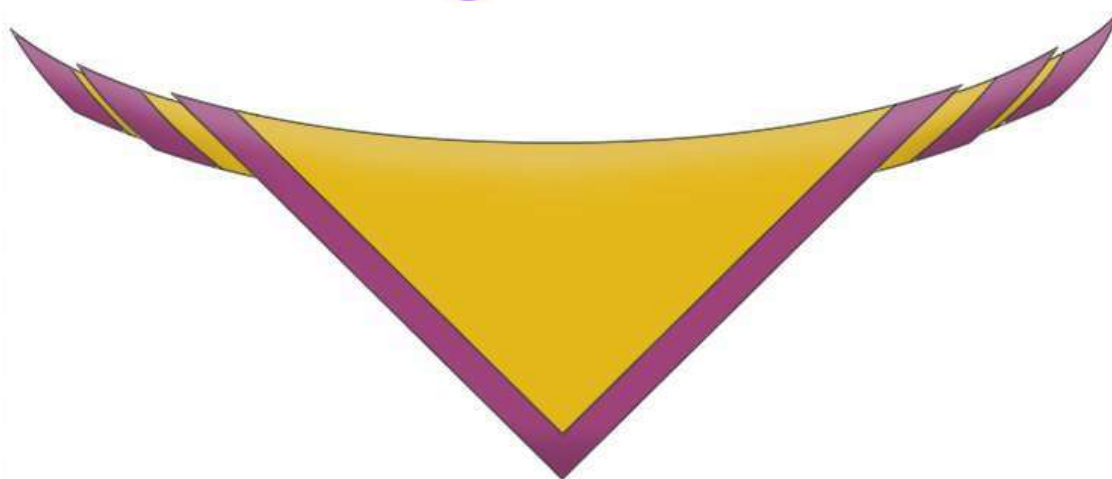


Scouts

1st Virginia Water



Welcome to our group!

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Dear Parent/Guardian

We wish you a very warm welcome to our Group. Here at 1st Virginia Water Scout Group, all of our committed volunteer leaders strive to give each and every young person an amazing Scouting experience, allow everyone to be part of our Scouting community and the wider Scouting family as a whole.

This welcome pack should answer a few questions that you may have, however, please note the useful links provided by The Scout Association below this message. In addition, please do not hesitate to contact either one of us for any questions.

David Playfoot

Group Lead Volunteer

david.playfoot@1stviriniawater.org.uk

Our Leadership Team

Name (and Scouting name if applicable)	Role	Contact Email
David (Red Squirrel)	Group Lead Volunteer	David.playfoot@1stviriniawater.org.uk
Natalie (Dormouse)	Squirrels Team Leader	natalie.tisdall@1stviriniawater.org.uk
Refer to GLV	Beavers Team Leader	Refer to GLV
Ryan (Mufasa)	Lions Team Leader	Ryan.kent@1stviriniawater.org.uk
Steph Dark (Mowgli) Gareth Jenkins (Bagheera)	Wolves Team Leaders	steph.dark@1stviriniawater.org.uk gareth.jenkins@1stviriniawater.org.uk
Jim Sharples	Scouts Team Leader	jim.sharples@1stviriniawater.org.uk

Our Trustee Board

Name	Role	Contact Email
David Playfoot	Group Lead Volunteer	David.playfoot@1stviriniawater.org.uk
Chris Howorth	Chair of Trustees	chris.howorth@1stviriniawater.org.uk
Nick Reeves	Vice Chair & Group President	nick.reeves@1stviriniawater.org.uk
Debbie Catton	Treasurer	debbie.catton@1stviriniawater.org.uk
Stuart Montague	Quartermaster	stuart.montague@1stviriniawater.org.uk
Natalie Sims	Parent - Trustee Representative	Natalie.sims@1stviriniawater.org.uk

**Our adult members can be contacted by using the following email address format.
<firstname>.<lastname>@1stviriniawater.org.uk**

Our meeting location

At 1st Virginia Water, we are lucky to have our very own Scout Hall. The address is 1st Virginia Water Scout Hall (Trotsworth Hall), Rear of 2 Station Approach, GU254DL.

Occasionally we may run meetings elsewhere and this will be communicated to the parents by the Section Team Leader.



Cost of Scouting at 1st Virginia Water

All Scout groups charge subscriptions to cover the cost of new equipment, running costs of the hall and even some extra activities for the Sections we have. At least one third of your subscriptions also goes towards the fee paid to Headquarters (Gilwell Park) for the day-to-day running of the wider Scout Association.

The current termly subscription fee for 1st Virginia Water is £57.00 for Squirrels, Beavers, Cubs & Scouts. As Explorers is district run, all subscription fees go to the district, and the subscription amount and payment methods may differ.

Subscriptions are usually collected at the start of every term and we use Online Scout Manager (OSM) to collect these fees. We always make sure that Scouts is inclusive and accessible to everyone, so if you have any issues with paying the subscription fees, please speak to your Team Leader.

Gift Aid

Our group is eligible to recover income tax on any donations provided you make a declaration to cover the tax reclaim. Donations may be of any value. If you make this declaration, 1st Virginia Water will be able to claim back up to 25p for every £1, this provides us with more funds for our young people. Gift Aid declarations are completed via OSM.

How to join

1st Virginia Water currently have spaces available in our sections; we will always strive to update this document with the current waiting times. Squirrels have a waiting list, however, our other sections do have spaces available for people to join. We would love for you to pass on our message to prospective parents to get them to join the fun!

The only way to join the waiting list at Virginia Water is to fill in the form on the link below:

<https://www.1stvirginiawater.org.uk/waiting-list>

We do our best to accommodate every sibling, whether younger or older, of current members of our group, please get in touch with us directly if you have a sibling that is interested in joining.

Parental Support, Adult Helpers & Uniformed Leaders

Scouting relies on people like you to get involved and give us a helping hand and there are many ways to get involved!

Sometimes a parent rota may be required, due to lack of leaders. If so, you will be expected to participate. If you are unavailable on your allocated week, please inform the Section Leader or arrange to swap with another parent.

What Scouting can offer you:

- Nationally recognised training with qualifications including First Aid, climbing, water sports, sailing, archery and even Tomahawk throwing.
- See this link for all details of our current training courses. However, the scouts do also offer more training as well! <https://www.surrey-scouts.org.uk/training>

If you know anyone who is able to give us a hand and get involved, please do let us know by emailing join@1stvirginiawater.org.uk or info@1stvirginiawater.org.uk

As we mentioned above, you can even become a non-uniformed Assistant with us and receive the minimum required training. (The 'Growing Roots' learning relevant to your role).

We have lots of fun, games and we have a real community at 1st Virginia Water that always has the capacity to welcome more people.

Our Badges and Uniform

Each section in Scouts has their own uniform (Including leaders). Our uniform consists of:

- A jumper (or shirt in Scouts and above)
- A polo shirt (For Squirrels, Beavers and Cubs)
- A group scarf with a woggle.

Uniform can be purchased from our group (prices differ for each Section. Therefore, each Section Leader can advise on price of uniform).

The scarf and woggle come free of charge as part of an investiture, a ceremony where the young person says their scout promise and is given their membership badges. However, any replacements will need to be paid for.

Squirrels



BEAVERS



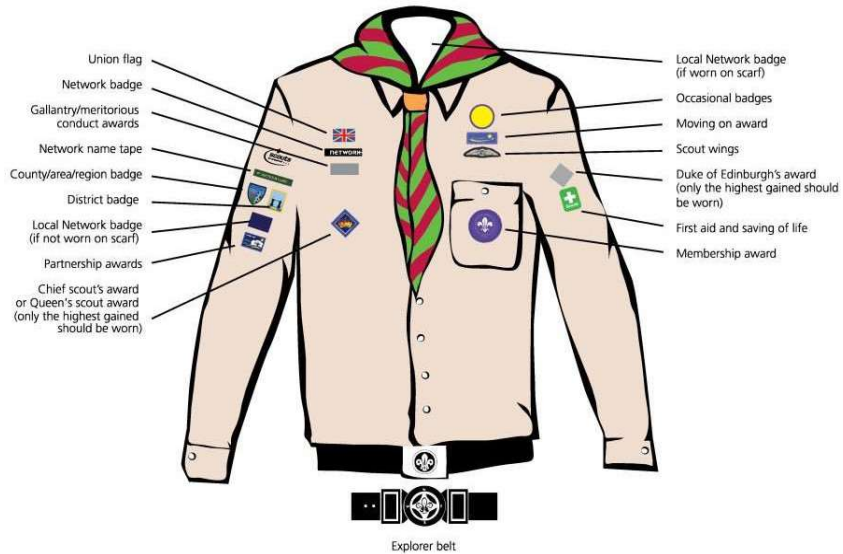
cubs



SCOUTS



Badge placement – Leaders:



Membership Details and OSM information

Once offered a place at our group, a leader will transfer your details from our OSM waiting list into their Section on OSM. In order to remain compliant with GDPR, we require all parents to maintain up to date information, OSM does provide an account where parents can do this.

An account can be created once the parent receives an invite link into their section. Details such as allergies, dietary requirements, photo consents and any other information required by our group can be inputted. Information in our Scout Group may be shared with our district and Scout Headquarters (Often referred to as Gilwell Park). If there are any issues arising from the data given to us on OSM, your Leader will contact you separately to advise next steps. (I.e., an additional "Health and Adjustments" form may be required).

In March 2000, legislation came into force that covers the protection and processing of personal data. All members of our movement have the same rights under the Data Protection Act 1998.

Consent to hold personal data (including but not necessarily limited to Sensitive Personal Data, such as contact details, health, additional needs, religious beliefs and racial or ethnic origin and images) is given to the Scouts by completing the sign up in OSM.

In certain circumstances, there may be times where these personal details will not cover some of our events. In these cases, parents will be notified and an additional medical and/or consent form may need to be filled in.

We always strive to ensure we have parental consent and all data collected by 1st Virginia Water Scouts will only be used in connection with your son's and daughter's membership of the Scout movement **or** to ensure their safety as a young person / vulnerable adult. However, in exceptional circumstances, such as safeguarding, we may be required by law to exchange details with external organisations working in conjunction with The Scout Association's Safeguarding team, including, but not limited to, the emergency services. In these extreme cases we do **not** require consent to do so.

All of these details must be filled in as a prerequisite of your young person joining 1st Virginia Water Scouts. It is of paramount importance that you fill this out with as much detail as possible so we know how to best take care of your young person.

Communicating with parents

The Scout Group generates lots of information and instructions for Members and their parents. As a group, we prefer to use Online Scout Manager for this. However, there are times where leaders may choose to run communication channels outside of OSM. (Such as a parent WhatsApp group). By joining these alternative communications via an invite link, you will be giving your consent to joining this group with other parents.

We are aware that Data Protection can be quite a confusing and heavy topic, our Leadership team are always on hand to answer any questions or concerns.

1st Virginia Water Scouts Behaviour Policy

At Virginia Water, as leaders, we recognise that it is part of our duty to safeguard all young people involved in the activities we provide, therefore, ensuring that activities are as safe as reasonably possible remains at the top of our priority list. Therefore, we recognise the need for all people involved in our group to adhere to certain standards that are set by the leaders.

Safety:

- Young People must listen to the leaders' instructions for safety rules and obey these instructions.
- All activities must be run in accordance with The Scout Association's Policy, Organisation and Rules document. *Please see the links below.*
- Failure to comply with the safety rules may result in exclusion from the activity.

Trust & Kindness:

- All section members are expected to adhere to the promise that they make at their investiture into their section.
- All members should always tell the truth and be relied upon to help others.
- At 1st Virginia Water, everyone is expected to adhere to The Scout Associations Equal Opportunities policy. *Please see the links below.*

Rewards and Sanctions:

At 1st Virginia Water, we will always treat every situation on a case-by-case basis and we always strive to achieve a positive behaviour policy, such as rewards for good behaviour. However, we must stress that unacceptable behaviour must be dealt with safely and effectively.

- Parents will be kept informed about unacceptable behaviour and a behaviour log will be kept for each Section, in line with The Scout Associations Data Protection Policy. *Please see the links below.*
- If any issues do arise where the Leader is unable to make a decision, the decisions will be made by the Group Lead Volunteers in conjunction with the leadership team.

Any verbal, physical or emotionally manipulative language from any party that makes any of our leaders feel uncomfortable in any way will be taken seriously and addressed by the Group Lead Volunteer and a member of the leadership team.

Unacceptable Behaviour Sanctions:

<u>Verbal Warning 1</u>	<u>Verbal Warning 2</u>	<u>Yellow Card</u>	<u>Red Card</u>	<u>Parent Meeting with TL, GLV and a district representative</u>
Any Team Member may give a verbal warning throughout the meeting. These can be revoked at any point during the meeting. Verbal Warnings will only last for the duration of the meeting or the day (if on an overnight event).		Upon giving 3 rd warning, an adult will issue a Yellow Card. Parents will be notified at the end of the meeting. At this stage, a young person may be suspended for a week at the discretion of the GLV.	If the bad behaviour continues after receiving a Yellow Card, a Red Card may be issued. At this stage, a young person may be suspended for up to 3 weeks, or until a Parent Meeting has been held.	At the discretion of the Section and Group Leadership Team, a meeting may be required to discuss next steps. (i.e., further suspension or Adjustment Plans to be put in place).

We hope that we never have to use the Sanction Policy, however, we do expect co-operation and constructive discussions between leaders and parents/carers in the unlikely event that we do need to use it.

Some useful links with an explanation

<https://www.scouts.org.uk/information-for-parents/stay-safe/>

A link to our safeguarding page which explains our adult's yellow card, a copy of this yellow card is also available to read in our Scout Hall.

<https://www.scouts.org.uk/about-us/policy/data-protection-policy/>

A link to the scout data protection policy.

<https://www.scouts.org.uk/>

A link to the main Scout website to see what other fun activities we get up to.

<https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/support-resources-for-learners/independent-learning-workbooks/trustee-introduction-workbook/lesson-3-understanding-our-key-policies/>

Other key Scouting policies. Including our Policy, Organisation and Rules document.

We hope you found this welcome pack useful. If you still have any questions at all, please do speak to any of our fabulous leaders or get in touch using the contact details given in the booklet.