



ASH GREEN SCOUT GROUP

Part of Swanley Scout District

www.ashgreenscouts.org.uk

Please reply to:

Peter Lewis – Ash Green Scout Group
New Ash Green Youth Centre
Kent DA3 8JT
Tel: 01474 872618
Email: gsl@ashgreenscouts.org.uk

Welcome to Ash Green Scout Group

Dear Parent/Guardian,

I am delighted your child has shown an interest in joining Ash Green Scout Group. Scouting is a wonderful activity aimed at raising ability and developing confidence. This Welcome Pack aims to give you information about the Group.

It is vital that you provide us with your email and mobile phone number and inform us immediately of any changes. The majority of communication from the group will be via email or text, or on our closed Facebook page which (if you are member of Facebook) you can apply to join.

The monthly subs are £15 which covers insurance, hall hire, materials for programme night and all badges gained after joining*. We collect **all subs by Standing Order (only)** on the first of each month. Camps and activities can be paid by cash, cheque, debit card. If you have any concerns regarding payment, please speak in confidence to either myself or your section leader.

You will also find a Photo Permission form. It is very important that you complete this and return to your leader ASAP. The **Gift Aid** form is also very important. If the person paying the subs for the child is a UK tax payer, the Group can claim Gift Aid on the subs paid and this brings in significant extra funds for the Group. If you pay tax please, please, complete this!

Your Section Leader will upload to our website the current term programme and details of any special dates or outings at www.ashgreenscouts.org

Uniform can be bought from John Lewis or there are official Scout Shops on the internet. Ebay is another good starting point. From time to time we also offer second hand uniform at £5 per item. See our notice board for current availability.

It is also vital to the Group that all children and parents/carers participate in the Group's fundraising efforts. Fundraising monies go direct to the Group and benefit your child. Exceptionally, a fundraising effort may be for another beneficiary – in which case, you will always be notified in advance. We also encourage all parents/carers to help at meetings and events as and whenever they can.

If you feel you could become a regular helper, or even a uniformed leader, you will be required to complete a DBS form which checks for any criminal history. DBS checks are completely confidential and no-one within the Group will see any details. I will be advised of the outcome only.

I hope your child has a long and happy time with Ash Green Scouts.

Kind regards

Peter Lewis
Group Scout Leader

**Unfortunately due to cost of badges only one will be issued by the group. Lost badges can be replaced at £1 per badge.*



MEETING TIMES AND CONTACT DETAILS

Sections meet at New Ash Green Youth Centre unless stated otherwise

BEAVERS	Boys and girls welcome – ages 6-8		
	Meet on	Times	Leader
Little Foresters Colony	Mondays	5pm – 6.15pm	Kelly Wills join@ashgreenscouts.org.uk
Little Dambusters Colony	Tuesdays	5pm – 6.15pm	Kelly Calow join@ashgreenscouts.org.uk
CUBS	Boys and girls welcome – ages 8-10.5		
	Meet on	Times	Leader
Forest Pack	Mondays	6:30pm – 8:00pm	Julie Butler join@ashgreenscouts.org.uk
Jungle Pack	Fridays	6.00pm – 7.30pm	Michael Banks join@ashgreenscouts.org.uk
SCOUTS	Boys and girls welcome – ages 10-14		
	Meet on	Times	Leader
Timber Troop <i>(Meet at New Ash Green Youth Centre)</i>	Tuesdays	6.30pm – 8.30pm	Kelly Wills join@ashgreenscouts.org.uk
Wilderness Troop <i>(Meet at New Ash Green Village Hall)</i>	Tuesdays	6.30pm – 8.30pm	Helen Richardson join@ashgreenscouts.org.uk

Other contact details are Peter Lewis, Group Scout Leader on
join@ashgreenscouts.org.uk



ASH GREEN SCOUT GROUP

Part of Swanley Scout District

Group Policies

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Abbreviations and terms used in this document

An explanation of the abbreviations and terms used throughout this document:

AGM.	The Annual General Meeting of the Group, normally held in June each year.
AGSL	The Assistant Group Scout Leader (<i>see GSL below</i>)
Chair	The Chairperson of Ash Green Scout Group.
DBS Check	A check on an individual against the Disclosure and Barring Service (DBS) register. This checks for spent and unspent convictions, cautions, reprimands and final warnings, plus any additional information held by local police that's reasonably considered relevant to the role of the person being checked. The outcome is totally confidential, and the GSL will only be informed that the person is deemed to be either satisfactory or unsatisfactory for the role.
GEC.	The Group Executive Committee, responsible for the administration of the Group.
GSL.	The Group Scout Leader - The person with overall responsibility for the Group.
Member	Any young person who has reached the age of 5 years 9 months or greater and is under the age of 18 years, who is currently invested into Ash Green Scout Group, or the Excelsior Explorer Unit. Any adult (18 years or older) who currently holds a formal and recognised position of leadership within the Group, whether uniformed or not. Any bona fide member of the Group Executive Committee or authorised sub committee of the Group.
OSM	Online Scout Manager – A records and payment facility used by the Group.
Nights Away Permit Holder	A uniformed leader who has undertaken specific training relating to the safe organisation and running of a Scouting activity (indoor or outdoor) which involves young people staying away from their home overnight.
POR.	The Policy, Organisation and Rules of the Scout Association.
POR Ratio	The Scout Association sets down strict rules regarding the minimum ratio of 'suitable adults' to young people to ensure that proper supervision and care is maintained. The ratio varies according to the Section (Beavers, Cubs etc) concerned.
Risk Assessment	All Scouting activities, however trivial, are required to be 'risk assessed' by the Leader in Charge of that activity. This includes such activities as games and activities during a Section meeting. Risk Assessments need not be written down for minor activities, but for events such as camps or outings a written Risk Assessment is required. Most Scout Campsites provide pre-prepared Risk Assessments relating to all activities available on that site.
Young People	Anyone under the age of 18 years.

GENERAL POLICY

1. The Group

- a. The Ash Green Scout Group was founded in 1972 and is registered with the Scout Association (Reg. No. 40500). The Group fully adopts the policies of the Scout Association as defined in the Policy Organisation and Rules (POR).
- b. The Group is also a registered charity, falling under the general charity registration of the Scout Association whose numbers are 306101 (England and Wales) and SC038437 (Scotland).
- c. The Group consists of two Beaver Colonies, two Cub Packs and two Scout Troops.
- d. A District Explorer Scout Unit is accommodated by agreement with the District.
- e. The Group Scarf Colours are Green and White.
- f. The Group is led by the Group Scout Leader (GSL) who is responsible for the maintenance of standards. The GSL will chair a meeting of all leaders at least once each school term.
- g. The Administration of the Group is led by the Group Chairperson and exercised through the Group Executive Committee.
- h. The Executive Committee will consist of the Group Chairperson, Treasurer, Secretary, GSL, all AGSL's, all section leaders, Chairperson of the Sub-Committees, Group Quartermaster and any persons nominated by the GSL or co-opted by the Committee. A Quorum for the committee shall be two officers, the GSL (or AGSL) and three other members. The nomination of members will be done in accordance to POR and Charity Commissioner guidelines.
- i. The Executive Committee will set a membership fee for all members for each year. For young people this will be payable monthly in advance by standing order only. From September 2017 the monthly fee (subs) is £15:00.
- j. The Group will maintain a good set of records in the form of minutes of meetings from the AGM, Executive, Sub-Committees and Scouters' meetings.
- k. A basic record giving name, address, telephone number, date of birth and any special medical condition will be maintained for each young person in the Group. This record will be kept on a secure database. No information contained on the database will be given to any other body outside of Scouting. All members, parents and guardians will be informed of this and will be given an opportunity to object to, or review the information held on their child(ren).
- l. The majority of the Group Sections meet at New Ash Green Youth Centre. Wilderness Scout Troop meet at the New Ash Green Village Hall. The Group pays rent for the hire of both premises.
- m. The Group owns all equipment held by the Group and its Sections. This equipment is primarily for Group use. Equipment can only be loaned with the permission of the Group Scout Leader or an Asst Group Scout Leader. Where equipment is loaned out a reasonable donation will be expected.
- n. This Information Manual may be revised or amended from time to time. Any such amendments or additions must be approved by both the Group Scout Leader and Group Chairperson. The Group Executive Committee (GEC) must be informed of any changes at

the earliest reasonable opportunity, and in any event at the next GEC Meeting following any changes. This Manual was last updated in August 2017.

2. Aims

- a. The aim of the Group is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the Aim is by providing an enjoyable and attractive scheme of progressive training and activities based on the Scout Association Promises and Laws and guided by adult leadership team and POR.
- b. The Group aims to ensure that no young person is excluded from Scouting activities on financial grounds, when we have the ability to assist them.
- c. The Group aims to minimise the cost of direct Scouting to parents and guardians by indirect fundraising activities that encourage companionship and enjoyment for its supporters.
- d. The Group aims to encourage future leadership from within its own group membership and provides all essential leader training at no cost to the individual. Adventurous Activity and further training will be assessed on an individual basis in consultation with the Scout District.
- e. The Group aims to maintain all its facilities and equipment in the best possible condition and to strive to improve them where possible.
- f. The Group considers all parents to be part of the Group and expects parents to participate and support the aims. The Group expects parents to support the key events of the year including the AGM, Scouts' Own Services and Fundraising Events.
- g. The Group aims, through the Group Executive, to ensure the continued financial security of the Group, both in the short term and the long term.
- h. The Group aims to support children with special needs where possible, subject to the availability of trained leaders and applicable equipment and facilities.

3. Membership

- a. The Group is an 'Open Scout Group' i.e. not related to any other organisation and having a policy of unrestricted recruitment.
- b. All sections of The Group are open to both male and female membership.
- c. All leaders and children should attend meetings punctually and in full uniform unless otherwise stated.

Attendance at Section Meetings

- d. Beavers, Cubs, Scouts or members of the Excelsior Explorers who do not attend regularly lose out by not having the opportunity to complete their badge work, their attendance patterns have a detrimental effect on the rest of their section and they can create problems for the leaders in organising activities. They are also depriving another child of a place in that section as Ash Green Scout Group has a waiting list for each.
- e. A pattern of non-attendance amounting to a total of a half-term's meetings (with no notification to a Leader of the Section) in any one term will result in the young person's membership being revoked and their name being added back to our waiting list. However, if a Leader of that Section is notified by the parent/guardian that the young person is ill, their absence will be recorded and not count towards any non-attendance pattern.

SPECIFIC POLICIES

4. Use of Premises

- a. All activities must be organised to provide minimum disturbance to our neighbours.
- b. All activities must be organised and run in accordance with Scout Association POR and be properly risk assessed.
- c. The premises must be used with care and any activities avoided which might cause damage.
- d. Whenever possible, members should avoid being on the premises on their own.
- e. The Section, or group of members, using the premises are responsible for ensuring the premises are properly locked when vacated, all lights and heaters switched off, alarms set and the premises is left in a clean and tidy state.
- f. Any keys to premises must be returned when any person relinquishes their post with the Group.
- g. Any damage to the premises should be reported as soon as possible to the GSL.
- h. No rubbish is to be dumped on the site. Rubbish must be placed in the bins provided.
- i. No smoking is allowed in any of the buildings, or close to any young people on the premises.
- j. The Youth Centre provides broadband Internet access at the Youth Centre site. Access to the internet requires a login and password which can be obtained from the GSL or Section leaders.
- k. Members under 18 years of age **must** not be on the premises without a leader or adult present.
- l. Other than for regular and pre-planned meetings, the Youth Centre and grounds and the Village Hall should only be used where the express agreement with the GSL (or AGSL) has been obtained.

5. Group Financial

- a. All subs payments must be paid by standing order unless agreed otherwise by the Group Scout Leader
- b. A reminder will be issued if a child's subs are in arrears of two months. If arrears and subs are not forthcoming, or the parent has not discussed the issue with the Section Leader or GSL, then the child will be suspended until all subs are up to date. After a further month of non-payment the child's place will be offered to a child on the waiting list.
- c. Replacement badges will be charged at £1 each, Scarves at cost, Woggles at 50p with no exceptions.

- d. Payments for outings/camps/activities must be made via Bank transfer (faster payment), OSM, cash or cheque in a named envelope with full details of payment written on, or by debit card via a card reader. Leaders WILL NOT accept payments unless it properly annotated.
- e. New leaders will be given a £20 voucher towards uniform plus a group scarf. Other uniform will be at their expense.
- f. All activities are notified to parents via OSM. There is a final deadline for amending the booking (usually three/four weeks before the event takes place). If parents withdraw their children after the deadline, they will still be liable for payment in full should we not be able to sell on the place to another child.
- g. Camps/Events under £50 must be paid in full at time of booking unless a specified other date is agreed by Leader in charge of event.
- h. Camps/Events/Activities over £50 will require either
 - i. a 25% non-refundable deposit paid at time of booking. Any balance to be paid in full at a specified time agreed by Leader in charge of event.
 - ii. Where the event is a Scout related International, National, County or District event, any non-refundable deposit required by the Event Organisers must be paid at the time of booking and any balance due must be paid in full by a specified date prior to the event. The Leader in charge of the event on behalf of the Group will specify that payment deadline date.

6. Group Expenditure

1. The Group Executive Committee is responsible for the control of **all** Group expenditure (including that by sections) and the propriety with which it is spent.
2. The Group Executive Committee will set an annual budget for each Section to cover the purchases necessary for the weekly activities of the Section, and the Section is expected to control expenditure in such a way as to ensure that the agreed budget is not exceeded.
3. Currently, the annual funding by the Group to each Section amounts to £375.00 in any one Group Financial Year (1st April – 31st March).
4. The Group Treasurer will maintain an account for each Section. Each Section Leader will be responsible for providing the Treasurer with receipts for purchases/expenses relating to their Section.
5. The Group Treasurer will inform each Section of their Section balance upon request.
6. The Group will provide each Section with an initial £50:00 float. Any Section expenditure will be deducted from that float, and the Section will be reimbursed with a further cash top-up equal to the amount of expenditure receipts that the Treasurer has received.
 - a. No Section should be holding more than £50:00 of Group cash at any time.
 - b. Any top-up will be subject to the total Section's spend over the financial year not exceeding the agreed amount set by the Group Executive Committee (*see 3 above*).
 - c. From time to time the Treasurer may request physical evidence of any cash balance held by the Section.
7. All activities by a section (camp, outings etc) must be self-financing - directly through payment by parents etc, and possibly (where appropriate, and where finances permit) part

subsidised from the section budget. Where, exceptionally, the cost of the camp/activity is likely to be unduly prohibitive, the Section leader should approach the Executive Committee BEFORE promoting the activity/camp and negotiate a Group subsidy. If Section Leaders exceed the recommended POR ratio of Leaders at camp, permission must be agreed by the GEC to cover any shortfalls.

8. Group funding is provided to cover camp costs for the required number of Leaders (and Parent supporters) as stated in POR. and any of their children below Beaver age. Non-Scouting children of Beaver age or older are to be paid for in full (non-subsidised) by the leader/parent concerned.
9. The Group Treasurer must be a signatory to all bank accounts along with at least one other member of the GEC.
10. No other account or credit facility must be opened in any Section name without the approval of the GEC.

7. Donations and Funding

- a. The Group aims to comply at all times with the relevant Charities Acts regarding the making of donations from Group funds for whatever purpose.
- b. Where the Group specifically aims to fund raise for a third party, any funds arising from those activities will be used exclusively for the purposes stated in any advertisement, poster or any other form of communication. Any such funds will initially be held within the general *Fundraising* bank account of the Group but will be designated for the sole use of intended purpose.
- c. All fund raising activities relating to (b) above MUST clearly show the intended purpose of the fund raising in any form of advertising or public communications.
- d. From time to time, the Group may choose to financially support any *member* of the Group who is attending a Scout Association related activity. The level of financial support will be determined by, and approved by, the Group Executive Committee.
- e. Examples of potentially suitable 'activities' may be (but not necessarily limited to)
 - a. World Scout Jamboree attendance
 - b. International Camps
 - c. Accommodation and transport costs related to, and necessary for, a uniformed leader to attend and undertake training at a remote or overseas location.
- f. In determining whether the Group will provide financial assistance the Group will consider, in the following strict order:
 - a. Whether the financial strength of the Group will be compromised by any such decision.
 - b. Whether the activity brings any benefit to the Group in any way, directly or indirectly.
 - c. The extent of commitment of the individual concerned to personally financing the activity.
- g. The level of any approved funding will be determined solely by the Group Executive Committee.

8. Discipline and Behaviour

All sections operate a discipline policy. In the case of repeated bad behaviour, the group operates the following system:

- a. After a verbal warning to the child the Leader can take the decision to approach the parent. If no improvement the child can be suspended for one/two weeks. If bad behaviour re-occurs the child can be dismissed from the group.
- b. No Beaver Scout, Cub Scout, or Scout may be dismissed from the Group without the approval of the Group Scout Leader.
- c. Any member who is dismissed has the right of appeal to the District Commissioner. If so requested by the person dismissed, the District Commissioner may appoint a committee to hear the appeal.
- d. If a child is dismissed, the GEC should be informed by the GSL at the next available meeting, and the fact that a child has been expelled should be minuted as a permanent record. The GEC do not need to know the name the child. It is expected that the GSL will normally support the Section Leader's decision to exclude / expel a child unless there are overwhelming reasons why the exclusion/expulsion should not take place.
- e. Bullying, swearing or inappropriate actions are not tolerated. All incidences must be reported to the Section leader.
- f. Any complaints must first be brought to the Section Leaders attention. If no satisfactory conclusion can be reached the GSL must be contacted.
- g. Disagreements between children at camp or in meetings should in the first instance be dealt with by the uniformed leader team. Parents must NOT approach children or other parents directly. Leaders will attempt to resolve issues between children and approach and speak to parents privately where necessary. If this is not adhered to the adults involved will be asked to leave.

9. Alcohol, smoking and substance abuse

This policy is intended to set down the Group's rules regarding the provision and consumption of Alcohol during all Group activities. The basis of the policy is that UK law must prevail in all circumstances. However, where some interpretation or flexibility is allowed this policy should be adhered to. The policy has received approval from the Group Executive and the Group Scout Leader.

- a. No alcohol may be sold to persons less than 18 years of age.
- b. Alcohol may only be sold where an appropriate licence has been obtained.
- c. There is to be no alcohol consumed during any formal meeting.
- d. Under no circumstances are persons under 18 to be offered or allowed to drink alcohol during any Group activity.
- e. Where alcohol is to be consumed by leaders as part of an activity where persons under 18 are present at least one leader should refrain from alcohol in order to take charge of any emergency.
- f. No alcohol must be provided or consumed during any hazardous activity.

- g. Persons under 18 are not to be taken into licensed premises as part of an activity without parental consent. In no circumstances are they to be bought or allowed to purchase alcohol whilst on the premises.
- h. Any person arriving at a Group event who is considered to be under the influence of alcohol will be refused entry and any person showing signs of being drunk during an activity will be asked to leave.
- i. Where there is no specific rule to cover the situation leader discretion may be used but the UK law must be observed and the spirit of this policy implemented.

Smoking

- j. The Policy of the Group is to attempt to protect the young people in its care from the effects of smoking and to discourage young people from smoking. 'Smoking' in this context includes the use of electronic cigarettes or tobacco substitutes in any form.
- k. Smoking is strictly forbidden in any of the buildings on the group premises.
- l. Smoking in front of young people is to be avoided.
- m. Young people under 18 are not to smoke during any activity organised by or in the name of the Group.

Substance Abuse

- 1. The taking or inhalation of any classified substance, unless medically approved, is strictly forbidden during any activity organised by or in the name of the group or on the group's premises. Any person found doing so would be asked to leave the Group immediately.

10. Health & Safety

It is the policy of the Group to provide Scouting in a safe manner without risk to the health of its members or any visitors so far as is reasonably practicable.

It is the responsibility of all those involved in the group to seek, as far as is reasonably practicable, to ensure that:

- a. All activities are conducted in a safe manner without risk to the health of the participants.
- b. The provision and maintenance of equipment and buildings both for members and others is safe and without risk to health and adequate for their welfare.
- c. Information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them.
- d. Appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.

The GEC is responsible for the Health & Safety policy of the Group. All persons involved with the Group are responsible for the operation of the Group's policy.

- e. For all camps and outings outside of the local area parental permission is required giving the leader permission to act '*in loco parentis*' when a parent cannot be contacted and giving details of any medication to be administered to the child.

11. Accident Reporting

- a. All accidents that take place at the normal meeting place, or on a Scouting activity, must be recorded on one of the Accident Forms which must be kept on the premises. The completed form should be removed from the pad and kept securely by the Section Leader. The responsibility for completing the entry lies with the person in charge of the meeting or activity.
- b. In addition, any accident which requires that the individual concerned be treated by a doctor, dentist, at a hospital, or requires attendance by any of the emergency services, must be reported to both Scout Association HQ and to the GSL immediately. The Scout Association Information Centre should be contacted on tel. 0845 3001818. Having taken the basic details, the information centre will issue an electronic form which must be completed and returned as soon as possible. The entry in the accident book should record that HQ has been informed and a copy of the completed report form passed to the GSL.
- c. Where a separate accident book has been maintained for an event (such as a camp), it is sufficient to enter a reference to this in the Group Accident Book providing the original record is maintained securely.

First Aid Kits

- d. A first Aid kit is available in both premises used by the Group. Leaders are responsible for informing the Group Quartermaster if supplies are low or have become out of date. Where items are used from the kit it would be helpful if this were noted on the accident pad.
- e. All sections undertaking an activity out of the Group Headquarters should carry a first aid kit with them. For camps this is mandatory.

Fire Safety

- f. All sections are required to ensure that their members are familiar with the instructions 'in case of fire' and carry out a fire drill at least twice a year at the premises they use.
- g. In the event of a fire, the priority must always be the safety of the people on the premises particularly the young people. The second priority is to call the fire brigade where necessary. Only when the person responsible for the meeting or event is certain all people are safe should there be any attempt to extinguish the fire. This should only be done where the person concerned is sure there is no danger to themselves.
- h. Flammable materials such as gas, methylated spirit, paraffin Petrol, Diesel etc are not to be stored in, or within 3 metres of, any building premises used by the Group.

12. Child Protection Policy

- a. The Group will apply the Child Protection Policy of the Scout Association.
- b. It is the policy of the Group to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm.

The Group is committed to:

- c. taking into account in all its considerations and activities the interests and well-being of young people;
- d. respecting the rights, wishes and feelings of the young people with whom it is working; taking all reasonable practicable steps to protect them from physical sexual and emotional abuse;
- e. promoting the welfare of young people and their protection within a relationship of trust.
- f. All adults aged 18 and over within the Group are responsible for the operation of the Group's protection policy.

It is the responsibility of all adults to ensure that:

- g. their behaviour is appropriate at all times;
- h. they observe the rules established for the safety and security of young people and set out in the guidelines 'Young People First'; 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.
- i. The Group Scout Leader must be satisfied that all those who assist in the Group are 'fit and proper' persons to carry out the tasks given and are aware of their responsibilities under the Group's child protection policy. In accordance with Scout Association policy all adult members who will be in contact with young people will be checked with Scout HQ and the Criminal Records Agency. This is known as a DBS Check.
- j. Occasional parent helpers who attend an event or camp involving an overnight stay where young people are present will also be required to undergo a DBS Check BEFORE attending the event or camp.
- k. Leaders should restrict communications on Scouting matters between leaders to the closed Group Leader facebook page only, and not use the general Group facebook page for inter-leader communication. The general facebook page should be used for general communication with, and between, Parents.
- l. No private e-mail or chat room conversations are permitted between any Leader and any child at all. If an e-mail communication is absolutely necessary, then the e-mail MUST be sent to the parent/guardian for onward communication with the young person.

13. Complaint procedures:

- a. Current Scout Association Factsheets will provide the course of action to be taken. Chapter 15 of POR provides all information in how to deal with complaints.

- b. Concerns and issues raised by parents about weekly meetings should be raised to the Section leader. If this is not suitable, or parties involved are not able to resolve the issue, then complaints should be made in writing/email to the Group Scout Leader.
- c. An investigation will take place and, if necessary, advice from the District Commissioner, County Commissioner and / or The Scout Association will be sought.
- d. The GSL will generally aim to complete and finalise a complaint within 4 weeks and keep all parties notified of progress.

14. Group Website

- a. The Group website is www.ashgreenscouts.org.uk. The website is maintained by the current Webmaster and overseen by the GEC, Chair and GSL. The aim of the website is to advertise the Group and its activities both to members and potential members.
- b. No personal telephone numbers or personal e-mail addresses are to be published on the site. The site has the ability to make use of linked e-mail addresses.
- c. Enquiries for membership etc. will be forwarded directly to the GSL.
- d. No pictures of named young people will be used. Permission to display a photograph will be sought from Adults where there is an intention to display their name.
- e. Only pictures of 'good taste' will be used.
- f. Care should be taken when advertising events and camps to ensure that young people are not put at risk.
- g. No information copied from other sources is to be used. In particular, no information which may have a copyright may be used.

15. Group Facebook Pages

The Group maintains a number of Facebook social media pages which are available to leaders, parents and supporters. The Facebook pages form part of a 'closed' group and is the primary reference point for information regarding the Group's activities.

- a. Access to the Facebook pages is granted, upon request, by the Facebook Group co-ordinators. The co-ordinators have absolute discretion as to whom access is given. Only the Group Scout Leader may over-ride any decision regarding access rights.
- b. Within the Facebook group are a number of sub-groups with specific access rights to Uniformed adult members of the Group. These groups are not open to parents, friends and supporters.
- c. The Group also has a dedicated closed group for the Excelsior Explorer Unit which young people who are members of the Excelsior Explorer Unit may join. The Excelsior Explorer Unit group page is the primary method of communication between all members of the section.
- d. It is conditional on any person using the Group's Facebook pages that no inappropriate content is posted, and that no external access is provided to anyone.
- e. Any photographs or other media placed on the Facebook Pages become the property of Ash Green Scout Group and will become subject to scrutiny. If anything placed on the Facebook pages is deemed to be offensive, inappropriate, or not in the true spirit of Scouting, the

Group will remove the offending post(s) and, if appropriate, exclude the member from subsequent access to the Group's Facebook pages.

16. Parental responsibilities and obligations

When a young person is invested as a member of the Group, parents/guardians are deemed to have accepted all the policies and rules set out in this document, together with any amendments or additions which may occur from time to time. Parents/guardians should read this document fully, and pay particular attention to the following:

Payment for activities, excursions, outings, camps etc.

- a. Parents/Guardians will be notified, well in advance, of forthcoming activities etc where additional payment is required and parents/guardians will be informed of the estimated cost and asked to confirm that their young person(s) will be taking part.
- b. Once you, as the parent or guardian have confirmed that your young person(s) will be attending, you will have entered into a financial agreement with Ash Green Scout Group and you will be expected to honour that agreement, regardless of whether your young person(s) finally attends the activity etc or not.
- c. For activities, camps, outings etc occurring within two months from the date you confirm that your young person will be attending, you will be liable for the full cost of the activity/camp etc unless Ash Green Scout Group are able to re-allocate that place. For activities/camps/events which occur more than two months in advance, it is possible to withdraw your young person and for your financial commitment to that activity/camp/event to cease provided that the Section Leader concerned is notified no later than two full calendar months prior to the activity/camp/event. **Please also refer to Section 5 (Group Financial), h & i.**
- d. A parent/guardian's failure to pay the agreed sum will result in the young person(s) being initially excluded from any Scouting activity or meeting, and may result in expulsion of the young person(s) from Ash Green Scout Group.
- e. In arranging such activities, the Group commits substantial funds in advance, on behalf of your young people, to secure the necessary places and the Group is not in a financial position to absorb losses created by parents/guardians who subsequently withdraw their young person(s) from attending and then fail to honour the financial agreement they entered into.
- f. In exceptional cases of financial hardship, or long term illness, your financial commitment may be waived by the Group – *provided that you have first discussed the matter with the Section Leader concerned (for illness) or the Group Scout Leader (for Financial hardship).*

Parental support for Group Fundraising

- g. The Group has an on-going fund-raising programme which aims to provide the finance for new and replacement equipment, support the financial obligations of the Group and, where possible, to subsidise the costs borne by parents/guardians on certain selected expensive camps or events.
- h. Parents are expected to support the fund-raising programme by becoming actively involved in two fundraising sessions per year. Typically, five fundraising activities are planned over a calendar year and parents may choose which events they would prefer to assist with. Fund-raising events will be publicised on our Group Facebook pages.

APPENDIX A RISK ASSESSMENTS

In order to ensure that all potential hazards have been considered in relation to the equipment and facilities, a Risk Assessment process will be used by the all Leaders when planning activities. It is simply a way of looking at what could go wrong and finding ways of preventing or minimising these potential problems.

Risk Assessments do not always have to be written but Leaders should go through a mental checklist to ensure activities are carried out in a safe manner.

However, if the activities include camps, hikes and other adventurous activities then the Risk Assessment **MUST** be in a written format and sent to the GSL and AGSL for approval. If the activity includes a Nights Away element then it **MUST** also be signed off by a Nights Away Permit holder if the person submitting it does not hold such a qualification.

The accepted format is shown in Appendix B.

