



SCOUTS

INFORMATION PACK FOR NEW LEADERS

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WELCOME

Welcome to Scouting in Surrey – Thank you for deciding to support your local Scout Troop 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 (Scouts) (ADC (S)) 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 Scout troop.

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 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.

Troop 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/>

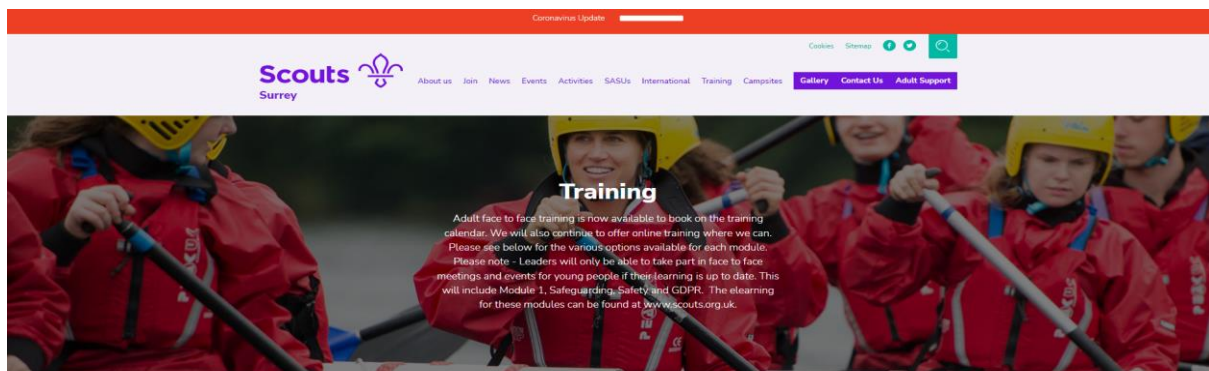
TRAINING

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 Beavers 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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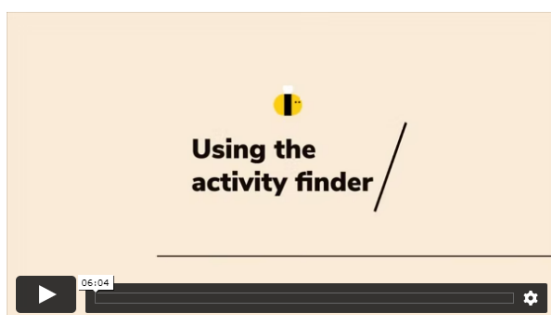
PROGRAMME

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 colonies 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.

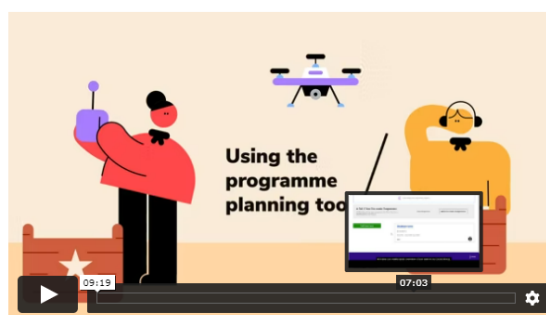


Using the activity finder

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 Scout Troops 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 DoT 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 bivouacs, 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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CEREMONIES

There are a number of ceremonies that take place in the Scout section.

Moving up to Explorers - These ceremonies, which link the Scout Troop and the Explorer Unit, are a joint venture arranged between the Troop and Unit leadership teams.

A similar ceremony – known as a Moving On ceremony – usually happens once you reach the end of your time at Scouts. It's an opportunity to celebrate all you've achieved and conquered and enjoyed – including that time you moved mountains, and laughed so hard on camp you spurted lemonade out of your nose. It's also a chance to properly say goodbye, and send you on your merry way.

Further examples of ceremonies can be found at this link:- [Promises and Ceremonies | Scouts](#)

TROOP STRUCTURE

Scouts are a go-getting group of young people aged 10 ½ to 14 who:

- Master new skills and try new things
- Make new friends
- Have fun and go on adventures, at home and abroad
- Explore the world around them
- Help others and make a difference, in their own communities and beyond

Week in and week out, they gather in groups called Scout Troops to conquer the small task of changing the world.

Being a Scout is all about discovering the world on your own terms and making the most of what you have, wherever and whoever you are.

Alongside your new friends, you'll master the skills that'll help you weather the storms of life, and try things you'd never get the chance to do at home or at school - working with trained volunteers to achieve whatever you set your mind to.

Scouts start small but think big. They stand up for what they believe in and make a difference on their doorsteps, confident in the knowledge that their daily actions add up.

In a society that can often feel increasingly isolated and inward facing, Scouts build bridges and break barriers.

Throughout history, they've played all sorts of useful roles in society, and this legacy continues today.

Within this section you will find advice and resources for the day-to-day running of a Scout Troop.

[Running a Scout Troop | Scouts](#)



INVESTITURES

Every Scout is unique, but they find common ground in their shared Scout values, and make a promise to stick by them.

Making a promise when you join the Troop is a way of celebrating these values. Every time a new Scout decides to join, they chat through their promise with their leader before saying it out loud in front of their fellow Scouts.

The process usually takes place once you've had a few weeks to settle in, and is known as being 'invested' into Scouts. Usually, the promise ceremony happens in a place you've chosen, or in a memorable place that means a lot to the group.

It could be held in your usual meeting place, or it could happen around the campfire, or it could happen on a boat sailing the seven seas. Regardless, it's a big celebration for all involved, and it's not uncommon for family and friends to join your fellow Scouts as they cheer you on.

Scouts choose the promise that best suits them.

The person leading the Investiture should check in with the Troop making their Promise. How are they feeling?

Everyone should welcome the new Scout to their Troop.

The person leading the Investiture should give the Scout making their Promise their Group Scarf.

The new Scout should say their Promise while making the Scout sign by raising their right hand to about chest height, holding their middle three fingers up, and holding down their little finger with their thumb. If the Scout's signing their Promise, they should make the Scout sign at the beginning and end.

The person leading the Investiture should give the new Beaver their certificate and badges.

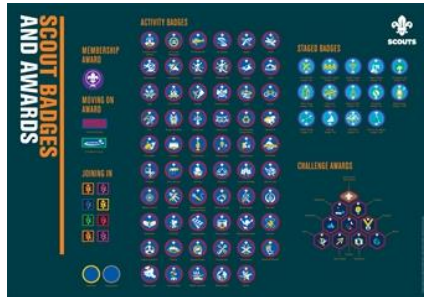
Some people give the certificate and badges with their right hand, so they can shake hands with their left.

Everyone should welcome the new Scout. Making your Promise can be a big step, so don't forget to say well done too.

[Promises and Ceremonies | Scouts](#)

BADGES

There are different badges that Scouts can earn



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

[Scouts Activity Badges | Scouts](#)

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

[Scouts Awards | Scouts](#)

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

[Chief Scout's Gold Award | Scouts](#)

If a Scout achieves this award, then you should get your Assistant District Commissioner (Scouts) or District Commissioner to present this award.

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

OTHER SECTIONS IN SCOUTING

Scouting is for boys and girls from the age of four to twenty-five, so as a leader in the Scout section you will need to deal with new Scouts coming up from Cubs as well as moving your older Scouts onto Explorers. 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 - [Moving up to Explorers | Scouts](#)

It is important that your Scouts 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 Scouts that are disruptive or have special needs, you will cover this in a module in your training but here are some tips.

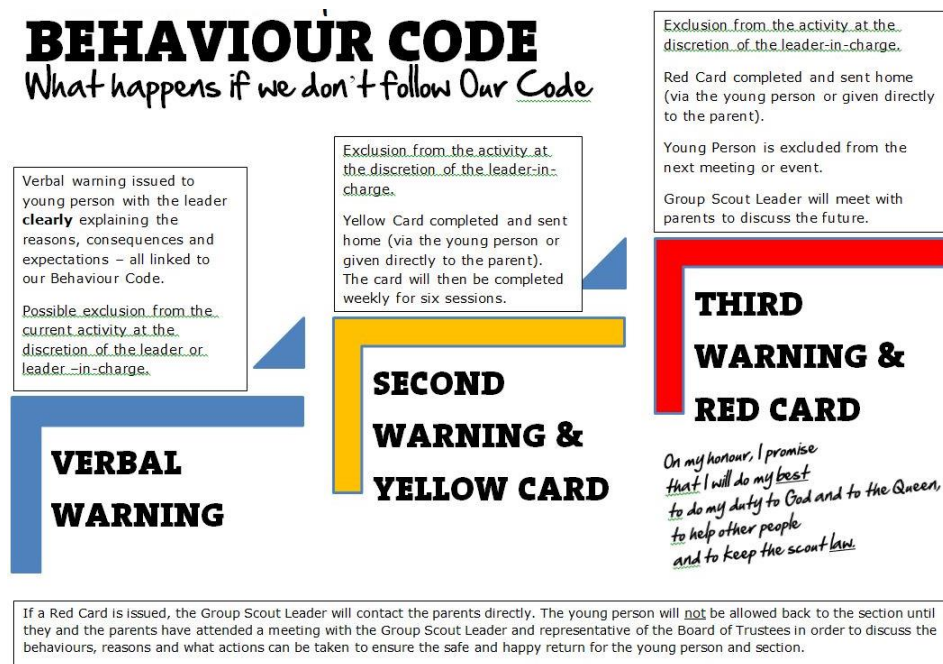
An easy way to get buy in from your young people is to draw up a code of behaviour, this needs to be youth shaped and every young person should understand what is expected from them.

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/>



POR

Scouts have a rule book, called Policy, Organisation and Rules (POR), basically if it's 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

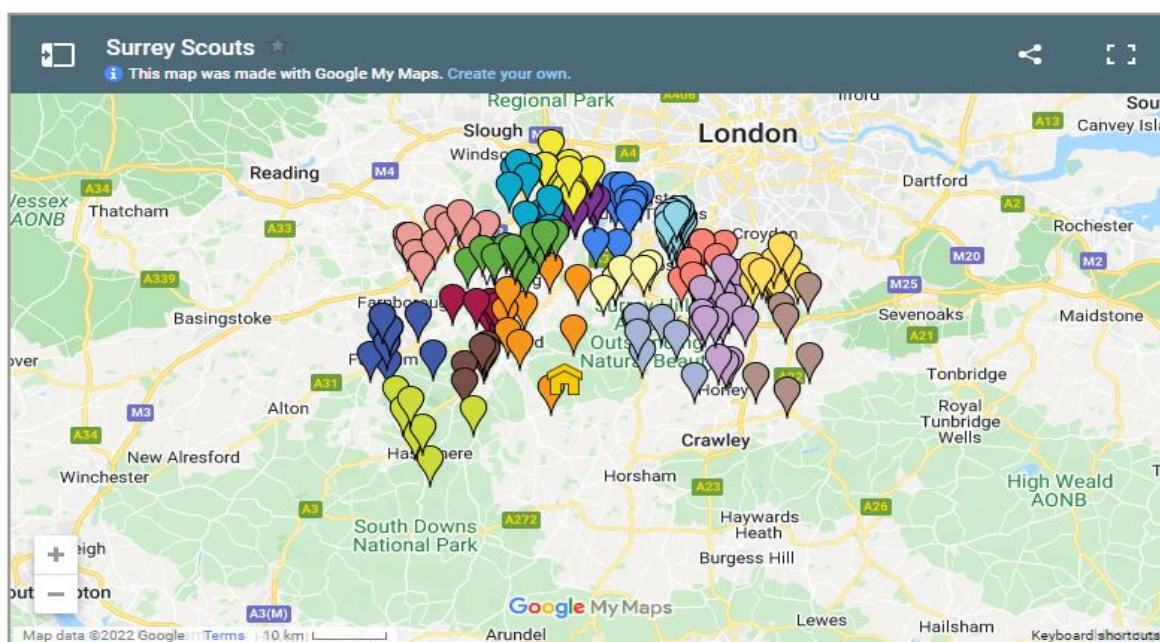
Your district is there to support you and is headed up by the Assistant District Commissioner (Scouts), some districts have a team who will help you with programme ideas or other Beaver section queries.

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 Scout section is headed up by Paul Iverson, who is the Assistant County Commissioner (Scouts), Paul has a small team that organise some of the county events, including Scoutabout (a County activity day).

COUNTY COMMISSIONER (BEAVER SCOUTS)

Contact Denise



I went through Brownies and Guides and loved every minute of it. When my son started Beavers at the age of 6, my comment was “If you need some help...” I became 1 of 3 leaders for the 4th Tongham Beavers from 1996. In 1998, I became Assistant District Commissioner for Beavers in Farnham. I loved visiting the district’s Beaver colonies and arranging district activities such as the swimming badge event, sports day and district outings. I also really loved working with my district colonies helping run some that were lacking in leaders.

1998 I joined Tongham Cubs at their camp with my son, realising that my love of the outdoors was still strongly there.

In 2000 I was one of the original members of the Bazzaz team, working with Assistant County Commissioner, Marie. I also went to my 1st Scout camp in the Peake District and carried on enjoying the outdoor life, helping the scouts to fulfil their scouting achievements. I have been many times since.

2008 I became Deputy District Commissioner in Farnham, helping organising District Swimming Badge evening, Family Camp and many other scout evenings.

I have also attended Kix09 in Kandersteg as a part of the site team and was able to walk and stay over night at a mountain lodge. I have helped the committee every visit since then.

I then took on the role as Assistant District Commissioner (Scouts) in Farnham leading district activities, Patrol Leader and Assistant Patrol Leader’s camps including “Back to Nature” at Bentley Copse.

In 2016 I became Assistant County Commissioner (Beavers) and arranged the first Beavers Go Wild camp for Beavers to sleep outside for 1 night.

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SUPPORT

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 (Scouts) or even one of your other Leaders that run other Scout Troops 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/>