

# YOU'VE JOINED A WINNING TEAM.

Information, support and resources for your role in Scouting

			
Anne Spruce ADC Beavers	Lynne Mack ADC Cubs	Paul McCormick ADC Scouts	Alex Steele Explorer Commissioner
			
Andrew Spruce Network Leader	John Spruce District Commissioner	Loes McEwan District Secretary	Mel Brammer ADC Adult Training

# WELCOME

## Welcome to Clackmannanshire District

Thank you for recently taking on the role of leader or helper. This booklet gives you a brief overview of Scouting in our local area, key contacts, and an idea of what you will be doing and what resources and help you should receive.

Clackmannanshire District aims to offer challenge and adventure to all its members. We believe in helping our young people fulfil their potential by working in teams, learning by doing and thinking for themselves. We're working to make Scouting available to all and we're passionate about what we do.

Through the adventure of Scouting, young people get to take risks in a safe environment, and have their first taste of responsibility. We give young people experiences they'll never forget. The sort of adventure we offer is the chance to experience something different and the opportunity for young people to discover their potential. When a Beaver Scout wakes up the morning after a sleepover or a Cub Scout has just got over her fear of heights by completing her first abseil – that's adventure.

All this is made possible by the efforts of our dedicated team of hard working voluntary adults. Our training scheme and one-to-one support ensures that each of our volunteers gets to make the best use of their skills and talents.

Our adults have a responsibility to make our Programme fun and exciting. They also make sure that it is safe. Our policies, rules, code of behaviour and advice on child protection and safety are there to ensure our young people stay safe while they enjoy themselves and learn.

Thanks once again, and welcome aboard!

John Spruce

*District Commissioner*



# THE APPOINTMENTS PROCESS.....

1. Completion of Adult Application (AA) form and Disclosure Scotland (DS) form with help from the Group Scout Leader (GSL). These should be accompanied by a copy of the 'Purpose, Principles & Policies of The Scout Association' and 'Yellow Card' which explains our Child protection Policy. Please ensure that you have read these and have discussed them with your GSL before signing the forms.

2. There are 2 levels of membership, **Full** and **Associate**.

Section Leaders and Assistant Leaders must become full members.

Section Assistants may choose Associate membership and whether or not to wear uniform and make the scout promise. Anyone who is helping more than once per month must, at least, become an Associate member.

Parents who help very occasionally may just complete a self declaration rather than a membership form.

Treasurers, Secretaries and Chairpersons also need to become members as they are Trustees

3. You will be asked for 2 references. It is important that these are not persons related to you and should be people who know you well e.g. friends, neighbours or work colleagues. It is useful for you to speak to the referees and try and ensure that they return the forms in a timely manner.
4. There are 2 stages to the Personal Enquiry.
5. An initial enquiry check is made against records at Headquarters using information from the Criminal Records check form.

A check is also made with Disclosure Scotland. Those adults who have unsupervised access to young people must be checked using the Criminal Records Check procedure. This includes members of the Scout Fellowship, parents who help on a regular basis and people who help at camp or with home hospitality. From March 2011 Disclosure Scotland changed to 'Protecting Vulnerable Groups' scheme, or PVG for short. If you are joining the scheme for the first time you should complete the 'Application to Join PVG Scheme' form but if you are already a scheme member e.g. through work or another organisation you should complete an 'Existing Scheme Member Application' form. You will receive a copy of the results direct from Disclosure Scotland, usually in a few weeks time and a few days before our District secretary.

6. Once the Personal Enquiry checks are completed and the References received, Loes McEwan will invite you to attend a short meeting with the local Appointments Advisory Committee. These are usually held in Queen Street, Alva and last approximately 15 minutes, consisting of an informal discussion with 3 members of the committee.

The purpose of this meeting is to assess 2 areas:

**Values and Policies:** that the applicant is aware of (and by personal example prepared to uphold and promote) the values and policies of the Scout Association – including making the promise.

**Role:** that the applicant understands the requirements of the role and is suitable to carry it out.

7. After this John Spruce (District Commissioner) will be asked to approve the appointment and the applicant will receive a Provisional Appointment card and Welcome pack will be sent direct from Gilwell Park HQ.
8. From the date of the Provisional appointment you will be required to complete your 'Getting Started' training. This is normally 3 simple modules, 2 of which are available on line to complete. Once these modules have been validated and your Personal Learning Plan agreed, Mel Brammer will update your training records and inform Loes McEwan who will update your appointment details.
9. Now that your 'Getting Started' training is complete you will be asked to make your Scout Promise, usually by your GSL at a section meeting, and will receive your full appointment card (credit card size) from Gilwell Park.

# A QUICK CHECKLIST....

Have you received the following resources?



## Yellow Card

A small card which contains The Scout Association's Child Protection Policy. All adults working in Scouting must have a copy. You should receive this and read it before signing the application form



## Purpose, Principles and Policies of the Scout Association card

A card which explains what we are all about. You should receive this and read it before signing the application form



## Welcome Pack

You will be sent this directly from National Headquarters once your Disclosure Scotland (DS) clearance has been returned and your provisional appointment is issued, to welcome you into Scouting. It should answer some of your questions about what Scouting is, how it works, and what support is available for you in your role.



## Appointment Card

This will be sent to you directly once you have completed your 'Getting Started' training and your full appointment has been issued. An appointment certificate will also be presented locally.



## Scouting Magazine

Scouting magazine is sent to all adult members every other month. You are entitled to receive a supplement with the magazine. The supplement appropriate to your section will be sent but this can be altered in you records on-line. You should get your first copy after your Provisional Appointment is issued.

If you are missing something please contact your Group Scout Leader or Loes McEwan

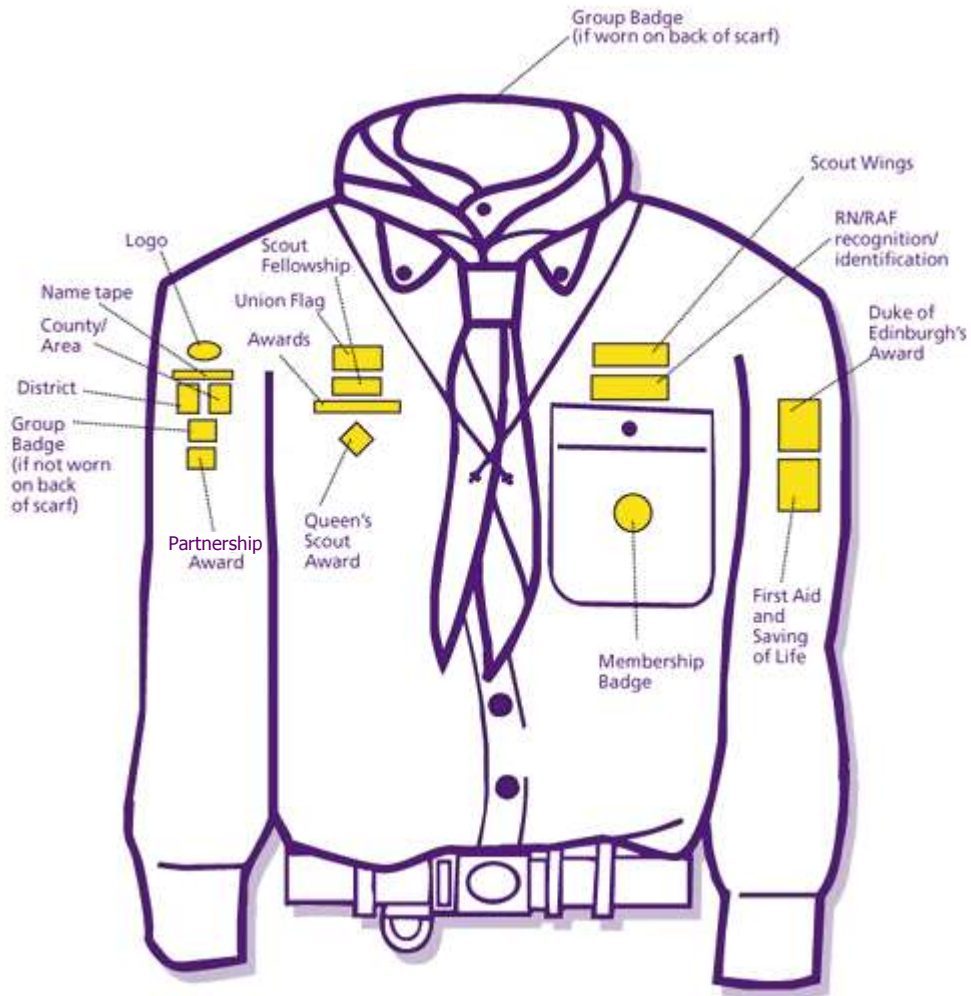


# THINGS YOU WILL NEED TO CHECK OUT

You can purchase your uniform from Glasgow Scout Shop. They are located at 21 Elmbank Street, Glasgow, G2 4PB, Tel 0141 248 5941 or [www.glasgowscoutshop.com](http://www.glasgowscoutshop.com) If you are not sure what you need Group Scout Leader will be able to help you.

You can also get badges for yourself and the young people in your section from Glasgow Scout Shop. Your Group may have stocks of some badges and your Group Necker.

## The Adult Uniform:



# TRAINING

As part of your role you will receive training to help you gain the skills that you will need. The Scout Association operates a flexible modular Adult Training Scheme, which covers all of the knowledge you will need, and takes into account any skills and experience that you may already have. The first thing to do is to get in touch with your Training Adviser, or Mel Brammer our Assistant District Commissioner (Adult Training), who can be contacted on 01259 781618. They will be able to explain the training scheme and help you decide what training is appropriate for you.

The first piece of training that you will need to complete is 'Getting Started'. This is made up of three modules: *Essential Information*, *Tools for the Job*, and a *Personal Learning Plan*.

The Personal Learning Plan helps you to plan what learning you need to do and what knowledge or skills you can already bring to your role. Details of these are on our District website [www.clackmannanshirescouts.org.uk](http://www.clackmannanshirescouts.org.uk)

To find out more about forthcoming courses speak to Mel Brammer in the first instance.

# TASK BOX

Over the next few weeks find out who else volunteers with the District in the appropriate section, try to meet some of them and find out how they run their meetings

The Group is supported by the local Scout District. Speak to your Group Scout Leader and if you have not met them yet please give your Assistant District Commissioner (ADC) a call:

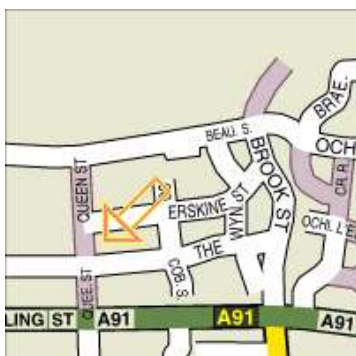
<b>Assistant DC Beavers:</b>	Anne Spruce
<b>Assistant DC Cubs:</b>	Lynne Mack
<b>Assistant DC Scouts:</b>	Paul McCormick
<b>District Explorer Scout Commissioner:</b>	Alex Steele

Contact details can be found on the District Website: [www.clackmannanshirescouts.org.uk](http://www.clackmannanshirescouts.org.uk)

# WHEN WE MEET

Your main activities will be within your own Group but we do have District Leaders Meetings which are a great opportunity to hear what is happening in other Groups and meet likeminded people. We also organise a number of District activities (e.g. fun days, camps etc.). Details of these are in the District Events Diary which is on our website.

Meetings are usually held in one of the Groups' headquarters or in our own District office in Queen Street, Alva. For Sat Nav use FK12 5LY



Locations of other Scout Halls are on our Website

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

# WHERE TO GO FOR MORE INFORMATION

There is a wealth of information and resources available to support you in your role, here are some you may find useful!

## District Web site

[www.clackmannanshirescouts.org.uk](http://www.clackmannanshirescouts.org.uk)

Leaders Page Username is \_\_\_\_\_

Password is \_\_\_\_\_

## Regional Website

[forthregionscouts.org](http://forthregionscouts.org)

## National Website

[www.scouts.org.uk](http://www.scouts.org.uk) Use your membership number to login

## The Scout Information Centre



The Information Centre is based at Gilwell Park and provides a single point of contact if you are seeking information or resources relating to any aspect of scouting. It is open 8am to 8pm Monday to Friday and 9am to 12 noon on Saturday.

Phone: 0845 300 1818

Email: [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk)

Web: [www.scouts.org.uk](http://www.scouts.org.uk)

## Programmes Online

Programmes Online is a web based tool designed to make it easier for adults to plan programmes for young people. It contains hundreds of programme ideas and activities for you to try.

[www.scouts.org.uk/pol](http://www.scouts.org.uk/pol)

## Resources

A wide range of information and resources to support you in your role in Scouting are available online. You may need your membership number (found on your appointment card or the carrier sheet of your copy of *Scouting* magazine) to sign in.

[www.scouts.org.uk](http://www.scouts.org.uk)



# FREQUENTLY ASKED QUESTIONS

## **Will I get paid/expenses?**

The Scout Association is a voluntary organisation, and you will not be paid for your role. However, no adult should feel that cost prohibits them from taking up a role in Scouting, and we will always try to reimburse out of pocket expenses for all volunteers. You should speak to your Group Scout Leader to find out how this works.

## **Where does religion fit into Scouting?**

The Scout Association does not identify itself with any one religion, but asks all adult Members to have a belief in a God (higher being). Adults in Scouting should aim to encourage the spiritual development of young people in whichever faith they identify themselves with.

## **Who is responsible for administering first aid if there is an accident?**

All trained adults in Scouting should have an up to date first aid certificate of First Response level or equivalent and are responsible for the young people in their care. On a camp or activity one person should be designated first aider. If an incident requires any consultation with or treatment by a doctor, dentist or hospital the District Commissioner and Information Centre should be notified.

## **What insurance do I/the young people have?**

All Members of The Scout Association have personal accident insurance and legal liability cover whilst on Scouting activities. Current details can be obtained from Scout Insurance Services on 0845 0945 702 or [www.scouts.org.uk/insurance](http://www.scouts.org.uk/insurance). You can also talk to John Spruce if you have any questions.

## **Can I take young people on camp straight away?**

Every nights away event for young people in Scouting must be led by someone who holds a Nights Away Permit. Other leaders attending the event do not need a Nights Away Permit. Speak to John Spruce to find out more about this.

# 10 THINGS YOU MAY NOT KNOW ABOUT SCOUTING

1. Scouting is for girls as well as boys.(There are over 50,000 girls)
2. Scouting is a global movement.
3. Young people can join at any stage of their development.
4. The Scout Association is a registered charity.
5. Scouting is great value!
6. Robert Baden-Powell, the Founder of Scouting was recently voted the 13th most influential person of the 20th Century.
7. Famous former Scouts include Paul McCartney, Billy Connolly, Stephen Spielberg, Ian Hislop and David Beckham.
8. Each day 100,000 people in the UK take part in Scouting activities.
9. Scouting for Boys, Baden-Powell's blueprint for the Scout Movement is one of the most popular books of all time.
10. Scouting was 100 in 2007.