

## Being a Leader or Trustee

It's about supporting young people to have fun and enjoyment developing skills for life. It's also about giving yourself an opportunity to do things you might never do, learn new skills and take some time out to have fun, perhaps with your own children and others.

You have to do it because you want to and not because you think you should do it.

Before any role is discussed we like to sit down, share a little about who we are and what we do and find out what you are looking for.

Everybody is different, home lives, work lives and family lives differ, what skills they bring to the team differ, what time they have available differs, what may take hours for some is done by others in minutes. It is about being part of a team supporting each other.

In Keynsham we have over 140 volunteer leaders/trustees a fabulous mix, of talents, characters & ages that come together to create a really vibrant and successful Scout Group with ten different units.

## FAQs on becoming a Leader or Trustee

### Do I get paid?

No!! The Scout Group, like all others, is run entirely by a team of volunteers. No payment is made to anyone for their time etc. Only the central administration of the UK Scout Organisation has staff who are paid.

### What is my commitment?

Let's give you no illusions here! Often, potential leaders are told 'Oh it's only a couple of hours a week!'. That, for almost all volunteers in Scouts, is blatantly untrue!

True, the weekly meetings are "only a couple of hours a week or less". If you are a committed leader, you will spend a more time on Scouting than that! You might be involved with Leader Meetings, Programme Planning Meetings, training and personal development – this might involve attendance at courses, camping, visits and outings and generally supporting Group functions.

Exactly how much time you commit to Scouting will be down to you, your family circumstances and your job. Only you can decide that commitment level – the more you involve yourself, the greater enjoyment and satisfaction you will get!

## Do I have to wear a Uniform?

Yes, Each 'Section' for example Beaver colonies, Cub Packs & Scout troops have a Leader in charge (SL) who must be uniformed. He or she is supported by other leaders who are also in uniform (Assistant Section Leaders or ASL's). Uniform consists of a shirt & Neckerchief), Scarf & badges are supplied by group at no cost. Of course Exec/Trustees do not wear uniform

## What are the advantages of becoming 'uniformed'?

- As a Uniformed member, you are covered by Scout Insurance against personal accident, medical insurance and public liability whilst you are participating in a Scouts event or activity.
- You will receive recognition for your service, which will count towards long-service awards.
- You will also receive training in a wide range of skills to help you in your role. All training is free, In addition there are numerous Instructor courses for all ranges of sports and activities although not all are free
- Group policy dictates that 'preferential treatment' is given to children of Uniformed Members in joining the Group & the fees they pay

## What is an Executive/Trustee Member?

This is a non-uniform role that plays an important part in managing the group. Contact with the young people can be minimal, while uniform leaders run the scouting activity the Executive members provide the back office support, managing finance, fundraising, membership admin, GDPR, property maintenance, insurance.

The exec has approx. six meetings per year, which provides opportunity for sub teams to report back and strategic decisions to be discussed and made. The Exec is led by the Chair and the GSL

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- You will also receive training in a wide range of skills to help you in your role. All training is free to you,
- Group policy dictates that 'preferential treatment' is considered for children of active executive trustee's in joining the Group & the fees they pay

## What's is an occasional Helper?

Sometimes parents want to help but just do not have the time or wish to make any commitment. The great news is they still can, but they need to be DBS cleared which is at no cost. Sadly we cannot offer them any of the benefits that uniform leaders or trustees receive although we do take out extra insurance to cover them for events and activities so that they can help at a moment's notice.



## What precautions do the Scout Association take to ensure that I am suitable?

All Leaders must be DBS Checked by the Scout Association. This is a simple process where we check your identity against documents you hold, and then your identity is checked against the Police national computers for Convictions, Cautions, Reprimands and Warnings and can also include intelligence held by the police about anything which may be regarded as 'unsuitable when caring for children'.

The process is free and is completely confidential. The Group Scout Leader only hears that the check has been completed and is, or is not, OK. No details are released. All things being equal, you will get a certificate to confirm that you have 'passed' an 'Enhanced Disclosure Barring Check' (DBS) which is valid for 5 years and then must be renewed. These checks are normally instigated 'on line' directly from the GSL's home computer and it is easiest for everyone if you can visit the GSL at his/her home to complete these checks.

## So, what is the process for becoming a leader or a Trustee?

You sit down and have a chat with the Group Scout leader to decide what you might like to do, where might your skills be best used & clarify any concerns

If everybody is happy there is a formal process which starts by the Group Scout Leader entering your personal details (name, date of birth, address, phone etc) onto the COMPASS system – the national Scout Association database. You will then be allocated your desired role, and you will be introduced to your Section Leader (if you don't know them already!)

- You will be given a Membership number and access to your record on COMPASS so you can see what is recorded. COMPASS also holds your training record so, as you progress, you will be able to monitor your progress there.
- A DBS check will be started (this needs some co-operation from you providing documentary evidence).

You can then start attending your Section meetings, where you will begin to learn many skills and you will develop through 'on the job' training. The Section Leader will look after you and help you throughout.

## If you have decided to become a uniformed leader

- We will give you a few weeks to ensure it's for you, then you can buy a uniform shirt.
- You will receive a Group Scarf, woggle and all the normal badges supplied by the group. Any other optional uniform costs must be met by you. Currently the uniform shirt costs £24.00 and can be obtained on-line using this link: <https://shop.scouts.org.uk/uniforms/network>.



- After a short while (normally 3-4 weeks) we will 'invest' you into the Worldwide Scout Movement in a short ceremony. For that, you will need to know the **Scout** Promise and **Scout** Law. The ceremony will normally take place at your section meeting.
- From the start you can work on your 'Wood Beads' training, which is largely self-learning or on the job learning, depending on how much time you have & what experience you bring to the team depends on how long you take to complete it. .

## Support & Training for Uniformed leaders

During the first few months after joining

- A Training Adviser will be allocated to you to help you with your training and development and they will complete a Personal Learning Plan with you.
- You will then meet with the District Appointments Board. The Board meets on occasion throughout the year and you will have a short interview – normally about 15 mins one evening – to make sure that you understand your commitment to your Scouting role, and to check that you haven't been 'pushed' into something you don't want to do!
- You will also have to go on a mandatory First Aid course – unless you have a qualification already which is acceptable to the Scout Association (VERY FEW ARE, because of the Scouts emphasis on young people!
- You will be required to go through the on-line GDPR (General Data Protection Regulations) training almost immediately. This is quite simple and will take about 30 minutes. You can do this at home, or wherever you have access to a PC/Laptop. At the end, there will be a certificate which to save and to send to the Local Training Manager, who will then add this training to your COMPASS record.

## Where do I fit in within the Structure of the Scout Group?

This will depend on the Scout Group & the role undertaken because, whilst fundamentally all Scout Groups are the same, there are subtle differences between groups.

- The 1<sup>st</sup> Keynsham Group is led by the Group Scout Leader (currently Ian Carter) who is ultimately responsible for everything and everyone within the Group.

## As a Leader, do I have to attend things like camps etc?

We would hope that you will be able to attend camps etc but acknowledge that this will not always be possible for you. So, in short, the answer is 'NO'.

Any activity – and especially overnight activities such as camps – must have a correct 'Adult - Child' ratio. In other words, depending on the Section (Beavers, Cubs etc) there must be a minimum number of adults for a certain number of children or the camp/event cannot go ahead. Obviously, if you are willing to attend camps etc, then that helps with the 'Adult to child ratio'.



Any overnight activity (a sleep-over, for example) requires that at least one adult holds an appropriate 'permit' to allow that activity. The permit holder is often the 'leader in charge' of the event. You can gain a permit for different types of overnight camps (ie indoor, or on a Scout Campsite, or elsewhere) through your training if you wish.

### **Do I have any other financial commitment to the Group as a leader?**

1<sup>st</sup> Keynsham Scout Group is a self-funding charity organisation. As such, you normally would have no financial commitment to the Group other than for trips, events and camps as required. However, if you choose to be an executive member you will automatically become a Trustee of the Group and this potentially could have shared financial implications for you in the (unlikely) event that the Group ceases to exist and owes money at that time.

The Trustees are jointly and severally liable for the debts of the Group if the Group ceases to exist. This is one of the main reasons why, as a leader, you need to be aware of the financial position of the Group by attending Executive Committee meetings where group finances are discussed.

The Group is financially very secure, with financial assets which are significantly greater than any financial liabilities and solvency is not, and never has been, an issue. Nevertheless, we take a prudent approach to financial matters and the Treasurer monitors our spending closely. You can request a copy of the last Group Annual Report which will give you a financial breakdown at the last AGM if you have any concerns on the financial position of the Group.

### **If I incur expenses on behalf of the Group, can I get my money back?**

Generally, the answer is YES. The Group do not expect you to finance its activities!

Each Section (Beavers, Cubs etc) is given a small Section Budget each year and this is managed by the Section Leader. Most on-going expenses that you may incur for Section meetings are met from this budget. The Section Leader accounts for that budget by submitting an annual financial account, with receipts and invoices, to the Treasurer. A receipt for any out of pocket expenses you incur should be passed to your Section Leader who will normally reimburse you. Receipts are required for expense.

We will not normally cover petrol, diesel or other fuel costs – unless agreed in advance by the GSL team

We will not routinely cover printing ink and paper costs but are willing to consider occasional reimbursement commensurate with the amount of use for Scouting purposes.

*If in doubt – check first, before committing yourself to an expense on behalf of the Group.* Reimbursement or any authorised expense is normally made direct into your personal bank account (we will need your bank details for this purpose alone).

