# District Scout Network Commissioner Essentials

# Induction and ongoing support guide

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Congratulations on becoming a District Scout Network Commissioner. There are over 18,000 Scout Network members in the UK Scout Network, with every District also having their own District Scout Network. Each District Scout Network is unique in terms of its membership, but they're all an essential part of the Association's programme for young adults to learn, create and develop skills for life.

Hopefully, you will enjoy every minute in the role and relish the opportunity to increase the number of young people who benefit from quality Scouting in your local area.

This pack is designed to support you as part of your induction process. It will provide you with the information and resources to help you carry out your role and will point you to the support available. It should help you hit the ground running whilst you undertake and validate the relevant training modules with your Training Adviser.

As you read through the pack you may identify a number of development issues that you feel will make a difference and we suggest you use your findings as the basis for a discussion with your Scout Network members to create a development plan to make your Scout Network even better.

Good luck!

# Section 1: Role of the District Scout Network Commissioner

#### Main responsibilities

For a full role description see  $\underline{\text{here}}^{1}$ .

#### Delivering a quality programme in the District

- Actively support and encourage Scout Network members to shape and participate in the programme, including forming project teams.
- Encourage members of the Scout Network to undertake top awards and support members to access opportunities.
- Actively create and seek out programme opportunities for Scout Network members from your

District to participate in.

#### Managing the operation of the District Scout Network

- Manage membership admission to the District Scout Network and support transfers of membership between other District Scout Networks when required.
- Maintain a good working relationship with the District Executive Committee, to ensure that the Scout Network is adequately and appropriately funded, and has access to buildings and equipment as needed.
- Act as a point of contact for all 18-25 year-olds who wish to take on an adult appointment in the District, as well as those who are solely members of the District Scout Network.



Recruit, induct and support Programme Coordinators as needed.

#### Wider District tasks

 Ensure links and interaction between the District Scout Network, the County and the UK Scout

Network are maintained.

- Develop relationships with external bodies in order to enhance the Scout Network programme.
- Maintain effective links with all Explorer Scout Units through <u>Link Agreements</u><sup>2</sup>.

# Section 2: Scout Network Structure

All Districts are required to have one District Scout Network that is a membership point for young adults aged 18-25.

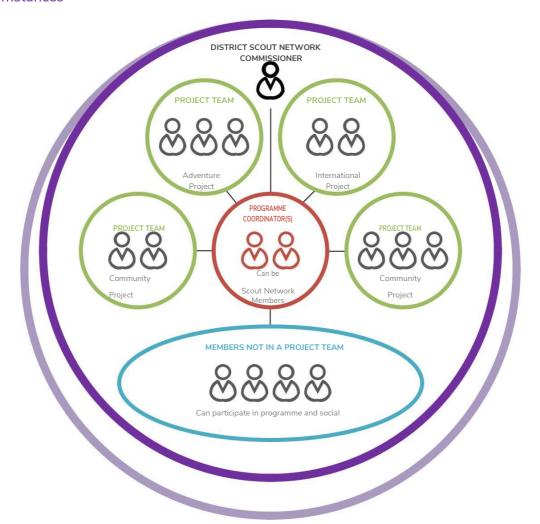
Additionally, the UK Scout Network is a membership point and provides additional programme opportunities for Scout Network members across the country. It is open to all members of District Scout Networks and those who are not part of a District.

#### Participation in the UK Scout Network

- All members of The Scout Association aged 18-25 will be members of the UK Scout Network and therefore eligible to participate in the Scout Network programme.
- The UK Scout Network operates in the same way as a District Scout Network, with UK Scout Network Commissioners.
- It is supported by Programme Coordinators and managed by the Deputy UK Commissioner for Programme (14-25)

#### DISTRICT SCOUT NETWORK

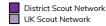
Or County (England/Northern Ireland), Area (Wales), Region (Scotland) in exceptional circumstances



#### MEMBERSHIP POINT

Membership is free.

All 18-25 year olds in Scouting in the District are Members of the District Scout Network.



They will also be Members of the UK Scout Network.

Where District Scout
Networks are not feasible,
exceptionally they may be
located only at the County
(England and Northern
Ireland), Area (Wales) or
Region (Scotland). Members
of such Scout Networks will
also be Members of the UK
Scout Network.

### MEMBERS IN PROJECT TEAMS

Members participate in the 3 Programme Areas by forming Project Teams.

Projects should be clearly associated with one or more of the Programme Areas and should be geared to encourage recognition and attainment of Awards.

There can be one to many Project Teams at any given time, to reflect the interests and size of the District Scout Network.

Members can be in one or more Project Teams. Projects may have costs and these should be passed to Members.

Projects can be made available to Members of other Scout Networks through the UK Scout Network website.

### MEMBERS NOT IN PROJECT TEAMS

From time to time, Members may choose to not participate in Project Teams.

They can participate in aspects of the Programme that can be undertaken individually.

They can participate in social activities that bring Scout Network members together.

During a period of transition, members not in Project Teams will likely be 18-25 year olds who perceive their primary role in Scouting to be that of an adult volunteer.

#### PROGRAMME COORDINATOR(S)

Members will be supported by one or more Programme Coordinators.

The role of the Programme Coordinators is to support Members with their Projects and to encourage Members not in Project Teams to participate in the Programme and consider engaging in Projects. They will also encourage Members to engage in social activity.

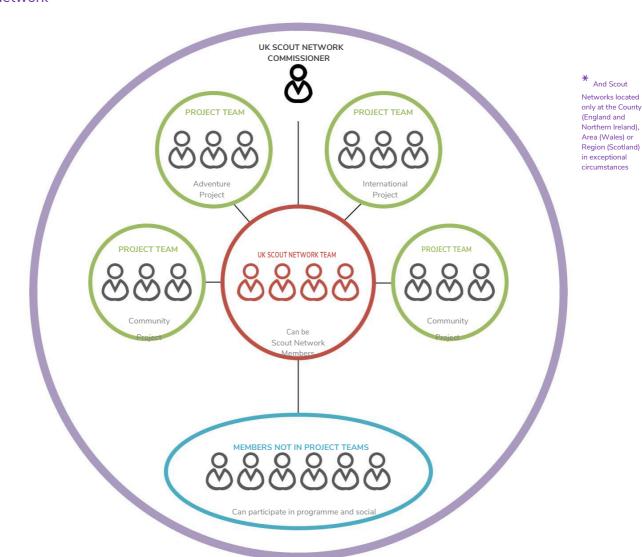
The Programme Coordinators are line managed by the District Scout Network Commissioner.

The Programme Coordinators are, where possible, Members of the District Scout Network.

The Programme Coordinators will promote Projects being delivered by other Scout Networks and the UK Scout Network too, through the Scout Network website.

#### **UK SCOUT NETWORK**

Encompasses Members of District Scout Networks\* as well as those joining only the UK Scout Network



#### MEMBERSHIP POINT

Membership is free

All 18-25 year olds not already in Scouting or not associating themselves with a District Scout Network\* may join the UK Scout Network.

UK Scout Network

If a Member of the UK Scout Network subsequently assumes a local role in Scouting after joining the UK Scout Network, they will become Members of the District Scout Network\*.

### MEMBERS IN PROJECT TEAMS

Members participate in the 3 Programme Areas by forming Project Teams.

Projects should be clearly associated with one or more of the Programme Areas and should be geared to encourage recognition and attainment of Awards.

There can be one to many Project Teams at any given time, to reflect the interests and size of the UK Scout Network.

Members can be in one or more Project Teams.

Projects may have costs and these should be passed to Members.

Projects will be made available to Members of other Scout Networks through the UK Scout Network website.

### MEMBERS NOT IN PROJECT

From time to time, Members may choose to not participate in Project Teams.

They can participate in aspects of the Programme that can be undertaken individually.

They can participate in social activities that bring Scout Network members together.

Members not in Project Teams will likely be 18-25 year olds who have other demands on their time but wish to retain the opportunity to participate in the programme as and when it is convenient for them to do so.

#### ■ UK SCOUT NETWORK TEAM

Members will be supported by one or more Programme Coordinators and the UK Scout Network Team.

The role of the Programme
Coordinators is to support Members
with their Projects and to encourage
Members not currently in Project
Teams to participate in the
Programme and consider engaging in
Projects.

The Programme Coordinators and the UK Scout Network Team are line managed by the UK Scout Network Commissioner. The UK Scout Network Commissioner has equivalent responsibilities to that of a District Scout Network Commissioner, but operates over a broader geographic area. The UK Scout Network Commissioner by the Deputy UK Commissioner for Programme (14-25).

The Programme Coordinators are, where possible, Members of the UK Scout Network. Opportunities to join Project Teams will be communicated via the UK Scout Network website and other digital channels.

# **Section 3: Getting Started**

This section will help you take the first steps to establishing or strengthening your District Scout Network.

#### Forming a District Scout Network

Every District has one District Scout Network and some aspects should be considered in the early stages of forming or refreshing a District Scout Network:

#### 1. Number of members

There is no minimum or maximum number of members for a District Scout Network.

#### 2. Effective leadership

The District Commissioner will appoint a District Scout Network Commissioner who may in turn designate one or more Programme Coordinators. The role of District Scout Network Commissioners can be a role share, so 2 District Scout Network Commissioners can be appointed.

#### 3. District Executive Committee support

When a District Scout Network is up and running, the District Executive Committee must be aware of the responsibilities that they are taking on, just as they should be for Explorer Scouts.

This could be achieved by running an information evening for District Executive Committee Members.

#### 4. Set-up costs and funding

When a District Scout Network is established, the District needs to bear reasonable set-up and implementation costs until such time as the District Scout Network becomes self-supporting.

#### 5. Appropriate meeting venues

The District Scout Network should be offered one or more suitable venues in which to hold meetings. All parties should have a clear understanding of venue use by the District Scout Network. It may be beneficial to produce and sign a hosting agreement which should cover the time and

place that meetings will take place, any hire charges or costs, arrangements for making bookings and any contributions in kind that might be made such as cleaning or maintenance works.

#### 6. A development plan for your District Scout Network

A simple development plan should be agreed following consultation between the District Explorer Scout Commissioner, District Scout Network Commissioner, District Commissioner, District Executive Committee and Scout Network members. Consultation might also include the District Scout Active Support Unit. In this plan you may want to cover how/when you plan to promote Scout Network, your target numbers of Scout Network members, Link Agreements and programme planning.

The development plan should probably include no more than a handful of SMART objectives. An example might be: Within the next 12 months we will increase the membership of the District Scout Network to 30 active members, through providing a wide range of activities, and by recruiting from older Explorer Scouts and adult members active in younger sections.

# **Section 4: The Programme**

#### 4a - Programme Fundamentals

Scout Network has a programme of activities divided into three programme Pillars:

- Adventure
- International
- Community

These are underpinned by cross-cutting themes including Teamwork, Leadership and Life Skills. Scout Network members may not be meeting up on a regular basis, but they can still take part in a variety of activities with various locations, duration or time commitments to suit their schedules.

The programme opportunities should be challenging, relevant and rewarding. Scout Network members should have the opportunity to get involved with a huge variety of activities across the UK and abroad, whilst building a network of friends, earning virtual badges and learning skills for life.

As the DSNC you will need to encourage the provision of exciting and adventurous activities and ensure they are managed in accordance with POR. Scout Network members are encouraged to design their own projects and events and work towards their top awards - but you should support them through this process.

It is your DC's responsibility to approve all activities. In reality this is usually through informal delegation arrangements as each DC will build a working relationship with their DSNC.

#### **Badges and Top Awards**

Scout Network members can achieve their Top Awards as well as earn virtual badges for participating in the programme.







There are virtual badges available for a whole host of activities, events and celebrations. From climbing and white water rafting to attending an international event or taking part in a community project. Virtual badges are awarded through the <u>Scout Network website</u><sup>3</sup>. For a full list of virtual badges available see <a href="here4">here4</a>.

#### 4b - Programme Planning

The programme is made up of projects and events, which will have at least one element of them built around the themes of Adventure, Community or International, as well as top awards such as the Queen's Scout Award, Explorer Belt Award and Scouts of the World Award.

Projects are usually more complex than events. They may be a series of tasks, planned from beginning to end, bounded by time or resources and deliver some benefit (eg gaining a permit or completing some community work).

An event is a single activity that may take place at a given time. It could be repeated but there is no link between repeated occurrences. Events can also be part of a project (eg training events for an expedition).

All activities should be run through the following steps:

Setting out - To generate ideas, you could have a planning session with your Scout Network and develop ideas as a group. To get some more ideas you can view projects and events from other Scout Networks on the UK Scout Network website.

Plan - When your Scout Network are planning a project or event they should think about; Aim, Where, Who, What, When, How. As DSNC you will need to approve your Scout Network's plan before they go ahead with it.

Prepare – You must consider if any training needs to be completed by the Scout Network members prior to or as part of their project or event. Scout Network members should also think about what kit they might need and any fundraising they may need to do.

Promote and share – Create projects/events on the UK Scout Network website to allow other members to get involved and to showcase your project and event to other Networks. You may also want to use your social media channels or local communication methods to get the word out. You can also use social media whilst doing the project or event to encourage people to get involved in the future.

Run the activity – Go out, do it and enjoy yourselves!

Evaluate and celebrate – Scout Network members should celebrate their achievements and reflect on anything that could be improved in the future. This tool can help with the evaluation and aims to encourage open discussion.

Project/Event Evaluation and Reflection Matrix							
Key areas	Think about	Strengths	Weaknesses	How to improve			
Project/ Event	Think about the overall event/ project						
	itself. What went well/ not so well and						
	if you were doing the project again						
	what would you do differently?						
Badges and	Did all participants achieve a Badge or						
Awards	Award? Was there the opportunity for						
	them to receive a Badge or Award?						
	Could they achieve them in the future?						
Personal	What skills/experience did you						
Development	develop or enhance and how can						
	these skills be transferrable beyond						
	this project?						
Network	How did your project/event fit with the						
Programme	Programme area(s) that you wanted to						
Area	focus on (adventure/ community/						
	international)?						
Number of	Did the event/project reach capacity? If						
participants	so, could you have increased the						
	capacity if you ran the event/project						
	again? If not, why was this and how						
	could you have improved this?						
Budgets	Did the event/ project stay within the						
	budget? If so, was the budget over-						
	estimated? If not, what could you have						
	done differently next time?						
External	If external partners were included in						
Partners	the event/project were they valuable?						
	Would they be a useful contact in the						
	future?						
Venue	Was the venue fit for purpose? If so,						
	would you use it again? If not, why not						
	(e.g. capacity)?						
Scouting	How did your project/event speak to						
mission/	Scouting's mission and values, as well						
values/	as linking to the strategy (including						
strategy	growth/ inclusivity/ youth-shaped/						
	community impact)?						

# **Section 5: Getting Support**

#### 5a - Programme Co-ordinators

Scout Network members are more independent than other sections but do still require support. DSNCs and Programme Coordinators can help to ensure that Scout Network members are appropriately supported when running their own programmes.

The purpose of a Programme Coordinator is to act as support for individual projects and events. Often Programme Coordinators will bring a specific skill or set of expertise to the project that the Scout Network members can learn from.

A balance needs to be struck when building an effective team and using flexible options to cover all the required roles.

The Programme Coordinator is an informal role and whilst it's not necessary for a District Scout Network to have one, large District Scout Networks may find it beneficial having one or more Programme Coordinators in place especially if a large or complex project is running.

Scout Network members can also be Programme Coordinators and still participate in the programme as a member. They will likely have had experience participating in projects as a Scout Network member themselves and will be willing to share some of their knowledge.

#### How to designate Programme Coordinators

There is no requirement for Programme Coordinators to be registered or formally appointed at present. The exception to this is if someone over the age of 25 is in the role of Programme Coordinator and has no other role in Scouting; in this case their role will be a District Scouter appointment, where the normal rules apply. As the role is not an Adult Appointment, there are no official training requirements.

#### **Programme Coordinator and managing projects**

The Programme Coordinator is not a Project Manager. Members manage the projects and events but Programme Coordinators are there to support projects so that members get the most out of their time in the Scout Network and projects are successful.

#### Numbers of Programme Coordinators in a District

It will be up to the DSNC and District Commissioner to discuss the number of Coordinators needed, dependent on the local need.

For more guidance see the <u>FAQs</u><sup>5</sup>.

#### 5b - The District team

As a DSNC you will form a key part of the District team. As well as directly supporting young adults, you will have the opportunity to contribute to the vision and direction of the District.

#### District team

This section will help you to get to know the District structure.



The District Commissioner is your line manager and appoints you as DSNC. They should be your main source of support and be in regular contact to answer your questions. You should meet annually to review your appointment.

The District team should also be on hand to support and advise you on issues such as programme, activities and training. A formal induction may be provided from your team and there should certainly be informal support when required.

You will be part of the District team, along with the following people:

- District Commissioner (DC)
- Deputy District Commissioner (DDC)
- Assistant District Commissioners (ADC)
- District Explorer Scout Commissioner (DESC)
- Explorer Scout Leader (Young Leader)
- District Leaders
- District Scout Active Support Unit (SASU) Manager(s)

As DSNC you need to build a relationship with the DESC so you can actively work on link agreements and ensure that Explorer Scouts understand the opportunities Scout Network has to offer.

For more information about these roles see the role descriptions <u>here</u><sup>6</sup>.

#### 5c - The District Executive

In order to run effectively, a Scout Network must be effectively governed, appropriately financed and properly administered. It is the District Executive's role to undertake the following functions in respect of the District Scout Network:

#### Governance

Responsibility for Scout Network

Scout Network is a District provision, and so the governance of the Scout Network is the responsibility of the District Executive Committee. The day-to-day organisation of the section is the responsibility of the DSNC and their team, and a number of the organisational and financial aspects of Scout Network in the District are managed by the District Executive Committee.

By taking on the role of DSNCs you are also automatically a member of the District Executive Committee. Your role on the committee is to represent the interests of Scout Network to the other members of the committee and to help them make decisions that will benefit the development of Scout Network and the District.

Role of the District Executive Committee

The primary responsibilities of the District Executive Committee are to help the DCs to fulfil the responsibilities of their role, and to act as Charity Trustees. In practice this means that the Executive Committee supports the governance, finance and administration of Scouting in the District. The Executive Committee have a number of specific responsibilities which impact on the provision of Scout Network in the District, including:

- Protect and maintain property and equipment owned by and used by the District
- Manage the District finances
- Provide insurance for people, property and equipment
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities



- Promote and support the development of Scouting in the local area
- Manage and implement the safety policy locally
- Ensure that a positive image of Scouting exists in the local community
- Ensure that young people are meaningfully involved in decision making at all levels within the District
- Maintaining appropriate records of Scout Network members in the District to ensure effective administration and communication

The District Executive Committee carries out the majority of these responsibilities by holding meetings to discuss and make decisions on these matters.

In order to make the correct decisions and effectively support Scout Network in the District, the Executive Committee needs up to date and appropriately detailed information provided by you as DSNC. Getting feedback and information from the Scout Network members in your District will allow you to advocate for them at Executive Committee meetings, and gain the support for the projects that you know will develop Scout Network members.

For more information about the membership of the District Executive Committee please see Policy, Organisation and Rules Rule 4.25.<sup>2</sup>

#### **Finance**

#### Financing Scout Network

The District Executive Committee is responsible for managing the finances of Scout Network in the District. Scout Network members do not pay a national membership fee but may be charged for particular projects/events that they want to participate in.

For all projects and events it is up to the organisers to establish how much each participant will pay to ensure it is financially viable. The DSNC should offer support and advice to organisers to ensure they have covered all of their costs and thought about every aspect of the budget.

It should be recognised that setting a budget is not an exact science and that there should be sufficient leeway in the budget process to allow for contingencies.

#### Scout Network accounts

The Scout Network is answerable to the District Executive in respect of their finances. The annual accounts for the Scout Network Section may either be fully incorporated into the District accounts or produced as a separate appendix to them.

View POR <a href="here">here</a> and more information on banking, funds and online banking <a href="here">here</a>.

#### Equipment

There are many issues surrounding equipment and before a decision is made to make a major purchase the District Executive will need to discuss and approve the expenditure. Good practice would indicate that equipment should be purchased for as wide a use as possible but managed by one entity – eg the District Scout Network.

#### Insurance

The District Executive Committee has a responsibility to ensure that all persons, property and equipment are adequately insured. Details should be obtained from  $Unity^{10}$  (Scout Insurance Services).



#### Sub-Committees

The District Executive Committee may not want lengthy discussions concerning the Scout Network section at every meeting. The District Executive could appoint a Scout Network sub-committee to deal with some of the more detailed work if it feels that this is necessary. It is essential that if a sub-committee is formed it should include the DSNC.

Dealing with differences of opinion

If there is a difference of opinion between the District Executive and the DSNC ensure that the matter in hand is within the areas of responsibility of the District Executive. As an example, matters of programme are not the responsibility of the Executive, however providing funding for them is. You can help the Executive Committee to ensure they understand how they can support and influence Scout Network through effective communication. If there is a legitimate difference of opinion between the Executive and the DSNC it should be resolved by discussion between the DC, DSNC and District Chairman. Subsequently, an agreed proposal may be put to the District Executive with the full backing of these three individuals.

#### 5d - Peer Support

There will be other DSNCs within your County (Region for Scotland) and beyond who you could speak to for advice, share challenges and successes, share ideas and plan future projects and events together. Your Assistant County Commissioner (Scout Network) (ACC (SN)) or Assistant Regional Commissioner (Network) for Scotland will be able to put you in contact with other DSNCs in your area and will also act as a support for you in your role.

#### <u>5e - Assistant County Commissioner (Scout Network)</u>

The ACC(SN)'s (or equivalent) role is to ensure quality, growth and maintenance of Scout Network across the County (or Scottish Region). Part of their role is to support DSNCs with their induction, including encouraging positive relationships between DSNCs, Programme Coordinators and District Explorer Scout Commissioners (DESC). They will also work to ensure there is good retention between Explorers and Scout Network. To find out more about this role see <a href="here">here</a>11.

You should also be allocated a Training Adviser to guide you through any training that you will need.

#### 5f - UK Scout Network Team

The UK Scout Network (UKSN) works much like a District Scout Network, but across the whole of the UK. The UKSN team which is made up of UKSN Commissioners and Programme Co-ordinators who organise projects and events open to every Scout Network member. As a DSNC you can use these projects and events to supplement your local programme, or you can use them for inspiration to plan and execute your own local versions.

You can contact the UKSN Commissioners by email or follow their social media:

• Email: <u>UKScout.Network@scouts.org.uk</u>

Twitter: @ukscoutnetworkFacebook: ukscoutnetwork

The Scotland Headquarters Commissioner (Scout Network) is responsible for the development of Scout Network in Scotland. They support Assistant Regional Commissioners (Network) with their role.

You can contact them via email or follow their social media:

• Email: scoutnetwork@scouts.scot

• Twitter: @scoutnetwork

• Facebook: @scottish.networkscouts

#### 5q - UKHQ department teams

Our administrative teams based at Gilwell Park provide a highly professional level of support to UK Scouting's membership, covering a wide range of services.

The Scout Programme Team can offer support and guidance with the top awards, Scout Network programme enquiries and general programme enquiries. Contact them on <a href="mailto:programme@scouts.org.">programme@scouts.org.</a> uk or via the Info Centre: 0345 300 1818 (local rate) or 020 8433 7100.

If you have any enquiries regarding the Gold Duke of Edinburgh Award please email dofe@scouts.org.uk.

You can contact Scottish Headquarters for Scotland specific enquires on <a href="mailto:shq@scouts.scot">shq@scouts.scot</a> or 01383 419073 (option 3).

## **Section 6: Safeguarding**

This section may be updated, so please ensure that you read the most up-to-date version <a href="here">here</a>12.

#### Scout Network Members and Disclosure Barring Service Checks

For ease of reading the terms 'DBS' and 'check' are used throughout this guidance. This guidance also covers the alternate systems which are used in Northern Ireland and Scotland:

- Disclosure Barring Service (DBS) checks are available for members in England and Wales
- Access Northern Ireland (ANI) checks are available for members in Northern Ireland
- Disclosure Scotland (DS) checks are available for members in Scotland

Scout Network members do not require a DBS check, as Scout Network members are not adult volunteers but are required to be a member of The Scout Association which involves being recorded on the association's membership database.

#### Adult volunteering and the Scout Network Member

If a Scout Network Member decides to undertake any activity which means that they are taking on the responsibilities of an adult volunteer (i.e. anything which means the Scout Network Member is providing care, training or supervision with or for young people aged under 18, rather than taking part in their own programme) they must hold the appropriate adult role for that activity and may also require a DBS check. The appropriate appointment processes should then be followed.

This could be an appointment with a regular commitment (such as Cub Scout Leader), but it could also be something like Scout Active Support Member or Skills Instructor. The key point is that they should have a role which reflects the activity that they are undertaking.



#### The Scout Association Safeguarding Policy

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

#### We are committed to:

- Taking the interests and well-being of young people into account, in all our considerations and activities.
- Respecting the rights, wishes and feelings of the young people with whom we work.
- Taking all reasonable practicable steps to protect them from neglect, physical, sexual and emotional abuse.
- Promoting the welfare of young people and their protection within a position of trust.

All adults in Scouting, including members of the Scout Network who wish to work with young people, are responsible for putting this policy into practice at all times.

An adult in Scouting has a responsibility to ensure that young people are protected from harm. It is the responsibility of each adult in Scouting to ensure that:

- their behaviour is appropriate at all times
- they observe the rules established for the safety and security of young people
- they follow the procedures following suspicion, disclosure or allegation of child abuse
- they recognise the position of trust in which they have been placed
- in every respect, the relationships they form with the young people under their care are appropriate

For more information on Safeguarding please visit The Scout Association website <a href="here">here</a>13.

# **Section 7: Scouting Safely**

As an adult in Scouting you are a role model for young people.

Most adults in Scouting are great role models for young people, but there are some who do not see how their behaviour could put themselves and young people at risk. For this reason the Association has devised policies and guidelines that should be adhered to.

All the information about Scouting Safely can be found on scouts.org.uk/safety. On the site you will find detailed information about:

- Risk Assessments
- Additional support materials
- Safe premises and campsites
- Event planning
- Archive of safety articles
- Near miss forms
- Ongoing safety training: e-learning

It is also important to make sure that your activities are managed safely and in line with TSA rules and guidance, you can access this via the A-Z Directory of Activities at scouts.org.uk/a-z.

# Section 8: The Scout Network and Alcohol

The Scout Association has a key policy, which requires Scouting to be provided in a safe manner without risk to health, so far as is reasonably practicable.

As an adult in Scouting, you are a role model for young people. In certain circumstances drinking alcohol has the potential to place adults in a compromising position with regard to their responsibilities for child protection and their duty of care.

All adults need to be physically and mentally fit to undertake their responsibilities or participate in the Programme in this area.

When responsible for young people, adults must not drink alcohol.

Any member of the Scout Network should be expected to follow the same guidance as for adult leaders. More information on Alcohol and Scouting can be found <a href="here">here</a><sup>14</sup>, including the Green Card.

## **Section 9: Key Policies of TSA**

All adults in Scouting, including Scout Network members, are expected to operate within the policies of TSA.

Chapter 2 of <u>Policy</u>, <u>Organisation and Rules</u> (<u>POR</u>)<sup>15</sup> defines the six key policies of the Association. We have not repeated them here in full but provided a summary and emphasised your role within each.

#### **Religious Policy**

The Scout Movement includes members of many different faiths and religions as well as those with no formal religion. The following policy has received the approval of the heads of the leading religious bodies in the United Kingdom. All members of the Movement are encouraged to make every effort to progress in the understanding and observance of the Promise to do their best to do their duty to God or to uphold Scouting's values as appropriate, you may encourage Scout Network members to think about how they can explore their faith, beliefs and attitudes, your District may have appointed a chaplain or other advisers to give more practical advice and support.

#### **Equal Opportunities Policy**

The Association is committed to equal opportunity for all young people and adults. No person should receive less favourable treatment or be disadvantaged because of their class, where they come from, gender, marital or sexual status, mental or physical ability, or political or religious beliefs.

#### Safety Policy

The policy requires that Scouting is provided in a safe manner without, as far as is reasonably practicable, any risk to health. This affects Scouting in several ways and requires more than just ensuring that all activities are conducted safely. For example, the policy covers buildings and equipment (requiring that they are appropriately maintained and fit for purpose), together with the transportation, storage and handling of equipment or substances.



#### The Vetting Policy

It is the policy of The Scout Association to check all adult volunteers to ensure that: only adults appropriate for a role are permitted to undertake responsibilities in Scouting, and that regular reviews are undertaken of adult volunteers to ensure their continued suitability.

Members of Scout Network are required to undertake a Personal Enquiry without a criminal records disclosure check (by being added to Compass as a member of the relevant District Scout Network). If members of Scout Network assist with or supervise members of a younger section, they must be appointed to an appropriate role (such as an Occasional Helper, Section Assistant or Leader) and undertake the relevant appointment process (including undertaking a criminal records disclosure check).

Further guidance for Scout Network, including how to run joint activities with Explorer Scouts is available here 16

#### **Child Protection Policy**

The Scout Association acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities and government guidance, and complies with best practice and The Charity Commission requirements.

#### **Anti-Bullying Policy**

It is the responsibility of all adults in Scouting to help develop a caring and supportive atmosphere where bullying in any form is unacceptable. We will explore the bullying policy and associated procedures in unit 5.

#### **Development Policy**

The Scout Association is the largest co-educational youth organisation in the UK and it is increasing in membership. However, it is recognised that access to Scouting is not yet equally available in all communities. All adults, whether at Group, District or County level are required, through the Development Policy, to identify and address areas within their boundaries where young people do not have the opportunity to be Scouts. This may be in areas of urban disadvantage, in largely rural areas or among minority ethnic communities.

The Regional Services Team (RST) supports development work. In addition, there is <u>funding available</u><sup>17</sup> to aid this.

## **Good Luck**

We hope that this guide has given you all the essential information you need, however if you would like any further support or guidance on any of the information in this guide please contact us <a href="mailto:programme@scouts.org.uk">programme@scouts.org.uk</a>. We would like to thank you for supporting the Scout Network section and creating more opportunities for young people. Good luck with your new role!

#### **Website Links**

- https://members.scouts.org.uk/supportresources/4519/district-scout-networkcommissioner?cat=8,802&moduleID=10
- 2. https://members.scouts.org.uk/supportresources/search/?cat=8,812
  - i. Duke of Edinburgh Bronze, Silver and Gold
  - ii. Explorer Belt
  - iii. Scouts of the World Award
  - iv. Chief Scout Diamond
  - v. Oueen Scout Award
- 3. https://www.ukscoutnetwork.org.uk/
- 4. <a href="https://www.ukscoutnetwork.org.uk/resources/badges">https://www.ukscoutnetwork.org.uk/resources/badges</a>
- 5. <a href="https://members.scouts.org.uk/supportresources/4521/programme-coordinator">https://members.scouts.org.uk/supportresources/4521/programme-coordinator</a>
- 6. <a href="https://members.scouts.org.uk/supportresources/search/?cat=268,271">https://members.scouts.org.uk/supportresources/search/?cat=268,271</a>
- 7. <a href="https://members.scouts.org.uk/supportresources/search?cat=480">https://members.scouts.org.uk/supportresources/search?cat=480</a>
- 8. https://members.scouts.org.uk/supportresources/search?cat=480
- 9. <a href="http://members.scouts.org.uk/supportresources/1658/banking">http://members.scouts.org.uk/supportresources/1658/banking</a>
- 10. www.scoutinsurance.co.uk
- $11.\ \underline{https://members.scouts.org.uk/supportresources/4520/assistant-county-commissioner-scout-network?cat=8,802\&moduleID=10$
- 12. https://members.scouts.org.uk/supportresources/4541/safeguarding-and-vetting?cat=8&moduleID=10
- 13. https://members.scouts.org.uk/supportresources/search/?cat=299,304
- 14. <a href="https://members.scouts.org.uk/supportresources/1862/alcohol-and-scouting?cat=299,303&moduleID=10">https://members.scouts.org.uk/supportresources/1862/alcohol-and-scouting?cat=299,303&moduleID=10</a>
- 15. <a href="https://members.scouts.org.uk/supportresources/search?cat=480">https://members.scouts.org.uk/supportresources/search?cat=480</a>
- 16. https://members.scouts.org.uk/supportresources/4541/safeguarding-and-vetting
- 17. <a href="https://members.scouts.org.uk/supportresources/search/?cat=55,400,787">https://members.scouts.org.uk/supportresources/search/?cat=55,400,787</a>

