



1st Welwyn Scout Group

Lockleys Drive

Welwyn

AL6 9NT

Welcome Pack



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Welcome

Your young person has expressed a wish to join us at the 1st Welwyn Scout Group. This information pack will provide you with basic information regarding Scouting and the Group. There are a number of forms at the end of this pack that we would appreciate you filling in and returning to us. The purpose and reason for these forms is explained within the pack.

Scouting

The Scout Movement is a global co-educational youth organisation, the largest in the world, with over 30 million Members in 216 countries and territories.

In the UK Scouting is organised through The Scout Association and has a clear purpose:

To help young people achieve their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as Members of their local, national and international communities.

The Scout Association offers everyday (and some more unusual!) adventure and activity to over 500,000 young people across the UK.

Scouting is open to all young people aged 6 to 25 of every faith and background as long as they are prepared to make the promise. A number of variations of the promise are available to cover a range of faiths and nationalities.

There are also plenty of opportunities for adults to become involved as Leaders, Assistants, and Administrators and as Group Supporters. If you would like to be involved with our Scout Group then please contact one of the Group's Leaders.

As a member of our Group we hope and will endeavour to ensure that your child can help to make the world a better place. Scouting makes a positive contribution to society by helping young people to develop as active members of the community who:

- Are self reliant,
- Are caring,
- Are responsible,
- Show commitment.

However, most importantly this continual personal development works best when the young people are working in partnership with adults. They do this by:

- Taking part in a variety of activities and new experiences,
- Exploring the outdoors,
- Participating in teams,
- Taking responsibility,
- Taking part in the Progressive Training Programme

The Programme is a continuous progression of training, activities and awards that covers everything that young people do in Scouting from the age of **6 to 25**.



Whilst the activities they take part in will depend on their age, each Section gives young people the opportunity to learn by doing. The main programme areas are:

- Outdoor and Adventure
- Global
- Community
- Fit for Life
- Creative and Beliefs
- And Attitudes

Leaders are trained to deliver this programme, ensuring our young people stay safe while they enjoy themselves and learn.

The Group and Sections

The Group currently consists of 3 sections:

- **Beavers** 6 to 8 years old meet between 5:25pm & 6:25pm - Tuesday
- **Cubs** 8 to 10 ½ years old, meet between 6:30pm & 8:00pm-Tuesday
- **Scouts** 10 ½ to 14 years old, meet between 7:30pm & 9:00pm-Thursday

With all sections there is some flexibility in age ranges.

The Group feeds into a District Explorer Scout Unit for 14-18 year olds. Members of the Mid Herts District Explorer Unit manage themselves with assistance from a District Scout Leader. Explorer units also provide 'Young Leaders' to assist with running sections with a Group. Finally for young persons between the ages of 18-25 there is 'The Scout Network' organised by themselves but within the Scouting framework at Herts County level. They undertake traditional scout activities such as hiking, camping, sailing or climbing supported by Scout Association resources and experience.

The Group can always benefit from assistance either as a Leader, helper or a member of the Group's Executive or even as occasional specialist skills instructor, passing on skills or hobbies. By entering your child into the group you are agreeing to enter into an occasional rota to help.

Parents who help on a regular and frequent basis can benefit from a greatly reduced subscription. Please contact us to discuss how you can help.

The Promise

Our Scout Group is an "Open Group"; this basically means that as long as your Child meets the general requirements for membership of the Scout Association they are welcome within our Group.

To become a member of the Scout Association and our group your child will be asked to make a promise at an investiture ceremony; usually about 4 weeks after they start. We would always try and make this a very special event for your child, however it is your child's investiture and will only be carried out when they were ready. Investitures may be delayed so that they could be carried out at a special event e.g. at camp. We would very much welcome you to witness this ceremony.

The promise that they make will be dependent on the section that they are joining. The general promise for each section is attached; the promise can, however, be altered in a number of ways to take into account religious beliefs; nationality and / or special needs.

Their Leader can generally answer any questions that you or your child may have with regard to the promise.



Investiture pre-requisites

We have a number of administrative details that must be completed before a new member is invested. Note that Investiture may be delayed if these are not all completed in good time. They are as follows:

- 1) A completed GiftAid form from p 18 of this pack (or a declaration of not being a UK taxpayer).
- 2) A completed Photo permission form from p19 of this pack.
- 3) A £15 cheque being the subscription due on investiture for that month
- 4) Confirmation that a standing order has been set up electronically in accordance with the bank account details on that form on page 16/17
- 5) A completed Young Person's Information Form which will have been supplied to you in addition to this Pack. This gives us essential information on which your young person's scout records will be based, emergency contacts, special needs, etc
- 6) The form showing the role which you will take on to support the Group and your young person's development in scouting (page 14)

We realise this is a lot but they all play their part in keeping your child safe and ensuring the smooth running of the group.

Uniform

Details of uniform for each section, and the location of badges are attached.

Guidance on the expected uniform for each activity would be provided with details of the proposed event or activity.

- **Beavers** Turquoise sweatshirt and Group scarf (which will be provided on investiture)
- **Cub Scouts** Dark green sweatshirt and Group scarf
- **Scouts** Teal green smart shirt, Scout belt and Group scarf

The Scout Association produce dark blue uniform "activity" trousers. Navy blue coloured Regatta walking trousers are the same. For events where full uniform is required these activity / walking trousers or dark grey / black "school" type trousers / skirt would be more than adequate. For Scouts, full uniform also includes a brown leather Scout belt.

The Group neckerchief (scarf) is maroon and dark blue with a black edging. This provided by the Group free of charge and presented as part of the investiture.

For activity wear there is a choice of optional polo shirts, available in turquoise for Beaver Scouts and green for Cub Scouts and Scouts. Alternatively a plain single coloured T Shirt is acceptable.

Badge Work



Members of all ages work towards attaining awards in their chosen activities, and are awarded badges. There is a wide range of choice of Activity Badges for all Sections. Hobbies that your child has can also be used to help both "activity badges" and progressive training awards.

These are generally awarded for trying new activities and doing their best at them for the younger sections whilst Scouts do have some badges that specific standards have to be met. Generally the effort needed to obtain the badge or the standard required increases as your child progresses through the sections. In addition though, there are six staged Activity Badges these have been designed to provide a unified approach throughout the Sections.



These staged Activity Badges are:

- Emergency Aid
- Information Technology
- Musician
- Swimmer
- Nights Away
- Hikes Away

The first four Activity Badges have 5 stages, The two exceptions are Nights Away which has 12 and Hikes Away which has 6 stages. This means that a young person can gain whichever badge is appropriate to the level they have reached. It is possible, for example, for a Beaver Scout who is an excellent swimmer to gain a higher-level badge than a Scout who has just taken up the activity.

There are "Joining In" awards which are presented with the numbering indicating how many years the Member has regularly attended and participated in the balanced programme across the whole Scout Movement. Only the highest numbered badge is worn.



Each section has a number of Challenge Badges; these can either be done individually or in groups. On completion of a number of these your child can earn the relevant Chief Scouts Award, the highest award earned worn on their uniform.

- | | |
|-----------------|-----------------------------|
| • Beaver Scouts | – Bronze Chief Scouts Award |
| • Cub Scouts | – Silver Chief Scouts Award |
| • Scouts | – Gold Chief Scouts Award |

When your child is ready to move onto the next section there are moving on awards for each section.

Occasionally your child may be asked to undertake things at home to go towards badge-work or challenges being undertaken.

Subscriptions

Our Subscriptions are to cover the cost of the headquarters, such as rent, building and contents/equipment insurance, fire and security equipment maintenance, gas and electricity as well as things like badges and materials for activities carried out on an evening. Some other activities e.g. an evening's canoeing, camps, will incur extra costs, but we always try to keep these to a minimum.

Also included in the subscription is the amount we pay annually to the Scout Association. This includes our personal insurance for each member of the Group and other support we get from our District, County and the SA itself. At the current time subscriptions are £15 per calendar month starting on the day of Investiture.

Our method of payment is an initial month's subscription payment on investiture, followed by a monthly Standing Order set up by you with your bank, please set this up electronically based on the account details shown on page 15 of this pack, to start the month after investiture. Please confirm prior to investiture that this has been set up

We offer a discount for siblings of £1.00 per month per sibling. We also offer greatly reduced rates for children of leaders or regular helpers, please ask for details.

Late payment of subscriptions involves us in extra cost and trouble so subscriptions are increased by £5 for payment beyond the end of the month in which they are due.



Failure to pay monthly subscriptions may result in your child not being allowed to partake in Scouting activities, as Scout Insurance may not cover them.

If at any point paying for subscriptions or for activities becomes an issue please speak to one of the Group's Leadership team.

GiftAid

We are a charity and so can claim back the income tax paid on subscriptions paid to us. This means that for every £1 paid to the Group we can claim 25p back from the Inland Revenue. This is a substantial extra benefit per full subscription per year. In addition to being an easy fund raising method, it means that we can keep subscriptions as low as possible. To enable us to do this there is a **"Gift Aid Declaration"** form included on page 17 of this pack. Please forward this to our treasurer Martin Hockaday at 7 Kindersley Close, Welwyn AL6 9RN or hand it to the section leader at investiture

Trips and Activities

In order to supplement the meetings and to ensure that everyone has the best opportunities we might arrange trips or other activities. There are very few activities that members of The Scout Association are actually banned from doing. Consequently if it is possible, to do something, and there is a large enough request to do something we will try to organise it.

However, when organising trips or activities we often have to impose a cut off date for responses. This is generally due to purchasing tickets, completing all of the necessary risk assessments and making arrangements with the "home contact" for the event.

We may not be able to refund all deposits or other payments if we cannot recover the costs ourselves

These cut off dates will be strictly adhered to. Consequently if subsequent to your child being accepted on a trip or activity, if they are unable to attend please let us know as soon as possible.

Child Protection and Health & Safety

The Scout Association's policies, rules, code of behaviour, advice on Child Protection and safety policy are there to ensure our young people stay safe whilst the Programme of activities that we provide is fun, exciting and challenging. Most importantly we must also make sure that all activities undertaken are safe.

It is the policy of The Scout Association, and therefore of the Group, to safeguard the welfare of all Members by protecting them from physical, sexual and emotional harm.

The Scout Association is committed to:

- Taking into account in all its considerations and activities the interests and well-being of young people;
- Respecting the rights, wishes and feelings of the young people with whom it is working;
- Taking all reasonable practicable steps to protect them from physical, sexual and emotional abuse, and
- Promoting the welfare of young people and their protection within a relationship of trust.

All adults aged eighteen or over, no matter what their role or involvement within Scouting, are responsible for putting this policy into practice at all times.

All Adult Scout Association members, Leaders and regular helpers are regularly subjected to, and pass, an enhanced Disclosure and Barring Service (DBS) check, (this what used to be called the CRB check). In addition all leaders have passed a basic first aid qualification.



Accidents occasionally can happen, consequently in order to comply with The Scout Association's own health and safety policies we require certain information regarding emergency contacts (next of kin, emergency contact numbers etc.). If this information changes e.g. change of address or phone number please let us know. A general information contact form is enclosed, and a comprehensive Young Person's Information Form is required at investiture, to form the principal record of your young person's membership

Further information and consent forms may be required for specific activities, particularly adventurous activities and camps, to ensure we have the most upto date information on e.g. allergies, medical conditions and contacts

The Group can accommodate members that have special needs, however we do need to know of any special requirements, allergies etc that your child may have. We may also need the young person to be accompanied to meetings to ensure their well being and that time is available from the leaders for the other young people in the section

All information provided is kept in complete confidence. It may be necessary for us to ask for a new form to be filled in when your child moves sections to ensure that we have up to date information.

Policy, Organisation and Rules (POR)

UK Scouting is strictly covered by the Scout Association POR, which is our manual to ensure the safety and well being of every member. For full details go to <https://members.scouts.org.uk/supportresources/71>

Finally if you ever suspect any possibility of abuse, bullying or discrimination please contact your Leader immediately in order for an investigation to be carried out and the issue resolved.

Photographs / Video Footage

The various sections regularly take part in a wide range of activities, organised at a Group, District or County level. Many of these involve challenging activities, which the youngsters involved often like as evidence to prove that they have taken part.

In addition, images of the youngsters enjoying themselves can be extremely useful for publicity purposes, internally (e.g. for use on the Group newsletter), externally (sent to local newspapers, 'Scouting Magazine' (which is provided to Leaders in Scouting) etc.), and on display boards etc. in the Headquarters or on our banner. Photographs and video footage of the youngsters in the activities may also be used as a training aid (both adult and youngsters) or as validation of adult training.

At Group events it is relatively easy for the Leaders in charge to take suitable and agreeable photographs of the children involved. At larger events such as District or County events, it is not necessarily possible for the Leader to dictate what photographs might be taken or the specific end use of the photographs. However as the photographs would be taken as part of a Scouting event they would need to comply with The Scout Association's Child Protection Policy, as would photographs or video images taken during Group events.



Please ask if you have any questions concerning this. If we wish to use photos for any other purposes we will seek your permission. There is a form on page 18 of this pack, please fill it in as appropriate, sign to say that you accept it and return.

Further Information

Further details regarding the uniform, badge requirements and other sectional information can be found on the Internet at ScoutBaseUK, the web address is provided with contact details for each section at the rear of this pack.

Group Contacts

Name: Andy Trotter

Group Scout Leader/ Acting Chairman

Phone number: 07580 942319

Email: a.trotter@btinternet.com

Name: Mike Gray Scout Leader

Phone number: 07803 258733

Email: mike.gray@networkrail.co.uk

Name: Andy Trotter

Acting Cub Scout Leader

Phone number: 07580 942319

Email: a.trotter@btinternet.com

Name: Leon Stoner Beaver Scout Leader

Phone number: Email: scouting.leon@gmail.com

Phone Number 07980 995872

Name: Martin Hockaday

Treasurer

Phone number: 01438717096

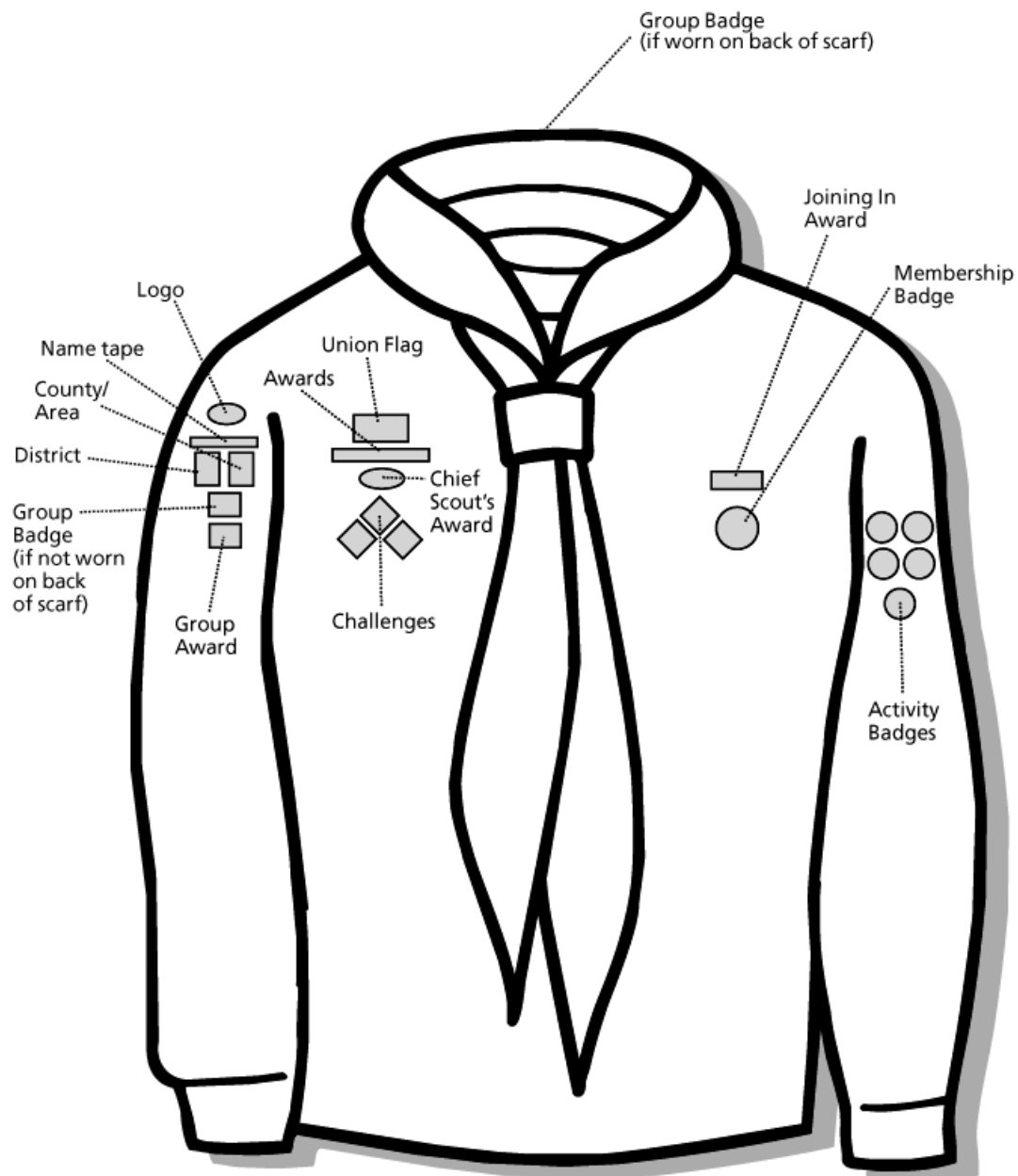
Email: mfks@mfks.fslife.co.uk

Generic Scouting Information

<http://www.scoutbase.org.uk>



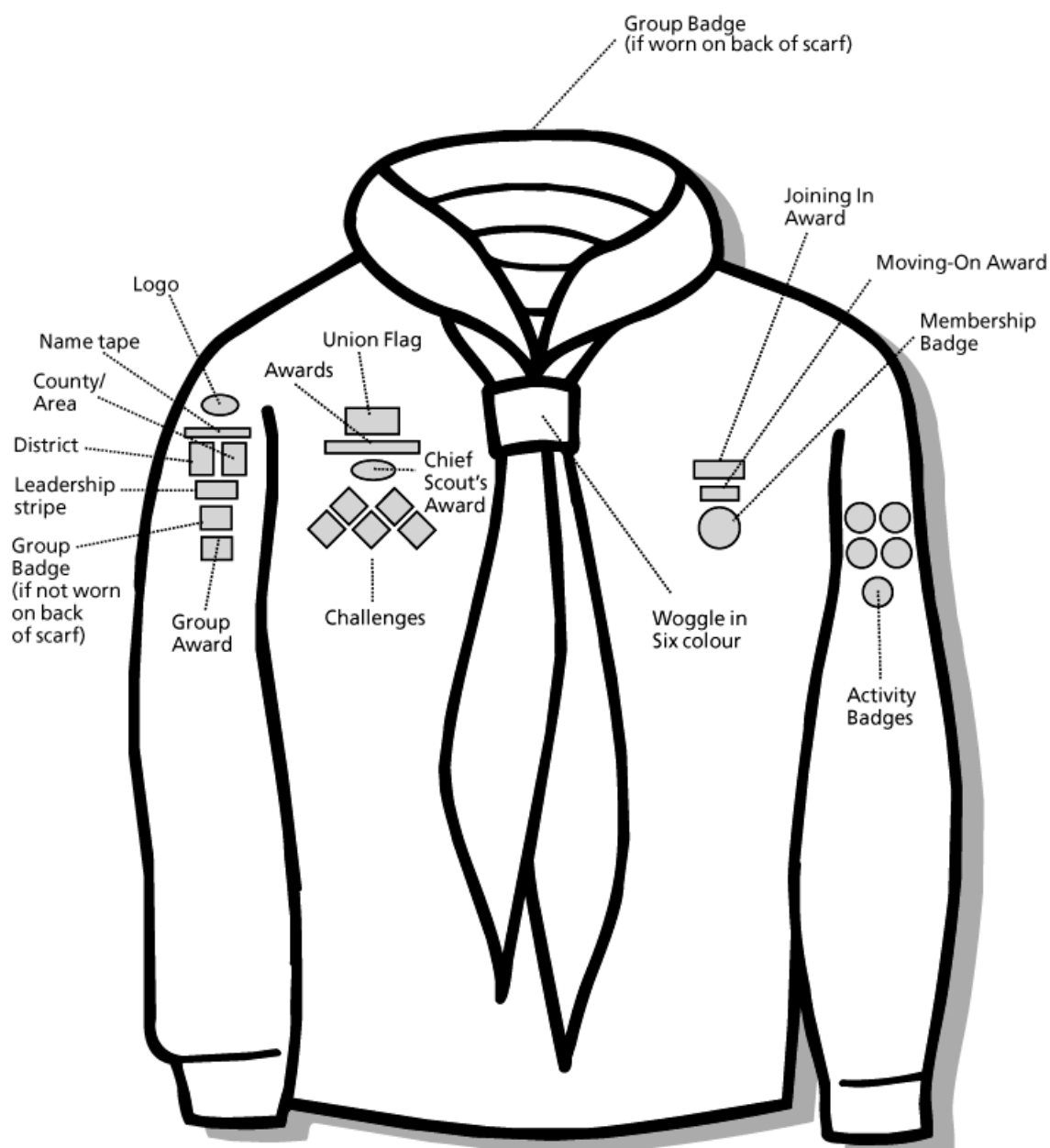
Beaver Scouts Uniform and Promise



The Beaver Scout Promise

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

Cub Scouts Uniform, Promise and Law



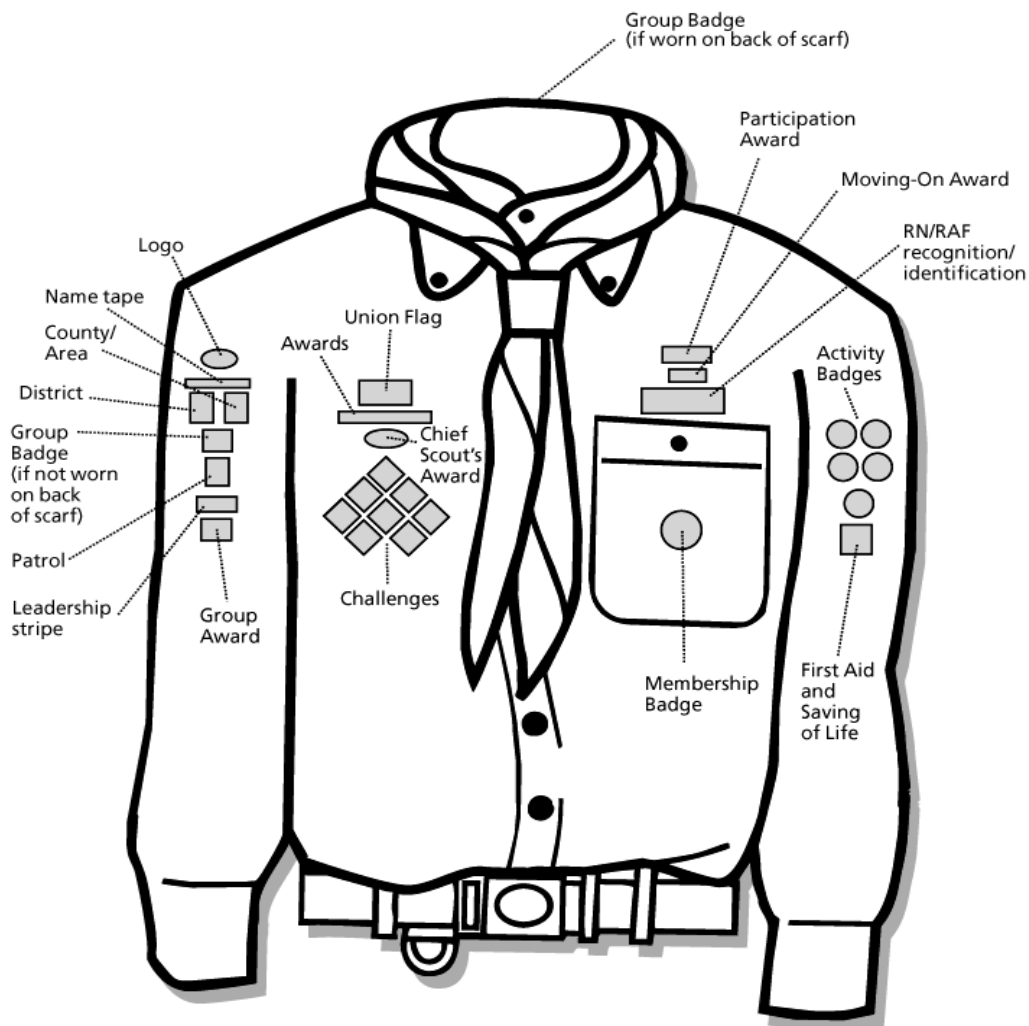
The Cub Scout Promise

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.

Scouts Uniform, Promise and Law



The Scout Promise

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 worldwide 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.

Parent rota

The Scout Association require specific numbers of leaders and adult helpers at section meetings, the number of adults being highest with beavers, lower with cubs and lowest with scouts.

In all cases this number increases when activities are outside the HQ, to ensure the safety of our young people

Our most pressing need is uniformed assistant leaders. Most assistant leaders are drawn from the parents of Group youngsters, and basic training in child protection, the Scout Movement, and basic health and safety rules in Scouting take only a few hours within the first few months that a new assistant leader begins work in a section.

To meet our adult to young people ratios to keep activities safe we also need parent helpers

No special training is required, leaders will guide new helpers in what is required, but it is soon clear that common sense is the main requirement

We also have a significant number of tasks which are required to keep the Group functioning to the high standards the Scout Association require, be it managing our membership records, arranging for HQ or equipment maintenance, planning fund raising events or keeping our website upto date. These tasks free up the leaders to concentrate on creating fun and exciting programmes for the youngsters

Please indicate whether you wish to help with section meetings as an assistant leader or parent helper, on a weekly or periodic basis, e.g. once per month, or twice a 13 week term, or that we can discuss with you your helping with administering the Group, its website, or other support tasks, which can be carried out from home in evenings or weekends

We also have an Executive committee which meets once every 2-3 months to coordinate those tasks and support the Group Scout Leader, at least one representative is required from a beaver, cub or scout parent, can you help?

Assistant leader. I am interested in taking up a uniformed assistant role in the _____ section

Section assistance: I will become a parent helper for ____ meetings per month/term

Support functions: I am willing to discuss carrying out a support role e.g. website updating, securing HQ maintenance, organising fund raising activities, another task

I am willing to join the Executive committee to represent the parents of the ____ section

Scout Shop

Below are details of the District Scout Shop where you can buy uniforms and many useful publications e.g. Badge Books setting out the badge and awards your young person can work for at the HQ, at home or through their hobbies and interests, and specific badge requirements

The shop is run by volunteers and all profits are distributed to Groups in accordance with the use made of the shop by the sections and parents of a Group, so adding in a small way to our annual fund raising



Welwyn Garden City, Scout and Guide Resource Centre.

Attimore Scout and Guide Centre

The Ridgeway, WGC

(To the Left of the Shamrock Club)

Open 6pm to 8.30pm Monday and Thursday during term time.

Open on some Saturday's from 2016

For all your uniforms, books, gifts, camping equipment, craft materials and other resources.

Unlike other local suppliers, all profits are passed back to your local Scout Group, helping to keep subscriptions
DOWN!

(The prices are VERY competitive too!).

Subs payments

Subscriptions are £15 per calendar month with the first payment to be made at investiture, and with the standing order coming into effect the month after investiture.

With a discount of £1 per month for each sibling.

Please set up a standing order electronically based on the information and account details set out below

Sort Code:	40-52-40
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Account Number:	00024288
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Account Name :	1st Welwyn Scout Group
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Reference: “Subs” + Initial + Surname of the young person
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When you have set the mandate up on line please write ‘Set up online’ on the form and return it to the treasurer at 7 Kindersley Close, Welwyn AL6 9RN.

If you cannot set the payment up electronically please forward the mandate on the next page to your bank or building society, and send a copy to our treasurer for information at the address quoted above

Standing Order Mandate 1st Welwyn Scout Group

To the Manager
Name of Bank:
Address:
Postcode:

Please pay : **1st Welwyn Scout Group:**

The sum of: **£ 15** Pounds) per month

On the **1st** day of the month, starting on / /

And thereafter every month until further notice.

Sort Code:	40-52-40
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Account Number:	00024288
------------------------	-----------------

Account Name :	1st Welwyn Scout Group
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Reference:

(So that we can identify your payment, please quote your child's initials and surname as a reference)

Your Bank Account Details:

Name of Account Holder:
Sort Code:
Account Number:

Signed:_____

Date:_____

Gift Aid Declaration

giftaid it

Name of charity: 1st Welwyn Scout Group

I understand that 1st Welwyn Scout Group is able to treat my subscriptions as donations. Please treat all gifts of money that I have made in the past four years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs), that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

Print Donor's (taxpayer's) details

Title: _____ First name: _____ Surname _____

Home address:

Postcode: _____ Date: _____

Signature: _____

Please notify 1st Welwyn Scout Group if you:

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.

1st Welwyn Scout Group
Registered Charity number 30

Photographic & Video Footage Permission Form

I acknowledge that during the course of Scouting events (weekly meetings, days out, camps, etc) photographs and / or video footage may be taken, and could be used for any of the purposes outlined below.

I also acknowledge that on larger events photographs and / or video footage may be taken that the Group's Leaders have no control over.

I understand that all photographs and / or video footage taken by or on behalf of Scouting events will comply with The Scout Associations Child Protection Policy. However, the Group has no control over the photographs and / or video footage taken by Third Parties and their proposed end use for the photographs and / or video footage.

Use	I give my permission	I withhold my permission
To be provided to you after events		
Recruitment of Members or Leaders		
As a training aid and validation of Leader training		
Internal publicity (Group Newsletter, promotion of future events to members of the Group etc.)		
External publicity (submission to Local newspapers, 'Scouting Magazine' etc)		
To be shown at Group events / on the Groups notice boards in the Community Centre		

Signature:..... Date:

Name (Printed).....

Childs name

Section:

