must be satisfied that:
  - registration is desirable;
  - the proposed Group will be run properly;
  - suitable Leaders can be found;
  - the prospective Group Scout Leader (or Section Leader in the case of a Group consisting of a single Section):
    - accepts the Association's policies, rules and procedures;
    - undertakes to form a Group Scout Council and a Group Executive Committee as soon as possible but in any case not later than three months after the date of registration;
    - will give due emphasis to the key policies of the Association (see Chapter 2);
    - will initiate a programme of training in accordance with the training policy of the Association;
    - Sponsored Scout Groups.

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- c. If the District Commissioner and the District Executive Committee refuse to recommend the registration of a Group, the District Commissioner must send a full report on the matter to the appropriate Country Headquarters, through the County Commissioner.
- d. *This rule is intentionally left blank*
- e. *This rule is intentionally left blank*
- f. Groups in which the Scout Troop is a Sea or Air Scout Troop may adopt the title Sea Scout Group or Air Scout Group as appropriate.

#### **Rule 3.18 Annual Renewal of Registration**

- a. Registration is valid only until the 31 March of the calendar year following the issue of the Certificate of Registration.
- b. Registration must be renewed annually by completing and submitting an annual registration and census return as directed by Headquarters.
- c. Registration renewal also requires the payment of the Headquarters Membership Subscription and any District, County and Country Membership Subscriptions payable.

#### **Rule 3.19 Changes in Registration**

- a. If it is required to change the registration of a Group or to amalgamate with another Group, Form C2 must be submitted to Headquarters by the District Secretary.
- b. Changes in the composition of a Group made by the addition or loss of Sections do not necessitate a change of registration.
- c. Such changes are made with the approval of the District Commissioner after consultation with the District Executive Committee and the Sponsoring Authority, if appropriate.

#### **Rule 3.20 Suspension of Registration**

- a. Suspension of registration is a purely temporary measure.
- b. A Group may have its registration suspended by the District Commissioner, or the District Executive Committee. The suspension must be approved by the County Commissioner or County Executive.
- c. In exceptional circumstances Headquarters may suspend the registration of a Group. This must be done in consultation with the County Commissioner.
- d. Suspension of registration may also be a consequence of the suspension of the District.
- e. In such a case the County Commissioner may direct that Groups will not be suspended but attached to a neighbouring District or to the County as appropriate.<sup>SV</sup>
- f. In the event of suspension all Group activities must cease and all Group Scouters are automatically suspended as if each were individually suspended.
- g. During suspension no member of the Group may wear uniform or badges.
- h. If the Group Executive Committee is included in the suspension, this must be specified and the District Executive Committee will be responsible for the administration of Group property and finance during the period of suspension.
- i. The Group Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the County Commissioner.

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- j. A District Commissioner or District Executive Committee who suspends a Group must report the matter with full details to the County Commissioner. They must also notify the County Secretary, the Sponsoring Authority and the appropriate Country Headquarters.
- k. The County Secretary must report the circumstances as soon as possible to the County Executive Committee.
- l. The District Commissioner should consult their Country Headquarters as to how best to resolve the underlying problem which led to the suspension.

#### **Rule 3.21 Cancellation of Registration and the Closure of Sections within a Group**

- a. The registration of a Scout Group may be cancelled by Headquarters:
  - on the recommendation of the District Commissioner and the District Executive Committee, following a meeting specially convened;  
At such a meeting, the Scouters concerned, the Group Chair and the Sponsoring Authority, if any, are entitled to be heard;
  - if registration is not renewed at the time of the required annual renewal of registration;
  - if the registration of the District is cancelled.
- b. When the registration of a Scout Group is cancelled the Scout Group ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c. Any Section within a Group may be closed by the District Commissioner and the District Executive Committee acting together, following consultation with the Sponsoring Authority, if any.
- d. The membership of each Member of the closed Section will cease automatically, unless membership of another Section or Group is arranged as directed by the District Commissioner.
- e. A Scout Group cannot exist unless it has a current registration with Headquarters.
- f. Charity law does not permit a Scout Group to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.
- g. Individual or several Members of a Group may leave and join any other organisation they wish. The Group itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.
- h. In the event of all the Members leaving, the District will close the Group and cancel its registration.
- i. In the event that not all the Members leave, it will be a decision for the District Commissioner and District Executive Committee as to whether to close the Group or try to keep it running with a reduced membership.

#### **Rule 3.22 Management of the Scout Group**

- a. A Scout Group is created and operated as an educational charity.
- b. Every Scout Group is an autonomous organisation holding its property and equipment and admitting young people to membership of the Scout Group subject to the policy and rules of The Scout Association.
- c. A Scout Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.

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- d. The Group Scout Leader is assisted and supported by the Group Scouters in the delivery of the high quality balanced Programme for young people within the Group.

#### **Rule 3.23 The Constitution of the Scout Group**

In the absence of an existing formally adopted Constitution to the contrary, the following represents an ideal Constitution and will apply where the circumstances and the support allow.

##### **a. The Group Scout Council**

The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Executive Committee is accountable.

- i. Membership of the Group Scout Council is open to:

##### **Ex Officio Members**

- All adult members and associate members of the Scout Group (see Group roles listed in The Appointments Process chapter, Table 2: Appointments).
- Patrol Leaders;
- all parents of Beaver Scouts, Cub Scouts and Scouts;
- the Sponsoring Authority or its nominee;
- District Commissioner
- District Chair

##### **Nominated Members**

- Other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Executive Committee.

The number of Nominated Members must not exceed the number of Ex Officio members.

Nominated members must be appointed for a fixed period not exceeding 3 years. Subsequent reappointments are permitted.

- ii. The District Commissioner and District Chair are ex-officio members of the Group Scout Council.
- iii. Membership of the Group Scout Council ceases upon:
- the resignation of the member;
  - the dissolution of the Council;
  - the termination of membership by Headquarters following a recommendation by the Group Executive Committee.
- iv. The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:
- receive and consider the Annual Report of the Group Executive Committee, including the annual statement of accounts;
  - approve the Group Scout Leader's nomination of the Group Chair and nominated members of the Group Executive Committee;
  - elect a Group Secretary and Group Treasurer;

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- elect certain members of the Group Executive Committee;
- appoint an auditor or independent examiner or scrutineer as required.

#### **b. The Group Executive Committee**

- i. The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.
- ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to: <sup>SV</sup>
  - Comply with the Policy, Organisation and Rules of The Scout Association
  - Protect and maintain any property and equipment owned by and/or used by the Group
  - Manage the Group finances.
  - Provide insurance for people, property and equipment.
  - Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
  - Promote and support the development of Scouting in the local area.
  - Manage and implement the Safety Policy locally
  - Ensure that a positive image of Scouting exists in the local community.
  - Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees.
  - Ensure that Young People are meaningfully involved in decision making at all levels within the Group
  - The opening, closure and amalgamation of Sections in the Group as necessary

The Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the District Executive Committee; and if a registered charity, to the appropriate charity regulator if the regulator's rules require it. (See Rule 13.3)
- Maintain confidentiality with regard to appropriate Executive Committee business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.

- iii. The Group Executive Committee consists of: <sup>SV</sup>

#### **Ex-officio Members**

- The Group Chair;
- The Group Secretary;
- The Group Treasurer;
- The Group Scout Leader;
- The Assistant Group Scout Leader;

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- The Explorer Scout Leader (if stated in a Partnership Agreement, and subject to that Explorer Scout Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function);
- The Sponsoring Authority or its nominee;
- All Section Leaders (i.e. individuals holding a Beaver Scout Leader, Cub Scout Leader or Scout Leader role) subject to that Section Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.

#### **Elected Members**

- persons elected at the Group Annual General Meeting;
- these should normally be four to six in number;
- the actual number must be the subject of a resolution by the Group Scout Council.

#### **Nominated Members**

- persons nominated by the Group Scout Leader;
- the nominations must be approved at the Group Annual General Meeting; the number of nominated members must not exceed the number of elected members.

#### **Co-opted Members**

- persons co-opted annually by the Group Executive Committee
- the number of co-opted members must not exceed the number of elected members.

#### **Right of Attendance**

- the District Commissioner and the District Chair have the right of attendance at meetings of the Group Executive Committee.

#### **iv. Additional Requirements for sub-Committees:**

- sub-Committees consist of members nominated by the Committee.
- The Group Scout Leader and the Group Chair will be ex-officio members of any sub-Committee of the Group Executive Committee.
- Any fundraising committee must include at least two members of the Group Executive Committee. No Section Leader or Assistant Leader may serve on such a fundraising sub-Committee.

#### **v. Additional Requirements for Charity Trustees:<sup>SV</sup>**

- All ex-officio, elected, nominated and co-opted members of the Group Executive Committee are Charity Trustees of the Scout Group.
- Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as Charity Trustees (however the views of young people in the Group must be taken into consideration).
- Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See rule 13.1)
- Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018.
- Complete Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training within 5 months of the role start date.
- Some Groups may also need to register as a charity. (See Rule 13.3).<sup>SV</sup>



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#### **c. The Group Scouters' Meeting**

- i. Membership of the Group Scouters' Meeting consists of the Group Scout Leader as chair, all Section Leaders and Assistant Leaders and the Group Scout Active Support Manager. Explorer Scout Leaders may be included if stated in the partnership agreement.
- ii. The role of the Group Scouters' Meeting is to:
  - consider the well-being and development of each Member of the Group;
  - ensure the progress of each Member through the programme;
  - plan and co-ordinate all the Group's activities;
  - to keep the Group Executive Committee advised of the financial and other resource requirements of the training programme.

#### **d. Conduct of Meetings**

- i. Only members as defined above may vote in meetings of the Group Scout Council and the Group Executive Committee.
- ii. Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the chair does not have a casting vote and the matter is taken not to have been carried.
- iii. The Group Scout Council must make a resolution defining a quorum for meetings of the Group Scout Council and the Group Executive Committee and its sub-Committees.
- iv. Electronic voting (such as email) is allowed for decision making of the Group Executive Committee when deemed appropriate by the Chair. In such instances at least 75% of its committee members must approve the decision.
- v. The Group Executive Committee can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

#### **Rule 3.24 Administrators and Advisers**

- a. The Group Chair and the Group Scout Leader must be able to work in partnership.
- b. To assist the formation of this partnership the Group Chair is nominated by the Group Scout Leader. The appointment may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Section Leader should not be the Group Chair in the same Scout Group or a District Chair, but could be a Group Chair in a different Scout Group (subject to having the time and skill to undertake both roles).
- c. The appointment of the Group Chair is approved by the Group Scout Council at its Annual General Meeting.
- d. Every effort should be made to find a Group Chair. Only in extreme circumstances may the Group Scout Leader act as Group Chair for a short period.
- e. The Group Secretary and Group Treasurer are elected by the Group Scout Council at the Annual General Meeting every year. Neither role may be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Section Leader should not be the Group Treasurer in the same Scout Group or a District treasurer but could be Group Treasurer in a different Scout Group (subject to having the time and skill to undertake both roles).

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- f. No individual should hold more than one of the appointments of Group Chair, Secretary or Treasurer of the same Executive Committee. Neither can these appointments be combined in anyway.
- g. Other Administrators and Advisers may be appointed by the Group Executive Committee with the approval of the Group Scout Leader as per POR: The Appointment Process.
- h. Administrators and Advisers appointments may be terminated by:
  - the resignation of the holder;
  - the unanimous resolution of all other members of the Group Executive Committee;
  - the expiry of the period of the appointment;
  - confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the Group.
- i. The appointment and termination of all Group Administrators and Advisers appointments must be reported to the District Secretary who should maintain a record of such appointments.

#### **Rule 3.25 Minimum Age for Appointments**

- a. To hold an adult appointment in a Scout Group a person must have reached the age of 18.

#### **Rule 3.26 The Appointment of Adults**

- a. No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles require a disclosure as part of the Personal Enquiry process (see the Safeguarding Policy and POR: The Appointment Process).
- b. A Personal Enquiry (including where relevant a criminal records disclosure check) will always be required for any person aged 18 or over who meets **any** of the following criteria: <sup>SV</sup>
  - wishes to become a Member or Associate member (for members of Scout Network - see 3.26m below); or
  - will be a member of an Executive Committee; or
  - will be assisting with overnight activities (including Nights Away); or
  - may be helping out once a week (or on four occasions in a thirty day period) or more frequently; or
  - will have unsupervised access to young people.
- c. For the purposes of 3.26b above “unsupervised” means not being within sight and hearing of another adult who holds a valid criminal records disclosure check.
- d. A person who requires a Personal Enquiry under 3.26(b) above (including where relevant a criminal records disclosure check) and who does not have an active role on Compass must be registered on Compass as an Occasional Helper. Occasional Helpers are not entitled to membership status or member benefits (including certain insurances – see the Unity web site) and the recording on Compass is only provided to enable the Personal Enquiry and criminal records disclosure checks to be conducted. <sup>SV</sup>
- e. Certain roles will require a criminal records disclosure check every five years.

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- f. A new criminal records disclosure check is not normally required if the individual is simply moving from one role to another within England and Wales; or within Northern Ireland; or within Scotland, provided the procedures have been followed for the initial role, that they have a valid criminal records disclosure check and the person's service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.
- g. Where roles requiring a criminal records disclosure check (see POR: The Appointment Process) are held in more than one legal jurisdiction (i.e. England and Wales; Scotland; Northern Ireland) separate criminal records disclosure checks must be carried out in all the jurisdictions in which those roles are held.
- h. A Personal Enquiry is initiated by adding the appropriate role to Compass. This should be done as soon as the individual concerned has agreed to take on a role.
- i. When completing a Personal Enquiry accurate information about the individual must be given.
- j. The full rules for the appointment of adults can be found in POR: The Appointment Process.
- k. Occasional Helpers (including parents) who are required to undertake a Personal enquiry (see 3.26a and 3.26b) must either be entered directly into Compass or recorded using the Association's official Joining Forms and then be transferred accurately into Compass (available from [www.scouts.org.uk](http://www.scouts.org.uk)). The appropriate on-line or paper based criminal records disclosure check application process must then be followed. <sup>SV</sup>
- l. Section leaders should ensure that Occasional Helpers who are involved more than once a month are aware of the appointment opportunities available to them.
- m. Members of Scout Network are required to undertake a Personal Enquiry without a criminal records disclosure check (by being added to Compass as a member of the relevant District Scout Network). If members of Scout Network assist with or supervise members of a younger Section, they must be appointed to an appropriate role (such as an Occasional Helper, Section Assistant or Leader) and undertake the relevant appointment process (including undertaking a criminal records disclosure check).

**Rule 3.27** *This rule is intentionally left blank*

**Rule 3.28** *This rule is intentionally left blank*

**Rule 3.29** *This rule is intentionally left blank*

**Rule 3.30** *This rule is intentionally left blank*

**Rule 3.31** *This rule is intentionally left blank*

**Rule 3.32** *This rule is intentionally left blank*

**Rule 3.33** *This rule is intentionally left blank*

**Rule 3.34** *This rule is intentionally left blank*

#### **Rule 3.35 The Appointment of Young Leaders**

##### **Young Leaders (Explorer Scouts)**

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- a. For rules on the Appointment of Young Leaders see Rule 4.37.
- b. *This rule is intentionally left blank*
- c. *This rule is intentionally left blank*
- d. *This rule is intentionally left blank*
- e. *This rule is intentionally left blank*

**Rule 3.36** *This rule is intentionally left blank*

**Rule 3.37** *This rule is left intentionally blank*

**Rule 3.38** *This rule is left intentionally blank*

**Rule 3.39** *This rule is left intentionally blank*

**Rule 3.40** *This rule is left intentionally blank*

#### **Rule 3.41 Limitation on the number of Appointments held**

- a. No Manager, Leader or Supporter may hold more than one appointment unless able to carry out all the duties of more than one appointment satisfactorily.
- b. The District Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District or County, the approval of all the Commissioners concerned must be obtained.
- c. The Group Scout Leader may not hold any other appointment in the Scout Group other than Training Adviser.

#### **Rule 3.42 Responsibilities of Appointments in the Scout Group**

- a. **The Group Scout Leader**
  - i. The Group Scout Leader is responsible to the District Commissioner for:
    - the development of Scouting in the Group's catchment area;
    - promoting and maintaining the Policy of the Association;
    - The local management of the Safety Policy together with the Group Executive;
    - ensuring that all adults working within the Scout Group (including members of any Group Scout Active Support Unit) are appropriate persons to carry out the tasks given them;
    - the continuity and development of training in Sections of the Group;
    - ensuring all adults in the Group are appropriately trained;
    - maintaining effective communication with the District Commissioner, District Explorer Scout Commissioner, Scout Active Support Units, the local authority youth service, and other organisations whose advice and support could assist the Group;
    - acting as Chair of the Group Scouters' Meeting;
    - encouraging co-operation among the Scouters of the Group;
    - nominating the Group Chair. The Group Scout Leader may not hold this appointment, nor may a Scouter be nominated;
    - matters relating to the admission and membership of Beaver Scouts, Cub Scouts, Scouts and members of the Scout Active Support Unit in the Group;

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- agreeing the service agreement of any Group Scout Active Support Units and reviewing them annually;
  - building and maintaining a good relationship with the Group's immediate community;
  - building and maintaining a good relationship with the Sponsoring Authority in the case of a Sponsored Scout Group and with any community represented by the Sponsoring Authority;
  - all other matters specified in these Rules for Group Scout Leaders.
- b. **The Assistant Group Scout Leader**
- i. An Assistant Group Scout Leader may be appointed, with responsibilities as defined by the Group Scout Leader.
  - ii. The Group Scout Leader should have regard to the desirability of developing the Assistant's leadership potential.
- c. **Group Scout Leader (Acting)**
- i. If a Group Scout Leader appointment is or becomes vacant the District Commissioner can undertake these duties as a temporary measure or appoint a Group Scout Leader (Acting). The District Commissioner must give priority to filling the vacancy as soon as possible.
- d. **The Section Leader**
- i. The Section Leader is responsible for planning and implementing a high quality balanced Programme for the Section, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Section Leaders, Section Assistants and Skills Instructors.
  - ii. It is a Leader's responsibility actively to encourage transfer between the Sections.
- e. **Assistant Section Leader**
- i. The responsibilities of an Assistant Section Leader are specified by the Section Leader, who should have regard to the desirability of developing the Assistant's leadership potential.
- f. *This rule is left intentionally blank*
- g. *This rule is left intentionally blank*
- h. *This rule is left intentionally blank*
- i. *This rule is left intentionally blank*

#### **Rule 3.43 The Training of Adults**

- a. The acceptance of an appointment involves an obligation to undertake training appropriate to that appointment.
- b. For roles that require a Wood Badge a Training Adviser will be assigned to the adult to draw up a *Personal Learning Plan*, support the adult through the scheme and validate the necessary modules.
- c. *This rule is intentionally left blank. All adult training requirements are detailed in the Appointments Process chapter of POR.*
- d. *This rule is intentionally left blank*
- e. *This rule is intentionally left blank*
- f. Validation is necessary for all modules identified on the *Personal Learning Plan*.

*Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.*

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- g. Following the successful validation of the modules on the *Personal Learning Plan*, a Wood Badge can be awarded.
- h. Following the award of a Wood Badge, the adult must complete a minimum of five hours *Ongoing learning* per year, averaged over the length of the appointment.
- i. It is the responsibility of the adult's line manager to monitor completion of *Ongoing learning*.  
*Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.*
- j. In exceptional circumstances, Headquarters may prescribe the *Ongoing learning* requirements during a certain year (or years) for all or certain roles.

For more information about Adult Training see the publication 'The Scout Association's Adult Training Scheme' available from the Scout Information Centre.

#### **Rule 3.44 Adult Responsibility for the Programme**

- a. Section Leaders, working with Assistant Leaders and Section Assistants, are responsible for the detailed programme of individual Colonies, Packs, and Troops.
- b. Leaders should take account of the additional needs of individual members, the Youth programme, badges and awards and the Section's method as outlined in current Section handbooks.
- c. Attention must be paid to the requirements of safety and to any Rules governing activities.

#### **Rule 3.45 Young People's Responsibility for the Programme**

- a. Progressive responsibility for planning and decision-making is an important element of the Programme.
- b. There should be effective operation of the Colony, Pack and Troop Forum, and the Patrol System.

#### **Awards and Badges**

Requirements of Section awards and badges are found in the Association's official publications for the Section.

**Rule 3.46** *This rule is intentionally left blank*

**Rule 3.47** *This rule is left intentionally blank*

#### **Rule 3.48 Finance and the Scout Group**

Certain Rules in this Section do not apply, without modification, in parts of the British Isles outside England and Wales.<sup>SV</sup>

- a. Every Scout Group is a separate educational charity and is under a statutory obligation to keep proper books of account.
- b. The Charities Act (presently Charities Act 2011) apply directly only in England and Wales, but similar legislation applies elsewhere in the British Isles.
- c. The Group Executive Committee must ensure that proper financial planning and budgetary control is operated within the Group.

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- d. The Group Scouters' Meeting must be consulted on the financial planning of the Group's activities.
- e. All expenditure not specifically delegated to the Group Scouters' Meeting or Section Leaders must be approved by the Group Executive Committee to ensure that the Group can meet any liability so incurred.
- f. When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the Group and not in a personal capacity.
- g. A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- h. The Group must ensure that signed copies of the annual report and accounts are sent to the District Treasurer within the 14 days following the Group's Annual General Meeting at which the annual report and accounts were received and considered.
- i. If called upon to do so, the Group Treasurer must also send a copy of the latest statement of accounts to the County Treasurer or Headquarters.
- j. If the Group is a registered charity a copy of the annual report and accounts must also be sent to the appropriate charity regulator if the regulator's rules require it, within ten months of the financial year end.
- k. The annual statement of accounts must account for all monies received or paid on behalf of the Group, including all Sections, Committees and the Group Scout Active Support Unit.
- l. If the annual gross income or expenditure is above the limits laid down in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions* the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet. The factsheet is available from [www.scouts.org.uk](http://www.scouts.org.uk).
- m. If the gross annual income or total income is less than the limits laid down in the factsheet an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
- n. If the Group is a Registered Charity, the annual report and accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.
- o. A permanent endowment is an asset, e.g. a property held by the Group, which may not be sold or disposed of.
- p. The particulars of the trustees in whom such assets are vested also must be shown.
- q. The annual statement of accounts must be in the format of one of four model annual statements available for download from [www.scouts.org.uk](http://www.scouts.org.uk). These models are suitable for:
  - receipts and payments accounts for a single fund unit i.e. where there are no special funds whose use is restricted;
  - receipts and payments accounts for a multi fund unit i.e. where there are special funds in addition to a general fund;
  - accruals (SOFA) accounts for a single fund unit. Guidance and templates available from [www.charitycorp.org](http://www.charitycorp.org)
  - accruals (SOFA) accounts for a multi fund unit. Guidance and templates available from [www.charitycorp.org](http://www.charitycorp.org)

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The appropriate model will depend upon the gross annual income in the financial year and whether the Group has any special funds whose use is restricted to particular purposes rather than the general purposes of the Scout Group.

- r. At each Annual General Meeting of the Group Scout Council an auditor, independent examiner or scrutineer, as appropriate must be appointed.
- s. Each Group can decide if they need an auditor, independent examiner or scrutineer, by reference to the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions*.
- t. The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 2011.
- u. A report to the trustees (the Group Executive Committee) must be completed in accordance with one of the models in the specimen accounts referred to in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions* as appropriate to a scrutineer, an independent examiner or an auditor.
- v. A scrutineer, or independent examiner is required to carry out the work programme defined in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions*.

#### **Rule 3.49 Funds administered by Sections and the Group Scout Active Support Unit**

- a. Each Section or Group Scout Active Support Unit must itself administer sums allocated to it by the Group Executive Committee.
- b. Subscriptions paid by or on behalf of Members of each Sections or Group Scout Active Support Unit members must be handed to the Group Treasurer or their nominee as soon as possible after receipt.
- c. The Group Treasurer should make the necessary records and pay the money into the Group bank account(s) as soon as practicable.
- d. Each Section and Group Scout Active Support Unit must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the Group Treasurer at least once in each period of three months.

#### **Rule 3.50 Bank Accounts**

- a. All monies received by or on behalf of the Group either directly or via supporters, must be paid into a bank account held in the name of the Group. This account may, alternatively, be a National Savings account or a building society account.
- b. The account(s) will be operated by the Group Treasurer and other members authorised by the Group Executive Committee.
- c. A minimum of two signatories must be required for any withdrawals.
- d. Under no circumstances must any monies received by a Section or supporter on behalf of the Group be paid into a private bank account.
- e. Cash received at a specific activity may only be used to defray expenses of that same specific activity if the Group Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.



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- f. Funds not immediately required must be transferred into a suitable investment account held in the name of the Group.
- g. Group funds must be invested as specified by the Trustee Act 2000.<sup>SV</sup>
- h. Group funds may be invested in one of the special schemes run by Headquarters.
- i. The bank(s) at which the Group account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

#### **Rule 3.51 Disposal of Group Assets at Amalgamation**

- a. If two or more Scout Groups amalgamate, the retiring Treasurers must prepare a statement of account at the date of the amalgamation.
- b. The statement, together with all Group assets, supported by all books of account and vouchers, must be handed to the Treasurer of the Group formed by the amalgamation.
- c. If the Group Treasurer considers it necessary, after consultation with the Group Executive Committee, they may ask the District Executive Committee to appoint an appropriate person to examine the accounts.

#### **Rule 3.52 Disposal of Group Assets at Closure**

- a. If a Group ceases to exist, the Group Treasurer must prepare a statement of account at the effective date of closure.
- b. The statement, together with all Group assets, must be handed to the District Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c. The District Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- d. Subject to Rule 13.7, any assets remaining after the closure of a Group will automatically pass to the District Scout Council which shall use or dispose of these assets at its absolute discretion.<sup>SV</sup>
- e. If there is any reasonable prospect of the Group being revived the District Scout Council may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived Group.
- f. If the District Executive Committee wishes the assets to pass to some other beneficiary, in the absence of some pre-existing agreement, the District Treasurer must forward a copy of the financial statement to the County Headquarters with the proposals of the Executive Committee requesting instructions.
- g. The District Executive Committee is responsible for preserving the statements of account and all accounting records of the Group.

#### **Rule 3.53 Preservation of Books of Account**

- a. Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by H.M. Revenue and Customs.

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#### **Rule 3.54 Payment of the Membership Subscription**

- a. In order to meet the costs of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to World Scouting, the Board of Trustees of the Association requires Members to pay a Headquarters Membership Subscription.<sup>SV</sup>
- b. The amount of the Membership Subscription is decided annually by the Board of Trustees.<sup>SV</sup>
- c. In addition, to meet local costs, the local Scout Country, County and the local Scout District may charge a membership subscription.
- d. Every Scout Group is responsible for the collection and payment of the Headquarters Membership Subscriptions and any Country, County and District Subscriptions in accordance with the numbers returned on the annual census return.
- e. Payments should be remitted to the District Treasurer not later than the date annually notified locally.
- f. Membership subscriptions may be collected from Members or their parents by a method decided by the Group Executive Committee.
- g. The Group is encouraged to use the Gift Aid scheme for subscription payments.
- h. The amount of the Headquarters Membership Subscription decided by the Board of Trustees applies to the whole of the United Kingdom.
- i. The Board of Trustees will decide what proportion, if any, is to be retained by the Country Councils of Northern Ireland, Scotland and Wales towards the costs of their own Country Headquarters services.

#### **Rule 3.55 Fundraising**

- a. In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- b. Scout Groups are expected to generate sufficient funds to carry out their own programme of activities.
- c. Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- d. Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- e. Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
  - the proceeds of the activity go wholly to the work of the Group or, in the case of joint activities with other organisations, that part of the proceeds allotted to the Group is wholly applied to the work of the Group;
  - it does not encourage the habit of gambling.
- f. Public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.
- g. Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

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- h. The Scout association operates a number of National Corporate Partnerships, for a list please visit, <http://scouts.org.uk/what-we-do/become-a-partner/>. Any fundraising activity that may include a body from this list has to be approved, pre agreement, by TSA HQ. Please submit an enquiry email to [corporate.partnerships@scouts.org.uk](mailto:corporate.partnerships@scouts.org.uk) and a member of the team will reply.

#### **Rule 3.56 Joint Fundraising Projects**

- a. Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- b. Country Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.
- c. When undertaking a joint project it is advisable to agree terms via a Memorandum of Understanding or non-legal agreement.

#### **Rule 3.57 Fundraising and the Law**

- a. All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law. This will include those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons. Details may be obtained from the Fundraising section of the Scouts website <http://scouts.org.uk/what-we-do/fundraising>.

#### **Rule 3.58 Lotteries and Gaming**

- a. If a Group considers raising funds by means governed by any legislation as detailed at Rule 3.57, the proposed activity must have the recorded approval of the Group Executive Committee and Sponsoring Authority, if any, and of the District Chair.
- b. Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.
- c. The promoter of any fundraising activity governed by legislation should be a member of the Group Executive Committee.
- d. Scout Groups in the areas adjacent should be informed of the proposed activity. The fundraising activity should as far as practicable be carried out within the Group's catchment area.
- e. Any advertising material used must conform with the requirements of the Acts and must not contain any matter which is not in strict conformity with the standards of the Movement.
- f. If the Group is a registered charity, this fact must be stated in any advertising material.

#### **Rule 3.59 Appeals for Funds**

- a. Groups may not issue general appeals for funds.
- b. In exceptional circumstances approval may be sought from the District Executive Committee. The District Executive Committee must consult the County Commissioner and Country Headquarters before giving approval.
- c. Any permitted appeal must not exceed the boundaries of the District in which the Group is located.

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#### **Rule 3.60 Professional Fundraisers**

- a. Groups may not appoint a professional fundraiser without the approval of the District and County Executive Committees who will ensure that the requirements of the legislation are fully complied with.

#### **Rule 3.61 Grant Aid and Loans**

- a. Provided that a Group raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.
- b. Application for grants or loans from Local Authorities must be approved by the District Chair and the County Commissioner before Submission.
- c. Applications for grants or loans from Headquarters must have the approval of the Group Chair and the District Commissioner.
- d. Applications for grants or loans from sources other than those referred to above must have the approval of the Group and the District Commissioner if the latter so directs.
- e. If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

# **Chapter 4**

## **THE SCOUT DISTRICT**

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Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and adults to make decisions and take responsibility;
- functional units through which the design and delivery of the programme can be best achieved.

A Scout District comprises several Scout Groups, one or more Explorer Scout Units and one District Scout Network. Additionally a District may have one or more District Scout Active Support Units and Special Groups.

### **Rule 4.1 Membership of the Scout District**

- a. No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles require a disclosure as part of the Personal Enquiry process (see the Safeguarding Policy and POR: The Appointment Process).
- b. There are two types of membership - Members and Associate Members.
- c. British Subjects who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Policy, Organisation and Rules).
- d. Foreign residents in the United Kingdom, with the approval of an appropriate Commissioner, may become Members or Associate Members.
- e. When an individual becomes a Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association and of the World Organisation of the Scout Movement.
- f. When an individual becomes an Associate Member that person becomes an Associate member of a Group, District and County (as appropriate). They also become an Associate Member of The Scout Association.
- g. Membership of Beaver Scout Colonies, Cub Scout Packs, Scout Troops and Explorer Scout Units is equally open to all people of all genders (unless otherwise stipulated).

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- h. Adult membership of the Scout Movement, whether by appointment or otherwise, is equally open to all people of all genders.
- i. The minimum age limit for youth membership is 5 <sup>3</sup>/<sub>4</sub> years. The maximum age limit for youth membership is 25.
- j. There is no maximum age limit for membership but all adult appointments are subject to a minimum age limit of 18. There is a maximum age limit for the District Youth Commissioner appointment. Please see Rule 4.44f (iii) for details.
- k. There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- l. Members or Associate Members do not have any rights, actual or implied, to take part in the national management of The Scout Association or the World Organisation of the Scout Movement.

### **Members**

- m. The following are required to be Members and pay the Headquarters Membership Subscription annually:
  - Beaver Scouts, Cub Scouts, Scouts, and Explorer Scouts.
  - Members of Scout Network are required to be members but are not required to pay the Headquarters membership Subscription.
- n. Members must also pay any Country, County, District and Group Membership Subscription determined locally.
- o. Young people become Members of the Scout Movement by making the Promise appropriate to the first Section they join. When moving Section, young people will make the promise appropriate for their new Section.
- p. Adults become Members by making the Promise and completing a Members' Declaration.
- q. Members of the Movement may:
  - wear the approved uniform (see Chapter 10);
  - wear the World Membership badge;
  - receive benefits provided by any Group, District, and County to which the Member belongs and of The Scout Association and the World Organisation of the Scout Movement;
  - wear the World Membership lapel badge.

### **Associate Members**

- r. *This rule is intentionally left blank.*
- s. Associate Members must pay any Country, County, District and Group Membership Subscription determined locally.
- t. Adults become Associate Members of the Scout Movement by completing a Members' Declaration.
- u. Associate Members are not required to make the Promise.
- v. Associate Members of the Movement may:
  - wear the approved uniform (see Chapter 10);
  - receive benefits provided by any Group, District, and County to which the Member belongs, and of The Scout Association.



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# **THE SCOUT DISTRICT**

### **Rule 4.2 Admission to membership**

- a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader, in accordance with The Scout Association's policies. In the case of a Sponsored Scout Group, this decision should also be subject to any recruitment policy (if any) defined in any sponsorship agreement.
- b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned. This decision must be made in accordance with The Scout Association's policies.
- c. The decision to admit anyone to membership of an Explorer Scout Unit rests with the District Explorer Scout Commissioner, in accordance with The Scout Association's policies. In the case of a Partnership Agreement with a Sponsored Scout Group, this should also be subject to any recruitment policy defined in the sponsorship agreement.
- d. The decision to admit anyone to membership of a District Scout Network rests with the District Scout Network Commissioner, in accordance with The Scout Association's policies.
- e. Explorer Scouts who turn 18 years of age will automatically become Members of the District Scout Network. Exceptionally, where there is no District Scout Network but a County Scout Network or equivalent operates, they will automatically become Members of the County Scout Network or equivalent.
- f. There may be situations where a Group does not have the capacity or resources to meet the needs of a young person or make the reasonable adjustments necessary. In such instances, the District Commissioner will work with the parents/ carer and the young person themselves to find an alternative Scouting provision.

### **Rule 4.3 Forfeit of membership**

- a. Beaver Scouts, Cub Scouts and Scouts forfeit membership if they leave the Group and do not immediately join another Section.
- b. Explorer Scouts forfeit membership if they leave the Explorer Scout Unit and do not immediately join another Section.
- c. Scout Network members who hold no other adult appointment forfeit membership if they leave the Scout Network and do not immediately join another Network or take out an adult appointment.
- d. Membership is held continuously during the transfer from one Section to the next including the transfer from Scouts to Explorer Scouts and Explorer Scouts to Scouts Network.

### **Rule 4.4 Transfer of membership**

- a. *This rule is left intentionally blank*
- b. *This rule is left intentionally blank*
- c. If a Member leaves a Scout Network due to moving to another locality, the District Scout Network Commissioner should inform the Assistant County Commissioner Scout Network of the County into which the Member is moving.<sup>SV</sup>
- d. If the address of the District Secretary is not known, the information should be forwarded to Headquarters.
- e. Notification should also be sent to Headquarters in respect of Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts and members of Scout Network who are going to live abroad.

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### **Rule 4.5 Annual Census**

- a. The number of Members and Associate Members must be returned in an annual census of the Group or District.
- b. Whilst it is necessary for Groups to hold accurate records of the names and personal details of its Members and Associate Members and for adults (aged 18 or over) to be accurately recorded on Compass it is not necessary for these to be passed to the District or County Secretary at the date of the annual census.
- c. Whilst it is necessary for Districts to hold accurate records of the names and personal details of its Members and Associate Members (including Explorer Scouts and members of the District Scout Network), and for all adults (aged 18 or over) to be accurately recorded on Compass, it is not necessary for these to be passed to the County Secretary at the date of the annual census.
- d. *This rule is intentionally left blank.*

### **Rule 4.6 Mixed Membership**

- a. *This rule is left intentionally blank*
- b. *This rule is left intentionally blank*
- c. *This rule is left intentionally blank*
- d. *This rule is left intentionally blank*
- e. *This rule is left intentionally blank*
- f. *This rule is left intentionally blank*
- g. *This rule is left intentionally blank*
- h. All Scout Groups, Explorer Scout Units and Scout Networks are required to be open to male and female membership except in special situations. Single sex Sections may exist within a Scout Group provided that membership is available for both sexes across all Sections within that Group.
- i. Special situations are defined as being where:
  - there are cultural or religious requirements for single sex working;
  - Scouting is offered in a single sex institution (e.g. school, young offenders institute) through a closed Scout Group;
  - a specialist single sex provision is required to meet a clearly identified educational need (e.g. Scouting for young mothers).

The decision whether Groups or Explorer Scout Units may become an exception to the policy is made by the District Commissioner in consultation with the County Commissioner.

### **Rule 4.7 Explorer Scout Units**

- a. Explorer Scout Units are part of a District's provision of Scouting.
- b. Explorer Scout Units may be attached to a Scout Group but are not a formal part of the Group.
- c. An Explorer Scout Unit consists of a number of Explorer Scouts.
- d. They may be divided into smaller groups but these should be flexible.

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- e. All Explorer Scout Units are required to be open to male and female membership except in special situations. Special situations include those where there are specific cultural or religious requirements for single sex Explorer Scout Units.

- f. The operation of the Unit must be overseen by a Leader or team of Leaders.

A Section Leadership team comprises of all Section Leaders, Assistant Section Leaders and Section/Unit Assistants working with the Unit. Working with the Section Leadership team, the Section Leader(s) have responsibility for the planning of the programme and the management of the Unit.

Where there is more than one Section Leader appointed, only one of the Section Leaders may opt-in to be an ex officio member of the Group Executive Committee (rule 3.23(b)(iii)).

- g. The delivery of the Unit programme is the responsibility of the Section Leadership team, led by the Section Leader. Additional adults (for example parents, subject experts from the community) may be used on a regular or occasional basis to support the programme delivery. All additional adults need to conform to the Personal Enquiry and criminal records disclosures checks requirements detailed in Rule 4.28(b).

- h. The Section Leader(s) have a responsibility to ensure at least two adults (aged 18 or over) are present at each Unit meeting, at least one of whom holds a FULL appointment with the Unit (normally a Section Leader but on occasion may be an Assistant Section Leader or a Section/Unit Assistant).

- i. In the event of no Leader or Section Assistant with a FULL appointment from the Unit Leadership team being able to attend a Unit meeting, it is possible on occasions for another adult member of Scouting, with appropriate youth leadership experience (not necessarily in the same section), to take their place at the meeting or similar event, as long as the District Explorer Scout Commissioner is consulted as soon as practicable in advance and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and have a FULL appointment.

It is expected that this situation will only occur infrequently – if that is not the case the District Explorer Scout Commissioner must take appropriate action to strengthen the Section Leadership team of the Unit.

- j. Other than two adults being present there is no minimum ratio of adults to Explorers set for regular indoor Unit meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Unit, which may vary depending on the programme being delivered.

*It is good practice to have a mixed leadership team*

- k. There is no recommended minimum ratio for outdoor activities held away from the usual meeting place or nights away experiences. However, as a minimum, for all Nights Away experiences led by a Nights Away Permit Holder at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a residential experience.

- l. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in Rule 4.7h or those required by the activity rules in chapter 9.

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m. The age range of the Section is from 14 years to 18 years old. The age for moving from the Scout Section is between 13½ and 14½ years and moving to the Scout Network at 18 years. The leaving age is upon reaching the 18th birthday. Under no circumstances can anyone aged 18 years or over, regardless of ability remain in a youth section (i.e. Beaver Scouts, Cub Scouts, Scouts or Explorer Scouts).

*NOTE: A young person who turns 18 during an event or residential activity (of no more than one month's duration) shall be treated as under 18, and be subject to all rules applicable to under 18 year olds, for the duration of that event.*

- n. The Explorer Scout Unit should have opportunities for the members to take part in the decision making process. Any forum or committee should have both Explorer Scouts and Leaders working together.
- o. Explorer Scouts wear the approved Explorer Scout, Sea Scout or Air Scout uniform with distinguishing emblems and scarves as described in the Chapter 10.
- p. The following minimum standards are laid down for Explorer Scout Units:
- Operation overseen by a leader (Rule 4.7f)
  - Two adults present (Rule 4.7h)
  - The delivery of a high quality balanced Programme run in accordance with the Association's official publications for the Section.
  - Opportunities for the members to take part in the decision making process. (Rule 4.7m)
  - The opportunity for every Explorer Scout to attend at least one nights away experience every year.
- q. The District Commissioner, with the District Team, is required where necessary to assist Explorer Scout Units to reach the required standard.
- r. If an Explorer Scout Unit fails to reach the minimum standard for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee. If an Explorer Scout Unit fails to reach the minimum standard for three years it must be closed.

#### **Rule 4.8 Explorer Scout Unit Partnerships with Groups**

- a. An Explorer Scout Unit and a Scout Group wishing to work together should enter into a Partnership Agreement.
- b. The purpose of the Partnership Agreement is to help an Explorer Scout Unit and Scout Group to understand the operational relationship between the two.
- c. Whilst many links will be informal, it is important to have a formal Partnership Agreement to ensure that links are maintained and obvious to both parties.
- d. The District Explorer Scout Commissioner should ensure that:
- the Partnership Agreement sets out clearly the links between the Explorer Scout Unit and the Group and arrangements on liaison, the use of equipment, facilities and resources;
  - the Agreement is reviewed regularly to ensure its continuing appropriateness in changing circumstances.
- e. Partnership Agreements are not intended to be legally binding documents. Each Agreement should include the following sentence: 'This document is not intended to create legal relations'.

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- f. The Agreement should be signed by the District Explorer Scout Commissioner, the Explorer Scout Leader and the Group Scout Leader.

*Further information and examples of Partnership Agreements can be obtained from the Scout Information Centre.*

### **Rule 4.9 District Scout Networks** <sup>SV</sup>

- a. District Scout Networks are part of a District's provision of Scouting.
- b. A District Scout Network consists of all Members aged 18-25 within the District.
- c. All District Scout Networks are required to be open to male and female membership except in special situations. Special situations include those where there are specific cultural or religious requirements for a single sex District Scout Network
- d. The age range of the Section is from 18 years to 25 years. The age from moving from the Explorer Scout Section is 18 years. Upon turning 25 the individual must either (A) apply to become involved in Scouting as an adult in accordance with the relevant appointments process or (B) leave the Association. Network membership ceases upon the individual reaching their 25<sup>th</sup> birthday.
- e. The District Scout Network should provide opportunities for the Members to take part in the decision making process. Any forum or committee should have both Scout Network Members and the District Scout Network Commissioner working together.
- f. Scout Network Members wear the approved Scout Network, Sea Scout Network or Air Scout Network uniform with distinguishing emblems and scarves as described in Chapter 10.
- g. The following minimum standards are laid down for District Scout Networks:
  - Leadership – every District Scout Network must have a District Scout Network Commissioner appointed in line with POR: The Appointment Process.
  - Training – the training of Scout Network Members must be in accordance with the Association's official publications for the Section.
  - Nights Away – every Scout Network Member must have the opportunity of attending a camp every year.
- h. The District Commissioner, with the District Team, is required where necessary to assist a District Scout Network to reach the required standard.
- i. If a District Scout Network fails to reach the minimum standard for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- j. If a District Scout Network fails to reach the minimum standard for three years it must be closed.
- k. A District Scout Network should have a link agreement in place with the Explorer Scout provision within the District.

### **Rule 4.10 Joint Units**

Whilst formal Joint Units are not permitted between Explorer Scout Units or Scout Networks and sections of Girlguiding, joint activities are encouraged.

*Further advice and information is available from the Scout Information Centre.*

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### **Rule 4.11 The District Scout Active Support Unit**

- a. The District Commissioner, in consultation with the District Executive Committee may form District Scout Active Support Units.
- b. The purpose of District Scout Active Support Units is to provide active support to Scouting in the District, as identified in the service agreement.
- c. All adult only support groups linked to Scouting within the District must be registered as Scout Active Support Units.
- d. The District Commissioner must ensure that:
  - District Scout Active Support Units are supported and co-ordinated; and
  - District Scout Active Support Managers are provided with line management either directly by the District Commissioner or from a Deputy District Commissioner or other nominee.
- e. Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.26), membership of the District Scout Active Support Unit is open to any person over the age of 18 years, including:
  - those holding appointments, who will be expected to give priority to the duties of their appointments;
  - Scout Network members, who will be expected to give priority to their Scout Network.
- f. The District Scout Active Support Manager must be a Member, all other members of a District Scout Active Support Unit must be at least Associate Members. Associate Members may become Members by making the Scout Promise.
- g. The District Scout Active Support Manager is responsible for determining the composition, organisation, programme and administration of the Unit in accordance with the service agreement agreed annually with the District Commissioner or nominee.
- h. The District Scout Active Support Unit is led by the District Active Support Manager who is responsible for ensuring that the Unit meets its service agreement. One or more District Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit.
- i. The following minimum standards are laid down for a District Scout Active Support Unit:
  - **Leadership** – there must be an appointed District Scout Active Support Manager
  - **Activity** - the District Scout Active Support Unit must provide active support to Scouting in the District, as detailed in the service agreement.
- j. The District Commissioner, with the District Team is required to assist District Scout Active Support Units to reach the required standards.
- k. If a District Scout Active Support Unit fails to reach the minimum standards for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- l. If a District Scout Active Support Unit fails to reach the minimum standard for three years it must be closed.

### **Rule 4.12 Special Groups**

#### **(Scouting for people in hospital or with severe disabilities)**

- a. A special provision may be developed to enable young people with a shared protected characteristic to access Scouting e.g. in a hospice or hospital. Special provisions can be used where it is not possible or appropriate for a young person to access mainstream Scouting;

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- b. Operations which do not follow the standard age range of Sections must be approved by the District Commissioner in consultation with those providing special scouting provision e.g. hospice. Age range flexibility should meet the required standards outlined in Rule 3.11b.
- c. Membership is acquired through making the Promise. The Promise needs to be meaningful for each Member and flexibility in expressing the Promise may be required to meet the needs of the individual.
- d. Members may wear the uniform of the appropriate Section to which they belong.
- e. Provision for people aged over 25 with severe learning difficulties is made through the Scout Active Support Unit.
- f. The Gateway Award, as an alternative to the Duke of Edinburgh Award, may be achieved following the successful completion of the Gateway Award programme. The cloth badge is worn on the upper left arm. Further information is available from [www.mencap.org.uk/gatewayaward](http://www.mencap.org.uk/gatewayaward).

*Further guidance on the formation and operation of Special Groups is available from Headquarters. Guidelines for District Commissioners and sample forms are available from the Scout Information Centre.*

### **Rule 4.13 The Formation and Registration of Scout Districts**

- a. Scout Districts are registered by Headquarters on the recommendation of the County Commissioner and of the Country Headquarters, where appropriate.
- b. Application for registration must be completed and signed by the prospective District Secretary and District Commissioner.
- c. The form is sent to Headquarters through the County Secretary who must sign it to signify the approval of the County Commissioner and forward it through the Country Headquarters, if appropriate.
- d. The County Commissioner and the County Executive Committee must be satisfied that:
  - registration is desirable;
  - the proposed District will be run properly;
  - suitable Leaders can be found;
  - the prospective District Commissioner:
    - accepts the Association's policies, rules and procedures;
    - undertakes to form a District Scout Council and a District Executive Committee as soon as possible but in any case not later than three months after the date of registration;
    - will initiate a programme of training in accordance with the training policy of the Association;
    - will comply, as appropriate, with the provisions of all rules and guidance relating to Sponsored Scout Groups.
- e. If the County Commissioner and the County Executive Committee refuse to recommend the registration of a District, the County Commissioner must send a full report on the matter to the appropriate Country Headquarters.
- f. If registration is recommended, Headquarters will issue a Certificate of Registration and send this via the County Secretary to the prospective District Commissioner.

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- g. Notification of registration will be sent by Headquarters to the Country Headquarters if appropriate.

### **Rule 4.14 The Formation and Closure of Explorer Scout Units**

The opening and closing of Explorer Scout Units is the responsibility of the District Commissioner in consultation with the District Explorer Scout Commissioner, District Executive Committee and Group Scout Leaders.

### **Rule 4.15 The Formation and Closure of District Scout Networks**

The opening and closing of the District Scout Network is the responsibility of the District Commissioner in consultation with the District Scout Network Commissioner, District Executive Committee and Assistant County Commissioner Scout Network.<sup>SV</sup>

### **Rule 4.16 Annual Renewal of District Registrations**

- a. Registration is valid only until the 31 March of the calendar year following the issue of the Certificate of Registration.
- b. Registration must be renewed annually by completing and submitting an annual registration and census return as directed by Headquarters. Registration renewal also requires the payment of the Headquarters Membership Subscription and any District, County and Country Membership Subscriptions payable.

### **Rule 4.17 Changes in District Registration**

- a. If it is required to change the registration of a District or to amalgamate it with another District application must be made to Headquarters by the County Secretary.
- b. Such changes are made with the approval of the County Commissioner after consultation with the County Executive Committee.

### **Rule 4.18 Suspension of District Registration**

- a. Suspension is a purely temporary measure.
- b. A District may have its registration suspended by the County Commissioner, or the County Executive Committee. The suspension must be approved by the Regional Commissioner.
- c. In exceptional circumstances Headquarters may suspend the registration of a District. This must be done in consultation with the Regional Commissioner.
- d. Suspension may also be a consequence of the suspension of the County.  
In such a case the Chief Commissioner may direct that Districts will not be suspended but attached to a neighbouring County.
- e. In the event of suspension all District, District Scout Network, Explorer Scout Unit, District and Group Scout Active Support Unit and Group activities must cease. All District and Group Scout Active Support Unit, District Scout Network, Explorer Scout Unit and Group Scouters are automatically suspended as if each were individually suspended.
- f. During suspension no member of the District, District and Group Scout Active Support Unit, District Scout Network, Unit or Group may wear uniform or badges.



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- g. If the District Executive Committee is included in the suspension, this must be specified and the County Executive Committee will be responsible for the administration of District property and finance during the period of suspension.
- h. The District Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the County Commissioner.
- i. A County Commissioner or County Executive Committee who suspends a District must report the matter with full details to the Country Headquarters.
- j. The County Commissioner should consult Country Headquarters as to how best to resolve the underlying problem which led to the suspension.

#### **Rule 4.19 Suspension of Explorer Scout Units**

- a. Suspension is a purely temporary measure.
- b. A Explorer Scout Unit may be suspended by the District Commissioner in consultation with the District Executive Committee and District Explorer Scout Commissioner
- c. Suspension may also be a consequence of the suspension of the District.<sup>SV</sup>  
In such a case the County Commissioner may direct that Explorer Scout Units will not be suspended but attached to a neighbouring District or to the County as appropriate.
- d. In the event of suspension all Explorer Scout Unit activities must cease and all Unit Scouters are automatically suspended as if each were individually suspended.
- e. During suspension no member of the Explorer Scout Unit may wear uniform or badges.
- f. A District Commissioner who suspends a Explorer Scout Unit must report the matter with full details to the County Commissioner.

#### **Rule 4.20 Suspension of District Scout Networks**

- a. Suspension is a purely temporary measure.
- b. A District Scout Network may be suspended by the District Commissioner in consultation with the District Executive Committee and the District Scout Network Commissioner and reported to the Assistant County Commissioner Scout Network.
- c. Suspension may also be the consequence of the suspension of the District.  
In such a case the County Commissioner may direct that the District Scout Network will not be suspended but attached to a neighbouring District or to the County as appropriate.
- d. In the event of suspension all District Scout Network activities must cease and all members of the District Scout Network are automatically suspended as if each were individually suspended.
- e. During suspension no member of the District Scout Network may wear uniform or badges.
- f. A District Commissioner who suspends a District Scout Network must report the matter with full details to the County Commissioner.

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### **Rule 4.21 Cancellation of Registration of the Scout District**

- a. The registration of a Scout District may be cancelled by Headquarters:
  - on the recommendation of the County Commissioner and the County Executive Committee, following a meeting specially convened.  
At such a meeting, the District Commissioner and District Chair are entitled to be heard;
  - if registration is not renewed at the time of the required annual renewal of registration;
  - if the registration of the County is cancelled.
- b. When the registration of a Scout District is cancelled the Scout District ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c. The membership of each Member of the District will cease automatically, unless membership of another District is arranged as directed by the County Commissioner.
- d. A Scout District cannot exist unless it has a current registration with Headquarters.
- e. Charity law does not permit a Scout District to transfer from The Scout Association to any other body whether calling itself a scout organisation or by any other name.<sup>SV</sup>
- f. Individual or several Members of a District may leave and join any other organisation they wish. The District itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.
- g. In the event of all the Members leaving, the County will close the District and cancel its registration.
- h. In the event that not all the Members leave, it will be a decision for the County Commissioner and County Executive Committee as to whether to close the District or try to keep it running with a reduced membership.

### **Rule 4.22 Management of the Scout District**

- a. A Scout District is created and operated as an educational charity.
- b. Every Scout District is an autonomous organisation holding its property and equipment and admitting people to membership of the Scout District subject to the policy and rules of The Scout Association.
- c. A Scout District is led by a District Commissioner and managed by a District Executive Committee. They are accountable to the District Scout Council for the satisfactory running of the District.
- d. The District Commissioner is assisted and supported by:
  - the District Team, comprising the District Youth Commissioner, Deputy District Commissioners, District Explorer Scout Commissioner, District Scout Network Commissioner, all Assistant District Commissioners and District Scouters;
  - Administrators and Advisers;
  - the District Scout Council;
  - the District Executive Committee;
  - the District Scout Active Support Unit.

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### **Rule 4.23 Management of the Explorer Scout Unit**

- a. Explorer Scout Units are not autonomous organisations. They are part of a Scout District, which acts as an Explorer Scout Unit's parent body.
- b. Scout Districts delegate some authority to Explorer Scout Units to allow them to hold property and equipment and admit people to membership of the Explorer Scout Unit subject to the policy and rules of The Scout Association.
- c. An Explorer Scout Unit is led by an Explorer Scout Leader and managed by a committee of its Members and Leaders acting together. The Committee is accountable to the District Scout Council for the satisfactory running of the Explorer Scout Unit.
- d. The Explorer Scout Leader is assisted and supported by Assistant Explorer Scout Leaders in the delivery of the programme for young people in the Explorer Scout Unit.

### **Rule 4.24 Management of the District Scout Network <sup>SV</sup>**

- a. District Scout Networks are not autonomous organisations. They are part of a Scout District, which acts as the District Scout Network's parent body.
- b. Scout Districts delegate some authority to the District Scout Network to allow them to hold property and equipment and admit people to membership of the District Scout Network subject to the policy and rules of The Scout Association.
- c. The District Scout Network is managed by a team of its Members and a District Scout Network Commissioner acting together. The team is accountable to the District Scout Council for the satisfactory running of the District Scout Network

### **Rule 4.25 The Constitution of the Scout District**

- a. In the absence of an existing formally adopted Constitution to the contrary, the following represents an ideal Constitution and will apply where the circumstances and the support allow.
- b. There may be situations where it is impractical to implement the constitution in full, such as a District comprising large areas of especially difficult terrain and a small population.
- c. All elected and constitutional bodies of The Scout Association at Headquarters, County, and District should have, as full voting members, at least two young people between the age of 18 and 25 years old.
- d. This policy as a matter of good practice, should also be applied to any ad hoc, short or long term working groups or committees.
- e. **The District Scout Council <sup>SV</sup>**
  - i. The District Scout Council is the electoral body, which supports Scouting in the District. It is the body to which the District Executive Committee is accountable.
  - ii. Membership of the District Scout Council is open to:

#### **Ex officio**

- All adult members and associate members of the Scout District (see District roles listed in The Appointments Process chapter, Table 2: Appointments).
- All adults holding the following appointments from the Scout Groups in the District
  - i. Group Scout Leader

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- ii. Deputy Group Scout Leader
- iii. Group Chair
- iv. Group Secretary
- v. Group Treasurer
- vi. Section Leader
- vii. Assistant Section leader
- viii. Group Active Support Manager

- all Explorer Scouts;
- all members of the District Scout Network;
- A representative of the Troop Leadership Forum, selected from amongst the membership of the Forum;
- all parents of Explorer Scouts;
- County Commissioner
- County Chair

### **Nominated Members**

- Other supporters of the District Appointed by the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee.

The number of Nominated Members must not exceed the number of Ex Officio members.

Nominated members must be appointed for a fixed period not exceeding 3 years. Subsequent reappointments are permitted.

- iii. Membership of the District Scout Council ceases upon:
  - the resignation of the member;
  - the dissolution of the Council;
  - the termination of membership by Headquarters following a recommendation by the County Executive Committee.
- iv. The District Scout Council must hold an Annual General Meeting within six months of the financial year end to:
  - receive and consider the Annual Report of the District Executive Committee, including the annual statement of accounts;
  - approve the District Commissioner's nomination of the District Chair and nominated members of the District Executive Committee;
  - elect a District Secretary unless the District Secretary is employed by the District Executive Committee;
  - elect a District Treasurer;
  - elect certain members of the District Executive Committee;
  - elect Group Scouters to represent the District on the County Scout Council;
  - appoint an auditor or independent examiner or scrutineer as required.

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- f. **The District Executive Committee** <sup>SV</sup>
- i. The Executive Committee exists to support the District Commissioner in meeting the responsibilities of their appointment.
- ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout District, and in the best interests of its members to: <sup>SV</sup>
- Comply with the Policy, Organisation and Rules of The Scout Association
  - Protect and maintain any property and equipment owned by and/or used by the District
  - Manage the District finances.
  - Provide insurance for people, property and equipment.
  - Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
  - Promote and support the development of Scouting in the local area.
  - Manage and implement the Safety Policy locally
  - Ensure that a positive image of Scouting exists in the local community.
  - Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees
  - Ensure that Young People are meaningfully involved in decision making at all levels within the District
  - The opening, closure and amalgamation of Groups, Explorer Scout Units, Scout Network and Scout Active Support Units in the District as necessary.
  - Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chair to lead it.
  - Supervising the administration of Groups, particularly in relation to finance and the trusteeship of property.

The Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the County Executive Committee; and if a registered charity, to submit them to the appropriate charity regulator. (See Rule 13.3)
- Maintain confidentiality with regard to appropriate Executive Committee business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.

iii. The District Executive Committee consists of: <sup>SV</sup>

### **Ex-officio members**

- The District Chair;
- The District Commissioner.
- The District Youth Commissioner;

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- The District Secretary;
- The District Treasurer;
- The District Explorer Scout Commissioner
- The District Scout Network Commissioner

### **Elected members**

- persons elected at the District Annual General Meeting.
- these should normally be four to six in number.
- the actual number must be the subject of a resolution by the District Scout Council.

### **Nominated members**

- persons nominated by the District Commissioner.
- the nominations must be approved at the District Annual General Meeting.
- persons nominated need not be members of the District Scout Council and their number must not exceed that of the elected members.

### **Co-opted members**

- persons co-opted annually by the District Executive Committee.
- the number of co-opted members must not exceed the number of members who may be elected.

### **Right of Attendance**

- The County Commissioner and the County Chair have the right of attendance at meetings of the District Executive Committee.

#### iv. Additional Requirements for sub-Committees:

- sub-Committees consist of members nominated by the Committee.
- The District Commissioner and the District Chair will be ex-officio members of any sub-Committee of the District Executive Committee.
- Any fundraising committee must include at least two members of the District Executive Committee. No Section Leader or Assistant Leader should serve on such a fundraising sub-Committee.

#### v. Additional Requirements for Charity Trustees: <sup>SV</sup>

- All ex-officio, elected, nominated and co-opted members of the District Executive Committee are Charity Trustees of the Scout District
- Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as Charity Trustees (however the views of young people in the District must be taken into consideration).
- Complete Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training within 5 months of the role start date.
- Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See rule 13.1)

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- Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018.
- g. *This rule is left intentionally blank*
- h. The District Team Meeting**
- i. The District Team, comprising the District Youth Commissioner, Deputy District Commissioners, Explorer Scout Commissioner, Scout Network Commissioner, all Assistant District Commissioners, District Scouters and District Scout Active Support Managers, meet as frequently as necessary under the chairship of the District Commissioner.
- ii. The purpose of the District Team Meeting is to:
- review the progress, standards and effectiveness of programmes of Groups, Explorer Scout Units and District Scout Network in the District;
  - plan a programme of visits to Scout Groups, Explorer Scout Units and District Scout Network;
  - give support and encouragement to Leaders;
  - plan the support of adults undertaking Adult Training;
  - plan any programme of District events deemed to be necessary to supplement Scouting in the Groups, Explorer Scout Units and District Scout Network;
  - secure the support of District Scout Active Support Units in the work of the District;
  - keep the District Executive Committee advised of the financial requirements of the training programme in the District, including Explorer Scout Units and District Scout Network;
- i. Conduct of Meetings in the Scout District<sup>SV</sup>**
- i. In meetings of the District Scout Council and the District Executive Committee only the members specified may vote.
- ii. Decisions are made by a majority of votes of those present at the meeting. In the event of an equal number of votes being cast on either side in any issue the chair does not have a casting vote and the matter is taken not to have been carried.
- iii. The District Scout Council must make a resolution defining a quorum for meetings of the Council and the District Executive Committee and its sub-Committees.
- iv. Electronic voting (such as email) is allowed for decision making of the District Executive Committee and its sub-Committees when deemed appropriate by the Chair. In such instances at least 75% of committee members must approve the decision.
- v. The District Executive Committee and its sub-Committees can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

### **Rule 4.26 Administrators and Advisers**

- a. The District Chair and the District Commissioner must be able to work in partnership.
- b. To assist the formation of this partnership the District Chair is nominated by the District Commissioner.

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- c. The appointment of the District Chair is approved by the District Scout Council at its Annual General Meeting. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Group Chair should not be the District Chair in the same Scout District but could be District Chair in a different Scout District (subject to having the time and skill to undertake both roles).
- d. Every effort should be made to find a District Chair. Only in extreme circumstances may the District Commissioner act as District Chair for a short period.
- e. The District Secretary - unless employed by the District - is elected by the District Scout Council at the Annual General Meeting every year. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Group Secretary should not be the District Secretary in the same Scout District but could be District Secretary in a different Scout District (subject to having the time and skill to undertake both roles).<sup>SV</sup>
- f. The District Treasurer is elected by the District Scout Council at the Annual General Meeting every year. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Group Treasurer should not be the District Treasurer in the same Scout District but could be District Treasurer in a different Scout District (subject to having the time and skill to undertake both roles).<sup>SV</sup>
- g. No individual may hold more than one of the appointments of District Chair, Secretary or Treasurer of the same Executive Committee. Neither may the appointments be combined in anyway.
- h. Other Administrators and Advisers may be appointed by the District Executive Committee with the approval of the District Commissioner as per POR: The Appointment Process.
- i. Administrators and Advisers appointments may be terminated by:
  - the resignation of the holder;
  - the unanimous resolution of all other members of the District Executive Committee;
  - the expiry of the period of the appointment;
  - confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the District.
- j. The appointment and termination of all District Administrators and Advisers appointments must be reported to the District Secretary who should maintain a record of such appointments.

### **Rule 4.27 Minimum Age for Appointments**

- a. To hold an adult appointment in a Scout District a person must have reached the age of 18.

### **Rule 4.28 The Appointment of Adults in the Scout District** <sup>SV</sup>

- a. No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles require a criminal records disclosure check as part of the Personal Enquiry process (see the Safeguarding Policy and POR: The Appointment Process).



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- b. A Personal Enquiry (including where relevant a criminal records disclosure check) will always be required for any person aged 18 or over who meets **any** of the following criteria: <sup>SV</sup>
- wishes to become a Member or Associate member (for members of Scout Network - see 4.28m below); or
  - will be a member of an Executive Committee; or
  - will be assisting with overnight activities (including Nights Away); or
  - may be helping out once a week (or on four occasions in a thirty day period) or more frequently; or
  - will have unsupervised access to young people.
- c. For the purposes of 4.28b above “unsupervised” means not being within sight and hearing of another adult who holds a valid criminal records disclosure check.
- d. A person who requires a Personal Enquiry under 4.28(b) above (including where relevant a criminal records disclosure check) and who does not have an active role on Compass must be registered on Compass as an Occasional Helper. Occasional Helpers are not entitled to membership status or member benefits (including certain insurances – see the Unity web site) and the recording on Compass is only provided to enable the Personal Enquiry and criminal records disclosure checks to be conducted. <sup>SV</sup>
- e. Certain roles will require a criminal records disclosure check every five years.
- f. A new criminal records disclosure check is not normally required if the individual is simply moving from one role to another within England and Wales; or within Northern Ireland; or within Scotland, provided the procedures have been followed for the initial role, that they have a valid criminal records disclosure check and the person’s service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.
- g. Where roles requiring a criminal records disclosure check (see POR: The Appointment Process) are held in more than one legal jurisdiction (i.e. England and Wales; Scotland; Northern Ireland) separate criminal records disclosure checks must be carried out in all the jurisdictions in which those roles are held.
- h. A Personal Enquiry is initiated by adding the appropriate role to Compass. This should be done as soon as the individual concerned has agreed to take on a role.
- i. When completing a Personal Enquiry accurate information about the individual must be given.
- j. The full rules for the appointment of adults can be found in POR: The Appointment Process.
- k. Occasional Helpers (including parents) who are required to undertake a Personal Enquiry (see 4.28a and 4.28b) must either be entered directly into Compass or recorded using the Association’s official Joining Forms and then be transferred accurately into Compass (available from [www.scouts.org.uk](http://www.scouts.org.uk)). The appropriate on-line or paper based criminal records disclosure check application process must then be followed. <sup>SV</sup>
- l. Section leaders should ensure that Occasional Helpers who are involved more than once a month are aware of the appointment opportunities available to them.
- m. Members of Scout Network are required to undertake a Personal Enquiry without a criminal records disclosure check (by being added to Compass as a member of the relevant District Scout Network). If members of Scout Network assist with or supervise members of a younger Section, they must be appointed to an appropriate role (such as an Occasional Helper, Section Assistant or Leader) and undertake the relevant appointment process (including undertaking a criminal records disclosure check).

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**Rule 4.29** *This rule is left intentionally blank*

**Rule 4.30** *This rule is left intentionally blank*

**Rule 4.31** *This rule is left intentionally blank*

**Rule 4.32** *This rule is left intentionally blank*

**Rule 4.33** *This rule is left intentionally blank*

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**Rule 4.35** *This rule is left intentionally blank*

**Rule 4.36** *This rule is left intentionally blank*

### **Rule 4.37 The appointment of Explorer Scout Young Leaders**

- a. Explorer Scouts can become Young Leaders in the Beaver Scout, Cub Scout and Scout Sections.
- b. Explorer Scout Young Leaders should undertake appropriate training as described in the Young Leaders' Scheme. It is compulsory for Explorer Scout Young Leaders to complete Module A within their first three months.
- c. A young person under the age of 18 years working with another Section must not have unsupervised access to youth Members.
- d. All Explorer Scout Young Leaders are members of a Young Leaders' Explorer Scout Unit.
- e. The following non-members may work with the Beaver Scout, Cub Scout or Scout Sections, with the agreement of the Section Leader, for a fixed period of time (as required for their level of award):
  - Members of Girlguiding UK aged 14-18 undertaking a Girlguiding UK award with a volunteering requirement
  - Young people aged 14-18 undertaking the Volunteering Section of the Duke of Edinburgh's Award

Note: Non-members may not volunteer within Scouting until they are 14 years of age.
- f. Non-members working with Beaver Scout, Cub Scout or Scout sections are also required to complete training similar to Explorer Scout Young Leaders, this is outlined at [www.scouts.org.uk/dofe](http://www.scouts.org.uk/dofe) and in the Young Leaders' Scheme.
- g. Members of Girlguiding and those young people undertaking the Volunteering Section of the Duke of Edinburgh's Award are not members of the Association and do not have access to the wider Explorer Scout provision.

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### **Rule 4.38 Employed District Staff**

- a. District Trustees (members of the District Executive Committee) other than the District Secretary may not be paid a salary or remuneration.
- b. District Administrators, local Development Officers or other staff may be employed by the District Executive Committee and paid a salary out of District funds.
- c. The District Executive Committee must consult the District Commissioner in making such appointments.
- d. Professional advice should be sought with regard to pension scheme facilities, conditions of employment, taxation and National Insurance requirements.
- e. The procedures for enquiry and the appointment of adults must be followed.

**Rule 4.39** *This rule is left intentionally blank*

**Rule 4.40** *This rule is left intentionally blank*

**Rule 4.41** *This rule is left intentionally blank*

**Rule 4.42** *This rule is left intentionally blank*

### **Rule 4.43 Limitation of holding more than one Appointment**

- a. No Manager, Leader or Supporter may hold more than one appointment unless able to carry out all of the duties of more than one appointment satisfactorily.
- b. The District Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District or County, the approval of all the Commissioners concerned must be obtained
- c. The District Commissioner may not hold any other appointment, other than in a short term 'acting' capacity or as a Training Adviser.

### **Rule 4.44 Responsibilities of Appointments in the Scout District <sup>SV</sup>**

#### **a. The District Commissioner**

- i. The District Commissioner is responsible to the County Commissioner and to Headquarters for:
  - the development of Scouting in the District;
  - promoting and maintaining the policies of the Association;
  - the local management of the Safety Policy together with the District Executive Committee;
  - ensuring that all adults working within the Scout District (including members of any District Scout Active Support Units) are appropriate persons to carry out the tasks given them;
  - ensuring that all Leaders have the opportunity to attend a first aid or a First Response course during their first year of appointment;

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- encouraging and facilitating the training of Members of the Movement as appropriate throughout the District;
  - ensuring that all adults in the District are appropriately trained;
  - all aspects of Scouting in the District, particularly ensuring that Managers, Leaders, Supporters and Administrators properly discharge their responsibilities and duties as specified in these Rules;
  - ensuring that Scout Groups, Explorer Scout Units, District Scout Network and Group or District Scout Active Support Units are visited by members of the District Team;
  - advising Leaders on how to conduct themselves in accordance with the Association's Policies and Rules as defined from time to time in Policy, Organisation and Rules and in the Association's Handbooks and other official publications;
  - encouraging the formation and operation of the District Scout Council, Scout Active Support Units, Scout Groups, Explorer Scout Units, and District Scout Network and assisting in their effective working;
  - securing the harmonious co-operation of all Members of the Movement in the District and settling any disputes between them;
  - performing all duties specified in these Rules for District Commissioners in respect of training and administration, particularly in respect of appointments, registration, Membership of the Movement and decorations and awards;
  - the achievement of minimum standards for Scout Groups, Sections in Groups, Explorer Scout Units and District Scout Network;
  - the observance of all Rules relating to the conduct of Scouting activities, particularly to camping and activities requiring the observance of safety precautions;
  - co-operation and the maintenance of good relations with Members of Girlguiding and other youth organisations in the District and ensuring that the Association is adequately represented on local committees, particularly youth committees;
  - encouraging the formation, operation and effective working of the District Explorer Scout meeting;
  - encouraging the formation, operation and effective working of the District Patrol Leaders Forum;
  - ensuring the District has effective communication with the Assistant County Commissioner Scout Network;
  - matters relating to the admission of members of District Scout Active Support Units;
  - agreeing the remit of any District Scout Active Support Units and reviewing them annually;
  - for nominating the District Chair and certain members of the District Executive Committee.
- ii. The District Commissioner may not hold the appointment of District Chair, nor may they nominate any other Manager, Leader or Supporter to that appointment.
- iii. The District Commissioner is an ex-officio member of the County Scout Council.
- iv. The District Commissioner has the right of attendance at all Councils and Committees and their sub-Committees within the District.
- v. If the office of District Commissioner is vacant, the County Commissioner will either perform these duties as a temporary measure or nominate an Assistant District Commissioner or another Commissioner to act in this capacity.

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vi. In respect of the District Scout Council and the District Executive Committee the District Commissioner must nominate the District Chair and certain members.

### **b. The Deputy District Commissioner**

- i. Deputy District Commissioners may be appointed to assist and deputise for the District Commissioner.
- ii. The duties of the appointment will be defined by the District Commissioner at the time of appointment.

### **c. District Explorer Scout Commissioner**

- i. A District Explorer Scout Commissioner may be appointed for the Section.
- ii. The District Explorer Scout Commissioner will normally be a Leader experienced in the Section and will normally have completed a Wood Badge for the Explorer Scout Section.
- iii. The functions of the appointment are to:
  - assist the District Commissioner with the running of the Section, including the personal support and encouragement of Leaders;
  - visit Explorer Scout Units and provide technical advice on their operations;
  - promote the work of the District Explorer Scout Meeting;
  - arrange for the organisation of District events;
  - ensure that District Leaders' Meetings are held and to carry out such other duties as may be delegated by the District Commissioner;
  - maintain effective links with all Scout Groups;
  - maintain effective links with the Scout Network.

### **d. District Scout Network Commissioner**

- i. A District Scout Network Commissioner must be appointed for a District Scout Network.
- ii. The functions of the appointment are to:
  - Ensure that the District Scout Network operates;
  - Provide technical advice on the operations of the District Scout Network;
  - Liaise with the District Explorer Scout Commissioner and maintain effective links with all Explorer Scout Units.
  - Support the Programme Coordinator(s) of the District Scout Network
  - Encourage participation in the programme and projects devised by the District Scout Network and other Scout Networks.
  - Ensure that members of the District Scout Network are aware of volunteering opportunities in the District.

### **e. Assistant District Commissioners**

- i. Assistant District Commissioners may be appointed to assist the District Commissioner with general or particular duties (e.g. General Duties, Beaver Scouts, Cub Scouts, Scouts, Adult Training).

### **f. District Youth Commissioner**

- i. A District Youth Commissioner may be appointed.
- ii. the functions of the appointment are:

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As a member of the District Leadership team the District Youth Commissioner works in partnership with the District Commissioner and Chair of the District Executive Committee. The role is to ensure that young people from 6-25 years are involved and engaged in every decision that shapes their Scouting experience locally and to empower young people to share their ideas and have a meaningful voice in planning, implementing and reviewing their programme and opportunities, as well as promoting peer leadership opportunities for young people in all Sections.

- iii. Deputy District Youth Commissioners may be appointed to support the work of the District Youth Commissioner.
- iv. The role start date for a District Youth Commissioner or Deputy District Youth Commissioner must be between their 18<sup>th</sup> and 25<sup>th</sup> birthdays. The initial appointment will be for a period not exceeding three years. Following an Appointment Review, the role can be extended by mutual consent between the role holder and the line manager. No District Youth Commissioner or Deputy District Youth Commissioner may be in role for a total of more than six years (nor beyond their 28<sup>th</sup> birthday if that date would come before the end of the extended term(s)).

### **Rule 4.45 Responsibility for Sectional Matters**

- a. Assistant District Commissioners may be appointed for the Beaver Scout, Cub Scout, or Scout Sections.
- b. The Assistant District Commissioner is usually a Leader experienced in the particular Section concerned and will normally have completed Wood Badge Training for that Section.
- c. The functions of the appointment are:
  - to assist the District Commissioner with the running of the Section, including the personal support and encouragement of Leaders;
  - to visit Sections in Groups and provide technical advice on their operation;
  - to arrange for the organisation of District events;
  - to ensure that District Leaders' Meetings are held and to carry out such other duties as may be delegated by the District Commissioner.

### **Rule 4.46 Responsibility for Specialist Subjects**

- a. Assistant District Commissioners may be appointed to assist the District Commissioner with a variety of special responsibilities, including Air and Water Activities, Inclusion and Media Relations.<sup>SV</sup>
- b. The Assistant District Commissioner will usually, and most importantly, be experienced in the particular subject.
- c. The precise role of the specialist Assistant District Commissioner will necessarily depend on the nature of the appointment and must be specified in detail by the District Commissioner.
- d. Generally the specialist Assistant District Commissioner will be expected to carry out the functions of the District Commissioner in the particular area of responsibility, ensure that the Association's policies are followed and provide the necessary support and encouragement for Leaders.

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#### **Rule 4.47 Responsibility for General Duties**

- a. One or more Assistant District Commissioners may be appointed for general duties in the District or for a particular part of the District. Possible roles include General Duties, Development or Relationships. Alternatively the geographical area of the appointment may be named.
- b. These appointments will normally be filled by experienced Commissioners.
- c. The duties will be specified by the District Commissioner on appointment, but are likely to include areas of specially delegated responsibility or deputising generally for the District Commissioner.

#### **Rule 4.48 District Scouters**

- a. District Scouters may be appointed to fulfil certain functions in relation to the Sections of Scouting e.g. District Cub Scout Leader. District Explorer Scout Leaders may also be appointed.
- b. The duties of such appointments will be defined by the District Commissioner at the time of the appointment.

#### **Rule 4.49 Explorer Scout Leaders**

- a. The Explorer Scout Leader is responsible, in conjunction with any Explorer Scout committee, for the training of Explorer Scouts, subject to the general supervision of the District Explorer Scout Commissioner and with the assistance of Assistant Explorer Scout Leaders, Section Assistants and Skills Instructors.
- b. It is the Leader's responsibility actively to encourage the transfer between Sections, and maintain effective links with local Scout Leaders and Scout Network Co-ordinators.
- c. The responsibilities of Assistant Explorer Scout Leaders are specified by the Explorer Scout Leader, who should have regard to the desirability of developing the Assistant's leadership potential.

#### **Rule 4.50 The Training of Adults in the Scout District**

- a. The acceptance of an appointment involves an obligation to undertake training appropriate to the appointment.
- b. For roles that require a Wood Badge, a Training Adviser will be assigned to the adult to draw up a Personal Learning Plan, support the adult through the scheme and validate the necessary modules.
- c. *This rule has intentionally been left blank. All adult training requirements are detailed in the Appointments Process chapter of POR.*
- d. *This rule is intentionally left blank.*
- e. *This rule is intentionally left blank.*
- f. Validation is necessary for all modules identified on the *Personal Learning Plan*.  
Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.
- g. Following the successful validation of the *Personal Learning Plan* a Wood Badge can be awarded.
- h. Following the award of a Wood Badge, the adult must complete a minimum of five hours Ongoing learning per year, averaged over the length of the appointment.

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- i. It is the responsibility of the adult's line manager to monitor completion of Ongoing learning. Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.
- j. In exceptional circumstances, Headquarters may prescribe the Ongoing learning requirements during a certain year (or years) for all or certain roles.

*For more information about Adult Training see the publication 'The Scout Association's Adult Training scheme' available from the Scout Information Centre.*

### **Rule 4.51 Adult Responsibility for the Programme**

- a. Section Leaders, working with Assistant Leaders and Section Assistants, are responsible for the detailed programme of individual Colonies, Packs, Troops and Explorer Scout Units.
- b. Leaders should take account of the additional needs of individual Members, the youth programme, badges and awards, and the Section's method as outlined in current Section handbooks.
- c. Attention must be paid to the requirements of safety and to any Rules governing activities.

### **Rule 4.52 Young People's Responsibility for the Programme**

- a. Progressive responsibility for planning and decision-making is an important element of the Programme.
- b. There should be effective operation of the Unit Forum, and the District Explorer Scout Youth Forum.

### **Awards and Badges**

Requirements of Section awards and badges are found in the Association's official publications for the Section.

### **Rule 4.53 Responsibility for the Programme in a District Scout Network<sup>SV</sup>**

- a. A District Scout Network Commissioner, working with the Programme Coordinator(s) in a District, is responsible for the detailed programme and projects undertaken by the District Scout Network.
- b. Members of the District Scout Network should play a leading role in organising projects to facilitate participation in the programme, and where possible, take responsibility for supporting projects by taking on the position of Programme Coordinator.

### **Rule 4.54 The Scouts of the World Award**

- a. The Scouts of the World Award aims to encourage Scout network members with their personal development; development of life skills as well as to support projects within society, locally, nationally and/or globally.
- b. Scout Network members must join the project on the Scout Network website.
- c. On satisfactory completion of the award, UK Headquarters must be notified and the badge and certificate will be sent to the relevant Scout Network Commissioner.



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- d. The award is delivered by members who have been trained by UKHQ as trainers for the award, according to the requirements set out by WOSM. UKHQ will provide support to those members wishing to become mentors who will support Scout Network members through their award journey.

### **Rule 4.55 The Explorer Belt Award**

- a. The Explorer Belt award is designed to enable Explorer Scouts, Scout Network Members and members of the Senior Section of Girlguiding aged 16 or over, working as a team to plan, train for and undertake their own expedition abroad. If aged 16–18 years old, you may only participate in an organised expedition supported by an in-country leadership team, rather than being self-led.
- b. *This rule is left intentionally blank*
- c. *This rule is left intentionally blank*
- d. The young person must register with Headquarters to begin working on the award and will then be assigned a mentor locally. On completion of the award, Headquarters must be notified and the badge and certificate will be sent to the relevant Commissioner.

*Further information is available in the relevant Section handbooks.*

### **Rule 4.56 The Duke of Edinburgh's Award<sup>SV</sup>**

- a. The Scout Association is a Licenced Organisation for the Duke of Edinburgh's Award.
- b. Each Country Headquarters is a separate Licenced Organisation.
- c. The District Commissioner may appoint a District Adviser for the Duke of Edinburgh's Award.
- d. The District DofE Adviser must participate in appropriate training for the role within one year of appointment. This training should include attendance at an Introduction to the DofE Course and any other suitable training which may be available.
- e. The assessors for the various Sections of the Bronze, Silver and Gold Awards must be approved by the County or District Adviser and all expedition assessors must hold the DofE Expedition Assessor Accreditation and have The Scout Association listed as a Licenced Organisation on their DofE training record.
- f. Verifying and Issuing the Awards:
  - Bronze and Silver Awards may be verified by an appointed verifier within the County or Country as approved by the Licenced Organisation;
  - Gold Awards in England, the Channel Islands the Isle of Man and British Scouting Overseas and Wales (from 1 April 2018) are verified by Headquarters;
  - Gold Awards in Northern Ireland are verified by the Northern Ireland Scout Council;
  - Gold Awards in Scotland are verified by Scottish Headquarters;
  - Gold Awards in Wales are verified by the ScoutsCymru Office (until 31 March 2018).
- g. Each award has a cloth badge for wear with uniform, a lapel badge and a certificate.
- h. Bronze and Silver Awards are presented by the District or County Commissioner or their nominee.
- i. Gold Award Badges are presented locally by the County Commissioner or their nominee.

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- j. Gold Award Certificates are normally presented at a reception arranged in one of the Royal Palaces.

Further information about the Duke of Edinburgh's Award can be obtained from [www.scouts.org.uk/dofe](http://www.scouts.org.uk/dofe)

### **Rule 4.57 The Queen's Scout Award**

- a. The Queen's Scout Award is the highest youth Award available. It is available for both Explorer Scouts aged 16 or over, and Scout Network Members.
- b. The young person must register with Headquarters to begin working on the award and will then be assigned a mentor locally.
- c. On completion of the award, Headquarters must be notified and the badge and certificate will be sent to the relevant Queen's Scout Award Coordinator for presentation or, if none appointed, to the relevant Commissioner. <sup>SV</sup>

**Rule 4.58** *This rule is intentionally left blank.*

### **Rule 4.59 Finance and the Scout District** <sup>SV</sup>

Certain Rules in this chapter do not apply, without modification, in parts of the British Isles outside England and Wales.

- a. Every Scout District is a separate educational charity and is under a statutory obligation to keep proper books of account.
- b. The Charities Acts (presently Charities Act 2011) apply directly only in England and Wales, but similar legislation applies elsewhere in the British Isles.
- c. The District Executive must ensure that proper financial planning and budgetary control is operated within the District.
- d. The District Team Meeting must be consulted on the financial planning of the District's activities.
- e. All expenditure not specifically delegated to the District Team Meeting, Explorer Scout Units, District Scout Network or District Scout Active Support Unit must be approved by the District Executive Committee to ensure that the District can meet any liability incurred.
- f. When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the District, an Explorer Scout Unit or District Scout Network and not in a personal capacity.
- g. A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- h. The District must ensure that signed copies of the annual report and accounts are sent to the County Treasurer within the 14 days following the District's Annual General Meeting at which the annual report and accounts were received and considered.
- i. If called upon to do so, the District Treasurer must send a copy of the latest statement of accounts to the County Treasurer or Headquarters. When sending to Headquarters, please send one copy of the annual report and accounts via email to [Governance@scouts.org.uk](mailto:Governance@scouts.org.uk)

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- j. If the District is a registered charity a copy of the annual report and accounts must also be sent to the Charity regulator within ten months of the end of the financial year end.
  - k. The annual statement of accounts must account for all monies received or paid on behalf of the District, including all Explorer Scout Units, any District Scout Network, Committees and District Scout Active Support Units.
  - l. If the annual gross income or expenditure is above the limits laid down in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions* the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet. The factsheet is available from [www.scouts.org.uk](http://www.scouts.org.uk)
  - m. If the annual gross income or total income is less than the limits laid down in the factsheet an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
  - n. If the District is a Registered Charity, the annual report and accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.
  - o. A permanent endowment is an asset, e.g. a property held by the District, which may not be sold or disposed of.
  - p. The particulars of the trustees in whom such assets are vested must also be shown.
  - q. The annual statement of accounts must be in the format of one of four model annual statements available for download from [www.scouts.org.uk](http://www.scouts.org.uk) These models are suitable for:
    - receipts and payments accounts for a single fund unit i.e. where there are no special funds whose use is restricted;
    - receipts and payments accounts for a multi fund unit i.e. where there are special funds in addition to a general fund;
    - accruals (SOFA) accounts for a single fund unit. Guidance and templates available from [www.charityscorp.org](http://www.charityscorp.org)
    - accruals (SOFA) accounts for a multi fund unit. guidance and templates available from [www.charityscorp.org](http://www.charityscorp.org)
- The appropriate model will depend upon the annual gross income in the financial year and whether the District has any special funds whose use is restricted to particular purposes rather than the general purposes of the District.
- r. At each Annual General Meeting of the District Scout Council a scrutineer, independent examiner or auditor as appropriate must be appointed.
  - s. Each District can decide if they need an auditor, independent examiner or scrutineer, by reference to the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions*.
  - t. The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 2011.
  - u. A report to the trustees (the District Executive Committee) must be completed in accordance with one of the models in the specimen accounts referred to in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions* as appropriate to a scrutineer, an independent examiner or an auditor.

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- v. A scrutineer, or independent examiner is required to carry out the work programme defined in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions*.

#### **Rule 4.60 Funds administered by a District Scout Network, Explorer Scout Units, District Scout Active Support Units and other Sections in the District**

- a. Any other District approved activity that is not an independent charity (eg a District Scout Network, an Explorer Scout Unit, a District Scout Active Support Unit, District Scout Show, Campsite, Badge Secretary) must itself administer sums allocated to it by the District Executive Committee.
- b. Subscriptions paid by Members of any District Scout Network, Explorer Scout Unit, District Scout Active Support Unit or other activity within a Scout District or on their behalf must be handed to the District Treasurer or their nominee as soon as possible after receipt.
- c. The District Treasurer should make the necessary records and pay the money into the District bank account(s) as soon as practicable.
- d. Each District Scout Network, Explorer Scout Unit, District Scout Active Support Unit or other activity must keep proper cash account(s) which must be produced, together with supporting vouchers and the cash balance, to the District Treasurer at least once in each period of three months.

#### **Rule 4.61 Bank Accounts**

- a. All monies received by or on behalf of the District either directly or via supporters, must be paid into bank account(s) held in the name of the District. The account may, alternatively, be a National Savings Account or a building society account.
- b. The account(s) will be operated by the District Treasurer and other persons authorised by the District Executive Committee.
- c. A minimum of two signatures must be required for withdrawals.
- d. Under no circumstances must any monies received by any one on behalf of the District be paid into a private bank account.
- e. Cash received at a specific activity may only be used to defray expenses of that same specific activity if the District Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.
- f. Funds not immediately required must be transferred into a suitable investment account held in the name of the District.
- g. District funds must be invested as specified by the Trustee Act 2000. <sup>SV</sup>
- h. District funds may be invested in one of the special schemes run by Headquarters.
- i. The bank(s) at which the District account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

#### **Rule 4.62 Disposal of District Assets at Amalgamation**

- a. If two or more Scout Districts amalgamate, the retiring Treasurers must prepare a statement of account dated at the date of the amalgamation.

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- b. This statement, together with all District assets, supported by all books of account and vouchers, must be handed to the Treasurer of the District formed by the amalgamation.
- c. If the District Treasurer considers it necessary after consultation with the District Executive Committee, they may ask the County Executive Committee to appoint an appropriate person to examine the accounts.

#### **Rule 4.63 Disposal of District Assets at Splitting**

- a. If a Scout District is split into two or more separate Districts, or into parts which will be amalgamated with other Districts, the assets of the District should be divided into proportions approximately represented by the Scouting populations of each part after splitting.
- b. These proportions of the District assets should then be transferred to the Districts which will in future be responsible for those parts of the old District.
- c. This will normally be done under the supervision of the Scout County in which the District is situated, but in the case of difficulties the instructions of the Country Headquarters should be sought.

#### **Rule 4.64 Disposal of District Assets at Closure**

- a. If a District ceases to exist, the District Treasurer must prepare a statement of account dated at the effective date of closure.
- b. This statement, together with all District assets, must be handed to the County Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c. The County Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- d. Any assets remaining after the closure of a District will automatically pass to the County Scout Council which shall use or dispose of these assets at its absolute discretion. <sup>SV</sup>
- e. If there is any reasonable prospect of the District being revived the County Scout Council may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived District.
- f. If the County Executive Committee wishes the assets to pass to some other beneficiary, in the absence of some pre-existing agreement, the County Treasurer must forward a copy of the financial statement to the Country Headquarters with the proposals of the Executive Committee requesting instructions.
- g. The County Executive Committee is responsible for preserving the statements of account and all accounting records of the District.

#### **Rule 4.65 Preservation of Books of Account**

- a. Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by H.M. Revenue and Customs.

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# **THE SCOUT DISTRICT**

### **Rule 4.66 Payment of the Membership Subscription**

- a. In order to meet the costs of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to World Scouting, the Board of Trustees of the Association requires Members to pay a Headquarters Membership Subscription.
- b. The amount of the Membership Subscription is decided annually by the Board of Trustees.
- c. In addition, to meet local costs, the local Scout Country, County and the local Scout District may charge a membership subscription.
- d. Every Scout District is responsible for the payment of the Headquarters Membership Subscription and any Country and County Subscriptions in accordance with the numbers returned on the annual census return.
- e. Payments should be remitted to the County Treasurer not later than the date annually notified locally.
- f. Membership subscriptions may be collected from the Members or their parents by a method decided by the District Executive Committee.
- g. The District is encouraged to use the Gift Aid scheme for subscription payments.
- h. The amount of the Headquarters Membership Subscription decided by the Board of Trustees applies to the whole of the United Kingdom.
- i. The Board of Trustees will decide what proportion, if any, is to be retained by the Country Councils of Northern Ireland, Scotland and Wales towards the costs of their own Country Headquarters services.

### **Rule 4.67 Fundraising**

- a. In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- b. Scout Districts are expected to generate sufficient funds to carry out their own programme of activities.
- c. Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- d. Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- e. Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
  - the proceeds of the activity go wholly to the work of the District or, in the case of joint activities with other organisations, that part of the proceeds allotted to the District is wholly applied to the work of the District;
  - it does not encourage the habit of gambling.
- f. The public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with. Details may be obtained from the Scout Information Centre.

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### **THE SCOUT DISTRICT**

- g. Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

#### **Rule 4.68 Joint Fundraising Projects**

- a. Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- b. Country Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.
- c. When undertaking a joint project it is advisable to agree terms via a Memorandum of Understanding or non-legal agreement.

#### **Rule 4.69 Fundraising and the Law**

- a. All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law for the time being in force. This will include those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons. Details can be obtained from the Fundraising Section of the Scouts website. <http://scouts.org.uk/what-we-do/fundraising>.

#### **Rule 4.70 Lotteries and Gaming**

- a. If a District considers raising funds by means governed by the legislation detailed at 4.69, the proposed activity must have the approval of the District Executive Committee.
- b. Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.
- c. The promoter of any fundraising activity governed by legislation should be a member of the District Executive Committee.
- d. Districts adjacent to the District engaging in fundraising should be informed of the proposed activity and care must be taken to contain the activity within as close an area to that in which the District operates as practical.
- e. Any advertising material used must conform with the requirements of the legislation and must not contain any matter which is not in strict conformity with the standards of the Movement.
- f. If the District is a registered charity, this fact must be stated in any advertising material

#### **Rule 4.71 Appeals for Funds**

- a. Districts may not issue general appeals for funds.
- b. In exceptional circumstances approval may be sought from the County Executive Committee, who must consult the Country Headquarters.
- c. Any permitted appeal must not exceed the boundaries of the District.

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#### **Rule 4.72 Professional Fundraisers**

- a. Districts may not appoint a professional fundraiser without the approval of the County Executive Committee who will ensure that the requirements of the legislation are fully complied with.

#### **Rule 4.73 Grant Aid and Loans**

- a. Provided that a District raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.
- b. Application for grants or loans from Local Authorities must be approved by the District Chair and County Commissioner before submission.
- c. Applications for grants or loans from Headquarters must have the approval of the District Chair and the County Commissioner.
- d. Applications for grants or loans from sources other than those referred to above must have the approval of the District Chair and of the County Commissioner if the latter so directs.
- e. If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.



# **Chapter 5**

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Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and Leaders to make decisions and take responsibility;
- functional units through which the design and delivery of the programme can be best achieved;

A Scout County comprises several Scout Districts. Additionally the County may have one or more County Scout Active Support Units. In exceptional circumstances where District Scout Networks are not feasible, the County may have one County Scout Network which should follow the rules and guidance of a District Scout Network.

### **Rule 5.1 Membership of the Scout County**

- a. No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles require a disclosure as part of the Personal Enquiry process (see the Safeguarding Policy and POR: The Appointment Process).
- b. There are two types of membership - Members and Associate Members.
- c. British Subjects who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Policy, Organisation and Rules).
- d. Foreign residents in the United Kingdom, with the approval of an appropriate Commissioner, may become Members or Associate Members.
- e. When an individual becomes a Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association and of the World Organisation of the Scout Movement.
- f. When an individual becomes an Associate Member that person becomes an Associate member of a Group, District and County (as appropriate). They also become an Associate Member of The Scout Association.
- g. Membership of Beaver Scout Colonies, Cub Scout Packs, Scout Troops, Explorer Scout Units and the Scout Network is equally open to all people of all genders (unless otherwise stipulated).
- h. Adult membership of the Scout Movement, whether by appointment or otherwise, is equally open to all people of all genders.
- i. The minimum age limit for membership is 5¾ years.
- j. There is no maximum age limit for membership but all adult appointments are subject to a minimum age limit of 18. There is a maximum age limit for the County Youth Commissioner appointment. Please see Rule 5.35j (iii) for details.
- k. There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.

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- l. Members or Associate Members do not have any rights, actual or implied, to take part in the national management of The Scout Association or the World Organisation of the Scout Movement.

### **Members**

- m. The following are required to be Members and pay the Headquarters Membership Subscription annually:
- Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts.
  - Members of Scout Network are required to be members but are not required to pay the Headquarters membership Subscription.

Members must also pay any Country, County, District and Group Membership Subscription determined locally.

- n. Young people become Members of the Scout Movement by making the Promise appropriate to the first Section they join. When moving Section, young people will make the Promise appropriate for their new Section.
- o. Adults become Members by making the Promise and completing a Members' Declaration.
- p. Members of the Movement may:
- wear the approved uniform (see Chapter 10);
  - wear the World Membership badge;
  - receive benefits provided by any Group, District, and County to which the Member belongs and of The Scout Association and the World Organisation of the Scout Movement;
  - wear the World Membership lapel badge.

### **Associate Members**

- q. Associate members must pay any Country, County, District and Group Membership Subscription determined locally.
- r. Adults become Associate Members of the Scout Movement by completing a Members' Declaration.
- s. Associate Members are not required to make the Promise.
- t. Associate Members of the Movement may:
- wear the approved uniform (see Chapter 10);
  - receive benefits provided by any Group, District, and County to which the Member belongs, and of The Scout Association.

### **Rule 5.2 Admission to membership <sup>SV</sup>**

- a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.
- b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned.

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- c. The decision to admit anyone to membership of an Explorer Scout Unit rests with the Explorer Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.
- d. *This rule is intentionally left blank*
- e. Explorer Scouts who turn 18 years of age will automatically become Members of the District Scout Network. Exceptionally, where there is no District Scout Network but a County Scout Network or equivalent operates, they will automatically become Members of the County Scout Network or equivalent.

### **Rule 5.3 Forfeit of membership**

- a. Beaver Scouts, Cub Scouts and Scouts forfeit membership if they leave the Group and do not immediately join another Section.
- b. Explorer Scouts forfeit membership if they leave the Unit and do not immediately join another Section.
- c. Scout Network Members who hold no other adult appointment forfeit membership if they leave the Scout Network and do not immediately join another Network or take an adult appointment.
- d. Membership is held continuously during the transfer from one Section to the next including the transfer from Scouts to Explorer Scouts and Explorer Scouts to Scout Network.

### **Rule 5.4 Transfer of membership<sup>SV</sup>**

- a. If a Member leaves a Group due to moving to another locality, the Group Scout Leader should inform the District Secretary of the District into which the Member is moving.
- b. If a Member leaves an Explorer Scout Unit due to moving to another locality, the District Explorer Scout Commissioner should inform the District Secretary of the District into which the Member is moving.
- c. If a Member leaves the Scout Network due to moving to another locality, the District Scout Network Commissioner should inform the Assistant County Commissioner Scout Network of the County into which the Member is moving.
- d. If the address of the District or County Secretary is not known, the information should be forwarded to Headquarters.
- e. Notification should also be sent to Headquarters in respect of Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts and Scout Network Members who are going to live abroad.

### **Rule 5.5 Annual Census<sup>SV</sup>**

The number of Members and Associate Members must be returned in an annual census of the Group, District or County.

- a. Whilst it is necessary for Groups to hold accurate records of the names and personal details of its Members and Associate Members and for adults (aged 18 or over) to be accurately recorded on Compass, it is not necessary for these to be passed to the District or County secretary at the date of the annual census.
- b. Whilst it is necessary for Districts to hold accurate records of the names and personal details of its members and Associate Members (including Explorer Scouts and members of the District Scout Network), and for all adults (aged 18 or over) to be accurately recorded on Compass, it is not necessary for these to be passed to the County Secretary at the date of the annual census.

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c. *This rule is intentionally left blank.*

#### **Rule 5.6 Mixed Membership** <sup>SV</sup>

a. *This rule is intentionally left blank*

b. *This rule is intentionally left blank*

c. *This rule is intentionally left blank*

d. *This rule is intentionally left blank*

e. *This rule is intentionally left blank*

f. *This rule is intentionally left blank*

g. *This rule is intentionally left blank*

h. *This rule is intentionally left blank*

i. All Scout Groups, Explorer Units and Scout Networks will be required to be open to male and female membership except in special situations. Single sex Sections may exist within a Scout Group provided that membership is available for both sexes across all Sections within that Group.

j. Special situations are defined as being where:

- there are cultural or religious requirements for single sex working;
- Scouting is offered in a single sex institution (e.g. school, young offenders institute) through a closed Scout Group;
- a specialist single sex provision is required to meet a clearly identified educational need (e.g. Scouting for young mothers).

The decision whether Groups or Explorer Scout Units may become an exception to the policy is made by the District Commissioner in consultation with the County Commissioner.

The decision whether a County Scout Network may become an exception to the policy is made by the County Commissioner.

**Rule 5.7** *This rule is intentionally left blank.*

**Rule 5.8** *This rule is intentionally left blank.*

#### **Rule 5.9 County Scout Active Support Units**

a. The County Commissioner, in consultation with the County Executive Committee may form County Scout Active Support Units.

b. The purpose of County Scout Active Support Units is to provide active support to Scouting in the County.

c. All adult only support groups linked to Scouting within the County must be registered as Scout Active Support Units.

d. The County Commissioner must ensure that:

- County Scout Active Support Units are supported and co-ordinated; and

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- County Scout Active Support Managers are provided with line management either directly by the County Commissioner or from a Deputy County Commissioner or other nominee.
- e. Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.26), membership of the County Scout Active Support Unit is open to any person over the age of 18 years, including:
- those holding appointments, who will be expected to give priority to the duties of their appointments;
  - Scout Network Members, who will be expected to give priority to their Scout Network;
- f. All members of a County Scout Active Support Unit must be at least Associate Members. They may also become Members by making the Scout Promise.
- g. The County Scout Active Support Unit is responsible for providing active support in accordance with their service agreement, agreed annually with the with the County Commissioner or nominee.
- h. The County Scout Active Support Unit is led by the County Active Support Manager who is responsible for ensuring that the Unit meets its service agreement. One or more County Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit.
- i. The following minimum standards are laid down for County Scout Active Support Units:
- **Leadership** – there must be an appointed County Scout Active Support Manager.
  - **Activity** - The County Scout Active Support Unit must provide active support to Scouting in the County as detailed in the service agreement.
- j. The County Commissioner, with the County Team, is required where necessary to assist County Scout Active Support Units to reach the required standards.
- k. If a County Scout Active Support Unit fails to reach the minimum standards for two consecutive years it may be closed by the County Commissioner with the approval of the County Executive Committee.
- l. If a County Scout Active Support Unit fails to reach the minimum standard for three years it must be closed.

#### **Rule 5.10 The Formation and Registration of Scout Counties**

- a. The registration, suspension and cancellation of Scout Counties are matters for the Country Headquarters. This includes their amalgamation and changes in boundary.

#### **Rule 5.11 Suspension of County Registration**

- a. Suspension is a purely temporary measure.
- b. A County may have its registration suspended by the most senior Country Committee on the recommendation of the appropriate Chief Commissioner.
- c. In the event of suspension all County, District, and Group activities must cease and all County, District, and Group Scouters are automatically suspended as if each were individually suspended unless otherwise specified by the most senior Country Committee.
- d. During suspension no member of the County, District, or Group may wear uniform or badges.

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- e. If the County Executive Committee is included in the suspension, this must be specified and the most senior Country Committee will be responsible for the administration of County property and finance during the period of suspension.
- f. The County Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the most senior Country Committee.
- g. The Chief Commissioner and Country Committee which suspends a County must report the matter with full details to Headquarters.
- h. The Chief Commissioner should consult Headquarters as to how best to resolve the underlying problem which led to the suspension.

#### **Rule 5.12 Suspension of Scout Networks<sup>SV</sup>**

- a. Suspension is a purely temporary measure.
- b. *This rule is intentionally left blank*
- c. Suspension may also be a consequence of the suspension of the County. In such a case the County Commissioner may direct that Scout Network Members will not be suspended but attached to a District or neighbouring County as appropriate.
- d. In the event of suspension all Scout Network activities must cease and all Scout Network Scouters are automatically suspended as if each were individually suspended.
- e. During suspension no Member of the Scout Network may wear the Scout Network uniform or badges.
- f. A County Commissioner who suspends a County Scout Network must report the matter with full details to the Regional Commissioner.

#### **Rule 5.13 Cancellation of Registration of the Scout County**

- a. The registration of a Scout County may be cancelled by Headquarters:
  - on the recommendation of the Chief Commissioner and the most senior Country Committee, following a meeting specially convened.  
At such a meeting, the County Commissioner and County Chair are entitled to be heard;
  - if registration is not renewed at the time of the required annual renewal of registration;
  - if the registration of the County is cancelled.
- b. When the registration of a Scout County is cancelled the Scout County ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c. The membership of each Member of the County will cease automatically, unless membership of another County is arranged as directed by the Chief Commissioner.
- d. A Scout County cannot exist unless it has a current registration with Headquarters.
- e. Charity law does not permit a Scout County to transfer from The Scout Association to any other body whether calling itself a scout organisation or by any other name.<sup>SV</sup>
- f. Individual or several Members of a County may leave and join any other organisation they wish. The County itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.



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- g. In the event of all the Members leaving, the Country Headquarters will close the County and cancel its registration.
- h. In the event that not all the Members leave, it will be a decision for the Chief Commissioner and the most senior Country Committee as to whether to close the County or try to keep it running with a reduced membership.

### **Rule 5.14 Management of the Scout County**

- a. A Scout County is created and operated as an educational charity
- b. Every Scout County is an autonomous organisation holding its property and equipment and admitting people to membership of the Scout County subject to the policy and rules of The Scout Association.
- c. A Scout County is led by a County Commissioner and managed by a County Executive Committee. They are accountable to the County Scout Council for the satisfactory running of the County.
- d. The County Commissioner is assisted and supported by:
  - the County Team, comprising the County Youth Commissioner, Deputy County Commissioners, County Training Manager, all Assistant County Commissioners and County Scouters;
  - County Administrators and Advisers;
  - the County Scout Council;
  - the County Executive Committee;
  - the County Scout Active Support Units.<sup>SV</sup>

**Rule 5.15** *This rule is intentionally left blank*

### **Rule 5.16 The Constitution of the Scout County**

- a. In the absence of an existing formally adopted Constitution to the contrary, the following represents an ideal Constitution and will apply where the circumstances and the support allow.
- b. There may be situations where it is impractical to implement the constitution in full, such as a County comprising large areas of especially difficult terrain and a small population.
- c. All elected and constitutional bodies of The Scout Association at Headquarters, County, and District should have, as full voting members, at least two young people between the age of 18 and 25 years old.
- d. This policy as a matter of good practice, should also be applied to any ad hoc, short or long term working groups or committees.
- e. **The County Scout Council**<sup>SV</sup>
  - i. The County Scout Council is the electoral body which supports Scouting in the County. It is the body to which the County Executive Committee is accountable.
  - ii. Membership of the County Scout Council is open to:

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### **Ex-officio Members**

- All adult members and associate members of the Scout County (see County roles listed in The Appointments Process chapter, Table 2: Appointments)
- Regional Commissioner (in England and Wales)
- All adults holding the following appointments from the Scout Districts in the County
  - i. District Commissioner
  - ii. District Youth Commissioner
  - iii. District Chair
  - iv. District Secretary
  - v. District Treasurer
  - vi. District Scout Active Support Manager
  
- A representative of the County Troop Leadership Forum, selected from amongst the membership of the Forum;
- A representative of the County Explorer Scout Forum, selected from amongst the membership of the Forum;
- A representative of the Scout Network, selected from amongst the membership of the District Scout Networks in the County

### **Nominated Members**

The number of persons nominated annually to the County Scout Council from each of the following categories is decided by the County Scout Council:

- Leaders nominated by District Scout Councils
- Explorer Scout members nominated by District Explorer Scout Meetings
- District Scout network members nominated by the District Scout Network
- Other supporters of the County appointed by the County Scout Council on the recommendation of the County Commissioner and the County Executive Committee.

The number of Nominated Members must not exceed the number of Ex Officio members.

Nominated members must be appointed for a fixed period not exceeding 3 years. Subsequent reappointments are permitted.

### **Co-opted Members**

- the County Scout Council may co-opt members annually. Such co-opted members may include representatives of organisations with whom it is desired to maintain co-operation eg Girlguiding, religious bodies, other youth organisations and Local Education Authorities.
- Members are nominated by the County Commissioner.
- the number of members co-opted must not exceed the total of Ex-officio and Nominated Members.

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- iii. Membership of the County Scout Council ceases upon:
  - the resignation of the member;
  - the dissolution of the Council;
  - the termination of membership by Headquarters following a recommendation by the County Executive Committee.
- iv. The County Scout Council must hold an Annual General Meeting within six months of the financial year end to:
  - receive and consider the Annual Report of the County Executive Committee, including the annual statement of accounts;
  - approve the County Commissioner's nomination of the County Chair and nominated members of the County Executive Committee;
  - elect a County Secretary unless the County Secretary is employed by the County Executive Committee;
  - elect a County Treasurer;
  - elect certain members of the County Executive Committee;
  - if appropriate, elect a representative(s) of the County Scout Council to serve as Nominated Members of the Council of The Scout Association;
  - if appropriate, elect a representative of the County Scout Council to serve as Nominated Youth Member on the Council of The Scout Association;
  - appoint an auditor or independent examiner or scrutineer as required.
- f. **The County Executive Committee** <sup>SV</sup>
  - i. The Executive Committee exists to support the County Commissioner in meeting the responsibilities of their appointment.
  - ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout County, and in the best interests of its members to: <sup>SV</sup>
    - Comply with the Policy, Organisation and Rules of The Scout Association
    - Protect and maintain any property and equipment owned by and/or used by the County
    - Manage the County finances.
    - Provide insurance for people, property and equipment.
    - Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
    - Promote and support the development of Scouting in the local area.
    - Manage and implement the Safety Policy locally.
    - Ensure that a positive image of Scouting exists in the local community.
    - Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-committees.
    - Ensure that Young People are meaningfully involved in decision making at all levels within the County.
    - The opening, closure and amalgamation of Districts, the County Scout Network and Scout Active Support Units in the County as necessary.

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- Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chair to lead it.

The Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with National Headquarters and if a registered charity, to submit them to the appropriate charity regulator (See Rule 13.3).
- Maintain confidentiality with regard to appropriate Executive Committee business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.

iii. The County Executive Committee consists of: <sup>SV</sup>

### **Ex-officio members**

- County Chair;
- County Commissioner;
- County Youth Commissioner
- County Secretary;
- County Treasurer.

### **Elected members**

- members of the County Scout Council elected at the County Annual General Meeting,
- these should normally be four to six in number,
- the actual number must be the subject of a resolution by the County Scout Council.

### **Nominated members**

- persons nominated by the County Commissioner in consultation with the County Chair,
- the nominations must be approved at the County Annual General Meeting,
- persons nominated need not be members of the County Scout Council and their number must not exceed that of the elected members.

### **Co-opted members**

- persons co-opted annually by the County Executive Committee,
- the number of co-opted members must not exceed the number of members who may be elected.

### **Right of Attendance**

- the Regional Commissioner in England; and Wales; or Chief Commissioner in Scotland and Northern Ireland; or the International Commissioner in the case of British Scouts Overseas has the right of attendance at meetings of the County Executive Committee.

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### **Invited to attend**

- the County's Nominated Member(s) on the Council of The Scout Association\*,
  - the County's Nominated Youth Representative on the Council of The Scout Association\*,
- iv. Additional Requirements for sub-Committees:
- sub-Committees consist of members nominated by the Committee.
  - the County Commissioner and the County Chair will be ex-officio members of any sub-Committee of the County Executive Committee.
  - any fundraising committee must include at least two members of the County Executive Committee. No County Scouter should serve on such a fundraising sub-Committee.
- v. Additional Requirements for Charity Trustees: <sup>SV</sup>
- All ex-officio, elected, nominated and co-opted members of the County Executive Committee are Charity Trustees of the Scout County
  - Only persons aged 18 and over may be full voting members of the County Executive Committee because of their status as Charity Trustees (however the views of young people in the County must be taken into consideration).
  - Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See rule 13.1)
  - Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018.
  - Complete Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training within 5 months of the role start date.
  - Some Counties may also need to register as a charity. (See Rule 13.3). SV
- g. *This rule is left intentionally blank*
- h. **Conduct of Meetings in the Scout County** <sup>SV</sup>
- i. In meetings of the County Scout Council and the County Executive Committee only the members specified may vote.
- ii. Decisions are made by a majority of votes of those present at the meeting. In the event of an equal number of votes being cast on either side in any issue the chair does not have a casting vote and the matter is taken not to have been carried.
- iii. The County Scout Council must make a resolution defining a quorum for meetings of the Council and the County Executive Committee and its sub-Committees.
- iv. Electronic voting (such as email) is allowed for decision making of the County Executive Committee and its sub-Committees when deemed appropriate by the Chair. In such instances at least 75% of committee members must approve the decision.
- v. The County Executive Committee and its sub-Committees can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

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#### **Rule 5.17 Administrators and Advisers**

- a. The County Chair and the County Commissioner must be able to work in partnership.
- b. To assist the formation of this partnership the County Chair is nominated by the County Commissioner.
- c. The appointment of the County Chair is approved by the County Scout Council at its Annual General Meeting. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a District Chair should not be the County Chair in the same Scout County but could be a County Chair in a different Scout County (subject to having the time and skill to undertake both roles).
- d. Every effort should be made to find a County Chair. Only in extreme circumstances may the County Commissioner act as County Chair for a short period.
- e. The County Secretary - unless employed by the County - is elected by the County Scout Council at the Annual General Meeting every year. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a District Secretary should not be the County Secretary in the same Scout County but could be County Secretary in a different Scout County (subject to having the time and skill to undertake both roles).<sup>SV</sup>
- f. The County Treasurer is elected by the County Scout Council at the Annual General Meeting every year. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a District Treasurer should not be the County Treasurer in the same Scout County but could be County Treasurer in a different Scout County (subject to having the time and skill to undertake both roles).<sup>SV</sup>
- g. No individual may hold more than one of the appointments of County Chair, Secretary or Treasurer of the same Executive Committee. Neither may the appointments be combined in anyway.
- h. Other Administrators and Advisers may be appointed by the County Executive Committee with the approval of the County Commissioner as per POR: The Appointment Process.
- i. Administrators and Advisers appointments may be terminated by:
  - the resignation of the holder;
  - the unanimous resolution of all other members of the County Executive Committee;
  - the expiry of the period of the appointment;
  - confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the County.
- j. The appointment and termination of all County Administrators and Advisers appointments must be reported to the County Secretary who should maintain a record of such appointments.

#### **Rule 5.18 Minimum Age for Appointments**

- a. To hold an adult appointment (in a Scout County a person must have reached the age of 18).

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### **Rule 5.19 The Appointment of Adults in the Scout County** <sup>SV</sup>

- a. No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles require a criminal records disclosure check as part of the Personal Enquiry process (see the Safeguarding Policy and POR: The Appointment Process).
- b. A Personal Enquiry (including where relevant a criminal records disclosure check) will always be required for any person aged 18 or over who meets **any** of the following criteria: <sup>SV</sup>
  - wishes to become a Member or Associate member (for members of Scout Network - see 5.19m below); or
  - will be a member of an Executive Committee; or
  - will be assisting with overnight activities (including Nights Away); or
  - may be helping out once a week (or on four occasions in a thirty day period) or more frequently; or
  - will have unsupervised access to young people.
- c. For the purposes of 5.19b above “unsupervised” means not being within sight and hearing of another adult who holds a valid criminal records disclosure check.
- d. A person who requires a Personal Enquiry under 5.19(b) above (including where relevant a criminal records disclosure check) and who does not have an active role on Compass must be registered on Compass as an Occasional Helper. Occasional Helpers are not entitled to membership status or member benefits (including certain insurances – see the Unity web site) and the recording on Compass is only provided to enable the Personal Enquiry and criminal records disclosure checks to be conducted. <sup>SV</sup>
- e. Certain roles will require a criminal records disclosure check every five years.
- f. A new criminal records disclosure check is not normally required if the individual is simply moving from one role to another within England and Wales; or within Northern Ireland; or within Scotland, provided the procedures have been followed for the initial role, that they have a valid criminal records disclosure check and the person’s service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.
- g. Where roles requiring a criminal records disclosure check (see POR: The Appointment Process) are held in more than one legal jurisdiction (i.e. England and Wales; Scotland; Northern Ireland) separate criminal records disclosure checks must be carried out in all the jurisdictions in which those roles are held.
- h. A Personal Enquiry is initiated by adding the appropriate role to Compass. This should be done as soon as the individual concerned has agreed to take on a role.
- i. When completing a Personal enquiry accurate information about the individual must be given.
- j. The full rules for the appointment of adults can be found in POR: The Appointment Process.
- k. Occasional Helpers (including parents) who are required to undertake a Personal Enquiry (see 5.19a and 5.19b) must either be entered directly into Compass or recorded using the Association’s official Joining Forms and then be transferred accurately into Compass (available from [www.scouts.org.uk](http://www.scouts.org.uk)). The appropriate on-line or paper based criminal records disclosure check application process must then be followed. <sup>SV</sup>

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- l. Section leaders should ensure that Occasional Helpers who are involved more than once a month are aware of the appointment opportunities available to them.
- m. Members of Scout Network are required to undertake a Personal Enquiry without a criminal records disclosure check (by being added to Compass as a member of the relevant District Scout Network). If members of Scout Network assist with or supervise members of a younger Section, they must be appointed to an appropriate role (such as an Occasional Helper, Section Assistant or Leader) and undertake the relevant appointment process (including undertaking a criminal records disclosure check).

**Rule 5.20** *This rule is left intentionally blank*

**Rule 5.21** *This rule is left intentionally blank*

**Rule 5.22** *This rule is left intentionally blank*

**Rule 5.23** *This rule is left intentionally blank*

**Rule 5.24** *This rule is left intentionally blank*

**Rule 5.25** *This rule is left intentionally blank*

**Rule 5.26** *This rule is left intentionally blank*

**Rule 5.27** *This rule is left intentionally blank*

**Rule 5.28 The appointment of Employed Staff in the Scout County** <sup>SV</sup>

#### **Employed County Staff**

- a. County Trustees (members of the County Executive Committee) other than the County Secretary may not be paid a salary or remuneration.
- b. County Administrators, local Development Officers, Campsite Staff or other staff may be employed by the County Executive Committee and paid a salary out of County funds.
- c. The County Executive Committee must consult the County Commissioner in making such appointments.
- d. Professional advice should be sought with regard to pension scheme facilities, conditions of employment, taxation and National Insurance requirements.
- e. The procedures for enquiry and the appointment of adults must be followed.

**Rule 5.29** *This rule is left intentionally blank*

**Rule 5.30** *This rule is left intentionally blank*

**Rule 5.31** *This rule is left intentionally blank*

**Rule 5.32** *This rule is left intentionally blank*



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**Rule 5.33** *This rule is left intentionally blank*

### **Rule 5.34 Limitation of holding more than one Appointment**

- a. No Scouter may hold more than one appointment unless able to carry out all the duties of more than one appointment satisfactorily.
- b. The County Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District or County, the approval of all the Commissioners concerned must be obtained.
- c. A County Commissioner may not hold any other appointment other than in a short term 'acting' capacity or as a Training Adviser.

### **Rule 5.35 Responsibilities of Appointments in the Scout County**

**a. The County Commissioner** <sup>SV</sup>

- i. The County Commissioner is responsible to the Regional Commissioner for:
  - the development of Scouting in the County;
  - promoting and maintaining the policies of the Association;
  - the local management of the Safety Policy together with the County Executive Committee;
  - ensuring that all adults working within the Scout County (including members of any County Scout Active Support Units) are appropriate persons to carry out the tasks given them;
  - encouraging and facilitating the training of Members of the Movement as appropriate throughout the County;
  - promoting the organisation and effective working of the County Scout Council;
  - securing the services of persons suitable for appointment as Commissioners;
  - promoting the effective working of Scout Districts within the County;
  - promoting the effective working of the County Scout Network, if applicable;
  - performing all other duties specified in these Rules for County Commissioners, particularly:
    - making recommendations for conferring decorations and awards;
    - arranging to cover the duties of vacant District Commissioners posts;
    - giving decisions and, where so provided, reporting to Headquarters as appropriate all matters referred to the County Commissioner, particularly disagreements between District Commissioners and District Scout Councils or any other disputes;
    - co-operating with all bodies whose work is relevant to Scouting and ensuring that the Movement's interests are represented on local authority youth committees;
    - encouraging the formation, operation and effective working of the County Explorer and Scout Network Forum or similar;
    - encouraging the formation, operation and effective working of the County Patrol Leaders' Forum;
    - matters relating to the admission of members of County Scout Active Support Units;
    - agreeing the service agreement of County Scout Active Support Units and reviewing them at least annually.

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- ii. The County Commissioner may not hold the appointment of County Chair, nor may they nominate any other Manager, Leader or Supporter to that appointment.
- iii. The County Commissioner is an ex-officio member of the Council of The Scout Association.
- iv. The County Commissioner has the right of attendance at all Councils and Committees and their sub-Committees within the County.
- v. The County Commissioner has the right of attendance at meetings of the Board of Trustees of The Scout Association.
- vi. If the office of County Commissioner is vacant, the Regional Commissioner will either perform these duties on a temporary basis or nominate an Assistant County Commissioner or another Commissioner to act in this capacity.<sup>SV</sup>
- vii. In respect of the County Scout Council and the County Executive Committee the County Commissioner must nominate the County Chair and certain members.

### **b. The Deputy County Commissioner** <sup>SV</sup>

- i. Deputy County Commissioners may be appointed to assist and deputise for the County Commissioner.
- ii. The duties of the appointment will be defined by the County Commissioner at the time of appointment.

c. *This rule is intentionally left blank*

### **d. County Training Manager** <sup>SV</sup>

- i. A County Training Manager may be appointed to assist the County Commissioner with the delivery and validation of learning.
- ii. The functions of the appointment are to:
  - determine, review and maintain the appropriate structure for management and support of learning opportunities in the County;
  - appoint and act as line manager for those involved in the management, delivery and administration of training;
  - plan and ensure the delivery of the learning provision in the County so that all adults in Scouting completing a 'Personal Learning Plan' have access to suitable learning opportunities using a variety of methods;
  - ensure that people involved in training are suitably qualified (that is have attained or are actively working towards the relevant module) and effective;
  - ensure that the recommendation of Wood Badges is carried out;
  - implement The Scout Association's Adult Training Scheme within the County, in line with the key principles of the scheme.
- iii. County Training Managers must complete Module 33 *Planning a learning provision* and Module 34 *Managing a learning provision* within three years of appointment.

### **e. Local Training Managers** <sup>SV</sup>

- i. Local Training Managers may be appointed to assist the County Training Manager.

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- ii. The duties of the appointment will be defined by the County Training Manager at the time of appointment. Any of the County Training Manager's responsibilities may be delegated to a Local Training Manager.

### **f. Assistant County Commissioners** <sup>SV</sup>

- i. Assistant County Commissioners are appointed to assist the County Commissioner with general or particular duties (e.g. General Duties, Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts).

### **g. County Scouters**

- i. County Scouters may be appointed to fulfil specific functions.
- ii. The duties of such appointments will be defined by the County Commissioner.
- iii. County Scouters are required to complete training appropriate to their duties.

- h. *This rule is intentionally left blank*

### **i. Port Commissioners**

- i. Port Commissioners may be appointed by County Commissioners in appropriate Counties for the purpose of supervising the Movement's interests, particularly in respect of Deep Sea Scouts.

### **j. County Youth Commissioner**

- i. A County Youth Commissioner may be appointed.
- ii. the functions of the appointment are:

As a member of the County/Area Leadership Team the County/Area Youth Commissioner works in partnership with the County/Area Commissioner and Chair of the County/Area Executive Committee. The role is to ensure that young people from 6-25 years are involved and engaged in every decision that shapes their Scouting experience locally and to empower young people to share their ideas and have a meaningful voice in planning, implementing and reviewing their programme and opportunities as well as promoting peer leadership opportunities for young people in all Sections.

- iii. Deputy County Youth Commissioners may be appointed to support the work of the County Youth Commissioner.
- iv. The role start date for a County Youth Commissioner or Deputy County Youth Commissioner must be between their 18<sup>th</sup> and 25<sup>th</sup> birthdays. The initial appointment will be for a period not exceeding 3 years. Following an Appointment Review, the role can be extended by mutual consent between the role holder and the line manager. No County Youth Commissioner or Deputy County Youth Commissioner may be in role for a total of more than 6 years (nor beyond their 28<sup>th</sup> birthday if that date would come before the end of the extended term(s)).

### **Rule 5.36 Responsibility for Sectional Matters** <sup>SV</sup>

- a. Assistant County Commissioners may be appointed for the Beaver Scout, Cub Scout, Scout, Explorer Scout and Scout Network Sections.
- b. The Assistant County Commissioner is usually a Scouter experienced in the particular Section concerned and will normally have completed Wood Badge Training for that Section.
- c. The functions of the appointment are:

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- to assist the County Commissioner with the running of the Section, including the personal support and encouragement of District Commissioners and Assistants;
- to visit Districts and provide technical advice on their operations;
- to arrange for the organisation of County events;
- to ensure that County Leaders' Meetings are held and to carry out such other duties as may be delegated by the County Commissioner.

### **Rule 5.37 Responsibility for Specialist Subjects**

- a. Assistant County Commissioners may be appointed to assist the County Commissioner with a variety of special responsibilities, including Air and Water Activities, Inclusion and Media Relations. <sup>SV</sup>
- b. The Assistant County Commissioner will usually, and most importantly, be experienced in the particular subject.
- c. The precise role of the specialist Assistant County Commissioner will necessarily depend on the nature of the appointment and must be specified in detail by the County Commissioner.
- d. Generally the specialist Assistant County Commissioner will be expected to carry out the functions of the County Commissioner in the particular area of responsibility, ensure that the Association's policies are followed and provide the necessary support and encouragement for Leaders.

### **Rule 5.38 Responsibility for General Duties** <sup>SV</sup>

- a. One or more Assistant County Commissioners may be appointed for general duties in the County or for a particular part of the County. Possible roles include General Duties, Development or Relationships. Alternatively the geographical area of the appointment may be named.
- b. These appointments will normally be filled by experienced Commissioners.
- c. The duties will be specified by the County Commissioner on appointment, but are likely to include areas of specially delegated responsibility or deputising generally for the County Commissioner

### **Rule 5.39 County Scouters**

- a. County Scouters may be appointed to fulfil certain functions in relation to the Sections of Scouting e.g. County Cub Scout Leader.
- b. The duties of such appointments will be defined by the County Commissioner at the time of the appointment.

### **Rule 5.40 The Training of Adults in the Scout County**

- a. The acceptance of an appointment involves an obligation to undertake training appropriate to the appointment.
- b. For roles that require a Wood Badge, a Training Adviser will be assigned to the adult to draw up a *Personal Learning Plan*, support the adult through the scheme and validate the necessary modules
- c. *This rule is intentionally left blank. All adult training requirements are detailed in the Appointments Process chapter of POR.*

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- d. *This rule is intentionally left blank.*
- e. *This rule is intentionally left blank.*
- f. Validation is necessary for all modules identified on the *Personal Learning Plan*.  
*Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.*
- g. Following the successful validation of the modules on the *Personal Learning Plan* a Wood Badge can be awarded.
- h. Following the award of a Wood Badge, the adult must complete a minimum of five hours Ongoing learning per year, averaged over the length of the appointment.
- i. It is the responsibility of the adult's line manager to monitor completion of Ongoing learning.  
*Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.*
- j. In exceptional circumstances, Headquarters may prescribe the Ongoing learning requirements during a certain year (or years) for all or certain roles.

For more information about Adult Training see the publication 'The Scout Association's Adult Training scheme' available from the Scout Information Centre.

### Rule 5.41 Minimum Training Standards

- a. In order to provide training and support to adults, County Commissioners will require the assistance of suitably qualified people to perform the following functions:
  - **Instructing Practical Skills** - helping individuals and small groups acquire practical skills;
  - **Presenting** - delivering specific training sessions which form part of the overall training experience;
  - **Facilitating** - working face to face with individuals and small groups in a learning environment;
  - **Planning a Learning Experience** - designing, planning and preparing a learning or training experience;
  - **Delivering a Learning Experience** – running or directing a learning or training experience;
  - **Planning a Learning Provision** – identifying the learning needs of an area and designing a plan to meet them;
  - **Managing a Learning Provision** – implementing a learning plan, monitoring progress and quality control;
  - **Assessing Learning** – supporting adults through the Adult Training scheme and carrying out validations;
- b. Before carrying out any of these functions without supervision, an adult should have the relevant validated module from the Adult Training scheme.

For more information see the publication 'The Scout Association's Adult Training scheme' available from the Scout Information Centre.

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### **Local Education Authority Training**

Many Local Education Authorities run basic common element training courses and specialist activity courses for youth leaders. Leaders are encouraged to participate in such courses.

### **Rule 5.42 Adult Responsibility for the Scout Network Programme <sup>SV</sup>**

- a. The Assistant County Commissioner Scout Network is responsible for supporting District Scout Network Commissioners and suggesting County projects and programme opportunities for Members of all District Scout Networks in that County.
- b. The Assistant County Commissioner Scout Network is responsible for ensuring that a Scout Network Forum, or similar, allows for Members of District Scout Networks to engage in decision making associated with the Section.
- c. In exceptional circumstances where a County Scout Network is required, the County Scout Network Commissioner is responsible for the detailed programme of the County Scout Network and fulfilling any other duties associated with that of an Assistant County Commissioner Scout Network.

**Rule 5.43** *This rule is intentionally left blank*

### **Rule 5.44 The Duke of Edinburgh's Award**

- a. The Scout Association is a Licenced Organisation for the Duke of Edinburgh's Award.
- b. Each Country Headquarters is a separate Licenced Organisation.
- c. The County Commissioner should appoint a County Adviser for the Duke of Edinburgh's Award, where a County Adviser is not in post the Education Department at UK Headquarters will resume responsibility for the County as an interim measure. Where a County have multiple people undertaking the tasks of County DofE Adviser, all of these individuals must hold the correct role on Compass.
- d. The County DofE Adviser must participate in a DofE Verifier Training prior to being given verifier permissions, a County DofE Adviser Induction within 3 months of appointment. And attend annual Top Awards Conference in order to maintain currency within their appointment period.
- e. The assessors for the various Sections of the Bronze, Silver and Gold Awards must be approved by the County or District Adviser and all expedition assessors must hold the DofE Expedition Assessor Accreditation and have The Scout Association listed as a Licenced Organisation on their record
- f. Verifying and Issuing the Awards.
  - Bronze and Silver Awards may be verified by an appointed verifier within the County or Country as approved by the Licenced Organisation;
  - Gold Awards in England, the Channel Islands, the Isle of Man and British Scouting Overseas and Wales (from 1 April 2018) are verified by Headquarters;
  - Gold Awards in Northern Ireland are verified by the Northern Ireland Scout Council;
  - Gold Awards in Scotland are verified by Scottish Headquarters;
  - Gold Awards in Wales are verified by the ScoutsCymru Office (until 31 March 2018).
- g. Each award has a cloth badge for wear with uniform, a lapel badge and a certificate.

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- h. Bronze and Silver Awards are presented by the District or County Commissioner or their nominee.
- i. Gold Award Badges are presented locally by the County Commissioner or their nominee.
- j. Gold Award Certificates are normally presented at a reception arranged in one of the Royal Palaces.

Further information about the Duke of Edinburgh's Award can be obtained from [www.scouts.org.uk/dofe](http://www.scouts.org.uk/dofe)

### **Rule 5.45 The Queen's Scout Award<sup>SV</sup>**

- a. The Queen's Scout Award is the highest award available to young people. It is possible for both Explorer Scouts aged 16 or over and Scout Network Members to achieve this award.
- b. On completion of the award, UK headquarters must be notified and the badge and certificate will be sent to the relevant Queen's Scout Award Coordinator for presentation or, if none appointed, the relevant Commissioner<sup>SV</sup>.
- c. *This rule is intentionally left blank.*

### **Rule 5.46 Members with Special Needs**

- a. It is important that young people are seen as individuals and that they are regarded equally as Members of the Movement, whatever their abilities or disabilities.
- b. Some young people have special needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential.
- c. Leaders with Members with special needs can request support and guidance from a network of Commissioners and Advisers within the Districts, Counties and at Headquarters.

### **Rule 5.47 Finance and the Scout County SV**

Certain Rules in this chapter do not apply, without modification, in parts of the British Isles outside England and Wales.

- a. Every Scout County is a separate educational charity and is under a statutory obligation to keep proper books of account.
- b. The Charities Act (presently Charities Act 2011) apply directly only in England and Wales, but similar legislation applies elsewhere in the British Isles.
- c. The County Executive must ensure that proper financial planning and budgetary control is operated within the County.
- d. The County Team Meeting must be consulted on the financial planning of the County's activities.
- e. All expenditure not specifically delegated to the County Team Meeting, Scout Network or County Scout Active Support Unit must be approved by the County Executive Committee to ensure that the County can meet any liability incurred.
- f. When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the County and not in a personal capacity.

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- g. A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- h. PDF copies of the annual report and accounts are sent to the Country and National Headquarters within the 14 days following the County's Annual General Meeting at which the annual report and accounts were received and considered. When sending to Headquarters, please send one copy of the annual report and accounts via email to [Governance@scouts.org.uk](mailto:Governance@scouts.org.uk)
- i. If called upon to do so, the County Treasurer must send a copy of the latest statement of accounts to Country and National Headquarters, via email to [Governance@scouts.org.uk](mailto:Governance@scouts.org.uk)
- j. If the County is a registered charity a copy of the annual report and accounts must also be sent to the Charity regulator within ten months of the end of the financial year-end.
- k. The annual statement of accounts must account for all monies received or paid on behalf of the County, including any County Scout Network if applicable, Committees and County Scout Active Support Units.
- l. If the annual gross income or expenditure is above the limits laid down in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions* the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet. The factsheet is available from [www.scouts.org.uk](http://www.scouts.org.uk)
- m. If the annual gross income or total income is less than the limits laid down in the factsheet an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
- n. If the County is a Registered Charity, the annual report and accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.
- o. A permanent endowment is an asset, e.g. a property held by the County, which may not be sold or disposed of.
- p. The particulars of the trustees in whom such assets are vested must also be shown.
- q. The annual statement of accounts must be in the format of one of four model annual statements available for download from [www.scouts.org.uk](http://www.scouts.org.uk). These models are suitable for;
- receipts and payments accounts for a single fund unit i.e. where there are no special funds whose use is restricted;
  - receipts and payments accounts for a multi-fund unit i.e. where there are special funds in addition to a general fund;
  - accruals (SOFA) accounts for a single fund unit. Guidance and templates from [www.charitycorp.org](http://www.charitycorp.org)
  - accruals (SOFA) accounts for a multi-fund unit. Guidance and templates from [www.charitycorp.org](http://www.charitycorp.org)
- The appropriate model will depend upon the gross annual income in the financial year and whether the County has any special funds whose use is restricted to particular purposes rather than the general purposes of the County.
- r. At each Annual General Meeting of the County Scout Council a scrutineer, independent examiner or auditor as appropriate must be appointed.



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- s. Each County can decide if they need an auditor, independent examiner or scrutineer, by reference to the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions*.
- t. The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 2011.
- u. A report to the trustees (the County Executive Committee) must be completed in accordance with one of the models in the specimen accounts referred to in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions* as appropriate to a scrutineer, an independent examiner or an auditor.
- v. A scrutineer, or independent examiner is required to carry out the work programme defined in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions*.

#### **Rule 5.48 Funds administered by the Scout Network, County Scout Active Support Units and other Scout Sections in the County <sup>SV</sup>**

- a. Any other County approved activity that is not an independent charity (e.g. any County Scout Network, a County Scout Active Support Units, Campsite, Badge Secretary) must itself administer sums allocated to it by the County Executive Committee.
- b. Subscriptions paid by Members of any County Scout Active Support Unit, any County Scout Network or other activity within a Scout County or on their behalf must be handed to the County Treasurer or their nominee as soon as possible after receipt.
- c. The County Treasurer should make the necessary records and pay the money into the County bank account(s) as soon as practicable.
- d. Any County Scout Network, County Scout Active Support Unit or other activity must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the County Treasurer at least once in each period of three months.

#### **Rule 5.49 Bank Accounts**

- a. All monies received by or on behalf of the County either directly or via supporters, must be paid into a bank account held in the name of the County. This account(s) may, alternatively, be a National Savings Account or a building society account(s).
- b. The account(s) will be operated by the County Treasurer and other persons authorised by the County Executive Committee.
- c. A minimum of two signatures must be required for withdrawals.
- d. Under no circumstances must any monies received by any one on behalf of the County be paid into a private bank account.
- e. Cash received at a specific activity may only be used to defray expenses of that same specific activity if the County Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.
- f. Funds not immediately required must be transferred into a suitable investment account held in the name of the County.
- g. County funds must be invested as specified by the Trustee Act 2000. <sup>SV</sup>

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- h. County funds may be invested in one of the special schemes run by Headquarters.
- i. The bank(s) at which the County account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

#### **Rule 5.50 Disposal of County Assets at Amalgamation**

- a. If two or more Scout Counties amalgamate, the retiring Treasurers must prepare a statement of account dated at the date of the amalgamation.
- b. This statement, together with all County assets, supported by all books of account and vouchers, must be handed to the Treasurer of the County formed by the amalgamation.
- c. If the County Treasurer considers it necessary after consultation with the County Executive Committee, they may ask the County Executive Committee to appoint an appropriate person to examine the accounts.

#### **Rule 5.51 Disposal of County Assets at Splitting**

- a. If a Scout County is split into two or more separate Counties, or into parts, which will be amalgamated with other Counties, the assets of the County should be divided into proportions approximately represented by the Scout populations of each part after splitting.
- b. These proportions of the County assets should then be transferred to the County, which will in future be responsible for those parts of the old County.
- c. This will normally be done under the supervision of Headquarters

#### **Rule 5.52 Disposal of County Assets at Closure**

- a. If a County ceases to exist, the County Treasurer must prepare a statement of account dated at the effective date of closure.
- b. This statement, together with all County assets, must be handed to Headquarters as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c. Headquarters will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- d. Any assets remaining after the closure of a County will automatically pass to the Country Headquarters, which shall use or dispose of these assets at its absolute discretion. <sup>SV</sup>
- e. If there is any reasonable prospect of the County being revived the Country Headquarters may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived County.
- f. Headquarters is responsible for preserving the statements of account and all accounting records of the County.

#### **Rule 5.53 Preservation of Books of Account**

- a. Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by H.M. Revenue and Customs.

## **Chapter 5**

# **THE SCOUT COUNTY**

### **Rule 5.54 Payment of the Membership Subscription**

- a. In order to meet the costs of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to World Scouting, the Board of Trustees of the Association requires Members to pay a Headquarters Membership Subscription.
- b. The amount of the Membership Subscription is decided annually by the Board of Trustees.
- c. In addition, to meet local costs, the local Scout Country, County and the local Scout District may charge a membership subscription.
- d. Every Scout County is responsible for the payment of the Headquarters Membership Subscription and Country Subscription in accordance with the numbers returned on the annual census return.
- e. Payments should be remitted to Headquarters not later than the date annually notified.
- f. Membership subscriptions may be collected from the Members or their parents by a method decided by the County Executive Committee.
- g. The County is encouraged to use the Gift Aid scheme for subscription payments.
- h. The amount of the Headquarters Membership Subscription decided by the Board of Trustees applies to the whole of the United Kingdom.
- i. The Board of Trustees will decide what proportion, if any, is to be retained by the Country Councils of Northern Ireland, Scotland and Wales towards the costs of their own Country Headquarters services.

### **Rule 5.55 Fundraising**

- a. In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- b. Scout Counties are expected to generate sufficient funds to carry out their own programme of activities.
- c. Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- d. Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- e. Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
  - the proceeds of the activity go wholly to the work of the County or, in the case of joint activities with other organisations, that part of the proceeds allotted to the County is wholly applied to the work of the County;
  - it does not encourage the habit of gambling.
- f. The public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.
- g. Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

## **Chapter 5**

# **THE SCOUT COUNTY**

### **Rule 5.56 Joint Fundraising Projects**

- a. Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- b. Country Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.
- c. When undertaking a joint project it is advisable to agree terms via a Memorandum of Understanding or non-legal agreement.

### **Rule 5.57 Fundraising and the Law**

All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law. This will include those regulations governing house-to-house collections, street collections, lotteries, gaming, children and young persons. Details can be obtained from the Fundraising Section of the Scouts website <http://scouts.org.uk/what-we-do/fundraising>

### **Rule 5.58 Lotteries and Gaming**

- a. If a County considers raising funds by means governed by any legislation as detailed in Rule 5.57, the proposed activity must have the approval of the County Executive Committee.
- b. Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.
- c. The promoter of any fundraising activity governed by the legislation should be a member of the County Executive Committee.
- d. Counties adjacent to the County engaging in fundraising should be informed of the proposed activity and care must be taken to contain the activity within as close an area to that in which the County operates as practical.
- e. Any advertising material used must conform with the requirements of the legislation and must not contain any matter, which is not in strict conformity with the standards of the Movement.
- f. If the County is a registered charity, this fact must be stated in any advertising material.

### **Rule 5.59 Appeals for Funds**

- a. Counties may not issue general appeals for funds.
- b. In exceptional circumstances approval may be sought from Headquarters.
- c. Any permitted appeal must not exceed the boundaries of the County.

### **Rule 5.60 Professional Fundraisers**

- a. Counties may appoint a professional fundraiser.
- b. All legislation associated with fundraising must be fully complied with.

## **Chapter 5**

### **THE SCOUT COUNTY**

#### **Rule 5.61 Grant Aid and Loans**

- a. Provided that a County raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.
- b. Application for grants or loans from Local Authorities must be approved by the County Chair and County Commissioner before submission.
- c. Applications for grants or loans from Headquarters must have the approval of the County Chair and the County Commissioner.
- d. Applications for grants or loans from sources other than those referred to above must have the approval of the County Chair and of the County Commissioner if the latter so directs.
- e. If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

# **Chapter 6**

## **THE STRUCTURE OF HEADQUARTERS OF THE SCOUT ASSOCIATION**

### **Chapter Contents**

- The Royal Charter
- The Patron
- The President
- The Council of The Scout Association
- Membership of the Council
- The Board of Trustees of The Scout Association
- Membership of the Board of Trustees
- Sub-Committees of the Board of Trustees
- Other National groups
- National Leadership
- Headquarters
- The Country Scouts of Northern Ireland, Scotland and Wales
- Companies and Trusts associated with The Scout Association
- Girlguiding UK
- Rule 6.1 National Scout Active Support
- Rule 6.2 UK Scout network

### **The Royal Charter**

The Scout Association exists by authority of a Royal Charter, granted by King George V in 1912 and supplemented by further Charters granted by King George VI and Queen Elizabeth II.

These Charters give authority to the Bye Laws of the Association, which are approved by Her Majesty's Privy Council.

The Bye Laws, in turn, authorise the making of rules for the regulation of the Association's affairs, and thereby give authority for the Rules printed in *Policy, Organisation and Rules*.

### **The Patron**

Her Majesty The Queen is the Patron of The Scout Association.

### **The President**

His Royal Highness The Duke of Kent is the President of The Scout Association.

## **Chapter 6**

# **THE STRUCTURE OF HEADQUARTERS OF THE SCOUT ASSOCIATION**

### **The Council of The Scout Association**

The Scout Association is governed by a Council of between 400 and 600 members as determined by the Royal Charter of 1912 and the Supplemental Royal Charters of 1949, 1959, 1967 and 1991.

The Council appoints the Chief Scout, who becomes the Chair of the Council.

### **Membership of the Council**

The Council consists of:

#### **Ex-officio members**

- The President
- The Chief Scout
- The Treasurer
- The Deputy Chief Scout[s]
- The Chief Executive
- The International Commissioner
- The Chairs of the national boards of the Association
- Any person holding appointment as a Chief Commissioner or a national Commissioner
- The County Commissioners and Youth Commissioners of the United Kingdom
- The Chair and Members of the Board of Trustees

#### **Nominated Members**

Each Scout County and each Overseas Branch may nominate members to the Council.

Each County or Overseas Branch may have one Nominated Member for every 10,000 Members or part thereof declared by the County or Branch at the time of the annual census taken prior to the nomination.

A Nominated Member serves for three years unless another is nominated in the member's place.

Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of Headquarters are not eligible for nomination.

#### **Nominated Youth Representative**

Each Scout County may nominate one youth representative to the Council.

The Nominated Youth Representative must be a Member or Associate Member of the Association in the nominating County.

On nomination the representative must have passed their 18th birthday but not reached their 24th birthday at the date of the annual census.

A Nominated Youth Representative serves for three years unless another representative is nominated in the representative's place or until the date of the Annual Census following the representative's 25th birthday.

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# **THE STRUCTURE OF HEADQUARTERS OF THE SCOUT ASSOCIATION**

Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of Headquarters are not eligible for nomination.

### **Elected Members**

The Council may include up to sixty other persons of whom not more than three may be full-time employees of The Scout Association.

These Members are elected by the Council at the Annual General Meeting of the Council.

Elected Members serve for three years.

### **The Board of Trustees of The Scout Association**

The Board of Trustees exists to manage the business of the Association in accordance with the Bye Laws of the Association.

It is the body, which makes the Policy and Rules of the Association as published in *Policy, Organisation and Rules* and in the various handbooks and other official literature of the Association.

### **Membership of the Board of Trustees**

The Board of Trustees consists of:

#### **Ex-officio members**

- Chief Scout or Deputy Chief Scout (but not both); and
- Chief Executive.

#### **Elected members**

Nine Members or Associate Members of the Association (one each from Northern Ireland, Scotland, Wales and three from northern England and three from southern England) elected at an Annual General Meeting of the Council. Elected Members are elected for a period of three years.

#### **Elected Youth Members**

Three youth Members or Associate Members of the Association elected by the Council at an Annual General Meeting of the Council. Elected Youth Members are elected for a period of three years.

#### **Appointed Members**

The Chair of the Board, the Treasurer and up to three other persons who need not be, at the time of their nomination, Members or Associate Members of the Association, provided always that those so nominated accept to become at least Associate Members on their appointment by the Council at an Annual General Meeting. Appointed Members are appointed for a period of three years.

#### **Attending Members**

The Secretary, who shall not have a vote.



## **Chapter 6**

# **THE STRUCTURE OF HEADQUARTERS OF THE SCOUT ASSOCIATION**

### **Right of Attendance**

The Chief Scout and any Deputy Chief Scouts [if they are not Trustees], Chief Commissioners [including the International Commissioner], the UK Commissioners for Programme and Adult Support, Regional Commissioners, County Commissioners and County Chairs have the right of attendance without vote at meetings of the Trustee Board and may put forward matters for discussion on giving fourteen days' notice to the Secretary of the Board.

### **Sub-Committees of the Board of Trustees**

The Board of Trustees delegates certain powers to seven sub-Committees:

- Finance Committee;
- Operations Committee;
- Risk Committee
- Nominations and Governance Committee
- People and Culture Committee
- Safeguarding Committee
- Safety Committee

The membership and terms of reference of these sub-Committees is determined by the Board of Trustees. Two or more members of the Board of Trustees must serve on each.

Chairs of sub-Committees are appointed for a three year term by the Board of Trustees subject to them remaining as trustees and a satisfactory annual performance review.

### **Other National Groups**

The Committees are advised by national groups appointed from time to time with the approval of the Board of Trustees.

The membership and terms of reference of each board or group is determined by the Board of Trustees or by a sub-committee under its delegated powers.

### **National Leadership**

#### **Chief Scout**

The Chief Scout is appointed by the Council of The Scout Association according to the terms laid down by the Council

#### **UK Chief Commissioner**

A UK Chief Commissioner may be appointed by the Association.

The UK Chief Commissioner is treated as a Deputy Chief Scout for the purposes of the Bye Laws.

#### **Treasurer**

The Treasurer is appointed by the Council of The Scout Association according to the terms laid down by the Council.

## **Chapter 6**

# **THE STRUCTURE OF HEADQUARTERS OF THE SCOUT ASSOCIATION**

### **Chief Commissioners**

Chief Commissioners are appointed by UK Chief Commissioner with the approval of the Headquarters Appointments Committee.

The appointment of a Chief Commissioner remains valid until the fifth anniversary of the date of the appointment.

The appointment of Chief Commissioners is subject to formal review by the UK Chief Commissioner.

The appointment of a Chief Commissioner may be renewed for a second period not exceeding five years.

Chief Commissioners are Ex-officio Members of the Council of The Scout Association.

### **Regional Commissioners (England or Wales) <sup>SV</sup>**

Regional Commissioners (England and Wales) are appointed by the Chief Commissioner (England or Wales) / Deputy Chief Commissioner (England) with the approval of the Headquarters Appointments Committee.

The appointment of a Regional Commissioner remains valid until the fifth anniversary of the date of the appointment.

The appointment of Regional Commissioners is subject to formal review by the Chief Commissioner (England or Wales) / Deputy Chief Commissioner (England).

The appointment of a Regional Commissioner may be renewed for a second period not exceeding five years.

Regional Commissioners are Ex-officio members of all County Scout Councils in their region and have Right of Attendance at all County Executive Committees in their region.

Regional Commissioners (England or Wales) are treated as National Commissioners for the purposes of the Bye Laws.

### **United Kingdom Commissioners**

UK Commissioners are appointed by UK Chief Commissioner with the approval of the Headquarters Appointments Committee to undertake special responsibilities, such as the leadership and support of the Sections.

The appointment of a UK Commissioner remains valid until the fifth anniversary of the date of appointment.

The appointment of a UK Commissioner may be renewed for a second period not exceeding five years.

The appointment of UK Commissioners is subject to a formal review by the UK Chief Commissioner.

UK Commissioners are treated as National Commissioners for the purposes of the Bye Laws.

## **Chapter 6**

# **THE STRUCTURE OF HEADQUARTERS OF THE SCOUT ASSOCIATION**

### **Headquarters**

The Board of Trustees of The Scout Association maintains a Headquarters staff with a departmental structure as required for the implementation of its policy and to provide services and materials necessary for the proper conduct and development of Scouting. (This includes Area Growth and Development Managers and Growth and Development Officers who are appointed by Headquarters and assigned to work in support of the development of Scouting in Counties and Districts in England).

### **Chief Executive**

The Chief Executive is appointed by the Board of Trustees. The Chief Executive is responsible for the co-ordination of all the work of the staff of Headquarters, for the implementation of the policy of the Board of Trustees and for such special tasks as may be requested by the Board.

The Chief Executive is an Ex-officio Member of the Council of the Association and of the Board of Trustees.

### **Board Secretary**

The Board of Trustees appoints a Secretary to carry out the duties required of such a person by the Bye Laws.

### **The Scout Information Centre**

The Scout Information Centre provides advice, support and guidance to the Movement. It can be contacted as follows:

Tel: 0345 300 1818

Email: [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk)

Mail: Scout Information Centre, The Scout Association, Gilwell Park, Chingford, London E4 7QW

### **The Scout Heritage Collection and Heritage Service**

The Scout Heritage Service are the custodians of the national Scout heritage collection which charts the history and development of the Scout movement in the UK. The aim of the service is to develop, safeguard and make accessible UK Scouting's heritage for the benefit of the movement and wider public. The Heritage Service and Collection are registered with the Arts Council England Museum Accreditation scheme.

The Heritage Service continue to acquire new material in line with the [Collecting Policy](#) any enquiries should be directed to [heritage@scouts.org.uk](mailto:heritage@scouts.org.uk)

Further information regarding Scout heritage can be found at [heritage.scouts.org.uk](http://heritage.scouts.org.uk)

## **Chapter 6**

# **THE STRUCTURE OF HEADQUARTERS OF THE SCOUT ASSOCIATION**

### **SCOUTING Magazine**

is the national magazine of The Scout Association and provides practical resources, information and support for those involved in Scouting.

### **[www.scouts.org.uk](http://www.scouts.org.uk)**

is the official website of the Association and provides regular news updates, general information on Scouting, material for young people, Scouting magazine online and access to a range of online member resources.

### **The Country Scout Councils of Northern Ireland, Scotland and Wales**

These Scout Councils exist to advise their respective Chief Commissioners in all matters relating to the exercise of the Commissioner's discretionary powers as specified by Headquarters, and to perform such administrative and executive duties as may be delegated to them by Headquarters, which may include management of their financial affairs. Headquarters makes and approves constitutions for Country Scout Councils in order to facilitate the performance of delegated duties.

**Northern Ireland** Under the Scout Constitution for Northern Ireland the affairs of The Scout Association are under the charge of The Northern Ireland Scout Council, with a Committee for the management of its business. Under the authority of Headquarters, Northern Ireland Headquarters is the body responsible for matters of programme, training and administration in Northern Ireland.

Northern Ireland has separate legal and educational systems and its own system of local government.

Certain Rules concerning trusteeship, property and charitable status therefore do not apply in Northern Ireland without modification.

**Scotland** <sup>SV</sup> Under the Scout Constitution for Scotland, the affairs of The Scout Association are under the charge of The Scottish Council of The Scout Association, with a committee for the management of its business. Under the authority of Headquarters, Scottish Headquarters is the body responsible for matters of programme, training and administration in Scotland.

Scotland has separate legal and educational systems and its own system of local government.

Certain Rules concerning trusteeship, property and charitable status therefore do not apply in Scotland without modification.

**Wales** Scouting in Wales is supported by the Scouts Cymru Office. Headquarters in London undertakes for it many of the functions of a Country Headquarters. Scout Counties in Wales are known as Areas.

### **The Overseas Branches of the Association**

Branches of The Scout Association are established in certain territories overseas, with local Chief Scouts and Chief Commissioners.

Their constitutions are granted by Headquarters and may be withdrawn at its discretion.

Variations to the Rules of the Association may be sanctioned by Headquarters to suit the local circumstances of an Overseas Branch.

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# **THE STRUCTURE OF HEADQUARTERS OF THE SCOUT ASSOCIATION**

The International Commissioner is responsible to the UK Chief Commissioner for the efficiency and well-being of Scouting in Overseas Branches and for relations with Scout Associations in Commonwealth Countries.

### **British Scouting Overseas**

In a number of countries throughout the world there are British Scout Groups, which are registered by The Scout Association. They are under the Leadership of the Area Commissioner for British Scouting Overseas who is appointed by Headquarters under the recommendation of the International Commissioner. The Area Commissioner is responsible to the International Commissioner.

The Area receives appropriate support by Headquarters as agreed by the Area Commissioner.

### **Companies and Trusts Associated with The Scout Association**

**Scout Stores** is a wholly owned subsidiary of the Scout Association. It is primarily involved in supporting the parent charity through the sourcing and distribution of merchandise (such as the supply of uniform, badges, resources, souvenirs and camping equipment). All profits generated are returned to the Association via gift aid.

**World Scout Shop Ltd** is a wholly owned subsidiary of the Scout Association which is operated under licence from World Scouting. Its primary objective is the efficient sourcing and distribution of World Scout branded merchandise to the global Scouting audience. All profits generated are returned to the Association via gift aid.

**The Scout Association Trust Corporation (SATC)** is a company limited by guarantee and operates with its own separate Board of Directors. Its powers and constitution are stated in its Memorandum and Articles of Association. It was created to ease the administrative burden faced by Scout Units in having to find/appoint/retain local individual Holding Trustees to hold title to their land and to also ensure consistency by holding important land documentation securely in a central location. Where appointed, the SATC can hold title to freehold, leasehold and long-term Licence land interests as a sole Custodian Trustee on behalf of Scout Units registered with The Scout Association in the United Kingdom (excepting Scotland and Northern Ireland). It can also hold title to land held jointly by Scout and Guide Units. As Custodian Trustee, whilst the SATC will be a party and signatory to any substantive land documentation, it cannot and does not have any responsibility for the management of a Scout Unit or its land. This responsibility remains vested in the Scout Unit's local Executive Committee who also act as the Charity Trustees.

**Scout Services Limited** is a wholly owned subsidiary of the Scout Association whose principal activity is that of sponsorship and marketing services for The Association and other commercial activities, including both Gilwell Park and Baden Powell House Scout Conference Centres, and Scouting Magazine. All profits generated are returned to the Association via gift aid.

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# **THE STRUCTURE OF HEADQUARTERS OF THE SCOUT ASSOCIATION**

**Scout Insurance (Guernsey) Limited** is a wholly owned subsidiary of the Scout Association whose principal activity is that of a 'captive' insurance company registered in Guernsey. Its purpose is to undertake certain insurance business on behalf of the Scout Movement and thus, to a certain extent, protect the Movement from premium rates applicable to the general insurance market. The premiums charged can be related more directly to the risks involved in Scout activities instead of having to follow the open market rates.

**Scout Insurance Services Limited (trading as Unity Insurance Services)** is The Scout Association's dedicated insurance broker providing insurance support to the Association and to the Scout Movement in the UK. Unity arranges liability insurance and personal accident and medical expenses cover for The Scout Association and its Members. Unity provides additional specialist insurance cover that Groups, Districts, Counties and campsites may need. Unity is authorised and regulated by the Financial Conduct Authority, and as a wholly owned subsidiary of The Scout Association all profits generated are returned to the Association via gift aid.

### **Girlguiding**

The Scout Association and Girlguiding, although separate organisations, share a common Founder and have similar aims, principles and methods. Co-operation between the two organisations is encouraged at all times and at all levels.

### **Rule 6.1 National Scout Active Support Units**

- a. The UK Commissioner for Programme (Delivery) may form National Scout Active Support Units.
- b. Applications to form a National Scout Active Support Unit are made to the UK Commissioner for Programme (Delivery).
- c. The purpose of National Scout Active Support Units is to provide active support to Scouting at a national level.
- d. All adult-only support groups linked to Scouting at a national level must be registered as National Scout Active Support Units.
- e. The UK Commissioner for Programme (Delivery) may delegate another national appointee to act as the responsible Commissioner to support the activities and development of a National Scout Active Support Unit, to agree and review the service agreement, and to maintain effective liaison between Headquarters and the National Scout Active Support Unit.
- f. Each National Scout Active Support Unit is led by a National Scout Active Support Unit Manager who is responsible for ensuring that the Unit meets its service agreement. One or more National Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit. All appointments of National Scout Active Support Unit Managers and Co-ordinators will take place through arrangements nominated by the UK Commissioner for Programme (Delivery).
- g. Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.26), membership of a National Scout Active Support Unit is open to any person aged 18 or over, including:
  - i. those holding other appointments in Scouting, who will be expected to give priority to the duties of these local appointments;
  - ii. Scout Network Members, who will be expected to give priority to their Scout Network.

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- h. The National Scout Active Support Unit Manager must be a Member of the Association. All members of a National Scout Active Support Unit must be at least Associate Members. They may also become Members by making the Scout Promise.
- i. A National Scout Active Support Unit is responsible for providing active support in accordance with its service agreement, agreed every three years with the UK Commissioner for Programme (Delivery) or nominee.
- j. The following minimum standards are laid down for National Scout Active Support Units:
  - i. There must be an appointed National Scout Active Support Unit Manager. Where there is a vacant manager role, the UK Commissioner for Programme (Delivery) or nominee will assume that role until a new Manager is appointed.
  - ii. A National Scout Active Support Unit must provide active support to Scouting on a national level, as detailed in the service agreement.
  - iii. The annual census for a National Scout Active Support Unit must be completed and submitted as agreed by the UK Commissioner for Programme (Delivery) or nominee.
  - iv. Annual accounts for a National Scout Active Support Unit must be submitted to UK Headquarters no later than 1<sup>st</sup> June.
  - v. A National Scout Active Support Unit must comply with any other operational procedures agreed with the UK Commissioner for Programme (Delivery) or nominee.
- k. If a National Scout Active Support Unit fails to reach the minimum standards for two non-consecutive years in a three year rolling period, it may be closed by the UK Commissioner for Programme (Delivery) with the approval of the Operations Committee.
- l. If a National Scout Active Support Unit fails to reach the minimum standard for two consecutive years it must be closed.
- m. If two or more National Scout Active Support Units are to merge;
  - i. The person who is responsible for the Unit's annual accounts will prepare the accounts for the date agreed for the merging of the Units.
  - ii. UK Headquarters will examine the accounts and receipts to ensure they are correct.
  - iii. Physical resources must be returned to UK Headquarters who will redistribute or dispose of as required in agreement by the UK Commissioner for Programme Delivery.

### **Rule 6.2 UK Scout Network**

#### **a. Admission to Membership**

- i. Explorer Scouts who turn 18 years of age will automatically become Members of the District Scout Network. Exceptionally, where there is no District Scout Network but a County Scout Network or equivalent operates, they will automatically become Members of the County Scout Network or equivalent.
- ii. Members of District Scout Networks, and County Scout Networks or equivalents where exceptions have been made, are also members of the UK Scout Network.
- iii. Members with no District affiliation, either by being a Member of a District Scout Network or having another role, can choose to be a Member of the UK Scout Network only. Should

## **Chapter 6**

# **THE STRUCTURE OF HEADQUARTERS OF THE SCOUT ASSOCIATION**

a Member of the UK Scout Network subsequently choose to join a District Scout Network, or take on another role in a District, they will be affiliated with that District.

- iv. The decision to admit anyone to membership of the UK Scout Network rests with the District Scout Network Commissioner or the UK Scout Network Commissioner if they are not affiliated with a District.
- v. All Members of UK Scout Network are required to undertake a Personal Enquiry without a criminal records disclosure check (by being added to Compass). If members of Scout Network assist with or supervise members of a younger Section, they must be appointed to an appropriate role (such as an Occasional Helper, Section Assistant or Leader) and undertake the relevant appointment process (including undertaking a criminal records disclosure check).

### **b. Transfer of membership**

- i. If a Member of the UK Scout Network also joins a local Scout Network, the UK Scout Network Commissioner should inform the District Scout Network Commissioner and/or Assistant County Commissioner Scout Network of the County into which the Member is joining.

### **c. Management of the UK Scout Network**

- i. The UK Scout Network is managed by a team of its Members and a UK Scout Network Commissioner acting together. The UK Scout Network Team is accountable to the UK Scout Network Commissioner for the satisfactory running of the UK Scout Network.
- ii. The UK Scout Network should provide opportunities for Members to take part in the decision making process through the UK Scout Network Team who will encourage and support participation in the programme and develop projects for all Members.

### **d. UK Scout Network Commissioner role**

- i. The UK Scout Network Commissioner is responsible to the Deputy UK Commissioner for Programme (14-25).
- ii. The functions of the appointment are to:
  - Ensure that the UK Scout Network operates;
  - Provide technical advice on the operations of the UK Scout Network;
  - Support the UK Scout Network Team
  - Encourage participation in the programme and projects devised by the UK Scout Network and other Scout Networks.

### **e. Responsibility for the Programme in the UK Scout Network**

- i. A UK Scout Network Commissioner, working with the UK Scout Network Team, is responsible for the detailed programme and projects undertaken by the UK Scout Network.
- ii. Members of the UK Scout Network should play a leading role in organising projects to facilitate participation in the programme, and where possible, take responsibility for supporting projects by seeking to volunteer with the UK Scout Network Team.



# Chapter 7

## EMERGENCY PROCEDURES

### Chapter Contents

- Rule 7.1 Communication
- Rule 7.2 Emergency Procedures
- Rule 7.3 Overriding Controls
- Rule 7.4 Accident Reporting

### Rule 7.1 Communication

- a. For all Scouting activities each party must implement an 'InTouch' system.
- b. Details of what this needs to include are contained in the Factsheet FS120075 *InTouch*.

### Rule 7.2 Emergency Procedures

- a. All accidents to individuals or involving damage to property must be reported. (See Rule 7.4).
- b. In the case of an accident to an individual, a member of the party or their designate must:
  - alert the appropriate rescue services, if required;
  - advise the home Scout authority;
  - advise the next of kin.

- c. In the case of a serious accident, incident or the loss of life by whatever cause the Duty Media Officer at Headquarters must be advised immediately.

*Contacting Headquarters will ensure that appropriate media and incident support is made available. It is vital that Headquarters are informed at the earliest opportunity.*

- d. The contact telephone number for the Duty Media Officer at Headquarters is:  
0345 300 1818

*After office hours a recorded message detailing the contact telephone number of the Duty Media Officer is available.*

- e. In Scotland, the Scottish Headquarters should also be informed. The telephone numbers are:
  - during office hours - 01383 419073;
  - after office hours – 0345 300 1818
- f. In Northern Ireland, Northern Ireland Headquarters should also be informed. The telephone numbers are:
  - during office hours - 02890 492829;
  - after office hours - 07973 301195.
- g. Communications with the news media may not be initiated by members of the party or others involved.
- h. All communication with the news media must be referred to the Duty Media Officer at Headquarters or the home Scout authority.
- i. In many cases the news media will arrive at the incident or get in touch with those involved before any communication with Headquarters has been established.

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# **EMERGENCY PROCEDURES**

Take care if the news media contact you. Seek support in these situations before talking to the media by calling the emergency support number.

- j. The Duty Media Officer at Headquarters will offer advice and assistance in dealing with the news media when emergencies and accidents to individuals occur.
- k. In the case of an accident abroad, involving a stay in hospital, or loss of life, a member of the party must advise appropriate agency(ies) required by their travel insurers.
- l. The home Scout authority must ensure that:
  - clear communication links are maintained with a responsible person in the area of the accident, the next of kin and Headquarters;
  - appropriate arrangements are made for the return of the party, as necessary;
  - in cases of serious injury, every assistance is available to ensure the next of kin can visit the casualty.
- m. Headquarters, when notified, will contact the Scout authority of the area in which the incident occurred.
- n. The home District Commissioner (or County Commissioner in the case of County activities), in conjunction with the leader of the party or other responsible person, must be prepared, if required by Headquarters, to produce a full confidential report relating to authorisation, training, equipment, briefing and leadership of the party involved, together with their observations relating to the sequence of events and possible causes of the accident.
- o. This report will be submitted to the home County Commissioner who will forward it to Headquarters accompanied by their own observations relating to the circumstances, details of County support for education and training in respect of such activities and, as appropriate, any recommendations they intend to implement in the light of experience gained.
- p. In the case of a fatal incident, or an incident that Headquarters considers could have resulted in a fatality, the Charity & Company Secretary of the Association will establish an enquiry on behalf of the Board of Trustees.
- q. Leaders are also required to notify the appropriate Government Agency when accidents occur during Air Activities or during Water Activities in coastal or deep sea waters.

### **Rule 7.3 Overriding Controls**

- a. For safety reasons only, the District or County Commissioner (or their representatives) of the area where the activity takes place has an overriding authority (in consultation with the home Commissioner) to direct that any activity should be postponed, stopped or cancelled.

### **Rule 7.4 Accident Reporting**

- a. Headquarters (via the Scout Information Centre) must be informed at the earliest suitable opportunity if any person, whether a Member of the Movement or not:
  - suffers personal injury or illness where that injury or illness necessitates medical treatment (i.e. treatment by a doctor, dentist, nurse, paramedic or at a hospital). Minor injuries or illness not requiring such treatment must be recorded locally, with Headquarters being informed if they subsequently receive medical attention;
  - requires rescuing (where rescue involves any Emergency Service, i.e. Police, Fire, Ambulance, Mountain Rescue or Coastguard);

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### **EMERGENCY PROCEDURES**

- or dies;  
in the course of, or arising out of, a Scout activity or while on, or in conjunction with, any Scout property.
- b. If an accident during a Scout activity results in third party damage, Headquarters must be informed at the earliest suitable opportunity.
- c. On receipt of this information Headquarters will issue the necessary instructions and an incident report form.
- d. In the event of any injury or fatality, or damage to third party property, no admission of liability must be made unless advised by Headquarters.

*(See 7.2 above for actions required in the event of an emergency)*

# **Chapter 8**

## **INSURANCE**

### **Chapter Contents**

Personal Accident and Medical Expenses Policy

Personal Accident and Medical Expenses Supplementary Insurance

The Scout Association Legal Liability Policy

Rule 8.1 Insurance Cover

Rule 8.2 Indemnities

Rule 8.3 Compliance with Rules

Rule 8.4 Effecting Insurance and Reporting Claims

### **Personal Accident and Medical Expenses Policy**

This insurance is provided by Headquarters and covers the total Membership as shown on the Annual Census Return together with new Members joining during the year in the British Isles, including British Scouting Overseas.

Details of the current benefits under this policy may be obtained from Unity.

Special travel insurance should be obtained for authorised Scout visits abroad.

Parties of up to five foreign Scouts visiting the British Isles to take part in Scout activities organised by a British home unit are also covered by this policy. Larger parties can be insured by the host unit if the visiting Scouts are not already insured through their home Association.

The policy covers accidents and medical expenses in the British Isles and on the continent of Europe.

### **Personal Accident and Medical Expenses Supplementary Insurance**

Supplementary insurance can be arranged to provide higher benefits.

Non-members, such as supporters, are not provided with the same automatic basic Personal Accident Insurance as members.

They can be insured under the basic policy and can have the benefit of Supplementary Insurance similar to that which is available to other adults.

Details are available from Unity on request.

### **The Scout Association Legal Liability Policy**

This policy, incorporating Public Liability and Property Owners Liability, covers The Scout Association and may, at its request, provide cover for Commissioners, Scouters and other persons authorised to be in charge of, or to assist with, Scout activities against claims made by members under their control, or their parents/guardians, or by third parties, alleging legal liability arising out of accidents or incidents occurring during any authorised Scout activity and fundraising events. This is covered by the Public Liability section.

## **Chapter 8**

# **INSURANCE**

This policy covers the liability which rests upon any Scout authority which owns or is responsible for land and/or buildings (except for liability under any agreement). This is covered by the Property Owners Liability section.

It is a condition precedent to indemnity being granted by The Scout Association that any assistance required in investigating and/or defending any potential litigation will be given by those involved in the incident giving rise to the claim.

The Scout Association Legal Liability Policy does not cover legal liability arising out of the ownership and/or driving/piloting of motor vehicles, aircraft and/or gliders where compulsory third party insurance is required. If you are unsure whether you require additional insurance, contact Unity.

It does not fully cover liability for injuries to third parties and/or damage to third party property arising out of the ownership or operation of boats.

Unity can arrange marine liability insurance and will provide details on application.

The provision of any indemnity given by The Scout Association is subject to the terms and conditions of any legal liability insurance policy which may be in force.

### **Rule 8.1 Insurance Cover**

- a. Every Scout Group, District and County must maintain insurance cover, to be reviewed annually, in respect of the following risks:
  - property and equipment, owned, hired or borrowed, including the risk of loss or damage to equipment whilst in transit or at camp or on expeditions;
  - minibuses and other motor vehicles, including passenger risk, in the British Isles or abroad;
  - marine and boating risks;
  - aviation and air activity risks.
- b. Insurance cover must be taken out in respect of risks incurred when undertaking travel.
- c. Insurance cover must be taken out in respect of employers' liability for people a Scout Group, District and County may employ.
- d. The Scout Association Legal Liability Policy cover extends to cover every Scout group, District and County, subject to Rule 8.3 Compliance with Rules. There is no requirement to purchase additional Public or Property Owners' Liability policies.
- e. Unity is the official insurance broker of The Scout Association and is one company that can arrange insurance cover that meets the standards described above.

### **Rule 8.2 Indemnities**

- a. If a Scout Group, District or County is arranging to use land, premises or other facility belonging to another authority, organisation or an individual, and is required to sign an agreement or indemnity, details must be sent to Unity as soon as possible.
- b. The acceptability of the agreement or indemnity terms by Unity and the adequacy of the Association's Legal Liability Policy in relation to them must be confirmed before proceeding with the arrangements or signing any agreement or indemnity.

## **Chapter 8**

# **INSURANCE**

### **Rule 8.3 Compliance with Rules**

- a. For insurance cover by Headquarters to be effective, the Rules of the Association must be complied with, particularly those Rules governing the organisation of activities and safety precautions applying to activities.
- b. Some adventurous activities carry a potentially larger third party risk than others, and appropriate insurance arrangements have therefore to be made by Unity.
- c. For this reason, Groups, Districts or Counties undertaking the following activities are required to notify Unity beforehand:
  - Air activities;
  - Karting.

### **Rule 8.4 Effecting Insurance and Reporting Claims**

- a. If action is taken in relation to effecting insurance or reporting claims, injuries or fatalities, this action must be taken by the Leader or other adult responsible for the individual's or party's participation in the event or activity.
- b. Incident report forms when received, should not be completed by any adult involved in the incident but should be handled by a suitable independent person.

# Chapter 9

## ACTIVITIES

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- Rule 9.1 Activity Rules – Application
- Rule 9.2 Preparations
- Rule 9.3 InTouch
- Rule 9.4 Risk Assessment
- Rule 9.5 Emergency Procedure
- Rule 9.6 Large Scale Events
- Rule 9.7 Adventurous Activities Permit Scheme
- Rule 9.8 Adult Groups in Adventurous Activities
- Rule 9.9 Use of External Centres and Instructors
- Rule 9.10 Air Activities – General
- Rule 9.11 Access to Airfields
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- Rule 9.13 Flight Briefings
- Rule 9.14 Unmanned Aerial Vehicles and Drones
- Rule 9.15 This rule is intentionally left blank*
- Rule 9.16 Powered Aircraft Flying
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- Rule 9.21 Hover crafting
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- Rule 9.23 This rule is intentionally left blank*
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- Rule 9.25 This rule is intentionally left blank*
- Rule 9.26 Hill Walking and Off Road Cycling Permits
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- Rule 9.29 Terrain One Definition
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- Rule 9.34 Climbing and Abseiling
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- Rule 9.44 Classification of Waters
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- Rule 9.49 Paddling
- Rule 9.50 Swimming General
- Rule 9.51 Swimming Activities – Class C waters (including swimming pools)
- Rule 9.52 Swimming Activities – All other open waters
- Rule 9.53 This rule is intentionally left blank*
- Rule 9.54 Scout Owned Swimming Facilities
- Rule 9.55 Nights Away Permit Scheme
- Rule 9.56 Night Away Responsibilities
- Rule 9.57 Nights Away Permits
- Rule 9.58 Renewal, Restriction, Suspension or Withdrawal of Nights Away Permits
- Rule 9.59 This rule is intentionally left blank*
- Rule 9.60 This rule is intentionally left blank*
- Rule 9.61 Nights Away Passports
- Rule 9.62 Family Nights Away
- Rule 9.63 Expeditions and Events in Adventurous Country or Onboard Craft
- Rule 9.64 Visits Abroad
- Rule 9.65 Visits to the United Kingdom
- Rule 9.66 This rule is intentionally left blank*
- Rule 9.67 Banned Activities



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- Rule 9.68 This rule is intentionally left blank*
- Rule 9.69 Martial Arts
- Rule 9.70 Horse Riding and Pony Trekking
- Rule 9.71 Cycling
- Rule 9.72 Motorsports
- Rule 9.73 This rule is intentionally left blank*
- Rule 9.74 This rule is intentionally left blank*
- Rule 9.75 This rule is intentionally left blank*
- Rule 9.76 Joint Activities or Joint Use of facilities with other Youth Organisations
- Rule 9.77 Other Activities
- Rule 9.78 High Ropes Activities
- Rule 9.79 Permanent High Ropes Activities
- Rule 9.80 Temporary High Ropes Activities
- Rule 9.81 Fencing

**A list of available guidance on activities is contained in the a-z directory of activities available at [Scouts.org.uk/A-Z](https://scouts.org.uk/A-Z).**

Further advice may be available from District and County Activity Advisers, details of which may be available from your Assistant County Commissioner (Activities). You may also contact Headquarters via the Scout Information Centre. In addition to the factsheets stated, others may be available to provide guidance in activity areas.

### **Rule 9.1 Activity Rules – Application**

- a. These Rules apply to all activities carried out anywhere in the world.
- b. The District Commissioner is responsible for approving all activities for Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts. This will usually be by means of an informal system agreed between the District Commissioner and each Group Scout Leader or District Explorer Scout Commissioner.
- c. For Scout Network the relevant Commissioner is responsible for approving all activities for Scout Network Members at that level, i.e. a District Commissioner for District Scout Network Activities and the County Commissioner for County Scout Network Activities. This will usually be by means of an informal system agreed between the District Scout Network Commissioner, Assistant County Commissioner Scout Network or County Commissioner. <sup>SV</sup>
- d. The relevant District or County Commissioner is responsible for approving all activities for groups of adults (i.e. where each individual is aged 18 and over). This will usually be by means of an informal system agreed between the relevant Commissioner and the County Scout Network Commissioner (in respect of Scout Network), Scout Active Support Manager (in respect of Scout Active Support) or other person recognised by the relevant Commissioner. <sup>SV</sup>

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# ACTIVITIES

- e. For special events and activities approval must be granted by a County, Regional or Chief Commissioner, as appropriate.
- f. For safety reasons **only**, the District or County Commissioner (or their representatives) of the area where the activity takes place has an overriding authority (in consultation with the home Commissioner) to direct that any activity should be postponed, stopped or cancelled.

Please refer to [Rule 7.3](#).

- g. There are additional requirements for the District/County Commissioners approval for those activities which fall within the scope of the Association's Adventurous Activity Permit Scheme.
- h. When professional instructors or leaders from outside the Movement are engaged separate rules apply (see [Rule 9.9](#)).
- i. *This rule is intentionally left blank*

### Rule 9.2 Preparations

- a. Prior to every activity the Leader must ensure that:
  - it has been approved by the relevant District/County Commissioner;
  - if necessary, they - or another member of the party - holds a permit in accordance with the Adventurous Activity Permit Scheme (see [Rule 9.7](#));
  - it is the leader holding the permit who takes all decisions for the duration of the activity;
  - there is additional, responsible supervision as required (including for those in the locality of the activity but not actively involved, see Rules 3.7-3.9), all supervising adults and participants are made aware of who is in charge;
  - suitable InTouch arrangements (see [Rule 9.3](#)) and Emergency Procedures (Chapter 7) are in place;
  - it is appropriate to the age and abilities of all participants;
  - each participant has received appropriate training;
  - an appropriate weather forecast is obtained and acted upon in terms of selecting the area in which the activity will operate and that each participant is suitably equipped to tackle predicted/possible extremes;
  - all equipment is appropriate for the activity;
  - any other requirements of The Scout Association, including the Safeguarding Policy and Safety Policy, have been complied with;
  - any legal requirements for the activity have been complied with;
  - a risk assessment is carried out in accordance with [Rule 9.4](#). Risk Assessment and safety instructions are communicated to all supervising adults and participants;
  - suitable first aid materials are available.

### Rule 9.3 InTouch

- a. For all Scouting activities each party must implement an 'InTouch' system.

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b. Details of what this needs to include are contained in the factsheet [FS120075 InTouch](#) and at [scouts.org.uk/intouch](https://scouts.org.uk/intouch).

### Rule 9.4 Risk Assessment

- a. Leaders must carry out risk assessments before and during every activity.
- b. All activities must be undertaken in accordance with the Association's Safety Policy (see Chapter 2) and adhere to the relevant general and specific activity rules set out in Chapter 9 - Activities.

Further details are contained in the factsheet [FS120000 Activities – Risk Assessment](#) and at [scouts.org.uk/safety](https://scouts.org.uk/safety).

### Rule 9.5 Emergency Procedure

Please refer to Chapter 7 Emergency Procedures

### Rule 9.6 Large Scale Events

- a. Where an adventurous activity involves 100 or more people, the activity must be specially approved by the home District or County Commissioner(s) and advance notice in writing must be given to the host County Commissioner(s) at least two months before the event, together with the following details:
  - the numbers and age ranges of those involved;
  - the names and addresses of the responsible Leaders;
  - the outline programme;
  - the proposed location(s);
  - the proposed transport arrangements, including those to be used during the event;
  - the proposed method of liaison with local landowners.
- b. In all such cases involving the activities covered in this chapter, the organisers must:
  - carry out a risk assessment;
  - consider and document the arrangement for the supervision of participants and the procedures to be used in the event of an emergency;
  - submit a safety plan to the home District or County Commissioner(s) for approval.
- c. For large scale adventurous activities where alternative written safety procedures are in place the County Commissioner, in consultation with the relevant County Activity Adviser, may agree to an alternative system of supervision, checking and control of participating groups.

### Rule 9.7 Adventurous Activities Permit Scheme

- a. These rules apply to all adventurous activities.

Adventurous activities are:

- archery;
- caving;
- climbing and abseiling, except;
  - bouldering;

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- climbs using auto belay systems (systems that lower a climber to the ground without any human intervention);
  - hill walking and off road cycling (in Terrain One and Two);
  - hovercrafting;
  - snowsports (except artificial slopes and nursery slopes);
  - all water activities, except swimming, on class B1, B2, B3 or A waters;
  - all motorised water activities and SCUBA activities on class C waters.
- b. Members or associate members of Scouting wishing to run any adventurous activity must hold the appropriate activity permit where any member of the activity group is under the age of 18 or those Scout Network members with additional needs that places their mental capacity and understanding as below the age of 18. For joint activities with under and over 18 members the activity permit scheme applies. Where these activities are being run by non-members, see Rule 9.9 Use of External Centres and Instructors.

Note: This rule also applies to staff and employees operating on behalf of The Scout Association (or any Group, District, County or Country thereof).

- c. A Commissioner issues a permit on the recommendation of an assessor and in accordance with the process and content of the factsheet [FS120103 Adventurous Activity Permit Scheme – Commissioners' Guide](#).
- d. Permits can be granted for leadership, supervisory and personal. Details of which are available for each activity can be found in the factsheet [FS120100 Adventurous Activity Permit Scheme](#). The remit of each permit can be found in the appropriate factsheet for the specific activity, although all permits can have additional restrictions placed on them based on the skills and experience of the permit holder.
- e. There is no minimum or maximum age to hold a leadership or supervisory permit (except any imposed by outside agencies). There is no minimum age to hold a personal permit, but the maximum age is 17.
- f. Recommendations for permits may be made by County assessors or external assessors in accordance with the factsheet [FS120104 Adventurous Activity Permit Scheme – Approved Assessors](#).
- g. Permits must have an expiry date of not more than five years. When a permit expires the permit holder must apply for, be assessed for and be granted a new permit before they are able to run the activity again.
- h. Where a leadership or supervisory permit holder is under 18 their permit will expire on their 18th birthday if the required safeguarding checks for an adult holding a permit have not been carried out. When they turn 18 they can be granted a new permit, once the required safeguarding checks have been carried out, without the need for another assessment, to expire no longer than five years after their initial permit was granted.

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- i. All groups undertaking adventurous activities must have immediate access to someone holding a relevant and current first aid qualification. This need not be the permit holder. The detail of the first aid skills required will be identified by the risk assessment, but the minimum qualifications (or equivalents) are:
- A full first aid certificate as defined at [FS120052](#) is required for all remote activities, where travelling time is 3 hours or more (in the method of travel being used) to a point of refuge including;
    - a road which carries a normal road-going ambulance
    - a building which is occupied (such as a farm or harbour);
    - or another means of calling help (such as a telephone box)
  - First Response is required for all other adventurous activities.

NOTE: Rule 9.7 is now for implementation by Counties, existing members will have until September 2021 to comply with the 3 year renewal of mandatory ongoing learning. During this time, where the revised processes have not been implemented locally, reference should be made to Rule 9.7 October 2018 version of POR.

- j. Once holding a permit an activity leader may operate with Members from another District or County (subject to the normal approval of the District/County Commissioner of the Members concerned).
- k. When a permit holder leaves Scouting their permit(s) will automatically expire on the date that they leave.
- l. Where a permit holder is not following the activity rules or running the activity in an unsafe manner, their Commissioner may review and further restrict or cancel their permit.
- m. Each County is required to carry out a self- moderation of their management of the adventurous activity permit scheme by the end of each January in accordance with the details in [FS120106 Adventurous Activity Permit Scheme – Moderation](#).
- n. The County Commissioner is responsible for;
- agreeing the County self- moderation as an accurate record;
  - ensuring action plans are in place where any minimum standards are not met;
  - ensuring any agreed action plans are carried out.
- o. Where a County is selected for national sampling of their self- moderation they need to send their completed County self- moderation form to the UK Activities Team at Gilwell Park before the end of February.

### Rule 9.8 Adult Groups in Adventurous Activities

- a. An adventurous activity is defined in Rule 9.7a.
- b. Where any participant in the activity group is aged under 18, Rule 9.7 Adventurous Activity Permit Scheme will apply. Rule 9.7 Adventurous Activity Permit Scheme may also be applicable to groups with network Members aged over 18 years, with additional needs, disabilities or life-limiting conditions who have additional support to access Scouting.

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**Note:** for Network members aged 18-25 years who are unable to independently understand and/or sign an acknowledgement of risk and consent form, please contact Scout Insurance Services for further guidance.

- c. Rules within Chapter 9 regarding adventurous activities should be taken as guidance except Rules 9.3 – 9.6, 9.9, 9.12 and 9.64 (except a) which must be followed irrespective of age.
- d. Any activity that is banned applies to all age groups.
- e. Each activity must have a co-ordinator.
- f. Each participant must sign an acknowledgement of risk statement and have read the guidance set out in the fact sheet [FS120087 Adult Groups in Adventurous Activities](#).

### Rule 9.9 Use of External Centres and Instructors

Delivery of activities using an external provider can enrich the programme, but a number of factors require consideration. This rule intends to provide a structure to support leaders in making informed decisions about the suitability of external providers.

- a. When external providers are used for the delivery of activities for members of The Scout Association the external provider must hold a relevant accreditation or qualification for the activity they are delivering (e.g. AALA Licence, Adventure Mark Accredited Provider, Government Agency, National Governing Body qualifications) as well as adequate insurance cover. These criteria are subject to frequent change and up to date guidance on the above can be found in the A-Z directory at [scouts.org.uk/a-z](http://scouts.org.uk/a-z).

As the standards and criteria for the delivery of activities overseas are very varied it is not possible to provide specific guidance for each country and activity. Leaders therefore need to check the suitability of providers themselves and this rule supports that process with additional guidance.

- b. When using external providers overseas, the guidance for activities overseas must be followed ([scouts.org.uk](http://scouts.org.uk) FS120085). If the leader in charge feels that the activity is not safe then the activity should be stopped immediately.

### Rule 9.10 Air Activities – General

- a. Rules 9.11-9.13 apply to all forms of air experience flying and flying instruction undertaken by Members of the Movement.

### Rule 9.11 Access to Airfields

- a. Before any Member of the Movement proceeds on to any private, civil or Service airfield the permission of the controlling body of the airfield must be obtained.
- b. Any individual or party must be briefed as detailed in [FS120702 Access to Airfields](#).
- c. The above rules do not apply when visits to civil airports are confined to the spectators' enclosure or to Service establishments and civil airfields on open days or at air shows when using public enclosures.

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### Rule 9.12 Air Activities - Public Liability Insurance and Pilot and Aircraft Requirements

- a. The pilot must comply with the Air Navigation Order, Rules of the Air, Joint Aviation Requirements – Operations and any EASA Regulations supplementing or replacing them for licensing, medical and class/type ratings.
- b. The aircraft must comply with the Air Navigation Order, Joint Aviation Requirements – Operations and any EASA Regulations supplementing or replacing them for registration and maintenance (or the requirements of the Light Aircraft Association, the British Gliding Association and the British Microlight Aircraft Association to the extent that authority for such matters has been delegated to them).
- c. The aircraft operator is required to either;
  - hold an Aviation Liability Insurance policy with a Combined Single Limit in respect of Third Party and Passenger Liability complying with the requirements of EC Regulation 785/2004 as enacted by The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof, or
  - hold an Aviation Liability Insurance policy with a Split Liability complying with the requirements of EC Regulation 785/2004 as enacted by The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof in respect to Third Party Liability and having a minimum in respect of Passenger Liability of 1 million pounds.

In either case where the aircraft is a helicopter the Passenger Liability limit must be to a minimum Level of 5 million pounds.

Suggested Endorsement: *“It is hereby noted that this policy includes the interest of The Scout Association as an additional insured in respect of flights involving members of the Scout Movement.”*

Where this endorsement is not in place an indemnity to Principal Clause should be contained within their policy documentation. Further support regarding this can be obtained from Unity Insurance.

- d. All members undertaking Air Activities (including hovercrafting) are required to notify the Scout Information Centre (by phone or via [www.scouts.org.uk/airnotifications](http://www.scouts.org.uk/airnotifications)) beforehand or immediately after the activity takes place.

### Rule 9.13 Flight Briefings

- a. Any Member of the Movement engaged in any flying activity must be given prior instruction in:
  - the use of the aircraft safety harness and other safety equipment;
  - the purpose of the flight, the sensations likely to be experienced and the method of clearing the ears on ascent and descent.
  - the emergency evacuation procedures including the use of an emergency parachute where appropriate.

### Rule 9.14 Unmanned Aerial Vehicles and Drones

This rule refers to unmanned aerial vehicles (UAVs) and drones.

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These are defined as aircraft without pilots on board and fall within two categories based on the way they are controlled:

UAVs are flown via a remote control and are limited by the range of the transmitter, this includes all remote controlled aerial devices such as model aeroplanes and helicopters, including devices commonly referred to as drones but operating under remote control. These devices may be electric or petrol powered.

Drones are devices which are programmable and/or automated (using an on board computer system).

All activities involving UAV's must follow the regulations set out by the Civil Aviation Authority.

- a. Scout led use of drones is not permitted and is not insured by The Scout Association. Members may only take part in activities using automated drones if this activity is operated by an external provider with appropriate aviation insurance cover.
- b. Members may use UAVs which are operated using a remote control.
- c. When operating UAVs, members must ensure that the site chosen for this activity is appropriate, consideration must be made to proximity to airfields and other similar environments as well as overhead power lines, nature reserves and/or private property.
- d. Permission must be granted from the owner of the land and/or property that will be under the planned flightpath of the UAV, especially where images are being captured.

If uncertain about the insurance requirements when operating using UAVs and/or drones please contact Unity (Scout Insurance Services).

**Rule 9.15** *This rule is intentionally left blank.*

### **Rule 9.16 Powered Aircraft Flying**

- a. Powered Flying involving payment (in accordance with the current Air Navigation Order:
  - the flight must be provided by an Air Operators Certificate holder or;
  - if the flight is of an instructive nature, it must be under the supervision of a flying instructor holding a valid JAR – FCL Flight Instructor Rating (or Part-FCL equivalent) or a European Aviation Safety Agency Licence at a Civil Aviation Authority Registered Training Facility or European Aviation Safety Agency equivalent.
  - the age, weight and maturity of the Scout Member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the facility providing the instruction.
  - any Scout Members who are observers in passenger seats must not pay anything.
- b. Powered Flying where no payment is involved.

The requirement for pilot experience level is at least 200 hours total of which 100 hours are as pilot in command of an aircraft including;



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- at least 20 hours as pilot in command of an aircraft of the same type as that being used to carry Scout Members of which at least 3 hours must have been within the preceding 90 days; and  
at least 3 take offs and 3 landings as the sole manipulator of the controls of an aeroplane of the same type as that being used to carry Scout Members within the preceding 30 days.
- c. Motor / Self launching glider flights must be under the supervision of a flying instructor holding a British Gliding Association Motor Gliding Instructor Rating or a Flight Instructor (SLMG) Rating at a British Gliding Association registered club. Age, weight and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.
- d. Microlighting must be under the supervision of a holder of the National Private Pilots Licence (Microlight and Powered Parachute) or a UK PPL or JAR –FCL PPL with microlight class rating and following the guidance set out by the British Microlight Aircraft Association.

### Rule 9.17 Gliding

- a. The flight must be under the supervision of a British Gliding Association Flying Instructor at a British Gliding Association registered club. Age, weight and maturity of the Scout Member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.

NOTE: For motor / self-launching glider requirements please see [Rule 9.16c Powered Aircraft Flying](#).

### Rule 9.18 Ballooning

- a. Where payment is involved the flight must be under the provision of an Air Operators Certificate (Balloon) holder.
- b. Where payment is not involved the pilot must hold a UK PPL (Balloon and Airship) and have at least 100 hours as pilot in charge of the type of balloon (hot air or gas) being used.

### Rule 9.19 Parachuting

- a. Members may undertake parachute training supervised by a person holding an instructor rating of the British Parachute Association.
- b. Members may undertake parachuting or skydiving through a recognised British Parachuting Association centre.

### Rule 9.20 Hang Gliding, Paragliding and Parascending

- a. Hang gliding, paragliding and parascending training may only be undertaken under the supervision of a person holding a British Hang Gliding and Paragliding Association Senior Instructor Licence operating within a BHPA registered school.
- b. Hang gliders, paragliders and parascending equipment purchased or used by Members must comply with the British Hang Gliding and Paragliding Association airworthiness requirements as set down in their Technical Manual.

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- c. Hang gliding, paragliding and parascending must be undertaken only at British Hang Gliding and Paragliding Association approved sites.
- d. Members may undertake dual/tandem flights on hang gliders, paragliders or wing ascending canopies (this specifically excludes round canopies) with a pilot holding the appropriate British Hang Gliding and Paragliding Association dual licence.  
Members are not permitted to undertake dual/tandem flights using round canopies.
- e. When overseas, professional instructors/pilots must hold the relevant national qualification or equivalent.
- f. The flying of powered hang gliders and powered paragliders must fully comply with the appropriate rules above.

### Rule 9.21 Hovercrafting

- a. Helmets must be worn by all those taking part in all organised Scout hovercrafting events, except in the case of 9.21b.
- b. A Sikh wearing a Turban may choose not to wear a helmet (ensuring there is no loose fabric which could be drawn into the fan). This does not apply to a Sikh wearing a Top Knot.
- c. Buoyancy aids must be worn at all times when on board a hovercraft.
- d. A remote cut off device must be fitted to any craft being used for solo training.
- e. Hovercrafting over water may only take place on inland waters of Class C, B1 or B2 waters (as defined in Rule 9.44b).

### Rule 9.22 Creative Activities for Public Performance

- a. All forms of creative activities intended for public performance must have the approval of the relevant Commissioner, or their designate. Public performance is defined in the relevant toolkit ([Staged Performances](#) or [Musical Performances](#)).
- b. *This rule is intentionally left blank.*
- c. Scout and Guide joint activities must be approved by both the relevant Scout and Girlguiding Commissioners.
- d. All guidance and assessment criteria as laid down in the relevant toolkit must be met.
- e. All staged and musical performances wishing to perform publically must undertake an assessment when any of the following apply:
  - their key participants significantly change as determined by the relevant Commissioner, or their designate,
  - the agreed period has elapsed since their last assessment, or prior to their first public performance,
  - the relevant Commissioner or their designate has reason or concern to submit the performance for re-assessment.
- f. Musical performances assessment is granted for a maximum of three years.

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- g. Staged performances assessment is granted for a maximum of five years.
- h. The relevant Commissioner, or their designate, can issue an exemption from the assessment to one-off performances. All other guidelines set out in the toolkits must still be followed.

**Rule 9.23** *This rule is intentionally left blank*

**Rule 9.24** *This rule is intentionally left blank*

**Rule 9.25** *This rule is intentionally left blank*

### **Rule 9.26 Hill Walking and Off Road Cycling Permits**

- a. All activities in Terrain 1 or Terrain 2 must be under the direct control of, or supervised by, a person holding the appropriate permit (see [Rule 9.7](#)).
- b. All activities in Terrain Zero must be approved by the relevant Commissioner (see Rule 9.1(b)).

### **Rule 9.27 Hill Walking and Off Road Cycling – Safety**

For activities in Terrain One and Two as defined in Rules 9.29 & 9.30:

- a. A detailed route plan must always be left with a responsible person not taking part in the activity.
- b. Any route planning forms produced locally must contain at least the same information as sought in the Headquarters form.
- c. The route plan should be cancelled or collected when the activity is completed.
- d. Emergency cards must be carried by the party.
- e. Any emergency cards produced locally must contain the same information as sought in the Headquarters form.
- f. When Members take part in non-Scout events, the above rules may be varied at the discretion of their County Commissioner.

### **Rule 9.28 Terrain Zero Definition**

Terrain Zero describes terrain which meets one of the following criteria:

- a. Meets all the following criteria:
  - is below 500 metres above sea level; and
  - is within 30 minutes travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of summoning help (such as a telephone box); and
  - contains no element of mountainous steep ground (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)

or:

- b. Is a road, or path adjacent to a road, on which you would expect to see traffic.

Further information about delivering activities in Terrain Zero can be found in [FS120426 Terrain Zero Activities](#).

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### Rule 9.29 Terrain One Definition

Terrain One describes terrain which meets all of the following criteria:

a. Meets any of the following criteria:

- is below 800 metres but more than 500 metres above sea level or;
- is more than 30 minutes but less than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of calling help (such as a telephone box).

and

- contains no element of mountainous steep ground (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)

and

b. Is not a road, or path adjacent to a road, on which you would expect to see traffic.

and

c. Is not Terrain Two as defined by Rule 9.30.

### Rule 9.30 Terrain Two Definition

Terrain Two describes terrain which meets all of the following criteria:

a. Meets any of the following criteria:

- is over 800 metres above sea level or;
- lies more than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of calling help (such as a telephone box), or;
- contains an element of mountainous steep ground (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This excludes climbing activities but may include areas where ropes are used for confidence and security.)

and

b. Is not a road, or path adjacent to a road, on which you would expect to see traffic.

### Rule 9.31 Specialist Terrain

When in terrain or using skills that have not been assessed for a terrain 2 hillwalking or a climbing permit (such as glaciers, scrambling, via ferrata), then specific approval is required for the activity from the responsible Commissioner based on advice from someone with knowledge and experience of the activity. Specific approval is in addition to the holding of a terrain 2 hillwalking or climbing permit.

### Rule 9.32 Party Size

For activities in Terrain One and Two as defined in Rules 9.29 & 9.30:

- Parties must consist of no more than eight, but no less than four people, except as provided for in Rule 9.32 (d) below.
- Each party must have a leader holding a permit or a designated party leader.

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- c. If more than one group is formed the parties must use different routes or, if using the same route, leave a clear time and distance interval between them – so that they do not become mixed.
- d. When walking directly to, and off the hills after, a multi pitch climb the party size may be less than four.
- e. No leader with a permit to supervise the activity may do so with more than three parties, including their own.
- f. When leaders holding permits are checking on the safety of Scout parties or their routes, the party size may be less than four. All the members of such a reduced party must each have the skills and experience required to travel safely in the hills in such circumstances, must follow rules regarding route plans and should plan to spend the minimum of time on their own..

### Rule 9.33 Snowsports

- a. Snowsports environment definitions;
  - **Off Piste** – Outside of marked and patrolled snowsports areas;
  - **On Piste** – Within the marked and patrolled snowsports areas, including snowparks, except for those defined as nursery slopes;
  - **Nursery slopes** – on piste runs designated for beginners by the body responsible for the snowsports area;
  - **Artificial slopes** – either an indoor slope or an outdoor dry ski slope; except snowparks.
- b. Short term personal permit exemptions can be granted by appropriately qualified people, as described in the snowsports factsheet [FS120457](#)
- c. For off piste snowsports, the relevant Terrain 1 or Terrain 2 Hillwalking Winter permit is also required.
- d. Helmets must be worn by all those taking part in snowsports activities, except in the case of cross country skiing, ski touring when in walk mode or 9.33e.
- e. A Sikh wearing a Turban may choose to take part in snowsports activities without a helmet. This does not apply to a Sikh wearing a top knot.

NOTE: More information regarding these rules can be found at in [FS120424 Winter Sports](#)

### Rule 9.34 Climbing and Abseiling

- a. Climbing helmets must always be worn by all those climbing or abseiling on natural features, except in the case of 9.34c.
- b. Climbing helmets need not be worn by those climbing or abseiling on artificial walls provided the activity leader is satisfied that the climber or abseiler has sufficient skill not to react unpredictably. Novices must always wear helmets, except in the case of 9.34c. The use of helmets for climbing using auto belay systems must be determined by the activity risk assessment.
- c. A Sikh wearing a Turban may choose to climb or abseil on natural features and artificial climbing walls without a helmet. This does not apply to a Sikh wearing a Top Knot.

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- d. All climbing equipment should be used following the manufacturer's guidelines. Where it is not possible to follow manufacturer's guidelines a backup / redundancy must be built into this element of the setup.
- e. The storing, maintenance and replacement of all climbing equipment should follow the manufacturer's guidelines.
- f. Automatic belay systems (systems that lower a climber down to the ground when they let go of the climbing wall without any human intervention) can be led by either:
  - A climbing permit holder (within the remit of their permit); or,
  - Following a written operating manual which must be agreed by a County Climbing Assessor.

Further information about the automatic belay systems and mobile climbing walls can be found in [FS120427 Climbing – auto belays and mobile walls](#).

- g. Abseiling and climbing activities can be run for non-members, when carried out following these rules, as long as the necessary extension of insurance cover is obtained.

With effect from 1 January 2016, The Scout Association's Public Liability Policy has been extended to automatically cover Scout Groups allowing non-members to take part in their abseiling and climbing activities. There is no longer the need to buy the additional cover (this refers to those who are running or owning climbing activities at a Group level only). Cover is still required to be purchased for Scout campsites and activity centres, District and County owned climbing and abseiling walls. This includes mobile climbing walls used at any Scout premises and/or public events. If you are uncertain of the requirements for additional insurance for climbing and abseiling activities please contact Unity (Scout Insurance Services) for more information.

- h. Other than (g) above, the only persons who may undertake abseiling and climbing activities using Scout equipment and/or under Scout supervision are Members of the Scout and Guide Movements.

#### Rule 9.35 Caving and Mine Exploration

- a. These rules apply to:
  - all caving systems (excluding show caves);
  - all mine exploration (excluding working show mines);
- b. The leader holding the permit must ensure that before the party sets out it must:
  - have received adequate instruction in equipment and safety procedures;
  - be carrying the appropriate equipment.
- c. The leader holding the permit must have:
  - taken advice on local knowledge, weather conditions and party size;
  - considered the use of local or professional guides.
- d. No underground activity may be undertaken by a party of fewer than four.
- e. A detailed plan must always be left on the surface with a responsible person in the host area.
- f. Any forms produced locally must contain at least the same information as sought in the Headquarters form.

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- g. The plan should be cancelled or collected when the activity is completed.
- h. All mines used for mine exploration must have a current inspection report covering the sections used that must be accessible to, and have been read by the permit holder.

### Rule 9.36 Archery

- a. Archery must be run as specified in rule 9.7 or the [externally led archery page of scouts.org.uk](https://www.scouts.org.uk/externally-led-archery)
- b. Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout Movement (including Archery Tag and other combat style archery activities as per [POR 9.67](#)).
- c. The use of crossbows as a Scouting activity can be found in rule 9.37 Shooting.

### Rule 9.37 Shooting

#### Definition

- a. This rule applies to shooting activities using firearms as defined in law (including air guns with energy greater than 1 Joule), and also to the use of crossbows with a draw weight of 1.4kg or greater, re-enactment guns. This rule does not apply to paintballing, the use of laser guns and the use of toy guns.

#### Targets

- b. Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout Movement.

#### Parental consent

- c. Before engaging in shooting as an activity Leaders should take account of local feelings on shooting.
- d. The parent/guardian should be supplied with detailed information on the nature of the activity when permission is sought. An example form is available on the [shooting pages of the website](#). Where other forms are used they should at least include this information.
- e. When taking part in shooting activities members must have parental permission for all under 18's taking part.

#### Transportation, storage and use

- f. No firearms, may be bought, owned or used by any Scout unit or campsite unless the relevant line manager has made arrangements to ensure that possession and use complies with all statutory requirements and any applicable bylaws.
- g. Firearms may be taken on to Scout premises so long as permission is obtained from the owner or their representative and the person responsible for the activity (i.e. site warden/ manager or District Commissioner).
- h. Members operating firearms as defined in the law must do so in line with the Firearms act 1968 (as amended) and other relevant legislation.

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- i. Members operating air guns and firearms in Northern Ireland must adhere to the Firearms (Northern Ireland) Order 2004.
- j. Members operating in Scotland must hold a 'target shooting club's approval' issued by Police Scotland. The storage and operation of air guns must be accordance with the Air Weapon and Licencing Scotland Act 2015.
- k. Members running events involving air gun activities in Scotland must hold an Event Permit issued by Police Scotland and operate air guns in accordance with the Air Weapon and Licencing (Scotland) Act 2015.
- l. Members travelling to Scotland from elsewhere in the UK, and transporting their airguns in order to provide shooting activities require a Visitor Permit issued by Police Scotland. This must be acquired prior to the visit for either an individual or a group. Members must ensure that all shooting activities are carried out in line with the Air Weapon and Licencing (Scotland) Act 2015.
- m. Wherever practical, shooting ranges should be out of bounds, except during the specified times for shooting, where the range and surrounding areas must be managed appropriately.

### Supervision

- n. In every case, shooting must be supervised by a competent and appropriately qualified Range Conducting Officer who must have a knowledge of the correct use of the firearms being used and shall be responsible for ensuring compliance by all persons in the range with the relevant range safety and other rules.
- o. Members may use firearms for historical re-enactment purposes as a member or guest of a club affiliated to the National Association of Re-enactment Societies and operating in accordance with their standards and codes of practice. Members using firearms under this rule remain subject to Rule 9.37c (which forbids shooting at targets representing human beings or animals).
- p. The person in charge of crossbow activities where the crossbow has a draw weight in excess of 1.4kg must hold a minimum of YPS Tutor Sport Crossbow qualification from the National Small-Bore Rifle Association (NSRA). Where members taking part in the activity are under the age of 18, the Range Officer or another person supervising participants in the activity must be aged not less than 21.
- q. Members may practise shooting with firearms, whether requiring a Firearms Certificate or not, under any of the following circumstances:
  - as a member or guest of a club approved for this purpose by the relevant Government Department;
  - on Service premises under the supervision of an authorised member of the armed forces;
  - if the firearms are shotguns, clay pigeon shooting under the standards and controls of the Clay Pigeon Shooting Association (CPSA);

### Air guns

- r. Members may practise shooting with air guns which do not require a Firearms Certificate [except that in Northern Ireland a Firearms Certificate is always required] as follows:
  - the ranges must have been properly constructed to comply with guidelines issued by the NSRA or the National Rifle Association (NRA) and with any bye laws relevant to the location of the range;
  - the guns used must not be of an automatic nature;
  - the pellets used must be 'diabolo shaped' and of soft deformable metal such as lead;



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- the Range Conducting Officer must hold one of the qualifications listed in the current issue of the factsheet [FS120004 Shooting](#) and, if any of those shooting is under the age of 14, the Range Conducting Officer or another person supervising participants in the activity must be aged not less than 21;
- for a temporary range, the Range Officer shall prescribe appropriate range safety and other rules, taking account of the particular circumstances of the range;
- where the air guns being used are of greater than .177inch (4.5mm) calibre, shooting must take place outdoors on a range with a minimum distance to target of 12m.

Further guidance is available to support all of the above on the [shooting pages of scouts.org.uk](#).

### Rule 9.38 Tomahawk Throwing

- a. The throwing of tomahawks and small hawks must follow the guidance in the [Tomahawk Throwing factsheet](#) (FS120011).
- b. Throwing at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout Movement.
- c. Throwing knives is not permitted within The Scout Association (see rule 9.67 [Banned Activities](#)).

### Rule 9.39 Paintball Games

- a. When taking part in paintballing members must:
  - use external operators who are members of the UK Paintball Association (UKPBA), the UK Paintball Sports Federation (UKPSF) or an equivalent body;
  - have parental permission for all under 18s taking part.

### Rule 9.40 Laser Games

- a. Parental permission is required for laser games.
- b. Parental permission is required for laser clay pigeon shooting.

### Rule 9.41 Aerial Runways

- a. Aerial runways may only be constructed under the personal supervision of an experienced and responsible adult, who must also supervise its use and operation.
- b. Aerial runways must be constructed and maintained in accordance with the factsheet [FS120006 Aerial Runway Code](#).
- c. The responsible adult must ensure that:
  - all equipment is checked before use;
  - the entire structure is checked regularly during the activity for safety.
- d. The only persons who may use an aerial runway constructed by Members of the Scout Movement are Members of the Scout and Guide Movements.

### Rule 9.42: Water Activities – General

- a. Members taking part in any water activity (those which take place on or in the water) must be able to demonstrate to a suitable person their ability to swim 50 metres in clothing and equipment appropriate to the activity (where a buoyancy aid or life jacket is worn for the activity)

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this may be used for the demonstration) and keep afloat for five minutes. Anyone unable to meet these requirements is classified as a non-swimmer and must follow Rule 9.42(b).

- b. A non-swimmer may take part in water activities, at the discretion of the person in charge, only if certain precautions are taken;
  - any non-swimmer must wear a lifejacket or buoyancy aid of approved design and be in the charge of an adult (this does not apply for swimming, paddling or activities near water).
  - there must be no more than one non-swimmer in any craft, unless a one-to-one ratio is maintained (one competent adult to one non-swimmer).
  - in the case of single-handed craft this should only be on C or B1 Waters (see Rule 9.44 (b)) with supervision on a one-to-one basis (one competent adult to one non-swimmer).
  - Where non-swimmers are taking part in swimming activities (as defined in Rule 9.50) they must be under the direct supervision of an adult in the water. This must not exceed two non-swimmers to one adult.
- c. The above conditions do not apply when below decks, protected in larger vessels or when using recognised forms of public transport.

### Rule 9.43 Life Jackets and Buoyancy Aids

- a. All members taking part in water activities (excluding scuba diving, snorkelling, surfing, swimming and paddling (as defined in rule 9.49)) must wear an EC approved buoyancy aid or lifejacket appropriate to the activity, weather conditions, size of the participant. This does not apply when below decks. Further guidance can be found in [FS120603 Water Safety \(incorporating Lifejackets and Buoyancy Aids\)](#).
- b. The person in charge of any water activity must ensure that the lifejackets and buoyancy aids being used are fit for purpose and suitable for the activity on each occasion that it is used.

### Rule 9.44 Classification of Waters

- a. All waters used for Scouting activities must be classified as C, B1, B2, B3 or A in accordance Rule 9.44b.
- b. Water class definitions;
  - **Class C** - safe inland waters which are less than 100m wide where flow causes little effect (including swimming pools);
  - **Class B1** - sheltered inland waters and other sheltered water where currents and tides create no real danger;
  - **Class B2** - the sea up to one mile from the shore, but excluding more dangerous waters close inshore; more sheltered parts of estuaries; large inland lakes and lochs; inland waters British Canoe Union Grade 2;
  - **Class B3** - the sea up to three miles from the shore, but excluding more dangerous waters close inshore; busy commercial ports, exposed parts of estuaries; inland waters British Canoe Union Grade 3;
  - **Class A** - open sea more than three miles from the shore, and other dangerous waters close inshore; inland waters British Canoe Union Grade 4 and above.

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c. *This rule is intentionally left blank*

The National Directory of Waters is available online at [scouts.org.uk/waterways](https://scouts.org.uk/waterways)

### Rule 9.45 Activities on Class C Waters

All water activities on Class C waters (excluding swimming – see Rules 9.48-9.52, SCUBA and motorised activities) must be approved by the relevant Commissioner and the standards contained in the factsheet [FS120623 Class C Waters](#) followed.

### Rule 9.46 Boats

- a. All boats owned by or on long term loan to the Movement must have a unique identifier clearly marked on the craft.
- b. When members take part in Scouting activities on waters controlled by the Canal and River Trust the members or group must be identifiable as part of The Scout Association to gain access to the waters within the TSA bulk license agreement.
- c. All boats should have adequate marine insurance cover.

Note: Craft which are foot or hand propelled, sailing craft or other craft not exceeding 5m in length are covered by TSA main policy. Any other craft will require additional marine cover.

- d. *This rule is intentionally left blank*
- e. The person in charge of any water activity must ensure that the craft and associated equipment are fit for purpose and suitable for the activity on each occasion that it is used.

### Rule 9.47 Charter Vessels

- a. When vessels are hired or chartered the activity rules of the Association apply.
- b. Before entering into a hire agreement which includes an indemnity clause (i.e. where it is assumed that the hirer will be responsible for damage, injury or loss) the agreement must be referred to Headquarters (see [Rule 9.9\(e\)](#)).
- c. Where the vessel is chartered to be under the command of professional staff, the rules relating to permits do not apply.
- d. When taking Members as passengers on hired sailing or powered craft, the leader responsible must:
  - have reasonable grounds to believe the person in charge of the craft, who must be either the owner or authorised by the owner, has the necessary knowledge, skill and experience;
  - ensure that the party understands the discipline necessary for safety including any local regulations or bye laws which may apply.

### Rule 9.48 Activities near the water

When activities take place near the water the guidance contained within the CCPR Group Safety at Water Margins document should be followed. This can be found at [www.scouts.org.uk/watersafety](https://www.scouts.org.uk/watersafety)

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### Rule 9.49 Paddling

When in water that is, for the individual taking part, below waist height (or knee height in moving water) when standing, leaders must:

- Conduct a risk assessment of the activity.
- Provide appropriate individual(s) as safety cover and equipment as identified by the risk assessment,
- Ensure any safety cover is in an appropriate position to provide effective cover.
- Ensure the participants are clearly visible above the water level at all times.

### Rule 9.50 Swimming - General

When in water that is, for the individual taking part, above waist height (or knee height in moving water) when standing, leaders must follow the rules on swimming (Rule 9.51 and 9.52) except where:

- taking part in scuba diving or snorkelling
- it is a river crossing during hillwalking under the leadership of someone holding a hillwalking permit
- it is underground during caving or mine exploration under the leadership of someone holding a caving or mine exploration permit

### Rule 9.51 Swimming Activities – Class C waters (including swimming pools)

- a. When members of The Movement take part in a swimming activity in Class C waters there must be one responsible person in overall control.
- b. This person must meet the requirements of any written operating procedure and carry out a risk assessment for the location and activity.
- c. Where there are no operating procedures, the leader must ensure that:
  - Sufficient people are present to provide safety cover to those in the water as identified in the risk assessment.
  - The safety cover meet the requirements for providing safety cover for swimming activities (within [FS120620 – Swimming](#)).

### Rule 9.52 Swimming Activities – All other open waters

- a. When members of The Movement take part in a swimming activity in open waters of Class B1 or higher, there must be one responsible person in overall control.
- b. This person must meet the requirements of any written operating procedure and carry out a risk assessment for the location and activity.
- c. Where an attendant lifeguard is provided they must follow the direction of the lifeguard on duty.
- d. Where an attendant lifeguard is not provided, leaders must ensure appropriate safety cover is present. The safety cover must either:
  - Hold the relevant elements of the RLSS Water Safety Management Programme (WSMP) [see FS120620](#) as outlined below, (or an equivalent or higher qualification), and work within the remit of their award:

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- Sea (beaches etc): WSMP level 1, level 2 (beach) and level 3.
- Flat inland water (lakes, lochs etc): WSMP level 1, level 2 (flat water) and level 3.
- Moving inland water (rivers etc): WSMP level 1, level 2 (river) and level 3.

or:

- Hold a water activity permit (leadership or supervisory); operate within the remit of their permit (i.e. class of waters, group size etc) and meet the requirements for providing safety cover for swimming activities (within [FS120620 – Swimming](#)).

**Rule 9.53** *This rule is intentionally left blank*

### Rule 9.54 Scout Owned Swimming Facilities

- a. Management Committees of Scout property with a swimming pool must operate the facility in accordance with the HSE guidance contained within [HSG 179 - Managing Health and Safety in Swimming Pools](#).

### Rule 9.55 Nights Away Permit Scheme

- a. All camping and residential experiences within the United Kingdom are subject to Rules 9.55 – 9.63.
- b. This includes all events where it is intended that young people will sleep overnight and arrangements are put in place for this purpose, such as sleepovers, camps, Pack Holidays and expeditions.
- c. Nights away abroad are subject to [Rule 9.64](#).

### Rule 9.56 Nights Away Responsibilities

- a. A Leader or other adult leading a camp or residential experience involving young people under 18 years old must:
  - hold a valid *Nights Away Permit*;
  - have the prior agreement of the young person's Section Leader;
  - have parental consent (method to be determined by the leader) in which parents are informed of key information about the event including which leaders are present;
  - as a minimum, attend the event during the time that provision is made for young people to be sleeping overnight. They remain responsible for the event at all times;
  - ensure the relevant notification is made, as per [Rule 9.57](#).
- b. The District Commissioner is responsible for:
  - the issue of Nights Away Permits in accordance with the application, assessment and approval process and content of the appropriate factsheet; The Commissioner can only approve the issue of a Permit following the recommendation of a Nights Away Adviser and cannot increase the level of the permit beyond that recommended without a further assessment by an NAA.
  - suspension or withdrawal of Nights Away Permits as per [Rule 9.58](#);
  - ensuring that all adult members who are present overnight at a nights away activity have current safeguarding and safety training recorded on Compass;

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- this rule does not apply to occasional helpers or members of the Scout Network who are attending the event as a participant and are not supporting or delivering activities for members under the age of 18
- the standards of all camping and residential experiences taking place in the District and may cancel an event, if judged necessary;
- appointing one, or more, Nights Away Advisers in accordance with the process and content of the appropriate factsheet.

County Commissioners have these responsibilities for events and permits issued by the County.

- c. For large scale events there needs to be a permit holder responsible for each residential group. There is no limit to the number of groups that a permit holder can be responsible for, but they remain responsible for the standard of the event for each group. In addition the permit holder must ensure the home Commissioner is notified ([Rule 9.57m](#)) and inform them of the total number of groups they are responsible for during the event.
- d. All groups undertaking a nights away event must have immediate access to someone who has a current First Aid qualification, minimum First Response. The level of First Aid competence required for each event will be determined by the event risk assessment. However a full first aid certificate as defined in [FS120052](#) is required for those operating in remote environments, where travelling time is 3 hours or more (in the method of travel being used) to a point of refuge, including;
  - a road which carries a normal road-going ambulance;
  - a building which is occupied (such as a farm or harbour);
  - or another means of calling help (such as a telephone box).

The permit holder is not required to hold a first aid qualification.

- e. The requirement to have completed a First Response course is waived for holders of a valid First Aid qualification, where the syllabus equals or exceeds that of a First Response course, including hypothermia and hyperthermia training.

NOTE: Rule 9.56d is now for implementation by Counties, existing members will have until September 2021 to comply with the 3 year renewal of mandatory ongoing learning. During this time, where the revised processes have not yet been implemented locally, reference should be made to Rule 9.56d in the October 2018 version of POR.

### 9.57 Nights Away Permits

- a. There are four categories of permit:
  - indoor – for staying in a building that has built in lighting and cooking facilities, toilets plumbed into a waste disposal system (i.e. a cess pit, storage tank or mains drains) and running drinking water;
  - campsite – for staying at a site that has toilets plumbed into a waste disposal system (eg. a cess pit, storage tank or mains drains) and access to running drinking water;

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- Green Field – for staying at any site where any of the above facilities do not exist – for example, a summer camp on a farmer’s field;
  - Lightweight Expedition – for staying at any site for not more than one night before moving on. The core activity is a form of expedition, not residential, and all the equipment is transported with the participants. eg. QSA/DofE hikes, expedition hikes, canoe expeditions:
- b. Those holding a *Green Field Permit* may lead residential events in the other three categories.
  - c. Those holding a *Camp Site Permit* may also run indoor residential events.
  - d. Those holding a *Hillwalking Permit* that includes lightweight camping in remote areas may also run *Lightweight Expedition* events.
  - e. *Nights Away Permits* are not Section specific and Districts and Counties must not operate a policy of issuing only Section specific permits.
  - f. A permit holder may operate with Members from another District or County (subject to the normal approval of the District/County Commissioner of the Members concerned).
  - g. Permit holders proposing to work outside their usual Section should obtain guidance from the *Nights Away Adviser* before the event takes place.
  - h. Permits can only be held by Members or Associate Members of The Scout Association.
  - i. There is no maximum age limit to gaining a *nights Away Permit*.
  - j. Permits must be renewed at intervals of not more than five years.
  - k. Permits will expire automatically if they are not renewed.
  - l. Assessment:
    - i. An applicant will be assessed by a *Nights Away Adviser* appointed by the District or County Commissioner, who will recommend a level of permit to be granted;
    - ii. Assessments will be carried out in accordance with the process and content of the appropriate factsheet.
  - m. Notification
    - i. The relevant home Commissioner (or their nominee) must be notified before any *nights away* event takes place. It is best practice for at least seven days’ notice to be given;
    - ii. The notification must include all the information required in the [Nights Away Notification Form \(NAN\)](#)
    - iii. It is the responsibility of the Permit holder to ensure that appropriate notification is made for each group they are responsible for.
    - iv. Adult groups are required to notify their relevant Commissioner of *nights away* events.

### **Rule 9.58 Renewal, Restriction, Suspension or Withdrawal of Nights Away Permits**

- a. Any Leader who is alleged to have broken these activity rules must have their permit(s) suspended immediately.

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- b. The relevant Commissioner will promptly enquire into the allegation and determine whether the permit(s) are to be reinstated, modified or cancelled.
- c. The relevant Commissioner may at any time impose restrictions, suspend, withdraw or not renew a permit provided they have reasonable grounds to do so. Any amendment of a permit's status is only valid if the record on Compass is updated as appropriate.
- d. A Permit automatically expires if a member leaves the Scout Association.

**Rule 9.59** *This rule is intentionally left blank*

**Rule 9.60** *This rule is intentionally left blank*

### Rule 9.61 Nights Away Passports

- a. A Scout or Explorer Scout who wishes to lead a camping or residential event can do so when issued with an Event Passport, this is only valid for use with members of their own section.
- b. Each Event Passport is issued for one event only by a permit holder experienced in the category of camp or residential experience proposed.
- c. Event Passports cannot be given to anyone aged over 18 and cannot be used for joint explorer Scout/Scout Network events.
- d. The permit holder has responsibility for notification (see [Rule 9.57I](#)).
- e. The permit holder must provide support during both the preparation and the event itself and be satisfied that the young person has the required abilities, but is not required to attend the event.

Event Passports and guidance are available from the Scout Information Centre or can be downloaded from the [print centre](#).

- f. Those responsible for running Scout campsites or activity centres who hold a permit may issue site specific Event Passports for an extended period (up to a maximum of 12 months) covering multiple service events for those under 18 years working on projects on their site.
- g. The home Commissioner must be informed of those under 18 years working on service team projects at Scout campsites and activity centres, but a separate NAN form for each occasion need not be completed if a range of dates is specified.
- h. When leading a Scout Network residential event a passport or permit is not required, but notification (Rule 9.57I) is, and the event Leader must have first hand experience of camping or residential events and be familiar with the Association's appropriate resource material.
- i. As part of the planning process parents must be informed of no leaders being present and of the supervision arrangements for a residential event using an event Passport and be satisfied with them prior to consenting to their child taking part.

For adult / Scout ratios on Nights Away activities, see [Rule 3.9](#)



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### Rule 9.62 Family Nights Away

- a. The permit holder is responsible for the overall camp and must ensure that all Scout Association rules are followed regardless of the presence of parents, carers or other adults.
- b. *This rule is intentionally left blank.*
- c. *This rule is intentionally left blank.*

Further information about Family Nights Away can be found [here](#). Other guidance is given in the publication Nights Away.

### Rule 9.63 Expeditions and Events in Adventurous Country or Onboard Craft

- a. All expeditions within the United Kingdom are covered by this Rule. Prior notification to relevant Commissioners of expeditions involving nights away must be given as described in [Rule 9.57I](#).
- b. Some events will require the leader to hold an appropriate Adventurous Activity Permit. (Terrain One and above or on board watercraft). There is no additional requirement to gain a Nights Away Permit if the Activity Permit included an assessment of the skills needed to supervise camping or other residential experiences.

### Rule 9.64 Visits Abroad

A Visit Abroad is defined as: 'Any visit outside the United Kingdom, the Channel islands and the Isle of Man on a recognised and approved Scouting activity or travelling in the name of Scouting. This applies to youth and adult Members, Associate Members and non-Members'.

'Youth and adult members, Associate Members and non-Members located within the British Scouting Overseas area and Northern Ireland are expected to follow the Visits Abroad Process when leaving the country where their group is registered. However, exceptionally, specific alternative arrangements may be approved and documented by a relevant Commissioner'.

**NOTE:** For NI Scouts travelling to the Republic of Ireland it is no longer a requirement to take out additional travel insurance, providing the trip is for no longer than 48 hours. If you feel that you require cover for emergency medical expenses, personal possession or cancellation then it is strongly advised that you should buy travel insurance. All members should carry a valid EHIC card for travelling within many European Countries including the Republic of Ireland. EHIC cards are obtainable from the NHS website.

- a. A camp or residential experience abroad which includes Beaver Scouts, Cub Scouts, Scouts, or Explorer Scouts, must be led by an adult holding a relevant Nights Away Permit. For Scout Network visits abroad see Rule 9.61h.
- b. All visits abroad must follow the VA Process and be approved at planning stage by the relevant Commissioner to the designation of the trip:
  - England and Northern Ireland: District or County Commissioner and Assistant County Commissioner for International.
  - Scotland: District or Regional Commissioner and Regional International Adviser.
  - Wales: District or Area Commissioner and Assistant Area Commissioner for International.

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- BSO: District Commissioner and Assistant Area Commissioner for International.
- Countries/UK/HQ: UK International Commissioner, Scottish HQ Commissioner (International), Deputy Commissioner Wales – Programme (International).

The trip must then gain final approval and sign off by the relevant Commissioner before the visit leaves the UK. A VA Form must be submitted to the Assistant County Commissioner (International) or International Adviser who supports such events on behalf of United Kingdom headquarters. As part of this process, the Assistant County Commissioner for International (or equivalent) must complete the online VA notification form, notifying UK Headquarters of the trip.

The VA Form and guidance on the process can be found on [www.scouts.org.uk/international](http://www.scouts.org.uk/international) or through notifying your Assistant County Commissioner (International) or County International Adviser (or equivalent) of your planned visit.

- c. The UK Leader in Charge of a visit abroad must ensure that adequate travel insurance has been arranged for all members of the party, and that suitable InTouch arrangements are in place ([Rule 9.3](#))
- d. The UK Leader in Charge of any adventurous activities abroad must apply the appropriate rules and hold the appropriate adventurous activity permits, classifying the hills/mountains or waters as defined in Rules [9.28](#), [9.29](#), [9.30](#) and [9.44](#), although the altitude criteria for hills/mountains may not apply in some areas. In case of doubt, the Assistant County Commissioner (Activities) or Adviser should be consulted.
- e. When overseas, UK members may take part in activities being run by members of the host Scout organisation following the host organisation's guidance and rules. In this context, Kandersteg International Scout Centre is deemed an independent Scout organisation. There must be a Leader from the UK present who is able to halt the activity if they have safety concerns at any point. Activities forbidden by UK Scouting remain forbidden even when overseas. If using external providers overseas please see POR [Rule 9.9b](#) for further guidance.
- f. UK Members including Members of the British Scouting Overseas under the age of 18 may only take part in group based hosted hospitality experiences (i.e. using group accommodation not private homes), they must not participate in home based hospitality experiences.
- g. *This rule is intentionally left blank.*
- h. *This rule is intentionally left blank.*

### Rule 9.65 Visits to the United Kingdom

- a. Invitations to Scouts and Scouters or Guides and Guiders from abroad to visit or camp in the United Kingdom should not be confirmed until approval has been obtained from the District Commissioner. The Assistant County Commissioner (International) or the County International Adviser, if there is such a County appointment, should also be informed.
- b. Where, in the activity rules in this chapter, reference is made to 'Members of the Scout and Guide Movements' this is taken to mean Members of an Association or Federation recognised by either the World Organisation of the Scout Movement (WOSM) or the World Association of Girl Guides and Girl Scouts (WAGGGS).
- c. The Association's Personal Accident and Medical Expenses Insurance Policy does not cover adequately foreign Scouts and Guides visiting the United Kingdom (see Chapter 8).

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- d. Unity (Scout Insurance Services) should be informed of visiting parties or individuals and will advise whether additional cover is required.
- e. It is advised that group based hospitality (i.e. accommodating Scouts and/or Guides from abroad in group accommodation not private homes) is the means of providing hospitality experiences. Under 18's may only participate in home based hospitality within the UK (i.e. in private homes) if the following conditions are met:
  - i. they are Scouts and/or Guides from abroad (i.e. this specifically excludes UK Members including Members of British Scouting Overseas);
  - ii. a Hosting Agreement must be in place and signed by all parties (i.e. UK Leader in Charge, leader of the Scouts and/or Guides from abroad, parents of Scouts and/or Guides from abroad and all adults who will be present overnight in the private home at the time of providing the experience);
  - iii. all adults who will be present overnight in the private home at the time of providing the experience must have a valid Disclosure and sign a Hosting Agreement;
  - iv. the UK Leader in Charge must confirm the suitability of a home based hospitality experience being offered in the UK to Scouts and/or Guides from abroad, this must be done by undertaking a home visit to the host family's home prior to the home hospitality experience taking place (the home visit can be delegated to another UK leader);
  - v. where the home hospitality experience is for two or more nights a visit from the UK Leader in Charge (or their nominee) and the leader of the Scouts and/or Guides from abroad (or their nominee) is required during the stay and every two nights thereafter for the duration of the stay;
  - vi. Scouts and/or Guides from abroad must be accommodated in at least a pair in each private home;
  - vii. the UK Leader in Charge must consider appropriate control measures and contingency plans; and
  - viii. the host District Commissioner (or their nominee) must approve the home based hospitality experience.

Further information and support can be found in Home and Hosted Hospitality Guidance.

**Rule 9.66** *This rule is intentionally left blank.*

### **Rule 9.67 Banned Activities**

The following activities are not permitted within The Scout Association:

- Towing of inflatables behind powered watercraft (e.g. banana boating)
- Bungee jumping
- Hitch hiking
- Knife throwing
- Archery Tag and other combat style archery activities

**Rule 9.68** *This rule is intentionally left blank.*

### **Rule 9.69 Martial Arts**

- a. All martial arts must be carried out using the standards and controls laid down by the appropriate Sports Council recognised National Governing Body.

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### Rule 9.70 Horse Riding and Pony Trekking

- a. Activities involving horse riding or pony trekking must be carried out using a British equestrian Federation member body approved centre or club.
- b. Horse riding helmets must be worn by all riders in all Scout riding activities, except in the case of 9.70c.
- c. A Sikh wearing a Turban may choose not to wear a horse riding helmet. This does not apply to a Sikh wearing a Top Knot.

### Rule 9.71 Cycling

- a. Cycle safety helmets must be worn by all cyclists in all organised Scout cycling events, except in the case of 9.71b.
- b. A Sikh wearing a Turban may choose not to wear a cycle helmet. This does not apply to a Sikh wearing a Top Knot.

### Rule 9.72 Motor Sports

- Motorised activities away from public roads may be undertaken when:  
Participants must wear appropriate safety equipment for the activity being undertaken, this includes helmets for all off road and racing activities.
- Safety briefings must be given to all participants and marshals.
- The activity must take place in an area with clear separation and boundary between participants and spectators/ the public.
- The maximum speed must be considered based on the age and ability of the participant, the vehicle, the supervision, the terrain and any additional factors including legal restrictions on age e.g. quad biking.

**Rule 9.73** *This rule is intentionally left blank*

**Rule 9.74** *This rule is intentionally left blank*

**Rule 9.75** *This rule is intentionally left blank*

### Rule 9.76 Joint Activities or Joint Use of facilities with other Youth Organisations

A joint activity is one where youth members of both organisations are present.

- a. Joint activities involving members of the Scout Movement with members of Girlguiding must be undertaken following the guidance in [FS120007 Joint Activities with Girlguiding](#). Satisfaction in relation to Girlguiding policies and procedures will be monitored and maintained by Headquarters for the whole Association.
- b. Joint activities involving members of the Scout Movement with members of other organisations (except Girlguiding) must be approved by the County Commissioner and following the guidance in [FS120013 Joint Activities with other organisations](#). Satisfaction about policies and procedures of these other organisations is the responsibility of the County Commissioner or their representative.
- c. Those responsible for accepting bookings from other youth organisations for use of Scout camp sites, activity centres or other Scout owned facilities must satisfy themselves that:

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- the Safeguarding and Safety Policies of the Association will be adhered to;
  - all adults in the party have been deemed suitable to work with young people by their own organisation;
  - they are aware of The Scout Association's internal rules and good practice.
- d. The above should be an integral part of any booking procedure.
- e. Scout Counties, Districts and Groups are able to make their own decisions on the use of their facilities. Much will depend on the situation locally.

### Rule 9.77 Other Activities

- a. There are many opportunities for Members to take part in activities which are not specifically covered in the activity rules.

Before undertaking an activity of this nature the Leader concerned must:

- assess the risks involved;
- ensure all Members' physical and/or emotional wellbeing can meet the requirements of the activity;
- ensure that all equipment used fits the participants and is suitable for the activity;
- obtain the approval of the Home District/County Commissioner.

### Rule 9.78 High Ropes Activities

- a. High ropes activities are:
- Any off ground activity, not covered by the adventurous activity permit scheme that should use a belay or similar safety system such as cow's tails or a trolley system. Examples of what activities are included within this can be found in [FS120423 High Ropes](#).
- b. Temporary high ropes structures are:
- A high ropes construction erected for a single event or no longer than a week, whichever is longer.
- c. Permanent high ropes structures are:
- A high ropes construction not classed as temporary.

### Rule 9.79 Permanent High Ropes Activities

Permanent high ropes activities are defined in Rule 9.78 High Ropes Activities

- a. Construction and maintenance of permanent high ropes structures must follow the guidelines in AAIAC (Adventure Activities Industry Advisory Committee) – The UK Ropes Course Guide. This can be found at [here](#)
- b. Permanent high ropes structures must have a written operating manual which needs to be approved by a Technical Adviser. The minimum qualification of a Technical Adviser is Mountain Instructor Award (MIA) or a European Ropes Course Association (ERCA) qualified high ropes instructor qualified to rescue (or equivalent of higher).

Further details of what should be included within the operating manual and how to find a Technical Adviser can be found in [FS120423 High Ropes](#).

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### Rule 9.80 Temporary High Ropes Activities

Temporary high ropes activities are defined in Rule 9.78 High Ropes Activities

- a. Construction of temporary high ropes activities must follow the guidelines contained in [FS120423 High Ropes](#).
- b. Temporary high ropes activities must be constructed and operated either:
  - By the holder of a climbing permit (that includes selecting anchors and setting up belay systems), or a caving or mine exploration permit holder (not including a permit for caving or mine exploration – no vertical pitches). The permit holder may only operate to the limits of their existing permit (group size, supervision levels etc).

Or

- Using a setup agreed by a County Climbing Assessor or a European Ropes Course Association (ERCA) instructor qualified to rescue (or equivalent or higher), **and** which is:
  - Constructed by a competent person, **and**
  - has a written operating manual,both of which must be agreed by a County Climbing Assessor or a European Ropes Course Association (ERCA) instructor qualified to rescue (or equivalent or higher).

Further details of what should be included within the operating manual and how to find and check an ERCA instructor can be found in [FS120423 High Ropes](#).

### Rule 9.81 Fencing

All fencing activities must be carried out using the standards and controls laid down by British Fencing.

# **Chapter 10**

## **UNIFORM, BADGES AND EMBLEMS**

### **Chapter Contents**

- Rule 10.1 Protection of Uniforms
- Rule 10.2 Entitlement to Wear Uniform
- Rule 10.3 Safety Considerations
- Rule 10.4 Cultural Requirements and Religious Needs
- Rule 10.5 Beaver Scout Uniform
- Rule 10.6 Cub Scout Uniform
- Rule 10.7 Scout Uniform
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- Rule 10.9 Air Scout Uniform
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- Rule 10.14 Scout Network/Adult Member's Uniform
- Rule 10.15 Sea Scout Network/Adult Member's Uniform
- Rule 10.16 Air Scout Network/Adult Member's Uniform
- Rule 10.17 Marching bands
- Rule 10.18 The Kilt & Pleated Tartan Skirts
- Rule 10.19 Position of Badges on Uniform
- Rule 10.20 Awards and Decorations - Method of Wear
- Rule 10.21 Badges and Emblems - Method of Wear
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- Rule 10.25 Identifying Name Tapes
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- Rule 10.27 Identifying Group, Explorer Scout Unit and Scout Network Scarves
- Rule 10.28 Air Scout Identification Badge
- Rule 10.29 Royal Navy or Royal Air Force Recognition Scheme Badges
- Rule 10.30 *This rule is intentionally left blank*
- Rule 10.31 *This rule is intentionally left blank*
- Rule 10.32 The Duke of Edinburgh's Award Badges
- Rule 10.33 Occasional Badges Worn with Uniform

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# **UNIFORM, BADGES AND EMBLEMS**

Rule 10.34 The Union Flag Badge

Rule 10.35 Mourning

Rule 10.36 Adult Training Awards

Rule 10.37 The Scout Active Support Badge

Rule 10.38 Badges of Other Organisations

### **Rule 10.1 Protection of Uniforms**

- a. The Movement's uniforms are protected under the Chartered Associations (Protection of Names and Uniforms) Act 1926.
- b. It is unlawful for persons not entitled as Members of the Movement to wear them, except for the purposes of entertainment and then only provided that they are not brought into contempt.

### **Rule 10.2 Entitlement to Wear Uniform**

- a. The appropriate uniform, as described in the following Rules, may be worn by all Members of the Movement.

### **Rule 10.3 Safety Considerations**

- a. In the organisation of all Scouting activities priority is invariably given to considerations of safety in specifying what form of dress is to be worn.
- b. Weather conditions and other such considerations must be taken into account. The well-being of Members must take precedence over formality of dress.

### **Rule 10.4 Cultural Requirements and Religious Needs**

- a. When cultural requirements or religious needs require, members of recognised faith communities may wear appropriate clothing of a style and fashion in accordance with their beliefs as part of their Scout uniform.
- b. Knives may not be worn with uniform except for religious reasons.

### **Rule 10.5 Beaver Scout Uniform**

- a. Items of official uniform:
  - turquoise crew neck sweatshirt;
  - Group scarf;
  - maroon woggle or one of another colour that identifies the lodge or team.
- b. Items of official uniform for which there is a personal choice:
  - smart navy blue skirt.
- c. Optional items a Group may decide to have as part of its official uniform:
  - navy blue shorts;
  - grey fleece;
  - navy blue outer jacket;
  - navy blue baseball cap.
- d. Optional items for activity dress:



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### **UNIFORM, BADGES AND EMBLEMS**

- navy blue activity trousers;
- turquoise polo shirt.

#### **Rule 10.6 Cub Scout Uniform**

- a. Items of official uniform:
  - dark green crew neck sweatshirt;
  - Group scarf and identifying Six woggle.
- b. Items of official uniform for which there is a personal choice:
  - smart navy blue skirt.
- c. Optional items a Group may decide to have as part of its official uniform:
  - navy blue shorts;
  - grey fleece;
  - navy blue outer jacket;
  - navy blue baseball cap.
- d. Optional items for activity dress:
  - navy blue activity trousers;
  - dark green polo shirt.

#### **Rule 10.7 Scout Uniform**

- a. Items of official uniform:
  - teal green long sleeved shirt or blouse;
  - navy blue activity trousers;
  - smart navy blue skirt;
  - Group scarf and woggle;
  - leather Scout belt and buckle.
- b. Optional items a Group may decide to have as part of its official uniform:
  - navy blue shorts;
  - grey fleece;
  - navy blue outer jacket;
  - navy blue baseball cap.
- c. Optional items for activity dress:
  - teal green polo shirt;
  - navy blue sweatshirt.

#### **Rule 10.8 Sea Scout Uniform**

- a. Items of official uniform:
  - dark blue jersey;
  - light blue long sleeve shirt or blouse;
  - smart navy blue trousers;
  - smart navy blue skirt;

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### **UNIFORM, BADGES AND EMBLEMS**

- Group scarf and woggle;
  - leather Scout belt and buckle;
  - Seaman's Class 2 round cap with 'Sea Scout' tallyband.
- b. Optional items a Group may decide to have as part of its official uniform:
- navy blue shorts;
  - lanyard worn only with Bosun's call;
  - grey fleece;
  - navy blue outer jacket;
  - navy blue activity trousers.
- c. Optional items for activity dress:
- navy blue baseball cap;
  - navy blue sweatshirt.

#### **Rule 10.9 Air Scout Uniform**

- a. Items of official uniform:
- light blue long sleeve shirt or blouse;
  - smart navy blue trousers;
  - smart navy blue skirt;
  - Group scarf and woggle;
  - leather Scout belt and buckle;
  - Air Scout beret with cloth badge.
- b. Optional items a Group may decide to have as part of its official uniform:
- navy blue shorts;
  - grey fleece;
  - navy blue outer jacket;
  - navy blue activity trousers.
- c. Optional items for activity dress:
- navy blue baseball cap;
  - navy blue sweatshirt.

#### **Rule 10.10 Special Groups Uniform**

- a. Items of official uniform:
- as appropriate to Section.
- b. Optional items a Group may decide to have as part of its official uniform:
- as appropriate to Section.
- c. Items of official uniform for which there is a personal choice:
- as appropriate to Section.
- d. Optional items for activity dress:
- as appropriate to Section.

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### **Rule 10.11 Explorer Scout Uniform**

- a. Items of official uniform:
- beige long sleeve or short sleeve shirt or blouse;
  - Explorer Scout Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement);
  - navy blue activity trousers;
  - smart navy blue skirt;
  - Scout belt/Explorer Belt and buckle/Young Leader belt and buckle once achieved.
- b. Optional items a Explorer Scout Unit may decide to have as part of its official uniform:
- navy blue shorts;
  - grey fleece;
  - navy blue outer jacket;
  - navy blue baseball cap.
- c. Optional items for activity dress:
- beige polo shirt;
  - navy blue sweatshirt.

### **Rule 10.12 Explorer Sea Scout Uniform**

- a. Items of official uniform:
- light blue long sleeve shirt or blouse;
  - Explorer Scout Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie;
  - smart navy blue trousers;
  - smart navy blue skirt;
  - Scout belt/Explorer Belt and buckle/Young Leader belt and buckle once achieved;
  - Seaman's Class 2 round cap with 'Explorer Sea Scout' tallyband or peaked Officer's hat with white top and Sea Scout cap badge (each Explorer Scout Unit to wear the same headwear option)
- b. Optional items a Explorer Scout Unit may decide to have as part of its official uniform:
- navy blue shorts;
  - grey fleece;
  - navy blue outer jacket;
  - navy blue activity trousers;
  - lanyard worn only with Bosun's call.
- c. Optional items for activity dress:
- navy blue baseball hat;
  - navy blue sweatshirt.

### **Rule 10.13 Explorer Air Scout Uniform**

- a. Items of official uniform:

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- light blue long sleeve shirt or blouse;
  - Explorer Scout Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie;
  - smart navy blue trousers;
  - smart navy blue skirt;
  - Scout belt / Explorer Belt and buckle / Young Leader belt and buckle once achieved; Air Scout beret with cloth badge.
- b. Optional items a Explorer Scout Unit may decide to have as part of its official uniform:
- navy blue shorts;
  - grey fleece;
  - navy blue outer jacket;
  - navy blue activity trousers.
- c. Optional items for activity dress:
- navy blue baseball hat;
  - navy blue sweatshirt.

#### **Rule 10.14 Scout Network / Adult Member's Uniform**

- a. Items of official uniform:
- stone long sleeve or short sleeve shirt or blouse;
  - Group / Explorer Scout Unit / Scout Network / universal / Gilwell / Scout Active Support scarf (as entitled) and woggle or, on formal occasions, a blue tie;
  - Scout belt / Explorer Belt and buckle.
- b. Items of official uniform for which there is a personal choice:
- navy blue activity trousers;
  - smart navy blue trousers;
  - smart navy blue skirt.
- c. Optional items a Group / Explorer Scout Unit / Scout Network / Scout Active Support Unit may decide to have as part of its official adult uniform:
- navy blue shorts;
  - grey fleece;
  - navy blue outer jacket;
  - navy blue baseball cap.
- d. Optional items for activity dress:
- navy blue sweatshirt: (please note that this is no longer a current item of stock at Scout Shops)
  - stone polo shirt.

#### **Rule 10.15 Sea Scout Network / Adult Member's Uniform**

- a. Items of official uniform:
- light blue long sleeve shirt or blouse;

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- smart navy blue trousers;
  - smart navy blue skirt;
  - Group / Explorer Scout Unit / Scout Network / universal / Gilwell / Scout Active Support scarf (as entitled) and woggle or, blue tie on formal occasions;
  - Scout belt / Explorer Belt and buckle;
  - peaked Officer hat with white top and Sea Scout cap badge;
  - Naval pattern tricorne hat option for females holding uniformed appointments.
- b. Optional items a Group / Explorer Scout Unit / Scout Network / Scout Active Support Unit may decide to have as part of its official adult uniform:
- navy blue shorts;
  - navy blue activity trousers;
  - grey fleece;
  - navy blue outer jacket;
  - lanyard worn only with Bosun's call.
- c. Optional items for activity dress:
- navy blue sweatshirt;
  - navy blue baseball cap.

#### **Rule 10.16 Air Scout Network / Adult Member's Uniform**

- a. Items of official uniform:
- light blue long sleeve shirt or blouse;
  - smart navy blue trousers;
  - smart navy blue skirt;
  - Group / Explorer Scout Unit / Scout Network / universal / Gilwell / Scout Active Support scarf (as entitled) and woggle or, blue tie on formal occasions;
  - Scout belt / Explorer belt and buckle;
  - Air Scout beret with cloth badge.
- b. Optional items a Group / Explorer Scout Unit / Scout Network / Scout Active Support Unit may decide to have as part of its official Adult uniform:
- navy blue shorts;
  - navy blue activity trousers;
  - grey fleece;
  - navy blue outer jacket.
- c. Optional items for activity dress:
- navy blue sweatshirt;
  - navy blue baseball cap.

#### **Rule 10.17 Marching Bands <sup>SV</sup>**

- a. Uniform:
- i. Members of Scout Marching Bands have two options from which the Band as a whole may choose:

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### **UNIFORM, BADGES AND EMBLEMS**

- youth members may wear the official uniform shirt for their Section or the approved sweatshirt (for Cub Scouts and Beaver Scouts only). Adults wear the adult official uniform shirt;
  - or
  - all members, including adults, wear the official uniform shirt i.e. the Scout, Explorer Scout or the adult official uniform shirt.
- ii. Members wear the official uniform blue tie or the Group or other approved scarf and woggle;
- iii. Members wear the official uniform smart trousers or skirt. Younger members, for whom smaller sizes of the official uniform trousers or skirts may not be available, may wear trousers or skirts of similar colour and style to the official uniform smart garments.
- b. Badges:
- i. The Membership Badge and the appropriate County, District and Group name tape may be worn on the shirt selected by the band.
- ii. Individual badges earned, emblems and awards may also be worn on the uniform selected by the band.
- c. Additional options:
- i. Protective clothing for drummers;
- ii. Sashes, music pouches, white gloves, belts and socks as appropriate;
- iii. Berets with the arrowhead badge only, for competitions where the rules necessitate the wearing of headgear;
- iv. Lanyards are not permitted except as part of Sea Scout uniform.

#### **Rule 10.18 The Kilt & Pleated Tartan Skirts**

- a. Kilts and pleated tartan skirts may be worn as part of the appropriate uniform, subject to the following colour:
- in Scotland, male Members who are entitled to wear uniform may wear the tartan kilt of any tartan;
  - elsewhere, male Members who are entitled by descent to wear tartan may wear the kilt;
  - in Scotland, female Members who are entitled to wear uniform may wear a pleated tartan skirt of any tartan;
  - elsewhere, female Members who are entitled to wear tartan may wear a pleated tartan skirt;
  - outside Scotland, where Members are entitled to wear tartan, male holders of appointments may wear the kilt of their own or Scout tartan and female holders of appointments may wear a pleated tartan skirt of their own or Scout tartan;
  - in Northern Ireland, male Members who are entitled to wear uniform may wear the saffron kilt;
  - elsewhere, male Members who are entitled by descent to do so may wear the saffron kilt;
  - in Northern Ireland, female Members who are entitled to wear uniform may wear a saffron pleated skirt;
  - Elsewhere, female Members who are entitled by descent to wear saffron may wear a saffron pleated skirt;

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# **UNIFORM, BADGES AND EMBLEMS**

- Outside Northern Ireland, where Members are entitled to wear saffron, male holders of appointments may wear a saffron kilt and female holders of appointments may wear a pleated saffron skirt.
- b. The following items are correct wear with the tartan kilt: plain leather sporran, plain lovat green knee length socks and green garter tabs, black shoes, outer jacket tailored for wear with the kilt (optional).
- c. The following items are correct wear with the saffron kilt: plain leather sporran, plain knee length socks of a traditional colour (e.g. green, fawn or white), black or brown shoes, outer jacket tailored for wear with the kilt (optional).
- d. Where a Section is wearing saffron, the sock and shoe colours must be the same for the whole Section. This decision is to be taken by the Section Leader after consensus has been sought.

### **Rule 10.19 Position of Badges on Uniform**

- a. See the illustrations 'Positions of Badges on Uniform' at the end of in this chapter.

### **Rule 10.20 Awards and Decorations - Method of Wear**

- a. Scout awards and decorations (except the Silver Wolf, the Silver Acorn and its Bar, Award for Merit and its Bar, which are worn around the neck) and the emblems corresponding to them are worn immediately above the right breast.
- b. Awards and decorations are worn in the following order from the wearer's left to right: awards for gallantry, meritorious conduct, good service, the Chief Scout's Personal Award, Chief Scout's length of service awards.
- c. The Cornwell Scout Badge and its emblem are worn above this line of emblems.
- d. Only the highest award received for good service and its emblem and the highest award for long service may be worn.
- e. King's and Queen's medals, war medals, decorations and orders, and decorations conferred by foreign governments may be worn on Scout uniform on appropriate occasions. The ribbons of King's and Queen's medals, war medals, decorations and orders, and ribbons of decorations conferred by foreign governments may be worn on uniform above the left breast pocket.
- f. Ribbons of decorations conferred by foreign and Commonwealth Scout Associations are worn below the emblems of United Kingdom Scout Association decorations.
- g. The life-saving medals of the Order of St. John and the Royal Humane Society, together with their ribbons, may be worn with uniform.

### **Rule 10.21 Badges and Emblems - Method of Wear**

- a. Beaver Scouts, on entering the Cub Scout Pack, may continue to wear the Chief Scout's Bronze Award. The award must be removed when the Cub Scout gains their Chief Scout's Silver Award. It is to be worn on the right breast (as illustrated in *Positions of Badges on Uniform*).
- b. *This rule is intentionally left blank*
- c. *This rule is intentionally left blank*
- d. A Cub Scout, on entering the Scout Troop, may continue to wear their Chief Scout's Silver Award.
- e. *This rule is intentionally left blank*

## **Chapter 10**

### **UNIFORM, BADGES AND EMBLEMS**

- f. *This rule is intentionally left blank*
- g. *This rule is intentionally left blank*
- h. A Scout on entering an Explorer Scout Unit may continue to wear the Chief Scout's Gold Award. The award must be removed when the Scout gains the Chief Scout's Platinum Award.
- i. *This rule is intentionally left blank*
- j. *This rule is intentionally left blank*
- k. *This rule is intentionally left blank*
- l. An Explorer Scout on entering the Scout Network may continue to wear the Chief Scout's Platinum or Diamond Award or Queen's Scout Award. The Award will be removed when the next Award is gained.
- m. *This rule is intentionally left blank*
- n. *This rule is intentionally left blank*
- o. Cub Scouts, Scouts and Explorer Scouts may also wear the current Joining In / Participation and Moving On Awards.
- p. The Queen's Scout Award / Queen's Guide Award Badge, Explorer Belt Badge, Scouts of the World Award, Scout Wings Award and Young Leader Service Award may be worn on uniform by adults so entitled.
- q. A metal version of the Queen's Scout Award cloth badge is available for wear when out of uniform by those who have gained the award.

#### **Rule 10.22 Badges and Awards - Supply**

- a. Badges and awards must be obtained through County Badge Secretaries; District Badge Secretaries or Scout Store.
- b. The exception to (a) above is the initial Queen's Scout Award, the Explorer Belt badge, the Scouts of the World Award, Good Service awards, Length of Service awards as well as Meritorious Conduct and Gallantry awards which are only available from Headquarters. Replacements are available from Scout Store.

#### **Rule 10.23 The World Membership Badge**

- a. The World Membership Badge is the symbol of Membership of World Scouting and of The Scout Association as a part of World Scouting.
- b. It is the property of the World Scout Bureau and it may only be used or worn as permitted in these Rules.
- c. A metal form of the World Membership Badge is available for Members of the Movement to wear with ordinary clothes.

#### **Rule 10.24 The Scout Association Arrowhead Badge**

- a. The Arrowhead Badge is the symbol of The Scout Association and is part of the Association's Armorial Bearings.
- b. The Arrowhead Badge may be worn on activity or special garments.



## **Chapter 10**

# **UNIFORM, BADGES AND EMBLEMS**

### **Rule 10.25 Identifying Name Tapes**

- a. The name of the Group, Explorer Scout Unit, Scout Network or Scout Active Support Unit may appear in red, green, blue, white or yellow lettering on a single tape no more than 12mm deep on a green background.
- b. The name of Sea and Air Scout Groups may appear in the same colours, but on a dark blue background.

### **Rule 10.26 Identifying Group, District and County Badges <sup>SV</sup>**

- a. Group, Unit or Network badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Commissioner to whom a drawing or specimen of the design must be submitted.
- b. District and County badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Commissioner to whom a drawing or specimen of the design must be submitted.

A manufactured example of all District and County badges should be submitted subsequently to Headquarters.

- c. A combined District and County badge bearing distinctive identifying emblems and/or lettering and of any size, rectangular in shape up to 50mm deep by 76mm wide may be worn after approval by the County Commissioner to whom a drawing or specimen of the design must be submitted. The District section will be on the left side of the badge, and the District and County sections are to be equal in width.

A manufactured example of all District and County badges should be submitted subsequently to Headquarters

- d. Sponsored Scout Groups may wear, as a Group badge, an appropriate badge produced by organisations approved as Sponsoring Organisations by Headquarters. The decision whether to wear such a Group badge is the responsibility of the Group Scout Leader in consultation with the Group Scouters' Meeting and the Sponsoring Authority. Approval as in Rule 10.26 (a) applies

### **Rule 10.27 Identifying Group, Explorer Scout Unit and Scout Network Scarves**

- a. Scarves worn by Members of a Scout Group as part of the appropriate uniform must all be of the same colour(s).
- b. The colour(s) are chosen by the Group Scouters' Meeting, subject to the approval of the District Commissioner and the District Executive Committee.
- c. Groups in the same District should wear scarves of different colours if this is possible.
- d. Explorer Scout Unit scarves may be chosen by the Explorer Scout Unit subject to the approval of the District Commissioner and the District Executive Committee.
- e. District Scout Network scarves may be chosen by the Scout Network members with the approval of the District Commissioner and the District Executive Committee.

### **Rule 10.28 Identification Badges**

- a. An Air Scout identification badge may be worn by any Member of an Air Scout Group.
- b. Explorer Scout Members, Scout Network Members or Leaders associated with an Air Scout Group may also wear the badge.

## **Chapter 10**

# **UNIFORM, BADGES AND EMBLEMS**

### **Rule 10.29 Royal Navy or Royal Air Force Recognition Scheme Badges**

- a. Scouts, Explorer Scouts, Scout Network Members and Leaders in or associated with a Group, Explorer Scout Unit or Scout Network which is recognised by the Royal Navy or Royal Air Force may wear the appropriate R.N. or R.A.F. Recognition Badge.

**Rule 10.30** *This rule is intentionally left blank*

**Rule 10.31** *This rule is intentionally left blank*

### **Rule 10.32 The Duke of Edinburgh's Award Badges**

- a. Cloth badges of The Duke of Edinburgh's Award are worn on uniform by members who are entitled to wear them.
- b. Only the badge of the highest Award gained may be worn.
- c. In the case of the Gold Award only, the badge may be worn on uniform by adults so entitled.

### **Rule 10.33 Occasional Badges Worn with Uniform**

- a. Occasional badges in respect of national programmes, activities or events may be worn as directed and for such periods as decided by Headquarters.
- b. Occasional badges for wear by Members of a Group, a District or County in connection with a special gathering, camp, event or anniversary must be approved by the County Commissioner to whom a drawing or specimen of the design must be submitted.
- c. Such badges must not be worn after a period of three months from the date of the conclusion of the occasion unless exceptionally authorised by the County Commissioner in respect of special circumstances for a further period not exceeding nine months.

### **Rule 10.34 The Union Flag Badge**

- a. The Union Flag badge may be worn on uniform when going overseas on a Scouting activity and indefinitely on return.

### **Rule 10.35 Mourning**

- a. A black crepe band 50mm wide may be worn on the left arm above the elbow to denote mourning.

### **Rule 10.36 Adult Training Awards**

- a. On completion of the *Getting Started* modules, uniformed adults may wear the Gilwell Turks Head woggle.
- b. For occasions when uniform is not worn, uniformed adults may wear a metal pin badge depicting the Gilwell log and axe.
- c. On completion of the *Getting Started* modules non-uniformed adults may wear a metal pin badge depicting the Gilwell log and axe.
- d. The Award for completion of training for Leaders, Managers and Supporters is the Wood Badge.
- e. Leaders holding the Wood Badge may wear the Gilwell Scarf and woggle.

## **Chapter 10**

### **UNIFORM, BADGES AND EMBLEMS**

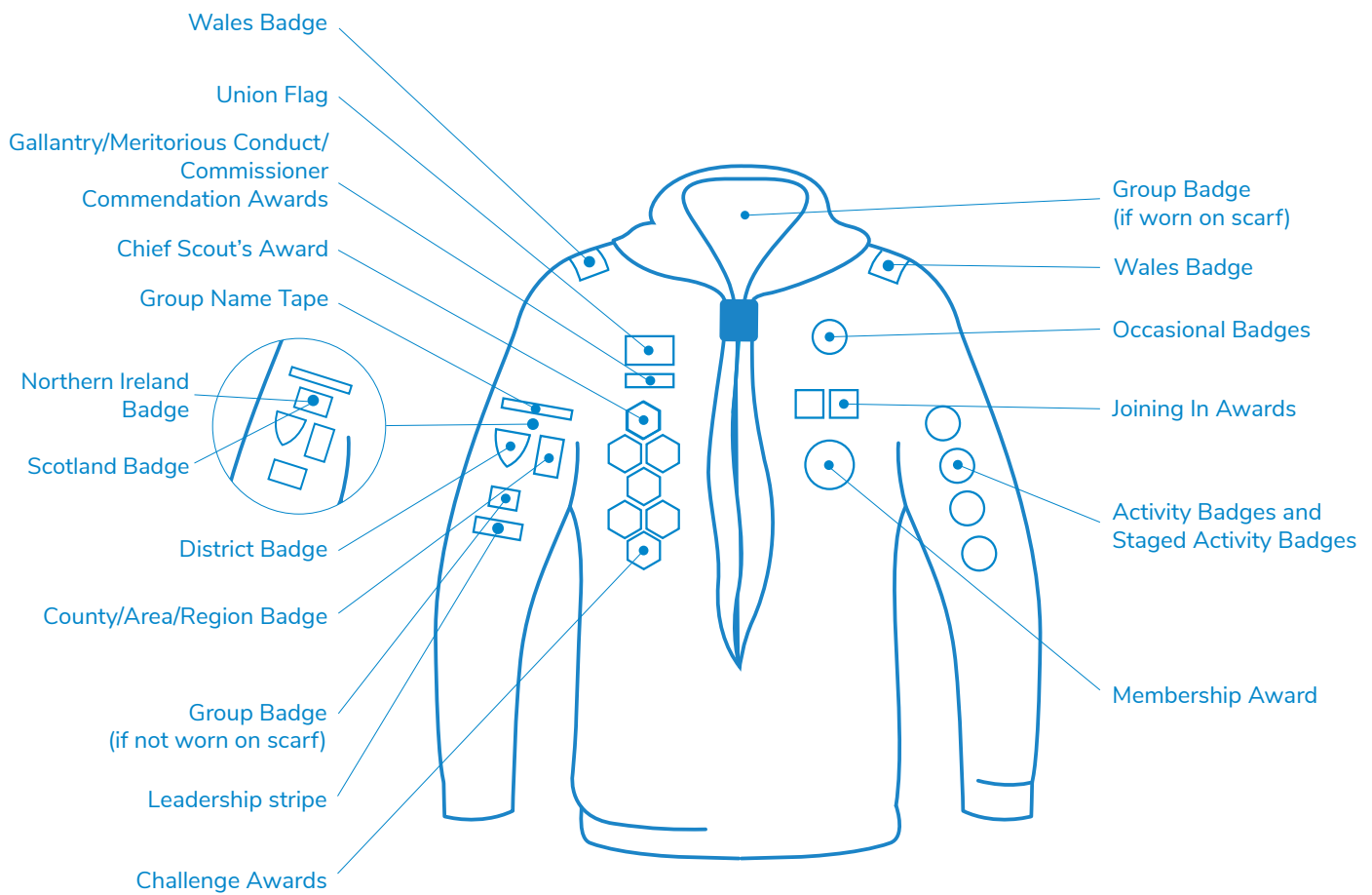
#### **Rule 10.37 The Scout Active Support Badge**

- a. The Scout Active Support Badge is an optional item to be worn on the adult uniform.
- b. For occasions when uniform is not worn, members may wear a metal Scout Active Support pin badge.

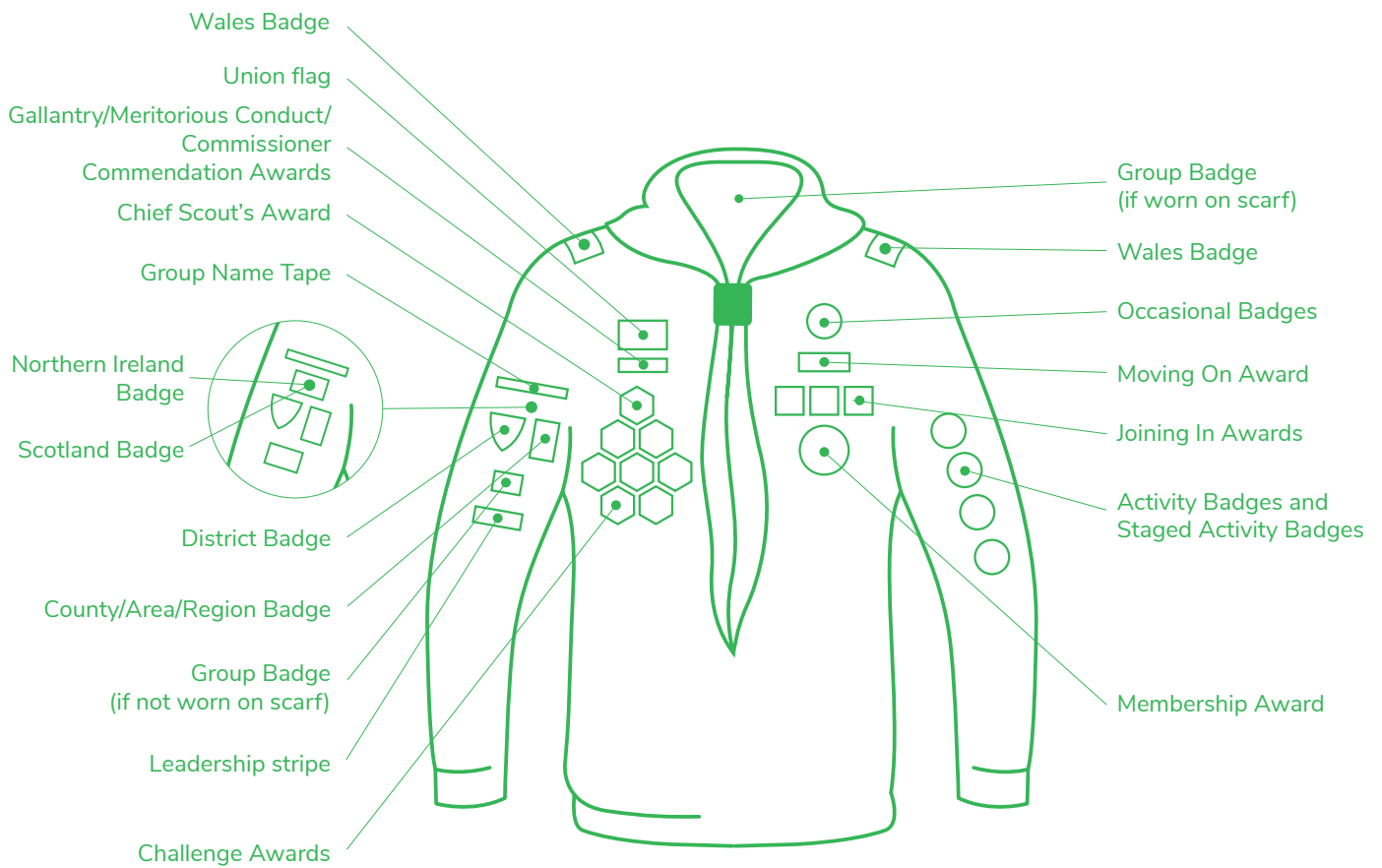
#### **Rule 10.38 Badges of Other Organisations**

- a. Unless specifically mentioned elsewhere in the Rules of the Association, badges of other organisations are not worn with uniform.
- b. Explorer Scouts, Members of Scout Network and adult members who have gained the Queen's Guide Award may wear the badge on their uniform.
- c. Scouts, Explorer Scouts, Scout Network Members and adult Members may wear with uniform the approved proficiency badges of a number of organisations involved with First Aid and the Saving of Life.
- d. *This rule is intentionally left blank.*
- e. Scouts, Explorer Scouts, Scout Network Members and adult Members who hold approved First Aid or Life Saving qualifications for which there is no cloth badge may wear The Scout Association badge(s) as appropriate.
- f. *This rule is intentionally left blank.*

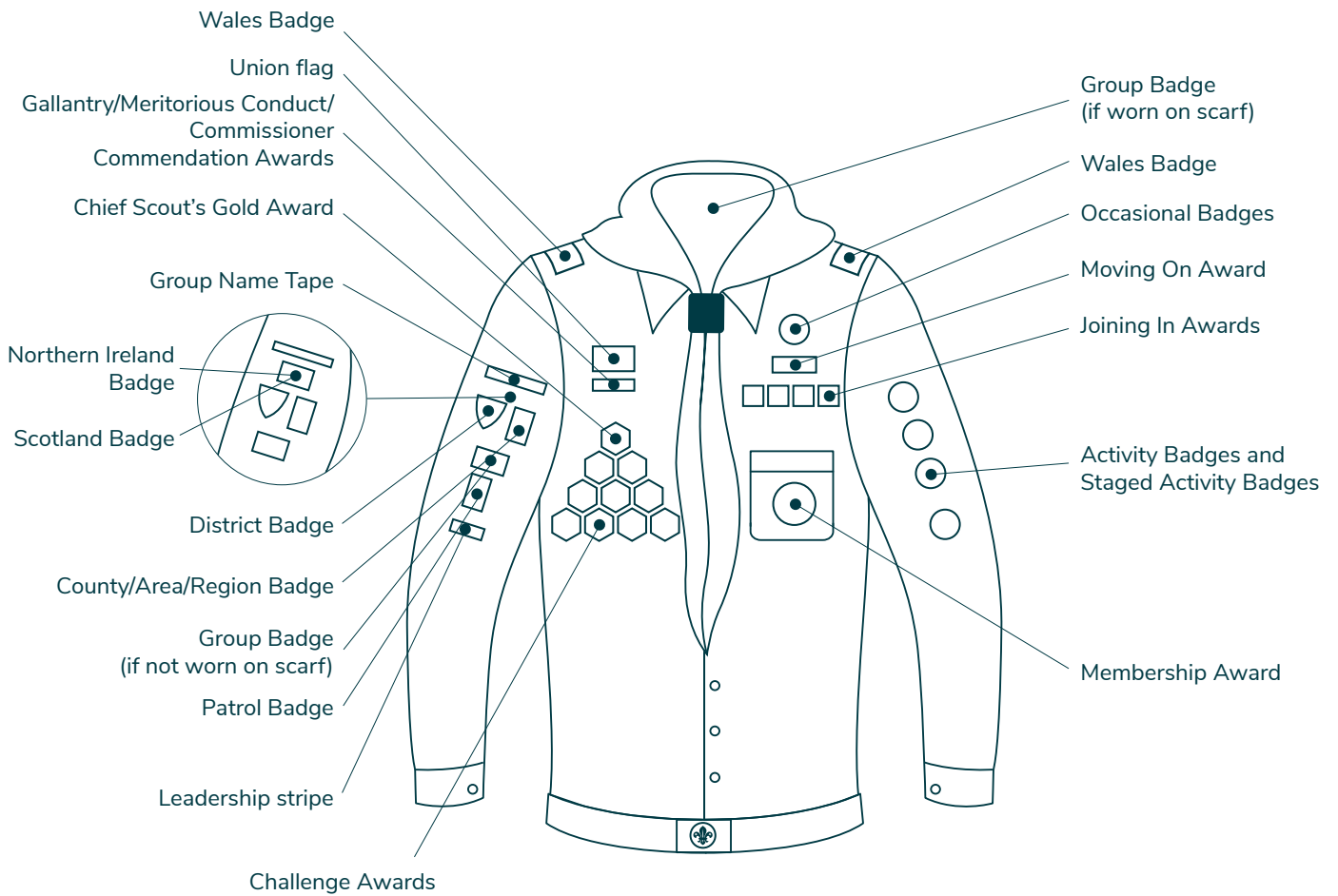
# Beaver Scout uniform



# Cub Scout uniform

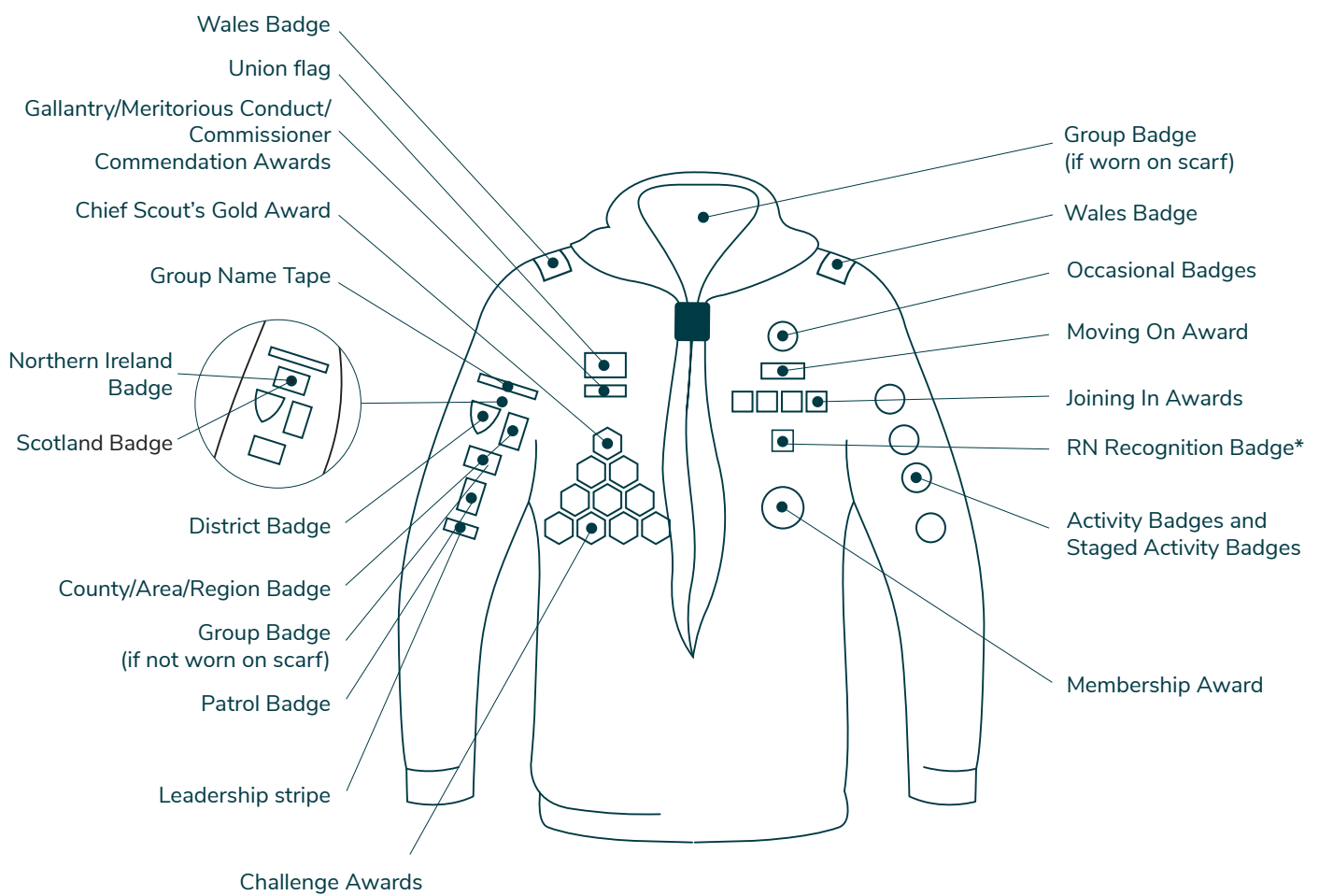


# Scout uniform



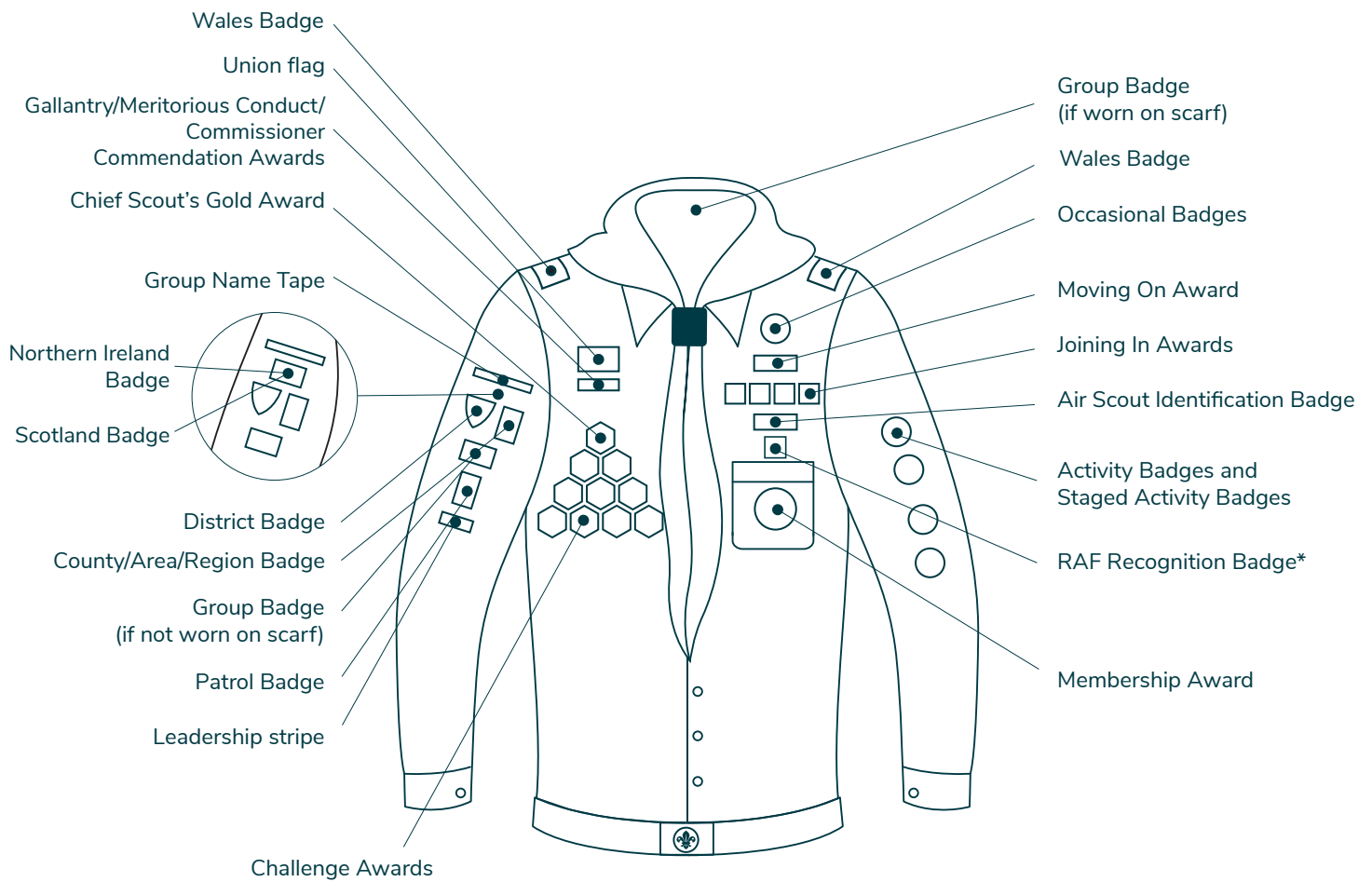
# Scout jumper (sea)

\*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge



# Scout uniform (air)

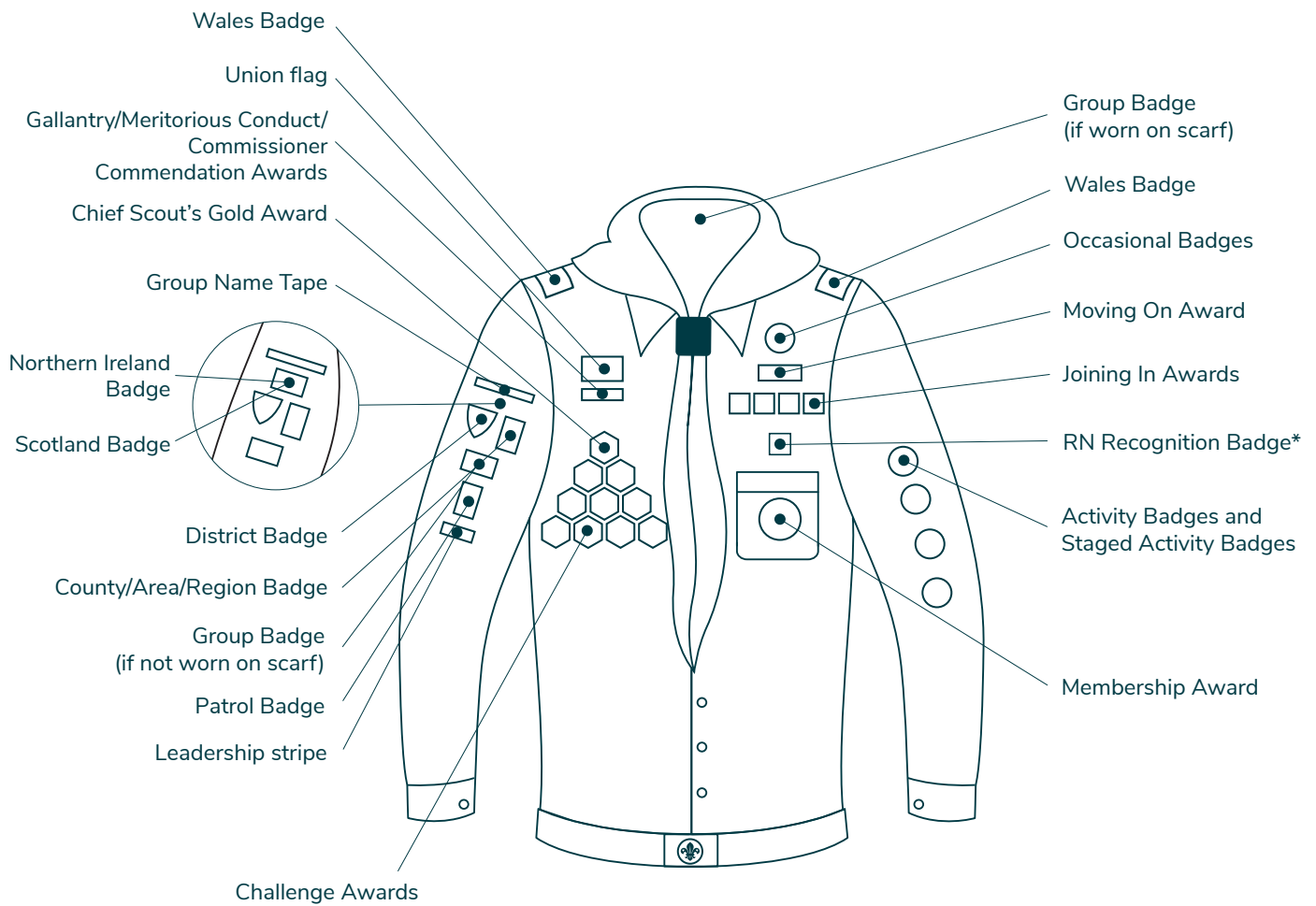
\*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.



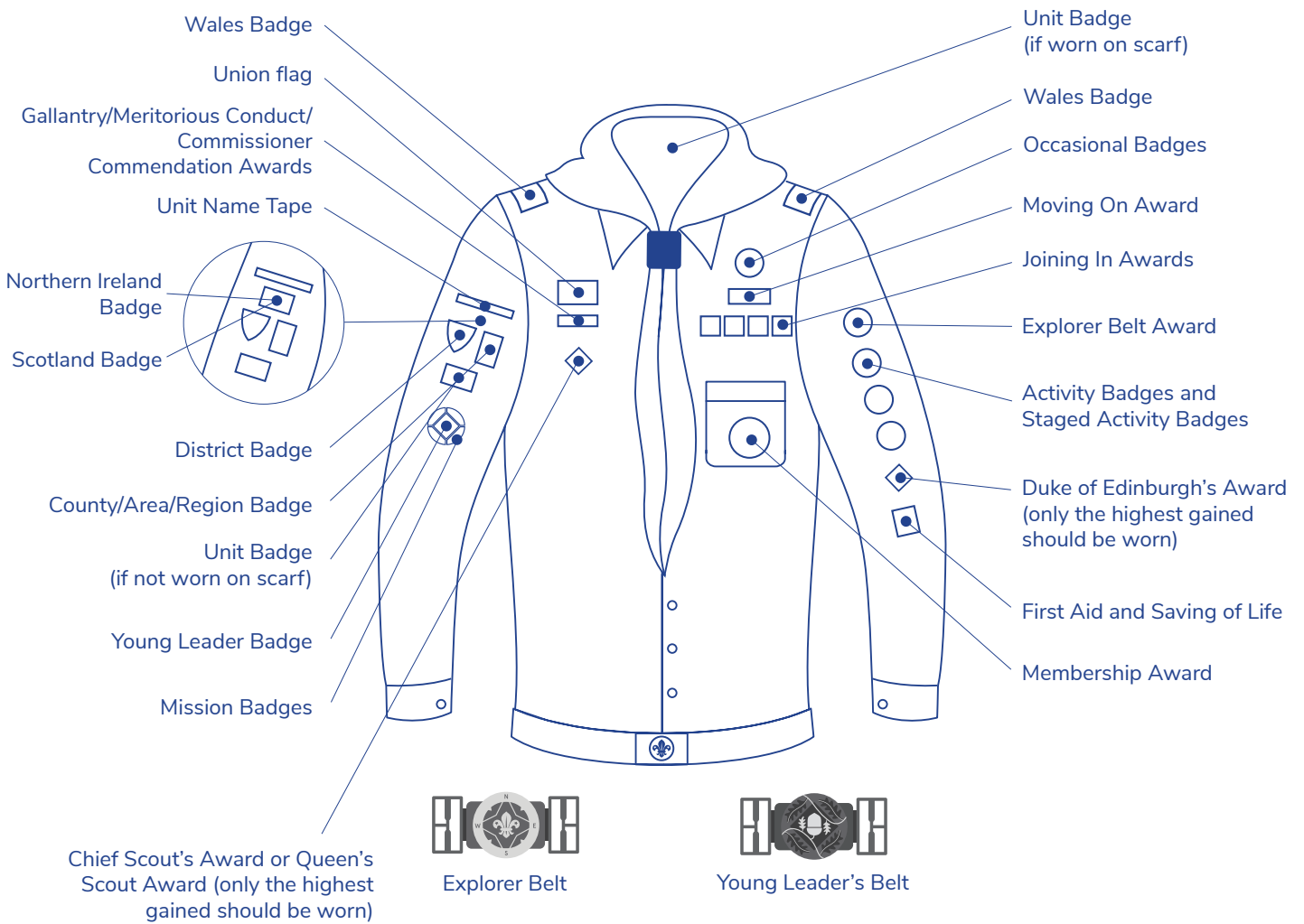


# Scout uniform (sea)

\*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge

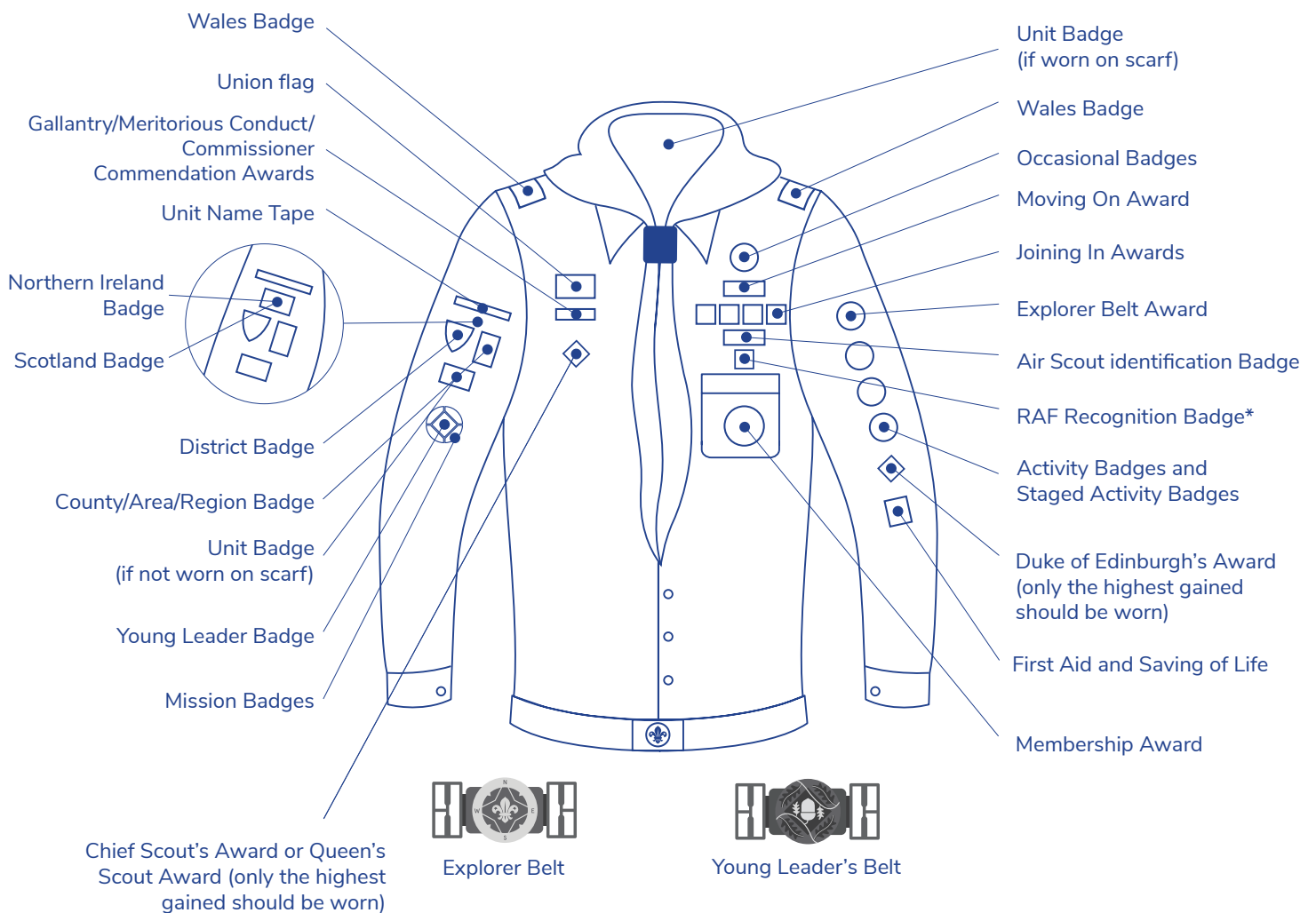


# Explorer Scout uniform



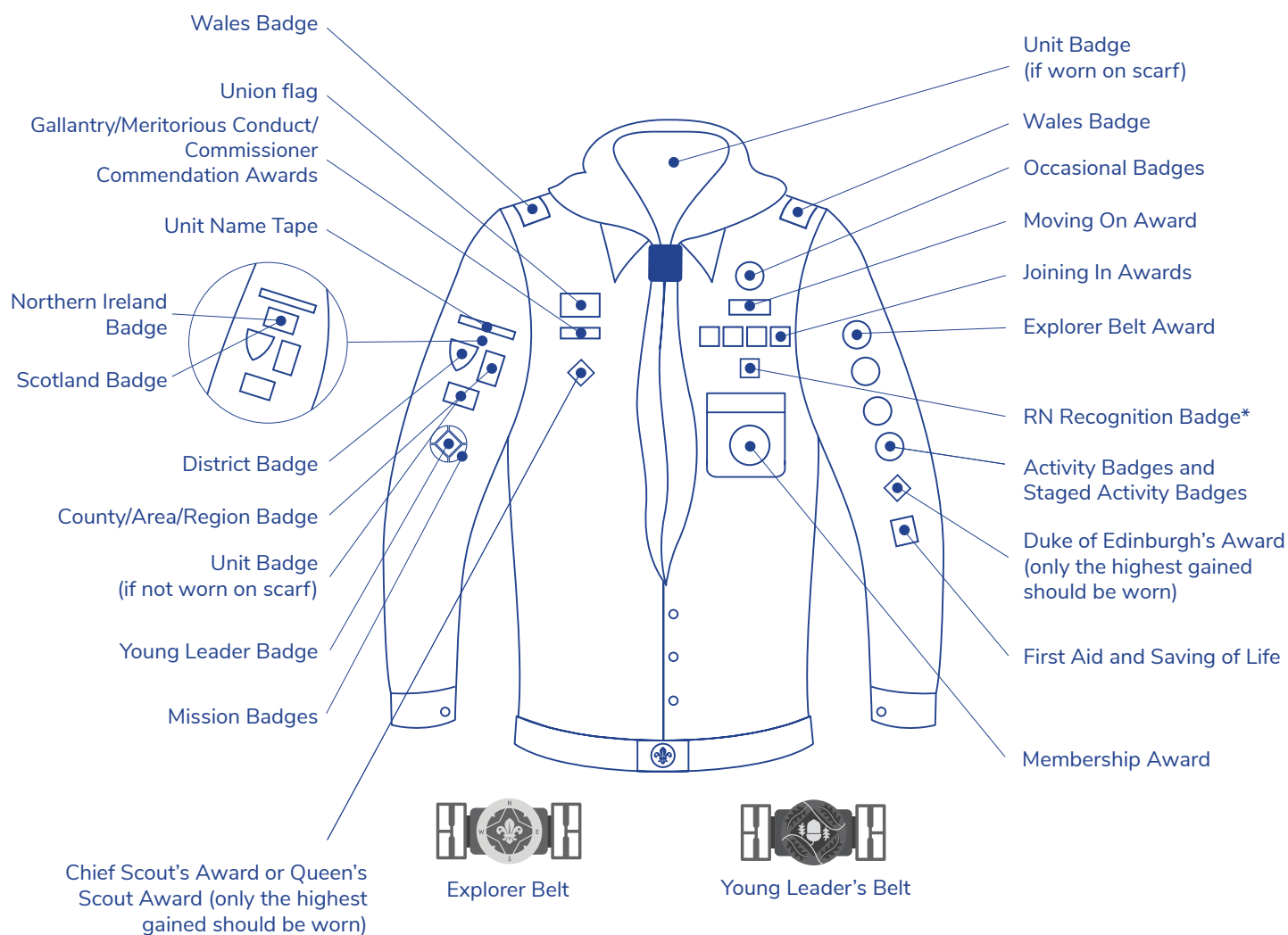
# Explorer Scout uniform (air)

\*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.

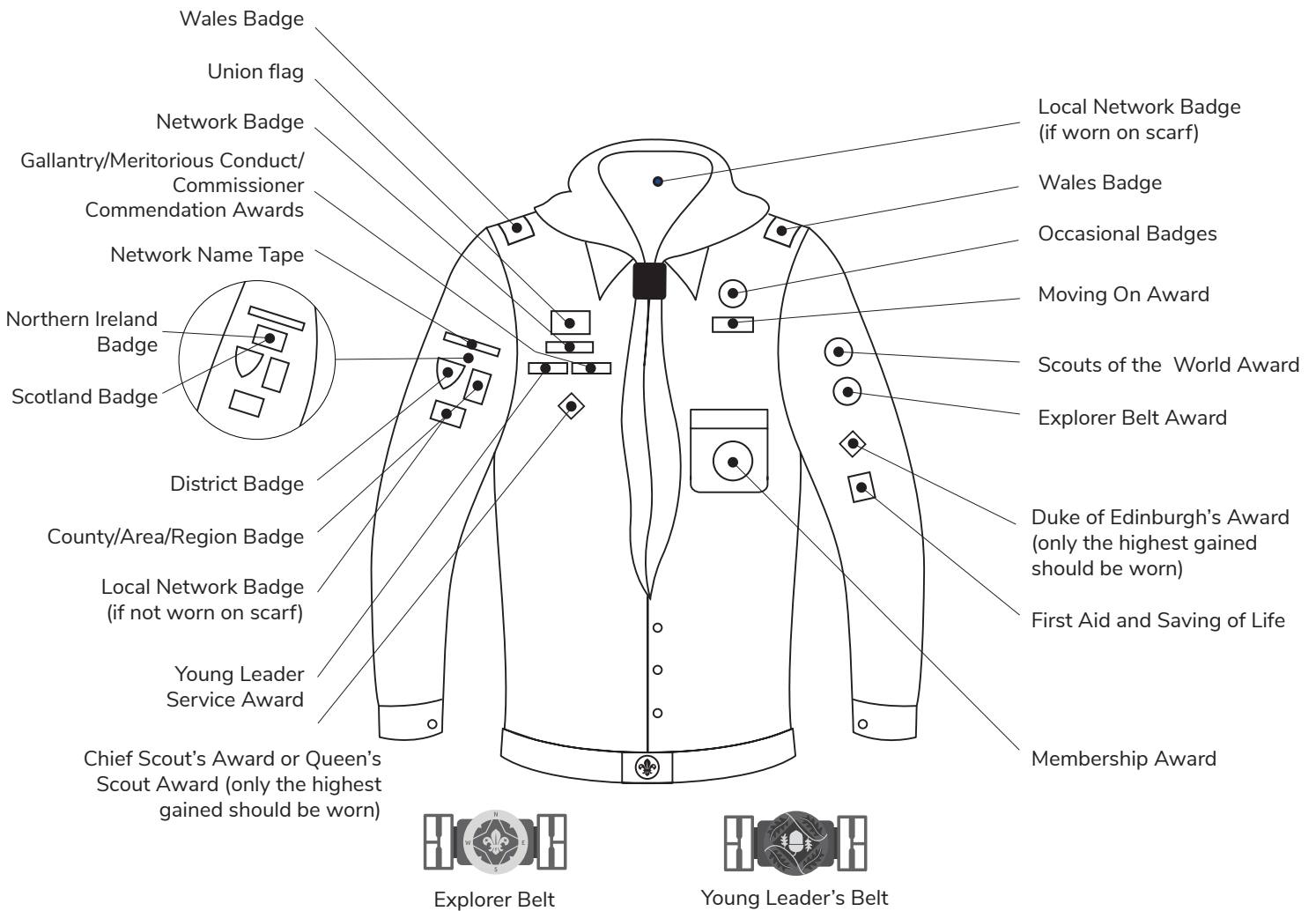


# Explorer Scout uniform (sea)

\*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge

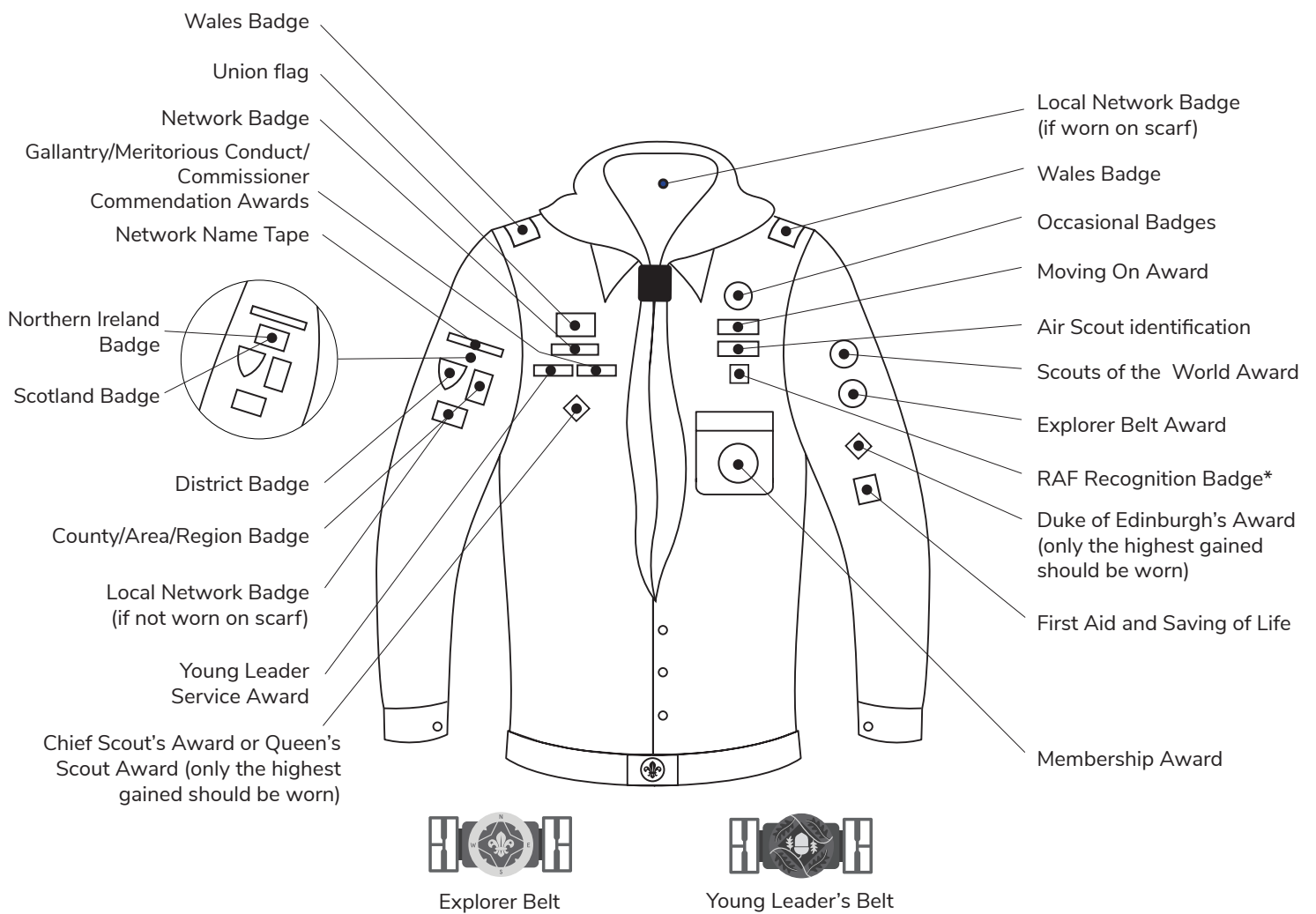


# Scout Network uniform



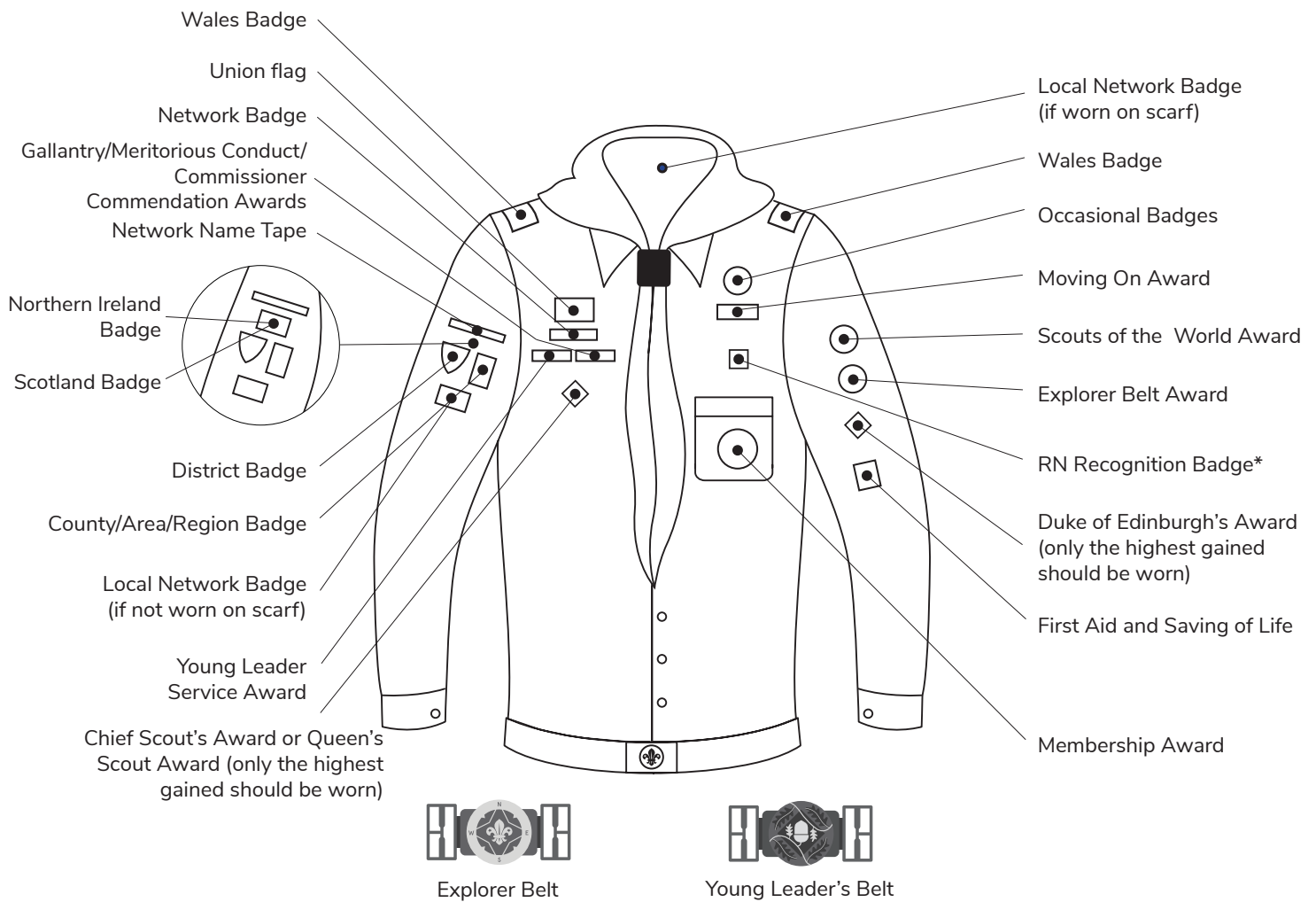
# Scout Network uniform (air)

\*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.

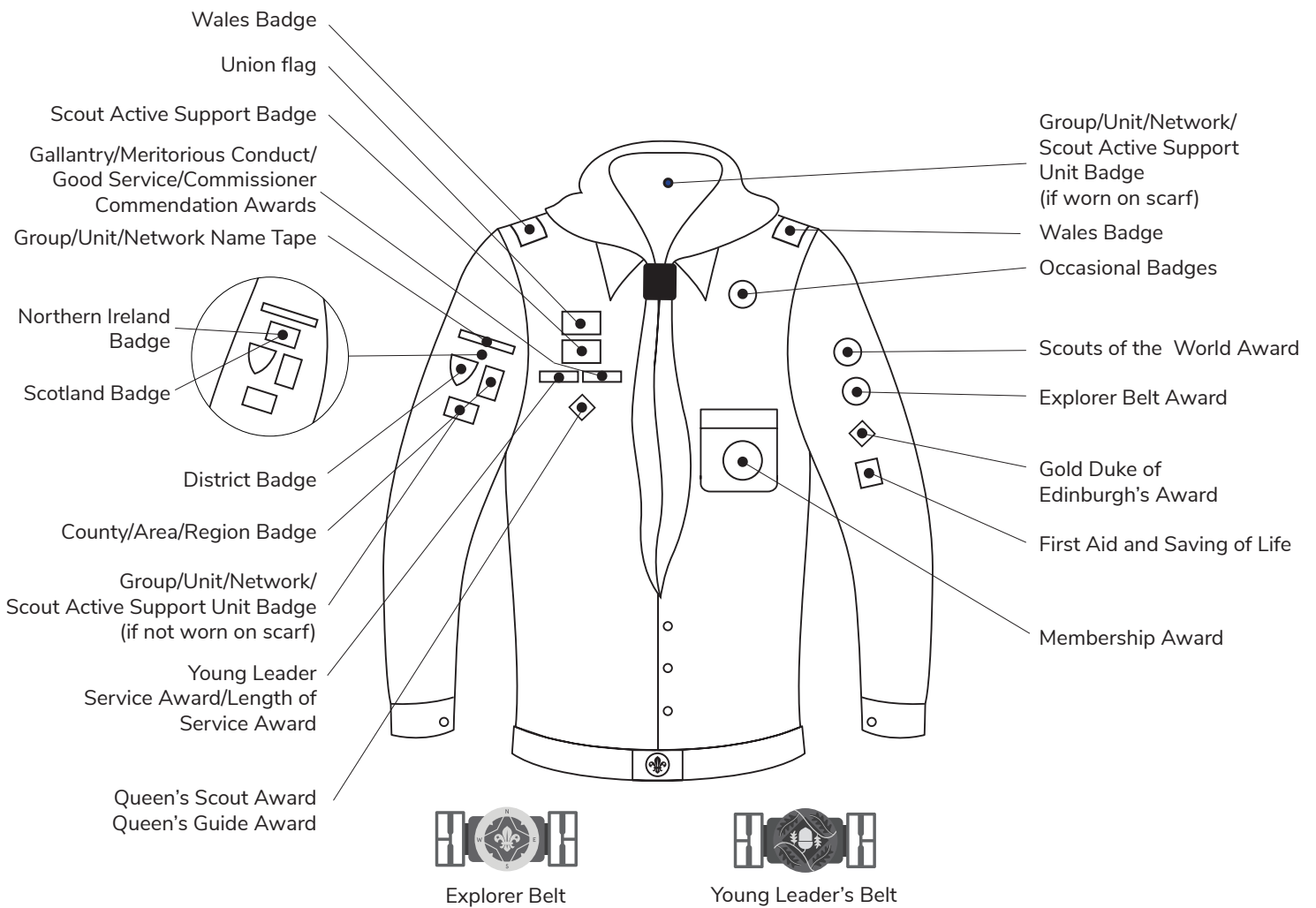


# Scout Network uniform (sea)

\*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge



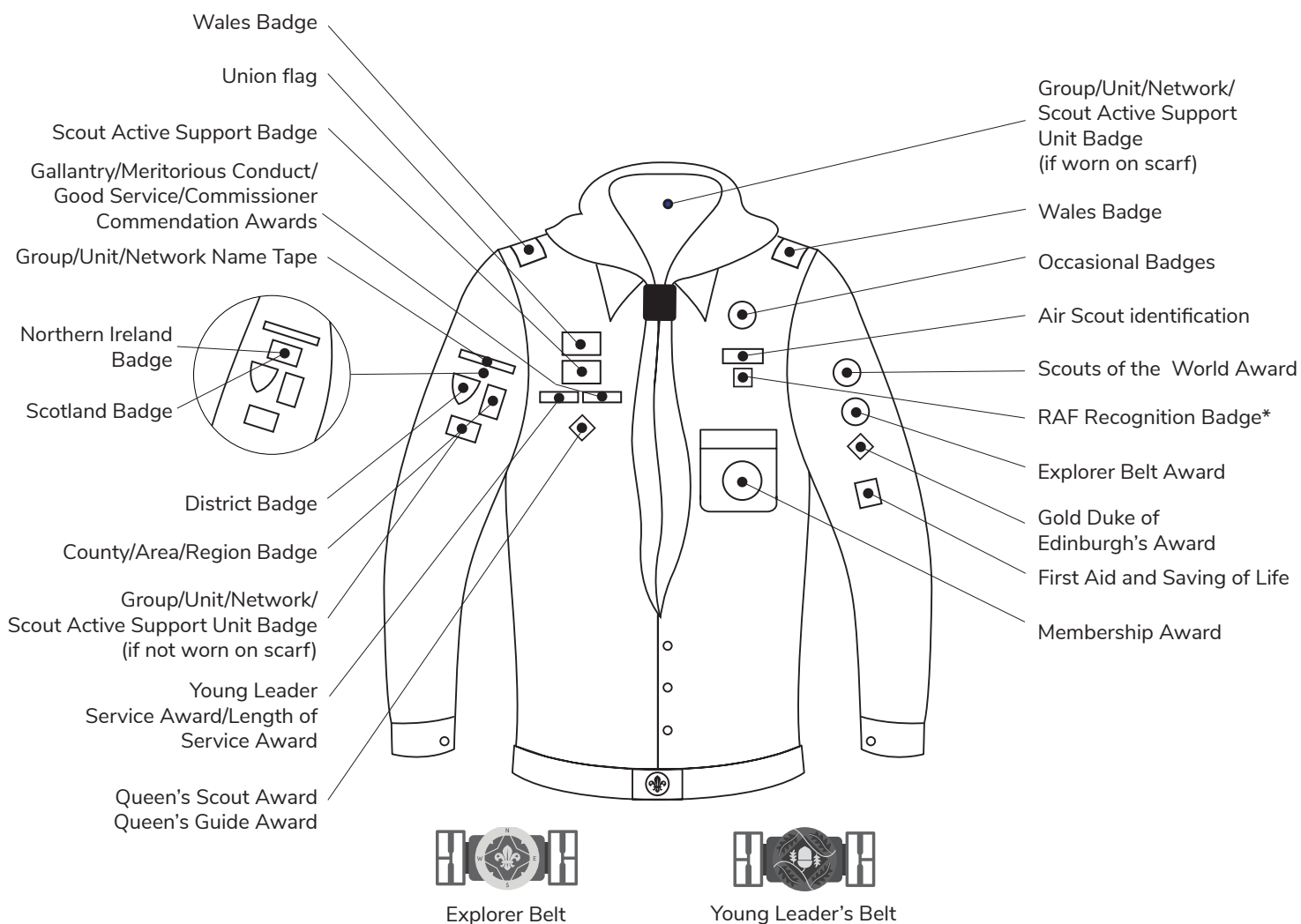
# Adult uniform





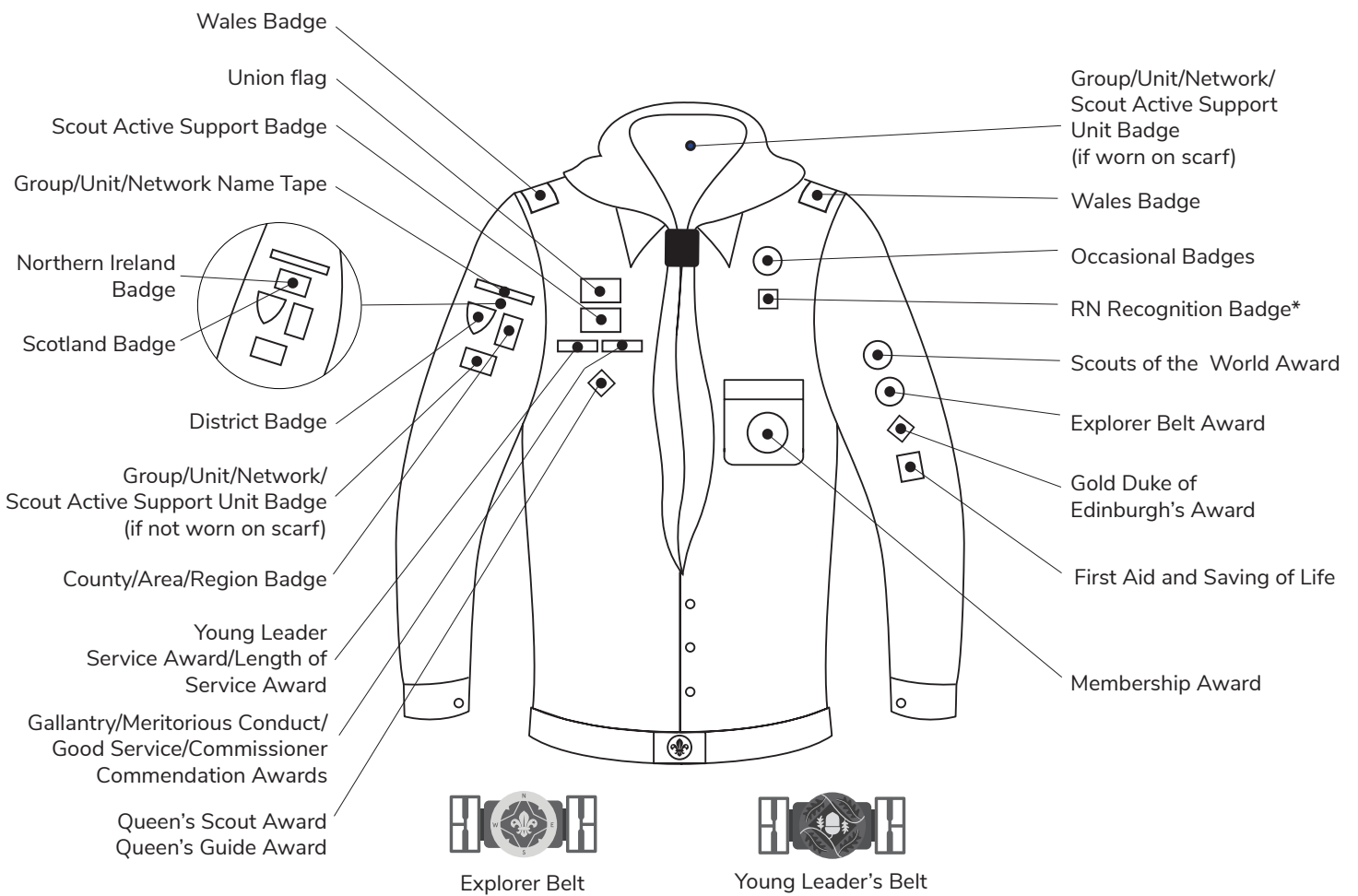
# Adult uniform (air)

\*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.



# Adult uniform (sea)

\*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge.



# **Chapter 11**

## **AWARDS AND RECOGNITION OF SERVICE**

### **Chapter Contents**

- Rule 11.1 Award Nominations and Recognition of Service
- Rule 11.2 The Cornwell Scout Badge
- Rule 11.3 Awards for Gallantry
- Rule 11.4 Awards for Meritorious Conduct
- Rule 11.5 Awards for Good Service
- Rule 11.6 Chief Scout's Personal Award
- Rule 11.7 Commissioner's Commendation Award
- Rule 11.8 Chief Scout's Length of Service Awards
- Rule 11.9 Emblems and Certificates of Awards
- Rule 11.10 Thanks Badge
- Rule 11.11 *This rule is intentionally left blank*
- Rule 11.12 Method of Wear

### **Rule 11.1 Award Nominations and Recognition of Service**

- a. Nominations for Scout Good Service awards as well as Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scouts Personal Award can be initiated by any member. Nominations must be approved and supported by the relevant Commissioner, before being processed.
- b. Nomination forms can be found at [www.scouts.org.uk/awards](http://www.scouts.org.uk/awards). Completed Good Service (Chief Scouts Commendation for Good Service, Award for Merit, Bar to the Award for Merit and Silver Acorn) nomination forms should be submitted to the relevant Commissioner for approval and then the HQ Awards Team should be notified by the relevant Commissioner of the award decisions using the [Good Service Award Completion Form](#). Completed Good Service (Bar to the Silver Acorn & Silver Wolf) nomination forms as well as completed Meritorious Conduct, Gallantry, Cornwell Scout Badge & Chief Scouts Personal Award nomination forms should be submitted by email to [awards@scouts.org.uk](mailto:awards@scouts.org.uk) for approval by the National Awards Advisory Group.
- c. Before completing an Nomination Form, individuals are advised to consult the relevant guidance notes, at [www.scouts.org.uk/awards](http://www.scouts.org.uk/awards)

### **Rule 11.2 The Cornwell Scout Badge**

- a. The Cornwell Scout Badge is awarded in respect of pre-eminently high character and devotion to duty, together with great courage and endurance.
- b. It is restricted to members under the age of 25.
- c. Both the bronze badge and the cloth emblem of the same design may be worn.

### **Rule 11.3 Awards for Gallantry**

- a. Awards for gallantry are for acts which would normally include an element of personal risk.

# **Chapter 11**

## **AWARDS AND RECOGNITION OF SERVICE**

- b. Awards for gallantry are made by the Chief Scout, who is advised by the National Awards Advisory Group, to Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, Scout Network Members, adult Members and Associate Members as determined by the Appointment Process Table 2: Appointments in POR and to Occasional and other Helpers.
- c. The Gilt Cross, with a blue and red vertically patterned ribbon and emblems or brooches corresponding to them, is awarded for gallantry in circumstances of moderate risk.
- d. The Silver Cross, with a blue ribbon and emblems or brooches corresponding to them, is awarded for gallantry in circumstances of considerable risk.
- e. The Bronze Cross, with a red ribbon and emblems or brooches corresponding to them, is the highest award of the Association for gallantry, granted for special heroism or action in the face of extraordinary risk.
- f. A Bar may be awarded to the holder of any gallantry Cross for further acts of gallantry in circumstances of similar risk.

### **Rule 11.4 Awards for Meritorious Conduct**

- a. Awards for meritorious conduct are made by the Chief Scout, who is advised by the National Awards Advisory Group, to Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, Scout Network Members, adult Members and Associate Members as determined by the Appointment Process Table 2: Appointments in POR and to Occasional and other Helpers.
- b. Awards are made for conduct involving a high degree of courage, endurance, initiative or devotion to duty, often under suffering, without necessarily involving any element of risk.
- c. A Chief Scout's Commendation for Meritorious Conduct medal, on a green ribbon with a blue vertical stripe and emblems or brooches corresponding to them, is awarded for meritorious conduct of a high standard.
- d. The Medal of Meritorious Conduct, on a green ribbon with a red vertical stripe and emblems or brooches corresponding to them, is awarded for meritorious conduct of an exceptionally high standard.
- e. A Bar may be awarded to the holder of a Medal of Meritorious Conduct for further acts of comparable outstanding conduct.

### **Rule 11.5 Awards for Good Service**

- a. Awards for good service are made by the Chief Scout, who is advised by the National Awards Advisory Group, to adult Members or Associate Members as determined by the Appointment Process Table 2: Appointments in POR and, exceptionally, to others who have given valuable service to Scouting over a considerable period.
- b. *This rule is intentionally left blank*
- c. *This rule is intentionally left blank*
- d. A Chief Scout's Commendation for Good Service, with a white and yellow knot cloth emblem and a brooch of similar design, is awarded for good service while holding adult roles for a period of not less than five years.
- e. The Award for Merit, formerly the Medal of Merit, worn with a green neck ribbon and emblems or brooches with a green knot, would normally be awarded after a period of not less than 12 years, but exceptionally after 10 years of outstanding service while holding adult roles.

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### **AWARDS AND RECOGNITION OF SERVICE**

- f. The Bar to the Award for Merit, formerly the Bar to the Medal for Merit, worn with a green neck ribbon with a vertical yellow stripe and emblems or brooches with a green knot and yellow fleur-de-lys, may be awarded for further outstanding service while holding adult roles.
- g. The Silver Acorn, worn on an orange ribbon around the neck, and emblems or brooches with an orange knot is awarded for specially distinguished service while holding adult roles for a period of not less than twenty years.
- h. A Bar to the Silver Acorn, denoted by the substitution of an orange ribbon with a green stripe, and emblems or brooches with an orange knot and green fleur-de-lys may be awarded for further distinguished service while holding adult roles.
- i. The Silver Wolf, worn on a green and yellow ribbon around the neck, and emblems or brooches with a yellow and green knot is the unrestricted gift of the Chief Scout, awarded for service of the most exceptional nature while holding adult roles.

#### **Rule 11.6 Chief Scout's Personal Award**

The Chief Scout's Personal Award, with a green arrowhead badge superimposed on a gold circular background on a dark green cloth emblem or brooch, is awarded by the Chief Scout, in consultation with the National Awards Advisory Group to recognise achievement not covered by the criteria for any other awards. It may be accompanied, where appropriate, with a suitable commemorative item.

#### **Rule 11.7 Commissioner's Commendation Award**

- a. The Commissioner's Commendation Award is indicated on a cloth emblem or brooch with a purple knot. The award can be issued to adults or youth Members, Members or Associate Members or non-members and supporters by the UK Chief Commissioner, Chief Commissioners, UK Commissioners, International, Regional and County/Area/Island/Region (Scotland) Commissioners and District Commissioners at their discretion. There are no set criteria for this award.
- b. The award is restricted and can only be purchased from the Scout Store by the UK Chief Commissioner, Chief Commissioners, UK Commissioners, International, Regional and County/Area/Island/Region (Scotland) Commissioners, District Commissioners or Badge Secretaries.
- c. The award can be issued locally at any time and does not affect any applications for Good Service or other National awards.

#### **Rule 11.8 Chief Scout's Length of Service Awards**

- a. Service in the Association is recognised by the Chief Scout's Length of Service Award at 5, 10, 15, 20, 25, 30, 40, 50, 60 and 70 year Intervals. A certificate and either a cloth emblem or brooch with a white knot and corresponding green number is available to all Members and Associate Members of the Association as determined by the Appointment Process Table 2: Appointments in POR.
- b. Qualifying service for the above awards need not be continuous.
- c. Any service given while holding an adult appointment whilst a member of the UK Scout Association counts towards service. This does not cover service whilst in a youth role such as Scout Network. However, if a qualifying adult appointment was held concurrently, that service would count.

## **Chapter 11**

### **AWARDS AND RECOGNITION OF SERVICE**

- d. Overseas service with another Scout Association does not count towards service. However, active service whilst part of British Scouting Overseas or Branches is recognised.

#### **Rule 11.9 Emblems and Certificates of Awards**

- a. When the insignia of a Scout award is not worn with uniform, it is represented by a brooch with the same design as the cloth emblem.
- b. The award of a Bar to a Good Service Award is indicated on the emblem or brooch by the arrowhead brooch superimposed over the centre of the knot design.
- c. The arrowhead is green for the Bar to the Silver Acorn and gold for the Bar to the Award for Merit.
- d. All awards are accompanied by a certificate.

#### **Rule 11.10 Thanks Badge**

- a. The Thanks Badge is the means of expressing the appreciation of the Association to those who are not Members or Associate Members but who have been of service to Scouting.
- b. The metal badge is for wear with ordinary clothes and does not confer Membership or Associate Membership of the Association on the recipient.

**Rule 11.11** *This rule is intentionally left blank.*

#### **Rule 11.12 Method of Wear**

For the method of wear of Scout awards see Chapter 10.

# **Chapter 12**

## **FLAGS AND CEREMONIAL**

### **Chapter Contents**

Rule 12.1 Permitted Flags

Rule 12.2 Pennants

Rule 12.3 Scout Flags

Rule 12.4 Ceremonial

Rule 12.5 The Scout Sign

Rule 12.6 The Scout Salute

Rule 12.7 Parades

### **Rule 12.1 Permitted Flags** <sup>SV</sup>

- a. The following flags may be used:
  - The Union Flag on land;
  - The Red Ensign at sea;
  - The World Scout Flag;
  - Group, District and County flags.
- b. Royal Navy Recognised Groups and Units may use a Red Ensign defaced with the Arrowhead Badge surmounted by an Admiralty Crown in the fly.
- c. Royal Air Force Recognised Groups may use a light blue pennant bearing the Arrowhead Badge, the Scout motto 'Be Prepared' and the Royal Air Force roundel in the fly.
- d. When abroad, Groups may use the Union Flag and the flag of the host nation displayed equally.
- e. Groups may use the flags of the constituent countries of the United Kingdom, together with their own corresponding flag, when in another United Kingdom country.
- f. The use of these flags is in addition to the Union Flag rather than in place of it.

### **Rule 12.2 Pennants**

- a. Green camp pennants, Explorer Scout and Scout Network pennants and blue Scout pennants may be used as appropriate to suitable occasions.
- b. The blue pennant is the burgee to be flown with the Royal Navy Recognised Group Ensign.

### **Rule 12.3 Scout Flags** <sup>SV</sup>

- a. Flags used by Scout Groups, Explorer Scout Units, Scout Networks and Scout Active Support Units (except Beaver Scout Colony flags) must be:
  - uniform size;
  - mounted on poles bearing the Arrowhead Badge as a mount;
  - must bear the Arrowhead Badge, consisting of a white Arrowhead to the approved specification on a purple circle, and the Scout motto 'Be Prepared'.

## **Chapter 12**

# **FLAGS AND CEREMONIAL**

- b. In addition, they may only bear the words 'Cub Scouts', 'Scouts', 'Explorer Scouts', 'Scout Network' and the appropriate Group, District or County title.
- c. Beaver Scout Colony flags must be 3' x 2' mounted on poles bearing a polished wooden pike mount and must bear the Arrowhead Badge, consisting of a white Arrowhead to the approved specification on a purple circle, and the Beaver Scout motto 'Be Prepared'.
- d. In addition they may only bear the words Beaver Scouts and the Group title.
- e. Flags used by Scout Districts and Counties are of a similar design and may bear the name and emblem of the District or County in addition to the Arrowhead Badge as described, and the Scout motto 'Be Prepared'.
- f. The colours to be used on flags, except in Scotland, are as follows:
  - Beaver Scout Colonies: white lettering on a turquoise background;
  - Cub Scout Packs: white lettering on a yellow background;
  - Scout Troops: white lettering on a green background;
  - Explorer Scout Units: white lettering on an olive green background
  - Scout Networks: white lettering on a warm grey background
  - Air Scout Troops, Explorer Air Scout Units and Air Scout Networks: yellow lettering on a light blue background;
  - Sea Scout Troops, Explorer Sea Scout Units and Sea Scout Networks: white lettering on a navy blue background;
  - Scout Active Support Units: white lettering on purple background;
- g. In Scotland, Scout flags are matriculated by the Lord Lyon King of Arms and consist of the St. Andrew's Cross at the hoist with green fly and the Arrowhead Badge in yellow.
- h. Scottish Area flags have the name of the Area in a bar above the badge in the colour of the Area.
- i. The colours on flags in Scotland are:
  - Beaver Scout Colonies: white lettering on a turquoise background;
  - Cub Scout Packs: yellow background with the badge in green and with yellow lettering on green bars;
  - Scout Troops: green background with the badge in yellow and with the name of the Troop in black lettering on yellow bars;
  - Explorer Scout Units: white lettering on an olive green background;
  - Scout Networks: white lettering on a warm grey background;
  - Scout Active Support Units: white lettering on purple background.

### **Rule 12.4 Ceremonial**

- a. In the conduct of normal Scouting activities, only those ceremonies described in the Association's handbooks should be used.

### **Rule 12.5 The Scout Sign**

- a. The Scout Sign is made during the making or reaffirming of the Beaver Scout Promise, Cub Scout Promise and the Scout Promise and at no other time.



## **Chapter 12**

# **FLAGS AND CEREMONIAL**

### **Rule 12.6 The Scout Salute**

- a. The Scout Salute is made only by Members of the Movement in uniform on formal Scout occasions, as a mark of respect at the hoisting of National flags, at the playing of National Anthems, to uncased Colours, Scout flags and to funerals.

### **Rule 12.7 Parades**

- a. On all parades of a public nature, other than in a place of worship, the Leader calls the party to the alert and the Leader alone salutes.

# **Chapter 13**

## **TRUSTEESHIP, PROPERTY AND EQUIPMENT**

*Certain Rules in this Chapter do not apply, without modification, in parts of the British Isles outside England and Wales.*

### **Chapter Contents**

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- Rule 13.2 Property and Equipment
- Rule 13.3 The Charities Acts
- Rule 13.4 Land
- Rule 13.5 Property - Sponsored Groups
- Rule 13.6 Disposal of Property at Amalgamation
- Rule 13.7 Disposal of Property at Closure
- Rule 13.8 Joint Occupation of Premises by Scout and Guide Units
- Rule 13.9 Investments
- Rule 13.10 Motor Vehicles, Vessels and Aircraft
- Rule 13.11 Equipment
- Rule 13.12 Safe Custody of Documents

### **Rule 13.1 Persons not allowed to act as Trustees**

- a. Members of the Group, District and County Executive Committees are the 'charity trustees' of the Group, District or County.
- b. No person who is disqualified from being a charity trustee by virtue of the Charities Act may be a member of a Group, District or County Executive Committee.
- c. The appointment of any such person, whether as Ex officio, by nomination, by election or by co-option shall be void.
- d. It is the responsibility of each person to ensure that they are not disqualified before accepting an appointment as a trustee.
- e. The Charities Acts apply to England and Wales only. Similar legislation applies to Scotland. <sup>SV</sup>
- f. Some people are disqualified by law from acting as charity trustees. Subject to regulatory waiver provisions this includes anyone who: <sup>SV</sup>
  - has an unspent conviction for an offence involving dishonesty or deception; or
  - has unspent convictions for the offences of misconduct in a public office; or
  - has unspent convictions for bribery, or money laundering, or perjury or perverting the course of justice or terrorism; or
  - is found guilty of attempting, aiding or abetting the above offences; or
  - has been found in contempt of court; or
  - is designated under terrorist asset-freezing legislation; or
  - is on the sex offenders' register; or
  - is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order or sequestration in Scotland) or has an individual voluntary arrangement (IVA) with creditors; or

## **Chapter 13**

# **TRUSTEESHIP, PROPERTY AND EQUIPMENT**

*Certain Rules in this Chapter do not apply, without modification, in parts of the British Isles outside England and Wales.*

- is disqualified from being a company director; or
- has previously been removed as a trustee from any charity by any charity regulator in the UK (or a court) due to misconduct or mismanagement; or
- is disqualified from being a trustee by an order of the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator or the Charity Commission for Northern Ireland.

### **Rule 13.2 Property and Equipment** <sup>SV</sup>

- a. Scout Groups must be properly accommodated and equipped in order to carry out their training programmes.
- b. The administrators of the Group must concern themselves with all legal requirements relevant to the ownership of all property and equipment or to the leasing or hiring of premises.
- c. All freehold, leasehold or licensed land, with or without buildings, must be held by at least two (and no more than four) Holding Trustees appointed as specified (unless title to the said land is held by a Custodian Trustee on behalf of the Scout Unit e.g. The Scout Association Trust Corporation (SATC) or the Official Custodian for Charities etc).
- d. Holding Trustees of land must be appointed under either a Declaration of Trust or named as the Trustees in the relevant Conveyance, Lease, Licence or such other Deed, Transfer or other formal agreement as may be necessary in the circumstances. The SATC will hold land upon standard trusts which have been approved by the SATC's legal advisers.
- e. Investments must also be held in the manner listed above under point c. with the exception being that the SATC is unable to hold such investments.
- f. The SATC can be appointed by Scout bodies to hold title to land as Custodian Trustee only and, as such, the SATC cannot have any responsibility for the decision-making or day-to-day management of the Scout body or its land. The SATC is also unable to negotiate land or property matters on behalf of Scout bodies.
- g. The SATC must be appointed through its proper procedure for which a standard fee is chargeable (please contact the SATC in writing at Gilwell Park, Chingford, London E4 7QW or at [trust.corporation@scout.org.uk](mailto:trust.corporation@scout.org.uk)).
- h. As Custodian Trustee the SATC must obtain instructions regarding the land or property from a member of the relevant Scout body's Executive Committee or a person or persons properly authorised by that Committee to instruct the SATC.
- i. A suggested template for a Declaration of Trust suitable for local Trustees to declare Trust when intending to hold title to land can be provided by the Association's Legal Services Department which should then be amended/checked by a local solicitor acting for the Group, District or County to reflect the particular local circumstances.

## **Chapter 13**

# **TRUSTEESHIP, PROPERTY AND EQUIPMENT**

*Certain Rules in this Chapter do not apply, without modification, in parts of the British Isles outside England and Wales.*

### **Rule 13.3 The Charities Acts**

This Rule applies in England and Wales only.

- a. All Scout Units are independent charities. However, those based in England and Wales may not be required to register with the Charity Commission as they have been 'excepted' by a ruling of the Charity Commission who, in their most recent guidance, have confirmed that Scout Units only have to register if:
  - their income is more than £100,000, or
  - they have permanent endowment (a rare interest in land/building or other assets which cannot be spent as 'income') and their income is £5,000 or over; or
  - they own land or buildings and their income is £5,000 or over

However, it is important to note that even excepted and unregistered charities still remain subject to general charity law and the rules of the Charity Commission which may investigate matters where there is proper cause for concern.

- b. The Group, District or County Secretary must ensure that all statutory duties and obligations imposed by the Charities Acts are fulfilled.

### **Rule 13.4 Land**

- a. The Group, District or County Executive Committee should obtain at least a formal written licence and preferably a lease of any land, with or without buildings, which they do not own and which is to be occupied for a substantial period.
- b. In any event no large amount of capital should be expended on buildings or other improvements unless the Group, District or County has at least seven years uninterrupted interest remaining in the said land.
- c. The Group, District or County Treasurer must ensure that all possible relief from rates is obtained.

### **Rule 13.5 Property - Sponsored Groups**

- a. Agreements with Sponsoring Authorities identify property belonging to the Sponsoring Organisation and that belonging to the Group.
- b. Property owned by the Group as recorded in such agreements must be administered as required by these Rules.

### **Rule 13.6 Disposal of Property at Amalgamation**

- a. The Model 'Declarations of Trust' referred to, contain certain provisions for the amalgamation of Groups, Districts and Counties.
- b. The retiring Secretaries of the Group, District or County which are amalgamating must hand to the Secretary of the new Group, District or County all documents of title and the keys to any buildings which the former had.

## **Chapter 13**

# **TRUSTEESHIP, PROPERTY AND EQUIPMENT**

*Certain Rules in this Chapter do not apply, without modification, in parts of the British Isles outside England and Wales.*

- c. For further information on amalgamation see:
- Group - Rule 3.51
  - District – Rule 4.62
  - County – Rule 5.50.

### **Rule 13.7 Disposal of Property at Closure**

- a. The property of a Group, District or County which ceases to exist will automatically pass to the District Scout Council, County Scout Council or Headquarters as appropriate unless there is some pre-existing arrangement by which the property passes to another beneficiary.
- b. Any liabilities of a Group, District or County, e.g. an outstanding loan to Headquarters, utility bills etc. will also become the responsibility of the District Scout Council, County Scout Council or Headquarters as appropriate.
- c. Such property must be treated in the same way as other assets.
- d. For further information on closure see
- Group - Rule 3.52
  - District – Rule 4.64
  - County – Rule 5.52.

### **Rule 13.8 Joint Occupation of Premises by Scout and Guide Units**

- a. A special Declaration of Trust, which must provide for the formation of a joint management committee, must be drawn up if the premises are to be owned and occupied jointly by Scout and Guide units.
- b. This does not apply if the premises are used jointly under licence or if the premises are occupied by other similar arrangements.
- c. A copy of an appropriate model Declaration of Trust can be provided by the Association's Legal services department and which should be amended/checked by a local solicitor acting for the relevant Scout Unit to ensure it reflects local circumstances and/or any agreement with the said Guide Unit..

### **Rule 13.9 Investments**

- a. Unless the powers of investment are specified in the formal Trust Instrument creating or governing any given Group, District or County, such powers of investment are governed by the Trustee Act 2000. Accordingly, The Scout Association's own particular powers of investment are specified by its Royal Charter. These particular powers of investment apply to The Scout Association itself and not to its entire member Groups, Districts or Counties. <sup>SV</sup>
- b. Group, District and County Treasurers must reclaim from H.M. Revenue and Customs any tax deducted at source from investment income.
- c. They are advised to make full use of those special Funds, established for investment by charities, which pay dividends gross.
- d. Investments held on behalf of Groups, Districts or Counties must be registered in such a way as to show that they are held on trust for that body and that they are not the private property of the individuals (if any) appointed as trustees.

## **Chapter 13**

# **TRUSTEESHIP, PROPERTY AND EQUIPMENT**

*Certain Rules in this Chapter do not apply, without modification, in parts of the British Isles outside England and Wales.*

### **Rule 13.10 Motor Vehicles, Vessels and Aircraft**

- a. The Group, District or County Treasurer must ensure that motor vehicles, vessels and aircraft owned by the Group, District or County are properly registered, licensed and insured as necessary and that all requirements as to their condition, testing or any other matters are fulfilled.
- b. Motor vehicles must be registered either in the name of the Group, District or County or in the name of a nominee, in which case the registration must show that the person is a nominee of the Group, District or County.

### **Rule 13.11 Equipment**

- a. The Group, District or County Treasurer must maintain proper inventories of all equipment owned, including furniture, training equipment, musical instruments or equivalent of any other kind.

### **Rule 13.12 Safe Custody of Documents <sup>SV</sup>**

- a. The Group, District or County Secretary must ensure that documents relating to the ownership of property and equipment and all other legal and official documents, together with any documents of historical importance or interest are kept in a safe place.
- b. Specific documents that must be safeguarded are:
  - declarations of trust;
  - title deeds to land or buildings;
  - stock and share certificates;
  - registration documents issued by the Association;
  - documents relating to motor vehicles, vessels and aircraft;
  - insurance policies;
- c. The first three types of documents listed may be safeguarded by using the Headquarters Deeds Custody Service.
- d. The Group, District or County Secretary must keep a register of such documents with details of their location.

# **Chapter 14**

## **OTHER MATTERS**

### **Chapter Contents**

- Rule 14.1 Political Activities
- Rule 14.2 Citizenship and Participation
- Rule 14.3 Expressions of Opinions of the Association's Policy
- Rule 14.4 Associate Organisations
- Rule 14.5 Student Scout and Guide Clubs
- Rule 14.6 Student Scout and Guide Organisation
- Rule 14.7 Protected Scout logos, names, badges and awards
- Rule 14.8 Trade Marks
- Rule 14.9 Copyright
- Rule 14.10 Transport

### **Rule 14.1 Political Activities**

- a. The Scout Movement is not connected with any political body.
- b. Members of the Movement in uniform, or individuals when acting as representatives of the Movement, must not take part in any party political meetings or activities that endorse any particular political party or candidate.

### **Rule 14.2 Citizenship and Participation**

- a. The Association, being concerned to help young people prepare for and take a constructive place in society, encourages, through its programme, the development of a positive attitude to the needs of the community.
- b. In pursuance of the Association's Purpose, each Member of the Movement shall, within the bounds of age and mental maturity, be encouraged:
  - to become involved in the processes by which decisions are made within the Association and, to that end, to understand the organisation of the Association;
  - to become more aware of major social issues at local, national and international level;
  - to understand the processes of decision-making by organisations and by government, and to become aware of the individual's role in such processes.
- c. It is accepted that this will involve Members of the Movement with current social issues, some of which are controversial and may therefore have a political dimension. However, individuals representing the Association must not endorse any particular political party or candidate.
- d. If a recognised public authority makes a public request for volunteers to take action to avoid grave public danger or inconvenience, whether it arises from an industrial dispute or not, a Group Scout Leader, the Leader of an Explorer Scout Unit, or a Scout Network Leader may, with the consent of the District Commissioner, offer the services of Scouts provided that each individual participates voluntarily.

## **Chapter 14**

### **OTHER MATTERS**

#### **Rule 14.3 Expressions of Opinions of the Association's Policy**

- a. Members of the Movement may not express opinions on matters of policy or on any matter if it will appear that they are speaking or contributing on behalf of the Association when appearing on television, speaking on the radio or writing for or being interviewed by the Press, unless they have previously obtained permission to do so from Headquarters.
- b. Members of the Movement may not address correspondence on matters relating to Scouting or as representatives of the Association to any Royal personage, Department of State, Embassy or Legation at home or abroad, to any Scout Association Headquarters abroad, or to the World Scout Bureau, World Scout Committee or World Scout Conference except after consultation with and through Headquarters.

#### **Rule 14.4 Associate Organisations**

- a. Headquarters may designate certain organisations whose aims and purposes relate to those of the Association.

#### **Rule 14.5 Student Scout and Guide Clubs**

- a. A Student Scout and Guide Club may be formed in a higher education or further education institution.
- b. A Club is recognised through the local Scout and Guide County after its constitution has been approved by the local Scout and Guide Commissioners.
- c. The aim of a Student Scout and Guide Club is to promote a framework within which Scout and Guide and other social activities may take place, ideas may be exchanged, and students may maintain, renew or acquire an interest in the principles of Scouting and Guiding.
- d. The purpose of a Student Scout and Guide Club is:
  - to provide a programme of activities for its members whether or not they are Members of the Scout and Guide Movements;
  - to create a wider understanding and appreciation of the work of the Scout and Guide Movements, particularly among fellow students, by spreading information and by example;
  - to render service, as a Club, to Scouting and Guiding and the community;
  - to maintain relationships with the Scout and Guide Movements locally.
- e. Students who wish to establish a Student Scout and Guide Club in a higher education or further education institution must seek the approval of their Students' Union and draw up a constitution, embodying the aim and purpose of a Student Scout and Guide Club.
- f. They must then submit it with a Student Scout and Guide Club Registration Form for approval by the local Scout and Guide Commissioners, who must forward it to their respective Headquarters for registration.
- g. A registered and recognised Club receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.
- h. All Student Scout and Guide Clubs must affiliate to the Student Scout and Guide Organisation.
- i. A Club elects its own Committee from among its members and is responsible for the organisation of meetings and planning activities.



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### OTHER MATTERS

- j. A Club is self-financing and is required to pay the annual affiliation fee to the Student Scout and Guide Organisation.
- k. All Student Scout and Guide Clubs must comply with the Camping, Activity and Safety Rules of The Scout Association and Girlguiding.
- l. A member of a Student Scout and Guide Club who is also a Member of the Scout or Guide Movement may wear the Student Scout and Guide Club Badge on uniform.
- m. Further details may be obtained from the Scout Information Centre.

#### Rule 14.6 Student Scout and Guide Organisation

- a. The aim of the Student Scout and Guide Organisation is to promote Student Scout and Guide Clubs and to provide a forum for discussion on matters that affect such Clubs.
- b. The Organisation receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.
- c. Further details may be obtained from the Scout Information Centre.

#### Rule 14.7 Protected Scout logos, names, badges and awards

We are proud of our brand and visual identity and encourage all members to use them to increase recognition and understanding of Scouting, as well as to support local fundraising. However it is important that members follow the rules below and keep within [brand guidelines](#) to ensure a consistent approach across the UK.

##### a. Definitions

The following are protected Scout logos, names, badges and awards:

- i. Logos:
  - The Scout logo (in all brand colours and in both the stack and horizontal versions) protected under Registered UK Trade Mark [UK00003310891](#)



- The UK Scout fleur de lis/arrowhead protected under Registered UK Trade Mark [UK00003276645](#)



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### OTHER MATTERS

- All section logos



- The pre-May 2018 UK fleur de lis/arrowhead, protected under Registered UK Trade Mark [UK00000922043](#) (not to be used on any new item by local Scouting after May 2018, except on flags as specified in Chapter 12 and in the maintenance of Scout archives. It will remain a protected mark).



- The pre-May 2018 UK Scout logo, Registered UK Trade Mark [UK00002252954](#) (not to be used by local Scouting after May 2020, but will remain a protected mark).



#### ii. Names:

- The names: 'the Scouts' and 'The Scout Association' 'Beavers' 'Cubs' 'Scouts' 'Explorers' 'Scout Network' 'Sea Scouts' 'Air Scouts' and 'Scout Active Support Units'
- All names and appointments which incorporate the word 'Scout' or 'Scouts' or an official section of UK Scouting.

#### iii. Badges and awards:

- All UK Programme Badges
- All official Occasional Badges
- All National UK Awards
- The Wood Badge
- The Log and Axe

#### b. Usage

##### i. A Section/Group/District/County with the permission of its relevant Executive Committee MAY:

- Use their localised Scout logo on all locally produced Scout items, such as clothing and other merchandise used for fundraising purposes, or which are distributed free of charge or at cost

## Chapter 14

### OTHER MATTERS

and authorise printers and similar suppliers to reproduce these on their behalf. This includes items produced, sold or distributed at local events and locally organised international events.

- Use the section logos on local Scout items, including merchandise for local fundraising purposes, as long as the name of their Section/Group/District/County is clearly visible on the item, and authorise printers and similar suppliers to reproduce these on their behalf
- Authorise a local business or organisation to use their localised Scout logo on printed or digital marketing materials so long as this is not a head office of a national or UK-wide company or organisation
- Use the UK Scout fleur de lis/arrowhead in local badges as long as the name of the local Section/Group/District/County or local event is clearly visible on the badge and that the badge does not resemble a UK Programme badge
- Use UK Programme badges, Occasional badges, all Scout logos and names for the normal day-to-day running of Scouting, for example in newsletters, emails, handouts, forms, programme materials, signage, stationery, websites and social media.

#### ii. A Section/Group/District/County MUST NOT:

- Use Scout logos without localisation, Scout names, badges or awards for fundraising or commercial purposes without a commercial licence from UK Headquarters
- Offer a personalisation service to other Scout Sections/Groups/Districts/Counties without a commercial licence from UK Headquarters
- Licence the use of any Scout logo, name, badge or award to any third party
- Alter Scout logos, badges, names or awards in any way except to add personalisation to their logo in line with the Scout brand guidelines
- Use an official UK Programme badges, Scout award or national award on any item of merchandise
- Authorise the national head office of any business to use any Scout logos, names, badges and awards. Only UK Headquarters may contact the national head office of a national or UK-wide company and authorise them to use Scout logos, names, badges or awards
- Apply to register any designs or Trade Marks which are, or may in UK Headquarters' view, be identical or confusingly similar to UK Scout Trade Marks or other protected logos, names, badges or awards.

#### c. The World Scout Membership Badge and Logo



The World Membership Badge and logos are owned by the World Organization of the Scout Movement (WOSM). They may only be used or reproduced by permission of The Scout Association, acting as sole UK licensee on behalf of WOSM. They may not be used as a substitute for the UK Scout logo on local communications, signage or merchandise.

## Chapter 14 OTHER MATTERS

### d. Contact

To apply for a commercial licence to use a Scout logo or name please email [licensing@scoutshops.com](mailto:licensing@scoutshops.com) with a brief summary of your proposition. We will then contact you to discuss the possibility of entering into a commercial licensing agreement.

### e. Devolved Nation logos



Devolved Nation logos may only be used by written permission of the devolved Nation headquarters (for non-commercial use) or permission from the Scout licensing team in consultation with Devolved Nation headquarters (for commercial use).

If a Section/Group/District/County wishes to use a devolved Nation logo for **non-commercial** use in print, online use, or for event branding, they should contact the relevant devolved Nation headquarters with details of the intended use, seeking written permission:

Scouts N.I. [admin1@scoutsni.org](mailto:admin1@scoutsni.org)

Scouts Scotland [hello@scouts.scot](mailto:hello@scouts.scot)

ScoutsCymru [admin@scoutscymru.org.uk](mailto:admin@scoutscymru.org.uk)

If a Section/Group/District/County wishes to use a devolved Nation logo for **commercial use** on merchandise for example, they should contact [licensing@scoutshops.com](mailto:licensing@scoutshops.com). The licensing team will consult with the relevant devolved Nation headquarters before issuing a licence.

As a general rule, only Nation headquarters may use the devolved Nation logos (Scouts Scotland, ScoutsCymru and Scouts N.I.) in its communications and marketing materials.

For local identification, Sections/Groups/Districts/Counties in the Nations must use their name beneath the main Scout logo and follow the advice on colour use given in the [brand guidelines](#). An example is given below:



## **Chapter 14**

### **OTHER MATTERS**

#### **Rule 14.8 Trade Marks**

- a. The Scout Association owns a number of registered Trade Marks, which must not be used by members except as defined within this chapter of POR. Failure to comply with these rules may constitute a breach of Trade Mark law and result in legal action against individuals, members and/or Scout Units. It is therefore the responsibility of all members to ensure that these rules are followed.

#### **Rule 14.9 Copyright**

The terms 'copyright', 'copyright material' and 'copyright work' includes the entire copyright, moral right, design right, rental right, right to use, authorise, use or lend any written, photographic, video or illustrative work created or owned by the Scouts. The expression 'Copyright Licensee' refers to those who have obtained the written permission of UK Headquarters to use the copyright material.

##### **a. A local Section/Group/District/County MAY**

- Reproduce Scout copyright material for use in the day to day running of Scouting activities provided that:
  - The resulting work is not misleading or imposes or creates any liability on the Scouts or devalues the good name and reputation of the Scouts
  - Rights to Scout copyright, including all moral rights under the Copyright, Designs and Patents Act 1988, shall automatically remain with The Scout Association to the exclusion of all other parties (including the author)

##### **b. A local Section/Group/District/County MUST NOT**

- Use Scout copyright material in any merchandise for commercial or fundraising purpose without a copyright licence from UK Headquarters
- Grant permission to any third party to reproduce, distribute, sell, license, sub-license or assign (in whole or in part) any Scout copyright material.

##### **c. Contact**

To apply for a copyright licence to use any Scout copyright material please email [copyright@scouts.org.uk](mailto:copyright@scouts.org.uk) with a brief description of your requirements. We will then contact you to discuss the possibility of entering a copyright licensing agreement.

#### **Rule 14.10 Transport**

- a. When Members or units of the Movement use their personal or unit transport on Scout activities, they should be aware of the current regulations affecting motor transport. Guidance can be obtained from the Scout Information Centre.

# Chapter 15

## COMPLAINTS, SUSPENSIONS AND DISMISSALS

### Chapter Contents

#### Complaints

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Rule 15.10 Dismissal of Explorer Scouts

Rule 15.11 Dismissal of Beaver Scouts, Cub Scouts and Scouts

Rule 15.12 *This rule is intentionally left blank*

Rule 15.13 Appeals against the dismissal Scout Network Members

Rule 15.14 Appeals against dismissal of Youth Members (Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts)

### Complaints

#### Rule 15.1 Complaints

- a. Complaints, disagreements and disputes should be resolved informally if at all possible.
- b. Where a complaint, disagreement or dispute cannot be resolved informally the Complaints Policy should be followed. The Complaints Policy is available [here](#)
- c. Where a concern is raised about potential bullying and/or harassment of a volunteer then this should be dealt with in accordance with the Complaints Policy supported by the Volunteer Anti-Bullying and Harassment Policy available [here](#)
- d. Where a concern is raised about potential wrongdoing which is in the public interest, then these disclosures should be dealt with in accordance with the Whistleblowing Policy available [here](#)

# **Chapter 15**

## **COMPLAINTS, SUSPENSIONS AND DISMISSALS**

### **Suspensions**

#### **Rule 15.2 Suspension of adult Members, Associate Members and non-Members.**

- a. The following also applies to Members of the Scout Network.
- b. Suspension of any involvement in Scouting by a Member, Associate Member or a non-Member is an act intended to protect all persons involved. It assists to ensure that any investigation or inquiry proceeds in as fair and objective manner as possible by preventing situations arising which could give rise to further concerns/allegations or which could potentially cause further compromise. Suspension is permitted in the following circumstances:
  - i. when an allegation is made that an individual involved in Scouting has committed a serious criminal offence. In this case the individual must be suspended until police inquiries and/or any legal proceedings have been concluded;
  - ii. when a disagreement or dispute between adults remains unresolved for a period of more than 30 days (commencing from when a formal written notification of the dispute is provided to the relevant Executive Committee), suspension in this case is to be for a period of not more than 90 days in the first instance. Suspension for further periods of not more than 90 days may follow and must be communicated to the suspended individual;
  - iii. if a Member or Associate Member makes a formal, public challenge (to a non-Scouting organisation, body or forum) against the decision or policy of either:
    - a local Executive Committee of a Scout unit (of which that Member or Associate Member is a member) and/or
    - The Scout Associationwhere such public challenge seeks to change, overturn or reverse the said decision or policy or causes adverse publicity about the same.
  - iv. where the intentional action or inaction of an individual involved in Scouting could seriously harm the reputation of the Movement.
  - v. when the action of an individual involved in Scouting may constitute gross misconduct
  - vi. where an individual involved in Scouting requiring a Criminal Record Disclosure Check for their role in Scouting does not hold such a disclosure and a period of 30 days (where an electronic system is used) or 60 days (where a paper based system is used) has expired since one was held or required.
- c. In every case Membership may be suspended only by the appropriate authority with approval from the other appropriate authority as defined in the following table:

## Chapter 15

### COMPLAINTS, SUSPENSIONS AND DISMISSALS

#### Authority to approve the suspension of an adult

	Person whose Membership is to be suspended	Authority to suspend	Authority to approve suspension
Headquarters	UK Chief Commissioner	Chair of Trustees	Board of Trustees
	Chief Commissioners, UK Commissioners and other direct reports of the UK Chief Commissioner	UK Chief Commissioner	Chair of Trustees
	Team members reporting directly and indirectly to members of the UK Chief Commissioner's team.	Relevant UK Chief Commissioner's team member	UK Chief Commissioner
	UK Scout Network Member	UK Scout Network Commissioner	Deputy UK Commissioner for Programme (14-25)
British Scouting Overseas	Area Commissioners	International Commissioner	UK Chief Commissioner
	District Commissioners, Area Scouters, Area Scout Network Members, Area Administrators, Advisers, Members, Associate Members and non-members	Area Commissioner	International Commissioner
	District and Group Scouters, District Scout Network Members, Section Assistants and Skills Instructors, District and Group Administrators, Advisers, Members, Associate Members and non-members	District Commissioner	Area Commissioner
England	Regional Commissioners	Chief Commissioner	UK Chief Commissioner
	County Commissioners	Regional Commissioner	Chief Commissioner
	District Commissioners, County Scouters, County Scout Network Members*, County Administrators, Advisers, Members, Associate Members and non-members	County Commissioner	Regional Commissioner
	District and Group Scouters, District Scout Network Members, Section Assistants and Skills Instructors, District and Group Administrators, Advisers, Members, Associate Members and non-members	District Commissioner	County Commissioner
Northern Ireland	County Commissioners, members of the Northern Ireland team	Chief Commissioner	UK Chief Commissioner
	District Commissioners, County Scouters, County Scout Network Members*, County Administrators, Advisers, Members, Associate Members and non-members	County Commissioner	Chief Commissioner



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### COMPLAINTS, SUSPENSIONS AND DISMISSALS

	Person whose Membership is to be suspended	Authority to suspend	Authority to approve suspension
	District and Group Scouters, District Scout Network Members, Section Assistants and Skills Instructors, District and Group Administrators, Advisers, Members, Associate Members and non-members	District Commissioner	County Commissioner
Scotland	Regional Commissioners, members of the Scotland team	Chief Commissioner	UK Chief Commissioner
	District Commissioners, Regional Scouters, Region Scout Network Members*, Regional Administrators, Advisers, Members, Associate Members and non-members	Regional Commissioner	Chief Commissioner
	District and Group Scouters, District Scout Network Members, Section Assistants and Skills Instructors, District and Group Administrators, Advisers, Members, Associate Members and non-members	District Commissioner	Regional Commissioner
Wales	Regional Commissioners, members of the Wales team	Chief Commissioner	UK Chief Commissioner
	Area Commissioners	Regional Commissioner	Chief Commissioner
	District Commissioners, Area Scouters, Area Scout Network Members*, Area Administrators, Advisers, Members, Associate Members and non-members	Area Commissioner	Regional Commissioner
	District and Group Scouters, District Scout Network Members, Section Assistants and Skills Instructors, District and Group Administrators, Advisers, Members, Associate Members and non-members	District Commissioner	Area Commissioner

\* Note that the inclusion of Scout Network Members at Area (Wales), County (England and Northern Ireland) and Region (Scotland) is to deal with exceptions where provision of Scout Network is provided at a level other than the District.

Note: Where issues of Safeguarding are involved see also Rule 2.4q

- d. During a suspension under this Rule, any Appointment Certificate and Appointment Card must be surrendered to the suspending authority on request.
- e. The suspended person must not:

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- participate in any activity connected with the Movement (whether or not young people are present) including administrative activities;
- contact youth Members of the Association;
- enter Association premises unless specifically given permission by the appropriate Commissioner;
- be present at any place at which Scouting activities are taking place (including all types of activity whether or not young people are present);
- wear the uniform or badges of the Association.

The suspending authority is permitted to modify the list of prohibited activities above when the suspended person is a parent or carer of a youth member in Scouting, and must follow the following criteria:

- i. In safeguarding cases the guidance of the Safeguarding Team must be sought and followed.
  - ii. All modifications must be agreed with the authority that approved the suspension as defined in Rule 15.2c.
  - iii. The modifications must be kept to a minimum and are only to enable the suspended person as parent or carer to participate to some extent in Scouting with their child (for example, to attend award presentations or to drop off and pick-up the child).
  - iv. The modifications must not compromise the safety and wellbeing of youth members.
  - v. Where Rule 15.2b (vi) applies, the modifications must not allow the suspended individual to engage in regulated activity.
  - vi. The suspending authority must inform the suspended person in writing with very clear instructions regarding what is permitted.
  - vii. The suspending authority may change or remove the modifications during the period of suspension and must notify the suspended person in writing.
- f. They must be informed of their suspension in writing and given a copy of the information sheet *Notes for a person under suspension*. (Available from the Scout Information Centre, the Safeguarding Team or Country HQ)
  - g. They must also be offered an independent Scouting colleague to act as a liaison point. The information sheet *Supporting a person under suspension* provides relevant guidelines. (Available from the Scout Information Centre, the Safeguarding Team or Country HQ)
  - h. Any appointment held will be regarded as vacant.
  - i. Suspension in the case of disagreement must be followed as soon as possible by conciliation and such further steps as are necessary.
  - j. When a person is suspended or the nature of the suspension changes, the appropriate Commissioner must inform the Vetting Team at Headquarters and a Form CS must be completed.
  - k. The procedures for suspension detailed in this Rule must not be applied to Beaver Scouts, Cub Scouts, Scouts, or Explorer Scouts.

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- l. At the end of a period of suspension the appropriate Commissioner and the appropriate Appointments Advisory Committee (where appropriate consulting the Group Scout Leader and the Sponsoring Authority) must agree a recommendation for action and seek approval for that action from the authority who originally approved the suspension. See table above.
  - i. If the Appointments Advisory Committee and the appropriate Commissioner disagree on the recommendation for action then the final decision lies with the authority who originally approved the suspension.
  - ii. If the authority who originally approved the suspension disagrees with the recommendation for action (following discussion with the Appointments Advisory Committee and the appropriate Commissioner), then the final decision lies with the authority who originally approved the suspension.
- m. The action must include a recommendation to re-instate, modify or revoke the appointment of the adult under suspension. There is no right of appeal against a decision made by an Appointment Advisory Committee or a decision made by the authority who approved the suspension.
- n. When reviewing a suspension and making the subsequent recommendation those responsible must follow a similar process as used when appointing adults and give the same considerations as to the suitability of the individual to carry out a specific role, i.e. they must satisfy themselves that the subject continues to be an appropriate person for a particular appointment.
- o. The suspended person must be informed in writing of the decision which ends a period of suspension and in each case a record of the discussions and outcomes must be documented and forwarded to the Vetting Team at Headquarters.
- p. In exceptional circumstances Headquarters may, in consultation with the responsible District or County Commissioner, refuse to re-instate membership, an appointment and/or any involvement in Scouting.
- q. Headquarters may directly end a period of suspension by excluding a suspended person from Scouting if the individual is unsuitable to participate in Scouting.
- r. In the case of individuals suspended under Rule 15.2b (vi), suspension may be automatically revoked by headquarters once a valid Criminal Records Check Disclosure has been satisfactorily obtained.

*For further information see POR: The Appointment Process*

#### **Rule 15.3 Safeguarding Stay Away**

- a. Stay-Away is a tool that can be used by the national Safeguarding team only. Stay-Away of any involvement in Scouting by a Member (including Scout Network), Associate Member or a non-Member is an act intended to protect all persons involved. It exists to ensure that any investigation or inquiry proceeds in as fair and objective manner as possible by preventing situations arising which could give rise to further concerns/allegations or which could potentially cause further compromise.

Stay-Away is permitted in the following circumstances:

- i. when an allegation is made that an individual involved in Scouting has behaved in a way that

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may be considered a breach of the The Scouts Safeguarding Policy Statement and/or the Code of conduct set out in the Yellow Card;

- ii. When a concern is raised in regards to an individual involved in Scouting that may suggest that they are unsuitable to be in a Position of Trust with young people;
  - iii. When a concern is raised in regards to an individual that may impact their suitability to work with young people
  - iv. Where information is received from a statutory agency in regard to concerns raised about an individual involved in Scouting.
- b. Where at the point of referral to the safeguarding team there is;
- i. Insufficient information to make a decision to suspend or not
  - ii. Disputed information to make a clear decision
  - iii. Inconsistent information to make a decision to suspend or not
- c. In such circumstances the Safeguarding Team in consultation with the relevant Commissioner will agree that the individual should Stay-Away from all Scouting activities for a period of two weeks. The following processes must occur;
- i. A National Safeguarding Operations Manager must agree the Stay-Away
  - ii. The terms of the Stay-Away must be sent in writing to the individual
  - iii. The individual will be offered a liaison person to act as a support for them.
- d. At the end of the two week Stay-Away the safeguarding team in consultation with the relevant Commissioner, must make a decision in regard to progressing the enquiry and ending the Stay-Away

#### **Rule 15.4 Suspension of Beaver Scouts, Cub Scouts, Scouts or Explorer Scouts**

- a. Formal suspension of a youth member may be appropriate where they have been accused of a serious criminal offence or of behaviour that put adults or young people at serious risk of harm. See also the factsheet *Guidance on the formal suspension of youth members*.
- b. Suspension is not a disciplinary sanction or an indication of guilt but ensures that no situation can arise that may cause further concern and allows a period where further information may be received and if appropriate the statutory agencies (typically the police or social services) may carry out their duties.
- c. The District Commissioner has the authority to suspend a young person. However wherever possible they should act in consultation with the relevant Group Scout Leader / Explorer Scout Leader.

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- d. Before suspending a young person, District Commissioners should consult their County Commissioner and must inform the Country HQ.
- e. Where a statutory authority is involved, advice must be sought from that body.
- f. Where a young person's membership has been suspended they may not participate in any activity connected with Scouting and must not wear the uniform or badges.
- g. The parents / carers of the youth member must be informed of their suspension in writing and given a copy of the information sheet *Notes for the parents /carers for the young person*.
- h. They must also be offered an independent Scouting colleague to act as a supporter. The information sheet *Supporting a young person under suspension* provides relevant guidelines.

#### **Rule 15.5 Ending a period of Suspension of Beaver Scouts, Cub Scouts, Scouts or Explorer Scouts**

- a. At the end of a period of suspension the District Commissioner and Group Scout Leader/Explorer Scout Leader must determine if a return to Scouting is appropriate. Advice should be sought from the relevant Development Manager or Officer, Field Commissioner or Country HQ and where a statutory authority has been involved, advice must be sought from that body.

Possible outcomes following a period of suspension would include:

- Reinstatement
  - Reinstatement with conditions
  - Dismissal
- b. The dismissal of a young person (whether following a suspension or not) must follow Rules 15.10 – 15.11.

#### **Rule 15.6 Termination of adult Membership and Associate Membership**

- a. Adult Membership and Associate Membership may be terminated by:
  - resignation;
  - in the case of adults not holding a particular appointment, by resolution of the Group, District or County Executive as appropriate. The appropriate Executive Committee shall be under no obligation to state its reasons for making such a resolution;
  - failure to pay the Country, County, District and Group Membership Subscriptions (if required);
  - failure to observe the terms of any suspension imposed in accordance with these rules;
  - dismissal.
- b. Notwithstanding any other means provided by these Rules, the Membership of any Member or Associate Member of the Movement may be terminated by resolution of the Board of Trustees of the Association.
- c. The Board shall be under no obligation to state its reasons for making such a resolution.

#### **Rule 15.7 Cancellation or non-renewal of adult Appointments**

- a. See *POR: The Appointment Process*

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#### **Rule 15.8 Termination of Youth Membership <sup>SV</sup>**

- a. Youth Membership may be terminated by:
  - resignation;
  - in the case of Beaver Scouts, Cub Scouts, Scouts, and Explorer Scouts by leaving their Group or Explorer Scout Unit without joining another;
  - in the case of Scout Network Members by leaving their County provision without joining another County;
  - failure to pay the Headquarters, Country, County, District and Group Membership Subscriptions;
  - dismissal.
- b. Notwithstanding any other means provided by these rules, Youth Membership may be terminated by resolution of the Board of Trustees of the Association.
- c. The Board shall be under no obligation to state its reasons for making such a resolution.

#### **Rule 15.9 Dismissal of Scout Network Members <sup>SV</sup>**

- a. No Scout Network Member may be dismissed without the approval of the District Scout Network Commissioner (or equivalent, where an exception to a District Scout Network operates) or UK Scout Network Commissioner where the member is a member of the UK Scout Network only. Where no District Scout Network Commissioner is in post this will fall to the District Commissioner.
- b. Where a member of a District Scout Network is dismissed, this will also apply to their membership of other District Scout Networks as well as the UK Scout Network.
- c. Where a member is a member of the UK Scout Network only and has been dismissed, then subsequently attempts to join a District Scout Network (or equivalent, where an exception to a District Scout Network operates) the dismissal will still apply.
- d. Consideration should be given to the impact of dismissal on any other adult roles that a Scout Network member may have. Advice on this will be available from Headquarters.

#### **Rule 15.10 Dismissal of Explorer Scouts**

- a. No Explorer Scout may be dismissed from an Explorer Scout Unit without the approval of the District Explorer Scout Commissioner.

#### **Rule 15.11 Dismissal of Beaver Scouts, Cub Scouts and Scouts**

- a. No Beaver Scout, Cub Scout, or Scout may be dismissed from a Scout Group without the approval of the Group Scout Leader.
- b. In a Sponsored Scout Group, the Sponsoring Authority must be consulted before any such dismissal takes place.

#### **Rule 15.12** *This rule is intentionally left blank*

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#### **Rule 15.13 Appeals against the dismissal Scout Network Members**

- a. Any Scout Network Member who is dismissed has the right of appeal (with the aid of a 'friend' if so desired) to the District Commissioner (or equivalent, where an exception to a District Scout Network operates) or Deputy UK Commissioner for Programme (14-25) where the member is a member of the UK Scout Network only.
- b. If so requested by the person dismissed, the District Commissioner (or equivalent, where an exception to a District Scout Network operates) or Deputy UK Commissioner for Programme (14-25) where the member is a member of the UK Scout Network only, may appoint a committee to hear the appeal.
- c. Reasonable opportunity must be given for the dismissed person to attend the meeting of such a committee to state a case against dismissal.

#### **Rule 15.14 Appeals against Dismissal of Youth Members (Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts)**

- a. Any Beaver Scout, Cub Scout, Scout or Explorer Scout who is dismissed has the right of appeal (with the aid of parents or guardians if so desired) to the District Commissioner.
- b. If so requested by the person dismissed, the District Commissioner may appoint a committee to hear the appeal.
- c. Reasonable opportunity must be given for the dismissed person to attend the meeting of such a committee to state a case against dismissal.
- d. If the dismissal is from a Sponsored Scout Group or Explorer Scout Unit, the Sponsoring Authority, who must have been consulted prior to dismissal has the right to attend and be heard by the committee.
- e. Where the District Commissioner has been involved in the original decision to dismiss, the County Commissioner will replace the District Commissioner for the purposes of any appeal.

# The Appointment Process

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## Important note

This chapter describes the appointment process applicable to appointments in Counties and Districts and Groups.

The appointment to Headquarters roles is outlined in Chapter 6 of POR. Broadly, the appointment process for Headquarters roles is similar to that described in this chapter.

## 1. Definitions

### 1.1 Appointments:

<b>Appointment</b>	An adult role in Scouting which requires the adult appointment process as laid out in this document to be followed.
<b>Pre-provisional Appointment</b>	A new role starts with the status of Pre-Provisional Appointment. The Pre-Provisional status completes when the Personal and criminal records disclosure checks, References, Meeting with Appointment Panel and the Appointment Secretary has updated Compass to reflect the outcomes. (See Rule 4.5 f and g).
<b>Provisional Appointment</b>	When the Pre-provisional stage of an appointment is complete, the role status will change to Provisional if the Getting Started stage of training (if required for the role) is not complete.
<b>Full Appointment</b>	For any role, once the Pre-Provisional and Provisional stages of the appointment are complete then the role will move to status Full.

### 1.2 Roles:

#### SECTION LEADERSHIP TEAM ROLES

A Colony, Pack, Troop or Unit will have a Section Leadership Team (see Rules 3.7, 3.8, 3.9 and 4.7) comprising:

<b>Section Leader</b>	An adult responsible for the supervision, planning and delivery of the programme for the Colony, Pack, Troop or Unit and the management of the Section.  It is possible for this to be a role shared between two or more volunteers.
<b>Assistant Section Leaders</b>	One or more adults appointed to assist the Section Leader in all aspects of the role. It is good practice, but not necessary, to have one or more Assistant Section Leaders.
<b>Section Assistants</b>	One or more adults who assist the Section Leader in planning and delivering programmes to young people in the Movement.

Additionally, a Colony, Pack, Troop or Unit may use Helpers to assist delivery of the Section's programme:

<b>Helpers</b>	<p>Additional adults (for example parents or subject experts from the community) may be used on a regular or occasional basis to support the delivery of programme. The Personal Enquiry and criminal records disclosures checks requirements detailed in Rule 3.26(b), 4.28(b) and 5.19(f) must apply wherever applicable for these adults.</p> <p>A person who requires a Personal Enquiry (including where relevant a criminal records disclosure check) [Rules 3.26, 4.28, 5.19] and who does not have an active role on Compass that includes a criminal records check must be registered on Compass as an Occasional Helper <sup>SV</sup>. This Occasional Helper role on Compass is not otherwise part of the Appointment Process, carries no membership status and is only provided to enable the Personal Enquiry and criminal records disclosure checks to be conducted if required by Rules 3.26, 4.28 and 5.19.</p>
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## MANAGER ROLES

A Group, District or County will be led and managed by a team comprising:

<b>Managers</b>	<p>A Group, District or County will be led and managed by a team comprising: Managers</p> <p>An adult appointed in the Movement who has the responsibility for the effective running of Scouting in their area.</p> <p>The roles include Group Scout Leader, District Commissioner, District Explorer Scout Commissioner, District Scout Network Commissioner, and County/Area/Region (Scotland) Commissioner.</p>
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## SUPPORT ROLES

Delivery of Scouting is supported by adults with a variety of roles:

<b>Administrator</b>	An adult appointed in the Movement to carry out administrative functions within Scouting.
<b>Adviser</b>	An adult appointed in the Movement to provide advice on a particular subject.
<b>Assessor</b>	An adult appointed in the Movement to assess a particular aspect of Scouting.
<b>Co-ordinator</b>	An adult appointed in the Movement who co-ordinates activities on behalf of the line manager.
<b>Instructor</b>	An adult appointed in the Movement to provide instruction in a particular skill area.
<b>Scout Active Support Member</b>	An adult appointed in the Movement to provide active support to Scouting with no responsibility for other adults or young people.

<b>Supporter</b>	<p>An adult appointed in the Movement who works to develop Scouting without having management responsibility for people, as defined by the role description (e.g. Assistant District Commissioner, Assistant County Commissioner, District Scouter and County Scouter, Assistant Regional Commissioner).</p> <p>District Scouters and District Leaders may be appointed to support one or more Assistant District/County Commissioners, or the District Explorer Scout Commissioner, in the execution of their role.</p>
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## GOVERNANCE ROLES

Charity governance is undertaken by charity trustees<sup>SV</sup>:

<b>Trustee<sup>SV</sup></b>	An adult who is a charity trustee within Scouting (Rules 3.23b(v), 4.25f(v), 5.15e(v), Chapter 6 for Group, District, County, UK Headquarters respectively).
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### 1.3 Other Terms

<b>Appointments Advisory Committee</b>	<p>The committee appointed by the relevant Executive Committee to assist with the process of appointing adults in Scouting. This is the only mandatory Committee of a District or County Executive Committee (Rules 4.25(f)(ii) and 5.16(f)(ii)).</p> <p>Note:</p> <p>1) Rules 4.25(c) and 5.16(c) [At least 2 members of the Appointments Advisory Committee should be young persons between the age of 18 and 25 years old].</p> <p>2) Rule 2.2(d) [the AAC must comply with the Equal Opportunities Policy, both in membership and actions].</p>
<b>Appointment Panel</b>	A panel of three persons drawn from the Appointments Advisory Committee which undertakes a meeting with an applicant for an appointment in Scouting. As an expression of the intent behind Rules 4.25(c) and 5.16(c), it is good practice for at least one Panel member to be between the age of 18 and 25 years old. Similarly, as well as age, a panel should have an appropriate 'equal opportunities' mix [Rule 2.2(d)].
<b>Appointments Chair</b>	The person appointed by the relevant Executive Committee to chair the Appointments Advisory Committee.
<b>Appointments Secretary</b>	The person appointed by the relevant Executive Committee to act as the Secretary of the appointment process.

## 2. The Appointment Process Overview

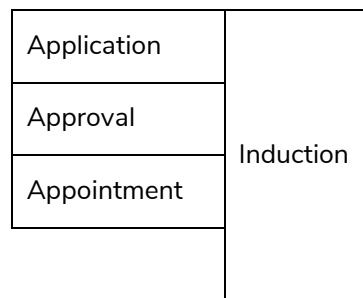
- a) **Purpose:** The purpose of the appointment process is to ensure that all those adults that the Movement accepts as volunteers:
- i. are appropriate persons to volunteer with The Scout Association;
  - ii. are appropriate for the roles they are undertaking; and

iii. fully accept the responsibilities of the roles and, where appropriate, the responsibilities of membership of The Scout Association.

b) **Principles:** The appointment process must be run so that:

- i. the applicant feels welcomed and not threatened by the appointment process;
- ii. the applicant is kept informed of progress through the appointment process;
- iii. the Association has robust assurance of appointing only appropriate people; and
- iv. the applicant takes a role that is appropriate to their skills, knowledge and attitude.

c) **Stages of appointment:** All adult appointments pass through four stages in the appointment process:



- i. **application:** where a line manager agrees to support an adult applying for an appointment and agrees a role description for that appointment;
- ii. **approval:** where independent checking concludes that the applicant is suitable for an appointment and includes agreement from the relevant Commissioner or body, successful outcome of the Personal Enquiry and, where appropriate, taking up two references;
- iii. **appointment:** where the relevant Commissioner or body makes the appointment; and
- iv. **induction:** where the line manager ensures that the adult receives a high-quality induction (this stage starts from the application process and runs for some time after the appointment is made).

d) **Roles in the appointment process:** the following roles are undertaken in the appointment process:

- i. **line manager:** the line manager (as detailed in table 2: Appointments) is responsible for recommending the applicant for the appointment. Only appointments that are listed in Table 2: Appointments may be recommended. The line manager should ensure that the volunteer has the skills, knowledge and the drive to be great in the proposed role.
- ii. **approver:** the appointment is approved by the relevant Commissioner (on the recommendation of the Appointments Advisory Committee), by the relevant Executive Committee or by the relevant Scout Council according to the appointment being made. The details of who may approve each appointment are given in Table 2: Appointments.
- iii. **relevant Commissioner/body:** the relevant Commissioner, the relevant Executive Committee or the relevant electoral body with the responsibility for making the appointment. Details of who the relevant Commissioner/body is for each role are given in Table 2: Appointments.

### 3. The Appointments Advisory Committee

#### 3.1 Appointing the Appointments Advisory Committee

- a) An Appointments Advisory Committee is mandatory for each District and each County/Area/Region (Scotland) and primarily exists to assist with the process of appointing adults in Scouting.
- b) The following members of the Appointments Advisory Committee are appointed by a resolution of the relevant Executive Committee:
  - i. **Appointments Chair:** The Appointments Chair is appointed to lead the Appointments Advisory Committee. The Appointments Chair must not be the Chair of the relevant Executive Committee (because the Chair of the Executive Committee is involved in the resolutions of disputes involving the Appointments Advisory Committee).
  - ii. **Appointments Secretary:** The Secretary is appointed to ensure that the required administration is carried out for the Appointments Advisory Committee.
  - iii. **Appointments Members:** Sufficient members must be appointed to ensure that three members can be found to undertake the meeting with each applicant.
- c) In appointing the members of the Appointments Advisory Committee, the Executive Committee should bear in mind the range of skills and attributes that will be required in committee members. All members of the Appointments Advisory Committee must be over 18 years old. Every Appointments Advisory Committee should have, as members, at least two young people between the age of 18 and 25 years old. (Rules 4.25c and 5.16c.). Rule 2.2(d) must also be observed.

Appointments Advisory Committee members do not require to have current or previous experience in Scouting.
- d) All members of the Appointments Advisory Committee must have successfully completed a Personal Enquiry.
- e) Districts and Counties/Areas/Regions (Scotland) may choose to share an Appointments Advisory Committee so long as:
  - i. each Executive Committee involved agrees to sharing an Appointments Advisory Committee which must be recorded by resolution of each Executive Committee;
  - ii. each Executive Committee involved has an Appointments Secretary appointed to carry out the role on behalf of that Executive Committee (an individual may act as Appointments Secretary for more than one Executive Committee if agreed by the individual and the relevant Executive Committees);
  - iii. each Executive Committee involved agrees the appointment of the Appointments Chair and the other members of the Appointments Advisory Committee; and
  - iv. the Appointments Chair of the Appointments Advisory Committee is not the Chair of any Executive Committee on whose behalf the Appointments Advisory Committee acts.
- f) Districts and Counties/Areas/Regions (Scotland) may have more than one Appointments Advisory Committee so long as:
  - i. each Appointments Advisory Committee is appointed by the relevant Executive Committee according to (b) above; and
  - ii. each Appointments Advisory Committee has a clearly defined responsibility for appointments (for example, by geographical area or type of appointment) which must be recorded by resolution of the relevant Executive Committee.

### **3.2 Training Requirements for Appointments Advisory Committee Members<sup>SV</sup>**

- a) The Appointments Chair, Appointments Secretary and other members of the Appointments Advisory Committee must show that they are competent to carry out this important role of checking potential new adult volunteers in The Scout Association. It is therefore mandatory that members meet certain validation criteria that are defined in The Scout Association's adult training scheme and complete Module 1 Essential Information, Safety, Safeguarding, GDPR and Module 37 Advising on Adult Appointments. Note that for an Appointment Panel it is good practice that the Panel members are fully validated against their training obligations.
- b) As the line manager, the Appointments Chair is responsible for ensuring that all members of the Appointments Advisory Committee have completed the required modules. The Appointments Chair, however, does not necessarily have to be the Training Adviser for the Appointments Advisory Committee members. The Appointments Chair should work closely with the County/Area Training Manager/Assistant Regional Commissioner Adult Training (Scotland) or the Local Training Manager (according to local arrangements) to co-ordinate the allocation of appropriately skilled Training Advisers to ensure the validation of each role holder.

### **3.3 Duties of the Appointments Advisory Committee<sup>SV</sup>**

- a) The Appointments Advisory Committee is responsible for the following areas:
  - i. Appointment Panels: meeting with new adults or existing adults who have changed role to assess whether they are aware of and willing to uphold the current values and policies of The Scout Association and whether they understand the requirements of the role and are able to carry them out.
  - ii. Appointment Reviews: supporting the review process, considering (with the line manager) the outcome of a review.
  - iii. Suspensions: on request following the local suspension of an adult, recommending continuation of suspension, re-instatement, modification or cancellation of an appointment.
  - iv. Complaints: on request, taking part in the resolution of complaints from applicants regarding the outcome of the appointment process; and
  - v. Cancellations: on request, considering together with the Commissioner recommendations to end appointments and/or a person's involvement in Scouting as a result of disagreements between adults.

Once the Appointment Process is complete, the relevant Commissioner and the relevant Line Manager should receive a recommendation from the Appointments Advisory Committee. The recommendation will be to appoint, or not – in either case with a short statement/reason.

### **3.4 The Appointment Panel Meeting**

- a) The local Appointments Advisory Committee may agree that there are some roles or circumstances when candidates will not be required to meet with an Appointment Panel. It is expected that an Appointment Panel will normally meet with persons new to Scouting in the County or District. But Appointments Advisory Committees may, for example, choose to not normally have an Appointment Panel meet with a person changing from Section Leader to Assistant Section Leader in the same Section, or an Explorer Scout Young Leader taking on a Section Assistant role when they reach the age of 18.

Similarly, if an Appointment Panel has recently met the applicant for another appointment, the committee may decide not to meet the applicant again.

It is good governance practice for the whole Appointments Advisory Committee to discuss their implementation of local Panel arrangements, to agree their proposals with their parent Executive Committee, and to reconfirm (with updates if required) with their parent Executive Committee on an annual basis.

- b) The decision to meet with candidates (or not) is entirely one for the Appointments Advisory Committee to make.
- c) To balance the need for a suitably rigorous selection process and the need for a welcoming and non-threatening process, exactly three members of the Appointments Advisory Committee (the Appointment Panel) will be required to determine an applicant's appropriateness for an appointment by meeting with the applicant. It is good practice for a member of the Panel to be aged under 25, and for the Panel to have an 'equal opportunities' mix of membership, including a current practitioner in a 'programme' role. Except in cases specifically agreed in advance with the Appointments Chair, a Panel meets with only one applicant at one time
- d) In some circumstances, the Appointments Chair may allow one additional person to be present at the meeting, for example if Module 37 is being validated, or if the applicant needs an interpreter/signer to attend the meeting.
- e) The line manager of the applicant is not allowed to be a member of the Appointment Panel that meets the applicant, nor can the applicant's line manager be present at any such meeting (so if an interpreter/signer is required for (e) above then that role may not be undertaken by the applicant's line manager).
- f) The Appointment Panel members will assess the following areas:
  - i. **Values and policies:** that the applicant is aware of and accepts (and by personal example is prepared to uphold and promote) the values and policies of The Scout Association – including confirming the applicant's willingness to make and live by the Scout Promise if applying for a Member role (as defined in *Table 2: Appointments*).
  - ii. **Role:** that the applicant understands the requirements of the role and is able and willing to carry it out.

The purpose of the Appointment Panel is restricted to these two topics. The Panel meeting role does not include consideration of the outcomes of Personal Enquiry or references.

### 3.5 Other matters for the Appointments Advisory Committee

- a) When the Appointments Advisory Committee is asked to consider or make decisions on any of the following:
  - whether to appoint when there are unsatisfactory references
  - whether to appoint when there is an unsatisfactory personal enquiry
  - the outcome following a local suspension process
  - the outcome of Appointment Reviews
  - the outcome of complaints regarding the appointment or review process,

three members of the Appointments Advisory Committee should meet to consider the issues. The Appointments Chair is the person responsible for selecting these members, ensuring a fair and independent panel is formed. It is good practice for a member of the Panel to be aged under 25, and for the Panel to have an 'equal opportunities' mix of membership, including a current practitioner in a 'programme' role.

## 4. Making Appointments

### 4.1 Personal Enquiry<sup>sv</sup>

- a) No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. See POR Rules 3.26, 4.28 and 5.19.

This personal enquiry may include a criminal records check – the roles that require a criminal records check are detailed in Table 2: Appointments.

- b) An adult may not have any involvement in Scouting where a current report from an appropriate professional or statutory source suggests that the individual is not an appropriate person to hold a position in Scouting.
- c) All reasonable practicable steps must be taken to ensure that those appointed to a role in Scouting are appropriate persons.
- d) In all cases of doubt concerning the suitability of an individual the District, County or Regional (Scotland) Commissioner (as appropriate) and the Appointments Advisory Committee must err on the side of caution and not approve an appointment. The welfare and safety of young people must be the overriding factor.

### 4.2 Age Limits

- a) The minimum age for all appointments is 18.
- b) There is no maximum age for appointments, with the exception of Youth Commissioner appointments. Please see Rule 4.44f (iii) and Rule 5.35j (iii) for details.

### 4.3 Membership of the Movement

- a) Some roles require the applicant to become a Member of the Movement (see Rules 3.1, 4.1, 5.1). These roles are indicated in Table 2: Appointments under the “Membership” column as “Member”.
- b) Some roles require the applicant to become an Associate Member of the Movement (see Rules 3.1, 4.1, 5.1). These roles are indicated in Table 2: Appointments under the “Membership” column as “Associate Member”. In these cases, the applicant may choose to become a Member if they wish.
- c) The Appointments Advisory Committee must maintain a local process that tracks such choices to change membership status – if not recorded by the Appointments Secretary on behalf of the Appointments Advisory Committee then the membership status must be assumed to be that recorded for the role in Table 2: Appointments.

### 4.4 Charity Trustees

- a) All applicants proposed (by nomination or election) for roles that carry charity trustee responsibility (see Table 2: Appointments) must be eligible to be a charity trustee. It is the responsibility of the line manager as defined in Table 2: Appointments to ensure that the applicant is aware of and conforms to this requirement.
- b) The roles of Chair, Treasurer and Secretary may not be held by Leaders, Managers or Supporters where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example a Section Leader should not be a Group Treasurer in the same



Scout Group or a District Treasurer, but could be Group Treasurer in a different Scout Group (subject to having the time and skill to undertake both roles). Note Rules 3.24d, 4.26d, 5.17d.

#### 4.5 The Procedure for Making Appointments

There are three processes used in the making of appointments. The relevant process for each role is shown in Table 2: Appointments.

**Process 1:** Roles that are appointed using the Appointment Process managed by the relevant Appointments Advisory Committee

When the relevant line manager wishes to appoint any adult to a new role that is subject to the AAC process, Process 1 in the table below must take place.

**Process 2:** Roles that are appointed by the relevant Scout Council at their Annual General Meeting

When the relevant electoral body has at its AGM elected a member of the Executive Committee or agreed the nomination of a member to the Executive Committee, Process 2 in the table below must take place.

**Process 3:** Roles that are appointed by the relevant Executive Committee.

When the relevant Executive Committee has appointed a role within its authority, Process 3 in the table below must take place.

**Process 4:** Roles that are appointed by UK Headquarters.

**Table 1: The Appointment Process**

Process element	Process 1	Process 2	Process 3	Process 4
a) Before an application is made for an appointment, the line manager (as defined in Table 2: Appointments) must discuss the appointment with the applicant including agreement of the role description.	Yes	Yes	Yes	Yes Note that this will normally take place within the context of the search process for UK HQ Appointments
b) Within 30 days of the application, election or nomination to a role, the applicant's line manager must initiate a Personal Enquiry, including a criminal records check if indicated as required in Table 2: Appointments.  Note that a criminal records check is also required for persons who have access to records (paper or electronic) containing personal details of young persons. (If necessary, the Occasional Helper role on Compass can be used in these cases.)	Yes	Yes	Yes	Yes

Process element	Process 1	Process 2	Process 3	Process 4
<p>c) For all new roles, or role changes, the applicant must be made aware, by the relevant line manager, of the:</p> <ul style="list-style-type: none"> <li>a. Fundamentals of Scouting (POR Chapter 1)</li> <li>b. Key policies of Scouting (POR Chapter 2)</li> <li>c. Responsibilities and commitments of the appointment (these are listed on the Declarations page of the Adult Information Form)</li> <li>d. Our Safeguarding Code of Behaviour [<i>Young People First - Safeguarding - a code of practice</i> (informally known as the 'Yellow card')]</li> <li>e. Training obligations of the appointment; and</li> <li>f. The procedure for the appointment of adults.</li> </ul>	Yes	Yes	Yes	Yes
<p>d) For an adult new to Scouting, a new record must be set up on Compass. The Appointments Advisory Committee will define the local process, but normal practice will be for the line manager or their nominee to enter the adult's details into Compass. The Adult Information Form may be a useful method for the adult to gather all necessary information, though it can be entered directly online.</p>	Yes	Yes	Yes	Yes
<p>e) For all new roles, or role changes, the role should be added to the adult's Compass record. Any roles being closed should be updated at the same time. The Appointments Advisory Committee will define the local process, but normal practice will be for the line manager (or a local Administrator) to enter the adult's role details into Compass.</p>	Yes	Yes	Yes	Yes
<p>f) There then follow three process components that must be undertaken. Each of these process components must be complete within a maximum of 5 months from the Role Start Date on Compass. The three process elements can – and should - be undertaken in parallel with each other.</p>				

Process element	Process 1	Process 2	Process 3	Process 4
<p><b>f1) Personal and criminal records enquiry.</b></p> <p>If the applicant is being re-elected or re-nominated without any break in service then a new Personal Enquiry is not required, unless it has been five years since the last Personal Enquiry when a further criminal record check is required.</p> <p>Otherwise, the line manager should initiate a personal and criminal records enquiry via Compass and the appropriate country process. The Appointments Advisory Committee can consider this step complete when it is recorded as such on Compass. Headquarters will, if necessary, contact the relevant Commissioner during this process.</p> <p>Until the Personal and Criminal Enquiries are complete, the applicant must not have any unsupervised access to young people (unsupervised access is defined in POR Rules 3.26c, 4.28c, 5.19c).</p>	Yes	Yes	Yes	Yes
<p><b>f2) References</b></p> <p>If the applicant's character and background are not known (as determined by the Appointments Advisory Committee), or if the applicant is returning to Scouting after a period of absence, the Appointments Secretary must obtain at least two references in writing (using form RF or using Compass).</p>	Yes	No	No	No  This is addressed through the UKHQ appointment search process
<p><b>f3) Meeting with Appointment Panel</b></p> <p>The Appointments Secretary must arrange for the applicant to meet with an Appointments Panel, in line with rule 3.4 in this chapter, as soon as possible. The Appointments Secretary will make the information on Compass available to the Appointment Panel prior to the meeting with the applicant. Note that the contents of criminal records check disclosures, and of any references, are not part of the Panel meeting.</p> <p>When the Appointment Panel has met with the applicant, it will inform the Appointments Secretary of its recommendation.</p>	Yes	No	No	No  This is addressed through the UK HQ appointment search process. It is the UK HQ Appointments Committee that approves the appointment.

Process element	Process 1	Process 2	Process 3	Process 4
<p>g) Once the process elements in (f) above are complete the Appointments Secretary must update Compass to reflect the outcomes.</p> <p>If all three elements are satisfactory then the Responsible Commissioner should be asked for approval. Once that approval is recorded on Compass the appointment will automatically move to Provisional status (or, if <i>Getting Started</i> training is already complete, will move direct to Full status).</p> <p>If references or the Appointment Panel meeting have raised any doubts about the suitability of the candidate, then the Appointments Chair should be advised by the Appointments Secretary. The Appointments Chair will consult in confidence [see 3.5 above] with up to 2 other Appointments Advisory Committee members (and the referee(s) if required), to make a final recommendation to the relevant Commissioner, who makes the final decision on appointment.</p> <p>If the outcome is to not appoint then details of the reason must be recorded on Compass using the <i>End Role Unsatisfactorily</i> option.</p>	Yes	No	No	Yes  In this case the changes are made by the HQ Appointments Secretary
<p>h) Once the requisite <i>Getting Started</i> training (see <i>Table 2: Appointments</i>) is recorded on Compass by the adult's Training Adviser, and the appointment process is complete, the appointment will move to Full status. This must be completed within a period of five months from the role start date recorded on Compass.</p>	Yes	Yes	Yes	Yes
<p>i) Once the appointment has reached Full status, an appointment certificate can be issued if that is agreed local practice and presented to the applicant by the District, County or Regional (Scotland) (as appropriate). [Note: <i>Your Role in Scouting</i> certificates can be created via the Brand Centre.]</p> <p>Adults who are to become Members of The Scout Association should be invested by their line manager (or nominee) and make or reaffirm the Scout Promise. [Note: Associate Members are not required to make the Promise (Rule 3.1(t))]</p>	Yes	Yes	Yes	Yes

Process element	Process 1	Process 2	Process 3	Process 4
j) If the District, County, Area or Regional (Scotland) Commissioner (as appropriate) does not accept the conclusion of the Appointments Advisory Committee, the application must be considered and reviewed by the Chair of the relevant District, County or Regional (Scotland) Executive Committee. The Executive Committee Chair's decision is final.	Yes	n/a	n/a	n/a
k) In exceptional circumstances Headquarters may, notifying the responsible District, County or Regional (Scotland) Commissioner, refuse to issue an appointment. In these cases, UK Headquarters will make the necessary updates to Compass to reflect their decision.	Yes	Yes	Yes	Yes
l) Working with the applicant and the appropriate Training Adviser, it is the responsibility of the line manager to ensure that the applicant meets all training obligations appropriate to the role.	Yes	Yes	Yes	Yes

#### 4.6 Pre-Provisional and Provisional Appointments

- a) Pre-Provisional and Provisional Appointments allow an adult volunteer to start getting involved in their new role whilst completing the appointment process.

A new role starts as a Pre-Provisional Appointment and this completes when the Appointments process is complete.

If the Getting Started training requirements have not been completed by the time that the Appointments process is complete, then the role status will change from pre-Provisional to a Provisional Appointment.

During the period of Pre-Provisional and Provisional Appointment the relevant Getting Started training modules must be completed as detailed in Table 2: Appointments. These modules can be undertaken in parallel with the Appointment processes listed in this chapter.

- b) It is required that roles reach Full status within 5 months from the start date of the role as recorded on Compass.
- c) If the applicant's role has not reached Full status within 5 months then appropriate restrictions must be applied to the appointment [see Rule 7a] or the appointment must be cancelled by the District Commissioner, County/Area or Regional (Scotland) Commissioner (or their nominee) using the 'end role' facility on Compass.
- d) Ultimate responsibility for ensuring that the Pre-Provisional and Provisional Appointment stages are successfully completed, including ensuring that minimum safety standards are met, rests with the line manager (see Table 2: Appointments) during the Pre-Provisional and Provisional Appointment periods.

## 4.7 Full Appointments

- a) An appointment will move to status Full when an adult has satisfactorily completed the appointment process (4.5(f)) and any Getting Started processes defined in Table 2: Appointments.
- b) Adults holding an appointment (from Table 2) who have completed the necessary personal enquiries and their appointment is at status Full may have unsupervised access to young people in accordance with the Safeguarding Policy. Other adults may have unsupervised access to young people on regulated activities provided they have completed the necessary personal enquiries (see POR Rules 3.26(b), 4.28(b) and 5.19(b)).
- c) Any appointment may, in exceptional circumstances, be refused by Headquarters.

## 4.8 Induction

- a) The person specified in the column entitled "Responsible for Induction" in Table 2: Appointments will ensure that the applicant is given a full induction into the role starting when the applicant has agreed to apply for the appointment.

## 4.9 Training

- a) All appointed adults must undertake the training as specified in the columns headed "Getting Started" and "Training Obligations" in Table 2: Appointments. Training listed in the "Getting Started" column must be complete (recorded on Compass) before an appointment can move to Full status.
- b) For those appointed adults that must complete a Wood Badge (as listed in the "Training Obligations" column of Table 2: Appointments), if it is not completed within three years of the role start date recorded on Compass, appropriate restrictions must be applied to the appointment [see Rule 7a] or the appointment must be ended by the relevant District, County or Regional (Scotland) Commissioner.
- c) In order to facilitate a smooth transition for the use of mutually agreed restrictions in relation to wood badge training, we are advising that commissioners put in place an action plan to allow volunteers to complete this training before September 2021. More information is available at: <https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/tools-for-managing-volunteers/mutually-agreed-restrictions/>
- d) All role holders, must meet their Getting Started and/or Training obligations as defined in POR The Appointment Process chapter, rule Table 2: Appointments.

If training is not completed within 5 months of the role start date recorded on Compass, appropriate restrictions must be applied to the appointment [see Rule 7a] or the appointment must be cancelled by the relevant District, County or Regional (Scotland) Commissioner.

- e) There are obligations for on-going training. These are:  
**Safeguarding.** Required by all roles as detailed in Table 2: Appointments. Safeguarding training must be completed within 5 months of role start date as part of Getting Started/ introduction training. Thereafter, for as long as the adult is in a role that requires the training, it must be

undertaken again no later than 3 years after their last recorded Safeguarding training completion date on Compass.

**Safety.** Required by all roles as detailed in *Table 2: Appointments*. Safety training must be completed within 5 months of the role start date as part of Getting Started/ introduction training. Thereafter, for as long as the adult is in a role that requires the training, it must be undertaken again no later than 3 years after their last recorded Safety training completion date on Compass.

**First Aid.** Required by all roles recorded in *Table 2: Appointments* as requiring a Wood Badge. First Aid training must be completed within 3 years of the role start date recorded on Compass. Thereafter, for as long as the adult is in a role that requires a Wood Badge, the training must be undertaken again no later than 3 years after the last recorded First Aid training completion date on Compass.

NOTE: Rule 4.9e First Aid within the Appointment Chapter is now for implementation by Counties, existing members will have until September 2021 to comply with the 3 year renewal of mandatory ongoing learning. During this time, where the revised processes have not yet been implemented locally, reference should be made to *The Appointment Process - 5 Reviewing Appointments* c October 2018 version of POR.

Note that all adults in roles (other than Trustee roles) are encouraged to gain a first aid certificate (minimum of First Response) and then to renew it every three years.

**GDPR.** All role holders in roles requiring Module 1 must also have completed GDPR training within 5 months of their role start date.

If on-going training is not completed within the timescales set out above, appropriate restrictions could be applied to the appointment [see Rule 7a] or the appointment must be cancelled by the relevant District, County or Regional (Scotland) Commissioner.

## 5. Reviewing Appointments

- a) It is good practice for line manager and role holder to hold an informal review meeting at least annually – an opportunity to mutually take stock to celebrate successes and to plan for the future. It is also an opportunity to determine if the role holder has any additional training needs (including the required on-going training) and also to agree whether another role would be more suitable.
- b) A 'formal' Appointment Review normally takes place during the final 6 months of an appointment (though can be convened by either the line manager or the role holder at any time). A key outcome of this meeting will include an agreement over whether the individual's appointment should be renewed, whether they should take on a different role, or whether they will leave Scouting. It is good practice for line manager and role holder to agree the approximate first review date at the start of a role and record that on Compass.
- c) The purpose of the review is therefore to determine whether:
  - i. the appointment is to continue for another period; or
  - ii. the appointment is to be ended; or
  - iii. the adult will apply for a different role.

Although the determination should be agreed between the appointee and their line manager, ultimately the line manager makes the decision whether to Reappoint, Reassign or Retire the appointee.

- d) Unless indicated differently in Table 2: Appointments, the appointee's line manager is responsible for ensuring that the formal Review is conducted during the final 6 months of an appointment (or earlier if required by the relevant Commissioner).

On-going training requirements must be monitored at the point of each 'formal' Appointment Review.

- e) The line manager has a responsibility to ensure timely Appointment Reviews are held (see (b) above). The Appointments Secretary should support the Appointment Review process and should maintain an oversight of the Appointment Review process in the County/District. Roles requiring Appointment Review are listed in Table 2: Appointments.

Line managers (unless otherwise stated in Table 2: Appointments) should schedule an Appointment Review to be held no later than the 'next review date' recorded on Compass [if no such date is recorded then it must take place no later than 5 years after the role start date or 5 years after the previous Appointment Review].

- f) It is good practice to schedule the meeting 3 months in advance. However, where an earlier Appointment Review is requested (by line manager or appointment holder or the relevant Commissioner) then a shorter notice period is acceptable, though there must be at least two weeks' notice except in the most exceptional circumstances. During an Appointment Review the person carrying out the review will record the details on Form AR (including the recommended outcome of the review) and pass the completed form to the Appointments Secretary.
- g) The Appointments Advisory Committee (note 3.5 above) and the relevant District, County, Area or Regional (Scotland) Commissioner together consider the completed Form AR and reach a decision on the review of the appointment. The purpose of this meeting is to ensure that an appropriate Appointment Review process has been followed, and that the recommended outcomes are being actioned.
- h) The Appointments Secretary is informed and records the decision. The Appointment Secretary must also update Compass appropriately (if not already updated by the line manager), including recording the date for the next Appointment Review (if required).
- i) The following table gives details of the line manager for each appointment who will carry out the Appointment Review:

Appointment	Carry out review
Other Group appointments.	Group Scout Leader. Note that, particularly in larger Groups, the Group Scout Leader cannot realistically undertake all Appointment Reviews. Therefore, the Group Scout leader is able to delegate appropriately within the Group's 'management team' although the conclusion of such Reviews must be agreed with the



	Group Scout Leader as part of the Review process.
District appointments (not reporting to the District Commissioner).	Line manager of the individual.
District appointments reporting to the District Commissioner (including Group Scout Leader).	District Commissioner.
County/Area/Regional (Scotland) appointments (not reporting to the County/Area/Regional (Scotland) Commissioner).	Line manager of the individual. For example, the Regional Commissioner (England) should undertake the Appointment Review of a County Commissioner
County/Area/Regional (Scotland) appointments reporting to the County/Area/Regional (Scotland) Commissioner.	County/Area/Regional (Scotland) Commissioner.
Members of Executive Committees.	Executive Members do not require an Appointment Review due to the annual election/nomination process at the AGM. However, it is good practice for each Chair, Secretary or Treasurer to have an Appointment Review prior to nomination/election at AGM for the fifth time, and every five years thereafter. Secretary/Treasurer Appointment Reviews should be undertaken by their Executive Chair.  For good governance, Appointment Reviews for Chair Roles should not be undertaken by GSL/DC/CC as appropriate but by District Chair/County Chair/Regional Commissioner.

- j) The following appointments may be held for a term of no more than five years: County Commissioner, Deputy County Commissioner, Regional Commissioner (Scotland), District Commissioner, Deputy District Commissioner. If appropriate, extension(s) can be made to the initial term, but the total time in role must be less than 10 years.

As guidance this rule should also be applied to District Scout Network Commissioners, County Training Managers, Assistant County Commissioners, Assistant Regional Commissioners (Scotland), Assistant District Commissioners, District Explorer Scout Commissioners, Local Training Managers and Group Scout Leaders.

- k) On the appointment of a County Commissioner, all appointments held at County level (including those of District Commissioners) will be subject to review.

The review must be completed within six months of the County Commissioner's appointment.

NOTE: In a County/Area that has no Districts then the appointments at (l) below should be treated as County appointments.

- l) On the appointment of a District Commissioner, all appointments held at District level including Explorer Scout Leaders, Scout Network Leaders and Group Scout Leaders will be subject to review.

The reviews must be completed within six months of the District Commissioner's appointment.

## 6. Ceasing to hold an Appointment

- a) An appointee may resign an appointment by notifying the relevant line manager listed in *Table 2: Appointments*. The appointee and the line manager will agree a final date for the role and the line manager will ensure that date is recorded on Compass.
- b) On ceasing to hold an appointment, in the case of satisfactory service, the line manager or the Appointments Secretary will end the appointment on Compass.
- c) In the case of an individual with satisfactory service who has resigned due to moving out of the District, County or Region (Scotland), the Appointments Secretary enters the adult's new address, if known and if agreed by the adult, on Compass.
- d) If the adult's service has been unsatisfactory, Compass should be updated with full details. Alternatively, a Form CS can be completed and sent to Headquarters who will end the appointment. On receipt of the cancellation via Compass, or the Form CS, Headquarters may seek further information on the cancellation if necessary.

## 7. Cancellation or Non-renewal of Appointments

- a) The relevant Commissioner and the Appointments Advisory Committee, acting together, may cancel or not renew any appointment [whether appointed using process 1, 2 or 3 from *Table 1: The Appointments Process* in this chapter] on one or more of the following grounds:
  - i. the appointee resigns when notified that a recommendation is to be made for the cancellation or non-renewal of the appointment
  - ii. Unsatisfactory outcome of a Personal Enquiry and/or criminal records check
  - iii. the appointment is not to be renewed following Appointment Review
  - iv. the appointee has ceased or failed to perform the duties of the appointment satisfactorily
  - v. it becomes evident that the appointee no longer accepts the fundamental principles of the Movement
  - vi. it becomes evident that the appointee is not an appropriate person in respect of the Association's Policies and Rules
  - vii. the adult has not met the training requirements of the role
    - o the appointee has failed within the time limits satisfactorily to complete Adult Training appropriate to the appointment including the *Getting Started* and training obligations listed in *Table 2: Appointments*. For Trustee appointments, the appropriate Chair must be part of the decision process.
    - o the adult does not hold a current first aid certificate (a minimum of First Response) if they hold an appointment that requires a Wood Badge;
    - o the adult has not met their on-going training requirements, including safety and safeguarding. For Trustee appointments, the appropriate Chair must be part of the decision process.

- viii. the appointee has or is likely to bring the name of the Association into disrepute
- ix. the appointment should be terminated following the closure of a Group, Explorer Scout Unit, District Scout Network or a Section.

Cancellation or non-renewal of an appointment should be used where necessary, however the appropriate Commissioner may apply restrictions or suspension to ensure a volunteer rectifies issues. This may be used to allow time for a volunteer to complete relevant training. Further information is available [here](#)

Although it is good practice to have these discussions in the framework of an Appointment Review, action may be taken without an Appointment Review where the responsible Commissioner and the responsible Commissioner's line manager agree that circumstances require it. In these cases the role holder must be advised of the reasons for the cancellation or non-renewal.

- b) Additionally, in the case of provisional appointments, the relevant Commissioner and the Appointments Chair (who may seek advice from up to two other members of the Appointments Advisory Committee), acting together may end or not renew any appointment where: the appointee has failed to complete the requirements of the provisional appointment, even after an extended provisional appointment period to enable completion.
- c) In exceptional circumstances Headquarters may, after consultation with the relevant Commissioner, end or refuse to renew an appointment. The UK Chief Commissioner, or nominee, must ensure that appropriate processes and responsibilities are defined, agreed and implemented at Headquarters to enable this process to be appropriately and consistently applied.

## 8. Resolving Disagreements

- a) If there is a complaint from an applicant because an appointment has not been approved, the applicant may (provided invoked within 14 days of the non-approval):
  1. In the first instance, meet the Appointments Chair and another member of the Appointments Advisory Committee (preferably a member who has not been part of the approval meeting for the complainant). This meeting will allow the complainant to explain the problem and to see if an agreeable resolution can be found. For completeness, the conclusion of the meeting will be notified in writing to the complainant and the relevant Commissioner.
  2. If the complainant is still not satisfied after step 1, the complainant may make an appeal (within 14 days of receipt of the outcome of step 1) to the Chair of the Executive Committee that is the parent body of the Appointments Advisory Committee.

The Executive Committee Chair may choose to ask a small number of members (not normally exceeding 3) of the Executive Committee (not involved in the appointment of the individual) to investigate the issue and provide a confidential report to the Executive Committee Chair, whose decision is final.

Once step 2 has been completed, the complainant may not take the complaint any further.

- b) If there is disagreement over appointment cancellation (see Rule 7a) (whether or not as the outcome of an Appointment Review) the individual may only appeal against the process (any appeal must be received within 14 days of the decision):

1. In the first instance, meet the Appointments Chair and another member of the Appointments Advisory Committee. The purpose of this meeting is to allow the complainant to explain the problem regarding the process and to see if an agreeable resolution can be found. For completeness, the conclusion of the meeting will be notified in writing to the complainant and the relevant Commissioner.
2. If the complainant is still not satisfied after step 1, the complainant may make an appeal to the Chair of the Executive Committee that is the parent body of the Appointments Advisory Committee. Any such appeal must be received within 14 days of receipt of the written outcome of step 1.

The Executive Committee Chair may choose to ask a small number of members (not normally exceeding 3) of the Executive Committee (not involved in the review process of the individual) to investigate the issue and provide a confidential report to the Executive Committee Chair, whose decision is final. The decision will be notified in writing to the complainant and the relevant Commissioner.

Once step 2 has been completed, the complainant may not take the complaint any further.

- c) The UK Chief Commissioner, or nominee, must ensure that appropriate processes are defined, agreed and implemented at Headquarters in case of disagreements related to implementation of 7(c).

## 9. Adult Volunteer Roles

- a) Scouting's activities are delivered or supported by adults in various roles. These roles are listed in Table 2 below. Only roles listed in Table 2 may be allocated on Compass - Table 2 reflects all appointable roles that are available. All roles in Table 2 have Member/Associate Member status.
- b) Several of the roles are governance roles. It is important in law that key governance roles – Chair, Secretary and Treasurer – are always filled. If a Chair, Secretary or Treasurer resigns during the period between AGMs, then the Executive Committee should appoint a member of the Executive Committee to the role, subject to approval by a majority of the members of the relevant Executive and (for the role of Chair) the appointing Commissioner (GSL, DC or CC as appropriate).
  - i. If none of the Executive Committee members are able to take on the vacant Chair, Secretary or Treasurer role, then an appropriate person can be co-opted as an Executive Committee member, subject to the relevant rules elsewhere in POR (Rules 3.23 (b) (iii), 4.25 (f) (iii), 5.15 (f) (iii)), and the approval by a majority of the members of the relevant Executive and (for the role of Chair) the appointing Commissioner (GSL, DC or CC as appropriate).
  - ii. Such appointments to the Chair, Secretary or Treasurer roles are valid only for the short-term, until the next Annual General Meeting. Note that there is no role of Acting Chair, Acting Secretary or Acting Treasurer available – the process above must be followed to fill a short-term role until the next Annual General Meeting.
- c) There are a set of people who provide informal support. These people are often referred to as Helpers. As stated in Rule 1.2 'Helpers'; Additional adults (for example parents or subject experts from the community) may be used to support the delivery of programme. The Personal

Enquiry and criminal records disclosures checks requirements detailed in Rule 3.26(b), 4.28(b) and 5.19(f) must apply wherever applicable for these adults. A person who requires a Personal Enquiry (including where relevant a criminal records disclosure check) [Rules 3.26, 4.28, 5.19] and who does not have an active role on Compass that includes a criminal records disclosure check must be registered on Compass as an Occasional HelperSV. This Occasional Helper role on Compass is not otherwise part of the Appointment Process, carries no membership status and is only provided to enable the Personal Enquiry and criminal records disclosure checks to be conducted if required by Rules 3.26, 4.28 and 5.19. It is therefore not included in the Table 2 below. To obtain a criminal records disclosure the person must be recorded on Compass (as Occasional Helpers, or – in Scotland – as PVG-only, but this is not a 'role' and is simply a route to obtaining the necessary criminal records check disclosure.

- d) Also included in Compass should be nominated, elected or co-opted Council members. This role is also not included in Table 2 because it is not a 'member' role but is rather a role that Members or Associate Members may acquire.
- e) Certain staff members also require access to Compass and these roles are also recorded on Compass. Again, these roles are not recorded in Table 2.

Table 2 is available to download as both an Excel and a PDF format from [www.scout.org.uk/por](http://www.scout.org.uk/por)

## Safeguarding and Vetting Decision Guidance

### 1. On Barred / Disqualified List

Applicant barred

Safeguarding Vulnerable Groups Act 2006

(<http://www.legislation.gov.uk/ukpga/2006/47/contents>)

Northern Ireland Order (<http://www.nidirect.gov.uk/disclosure-and-barring-protecting-children-and-vulnerable-adults>)

Protecting Vulnerable Groups (Scotland) Act 2007

(<http://www.legislation.gov.uk/asp/2007/14/contents>)

**EXCLUSION – NO APPEAL**

### 2. Any offence perpetrated as an adult against a child demonstrating a sexual interest in children

A range of threshold applied by different courts. A finding of guilt made in a criminal court ('Beyond reasonable doubt') or in Civil Courts ('Balance of Probability'). This includes offences defined by the Sexual Offences Act 2003 such as rape and other sexual assaults, indecent images of children, grooming, trafficking (children), voyeurism (children), and exposure of genitals with intent to distress or alarm (children).

This also includes sexual offences against children in another jurisdiction e.g. outside UK.

**EXCLUSION – NO APPEAL**

### 3. Other offences perpetrated by an adult against a child where the child suffered significant harm

A conviction in the criminal or judicial finding in another court defined in the link

<https://www.gov.uk/government/publications/guidance-on-offences-against-children>

This should include the offence of child neglect where the adult was convicted in the criminal court or made an Admission of guilt, accepted a Caution or a finding was made in the civil courts.

**EXCLUSION – NO APPEAL**

### 4. Adverse reference from a statutory agency or other professional source

Authorised by Policy, Organisation and Rules (Rule 4.1b) "An adult may not have an involvement in Scouting where a current report from an appropriate professional or statutory source suggests that the individual is not an appropriate person to hold a position in Scouting"

The source should be on the Competent Authorities list.

**EXCLUSION – NO APPEAL**

### 5. Conviction for serious offences against the person (adult)

To include: murder, rape, crimes associated with organising sexual exploitation, serious crimes of violence including convictions for domestic abuse, abuse or exploitation of a vulnerable adult. To also include drug, arms and people trafficking and sexual exploitation.

**EXCLUSION – NO APPEAL**

## **6. Applicant under 18 at time of an offence that would otherwise attract national action**

Consideration should be given to whether the applicant's youth or additional needs was directly relevant to their behaviour.

The decision makers must have a clear understanding that some childhood behaviours can become more embedded rather than dissipating with age e.g. some child-on-child sexual offending. Each case must be considered individually, informed by the best research.

**FURTHER CONSIDERATION BY NATIONAL HEADQUARTERS**

## **7. Offence which causes serious doubt about suitability**

For example: offences against the person (including manslaughter) , threats of violence, supplying controlled substances, possession of Class A drugs in the recent past (last 2 years).

An allegation of a sexual offence (adult victim) not progressed to trial.

Low-level/minor sexual offence (adult victim) committed many years previously.

Some offences of indecent exposure where the intention was not to alarm or distress.

Offences between consenting adults in public areas.

Presumption of exclusion where the total information available about the applicant implies that their involvement may:

1. Adversely affect the health and welfare of young people
2. Adversely affect the reputation of scouting
3. Adversely affect the welfare or other adults, scouting operations or the individual concerned

**FURTHER CONSIDERATION BY NATIONAL HEADQUARTERS**

## **8. Offence which causes doubt about the individual's compatibility with Scouting values**

Not an exhaustive list: harassment, blackmail, hate crime.

Presumption of exclusion where the total information available about the applicant implies that their involvement may:

1. Adversely affect the health and welfare of young people
2. Adversely affect the reputation of scouting
3. Adversely affect the welfare or other adults, scouting operations or the individual concerned

**FURTHER CONSIDERATION BY NATIONAL HEADQUARTERS**

## **9. Non-conviction information provided by other sources/held on TSA confidential records**

Where required passed to Medical Advisor for guidance.

Presumption of exclusion where the total information available about the applicant implies that their involvement may:

1. Adversely affect the health and welfare of young people
2. Adversely affect the reputation of scouting
3. Adversely affect the welfare or other adults, scouting operations or the individual concerned

**FURTHER CONSIDERATION BY NATIONAL HEADQUARTERS**

### **10. Barred from Trusteeship**

Only applies to applicants for roles providing trustee status where the applicant is disqualified by law from acting as a charity trustee (e.g. unspent conviction for an offence involving dishonesty or deception).

**FURTHER CONSIDERATION BY NATIONAL HEADQUARTERS**

### **11. Minor and unrelated (to scouting) offences**

For example: minor motoring offences, minor thefts, criminal damage.  
Three or fewer offences committed more than ten years ago

**DISCLOSURE CONSIDERED TO BE 'CLEAR' FOR SCOUTING PURPOSES**

### **12. Other conviction/caution**

**DISCLOSURE INFORMATION PASSED TO RELEVANT COMMISSIONER AND APPOINTMENT ADVISORY COMMITTEE WITH TECHNICAL ADVICE FOR CONSIDERATION**

Exclusion under boxes 1 to 5 are permanent. Exclusion under boxes 6 to 10 might be reconsidered in some circumstances after some period of time (for example such the application now meets the test of "three or fewer offences committed more than ten years ago" as given in box 11).



TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>SV</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
<b>PROGRAMME DELIVERY ROLES</b>														
Leadership Teams ensure delivery of great, safe programme to young people. They do this through management of the Section together with the planning and delivery of the programme. Each Section Leadership Team will call on other adults (inside and outside Scouting) for some of the programme delivery. Additionally, there are delivery roles/teams coordinated through HQ, for example for Jamborees and other international events.														
<b>Scout Group Roles</b>														
<b>Beaver Colony Leadership Team roles</b>														
Section Leader - Beavers	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years) Trustee Introduction required within 5 months if opts-in to Trustee role	Member	Yes (if opts-in)	Yes	Yes
Assistant Section Leader - Beavers	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Section Assistant - Beavers	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding and 3	No requirement	Associate Member	No	Yes	Yes
<b>Cub Pack Leadership Team roles</b>														
Section Leader - Cubs	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years) Trustee Introduction required within 5 months if opts-in to Trustee role	Member	Yes (if opts-in)	Yes	Yes
Assistant Section Leader - Cubs	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Section Assistant - Cubs	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding and 3	No requirement	Associate Member	No	Yes	Yes
<b>Scout Troop Leadership Team roles</b>														
Section Leader - Scout	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years) Trustee Introduction required within 5 months if opts-in to Trustee role	Member	Yes (if opts-in)	Yes	Yes
Assistant Section Leader - Scouts	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Section Assistant - Scouts	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding and 3	No requirement	Associate Member	No	Yes	Yes
<b>Scout District Roles</b>														
<b>Explorer Unit Leadership Team roles (may be linked with Group(s) via Partnership Agreements)</b>														
Section Leader - Explorers	None	Leader	District	District Explorer Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years) Trustee Introduction required within 5 months if opts-in to Trustee role (under the terms of a Partnership Agreement with a Group)	Member	No unless opts-in to a Group Executive role under the terms of a Partnership Agreement with a Group.	Yes	Yes
Assistant Section Leader - Explorers	None	Leader	District	District Explorer Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Section Assistant - Explorers	None	Leader	District	District Explorer Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1, GDPR, Safety, Safeguarding and 3	No requirement	Associate Member	No	Yes	Yes
Section Leader - Explorer Scout Young Leaders	None	Leader	District	District Explorer Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1, GDPR, Safety, Safeguarding and 3	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Section Leader - Explorer Scout Young Leaders	None	Leader	District	District Explorer Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>UK Headquarters - Delivery roles for major events</b>														
Unit Leader	Name of event	Leader	World Jamboree, Moots and similar events	As advised by Contingent Team for each event - Local Selection in County or Country	1	Local Selection in County or Country	Local Selection in County or Country	Local Selection in County or Country	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	It is recommended that role holders have the relevant Wood Badge and First Aid Certificate prior to appointment, or are close to completing both.	Member	No	Yes	No
Assistant Unit Leader	Name of event	Leader	World Jamboree, Moots and similar events	As advised by Contingent Team for each event - Local Selection in County or Country	1	Local Selection in County or Country	Local Selection in County or Country	Local Selection in County or Country	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	It is recommended that role holders have the relevant Wood Badge and First Aid Certificate prior to appointment, or are close to completing both.	Member	No	Yes	No
International Service Team Member	Name of event	Leader	World Jamboree, Moots and similar events	Contingent Leader	Contingent Selection Process	Contingent Leader	Contingent Leader	Contingent Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	No requirement	Member	No	Yes	No
<b>LINE MANAGER ROLES</b>														
Line Manager roles have the responsibility and authority to ensure effective operation of their charity (the Scout Group, the Scout District, etc.) so that the charitable objectives are met. For ACTING roles ....														
Acting roles apply where there is no Line Manager (GSL, DC, etc.) appointed. An Acting role is intended to be a temporary role pending a substantive appointment. The length of appointment should be measured in months rather than years. Because of the short-term nature of the role, there are few in-role training obligations. Persons appointed to these acting roles should already have undertaken Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction. It will also be helpful if the person appointed has previously completed a Manager & Supporter Wood Badge.														

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>SV</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
<b>Scout Group</b>														
<b>NOTE: In single-District Counties, e.g. Jersey, Guernsey &amp; also in Wales and other nations, GSLs are appointed by the CC or equivalent role.</b>														
Group Scout Leader	None	Commissioner	Group	District Commissioner or nominee	1	District Appointments Advisory Committee.	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Group Scout Leader (Scotland)	None	Commissioner	Group	District Commissioner or nominee	1	District Appointments Advisory Committee.	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	See Scottish Variations from POR	Yes	Yes
Acting Group Scout Leader	None	Commissioner	Group	n/a	n/a	Appointed by District Commissioner	District Commissioner	District Commissioner	n/a	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction (within 5 months)	Member	Yes	Yes	N/a, given that an Acting GSL role is a temporary role.
<b>Scout District</b>														
<b>NOTE: The DC role does not exist for single-District Counties, e.g. Jersey, Guernsey &amp; also in Wales and other nations. In these cases, GSLs are appointed by CCs or equivalent role.</b>														
District Commissioner	None	Commissioner	BSO, England, Northern Ireland, Wales	County (or equivalent) Commissioner or nominee	1	County (or equivalent) Appointments Advisory Committee	County (or equivalent) Commissioner or nominee	County (or equivalent) Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Acting District Commissioner	None	Commissioner	District	n/a	n/a	Appointed by County/Area/Region (Scotland) Commissioner	County/Area/Region (Scotland)	Appointed by County/Area/Region (Scotland)	n/a	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction (within 5 months)	Member	Yes	Yes	N/a, given that an Acting DC role is a temporary role.
District Commissioner (Scotland)	None	Commissioner	Scotland	Regional Commissioner or nominee	1	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	See Scottish Variations from POR	Yes	Yes
District Explorer Scout Commissioner	None	Commissioner	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Acting District Explorer Scout Commissioner	None	Commissioner	District	n/a	n/a	Appointed by District Commissioner	District Commissioner	District Commissioner	n/a	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction (within 5 months)	Member	Yes	Yes	N/a, given that an Acting DESC role is a temporary role.
District Explorer Scout Commissioner (Scotland)	None	Commissioner	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	See Scottish Variations from POR	Yes	Yes
District Scout Network Commissioner	None	Commissioner	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
District Scout Network Commissioner (Scotland)	None	Commissioner	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	See Scottish Variations from POR	Yes	Yes
<b>Scout County or equivalent</b>														
County Commissioner	None	Commissioner	England, Northern Ireland	Regional Commissioner (England) or Chief Commissioner Northern Ireland	4	UK Headquarters Appointments Advisory Committee	Country Chief Commissioner or nominee	Regional Commissioner (England) or Chief Commissioner (Northern Ireland) or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Acting County Commissioner	None	Commissioner	England, Northern Ireland	n/a	n/a	Appointed by Regional Commissioner (England) or Chief Commissioner (Northern Ireland)	Country Chief Commissioner or nominee	Regional Commissioner (England) or Chief Commissioner (Northern Ireland)	n/a	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction (within 5 months)	Member	Yes	Yes	N/a, given that an Acting CC role is a temporary role.
Bailiwick Commissioner	None	Commissioner	Guernsey	Regional Commissioner	4	UK Headquarters Appointments Advisory Committee	Country Chief Commissioner or nominee	Regional Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Island Commissioner	None	Commissioner	Jersey	Regional Commissioner	4	UK Headquarters Appointments Advisory Committee	Country Chief Commissioner or nominee	Regional Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Area Commissioner	None	Commissioner	Wales	Regional Commissioner	4	UK Headquarters Appointments Advisory Committee	Country Chief Commissioner or nominee	Regional Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Area Commissioner	None	Commissioner	BSO	International Commissioner	4	UK Headquarters Appointments Advisory Committee	International Commissioner	International Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Acting Area Commissioner	None	Commissioner	Wales, BSO	n/a	n/a	Appointed by International Commissioner (BSO) or Chief Commissioner (Wales)	International Commissioner (BSO) or Chief Commissioner (Wales)	Appointed by International Commissioner (BSO) or Chief Commissioner (Wales)	n/a	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction (within 5 months)	Member	Yes	Yes	N/a, given that an Acting AC role is a temporary role, normally time limited to a maximum of 12 months
Regional Commissioner (Scotland)	None	Commissioner	Scotland	Chief Commissioner of Scotland or nominee	1	Scouts Scotland Appointments Advisory Committee	Chief Commissioner of Scotland or nominee	Chief Commissioner of Scotland or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Acting Regional Commissioner (Scotland)	None	Commissioner	Scotland	n/a	n/a	Chief Commissioner of Scotland	Chief Commissioner of Scotland or nominee	Chief Commissioner of Scotland or nominee	n/a	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction (within 5 months)	Member	Yes	Yes	N/a, given that an Acting RC(S) role is a temporary role, normally time limited to a maximum of 12 months
<b>England and Wales Regions</b>														
Regional Commissioner	England or Wales	Commissioner	England, Wales	Chief Commissioner of England or Wales as appropriate	1	UK Headquarters Appointments Advisory Committee	Chief Commissioner of England or Wales as appropriate	Chief Commissioner of England or Wales or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>SV</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
Acting Regional Commissioner	England or Wales	Commissioner	England, Wales	n/a	n/a	Chief Commissioner of England or of Wales as appropriate	Chief Commissioner of England or of Wales as appropriate	Chief Commissioner of England or of Wales as appropriate	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Modules 1, GDPR, Safety, Safeguarding, 2 and 4 (within 5 months)	Member	No	Yes	N/a, given that an Acting RC role is a temporary role, normally time limited to a maximum of 12 months
<b>Country Manager roles</b>														
Chief Commissioner	England	Commissioner	England	UK Chief Commissioner	4	UK Headquarters Appointments Advisory Committee	UK Chief Commissioner	UK Chief Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Chief Commissioner	Northern Ireland, Wales	Commissioner	Northern Ireland, Wales	UK Chief Commissioner	4	UK Headquarters Appointments Advisory Committee	UK Chief Commissioner	UK Chief Commissioner	Modules 1, GDPR, Safety, Safeguarding, Trustee Introduction, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Chief Commissioner	Scotland	Commissioner	Scotland	UK Chief Commissioner and Scottish Trustee Board	4	UK Headquarters Appointments Advisory Committee	UK Chief Commissioner	UK Chief Commissioner	Modules 1, GDPR, Safety, Safeguarding, Trustee Introduction, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Chief Commissioner (Branch)	None	Commissioner	Branches	International Commissioner	4	UK Headquarters Appointments Advisory Committee	UK Chief Commissioner	UK Chief Commissioner	As agreed	Module 1, Safety, Safeguarding, Wood Badge and First Aid certificate (within 3 years)	Member	As defined in Branch's constitution	Yes	Yes
<b>Headquarters Manager roles</b>														
Chief Scout	None	Commissioner	UK	Chair of UK Board	4	The Council	Chair of UK Board	UK Chief Commissioner	No requirement	No requirement	Member	No	No	Yes
UK Chief Commissioner	None	Commissioner	UK	Chair of UK Board	4	UK Board of Trustees	Chair of UK Board	Chair of the UK Board	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
<b>GOVERNANCE ROLES</b>														
Governance roles form the membership of each Charity's Board of Trustees or Executive Committee, together with any sub-committees. Each Board of Trustees/Executive Committee is responsible for ensuring the strategic direction of the charity is achieved.														
<b>NOTE ++</b> In Scotland, PVG checks are only permitted for Executive Members who are a member of a charity registered with OSCR (Office of Scottish Charity Regulator). "Trustees" of non-registered charities cannot have a PVG check. In practice, all Regions (Scotland) and the Country are registered with OSCR. But not all Groups and Districts are registered.														
<b>Scout Group</b>														
Group Chair	None	Committee	Group	Group Scout Leader	2	Group Scout Council at the AGM	Group Scout Council	Group Scout Leader	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes**	Yes, in line with section 5(i)
Group Deputy Chair (this will be an Elected, Nominated or Co-opted Group Executive member appointed by the Executive to be Deputy Chair)	Elected, Nominated, Co-opted	Committee	Group	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes**	No
Group Secretary	None	Committee	Group	Elected by Members of the Group Scout Council	2	Group Scout Council at the AGM	Group Scout Council	Group Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes**	Yes, in line with section 5(i)
Group Treasurer	None	Committee	Group	Elected by Members of the Group Scout Council	2	Group Scout Council at the AGM	Group Scout Council	Group Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes**	Yes, in line with section 5(i)
Group Executive Member (Section Leader who opts-in)	Opted-in Section Leader	Committee	Group	Opts-in before or at AGM	n/a	n/a	n/a	Group Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Member	Yes	Yes	No
Group Executive Member (other than the Chair/Secretary/Treasurer roles)	Elected, Nominated, Co-opted	Committee	Group	Elected by Members of the Group Scout Council	2 (Elected, Nominated) 3 (Co-opted)	Group Scout Council at the AGM	Group Scout Council	Group Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes**	No
Group Sub-Committee members (who are not also members of the Group Executive Committee)	None	Committee	Group	Group Chair	3	Group Executive Committee	Group Executive	Group Chair	No requirement	Modules 1, GDPR, Safety and Safeguarding (Within 5 months)	Associate Member	No	Yes**	No
<b>Scout District</b>														
District Chair	None	Committee	District	District Commissioner or nominee	2	District Scout Council at the AGM	District Scout Council	District Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes**	Yes, in line with section 5(i)
District Deputy Chair (this will be an Elected or Nominated District Executive member appointed by the District Executive to be Deputy Chair)	Elected, Nominated, Co-opted	Committee	District	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes**	No
District Secretary	None	Committee	District	Elected by Members of the District Scout Council	2	District Scout Council at the AGM	District Scout Council	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes**	Yes, in line with section 5(i)
District Treasurer	None	Committee	District	Elected by Members of the District Scout Council	2	District Scout Council at the AGM	District Scout Council	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes**	Yes, in line with section 5(i)
District Executive Member (other than the Chair/Secretary/Treasurer roles)	Elected, Nominated, Co-opted	Committee	District	Elected by Members of the District Scout Council	2 (Elected, Nominated) 3 (Co-opted)	District Scout Council at the AGM	District Scout Council	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes**	No
District Appointments Chair	None	Committee	District	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	No	No	Yes, in line with section 5(i)

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>SV</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
District Appointments Secretary	None	Secretary	District	District Appointments Chair	3	District Executive Committee	District Executive Committee	District Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)  Module 37	Associate Member	No	No	Yes, in line with section 5(i)
District Assistant Appointments Secretary	None	Secretary	District	District Appointments Chair	3	District Executive Committee	District Executive Committee	District Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)  Module 37	Associate Member	No	No	Yes, in line with section 5(i)
District Appointment Advisory Committee members	None	Committee	District	District Appointments Chair	3	District Executive Committee	District Executive Committee	District Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)  Module 37	Associate Member	No	No	No
District Sub-Committee members (who are not also members of the District Executive Committee)	None	Committee	District	District Chair	3	District Executive Committee	District Chair	District Executive Committee	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	No	No	No
<b>Scout County or equivalent</b>														
County Chair	None	Committee	England, Northern Ireland	County Commissioner or nominee	2	County Scout Council at the AGM	County Scout Council	County Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	Yes, in line with section 5(i)
Area Chair	None	Committee	Wales, BSO	Area Commissioner or nominee	2	Area Scout Council at the AGM	Area Scout Council	Area Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	Yes, in line with section 5(i)
Regional Chair (Scotland)	None	Committee	Scotland	Regional Commissioner (Scotland) or nominee	2	Regional (Scotland) Scout Council at the AGM	Regional (Scotland) Scout Council	Regional Commissioner (Scotland) or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	Yes, in line with section 5(i)
County Deputy Chair (this will be an Elected or Nominated County Executive member appointed by the Executive to be Deputy Chair)	None	Committee	England, Northern Ireland	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	No
Area Deputy Chair (this will be an Elected or Nominated Area Executive member appointed by the Executive to be Deputy Chair)	None	Committee	Wales, BSO	Area Chair	3	Area Executive Committee	Area Executive Committee	Area Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	No
Regional (Scotland) Deputy Chair (this will be an Elected or Nominated Regional (Scotland) Executive member appointed by the Executive to be Deputy Chair)	None	Committee	Scotland	Regional (Scotland) Chair	3	Regional (Scotland) Executive Committee	Regional (Scotland) Executive Committee	Regional (Scotland) Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	No
County Secretary	None	Committee	England, Northern Ireland	Elected by Members of the County Scout Council	2	County Scout Council at the AGM	County Scout Council	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	Yes, in line with section 5(i)
Area Secretary	None	Committee	Wales, BSO	Elected by Members of the Area Scout Council	2	Area Scout Council at the AGM	Area Scout Council	Area Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	Yes, in line with section 5(i)
Regional (Scotland) Secretary	None	Committee	Scotland	Elected by Members of the Regional (Scotland) Scout Council	2	Regional (Scotland) Scout Council at the AGM	Regional (Scotland) Scout Council	Regional (Scotland) Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	Yes, in line with section 5(i)
County Treasurer	None	Committee	England, Northern Ireland	Elected by Members of the County Scout Council	2	County Scout Council at the AGM	County Scout Council	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	Yes, in line with section 5(i)
Area Treasurer	None	Committee	Wales, BSO	Elected by Members of the Area Scout Council	2	Area Scout Council at the AGM	Area Scout Council	Area Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	Yes, in line with section 5(i)
Regional (Scotland) Treasurer	None	Committee	Scotland	Elected by Members of the Regional (Scotland) Scout Council	2	Regional (Scotland) Scout Council at the AGM	Regional (Scotland) Scout Council	Regional (Scotland) Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	Yes, in line with section 5(i)
County Executive Member (other than the Ex Officio roles)	Elected, Nominated, Co-opted	Committee	England, Northern Ireland	Elected by Members of the County Scout Council	2 (Elected, Nominated) 3 (Co-opted)	County Scout Council at the AGM	County Scout Council	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	No
Area Executive Member (other than the Ex Officio roles)	Elected, Nominated, Co-opted	Committee	Wales, BSO	Elected by Members of the Area Scout Council	2 (Elected, Nominated) 3 (Co-opted)	Area Scout Council at the AGM	Area Scout Council	Area Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	Yes	Yes	No
Elected Regional Executive Members excluding Treasurer and Secretary (Scotland)	None	Committee	Scotland	Elected by Members of the Regional Scout Council	2	Regional Scout Council at the AGM	Regional Scout Council	Regional Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	See Scottish Variations from POR	Yes	No
County Sub-Committee members (who are not also members of the County Executive Committee)	None	Committee	England, Northern Ireland	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	No	No	No

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>SV</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
Area Sub-Committee members (who are not also members of the County Executive Committee)	None	Committee	Wales, BSO	Area Chair	3	Area Executive Committee	Area Executive Committee	Area Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	No	No	No
Region (Scotland) Sub-Committee members (who are not also members of the Region Executive Committee)	None	Committee	Scotland	Region (Scotland) Chair	3	Region (Scotland) Executive Committee	Region (Scotland) Executive Committee	Region (Scotland) Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	No	No	No
County Appointments Chair	None	Committee	England, Northern Ireland	County Appointments Chair	3	County Executive Committee	County Executive Committee	County Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	No	No	No
County Appointments Secretary	None	Secretary	England, Northern Ireland	County Appointments Chair	3	County Executive Committee	County Executive Committee	County Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	No	No	No
County Assistant Appointments Secretary	None	Secretary	England, Northern Ireland	County Appointments Chair	3	County Executive Committee	County Executive Committee	County Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	No	No	No
County Appointment Advisory Committee members	None	Committee	England, Northern Ireland	County Appointments Chair	3	County Executive Committee	County Executive Committee	County Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	No	No	No
Area Appointments Chair	None	Committee	Wales, BSO	Area Chair	3	Area Executive Committee	Area Executive Committee	Area Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	No	No	No
Area Appointments Secretary	None	Secretary	Wales, BSO	Area Appointments Chair	3	Area Executive Committee	Area Executive Committee	Area Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	No	No	No
Area Assistant Appointments Secretary	None	Secretary	Wales, BSO	Area Appointments Chair	3	Area Executive Committee	Area Executive Committee	Area Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	No	No	No
Area Appointment Advisory Committee members	None	Committee	Wales, BSO	Area Appointments Chair	3	Area Executive Committee	Area Executive Committee	Area Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	No	No	No
Regional Appointments Chair (Scotland)	None	Committee	Scotland	Regional Appointments Chair	3	Regional Executive Committee	Regional Executive Committee	Regional Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	See Scottish Variations from POR	No	No
Regional Appointments Secretary (Scotland)	None	Secretary	Scotland	Regional Appointments Chair (Scotland)	3	Regional Executive Committee	Regional Executive Committee	Regional Appointments Chair (Scotland)	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	See Scottish Variations from POR	No	No
Regional Appointments Advisory Committee Members (Scotland)	None	Committee	Scotland	Regional Appointments Chair	3	Regional Executive Committee	Regional Executive Committee	Regional Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Module 37	Associate Member	See Scottish Variations from POR	No	No
<b>Countries</b>														
Country Chair	None	Committee	Wales, Scotland, Northern Ireland	Chief Commissioner for Wales or of Scotland or of Northern Ireland	2	Scouts Cymru Scout Council or Scouts Scotland Council or Northern Ireland Scout Council at the AGM	Scouts Cymru Scout Council or Scouts Scotland Council or Northern Ireland Scout Council as appropriate	Appointed Senior Staff Member	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Member	Yes	Yes	Yes
Deputy Country Chair	None	Committee	Wales, Scotland, Northern Ireland	Country Chair	3	Scouts Cymru Board of Trustees, Northern Ireland Board of Trustees, Board Scotland	Board of Trustees, Northern Ireland Board of Trustees, Board Scotland	Country Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Member	Yes	Yes	Yes
Country Treasurer	None	Committee	Wales, Scotland, Northern Ireland	Country Chair	2	Scouts Cymru Scout Council or Scouts Scotland Council or Northern Ireland Scout Council at the AGM	Scouts Cymru Board of Trustees, Northern Ireland Board of Trustees, Board Scotland	Country Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Member	Yes	Yes	Yes
Country Executive Committee Member	Elected, Appointed, Co-opted	Committee	Wales, Scotland, Northern Ireland	Country Chair	2 (Elected, Appointed) 3 (Co-opted)	Scouts Cymru Scout Council or Scouts Scotland Council or Northern Ireland Scout Council at the AGM	Scouts Cymru Board of Trustees, Northern Ireland Board of Trustees, Board Scotland	Country Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Member	Yes	Yes	Yes

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role <sup>2V</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
Country Sub-Committee members (who are not also members of the Country Executive Committee)	None	Committee	Wales, Scotland, Northern Ireland	Country Chair	3	Scouts Cymru Scout Council or Scouts Scotland Council or Northern Ireland Scout Council at the AGM	Scouts Cymru Board of Trustees, Northern Ireland Board of Trustees, Board Scotland	Country Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	No (unless a member of an Executive or Trustee Board)	No	No
Country Appointments Chair	None	Committee	Wales, Scotland, Northern Ireland	Country Chair	3	Scouts Cymru Board or Northern Ireland Board of Trustees, or Board Scotland	Scouts Cymru Board of Trustees, Northern Ireland Board of Trustees, Board Scotland	Country Chair	No requirement	Modules 1, GDPR, Safety and Safeguarding (Within 5 months)	Associate Member	No	No	No
Country Appointments Secretary	None	Secretary	Wales, Scotland, Northern Ireland	This role is held by a staff member										
Country Appointment Advisory Committee Member	None	Committee	Scotland, Wales, BSO	Country Chair	3	Scouts Cymru Board or Northern Ireland Board of Trustees, or Board Scotland	Scouts Cymru Board of Trustees, Northern Ireland Board of Trustees, Board Scotland	Country Appointments Chair	No requirement	Modules 1, GDPR, Safety and Safeguarding (Within 5 months)	Associate Member	No	No	No
<b>Headquarters</b>														
Chair of the UK Board	None	Committee	Headquarters	The UK Board	4	TSA Scout Council at the AGM	TSA Scout Council	UK Chief Executive	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Member	Yes	Yes	Yes
Vice Chair of the UK Board (this will be a current UK Trustee appointed by the Board to be Vice Chair)	None	Committee	Headquarters	Chair of the UK Board	3	UK Board of Trustees	UK Board of Trustees	Chair of the UK Board	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Member	Yes	Yes	Yes
TSA Secretary (this role is usually carried out by a paid staff member)	None	Committee	Headquarters	Chief Financial Officer (staff)	3	UK Board of Trustees	UK Board of Trustees	Director of Finance and Resources	No requirement	Mandatory staff training	None	No	No	No
TSA Treasurer	None	Committee	Headquarters	The UK Board	4	TSA Scout Council at the AGM	TSA Scout Council	Chair of the UK Board	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Member	Yes	Yes	Yes
Elected Members (inc. 18-24) of UK Board	None	Committee	Headquarters	Elected by Members of the TSA Scout Council	4	TSA Scout Council at the AGM	TSA Scout Council	Chair of the UK Board	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Member	Yes	Yes	Yes
Appointed Members of the UK Board	None	Committee	Headquarters	Chair of the UK Board	4	TSA Scout Council at the AGM	TSA Scout Council	Chair of the UK Board	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Member	Yes	Yes	Yes
Co-opted Members of the UK Board	None	Committee	Headquarters	Chair of UK Board	3	UK Board of Trustees	UK Board of Trustees	Chair of the UK Board	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Member	Yes	Yes	Yes
UK HQ Appointments Chair (this will always be a current UK Trustee)	None	Committee	Headquarters	Chair of the UK Board	3	UK Board of Trustees	UK Board of Trustees	Chair of the UK Board	No requirement	No requirement as completed through Trustee role requirements.	Member	No	No	No
UK HQ Appointments Secretary	None	Secretary	Headquarters	This role is held by a staff member										
UK HQ Appointment Advisory Committee Member	None	Committee	Headquarters	UKHQ Appointments Chair	3	Nominations and Governance Committee	Nominations and Governance Committee	UKHQ Appointments Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	No	No	No
Committee Chair (this will always be a current UK Trustee)	None	Committee	Headquarters	Chair of UK Board	3	UK Board of Trustees	UK Board of Trustees	Chair of the UK Board	No requirement	No requirement as completed through Trustee role requirements.	Member	No	No	No
Committee members (who are not also members of the UK Board of Trustees)	None	Committee	Headquarters	UK Committee Chair	3	UK Board of Trustees	UK Board of Trustees	UK Committee Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding and Trustee Introduction (Within 5 months)	Associate Member	No (unless a member of an Executive or Trustee Board)	No	No
<b>SUPPORT ROLES</b>														
Support roles are vital roles to support the line managers in the effective operation of Scouting, and particularly contributing to enabling the effective operation of each Colony, Pack, Troop, Unit and Network.														
The Support Roles are listed in these groupings:														
<ul style="list-style-type: none"> <li>- Deputy Manager roles</li> <li>- Activities roles</li> <li>- Administration roles (Administrators and Supporters)</li> <li>- Adult Training roles</li> <li>- Adviser roles</li> <li>- Assistant District, County and Regional Commissioner roles</li> <li>- Camp site and Centre volunteer roles</li> <li>- Chaplain roles</li> <li>- Communications roles</li> <li>- Contingent roles for major events</li> <li>- Leader roles on District, County &amp; Country Teams</li> <li>- President and Vice President roles</li> <li>- Safety and Safeguarding roles</li> <li>- Scout Active Support Unit roles</li> <li>- Youth Commissioner roles</li> </ul>														
<b>SUPPORT ROLES - Deputy Managers</b>														
<b>Scout Group</b>														
Deputy Group Scout Leader	None	Commissioner	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes (in Scotland, only if Group is OSCR registered)	Yes	Yes

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>2V</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
<b>Scout District</b>														
Deputy District Commissioner	None	Commissioner	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Deputy District Commissioner (Scotland)	None	Commissioner	District	Region (Scotland) Commissioner or nominee	1	District Appointments Advisory Committee	Region (Scotland) Commissioner or nominee	District Commissioner (Scotland) or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>Scout County or equivalent</b>														
Deputy County Commissioner	None	Commissioner	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Deputy Area Commissioner	None	Commissioner	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Deputy Regional Commissioner (Scotland)	None	Commissioner	Scotland	Chief Commissioner of Scotland	1	Scottish Appointments Advisory Committee	Regional Commissioner (Scotland) in consultation with Chief Commissioner of Scotland	Regional Commissioner (Scotland) or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>Country</b>														
Deputy Chief Commissioner (Country)	None	Commissioner	England, Northern Ireland	Chief Commissioner (Country)	4	UK Headquarters Appointments Advisory Committee	Chief Commissioner (Country)	Chief Commissioner (Country)	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Deputy Chief Commissioner (Country)	None	Commissioner	Wales	Chief Commissioner (Country)	4	UK Headquarters Appointments Advisory Committee	Chief Commissioner (Country)	Chief Commissioner (Country)	Modules 1, GDPR, Safety, Safeguarding, 2 and 4 (Trustee Introduction for 1 role holder)	Wood Badge and First Aid certificate (within 3 years)	Member	Yes (for 1 role holder)	Yes	Yes
Deputy Chief Commissioner (Country)	Programme People Perception Protect	Commissioner	Scotland	Chief Commissioner (Scotland)	1	Scottish Headquarters Appointments Advisory Committee	Chief Commissioner (Country)	Chief Commissioner (Country)	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Commissioner Wales - Programme	None	Commissioner	Wales	Chief Commissioner Wales	1	UK Headquarters Appointments Advisory Committee	Chief Commissioner Wales	Chief Commissioner Wales	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Deputy Commissioner Wales - Programme	International 6-14 14-25 Events Community Impact	Commissioner	Wales	Chief Commissioner Wales	1	UK Headquarters Appointments Advisory Committee	Chief Commissioner Wales	Chief Commissioner Wales	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Commissioner Wales - Perception	None	Commissioner	Wales	Chief Commissioner Wales	1	UK Headquarters Appointments Advisory Committee	Chief Commissioner Wales	Chief Commissioner Wales	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Commissioner Wales - Projects	None	Commissioner	Wales	Chief Commissioner Wales	1	UK Headquarters Appointments Advisory Committee	Chief Commissioner Wales	Chief Commissioner Wales	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Commissioner Wales - Inclusion	None	Commissioner	Wales	Chief Commissioner Wales	1	UK Headquarters Appointments Advisory Committee	Chief Commissioner Wales	Chief Commissioner Wales	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Commissioner Wales - People	None	Commissioner	Wales	Chief Commissioner Wales	1	UK Headquarters Appointments Advisory Committee	Chief Commissioner Wales	Chief Commissioner Wales	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>Headquarters</b>														
Deputy UK Chief Commissioner	None	Commissioner	Headquarters	UK Chief Commissioner	4	UK Headquarters Appointments Advisory Committee	UK Chief Commissioner	UK Chief Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
UK Commissioner	None	Commissioner	Headquarters	UK Chief Commissioner	4	UK Headquarters Appointments Advisory Committee	UK Chief Commissioner	UK Chief Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
International Commissioner	None	Commissioner	Headquarters	UK Chief Commissioner	4	UK Headquarters Appointments Advisory Committee	UK Chief Commissioner	UK Chief Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Branches Commissioner	None	Commissioner	Branches	International Commissioner	4	UK Headquarters Appointments Advisory Committee	International Commissioner	International Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Deputy Branches Commissioner	None	Commissioner	Branches	International Commissioner	4	UK Headquarters Appointments Advisory Committee	International Commissioner	International Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Volunteer Head of ...	Various	Manager	Headquarters	UK Commissioner	4	UK Headquarters Appointments Advisory Committee	UK Commissioner	UK Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Programme Sponsor	POW title	Supporter	Headquarters	UK Chief Commissioner	4	Approved by Portfolio Management Group	UK Chief Commissioner	Senior Responsible Owner	n/a	Modules 1, GDPR, Safety and Safeguarding	Associate Member	No	No	Yes
Project Lead	POW title	Supporter	Headquarters	UK Chief Commissioner	4	Approved by Portfolio Management Group	UK Chief Commissioner	Senior Responsible Owner	n/a	Modules 1, GDPR, Safety and Safeguarding	Associate Member	No	No	Yes
POW Member (where the person is not already a Member or Associate Member of TSA)	POW title	Supporter	Headquarters	UK Chief Commissioner	4	Programme Sponsor	Programme Sponsor	Programme Sponsor	n/a	Modules 1, GDPR, Safety and Safeguarding	Associate Member	No	No	Yes
<b>SUPPORT ROLES - Activities</b>														
<b>Scout Group</b>														
Group Skills Instructor	None	Trainer	Group	Group Scout Leader	1	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
<b>Scout District</b>														
District Skills Instructor	None	Trainer	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
District Nights Away Adviser	None	Assessor	England, Northern Ireland, Wales, BSO	District Commissioner or nominee, in consultation with the County Manager of the Activity Permit Scheme	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding and 4 (Within 5 months)	Associate Member	No	No	No



TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>SV</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
District Nights Away Adviser	None	Assessor	Scotland	District Commissioner	3	District Executive Committee	District Executive Committee	District Commissioner	No Requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months)  Module 25	Associate Member	No	Yes	Yes
<b>Scout County or equivalent</b>														
Assistant County Commissioner - Activities	None	Commissioner	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Area Commissioner - Activities	None	Commissioner	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Regional Adviser - Activities	None	Commissioner	Scotland	Regional Commissioner (Scotland) or nominee	3	Regional Executive Committee	Regional Executive Committee	Regional Commissioner or nominee	No Requirement	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Associate Member	No	Yes	Yes
County Manager of the Activity Permit Scheme	None	Supporter	England, Northern Ireland	County Commissioner	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding and 4 (Within 5 months)	Associate Member	No	No	No
Area Manager of the Activity Permit Scheme	None	Supporter	Wales, BSO	Area Commissioner	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding and 4 (Within 5 months)	Associate Member	No	No	No
Region (Scotland) Manager of the Activity Permit Scheme	None	Supporter	Scotland	Regional Commissioner (Scotland)	1	Region (Scotland) Appointments Advisory Committee	Region (Scotland) Commissioner or nominee	Region (Scotland) Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding and 4 (Within 5 months)	Associate Member	No	No	No
County Supporter of the Nights Away Permit Scheme	None	Supporter	County	Relevant Assistant County Commissioner	3	County Executive Committee	County Executive Committee	Relevant Assistant County Commissioner	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months)  Module 25 (Nights Away Advisers)	Associate Member	No	No	No
Area Supporter of the Nights Away Permit Scheme	None	Supporter	Wales, BSO	Relevant Assistant Area Commissioner	3	Area Executive Committee	Area Executive Committee	Relevant Assistant Area Commissioner	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months)  Module 25 (Nights Away Advisers)	Associate Member	No	No	No
Regional (Scotland) Supporter of the Nights Away Permit Scheme	None	Supporter	Scotland	Regional Commissioner (Scotland)	1	Region (Scotland) Appointments Advisory Committee	Region (Scotland) Commissioner or nominee	Region (Scotland) Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months)  Module 25 (Nights Away Advisers)	Associate Member	No	No	No
County Assessor	Activity & Category	Assessor	England, Northern Ireland	County Manager of the Activity Permit Scheme or relevant Assistant County Commissioner or County Adviser for Scout Show Assessors	1	County Appointments Advisory Committee	County Commissioner or nominee	County Manager of the Activity Permit Scheme or relevant Assistant County Commissioner or County Adviser for Scout Show Assessors	No requirement	Module 1, GDPR, Safety & Safeguarding (Within 5 months)  Module 25 (Activity Assessors or Scout Show Assessors)	Associate Member	No	Yes	Yes
Area Assessor	Activity & Category	Assessor	Wales, BSO	Area Manager of the Activity Permit Scheme or relevant Assistant Area Commissioner or Area Adviser for Scout Show Assessors	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Manager of the Activity Permit Scheme or relevant Assistant Area Commissioner or Area Adviser for Scout Show Assessors	No requirement	Module 1, GDPR, Safety & Safeguarding (Within 5 months)  Module 25 (Activity Assessors or Scout Show Assessors)	Associate Member	No	Yes	Yes
Regional Assessor (Scotland)	Activity & Category	Assessor	Scotland	Regional Manager of the Activity Permit Scheme	3	Regional Executive Committee	Regional Executive Committee	Regional Manager of the Activity Permit Scheme	No requirement	Module 1, GDPR, Safety & Safeguarding (Within 5 months)  Module 25	Associate Member	No	Yes	Yes
County Skills Instructor	None	Trainer	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
Area Skills Instructor	None	Trainer	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
<b>Country</b>														
Northern Ireland Commissioner - Activities	None	Commissioner	Northern Ireland	County Commissioner or nominee	1	Country Appointments Advisory Committee	Country Commissioner or nominee	Country Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Northern Ireland Manager of the Activity Permit Scheme	None	Supporter	Northern Ireland	Country Commissioner or nominee	1	Country Appointments Advisory Committee	Country Commissioner or nominee	Country Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding and 4 (Within 5 months)	Associate Member	No	No	No
Country Assessor	Activity & Category	Assessor	Northern Ireland, Scotland	Country Manager of the Activity Permit Scheme	1	Country Appointments Advisory Committee	Country Commissioner or nominee	Northern Ireland Commissioner - Activities or Scotland Commissioner (Outdoors and Adventure)	No requirement	Module 1 and GDPR recommended (Within 5 months)  Module 25 (Activity Assessors or Scout Show Assessors)	Associate Member	No	Yes	Yes
<b>SUPPORT ROLES - Administration roles (Administrators and Supporters)</b>														
Administration roles provide important support to Group, District and County/Area/ Regional teams in their delivery of Scouting														
Administrator roles have access to Compass records for adults within their hierarchy. For administration roles that do NOT need Compass access, use the Supporter roles.														
Supporter roles do NOT have access to Compass records for adults (other than their own record). For administration roles that NEED Compass access, use the Administrator roles.														
<b>Administrator roles</b>														
<b>Scout Group</b>														
Group Administrator	None	Administrator	Group	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>Scout District</b>														
District Administrator	None	Administrator	District	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No



TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>2V</sup>	Criminal Records Disclosure Check Required? <sup>3</sup>	Appointment Review Required?
District Badge Secretary	None	Secretary	District	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
District Explorer Scout Administrator	None	Administrator	District	District Explorer Scout Commissioner	3	District Commissioner or nominee	District Commissioner or nominee	District Explorer Scout Commissioner	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
District Awards Advisory Group Member	None	Committee	District	District Commissioner	3	District Commissioner or nominee	District Commissioner or nominee	District Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
District Award Certificate Recipient	None	Administrator	District (not Scotland)	District Commissioner	3	District Commissioner or nominee	District Commissioner or nominee	District Commissioner or nominee	No requirement	No requirement	Associate Member	No	No	No
<b>Scout County or equivalent</b>														
County Administrator	None	Administrator	England, Northern Ireland	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
Area Administrator	None	Administrator	Wales, BSO	Area Chair	3	Area Executive Committee	Area Executive Committee	Area Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
County Badge Secretary	None	Secretary	England, Northern Ireland	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
Region (Scotland) Badge Secretary	None	Secretary	Scotland	Region (Scotland) Chair	3	Region (Scotland) Executive Committee	Region (Scotland) Executive Committee	Region (Scotland) Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
County Queens Scout Award Coordinator	None	Co-ordinator	England, Northern Ireland	County Commissioner	3	County Commissioner or nominee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
Area Queens Scout Award Coordinator	None	Co-ordinator	Wales, BSO	Area Commissioner	3	Area Commissioner or nominee	Area Commissioner or nominee	Area Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
County Award Certificate Recipient	None	Committee	England, Northern Ireland	County Commissioner	3	County Commissioner or nominee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
Area Award Certificate Recipient	None	Committee	Wales, BSO	County Commissioner	3	Area Commissioner or nominee	Area Commissioner or nominee	Area Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
Regional Administrator (Scotland)	None	Administrator	Scotland	Regional Chair	3	Regional Executive Committee	Regional Executive Committee	Regional Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
County Awards Advisory Group Member	None	Committee	England, Northern Ireland	County Commissioner	3	County Commissioner or nominee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
Area Awards Advisory Group Member	None	Committee	Wales, BSO	County Commissioner	3	Area Commissioner or nominee	Area Commissioner or nominee	Area Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
Region (Scotland) Awards Advisory Group Member	None	Committee	Scotland	Region Commissioner (Scotland)	3	Region Commissioner or nominee (Scotland)	Commissioner or nominee (Scotland)	Commissioner or nominee (Scotland)	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
<b>Scout Region (England, Wales)</b>														
Regional Administrator	None	Administrator	England, Wales	Regional Commissioner	None	Regional Commissioner	Regional Commissioner	Regional Commissioner	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
<b>Countries</b>														
HQ Administrator	None	Administrator	Scotland	This is a staff role										
<b>Headquarters</b>														
Social Media Administrator	None	Administrator	UK	UK Commissioner People	4	HQ Appointments Secretary	HQ Appointments Secretary	UK Commissioner People	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
Large Events Administrator	Name of event	Administrator	UK	Event Lead	4	HQ Appointments Secretary	HQ Appointments Secretary	Event Lead	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
<b>Supporter roles</b>														
<b>Group</b>														
Group Supporter	Quartermaster	Supporter	England, Northern Ireland	Group Scout Leader	3	Group Executive Committee	Group Scout Leader	Group Scout Leader	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
<b>District</b>														
District Supporter	Quartermaster	Supporter	England, Northern Ireland	District Commissioner	3	District Executive Committee	District Commissioner	District Commissioner	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
<b>Scout County or equivalent</b>														
County Supporter	Quartermaster	Supporter	England, Northern Ireland	County Commissioner	3	County Executive Committee	County Commissioner	County Commissioner	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
Area Supporter	Quartermaster	Supporter	Wales, BSO	Area Commissioner	3	Area Executive Committee	Area Commissioner	Area Commissioner	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
<b>Region (England)</b>														
Regional Supporter	Quartermaster	Supporter	England	Regional Commissioner	1	Regional Commissioner	Regional Commissioner	Regional Commissioner	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
<b>Countries</b>														
Country Volunteer	Wide range of variants on Compass	Supporter	Scotland	Relevant Scotland Commissioner	1	Scottish Appointments Advisory Committee	Relevant Scotland Commissioner	Relevant Scotland Commissioner	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
<b>Headquarters</b>														
HQ Volunteer	Relevant variants	Supporter	Headquarters	Relevant Team UK member	4	Relevant Team UK member	Relevant Team UK member	Relevant Team UK member	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) Other training as agreed.	Associate Member	No	Yes	Yes
<b>SUPPORT ROLES - Adult Training</b>														
<b>Scout District or equivalent</b>														
District Training Adviser	None, or Manager & Supporter	Advisor	England, Northern Ireland, Wales, BSO	District Commissioner in consultation with County Training Manager	1	District Appointments Advisory Committee	District Commissioner or nominee	County/Area Training Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months) Module 25	Associate Member	No	No	Yes

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>2V</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
District Training Adviser	None, or Manager & Supporter	Advisor	Scotland	Assistant District Commissioner (Adult Training)	1	District Appointments Advisory Committee.	District Commissioner or nominee	Assistant District Commissioner (Adult Training)	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months)  Module 25	Associate Member	No	No	Yes
Assistant District Commissioner (Adult Training)	None	Manager	Scotland	District Commissioner	1	District Appointments Advisory Committee.	District Commissioner or nominee	District Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
District Training Administrator	None	Administrator	England, Northern Ireland, Wales, BSO	District Commissioner, in consultation with the County Training Manager	3	District Executive Committee	District Commissioner or nominee	County Training Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
District Training Administrator (Scotland)	None	Administrator	Scotland	District Chair	3	District Executive Committee	District Chair	District Secretary	No Requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
<b>Scout County or equivalent</b>														
County Training Manager	None	Manager	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	No	Yes
Area Training Manager	None	Manager	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	No	Yes
Assistant Regional Commissioner (Adult Training)	None	Manager	Scotland	Regional Commissioner (Scotland) or nominee	1	Regional Appointments Advisory Committee (Scotland)	Regional Commissioner (Scotland) or nominee	Regional Commissioner (Scotland) or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Deputy County Training Manager	None	Manager	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	No	Yes
Deputy Area Training Manager	None	Manager	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	No	Yes
Local Training Manager	None	Manager	England, Northern Ireland, Wales, BSO	County/Area Training Manager	1	County/Area Appointments Advisory Committee	County/Area Commissioner or nominee	County/Area Training Manager	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	No	Yes
Trainer	(None) Manager and Supporters Executive Committees First Aid	Trainer	England, Northern Ireland, Scotland, Wales, BSO	County/Area/Region(Scotland) Training Manager	1	County/Area/Region(Scotland) Appointments Advisory Committee	County/Area/Region(Scotland) Commissioner or nominee	County/Area/Region(Scotland) Training Manager	No requirement	Module 1, GDPR, Safety and Safeguarding, (within 5 months)  Trustee Introduction for Executive Committee Trainers  One or more of the following modules (depending on role description): Module 27, Module 28, Module 29	Associate Member	No	No	Yes
Training Adviser	(None) Manager & Supporter	Advisor	England, Northern Ireland, Wales, BSO	County/Area Training Manager	1	County/Area Appointments Advisory Committee	County/Area Commissioner or nominee	County/Area Training Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months)  Module 25	Associate Member	No	No	Yes
Regional Training Adviser (Scotland)	(None) Manager & Supporter	Advisor	Scotland	Assistant Regional Commissioner (Adult Training)	1	Regional Appointments Advisory Committee	Assistant Regional Commissioner (Adult Training)	Assistant Regional Commissioner (Adult Training)	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months)  Module 25	Associate Member	No	No	Yes
Local Training Administrator	None	Administrator	England, Northern Ireland, Wales, BSO	Local Training Manager	1	County Appointments Advisory Committee	County Commissioner or nominee	Local Training Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
County Training Administrator	None	Administrator	England, Northern Ireland	County Training Manager	3	County Executive Committee	County Commissioner or nominee	County Training Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
Area Training Administrator	None	Administrator	Wales, BSO	Area Training Manager	3	Area Executive Committee	Area Commissioner or nominee	Area Training Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
Region (Scotland) Training Administrator	None	Administrator	Scotland	Regional Chair	3	Regional Executive Committee	Regional Chair	Regional Secretary	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
<b>Scout Region - England</b>														
Assistant Regional Commissioner	Training	Manager	England	Regional Commissioner	Headquarters Search Group Process	UK Headquarters Appointments Advisory Committee	Chief Commissioner of England or nominee	Regional Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>Scout Countries</b>														
Training Support Manager - England	None	Manager	England	Volunteer Head of Training and Development	4	UK Headquarters Appointments Advisory Committee	Volunteer Head of Training and Development	Volunteer Head of Training and Development	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Scotland Commissioner (Adult Training)	None	Manager	Scotland	Chief Commissioner of Scotland	1	Scottish Appointments Advisory Committee	Chief Commissioner for Scotland	Deputy Chief Commissioner - People	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Northern Ireland Commissioner (Adult Support)	None	Manager	Northern Ireland	Chief Commissioner (Northern Ireland)	4	UK Headquarters Appointments Advisory Committee	Chief Commissioner (Northern Ireland)	Chief Commissioner (Northern Ireland)	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Commissioner Wales Adult Training	None	Manager	Wales	Commissioner Wales - People	4	UK Headquarters Appointments Advisory Committee	Commissioner Wales - People	Commissioner Wales - People	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>SUPPORT ROLES - Advisers</b>														
<b>Scout Group</b>														
Group Adviser	None	Adviser	Group (not Scotland)	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Scout Leader	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
<b>Scout District</b>														
District Adviser (except District Nights Away Adviser)	Various	Adviser	District	Relevant Assistant District Commissioner	3	District Executive Committee	District Executive Committee	District Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months)	Associate Member	No	Yes	Yes
<b>Scout County or equivalent</b>														

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role <sup>2V</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
County Adviser	Various	Adviser	County	Relevant Assistant County Commissioner	3	County Executive Committee	County Executive Committee	County Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months) Module 25 (Nights Away Advisers) required for Nights Away Advisers	Associate Member	No	Yes	Yes
Area Adviser	Various	Adviser	Wales, BSO	Relevant Assistant County Commissioner	3	County Executive Committee	County Executive Committee	Area Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months) Module 25 (Nights Away Advisers) required for Nights Away Advisers	Associate Member	No	Yes	Yes
Regional Adviser (Scotland)	Various	Adviser	Scotland	Regional Commissioner or nominee	3	Regional Executive Committee	Regional Executive Committee	Regional Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months) Module 25 (Nights Away Advisers) required for Nights Away Advisers	Associate Member	No	Yes	Yes
<b>Countries</b>														
Country Adviser	Inclusion	Adviser	Scotland	Chief Commissioner of Scotland	1	Scottish Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (within 5 months) Module 7 and other modules as agreed with TA	Associate Member	No	Yes	Yes
<b>SUPPORT ROLES - Assistant District, County and Regional Commissioners</b>														
<b>Scout District</b>														
Assistant District Commissioner - Beaver Section Support	None	Commissioner	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant District Commissioner - Cub Section Support	None	Commissioner	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant District Commissioner - Scout Section Support	None	Commissioner	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant District Commissioner	Various	Commissioner	District (not Scotland)	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>Scout County or equivalent</b>														
Assistant County Commissioner - Beaver Support	None	Commissioner	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Area Commissioner - Beaver Support	None	Commissioner	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant County Commissioner - Cub Support	None	Commissioner	County	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Area Commissioner - Cub Support	None	Commissioner	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant County Commissioner - Scout Support	None	Commissioner	County	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Area Commissioner - Scout Support	None	Commissioner	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant County Commissioner - Explorer Support	None	Commissioner	County	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Area Commissioner - Explorer Support	None	Commissioner	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Regional Commissioner (Scotland) - Explorer Support	None	Commissioner	Scotland	Regional Commissioner (Scotland) or nominee	1	Regional Appointments Advisory Committee (Scotland)	Regional Commissioner (Scotland) or nominee	Regional Commissioner (Scotland) or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Regional Commissioner (Scotland) - Network Support	None	Commissioner	Scotland	Regional Commissioner (Scotland) or nominee	1	Regional Appointments Advisory Committee (Scotland)	Regional Commissioner (Scotland) or nominee	Regional Commissioner (Scotland) or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant County Commissioner - Network Support	None	Commissioner	County	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Area Commissioner - Scout Network Support	None	Commissioner	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant County Commissioner	Various	Commissioner	County	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant County Commissioner - International	None	Commissioner	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Area Commissioner - International	None	Commissioner	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Regional Commissioner Growth (Scotland)	Growth	Commissioner	Scotland	Regional Commissioner or nominee	1	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>England Region</b>														
Assistant Regional Commissioner	Growth	Commissioner	England	Regional Commissioner	Headquarters Search Group Process	UK Headquarters Appointments Advisory Committee	Chief Commissioner of England Deputy UK Chief Commissioner	Deputy UK Chief Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>Countries</b>														
Assistant County Commissioner - Beaver Support	None	Commissioner	Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role <sup>SV</sup>	Criminal Records Disclosure Check Required?+	Appointment Review Required?
Assistant Country Commissioner - Cub Support	None	Commissioner	Northern Ireland	Country Commissioner or nominee	1	Country Appointments Advisory Committee	Country Commissioner or nominee	Country Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Country Commissioner - Scout Support	None	Commissioner	Northern Ireland	Country Commissioner or nominee	1	Country Appointments Advisory Committee	Country Commissioner or nominee	Country Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Country Commissioner - Explorer Support	None	Commissioner	Northern Ireland	Country Commissioner or nominee	1	Country Appointments Advisory Committee	Country Commissioner or nominee	Country Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Country Commissioner - Network Support	None	Commissioner	Northern Ireland	Country Commissioner or nominee	1	Country Appointments Advisory Committee	Country Commissioner or nominee	Country Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Country Commissioner - Inclusion	None	Commissioner	Northern Ireland	Country Commissioner or nominee	1	Country Appointments Advisory Committee	Country Commissioner or nominee	Country Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Country Commissioner - International	None	Commissioner	Northern Ireland	Country Commissioner or nominee	1	Country Appointments Advisory Committee	Country Commissioner or nominee	Country Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Scotland Commissioner (Section)	Beavers, Cubs, Scouts, Explorer Scouts, Scout Network	Commissioner	Scotland	Chief Commissioner of Scotland	1	Scottish Appointments Advisory Committee	Chief Commissioner of Scotland or nominee	Chief Commissioner of Scotland or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Scotland Commissioner	Various	Commissioner	Scotland	Chief Commissioner of Scotland	1	Scottish Appointments Advisory Committee	Chief Commissioner of Scotland or nominee	Chief Commissioner of Scotland or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>SUPPORT ROLES - Camp site and Centre volunteers</b>														
<b>Scout District</b>														
District Camp Warden	None	Supporter	District	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Assistant District Camp Warden	None	Supporter	District	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
District Centre Manager	None	Supporter	District	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>Scout County or equivalent</b>														
County Camp Warden	None	Supporter	England, Northern Ireland	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Assistant County Camp Warden	None	Supporter	England, Northern Ireland	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
County Centre Manager	None	Supporter	England, Northern Ireland	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Area Camp Warden	None	Supporter	Wales, BSO	Area Chair	3	Area Executive Committee	Area Executive Committee	Area Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Assistant Area Camp Warden	None	Supporter	Wales, BSO	Area Chair	3	Area Executive Committee	Area Executive Committee	Area Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Area Centre Manager	None	Supporter	Wales, BSO	Area Chair	3	Area Executive Committee	Area Executive Committee	Area Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Regional (Scotland) Camp Warden	None	Supporter	Scotland	Regional (Scotland) Chair	3	Regional (Scotland) Executive Committee	Regional (Scotland) Executive Committee	Regional (Scotland) Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Assistant Regional (Scotland) Camp Warden	None	Supporter	Scotland	Regional (Scotland) Chair	3	Regional (Scotland) Executive Committee	Regional (Scotland) Executive Committee	Regional (Scotland) Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Regional (Scotland) Centre Manager	None	Supporter	Scotland	Regional (Scotland) Chair	3	Regional (Scotland) Executive Committee	Regional (Scotland) Executive Committee	Regional (Scotland) Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>Countries</b>														
NI Commissioner - Crawfordsburn	None	Supporter	Northern Ireland	Country Commissioner	3	Country Executive Committee	Country Executive Committee	Senior Staff Member	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Country Camp Warden	None	Supporter	Northern Ireland	Country Chair or nominee	3	Country Executive Committee	Country Executive Committee	Senior Staff Member	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Country Centre Manager	None	Supporter	England, Northern Ireland	Country Chair or nominee	3	Country Executive Committee	Country Executive Committee	Country Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>SUPPORT ROLES - Chaplains</b>														
<b>Scout Group</b>														
Group Chaplain	None	Supporter	Group	Group Scout Leader	3	Group Executive Committee	Group Executive Committee	Group Scout Leader	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>Scout District</b>														
District Chaplain	None	Supporter	District	District Commissioner	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>Scout County or equivalent</b>														
County Chaplain	None	Supporter	England, Northern Ireland	County Commissioner	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Area Chaplain	None	Supporter	Wales, BSO	Area Commissioner	3	Area Executive Committee	Area Executive Committee	Area Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Regional (Scotland) Chaplain	None	Supporter	Scotland	Regional (Scotland) Commissioner	3	Regional (Scotland) Executive Committee	Regional (Scotland) Executive Committee	Regional (Scotland) Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>Countries</b>														
Country Chaplain	None	Supporter	Northern Ireland	Country Commissioner	3	Country Executive Committee	Country Executive Committee	Country Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
Country Chaplain	None	Supporter	Scotland	Chief Commissioner of Scotland	3	Scottish Trustee Board	Scottish Trustee Board	Chief Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role <sup>SV</sup>	Criminal Records Disclosure Check Required <sup>SV</sup> +	Appointment Review Required?
<b>SUPPORT ROLES - Communication</b>														
<b>Scout Group</b>														
Group Communications Manager	None	Supporter	Group (note: not a role in Scotland)	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>Scout District</b>														
District Communications Manager	None	Supporter	District (note: not a role in Scotland)	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	No
<b>Scout County or equivalent</b>														
County Communications Manager	None	Supporter	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Member	No	No	Yes
Area Communications Manager	None	Supporter	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Member	No	No	Yes
Assistant Regional Communications (Scotland)	None	Supporter	Scotland	Regional (Scotland) Commissioner or nominee	1	Regional (Scotland) Appointments Advisory Committee	Regional (Scotland) Commissioner or nominee	Regional (Scotland) Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>SUPPORT ROLES - Contingent roles for major events</b>														
<b>UK Headquarters - Roles for major events</b>														
Contingent Leader	Name of event	Leader	World Jamborees, Moots and similar events	UK Commissioner for Programme	4	UK Headquarters Appointments Advisory Committee	UK Commissioner for Programme	UK Commissioner for Programme	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	It is recommended that role holders have the relevant Wood Badge and First Aid Certificate prior to appointment, or are close to completing both.	Member	No	Yes	Yes
Deputy Contingent Leader	Name of event	Leader	World Jamborees, Moots and similar events	UK Commissioner for Programme or nominee	4	UK Headquarters Appointments Advisory Committee	UK Commissioner for Programme or nominee	UK Commissioner for Programme or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	It is recommended that role holders have the relevant Wood Badge and First Aid Certificate prior to appointment, or are close to completing both.	Member	No	Yes	Yes
Contingent Management Team Member	Name of event	Leader	World Jamborees, Moots and similar events	Contingent Leader	4	UK Headquarters Appointments Advisory Committee	Contingent Leader	Contingent Manager	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	It is recommended that role holders have the relevant Wood Badge and First Aid Certificate prior to appointment, or are close to completing both.	Member	No	Yes	Yes
Contingent Support Team Member	Name of event	Leader	World Jamborees, Moots and similar events	Contingent Leader	4	Contingent Leader	Contingent Leader	Contingent Manager	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	No requirement	Member	No	Yes	Yes
<b>SUPPORT ROLES - Leader roles on District, County &amp; Country Teams</b>														
<b>Scout District</b>														
District Leader - Beaver Support	None	Leader	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
District Leader - Cub Support	None	Leader	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
District Leader - Scout Support	None	Leader	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
District Leader - Explorer Support	None	Leader	District (note: not a role in Scotland)	District Explorer Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
District Leader	Various	Leader	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>Scout County or equivalent</b>														
County Leader - Beaver Support	None	Leader	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Area Leader - Beaver Support	None	Leader	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
County Leader - Cub Support	None	Leader	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Area Leader - Cub Support	None	Leader	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
County Leader - Scout Support	None	Leader	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Area Leader - Cub Support	None	Leader	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
County Leader - Explorer Support	None	Leader	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Area Leader - Explorer Support	None	Leader	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
County Leader - Network Support	None	Leader	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Area Leader - Network Support	None	Leader	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
County Leader	Various	Leader	County	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>SUPPORT ROLES - Presidents and Vice Presidents</b>														
<b>Scout Group</b>														
Group President	None	Honorary	Group	Group Chair	2	Group Scout Council at the AGM	Group Scout Council	Group Chair	No requirement	No requirement	Associate Member	No	No	No

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>2V</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
Group Vice President	None	Honorary	Group	Group Chair	2	Group Scout Council at the AGM	Group Scout Council	Group Chair	No requirement	No requirement	Associate Member	No	No	No
<b>Scout District</b>														
District President	None	Honorary	District	District Chair	2	District Scout Council at the AGM	District Scout Council	District Chair	No requirement	No requirement	Associate Member	No	No	No
District Vice President	None	Honorary	District	District Chair	2	District Scout Council at the AGM	District Scout Council	District Chair	No requirement	No requirement	Associate Member	No	No	No
<b>Scout County or equivalent</b>														
County President	None	Honorary	England, Northern Ireland	County Chair	2	County Scout Council at the AGM	County Scout Council	County Chair	No requirement	No requirement	Associate Member	No	No	No
County Vice President	None	Honorary	England, Northern Ireland	County Chair	2	County Scout Council at the AGM	County Scout Council	County Chair	No requirement	No requirement	Associate Member	No	No	No
Area President	None	Honorary	Wales, BSO	Area Chair	2	Area Scout Council at the AGM	Area Scout Council	Area Chair	No requirement	No requirement	Associate Member	No	No	No
Area Vice President	None	Honorary	Wales, BSO	Area Chair	2	Area Scout Council at the AGM	Area Scout Council	Area Chair	No requirement	No requirement	Associate Member	No	No	No
Regional President (Scotland)	None	Honorary	Scotland	Regional Chair	2	Regional Scout Council at AGM	Regional Scout Council	Regional Chair	No requirement	No requirement	Associate Member	No	No	No
Regional Vice President (Scotland)	None	Honorary	Scotland	Regional Chair	2	Regional Scout Council at AGM	Regional Scout Council	Regional Chair	No requirement	No requirement	Associate Member	No	No	No
<b>Country</b>														
Country President	None	Honorary	Northern Ireland, Wales, Scotland	Country Chair	2	Country Scout Council at its AGM	Country Scout Council	Country Chair	No requirement	No requirement	Member	No	No	No
Country Vice President	None	Honorary	Northern Ireland, Wales, Scotland	Country Chair	2	Country Scout Council at its AGM	Country Scout Council	Country Chair	No requirement	No requirement	Associate Member	No	No	No
<b>Headquarters</b>														
President	None	Honorary	Headquarters	n/a	n/a	The Patron	The Patron	Chair of UK Board	No requirement	No requirement	Member	No	No	No
Vice President	None	Honorary	Headquarters	Chair of UK Board	4	TSA Scout Council at the AGM	TSA Scout Council	Chair of UK Board	No requirement	No requirement	Member	No	No	No
<b>SUPPORT ROLES - Safety and Safeguarding</b>														
<b>Scout County or equivalent</b>														
Safeguarding Awareness Co-ordinator	None	Co-ordinator	England, Northern Ireland, Scotland, Wales, BSO	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months) UK Headquarters approved CPC training within one year of appointment plus ongoing refreshers thereafter	Member	No	No	Yes
Safety Co-ordinator	None	Co-ordinator	England, Northern Ireland, Scotland, Wales, BSO	County Chair	1	County Appointments Advisory Committee	County Executive Committee	County Chair	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	No	Yes
<b>SUPPORT ROLES - Scout Active Support Units</b>														
<b>Scout Group</b>														
Scout Active Support Manager	None	Manager	Group	Group Scout Leader	1	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Scout Active Support Co-ordinator	None	Supporter	Group	The Group's Scout Active Support Manager	1	District Appointments Advisory Committee	District Commissioner or nominee	The Group's Scout Active Support Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
Scout Active Support Member	None	Supporter	Group	The Group's Scout Active Support Manager	None	The Group's Scout Active Support Manager	The Group's Scout Active Support Manager	The Group's Scout Active Support Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>Scout District</b>														
Scout Active Support Manager	None	Manager	District	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Scout Active Support Co-ordinator	None	Supporter	District	The District's Scout Active Support Manager	1	District Appointments Advisory Committee	District Commissioner or nominee	The District's Scout Active Support Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
Scout Active Support Member	None	Supporter	District	The District's Scout Active Support Manager or nominee	None	The District's Scout Active Support Manager or nominee	The District's Scout Active Support Manager or nominee	The District's Scout Active Support Manager or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>Scout County or equivalent</b>														
Scout Active Support Manager	None	Manager	England, Northern Ireland, Scotland, Wales, BSO	County/Area Commissioner or nominee	1	County/Area/Region(S cotland) Appointments Advisory Committee	County/Area/Region(S cotland) Commissioner or nominee	County/Area/Region(S cotland) Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Scout Active Support Co-ordinator	None	Supporter	England, Northern Ireland, Scotland, Wales, BSO	County Scout Active Support Manager	1	County/Area/Region(S cotland) Appointments Advisory Committee	County/Area/Region(S cotland) Commissioner or nominee	The County/Area/Region(S cotland) Scout Active Support Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
Scout Active Support Member	None	Supporter	England, Northern Ireland, Scotland, Wales, BSO	County/Area Scout Active Support Manager or nominee	None	County/Area/Region(S cotland) Scout Active Support Manager or nominee	County/Area/Region(S cotland) Scout Active Support Manager or nominee	County/Area/Region(S cotland) Scout Active Support Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>Country</b>														
Scout Active Support Manager	None	Manager	Wales, Northern Ireland	Chief Commissioner or nominee	1	Chief Commissioner or nominee	Chief Commissioner or nominee	Chief Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Scout Active Support Manager	None	Manager	Scotland	Commissioner of Scotland or nominee	1	Scottish Appointments Advisory Committee	Commissioner of Scotland or nominee	Commissioner of Scotland or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Scout Active Support Co-ordinator	None	Supporter	Wales, Northern Ireland	Country Active Support Manager or nominee	1	Chief Commissioner or nominee	Chief Commissioner or nominee	Country Active Support Manager or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
Scout Active Support Co-ordinator	None	Supporter	Scotland	Country Active Support Manager or nominee	1	Scottish Appointments Advisory Committee	[Scotland] Scout Active Support Manager	Country Active Support Manager or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
Scout Active Support member	None	Supporter	Wales, Northern Ireland, Scotland	Country Active Support Manager or nominee	None	Country Active Support Manager or nominee	Chief Commissioner or nominee	Country Active Support Manager or nominee	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>SV</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
<b>Headquarters</b>														
Scout Active Support Manager	None	Manager	National SASUs	UK Commissioner or nominee	4	UK Headquarters Appointments Advisory Committee	UK Commissioner or nominee	UK Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Scout Active Support Co-ordinator	None	Supporter	National SASUs	(National) Scout Active Support Manager	4	UK Headquarters Appointments Advisory Committee	UK Commissioner or nominee	(National) Scout Active Support Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	Yes
Scout Active Support member	None	Supporter	National SASUs	(National) Scout Active Support Manager or nominee	None	None	National Scout Active Manager or nominee	(National) Scout Active Support Manager	No requirement	Modules 1, GDPR, Safety, Safeguarding (Within 5 months)	Associate Member	No	Yes	No
<b>SUPPORT ROLES - Youth Commissioners</b>														
<b>Scout District</b>														
District Youth Commissioner	None	Commissioner	District - BSO, England, Northern Ireland, Wales	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Deputy District Youth Commissioner	None	Commissioner	District - BSO, England, Northern Ireland, Wales	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant District Commissioner (Youth Involvement)	None	Commissioner	Scotland	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>Scout County</b>														
County Youth Commissioner	None	Commissioner	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Deputy County Youth Commissioner	None	Commissioner	England, Northern Ireland	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Area Youth Commissioner	None	Commissioner	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Deputy Area Youth Commissioner	None	Commissioner	Wales, BSO	Area Commissioner or nominee	1	Area Appointments Advisory Committee	Area Commissioner or nominee	Area Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Assistant Regional Commissioner (Youth Involvement)	None	Commissioner	Scotland	Region (Scotland) Commissioner or nominee	1	Region Appointments Advisory Committee	Region (Scotland) Commissioner or nominee	Region (Scotland) Commissioner or nominee	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
<b>Country</b>														
Country Youth Commissioner	None	Commissioner	Northern Ireland, Wales	Chief Commissioner Northern Ireland or Wales	4	UK Board of Trustees	Chief Commissioner Northern Ireland or Wales	Chief Commissioner Northern Ireland or Wales (or nominee)	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Deputy Country Youth Commissioner	None	Commissioner	Northern Ireland, Wales	Chief Commissioner Northern Ireland or Wales	1	Northern Ireland Appointments Advisory Committee	Chief Commissioner Northern Ireland or Wales	Chief Commissioner Northern Ireland or Wales (or nominee)	Modules 1, GDPR, Safety, Safeguarding, 2, 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Scotland Commissioner (Youth Involvement)	None	Commissioner	Scotland	Chief Commissioner for Scotland	4	UK Board of Trustees	Chief Commissioner for Scotland	Chief Commissioner for Scotland (or nominee)	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
<b>Headquarters</b>														
UK Youth Commissioner	None	Commissioner		UK Chief Commissioner	4	UK Board of Trustees	UK Chief Commissioner	UK Chief Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2, 4 and Trustee Introduction	Wood Badge and First Aid certificate (within 3 years)	Member	Yes	Yes	Yes
Deputy UK Youth Commissioner	None	Commissioner		UK Youth Commissioner	4	UK Headquarters Appointments Advisory Committee	UK Youth Commissioner	UK Youth Commissioner	Modules 1, GDPR, Safety, Safeguarding, 2 and 4	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes





2<sup>nd</sup> Keith Scout Group

***This year from March 2020 we haven't been able to fund raise due to Covid -19 restrictions.***

***We secured a £10,000 grant to help with running costs for the Hall and to help parents pay membership fees.***

***This year we have paid out £2,300 for new flooring to help with cleaning of the Hall***

***We have paid out £400.00 for sanitisation products***

***We pay £45.00 per month for electricity***

***Over the next 3 years we predict the income and expenditure to be roughly £7,000 per year***

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2<sup>nd</sup> Keith Scout Group

***Our Scout Groups constitution is cover by the Policy Organisation  
and Rules of the Scout Association***

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# Policy, Organisation and Rules

## Introduction

**The Founder of Scouting had a vision from which a Movement has grown, so that Scouting is found today in every corner of the land.**

Scouting happens principally in Scout Groups, Explorer Scout Units and Scout Networks, wherever boys and girls meet to enjoy the Scout programme. The function of all the other units in the Movement is to enhance the quality of provision of that programme at local level.

With approximately 9,000 Scout Groups in the United Kingdom and its dependent territories, a support structure is clearly necessary. The main purpose of *Policy, Organisation and Rules* is to explain as simply as possible how that structure is organised.

It is impossible to set out in detail rules to cover every eventuality, which means that much depends upon the judgement of responsible people at every level of the Movement.

It is important that everyone concerned strives to exercise that judgement in ways that encourage the development and growth of the Movement.

*Policy, Organisation and Rules (POR)* lays down the structure of Scouting in the United Kingdom, the Channel Islands and the Isle of Man and defines information about its training and management.

Each Rule is distinguished by a Rule number, which references the Chapter in which it is located.

Matters of policy, information and advice on good practice are generally unnumbered.

Policies are authoritative statements of principle governing the work of the Scout Movement.

Rules provide directives, which must be followed by all to whom the Rule is addressed.

There are many opportunities for local decisions to be made under a wide range of headings. The devolution of authority to Counties, Districts and Groups is clearly indicated where appropriate.

~~It is important that the exercise of that authority is not frustrated by the imposition of local rules.~~ It must also be noted that the law of the land is paramount.

Information provides a statement of fact, which does not require action on the part of the reader. For example, the chapter on the Association's Headquarters is provided for interest and understanding only.

It is recognised that some matters may be difficult to follow in certain circumstances. For example, in some very rural areas and in some inner cities, where numbers of supporters may be small, it may not be possible to constitute Group Councils and Group Executive Committees exactly as the Rules require.

However, many years of experience have dictated what is good practice and what works well, and wherever advice is given it should be followed if at all possible.

## Definitions

**The Programme** - describes the diverse and exciting selection of activities and experiences provided in the Sections for young people. It is based around three main themes: outdoor and adventure, world and skills. In each section a range of badges and awards are there to support all aspects of Scouting, including the three main themes as well as, leadership, teamwork and personal development. The programme should be delivered in a balanced

way that incorporates elements from each theme. The programme is designed to be progressive through the sections to offer young people an appropriate level of challenge.

The Programme in Scouting has a fundamental dimension, which determines how it is carried out. This is the Scout Programme Method:

- keeping the Promise and Scout Law
- community action
- having fun
- meeting new people, making friends and developing relationships
- spending time outdoors
- games, physical and adventurous activities
- design and creativity
- visits and visitors
- camps, sleepovers, international trips and other residential experiences
- working in small teams
- trying new things, and learning new skills
- teambuilding and leadership activities
- taking responsibility, giving ideas and opinions, making choices and decisions
- spiritual reflection
- finding out about themselves

A high quality balanced programme is one that:

- Offers a balance of each of the challenge areas for the Section.
- Includes opportunities to achieve badges and awards such as activity badges, challenge awards or staged activity badges.
- Enables all young people to achieve Chief Scout's Awards.
- Provides opportunities for young people to influence the programme and provide feedback, and feedback is acted upon.
- Provides opportunities to engage with young people outside of their Section, such as attending District and county events or taking part in activities with other Sections.
- Provide opportunities to take part in activities away from the normal meeting place.
- Provide opportunities to engage with the local community.
- Offer opportunities to experience nights away.
- Be planned in advance by the Section's leadership team.
- Be delivered using a wide variety of methods
- Be delivered by adults or young people with the appropriate skills for the planned activities.

To measure the quality of a programme Quality Programme checker tools are available from [www.scouts.org.uk/qualitychecker](http://www.scouts.org.uk/qualitychecker)

**Members of the Scout and Guide Movements** - is taken to mean Members of an Association or Federation recognised by either the World Organisation of the Scout Movement (WOSM) or the World Association of Girl Guides and Girl Scouts (WAGGGS).

~~County~~ - although in some parts of the British Isles Scout Counties are known as Areas or Islands - and in one case Bailiwick - for ease of reading POR simply refers to County/Counties.

Where relevant, when the word 'County' is used, it may be read as Area, Island or Bailiwick as appropriate.

'Counties' includes Areas, Islands and Bailiwick when appropriate.

**Country Headquarters** - refers to the headquarters of The Scottish Council of The Scout Association or the Northern Ireland Scout Council and to Headquarters at Gilwell Park in the case of England and Wales and the offshore islands.

**Regional Commissioners** - Any references to the post of Regional Commissioner refers to England or Wales only. For Northern Ireland, all references to Regional Commissioner should be read as Chief Commissioner.

**Scottish Variations** - The affairs of the Association in Scotland have been delegated to the Scottish Council of the Association.

In Scotland Scouting is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst

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others lie with Scottish Districts.

Unless otherwise stated, all references to 'County' or 'Counties' relate to 'Region' or 'Regions' in Scotland. Scottish Variations identifies which of these functions fall under the specific responsibility of Districts in Scotland.

The above organisational differences and differences in legislation mean that some of the Rules in POR do not apply in Scotland without modification. These modifications are described in POR Scottish Variations and those variations are highlighted in this document by a <sup>SV</sup>.

**Headquarters** - refers to the Headquarters of The Scout Association in the United Kingdom.

**Regional Services Team** – Regional Managers and Officers who are appointed by Headquarters and assigned to work in support of the development of Scouting in Counties and Districts in England.

**Overseas Branches** - refers to Branches of The Scout Association which are established in certain territories overseas.

**British Scouting Overseas** - are Scout Groups, which are registered by The Scout Association in a number of other countries.

**POR: The Appointment Process** – provides the rules for the appointing adults in Scouting. The rules form part of Policy, Organisation and Rules and must be adhered to.

**Leaders, Managers and Supporters** - these groups of roles are defined in POR: The Appointment Process and have replaced any reference to those holding Warranted Appointments.

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## 2<sup>nd</sup> Keith Scout Group

### Annual Report & Financial Statements

For the

Year ended 5<sup>th</sup> April 2019

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**Charity No SC 035846**

**2<sup>nd</sup> Keith Scout Group  
Trustee's Annual Report  
Year Ended 5<sup>th</sup> April 2019**

The Executive Committee have pleasure in presenting their report together with the financial statements and independent examiners report for the year ended 5<sup>th</sup> April 2019.

**Name and Address**

The Group's name is the 2<sup>nd</sup> Keith Scout Group and it may be contacted at:

2<sup>nd</sup> Keith Scouts

**Constitution and Purpose**

The Scout Group is constituted in terms for the Rules of The Scout Association, which is a charitable body incorporated by Royal Charter. The group is a registered Scottish Charity – No SC 035846.

The purpose of the Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the aim of the Association is by providing an enjoyable and attractive scheme of progressive training based on the Scout Promise and Law and guided by adult leadership.

**Trustees**

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Trustees are recruited and appointed in accordance with the Policy, Organisation & Rules ("POR") of the Scout Association.

## Reserves Policy

The trustees believes that around three months of annual expenditure is an appropriate level of reserves in order to cover the timing differences between receipts and payments and to allow for any unexpected expenditure on the Scout Hall. The reserves are currently around this level.

Approved by the Group Executive Committee on 8<sup>th</sup> May 2019 and signed on its behalf by:

**2<sup>nd</sup> Keith Scout Group  
Independent Examiners Report  
Year ended 5<sup>th</sup> April 2019**

**Independent Examiner's Report to the Trustees of the 2<sup>nd</sup> Keith Scout Group**  
I report on the financial statements of the 2<sup>nd</sup> Keith Scout Group ("the Group") for the year ended 5<sup>th</sup> April 2019 which are set out on pages 5 to 7.

**Respective Responsibilities of Trustees and Examiner**

The Group's Trustees are responsible for the preparation of the accounts in accordance with the Charities and Trustee Investment (Scotland) Act 2005 ("the Act") and the Charities Accounts (Scotland) Regulations ("the Regulations"). The Group's Trustees consider that the audit requirement of Regulation 10(1)d does not apply. It is my responsibility to examine the accounts as required under section 44(1)c of the Act and to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination is carried out in accordance with the Regulations. An examination includes a review of the accounting records kept by the group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:-

- (1) which gives me reasonable cause to believe that in any material respect, the requirements:
  - (a) to keep accounting records in accordance with the Regulations, and
  - (b) to prepare accounts which agree with the accounting records and comply with the Regulationshave not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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Date: 25 MAY 2019



**2<sup>nd</sup> Keith Scout Group  
Income and Expenditure Account  
Year Ended 5<sup>th</sup> April 2018**

	Note	2019	2018
<b>INCOME</b>			
<b>Group Income</b>			
Subscriptions		2,992.00	987.50
Gift Aid		0.00	1,092.83
Misc.		250.00	55.40
Fund Raising Activities	4	8,266.33	1,548.86
Hire of Scout Hall		1,929.50	2,882.10
<b>Sub Total</b>		<b>13,437.83</b>	<b>6,566.69</b>
<b>Beaver Income</b>			
Subscriptions	3	582.15	1,480.00
Fundraising		0.00	0.00
Miscellaneous		0.00	0.00
<b>Sub Total</b>		<b>582.15</b>	<b>1,480.00</b>
<b>Cubs Income</b>			
Subscriptions	3		
Fundraising			
Uniform			
Camp			
Activities			
<b>Sub Total</b>			
<b>Cubs &amp; Scouts Income</b>			
Marquee Hire		610.00	830.00
Subscriptions	3	2,201.00	1,905.50
Fundraising		7,438.59	3,267.63
Camps		795.00	1,021.00
Uniform		100.00	37.50
<b>Sub Total</b>		<b>11,144.59</b>	<b>7,061.63</b>
<b>TOTAL INCOME</b>		<b>25,164.57</b>	<b>15,108.32</b>

	Note	2019	2018
<b>EXPENDITURE</b>			
<b>Group Expenditure</b>			
Programme Activities (Transport)		0.00	536.00
Scout Hall Costs		1,211.95	3943.80
Equipment Purchase & Maintenance		6,532.50	0
Management & Administration Costs		6,349.27	2212.00
<b>Sub Total</b>		<b>14,093.72</b>	<b>6691.80</b>
<b>Beavers Expenditure</b>			
Activities		292.80	647.53
Scout Shop		0.00	370.88
Affiliation Fees		360.00	632.00
<b>Sub Total</b>		<b>652.80</b>	<b>1650.41</b>
<b>Cubs Expenditure</b>			
Activities			
Camps			
Misc/Equipment			
Scout Shop			
Affiliation Fees			
<b>Sub Total</b>			
<b>Cubs &amp; Scouts Expenditure</b>			
Activities		2,188.14	818.11
Transport		532.30	526.80
Scout Shop		579.49	533.71
Equipment		1,493.82	3546.80
Camp		1,031.75	1027.98
Affiliation Fees		1,848.00	987.50
<b>Sub Total</b>		<b>7,673.50</b>	<b>7440.90</b>
<b>TOTAL EXPENDITURE</b>		<b>22,420.02</b>	<b>15783.11</b>
<b>SURPLUS/DEFICIT</b>		<b>2,744.55</b>	<b>-674.79</b>

	2019	2018
<b>CASH &amp; BANK BALANCES (Unrestricted)</b>		
Opening Balance	11057.58	14431.63
Surplus/Deficit for Year	2744.58	-674.79
Closing Balance	<u>13802.16</u>	<u>13756.84</u>
Instant Access Savings Account	6269.22	6925.11
Beaver Account	11.30	81.92
Cub Account		
Scout Account	7521.64	4050.55
	<u>13802.16</u>	<u>11057.58</u>

**Bank Reconciliation**

2019 Bank Accounts  
 2018 Bank Accounts + Surplus  
 Difference

Cheques not Presented  
 Less Cheques from 2017/18 cashed

**Other Assets**

The Group owns a quantity of camping and other sports equipment which has been acquired over a number of years.

**Liabilities**

The Group has no other material liabilities or obligations.

The notes on Page 8 form an integral part of these accounts.

~~Approved by the Group Executive Committee on 17th June 2019 and signed on its behalf by:~~

**2<sup>nd</sup> Keith Scout Group  
Notes to the Accounts**

	<b>2019</b>	<b>2018</b>
<b>1 Funds</b>		
The Group maintains a single undesignated general fund for all its transactions.		
<b>2 Trustees Remuneration &amp; Expenses</b>		
The Trustees did not receive any remuneration.		
<b>3 Subscription Income</b>		
Beavers	<b>582.18</b>	1,480.00
Cubs		
Scouts	<b>2,201.00</b>	1,905.50
	<b><u>2,782.18</u></b>	<b><u>3,385.50</u></b>
<b>4 Fundraising Income</b>		
Group Fundraising	<b>7,238.49</b>	1,548.56
Beavers		0.00
Cubs		
Scouts	<b>3,086.66</b>	3,267.63
	<b><u>10,325.15</u></b>	<b><u>4,816.19</u></b>



## **2<sup>nd</sup> Keith Scout Group**

### **Annual Report & Financial Statements**

**For the**

**Year ended 5<sup>th</sup> April 2020**

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**Charity No SC 035846**

**2<sup>nd</sup> Keith Scout Group  
Trustee's Annual Report  
Year Ended 5<sup>th</sup> April 2020**

The Executive Committee have pleasure in presenting their report together with the financial statements and independent examiners report for the year ended 5<sup>th</sup> April 2020.

**Name and Address**

The Group's name is the 2<sup>nd</sup> Keith Scout Group and it may be contacted at:

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**Constitution and Purpose**

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The purpose of the Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the aim of the Association is by providing an enjoyable and attractive scheme of progressive training based on the Scout Promise and Law and guided by adult leadership.

**Trustees**

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Trustees are recruited and appointed in accordance with the Policy, Organisation & Rules ("POR") of the Scout Association.

## **Reserves Policy**

The trustees believes that around three months of annual expenditure is an appropriate level of reserves in order to cover the timing differences between receipts and payments and to allow for any unexpected expenditure on the Scout Hall. The reserves are currently around this level.

Approved by the Group Executive Committee on 8<sup>th</sup> May 2019 and signed on its behalf by:

**2<sup>nd</sup> Keith Scout Group  
Independent Examiners Report  
Year ended 5<sup>th</sup> April 2020**

**Independent Examiner's Report to the Trustees of the 2<sup>nd</sup> Keith Scout Group**  
I report on the financial statements of the 2<sup>nd</sup> Keith Scout Group ("the Group") for the year ended 5<sup>th</sup> April 2019 which are set out on pages 5 to 7.

**Respective Responsibilities of Trustees and Examiner**

The Group's Trustees are responsible for the preparation of the accounts in accordance with the Charities and Trustee Investment (Scotland) Act 2005 ("the Act") and the Charities Accounts (Scotland) Regulations ("the Regulations"). The Group's Trustees consider that the audit requirement of Regulation 10(1)d does not apply. It is my responsibility to examine the accounts as required under section 44(1)c of the Act and to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination is carried out in accordance with the Regulations. An examination includes a review of the accounting records kept by the group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:-

- (1) which gives me reasonable cause to believe that in any material respect, the requirements:
  - (a) to keep accounting records in accordance with the Regulations, and
  - (b) to prepare accounts which agree with the accounting records and comply with the Regulationshave not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Date:** 26 JUNE 2020



**2<sup>nd</sup> Keith Scout Group  
Income and Expenditure Account  
Year Ended 5<sup>th</sup> April 2020**

	Note	2020	2019
<b>INCOME</b>			
<b>Group Income</b>			
Subscriptions		456.50	2,992.00
Gift Aid		2,343.59	0.00
Misc.		219.82	250.00
Fund Raising Activities	4	1,788.97	8,266.33
Hire of Scout Hall		2,800.00	1,929.50
<b>Sub Total</b>		<b>7,608.88</b>	<b>13,437.83</b>
<b>Beaver Income</b>			
Subscriptions	3	404.65	582.15
Fundraising		0.00	0.00
Miscellaneous		0.00	0.00
<b>Sub Total</b>		<b>404.65</b>	<b>582.15</b>
<b>Cubs Income</b>			
Subscriptions	3	1246.00	--
Fundraising		0.00	--
Uniform		58.00	--
Camp		346.00	--
Activities		0.00	--
<b>Sub Total</b>		<b>1650.00</b>	<b>--</b>
<b>Cubs &amp; Scouts Income</b>			
Marquee Hire		510.00	610.00
Subscriptions	3	892.00	2,201.00
Fundraising		411.82	7,438.59
Activities		557.00	0.00
Camps		970.00	795.00
Uniform		20.00	100.00
<b>Sub Total</b>		<b>3,360.82</b>	<b>11,144.59</b>
<b>TOTAL INCOME</b>		<b>13,024.35</b>	<b>25,164.57</b>

	Note	2020	2019
<b>EXPENDITURE</b>			
<b>Group Expenditure</b>			
Programme Activities (Transport)		265.00	0.00
Scout Hall Costs		289.82	1,211.95
Services		3,640.43	4,027.18
Equipment Purchase & Maintenance		879.00	6,532.50
Management & Administration Costs		<u>2,532.27</u>	<u>2,322.09</u>
<b>Sub Total</b>		<b>7,606.52</b>	<b>14,093.72</b>
<b>Beavers Expenditure</b>			
Activities		77.50	292.80
Scout Shop		276.30	0.00
Affiliation Fees		0.00	360.00
Misc		<u>25.19</u>	<u>0.00</u>
<b>Sub Total</b>		<b>378.99</b>	<b>652.80</b>
<b>Cubs Expenditure</b>			
Activities		1,320.20	--
Camps		1,006.00	--
Misc/Equipment		0.00	--
Scout Shop		118.32	--
Affiliation Fees		<u>0.00</u>	<u>--</u>
<b>Sub Total</b>		<b>2444.52</b>	
<b>Cubs &amp; Scouts Expenditure</b>			
Activities		1,118.71	2,188.14
Transport		265.00	532.30
Scout Shop		436.04	579.49
Equipment		625.36	1,493.82
Camp		929.62	1,031.75
Affiliation Fees		<u>456.50</u>	<u>1,848.00</u>
Cubs Funds Transfer		<u>2,716.29</u>	<u>0.00</u>
<b>Sub Total</b>		<b>6547.52</b>	<b>7,673.50</b>
<b>TOTAL EXPENDITURE</b>		<b><u>16977.55</u></b>	<b><u>22,420.02</u></b>
<b>SURPLUS/DEFICIT</b>		<b>-3953.20</b>	<b>2,744.55</b>

	2020	2019
<b>CASH &amp; BANK BALANCES (Unrestricted)</b>		
Opening Balance	16518.45	11,057.58
Surplus/Deficit for Year	-3953.20	2,744.58
Closing Balance	<u>12600.25</u>	<u>13,802.16</u>
Group Account	6271.58	6,269.22
Beaver Account	36.96	11.30
Cub Account	2716.29	-.-*
Scout Account	7521.64	7,521.64
	<u>12565.25</u>	<u>13,802.16</u>

#### **Bank Reconciliation**

2020 Bank Accounts  
 2019 Bank Accounts + Surplus  
 Difference

Cheques not Presented  
 Less Cheques from 2019/20 cashed

#### **Other Assets**

The Group owns a quantity of camping and other sports equipment which has been acquired over a number of years.

#### **Liabilities**

The Group has no other material liabilities or obligations.

The notes on Page 8 form an integral part of these accounts.

Approved by the Group Executive Committee on 17th June 2019 and signed on  
 its behalf by:

**2<sup>nd</sup> Keith Scout Group  
Notes to the Accounts**

	<b>2020</b>	<b>2019</b>
<b>1 Funds</b>		
The Group maintains a single undesignated general fund for all its transactions.		
<b>2 Trustees Remuneration &amp; Expenses</b>		
The Trustees did not receive any remuneration.		
<b>3 Subscription Income</b>		
Beavers	<b>404.65</b>	<b>582.18</b>
Cubs	<b>1,246.00</b>	<b>--</b>
Scouts	<b>892.00</b>	<b>2,201.00</b>
	<b><u>2,542.65</u></b>	<b><u>582.18</u></b>
<b>4 Fundraising Income</b>		
Group Fundraising	<b>1,788.97</b>	<b>7,238.49</b>
Beavers	<b>0.00</b>	<b>0.00</b>
Cubs	<b>0.00</b>	<b>--</b>
Scouts	<b>411.82</b>	<b>3,086.66</b>
	<b><u>2,200.79</u></b>	<b><u>10,325.15</u></b>

\* Cub accounts were combined with Scout accounts in 2018/19 due closure of Bank account by the Bank.



2<sup>ND</sup>. Keith Scout Group  
Old Ogilvie School

CAT BUSINESS PLAN  
Covid-19 Action Plan

14<sup>th</sup> Jan 2021

2<sup>nd</sup>. Keith Scout group is a Scottish charity, number : SC035846

## Background:

The 2<sup>nd</sup>. Keith Scout Group have had a lease on the Old Ogilvie school for more than 40 Years. At present we are 5 years into a 20 year lease agreed with The Moray Council. During this time we have maintained the fabric of the premises as per our lease conditions

The objective of the Scout Group is to provide recreational facilities and to work within the guidelines of the Scout Association for the young people of Keith and the surrounding districts as well as offering a facility for the social and mental wellbeing of other groups within Keith and District.

We were first contacted by the Moray Council on the 7<sup>th</sup>. January regarding a rent review that would take place in September.

On March 16<sup>th</sup> we were informed that the whole country was going into lockdown and all activities would cease within the premises. The trustees were contacted and there was a discussion about the financial situation of the Group as there would be limited income. It was decided that we could meet our financial commitments for at least a year with slimming down some services.

All user groups were contacted and the situation was explained.

### Activities and Events

Before lockdown the following activities and events were being organised at the Scout Hall

Golf Club ladies section Coffee Morning

Fife Keith Picnic Coffee morning

Teas in a Tent Annual Scout Group Fundraising

Marquee hire for Fife Keith Picnic

MacMillian Big Coffee Morning

On a weekly basis we have Beavers, Cubs, Scouts and Explorer Scouts as well as the 4<sup>th</sup>. Keith Brownies. Fly and Friendship Group and the Scotty Quilters

Monthly we have the Trefoil Guild

All groups will return when Covid-19 regulations permit

The Hall is frequently used for Charity fundraising as required

The Hall and grassed area is ideal for children`s parties

The Hall is used to house a de-fib unit for the area

The Hall is used for a Polling Station for various elections

## Current Situation

It was obvious that there would be no activities or events whilst the lockdown and the two meter rules were in place. The Group were advised to apply for a small business grant to help with forthcoming expenses which proved successful.

During the lockdown one of our members repainted the Hall and organised for new floor covering for the Kitchen and Small Hall to make it easier to clean. We also took in a company to give the premises a deep clean.

We received a Grant from Hill of Towie Community benefit fund for any Covid-19 expenses

The Group were being advised by the Scottish Scout Association and the Youth Advisory Service about getting back to Scouting. Risk Assessments for all sections were to be submitted and only when approval came from the Scottish Headquarters were any activities to resume.

A Covid-19 Group Action Plan was produced for all Hall users

It is planned to make repairs to the roof during 2021

Heating will be maintained in the hall to cover weather conditions

## Financial Update

Our annual accounts of 2019-showed a surplus of £2.7K and in 2020 showed a deficit of £3.9K this can be explained by receiving grants from Beatrice offshore wind farms and the Hill of Towie community benefit fund for specific equipment

An Application was made to the Scottish Government Small Business Fund in May which resulted in an award of £10,000

A further application was made to the Hill of Towie Wind Farm for a Covid Support grant in September which resulted in a grant for £1900

Our Current account stands at£19,700 which incorporates our Beaver and Scout section funds.

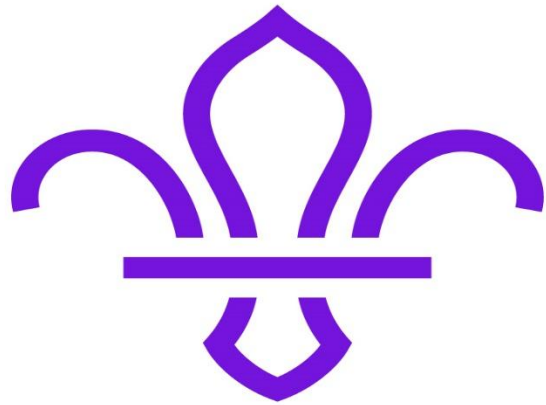
The Cub section Account stands at£2500 which will be transferred to the Main group account in due course so that the Group treasurer will be looking after all Group finances.

Until the Hall is able to generate income to cover the ongoing running costs through the resumption of activities and events, this reserve should enable the Hall to continue to survive the lockdown financially. Even though the Hall is not currently being used we have maintained the heating of the Hall to prevent frost damage.

In February the Scout Association membership is due. This year the membership has increased considerably to £49.50 per member. We also have to pay £450 to Moray District scout Association to help less well off Scout Groups in the District.

It should be noted that even with reduced income, there should be sufficient fund to cover the cost of running and maintaining the Hall in the short and longer term.





# Scouts

2<sup>ND</sup>. Keith Scout Group

Covid-19

Action Plan

Version :1

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#### Definitions

GDPR	General Protection Protection Regulation
Executive Committee	The Executive Committee for the Group currently Comprising
Group Scout Leader	as defined at 1.2 of POR -
Leaders	as defined at 3.7n,3.8n and 3.9n of POR.
Helpers	as defined at 3.7n, 3.8n and 3.9n of POR.
POR	The Policy, Organisation and Rules of Scout Association
Readiness Level	The level set by the Scout Association
Section Leader	As defined bat 3.7c & d, 3.8 c&d and 3.9c&d of POR
Social Distancing	The minimum distance set by the Government in relation to how far each person needs to stay apart from someone not from their household.
Scout Hall	
Scout Field	
Admin Office	
The Group	2 <sup>nd</sup> . Keith Scout Group
The Scouts	The Scout Association of Scotland
Test and Protect System	The system created and used by the Scottish Government in order to track those who have come into contact with someone who has tested positive or COVID-19
Young People	The members of the Scout Group under 18 Whether they are Beavers, Cubs , Scouts or Explorers

Parents

This is a generic term but will include Parents, Stepparents  
Guardians, Carers and any other person who is primarily  
responsible for a young person

### Introduction

Following the guidance `Getting everyone back together safely` released by the Scout Association on 25<sup>th</sup>. June 2020 subsequent meeting with various Leaders we have written this document to set out the policy specifically for 2<sup>nd</sup>. Keith Scout Group. The policy is consistent with The Scouts framework and guidance.

The purpose of this policy is to keep everyone safe and to prevent the spread of COVID-19 whilst slowly moving back to face to face meetings

## Framework and Guidance

The system set out by the Scouts follows the National youth Agency framework for returning to meetings. There are four levels of alert which are as follows

**Red:** Rate of infection is remaining consistent or growing

Impact on Scouts : Digital programme delivery, no face to face activities or meetings, No residential experiences

**Amber:** Rate of infection is reducing consistently in all parts of the country .

Impact on Scouts: Digital programme delivery, small group sessions can take place outdoors, No residential activities.

**Yellow:** Number of cases low and decreasing, full Track and Trace system in place

Impact on Scouts Digital programme delivery, small group sessions can take place indoors and outdoors, no residential activities

**Green :** No new cases or a vaccine is readily available

Impact on Scouts: All activities can resume inline with Government guidance

Note : UK Scouts will determine changes to readiness levels: and as levels change, our readiness framework defines the policies and procedures that apply. At the point activities are able to resume, District Commissioners (or their appointed nominee) will be required to provide their approval and to ensure appropriate risk assessments are in place.

## Resume Section Activities

To resume section activities the following criteria must be met:

1. A COVID – safe risk assessment has been completed, submitted, and approved – and you have communicated control measures to volunteers, young people and parents; will all being to raise any concerns.
2. Additional hygiene measures are in place.

3. Social Distancing will be observed ( check current distance determined by your Government).
4. Maximum group sizes ( currently 15 including adults) will be limited and determined by UK Scouts and members will be consistent where possible
5. Make adjustments for young people and adults vulnerable of affected by COVID. And consult to make sure returnplans are accessible and inclusive

## Remember

No face to face activities can take place until you have done all the preparations to ensure a safe return, and these written risk assessments and plans have been approved via the national approval system

Residential activities and international trips are not currently permitted

Read all the guidance and steps that need to be taken before any face to face activity can resume.

There is no expectation of when you should hold your first outdoor meeting and there is no rush. Every section and Group will have different circumstances and will know what is right for them. Plans must be carefully considered and safety is the priority. If your are unsure if you can stick to the guidance set out, you should not go ahead with any face to face activities

## COVID-19 Symptoms

The main symptoms of coronavirus are:

**A high temperature**- this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

**A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms

## What to do if you have Symptoms

If you have any main symptoms of coronavirus:

Get a test to check if you have coronavirus as soon as possible.

Stay at home and do not have visitors until you get test result – only leave your house to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

## What to expect when visiting us

With immediate effect, anyone who is experiencing flu-like symptoms, including fever, is advised not to visit any of our UK sites, including support functions and office based locations

## Before entering

Before visiting, you are required to confirm the following:

That you are not displaying flu-like symptoms.

That you have not returned to the UK in the last days from an area listed in Public Health Scotland's Guidance.

You have not been in contact with colleagues, family or friends who have returned from one of those areas or have been in contact with anyone who has been diagnosed with COVID-19

## Basic on-site Policy

All site visitors are expected to follow increased levels of personal hygiene as well as other policy and procedures set out in this document and the relevant risk assessments:

**Wash your hands on arrival and departure**

**Where possible carry and use hand sanitiser**

**Avoid shaking hands and physical contact**

**Keep to 2 metre distancing**

**If possible wear face covering**



## Access to Scout Hall Premises

Access to the Scout Hall is now limited to only those members of a section or group who will be using the hall or taking part in an outdoor activity and their carers where necessary. No members of these persons family or friends may enter past the Gates unless this has been pre-arranged by e-mail or phone to the leader/person in charge of the event. Where possible all contact with non members shall be carried out in the designated area. If access to the Scout Hall is required then the visitor must sign in and give their details before passing the threshold and must be escorted by the leader/person in charge at all times.

Parents & Guardians of Scouting members should park on Mar Place or Fife Street.

All persons entering the Scout Hall facility must be asked the COVID-19 questionnaire and provide up to date details before they will be allowed access. Under the Scottish Government Guidelines – Any member who refuses to provide their details for the NHS Test and Protect system will not be granted access to the Scout Hall Facilities and will be asked to leave.

## One Way System

The Scout Hall has been set up to work on a one way system. The system works with the entrance being the main entrance door to the premises and the exit point being the fire exit in the Small room. Both doors are to remain open during meeting or events. The one way system must be strictly enforced to reduce the possibility of close contact between members

Floor stickers will be placed throughout the building showing the one way route in force. These stickers will be spaced at measured 2 metre distance to show members clearly the social distancing requirements when accessing the facilities.

The one way system must be followed at all times when the building are in use. Please note that in an emergency (eg.Fire) then the members may use any escape necessary to ensure they can leave the building. This will be the only time the one way system does not need to be followed

## Social Distancing

Physical distancing measures are things you should do to reduce how often you interact with others outside your household. This will stop coronavirus (COVID-19) spreading

Revision – September 2020

2<sup>nd</sup>. Keith Scout Group

These measures are for everyone, including children. They should be used when people are living in their own homes, with or without additional support from friends, family and carers.

You Should

- Stay at least 2 metres away from anyone who is not part of your household

- Maintain hand and cough hygiene

- Avoid touching hard surfaces with your hands

- Maintain physical distancing and good hygiene

- Wash your hands when you arrive, When you leave, when you get home and especially before eating or after touching surfaces

- Keep rooms well ventilated – consider open windows or a door

You shouldn't share food or utensils – if eating, each household should bring, prepare and eat their own food separately.

Those at higher risk of severe illness from coronavirus ( including people over 70, people who are pregnant and people with an underlying medical condition) should strictly follow physical distance guidance.

The same rules apply to children as adults, except:

- Children aged 0 – 11 do not need to maintain physical distancing.

- There are no limits to the number of households that children aged 0 – 11 can meet in one day

Young people aged 12 – 17 can only meet up to 15 people from up to four other households at a time, same as adults, but there is no limit to the number of households that they can meet in one day.

These differences mean that young people can meet their friends separately from meetings that other members of their household may be having

The same rules apply to children as adults with some differences.

Children aged 0 -11 don't need to maintain physical distancing. This means that an adult from another household looking after young children doesn't need to physically distance from the child. However, you should follow hygiene measures and avoid being close to them as much as possible

There is no limit to the number of households that children aged 0 – 11 can meet in one day

Young people aged 12 – 17 can only meet up to 8 people from up to four other households indoors at a time, Same as adults. But there is no limit to the number of households they can meet in one day. This means young people can meet their friends indoors separately from meetings that other members of their households may be having

.

## Wearing of Face Coverings

Face coverings will be required to be worn inside the Scout Hall facilities. Before entering the building it is mandatory to wear a face mask until you leave the building. This rule applies to most public buildings like shops. Libraries, churches and schools so we have decided to follow the same procedures. The individual may choose to wear a face mask when meeting outside and we welcome this extra precaution.

Some people aren't required to wear a face covering.

These include

- Children under 5

- Police or workers such as paramedics acting in the course of their duty

- Workers such as drivers or checkout assistants who are physically separated from passengers or customers, by a screen for example.

You may also have a reasonable excuse not to wear a face covering if, for example:

You need to eat or drink

You`re taking medication

You`re communicating with someone else who relies on lip reading

A relevant person, such as a police officer, asks you to remove your face covering

You may also have a reasonable excuse not to wear a face covering if you have a health condition or are disabled and a face covering would cause difficulty, pain or severe distress, or because you can't apply a covering and wear it in a proper manner safely and consistently

Use your best judgement considering the use of face covering including, for example, children with breathing difficulties and disabled children who would struggle to wear a face covering

## Hand Washing and use of Sanitiser

Washing your hands is one of the easiest ways to protect yourself and others from illnesses such as food poisoning and flu. During the COVID outbreak it is paramount that Hand Washing is a priority. Washing with soap and water for 20 secs is the best and more effective way to prevent the spread of illness. The use of hand sanitiser is a good substitute from hand washing where there is no soap and water available

The Scout Hall will have readily accessible Hand Sanitiser and each sink has soap available next to it. Paper towels should be used to dry your hands from the provided dispensers. Reusable towels have been removed from the kitchen to reduce the possible spread of infection. Once a person has used the paper towel this must be disposed of in the provided bins.

You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice round (about 20 secs):

If you don't have immediate access to soap and water then use alcohol-based hand – rub if available.

You should wash your hands:

After using the toilet

Before and after handling raw food like meat and vegetables

Before eating or handling food.

After blowing your nose, sneezing or coughing

Before and after treating a cut or wound

After touching animals, including pets, their food and after cleaning their cages

Washing your hands properly removes dirt, viruses and bacteria to stop them spreading to other people and objects, which can spread illnesses such as food poisoning, flu or diarrhoea

It can help stop people picking up infections and spreading them to others.

It can also help stop spreading infections when you're visiting someone in hospital or another healthcare setting.

Leaders will have ready access to hand sanitiser stations in the hall but also a supply of 60ml bottles of hand sanitiser which will fit in your pockets when on outdoor activities.

## General Access

Due to the Current ongoing COVID-19 Restrictions the use of the Scout Hall and surrounding sheds have been restricted until a time when it will be safe to return to normal operations.

## Use and Access to the Kitchen

At this time the kitchen should not be used. Access to the kitchen is to be restricted to leaders or young people requiring first aid. There will be no access to cups. Young people and members are to take along their own water bottle or cup. No cooking or food preparation is permitted at this time

The Kitchen is limited to 1 person during normal operation but may be used for more in the instance of required first aid.

The Kitchen (if used) must be cleaned by the leader/person in charge fully before leaving the building and the correct paperwork must be filled out. It shall be noted that the sink nearest the door is for Hand Washing and the sink nearest the cooker is Designated for cleaning only.

## Use and Access to the Toilets

The Boys and Girls toilets are to be used in emergency only. All members/users of the building should note that the toilets are not for normal use and they should be reminded to use their own toilet at home before coming to the Scout Hall.

We understand that younger children and those with medical problems will still need to use the toilet facilities and by limiting access to emergency only this keeps these spaces as clean as possible for those younger children or members with medical conditions

Toilets are limited to 1 person during normal operations. Exception will be made for those members who require further assistance.

Toilets must be cleaned by the leader/person in charge fully before leaving the building and the correct paperwork must be filled out. Only one sink in the boys toilet and girls toilet will be used for hand washing.

## Equipment Use

During the COVID19 period we recommend activities that require the minimum amount of kit or equipment as possible. Where possible we ask the section leaders or hall users to ask their members to bring their own equipment when they can. This stops the potential cross contamination and also reduces the work load for the care of scout group equipment which must then be stored separately to disinfect between use. Sections must make sure that they only use equipment out of their own cupboard to stop cross contamination. Please be aware that equipment that is used cannot be used again for the next 72 hours

## Cleaning and Records

Following current Government guidelines there needs to be an increase in cleanliness by all hall users. In the past there was an over reliance on other members of the scout group to look after and clean the hall, with some users leaving the premises in an unacceptable state on their departure. In light of the ongoing situation we ask all hall users to pay particular attention to the cleaning procedures and checks when using the hall that have been put in place. This attention and duty is placed upon the leader/person in charge to ensure that the proper procedures are followed

Detailed cleaning instructions will be in a separate form. Likewise the checks to complete on arrival and before leaving the building

All checks and cleaning procedures are simple and should take about 10 mins at the start and 30mins to complete at the end of a meeting. These procedures in place are to protect yourself and other adult members who work in the hall.

As an added precaution we have a cleaner who will come in and clean the whole building on a regular basis. To ensure we maintain the building to a high standard at all times. This cleaner does not remove the requirements for the leader/person in charge to ensure the regular checks and cleaning are carried out.

Records of cleaning for individual areas and end of meetings will be posted and must be filled in on completion. If records are not kept up to date you cannot be protected properly and this may include a temporary suspension from using the Scout Hall.

## Covid Risk Assessment

With any activity a risk assessment is needed before this can take place. As we move to restart face-to face meetings and activities, there are specific things you as leaders will need to do ahead of getting approval to restart. Our number one priority is making sure that all our members are kept safe. If we don't feel we can do that, we shouldn't feel obliged to restart activities.

You should have been supported in submitting risk assessments before any face-to-face Scouting restarts. Remember, that you are not alone. Work with your leadership team and ask for help where you need it. Executive Committees and Commissioners are responsible for making sure that face-to-face activities return safely and within a rapidly changing national framework. Also remember to keep checking the Scout website on returning to operations for further advice and information on returning to face-to-face scouting. This similarly applies to all other hall users who should consult their regulatory body for advice and support before starting this process.

Most decisions to restart face-to-face activities will begin within a section. For each section starting face-to-face activities, there will be a process for the checking and approval of risk assessments and other preparations before face-to-face Scouting can begin.

Once your risk assessment is prepared, your line manager and executive member will have to check this. Once checked at that level, it will be passed to the Commissioner and Exec at that level. Full details on how this will work are contained within the guidance for the Executive Committees and Commissioners.

For non-scouting sections a copy of your own risk assessments should be given to the committee for approval before startup will be allowed

As well as the section and activity specific risk assessments there is an overarching risk assessment in place for the use of scout hall premises. This risk assessment will have to be reviewed by the individual user and signed in agreement. The risk assessment was the starting factor that led to the creation of this document as a form of support while we navigate this situation world wide



## Detailed Instructions

The detailed instruction section has been designed to give clear and simple advice which can be followed while using the Scout Hall premises. The various parts may be used as a form of checklist or aide memoir for the Leaders/Hall users to ensure they have followed the current guidelines both to give the best chance of protecting themselves and the other members using the hall and surroundings.

### Check on Arrival

Open all Doors and Windows – Maintain good ventilation and the One Way System

Check Hand Sanitiser Dispencers.-.If required please fill them up

Check Soap Dispensers – If required fill them up

Check Hand Towel Dispenser – If required fill them up

Setup Check – in/out Location at entrance.

On completion of these checks this will ensure that the Hall and Buildings are prepared for required internal access. Please remember if you are only meeting outside that Toilets and hand washing facilities still have to be provided so the hall must be opened as per above checks for any person who may need to enter the Hall.

### Checks on Leaving

The following checks are to be completed along with the cleaning requirements in the next section before the hall can be locked up. These checks are to be completed to ensure that the hall is secure and prepared for the next user.

Secure the Check-in/out Location at entrance.

Check Hand Sanitiser Dispensers – if required please fill them up.

Check Soap Dispensers – if required please fill them up

Check Hand Towel Dispensers – If required please fill them up.

Close all Doors and Windows

Ensure all used equipment has been secured

Please remember to carry out these checks as the very last instant before leaving the Hall – remember to wipe any surfaces you touch as you leave.

### Cleaning at end of Session

The end of session is vitally important for the daily running of the Scout Hall. We do not expect a deep clean after every session but expect the “High Risk” areas to be cleaned. This cleaning will be additional to the normal Sweep of the Hall/ Room and Checking the bins and toilets that the hall users should already be doing when leaving the building.

Surfaces that need to be wiped down with the weak bleach solution should be left 5 minutes before they can be used again. Best practise would say work from one end of the hall to the other as you exit to ensure everything has been wiped and won't need to be touched again.

Collect all PPE in a black bag and dispose of in the Main Wheelie Bin

Empty each and every bin and put into one Black Bag and Dispose of in Main Wheelie Bin

Use Weak Bleach solution bottles and a clean cloth to wipe down all of the following.

Door handles and locks

Worktops

Sinks and toilets (Bathroom & Kitchen) including toilet flushers

Tables and Chairs

Sanitiser Stations

And other used sockets, Equipment or similar.

All cleaning products will be provided by the Scout Group and will be stored in the designated cleaning location. The products are all designed to be used as per manufacturers guidance, please do not mix chemicals or misuse the product

provided. The products we have bought will be anti-bacterial and anti-viral where required most will be disinfectant based rather than detergent based so please be careful when handling these products. Use PPE provided and pay attention to cleaning products on bare skin.

## Weekly Cleaning

The designated weekly cleaning will be carried out by our own Cleaner. This will be enhanced cleaning where there will be time for a more thorough and deep clean can take place. The cleaner will cover the following areas but is not limited to this depending on the time they choose to work.

The cleaning which shall be carried out will include the following:

### The Main Hall

- Mopping the Floor
- Cleaning Windows and windowsills
- Wiping power outlets and radiators
- Wiping of Sanitised Station
- Wiping any other surface deemed necessary

### Male and Female toilets

- Deep clean of toilets and urinals
- Deep clean Sinks, Taps and hand soap dispensers
- Mopping the floor
- Wiping wet walls
- Cleaning of windows and windowsills
- Wiping of Doors, Door Handles and locks

### Kitchen and Corridor

- Wiping all surfaces and worktops
- Cleaning of windows and windowsills
- Clean the fridge if in use
- Wiping of Sink splashback

Mopping the floors

Wiping of Laminated Posters

Wiping of Sanitiser Station

Wiping of Doors and locks

Outdoors

Wiping of Door Handles and locks

Wiping of Main Gate and Temporary Structures

As mentioned this list is not exhaustive and the cleaner will work out their own plan for their cleaning routine which will depend on the time required to reach each point.

The Cleaner will also sign the cleaning logs in the required rooms on completion

### Checking in/out and Taking Subscriptions

During this whole process we have been concerned most about how to protect the volunteers and leaders while we meet and greet the young people and their guardians at the start and end of meetings. As such the following points should be observed;

Parents/Guardians must queue outside the gate with social distancing in mind

Parents/Guardians must check in their child ensuring their contact details are up-to-date.

Children cannot enter past registration unless the check in progress has been completed and the COVID question asked.

Any Subscriptions should be paid through a bank transfer if possible we are not keen to handle cash at this time more information may follow.

Leaders should stay inside the fence and leave 1m plus between them and Parents/Guardians. A mask may be worn if they choose so.

Nothing should be passed between Leader and Parents/Guardians. Any letter should be emailed to the mentioned.

A printed list of each sections attendees shall be printed and left in the Covid File for records.

Young people must be collected and maintain social distancing by leaving one at a time

These rules give you an idea of the setup of the temporary office seup and how the check-in process will take. This will a slower process than before as young people cannot just be dumped and left without prior speaking with the parents at each and every session.

### Letter for Parents/Guardians

Like anything in Scouting communication has to be clear. A letter is being drafted which will give clear and concise instructions for Parents and Guardians of the Scout Sections. This will include the key points about how to check in their child, paying subs what to expect while their child is at scouting and who to contact if they have any concerns.

Parents will also be reminded that if they have returned from any Government Noted countries the young person in their household cannot attend The scout hall until the end of the mandatory Quarantine period

### Risk Assessment Guidance (Scouting Specific)

As we move to restart face to face meetings and activities, there are specific things you as leaders will need to do ahead of getting approval to restart. Our number one priority is making sure that all our members are kept safe. If we don't feel we can do that, we shouldn't feel obliged to restart activities.

You should be supported in putting risk assessments before any face to face Scouting restarts. Remember you are not alone. Work with your leadership teams and ask for help where you need it. Executive Committees and Commissioners are responsible for making sure that face to face activities return safely and within a rapidly changing national framework

Once you have approval to restart you will need to make sure that you consult and communicate with all involved (including parents/carers, young people and young leaders) to ensure that everyone understands how things are going

to be running, as this will be different to how things were before lockdown. Young people`s parents or carers will need to give explicit consent to section leaders to allow their children to return.

## 2nd Keith Scouts 5-Year Plan Costs

Running Costs	2020	2021 Year 1	2022 Year 2	2023 Year 3	2024 Year 4	2025 Year 5
Insurance	760.11	800.00	820.00	840.00	860.00	880.00
Heating Oil	500.00	1,500.00	1500.00	1500.00	1500.00	1500.00
Electricity	588.00	590.00	600.00	600.00	600.00	600.00
Telephone	133.86 <sup>1</sup>	400.00	550.00	550.00	550.00	550.00
Cleaning	980.00 <sup>2</sup>	900.00	900.00	900.00	900.00	900.00
Repairs/ Maintenance	3173.41 <sup>3</sup>	300.00	2,300.00	300.00	300.00	350.00
Affiliation Fees	1743.00	1750.00	1750.00	1750.00	1750.00	1800.00
Training	0.00	30.00	50.00	50.00	50.00	50.00
Activities	0.00	1,800.00	2,600.00	2,600.00	2,600.00	2,600.00
Camps	0.00	300.00	1,900.00	1,900.00	2,000.00	2000.00
Equipment	182.98 <sup>4</sup>	250.00	250.00	250.00	250.00	250.00
Scout Shop	0	835.00	850.00	850.00	850.00	850.00
Licences	20.00	20.00	20.00	20.00	20.00	20.00
Fire Inspection	170.00	150.00	150.00	150.00	150.00	150.00
Remembrance Day Wreath	35.00	35.00	35.00	35.00	35.00	35.00
Office Supplies/ Misc	0.00	150.00	250.00	250.00	250.00	250.00
Water Rates	0.00 <sup>5</sup>	0.00	0.00	0.00	0.00	0.00
Rates	0.00 <sup>5</sup>	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>8,236.38</b>	<b>9,810.00</b>	<b>14,525.00</b>	<b>12,545.00</b>	<b>12,665.00</b>	<b>12,785.00</b>

### Notes:

1. Phone disconnected as not used during Covid lockdowns
2. Includes £80.00 for Covid deep clean of Hall
3. Includes £2715 for new flooring for Kitchen
4. Includes Gazebo (£139.99)
5. Zero rated as registered charity

## 2nd Keith Scouts 5-Year Plan Costs

Income	2020	2021 Year 1	2022 Year 2	2023 Year 3	2024 Year 4	2025 Year 5
Hall Rent	520.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00
Fundraising	0	1500.00	2,000.00	2,000.00	2,000.00	2,000.00
Grants	11,900.00 <sup>1</sup>	0	2,000.00	0	0	0
Gift Aid	931.31	0	1,000.00	1,000.00	1,000.00	1,000.00
Marquee Hire	0.00 <sup>3</sup>	500.00	500.00	500.00	500.00	500.00
Subscriptions	0.00 <sup>3</sup>	1,800.00	3,600.00	3,600.00	3,600.00	3,600.00
Camps	0.00 <sup>3</sup>	300.00	1,900.00	1,900.00	2,000.00	2,000.00
Uniform	0.00 <sup>3</sup>	50.00	80.00	100.00	100.00	100.00
Activities	0.00 <sup>3</sup>	1,200.00	2,400.00	2,400.00	2,400.00	2,400.00
<b>Total</b>	13,351.31	7,350.00	15,980.00	14,000.00	14,100.00	14,100.00

1. Income from rent will increase as groups return after Covid 19

### Notes:

<sup>1</sup> £10,000 Moray Council Business Support Fund, £1,900 Hill of Towie Covid Grant

<sup>2</sup> Roof repairs

<sup>3</sup> No subscriptions in 2020 due to Covid 19



## Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	2 <sup>nd</sup> Keith Scouts	Date of risk assessment	01/09/20	Name of who undertook this risk assessment		COVID-19 readiness level transition	Amber to Yellow (indoor and outdoor)
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Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	Young people, Leaders, Visitors?	<b>Controls</b> – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.	Keep <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.
We have provided some examples of hazards and potential control measures to help start your thinking on developing your risk assessment and plans for restarting face to face scouting. Make sure you review and customise all content shown in red so that it is relevant to your local situation and understood by those developing it and those reviewing it. Do not include any unnecessary data that could personally identify an individual, such as the name of a youth member. Guidance is shown in blue and is to be deleted from your risk assessment			
<b>Hazard - CV19</b> <b>Risk - Viral transmission caused by respiratory and or contact with infected person/surface.</b>  <b>PRIOR CONTACT</b>	Parents Leaders Young persons	If any adult or young person is showing symptoms like that of CV19 they must not attend any event and isolate  No person to be allowed to attend any event showing and symptoms or been in contact with any positive CV19 person 14 days prior.	<ul style="list-style-type: none"> <li>Parental letter with clear guidance and information sent out, and explicit consent obtained for young person to attend meetings/events</li> <li>Ensure all contact information is up to date</li> <li>Scottish Government, Public Health Scotland and NHS Grampian guidelines to be strictly adhered to by all and monitored for changes.</li> <li>Data made available to Test &amp; Protect if and when requested</li> </ul>
<b>PRIOR CONTACT</b>	Leaders	<b>Safeguarding and safety</b>  All leaders have an up to date safety and safeguarding validation held on compass.	ACTION -GSL - check along with DC
Hazard - CV19 Risk - Viral transmission caused by respiratory and or contact with infected person/surface.  <b>DROP OFF / PICK UP</b> L4,C5,R20	Parents Leaders Young persons	Maintaining social distance at <b>drop off and pick up</b> : Higher risk of infection spread if social distancing not maintained. <b>No Parents to be permitted to pass the gate</b>	<ul style="list-style-type: none"> <li>Mark pathway one way system in place and signage displayed</li> <li>Appointed Leader in place with PPE taking register</li> <li>Clear signage in place.</li> <li>Face masks to be worn</li> <li>Hand sanitizer available and ensure it's use</li> </ul>
Hazard - CV19	Leaders Young persons	Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	<ul style="list-style-type: none"> <li>Guidance to Parents and Scouts</li> </ul>

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

## Covid-19 restarting face to face Scouting risk assessment

<p>Risk - Viral transmission caused by respiratory and or contact with infected person/surface.</p> <p><b>SOCIAL DISTANCING</b> L4,C5,R20</p>			<ul style="list-style-type: none"> <li>Reminder to those over 12 that social distancing rules are applicable</li> <li>Appropriate marked area(s)</li> <li>Ensure Social distancing compliance</li> <li>Use of words / signals to ensure compliance with rules of the activity.</li> </ul>
<p>Hazard - CV19 Risk - Viral transmission caused by respiratory and or contact with infected person/surface.</p> <p><b>HYGEINE</b> L4,C5,R20</p>	<p>Leaders Young persons</p>	<p>Higher risk of infection spread if proper <b>hand washing</b> not carried out.</p> <p>Hand sanitiser to be used on arrival.</p> <p>Leader to clean bathroom after each use by young person.</p> <p>Hand sanitiser to be used on exit of building.</p> <p>All door handles and hard surfaces to be disinfected at the end of the session.</p>	<ul style="list-style-type: none"> <li>Guidance to Parents and Scouts</li> <li>Hand wash and hygiene available throughout and signage displayed</li> <li>External hand sanitiser on entrance/exit,</li> <li>Use PPE</li> <li>Door handles and surfaces to be disinfected at start and end of session</li> </ul>
<p><b>HYGEINE</b> L4,C5,R20</p>	<p>Leaders Young persons</p>	<p><b>Kitchen:</b> higher risk of infection spread if hygiene not carried out</p> <p>No young person allowed in the kitchen area. Only one designated leader at a time.</p>	<ul style="list-style-type: none"> <li>Ensure water heater is switched on so hot water to taps for cleaning.</li> <li>Water should be purged for 5 mins at start of meeting</li> <li>Use PPE</li> <li>One way system in place and signage displayed</li> </ul>
<p><b>HYGEINE</b> L4,C5,R20</p>	<p>Leaders Young persons</p>	<p><b>Activity equipment:</b> Higher risk of infection spread if hygiene not carried out.</p> <p>Equipment will be sprayed with antibacterial spray after use and quarantined until the next session.</p> <p>Equipment not to be used by any other group.</p>	<ul style="list-style-type: none"> <li>Access to appropriate cleaning equipment</li> <li>Wipe down surfaces prior to and after activity</li> <li>Safe disposal of waste</li> <li>Return of equipment to store in cleaned dried condition</li> <li>Use PPE</li> </ul>
<p><b>HYGEINE</b> L3,C5,R15</p>	<p>Leaders Young persons</p>	<p>Use of outdoor spaces / External grounds: Higher risk of infection due to access to space less controlled, cannot be cleaned.</p> <p>Outdoor area will be used weather dependent but one way system will still be in place.</p>	<ul style="list-style-type: none"> <li>Inspect location in advance under RA</li> <li>Consider location in advance as above for CV19</li> <li>Litter sweep</li> <li>Safe disposal of waste</li> <li>Monitor conditions</li> </ul>
<p>Difficulty in administering <b>first aid</b> due to CV19 increasing severity of harm L3,C5,R15</p>	<p>Leaders Young persons</p>	<p><b>first aid</b> within CV19 measures:</p> <p>First Aiders provided with additional protective equipment i.e. FFP3 face mask and safety spectacles, hand sanitiser and clinical waste bag. First Aid Grab Bags contain, aprons, disposable gloves, CPR face shields</p> <p>Consider how to undertake immediate first aid, all PPE must be put on, gloves, masks, or best a visor so individual can see you talking. All others to remain social</p>	<ul style="list-style-type: none"> <li>Leaders to be briefed on PPE and First aid in CV19</li> <li>Leaders have emergency PPE bag ready for use.</li> <li>Safe disposal of waste</li> </ul>

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## Covid-19 restarting face to face Scouting risk assessment

		distant unless extra help required where other leader will use the appropriate PPE to help. Treatment undertaken and accident book filled in. All PPE equipment is bagged ready for disposal at end meeting.	
<p><b>Review:</b> This risk assessment is for a section to move from one COVID Readiness alert level to the next (top right field on this form), an additional risk assessment should be produced for each move proposed.</p>			

<b>Checked by Line Manager</b>	Date 04/09/2020	<b>Checked by Executive</b>	Date 04/09/2020
<b>Approved by Commissioner</b>	Name, Role / level Date	<b>Approved by Executive</b>	Name, Role / level Date
<b>Notification of level change</b>	Date and by who		

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face to face Scouting based on the controls put in place. The personal data in this form is used to identify the individuals who have completed and approved the risk assessment. This includes the individual who undertook the assessment, the line manager, Executive members, and County Commissioner, who will all have access to this data. Scouts headquarters will retain this data for 3 years after the Covid-19 readiness level goes to 'Green' and does not return to 'Amber' or 'Red' to act as evidence of the assessment taking place. For further details on the Scouts data processing stance please visit our Data Protection Policy here. <https://scouts.org.uk/DPPolicy>.

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# Covid-19 restarting face to face Scouting risk assessment

Risk Calculation Matrix (For guidance only)

	Likelihood				
Severity	Very unlikely	Unlikely	Likely	Very Likely	Almost Certain
Insignificant	1	2	3	4	5
Minor	2	4	6	8	10
Moderate	3	6	9	12	15
Major	4	8	12	16	20
Catastrophic	5	10	15	20	25

Risk Rating	Action Required
17-25 High	These risks are not tolerable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The activity should be halted until risk controls are implemented that reduce risk so that it is no longer very high. If it is not possible to reduce the risk the activity should remain prohibited.
11-16 High	These risks are not tolerable. Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined period and it might be necessary to consider suspending or restricting the activity, or to apply interim control measures, until this is completed. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with major harmful consequences and catastrophic harmful consequences.
6-10 Medium	These risks may be tolerable. Consideration should be given as to whether the risk can be lowered, but additional risk reduction measures should be implemented within a defined period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with moderate harmful consequences.
4-5 Low	These risks are generally tolerable. No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Action to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
1-3 Low	These risks are considered tolerable. No further action is necessary other than to ensure that the controls are maintained.

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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## Fly and Friendship

A club run by volunteers providing a meeting place, entertainment and tea and home bakes for the older members of our community that might not otherwise leave their homes. Transport is provided where necessary to allow more to attend and this boosts numbers often to over fifty each week. If it wasn't for the club many of these attending would never be over their doorstep. The club provides a chance for them to catch up with old friends and to let them see they matter as club marks every birthday and sees that Christmas is never forgotten. Members all soon are part of the club taking part in quizzes and crafts and enjoying the entertainment and talks and the highlight of their afternoon is often their cup of tea and the selection of fine pieces supplied by the volunteers.

The scout hall is the perfect venue for the club as it is the perfect size to keep the meetings informal and has the kitchen and additional room to ensure the ease of providing the tea. If this facility was to become unavailable the members would miss out on their once a week outing from their home and would miss out on the chance of a good 'blether' with their cronies. Many of them would be relegated to a lonely existence with little or no interaction with others. Covid has shown that to many it was the highlight of their week and long for the day that the club can safely meet again.

Committee member



23.11.20

**SCOUT HALL COMMUNITY ASSET TRANSFER**

The Scout Hall in Fife-Keith is a great asset to the town of Keith. A popular, well used facility which hosts coffee mornings, beetle drives and various other fundraising activities for user groups from in and around Keith. The Beavers, Cubs and Scout groups have raised money over the years to help pay for regular upgrading of the building to the very good standard that it is at now.

and his band of helpers and volunteers deserve huge credit for the work they have done to the building over the years with the majority, if not all, of it done free of charge. Hopefully, the Scout Hall or the Old Ogilvie School as it is also known, can remain a part of the history of Keith and continue to be well used by a number of groups throughout Keith and Fife-Keith.

Keith Community Council