



1st Keynsham Scouts Guidelines for Leaders / helpers

In order to ensure that we manage activities in a group manner we would ask all leaders / helpers to follow guidelines / responsibilities that have been agreed through the executive committee over a considerable number of years.

Should anybody wish to suggest amendment to the list below please discuss with GSL or your AGSL who will action accordingly. Please remember that these should be read in conjunction with POR. Unit in this document refers to Colony /Pack /Troop



Scout Abbreviations (Roles)

CC: County Commissioner

DC: District Commissioner

DESC: District Commissioner Explorer Scouts

GSL: Group Scout Leader

AGSL: Assistant Group Scout Leader (referred to as GSL section name)

GSL Team: Refers to GSL and all AGSL's

GS: Group Scouter

SL: Scout Leader

ASL: Assistant Scout Leader

CSL: Cub Leader

ACSL: Assistant Cub Scout Leader

BSL: Beaver Scout Leader

ABSL: Assistant Beaver Scout Leader

TA: Training adviser

YL: Young Leader (aged 14yrs-18yrs and part of Explorers)

ESL: Explorer Scout Leader

AESL: Assistant Explorer Scout Leader

SI: Skills Instructor

Other Abbreviations

TSA: The Scout Association

WSJ: World Scout Jamboree

OSM: Online Scout Manager

POR: Policy Organisation & Rules

Compass: The National Scout HQ Adult membership database

POL: Programmes on Line

Print Centre: Go to for lots of things which are free that you can download or purchase

People Management

All leaders should understand the lines of responsibility should a complaint be received (see Line of responsibility sheet) or have a wish to speak with a GSL
 It's a leader's responsibility to try and find a suitable replacement if they wish to leave their existing role. They should discuss this with their line manager or a GSL as early as possible in order to ensure minimal impact on our young people
 All leaders should be aware of their responsibility to identify & recruit adults to strengthen the Group whenever possible particularly through parent interaction
 All leaders should be aware of the need to ensure DBS and appropriate arrangements **are completed BEFORE** new adults work with the young people one to one or on overnight events. Any applicants should be passed through your GSL team. Please ensure that any new leaders receive a copy of these guidelines

Financial Management

- Unit Budgets: All units will receive a sum per head as agreed by the group Exec to spend on activity / admin in the next financial year as in line with your census figures 31st Jan. Expense beyond annual allowance requires GSL approval prior to spend
- Unit expenses must be authorised by the Unit Leader & do not need a counter authoriser. Records should be kept on OSM invoices
- Expense claims for an activity outside of unit expenses must be authorised & countersigned by the GSL who approved the activity prior to submission to the treasurer
- Unit accounts should be maintained on a regular basis. (sample budget available on request)
- Unit accounts should be available on request by the appropriate GSL and the Group Treasurer
- Financial Year is 1st April - 31st March. Completed accounts are required soon after target date 15th April
- Any event must if turnover is likely to exceed £500 have prior approval from a GSL (and a business plan must be submitted at least one month in advance) before any communication with members /parents
- No individual unit can raise funds for their own activities. Any idea / plans for fund raising activities must be advised in advance to the group executive for approval. The executive meets every 6 weeks.
- If you become aware of a member with financial issues that has a negative impact on a child's Scouting, please refer to your appropriate GSL before discussing in depth or reaching any agreements with the parents /guardians
- Standard Uniform badges & Activity badges will be funded by the Group via badge secretary
- It is expected that leaders / helpers would pay for their food costs as a minimum on any camp / event and not be subsidised financially by the young people
- All activities / events must be self-funding or not run unless agreement reached with GSL and exec to make up shortfall
- Payments for unit events can be taken using BACS this will go to the groups activity account and can be requested back from treasurer
- Accounts should be completed for all unit events where money is requested

- Group Executive is circa 15 non uniform volunteers who manage the group financial, facilities & fundraising. Section leaders (not assistants) are deemed part of the Exec.
- All (section) main leaders can be trustees should try and attend a minimum of 1 Group exec meeting a year
- All leaders should try and attend either one Group section meeting or All an Group scouters meeting in a 12 month period
- All leaders are encourage to support / promote the Groups main fund raising events as per the Group calendar
- No sections should organise an event to clash with the following events (1) Auction (2) St George's Event (3) Remembrance Parade or any other as specified by the exec

Training

- All leaders must complete 25hrs ongoing training in a five year period
- Wood Badge training must be completed in 3yrs
- All leaders should be aware of the appropriate roles & forms to be completed by all adult helpers
- All leaders must hold a valid first aid qualification
- Wood badge training costs will be met by the Group
- Activity training costs may be considered for financial support: apply via your GSL

Membership Record Keeping

- To comply with GDPR & In touch require All units **Must** keep an up to date list of members details. This should be done using Online Scout Manager (OSM) & not on home PC drives.
- Leaders must supply membership secretary (via OSM) with up to date membership lists
 - by Jan 15 for the Jan 31 census,
 - by Mar 15 for subs letters to go out 1 April
 - by Sept 15 for subs letters to go out 1 October
- All requests for new membership should be directed to either GSL or the waiting list coordinator and **not taken** directly into unit
- Any leavers must be advised to the Group membership secretary as soon as possible
- It is suggested that if a member has not attended for 3 weeks formal contact should be made with parents to establish reasons. Best practice indicates commence questioning after 2wks
- Best practise is for all sections to visit new members at home or have at least one face to face meeting with parents prior to joining, this helps obtain all personal data and understanding of issues that we should be aware

Organising Activities

- Please ensure Activity POR is followed with the relevant notifications submitted. For ease, work on any activity that takes place outside district boundary, must be notified with Cc to GSL.
- All activity permit activities and Camps need notification even if at HQ **at least 7 days prior to the event** if not they might be cancelled due to none rule adherence
- Please ensure members details on OSM are correct on OSM or obtained before any child takes part, (Ask parents to confirm update using the parent portal if not sure)
- Parents should be advised of what special clothing /equipment their child needs, if appropriate.
- Parents must be notified of what time to collect their child.
- If using Chelwood, the campsite warden needs to be **notified prior** to event using online system. (see Chelwood section)
- While “In Touch” should be available at all times, it is recommended for trips /camps that a home contact is used. They should not related to anyone on the event, must have a list of all taking part, with relevant home contact numbers as per In Touch (see OSM)
- A Risk assessment must be undertaken for all activities.
- **As previously stated all adult helpers must have completed the DBS form.**

Accidents

These guidelines apply to any accident, be it child or adult.

- **Any accident /incident requiring first aid** treatment of any kind but not sent on to a professional must be notified to relevant GSL by completion of the local accident forms that can be found in the office.
- **Any accident** requiring specialist medical treatment of any kind (a visit to a doctor or hospital) must be notified to relevant GSL immediately. They will be responsible for informing DC and Gilwell.
- Brief notes of what happened, date, time, activity, weather and any witness should be made and kept

Chelwood

- When using Chelwood it **MUST** be booked prior with campsite warden using the online system via the group web site.
- Driving on the grass should be kept to a minimum.
- No fires should be lit on the ground without the express permission of the Campsite warden.
- When leaving please ensure that the stores and toilets are securely locked.
- Remember you do require an activity notification even though it's our own site
- The toilets on site do not clean themselves or supply their own toilet paper
- If you are the last group to leave, the gate must be locked behind you.

Buildings

- Leaders need to contact the booking person to ensure no other meeting is in diary if you wish to book a room outside of normal unit meeting times.
- Leaders are responsible for ensuring the premises are left secure. Reminder that there would be no insurance cover if the premises / stores are left open and unlocked
- Please ensure you read the alarm instructions and action messages on screen & listen for incorrect setting tones
- Leaders must take away **ALL rubbish** they generate as there is no rubbish collection also ensuring no food or washing up left in kitchen
- Storage If it won't fit in your cupboard and you want to keep something put your name and unit on the box and why it is to be kept. If not it will disappear.
- Nothing to be stored on top of cupboards anywhere
- Leaders must know what to do in the event of a fire. The emergency exits. Type and position of extinguishers and how to use them. **Please conduct a fire practice every 6mths** with your unit
- Leaders must report breakages / problems with services / heating / alarm / electrics with buildings team (John Balcombe) email: maintenance@1stkeynshamscouts.org.uk
- Main hall floor is not suitable for water activities as the tongued and grooved boards swell. Only soft balls to be kicked around in hall. Balls to be kept below head height
- If last out please ensure that ceiling tiles have been replaced if disturbed
- Lightweight tables are for entertainment use. Not suitable for heavy Scouting use and not for use at camps. They should also **not be used** with cooking stoves. There are all aluminium tables for cooking stoves use
- All tables to be stored on trolleys (provided) at the end of the event

Group Stores Equipment & IT

- Any equipment required from the locked stores should be requested in advance (ideally 7 days before) from the QM Team. Request form stipulates other requirements & email address is on group web site
- Leaders are responsible for ensuring that all equipment is returned clean and fit for purpose. Wet canvas to be hung only in stores area with the dehumidifier & a plan for packing provided before event to stores team just in case.
- Any damaged equipment should be advised to the QM asap and clearly marked.
- All Leaders are responsible for ensuring the groups IT equipment is used for the correct purpose. Any IT issues should be reported to the Groups IT Administration group asap. Details can be found in the office
- Key's for the sound system & kitchen cupboards are available in the key safe in the office (number available on request, leader use only)
- Paper for printer and photo-copier to be self-supplied

- HIRE of HQ

Various groups hire the Explorer room and the facilities daily & at weekends. They use the main hall when available. Cleaning of the HQ takes place only twice a week.

The Group gains much needed income from lettings. Everyone needs to help to ensure this hire isn't put at risk through poor housekeeping. It's in everyone's interest to keep a demand for lettings so everyone must do their bit as the cleaner cannot be expected to clear up everything after everyone.

Please:-

- Replace ceiling tiles if appropriate at end of an evening
- Leave every room and passageway in the building reasonably clean and tidy.
- Don't leave unwashed plates, cooking equipment and food in the kitchen
- Don't use the office as a dumping ground.
- Clean up the mud and dirt trodden in from outside activities
- Clean the Explorer room tables after use
- Clean the Explorer room sink after use
- Keep all access routes inside and out unobstructed and suitable for wheelchairs.
- Allow time to clear up and put things away, clean up after yourself
- Remove all rubbish created by your evening /activity
- Access/ use of HQ during Tuesday -Thursday weekday daytime is restricted due to lettings and must be by arrangement

Please note if you need more than the main hall, office and stores areas for your normal weekly meeting then please contact scouts@1stkeynshamscouts.org.uk to book out the Explorer room (with exception of Thursdays when no bookings are taken). Priority is given to 1k sections whenever possible if you plan ahead.

Thank you for taking time to read this far, let's have great fun Scouting.

