



cubs

INFORMATION PACK FOR NEW LEADERS

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WELCOME

Welcome to Scouting in Surrey – Thank you for deciding to support your local Cub Pack by becoming a leader, both rewarding, we hope that you will find your time as a leader both rewarding and enjoyable. It may feel a bit daunting at first, particularly if you are new to Scouting but this information pack including details of the basics you need to know to get started. It also includes links to further information and tells you where to go to find out more.

We aim to support our leaders, so please get in touch with your Group Scout Leader (GSL) or Assistant District Commissioner (Cubs Scouts) (ADC (CS)) who can help you further.

In Scouting we use a lot of acronyms, here are some of the more common ones used: -

CC – County Commissioner, DCC – Deputy County Commissioner, ACC – Assistant County Commissioner

DC – District Commissioner, ADC – Assistant District Commissioner, DESC – District Explorer Scout Commissioner

GSL – Group Scout Leader, ESL – Explorer Scout Leader, AESL – Assistant Explorer Scout Leader, SL – Scout Leader, ASL – Assistant Scout Leader, CSL – Cub Scout Leader, ACSL – Assistant Cub Scout Leader, BSL – Beaver Scout Leader, ABSL – Assistant Beaver Scout Leader, SL – Squirrel Leader, ASL – Assistant Squirrel Leader

ROLES

There are currently four roles that you can have in a Cub Scout pack.

Cub Scout Leader (Section leader) - Appointment requirements: Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). During the five months of Provisional Appointment the relevant Getting Started modules must be completed. [A Wood Badge](#) must be completed within three years of Full Appointment, and ongoing First Aid, safeguarding and safety training.

It's expected that whilst volunteering for this role you will undertake regulated activity.

Assistant Cub Scout Leader (Assistant Section Leader) - Appointment Requirements: Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). During the 5 months of Provisional Appointment the relevant Getting Started modules must be completed and [a Wood Badge](#) must be completed within three years of Full Appointment, as well as ongoing First Aid, safeguarding and safety training.

It's expected that whilst volunteering for this role you will undertake regulated activity.

Pack Assistant (Sectional Assistant) - Appointment requirements: Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). Complete Getting Started training requirements within 5 months of full appointment.

It's expected that whilst volunteering for this role you will undertake regulated activity.

Occasional Helper (OH) - Appointment requirements: Must successfully complete a DBS but should only be helping once a month or less.

Further details on these roles can be found at this link:-<https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/role-descriptions/group-roles/>

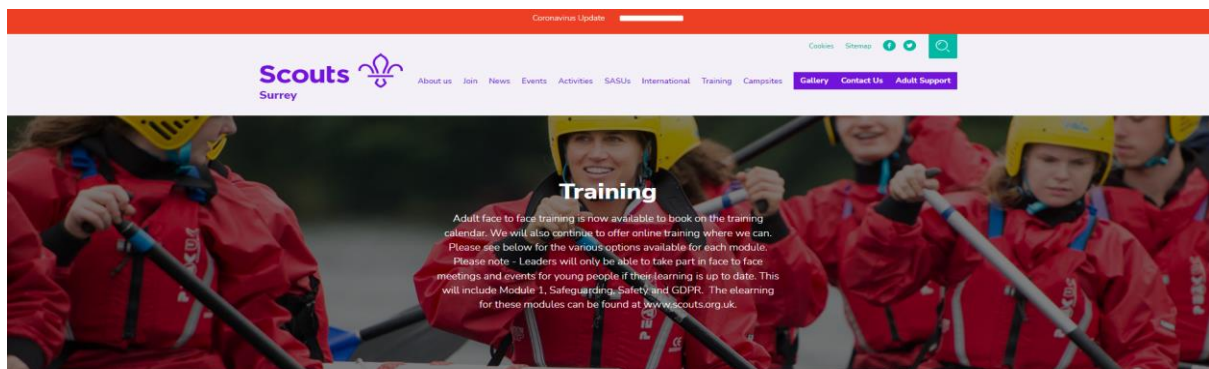
TRAINING

The training modules can be done in a number of ways but must be completed in the required time scale (5 months for modules 1 & 3, GDPR, Safety and Safeguarding (online modules) and First Aid (face to face training), (3 Years for the Wood Badge modules).

Nights Away training is required to take Cubs away on an overnight experience further details can be found at:- [Nights away and camping | Scouts](#)

Training can be booked via the County website, <https://www.surrey-scouts.org.uk/training> and allows new leaders to meet other leaders and get ideas for programme activities.

Other Counties offer online training, please visit their websites for details on the courses they run.



Learners

Most volunteer roles in the Scouts need to complete training. Follow these three easy steps to get started with your training journey.

Step 1: Check the training requirements for your role - Training modules that you need to complete depend on the volunteer role that you are taking on. To find out the modules you need, visit POR Chapter 16: Roles Tables, which lists all roles and their training requirements.

Step 2: Complete your Personal Learning Plan with your Training Adviser - We know that many Scout volunteers have prior learning which they can apply to their Scouts role. Meet with your Training Adviser and complete your Personal Learning Plan together, recognising your previous experience. Your Training Adviser will be able to help you identify the modules when you discuss your **Personal Learning Plan** with them (if you have a role that requires this). This'll help you identify the learning you need, as well as choosing the method of validation that's right for you.

Step 3: Complete your training modules - Work through the mandatory and role specific modules for all volunteers and discover your ongoing learning requirements and supplementary modules. To complete your Wood Badge training, you need to complete the modules within training for all appointments.

Further details on training, can be found at this link:- <https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/>

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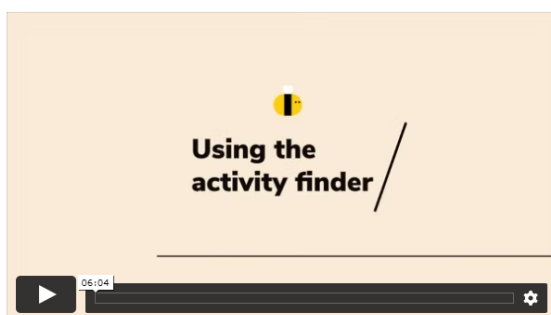
PROGRAMME

We know that sometimes it can be hard to think of ideas for your section meetings but don't despair, as well as ideas from other packs in your district, Headquarters have put together some resources and tools to help you put a programme together.

<https://www.scouts.org.uk/volunteers/running-your-section/how-to-run-your-section/planning-your-programme/>

Planning your programme

There are lots of resources to support leaders in planning amazing programmes, but it can be hard to work out what's new and where to find it. To make it easier, here's a selection of places to find information and things you could try.

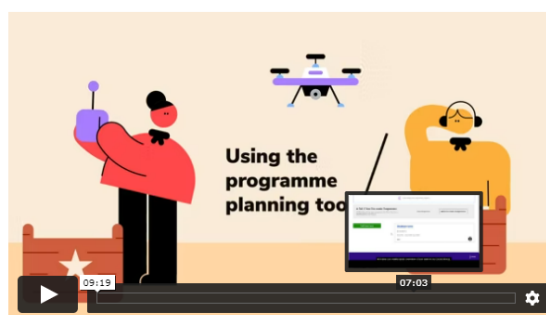


Using the activity finder

06:04

Our activity finder is bursting with programme ideas, and can be searched by section, time, cost, setting, type or learning outcomes. Whether you're looking for an adventurous, practical, outdoor, social or international activity we have you covered!

[Use the activity finder](#)



Using the programme planning tool

09:19




Our tool is a one-stop programme planning shop: use it to get organised and get going. Available for Beavers, Cubs, Scouts and Explorers' sections.



[Use the programme planning tool](#)

Programmes should be planned a term in advance, and it shouldn't be left to one person to organise it all, so make sure you can share the load. Also why not get other sections in your group to run an evening or think about holding joint activities with other Cub packs or even other sections.

Delivering your programme

Delivering a fun, engaging and challenging programme – where risk is effectively managed – can seem like a lot of boxes to tick! We've broken it down for you, providing lots of guidance and resources for support, for your programme needs.

 Programme guidance	 Administration	 Nights away and camping
There are a number of resources available, and sources of support, to help you plan and deliver your programme, including the Activity Permit Scheme, General Activity Guidance and the Doff programme. Explore the programme guidance >	Record and account keeping are an important part of Scouting, and help ensure the safe and effective running of any section, Group, District or County. Being organised in your record keeping will help save time and effort in the long term. All you need to know about admin >	Nights away or residential events, whether camping, hostelling, sleepovers or bionovacs, form an integral part of Scouting, and are something that every young person should have the opportunity to take part in. Discover more about nights away >

 Staying safe and safeguarding Doing things safely is fundamental to everything we do in Scouting. Learn how to look after each other >	 Youth shaped The more young people are involved in shaping their Scout experiences the more they'll get out of it, and the more likely they are to play, do well and achieve their top awards.
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COMPASS

Compass is the Scouts adult database; this holds the information for all our adult volunteers. Unless you are a manager in Scouting, you will only have access to your own information: -

Compass holds information on: -

Yourself,

The roles you hold

The permits you hold

You're training and which modules have been validated

Any awards you have been awarded

Your emergency details

The list of communications you have opted to receive (emails)

Any DBS's you have had and the expiry dates for them.

<https://compass.scouts.org.uk/login/User/Login>



ONLINE SCOUT MANAGER

Online Scout Manager (OSM) is a tool that can may have been bought in by your group (at a cost), this database holds your young people's details, can link activities to badges and send out emails to parents/carers.

<https://www.onlinescoutmanager.co.uk/>

https://www.facebook.com/watch/live/?ref=watch_permalink&v=2227575037490520

OSM FEATURES TESTIMONIALS PRICING VENUE BOOKING SYSTEM LOG IN SIGN UP FREE

Making leaders' lives easier

Online Scout Manager has been designed by leaders for leaders - it gives you the ability to do all of your administration in one simple, secure, system.

→ GET STARTED FOR FREE

Used by Scout, Guide and Boys' Brigade associations worldwide and trusted by 100k+ leaders. [view testimonials](#)

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FLAG BREAK/FLAG DOWN

At the beginning of the evening, you will start with Grand Howl and Flag Break and then at the end of the evening, you will finish with Grand Howl and Flag down, of course this will depend where you are meeting, so don't think you have to do it every week as it is usually done at the HQ/meeting place.

Grand Howl -

1. Akela calls out 'Pack! Pack! Pack!'
2. Everyone makes a circle, standing in their Sixes (some people stand around the flag). Everyone stands 'at ease' with their feet shoulder width apart and their hands behind their back.
3. Akela calls 'Pack! Pack alert!'
4. Everyone stands 'alert' with their feet together and their hands by their sides.
5. Akela moves to the centre of the circle and raises and lowers their arms.
6. Everyone squats low on the ground with their hands between their feet.
7. Everyone calls out 'Akela, we'll do our best!'
8. Everyone stands up and makes the Scout sign.
9. The duty Sixer calls out 'Cubs, do your best!'
10. Everyone replies, 'We will do our best!'

Flag Break (at the beginning of the evening)

1. Everyone stands around the flag in their Sixes.
2. The person leading Flag Break calls 'Pack! Pack alert'
3. Everyone stands 'alert' with their feet together and their hands by their sides.
4. The chosen Sixer comes forward and gently pulls the cord to unfurl the flag.
5. The Sixer takes a step backwards and leads everyone in saluting the flag, before returning to their Six.
6. The person leading calls 'Pack! Pack at ease!'
7. The person leading the meeting may want to introduce the evening and give the first instructions, while everyone's together and focused.

Flag Down (at the end of the evening)

8. Everyone stands around the flag in their Sixes.
9. The person leading Flag Break calls 'Pack! Pack alert'
10. Everyone stands 'alert' with their feet together and their hands by their sides.
11. The chosen Sixer comes forward and gently lowers the flag, ensuring that the flag doesn't touch the ground.
12. The Sixer takes a step backwards, then returns to their Six.
13. The chosen person gives their thought for the day – perhaps they want to reflect on the activities they've done or thank someone.
14. The person leading Flag Down dismisses everyone, and it's time to go home.

PACK STRUCTURE

Helping Cubs take the lead - We believe in empowering young people to take the lead and make their own choices wherever possible, which is why we try to make sure all of Cub meetings are run in collaboration with young people themselves and designed around their interests and needs. Across the organisation, this is often referred to as 'Youth Shaped Scouting'.

The more young people are involved in shaping their experiences, the more they will get out of them, and the more likely they are to thrive within the Scouts – achieving their top awards and staying on to the older sections. One way you can make this happen is by making sure your Cubs should get plenty of opportunities to practice [peer leadership](#), in their Sixes and elsewhere.

What are Sixes? - Within their Pack, Cubs are split into smaller groups called Sixes, headed up by a **Sixer**, with an optional **Second**er by their side. Sixers and Seconders are Cub Scouts who are chosen to take on leadership responsibilities, such as helping new members settle in, or taking charge of a particular game or activity. They are role models for the rest of the group, always there to lend an ear and go the extra mile.

As the leader, you're responsible for deciding who takes on the role and for how long. Usually, Sixers will rotate so that each Cub gets the opportunity to take the lead when they're ready.

Playing a role within their Six is a great way for young people to practice working together as a team and build confidence. It's also a useful way of establishing a routine and promoting positive behaviour within the Pack, giving young people somewhere to gather at the beginning and end of meetings, or during activities, for example. Win-win!

Other ways to help Cubs lead - Being Youth Shaped isn't just about giving young people opportunities to lead in their Sixes and elsewhere. It's about making sure Cubs are at the heart of the planning process and having open conversations about what's working well and what could be even better.

Which activities do your Cubs enjoy most? Which do they enjoy less? What interests them? Why are they here? By asking questions and being receptive to the answers, you can centre everything you do around your Cubs with ease and make the most of their time in the section.

<https://www.scouts.org.uk/volunteers/running-your-section/running-a-cub-pack/being-a-cub-leader/helping-cubs-take-the-lead/>



INVESTITURES

Cubs just need to be welcomed, make their Promise, and be given their scarf.

1. The new Cub is brought forward by their Sixer. Their Sixer introduces them to Akela, the leader running the Promise ceremony.
2. Akela asks the Cub whether they're ready to become a Cub Scout. They say yes.
3. Akela asks the Cub, what the Cub Scout Law is. They will either say it or repeat it after Akela
4. Akela will then ask the pack to stand at alert and make the Cub Scout sign and asks the new Cub to make the sign as well.
5. The new Cub will say their Promise repeating after Akela. Make sure Akela knows which promise they are making as there are different options (<https://www.scouts.org.uk/volunteers/inclusion-and-diversity/including-everyone/faiths-and-beliefs/the-scout-promise/>).
6. Akela will then give the Cub their scarf by placing it around their neck. The scarves show that the Cubs are part of the worldwide Scout family, and the colour of the scarves shows that they're part of their Group.
7. Akela will then give the new Cub their certificates and badges. They shake hands with their left hands – a symbol of trust in Scouts.
8. The new cub will then be asked to salute the pack, the pack will then salute back.
9. The new Cubs return to their Six, and everyone welcomes them.

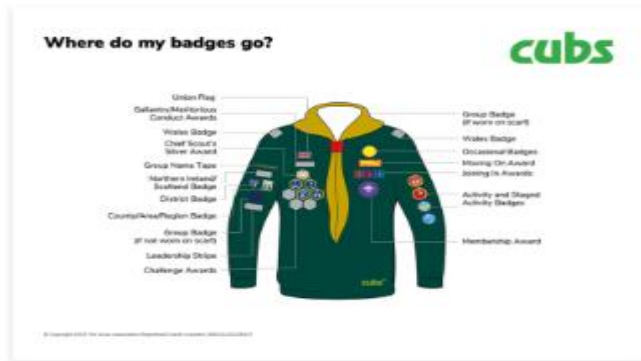
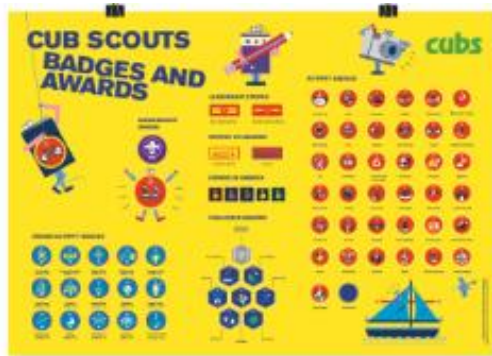
<https://www.scouts.org.uk/activities/investing-a-cub>



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BADGES

There are different badges that Cubs can earn



Activity Badges – There are currently over fifty badges that can be earned, please always check the website for badge requirements as these sometimes change:-

<https://www.scouts.org.uk/cubs/activity-badges/>

Challenge Awards – The requirements of these will make up a majority of your weekly programme and a Cub needs to gain all of these to be able to achieve the Chief Scout's Silver Award

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

Chief Scout's Silver Award – The Highest award a Cub can achieve is the Chief Scout's Silver Award, we should aim to give every Cub the opportunity to earn this top award.

<https://www.scouts.org.uk/top-awards/chief-scout-s-silver-award/>

If a Cub achieves this award, then you should get your Assistant District Commissioner (Cub Scouts) or District Commissioner to present this award. In addition the County will send a congratulatory postcard direct to the young persons address.

<https://forms.office.com/Pages/ResponsePage.aspx?id=fNG7LONSpky1h3u4ykNUf98HSdTuVBxLtXLkLrJKzdURjU1RklOUjhTVTVMSFIEQk5DSEJQOFVHMi4u>

There are other badges that need presenting, they can be found on the scouts.org.uk website

Joining in Award - <https://www.scouts.org.uk/cubs/awards/joining-in/>

OTHER SECTIONS IN SCOUTING

Scouting is for boys and girls from the age of four to twenty five, so as a leader in the Cub section you will need to deal with new Cubs coming up from Beavers as well as moving your older Cubs onto Scouts. Each group have different ways of doing this but there are moving on awards that each young person can be awarded when they move section.

Moving on Award - <https://www.scouts.org.uk/cubs/awards/moving-on/>

It is important that your Cubs know about other sections and it's a good idea to have joint activities with the other sections in your group and of course communication between all the leaders in the group via the Group Scout Leader (GSL) is vital.



Squirrels

Squirrels is a completely new provision launched in September 2021, for 4 to 6 year olds.

[Squirrels >](#)



Beavers

Beavers is for 6 to 8 years and is the opportunity to make new friends. Joining Beavers is a great adventure.

[Find out about Beavers >](#)



Cubs

Develop new skills and soar to great heights with Cubs, for 8 to 10 1/2 years.

[Find out about Cubs >](#)



Scouts

Scouts is for 10 1/2 to 14 years, with new challenges and new adventures.

[Find out about Scouts >](#)



Explorers

At Explorers, for 14 to 18 years, you'll stand on your own two feet, and make memories.

[Find out about Explorers >](#)



Network

Create, organise and take part in events and projects with other 18-25 year olds in Network.

[Find out about Network >](#)

MANAGING YOUR PACK

Sometimes you can have Cubs that are disruptive or have special needs, you will cover this in a module in your training but here are some tips.

An easy way to get buy in from your young people is to draw up a code of behaviour, this needs to be youth shaped and every young person should understand what is expected from them.

More information can be found on the Scouts website which give further tips and advice.

<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/supporting-life-issues-and-young-people/volunteers-responsibilities/promoting-positive-behaviour/>

Whatever measures are put in place, the Yellow Card must be followed, this is in place to protect both the young person and adult.

<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/young-people-first-yellow-card/>



PROGRAMME

Part of the county strategy is joining the dots, this concentrates on raising the profile of the programme in Surrey and looked at seven parts of this.



Joining The Dots

The **Joining The Dots Conference** raised the profile of the programme in Surrey Scouts and looked at:

- Core elements of the programme across all section
- Secondary and supporting elements of the programme
- The progressive nature of the programme
- Support structures at County Level
- The roles that core and non-core training plays
- The role that the Activity SASU play
- The role that the Surrey Scout Training Trust plays

Further information can be found on the county website:- [Joining the Dots | Surrey Scouts \(surrey-scouts.org.uk\)](https://www.surrey-scouts.org.uk)

POR

Scouts have a rule book, called Policy, Organisation and Rules (POR), basically if its not mentioned in POR you cannot do it. Take time to look through POR as it contains all the information and guidance you should need.

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

Chapters:

1. Fundamentals of Scouting
2. Key Policies
3. The Scout Group
4. The Scout District
5. The Scout County
6. The structure of the headquarters of The Scout Association
7. Emergency procedures
8. Insurance
9. Activities
10. Uniform, badges and emblems
11. Awards and recognition of service
12. Flags and ceremonial
13. Trusteeship, property and equipment
14. Other matters
15. Complaints, suspensions and dismissals
16. Adult Roles

RISK ASSESSMENTS

For all the activities we do, a risk assessment is needed, this needs to be circulated to your leadership team and GSL. However once you have done one, you can use the same one for the next time you do that activity, just check to see if anything has changed or if anything needs adding before reusing.

Help on how to complete these can be found on the scouts.org.uk website ([Risk assessments | Scouts](#)), they even give an example of what needs to be included and gives you a template to use.

A Risk assessment is a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking. As part of the assessment you identify the hazards, who could be harmed, the impact or severity of the hazard and determine what measures you would put in place to reduce the likelihood of an incident happening.

+


Risk assessment

Name of activity, event, and location	Date of risk assessment	Name of person doing this risk assessment
	Date of next review	

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults?	Review & revise. What has changed that needs to be thought about and controlled?
<p>A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.</p> <p>For example: Hazard: fire Risk: smoke inhalation or burns</p>	<p>For example: young people, adult volunteers, visitors</p> <p>Leaders, visitors, Young Leaders, Scouts</p>	<p>Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.</p> <p>Smoke: use dry wood, check wind direction, stand people out of smoke direction. Burns: stay a safe distance from fire, place extra wood on carefully, teach Scouts good practice around fires, have a burns first aid kit easily available.</p>	<p>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>

You can find more information in the Safety checklist for leaders and at [scouts.org.uk/safety](#)

UKHQ template published February 2022



<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/>

<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/risk-assessment-faqs/>

DISTRICT

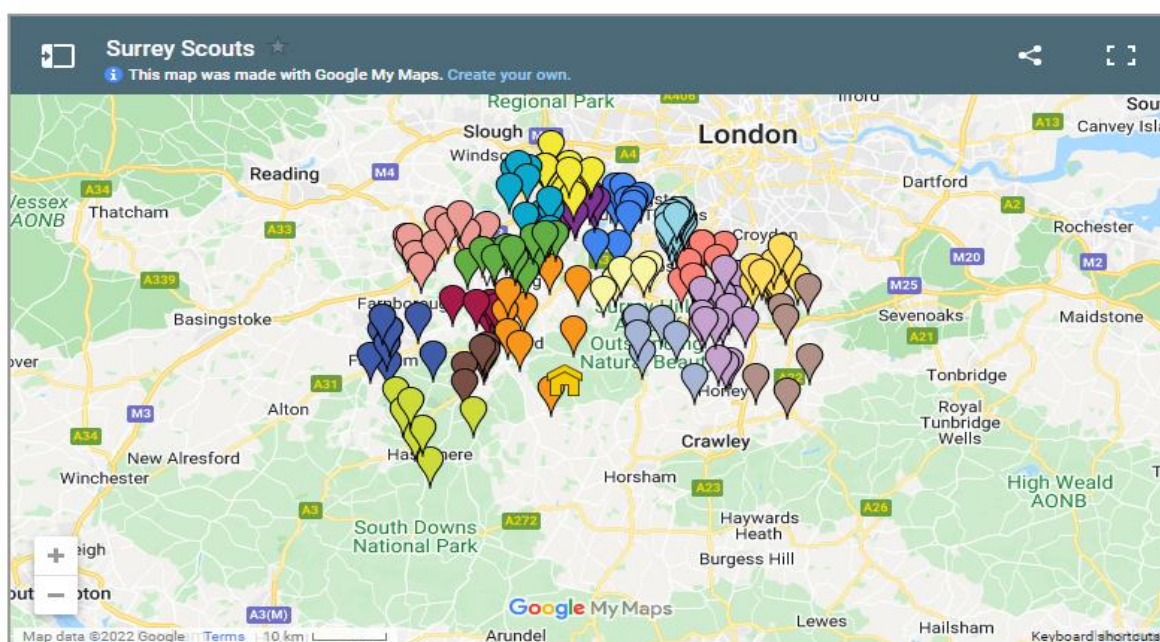
Your district is there to support you and is headed up by the Assistant District Commissioner (Cub Scouts), some districts have a team who will help you with programme ideas or other Cub section queries.

All districts will hold District meetings where section and assistant section leaders will be invited to attend and discussions will generally happen over district events, issues in groups, training etc. this gives you the opportunity to meet other leaders from other groups and find out what is happening in the district, as well as sharing programme ideas.

Districts will also have activities and competitions that groups can enter, this will vary from district to district.

Find Your Nearest Group

There are 18 Districts in Surrey made up of 176 Groups and Units. Here's a map of your closest Groups! Please [click here](#) for more information about joining Scouting in Surrey.



COUNTY

The County Cub section is headed up by Andrew Cripps, who is the Assistant County Commissioner (Cub Scouts), Andrew has a small team that organise some of the county events, including the County Quiz, County Cooking Competition and SCRAM (a County activity day).

Andrew Cripps

ASSISTANT COUNTY COMMISSIONER (CUB SCOUTS)

[Contact Andrew](#)



I have Scouting running through my veins with my gran running local Guide Units along the coastline of Bognor, followed by my aunts & uncles running Scout & Venture Scout Units that were then taken over by their own boys finishing with my own mum being my Akela.

I went through the Cub Section and onto Scouts for a few years till we moved and I drifted away from the movement. The skills I learnt all those years ago have played a part in my everyday life ever since so when the opportunity arose for me to help out when my children joined Beavers, I was there to help. I moved onto Cubs and I found my calling! Before I knew it I'd gone from parent, to Assistant, to Leader and then onto Assistant District Commissioner (Cubs) in Dorking where I've continued to learn, teach and enjoy what Scouting offers to everyone equally, with no limitations on age, colour or beliefs.

As I continue to progress my growth within the Scout Movement becoming Assistant County Commissioner (Cubs) in 2020, I'm looking forward to working with the young people & adults across the county, to share ideas, support and merge the gap between Beavers to Cubs & Cubs to Scouts so we can all gain #SKILLSFORLIFE.



SUPPORT & COUNTY RESOURCES

If you need further support then its best to go to one of the websites first to see if you can get an answer:-

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

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

Or if not contact your Group Scout Leader (GSL), Assistant District Commissioner (Cub Scouts) or even one of your other Leaders that run other Cub packs in the district.

In addition, to find out what is happening in your district then sign up for their newsletter or join their social media feeds.

The County has Surrey+ which is Surrey's newsletter. If you are not getting it, then sign up using the following link.

<https://us11.list-manage.com/subscribe?u=60a0440201ccdfc9648a50339&id=c204013c26>

The county also has a Facebook page

<https://www.facebook.com/groups/surreyscouts>

a twitter feed

<https://twitter.com/surreyscouts?lang=en>

and an Instagram feed

<https://www.instagram.com/surreyscouts/>

Bentley Copse Activity centre is owned by Surrey Scouts and is a facility available for camping, activities and training.

[Home - Bentley Copse Activity Centre](#)