



Policy, Organisation and Rules

Autumn 2024

This edition of POR came into effect for ‘Early Adopter’ Counties and for Nations and UK Headquarters from 21st November 2024, and for all other Counties from 29th November 2024.

Policy, Organisation and Rules - Autumn 2024 edition

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Introduction to Policy, Organisation and Rules

Intro.1. World Scouting

Intro.1.1. Robert Baden-Powell, the founder of the Scouts, had a vision from which a movement has grown, so that The Scouts is found today across the United Kingdom, and in many other countries.

Intro.1.2. The Scouts is a member of the World Organization of the Scout Movement (WOSM).

Intro.2. Purpose of The Scouts

Intro.2.1. The purpose of The Scouts is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Intro.2.2. By being members of The Scouts, adults and young people develop skills for life through participation in a programme, underpinned by our method, and delivered principally in sections (Squirrel Dreys, Beaver Colonies, Cub Packs, Scout Troops, Explorer Units and Scout Networks).

Intro.2.3. The function of all the other adults working within the Groups, Districts, Counties (^[NI] Country), Country Headquarters and UK Headquarters in our movement is to support the delivery and quality of those programmes in each of our sections.

Intro.3. Scouting programme

Intro.3.1. The Scouting programme in each section is delivered by a volunteer Section Team working in partnership with the young people in their section so that the young people can take part in fun indoor and outdoor activities. They learn by doing, by sharing in spiritual reflection and by taking responsibility. They make choices, undertake new and challenging activities, and they live their Scout Promise.

Intro.3.2. To deliver the programme, an organisational structure is necessary. Sections are organised into Groups, which in turn are organised into Districts, all organised within Counties. These sit within overarching regional and national structures that make up The Scout Association.

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Each Group, District and County is a separate charity, each with their own trustee board but operating within a federation of charities under the auspices of our Royal Charter.

Intro.4. About Policy, Organisation and Rules

Intro.4.1. The main purpose of Policy, Organisation and Rules (POR) is to describe how the Scouts is structured, organised, led, managed and governed.

Intro.4.2. It is impossible to set out in detail rules to cover every eventuality, which means that much depends upon the judgement of responsible people at every level of the movement. Everyone concerned should strive to exercise that judgement in ways that encourage the development and growth of the Scouts, and the safe delivery of the programme.

Intro.4.3. POR applies in all parts of The Scout Association in the United Kingdom, the Channel Islands, the Isle of Man, Gibraltar and British Scouting Overseas. POR is structured as follows:

- a. As well as containing Rules, POR also includes matters of policy, information and advice on good practice. For convenience of reference, each chapter, heading and paragraph is numbered. The headings and paragraph numbering may change between editions of POR.
- b. Policies are authoritative statements of principle governing the work of the Scouts.
- c. Rules provide directives which must be followed by all to whom the rule is applicable.

Within POR, rules are numbered paragraphs that contain the word 'must'.

Without being absolute rules, in POR there are also statements of strong advice which contain the word 'should'.
- d. There are many opportunities for local decisions to be made for a wide range of subjects. The delegation of authority to Counties, Districts and Groups is clearly indicated where appropriate. However, the exercise of that authority must not be frustrated by the imposition of local rules. The only rules are those stated in POR.
- e. The law of the land is paramount. Following POR rules ensures that such laws, as they apply to the Scouts, are complied with.
- f. POR also provides information or statements of fact, which do not require action on the part of the reader.

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- g. It is recognised that some matters may be difficult to follow in certain circumstances. For example, in some rural areas and in some inner cities, where numbers of supporters may be small, it may not be possible to constitute Group Scout Councils and Group Trustee Boards exactly as described in chapter 5.

However, many years of experience have shown what is good practice and what works well and, where advice is given in POR, it should be followed as close to the description in POR as possible.

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Chapter 1

Our Fundamentals

Contents

- 1.1 Our Purpose
- 1.2 Our Values
- 1.3 The Scout Method
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- 1.7 The Cub Scout Law
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- 1.9 The Beaver Scout Law
- 1.10 The Squirrel Scout Promise
- 1.11 The Squirrel Scout Law
- 1.12 Variations to the wording of the Promise

NOTE that, in this chapter, the Promise is based upon the work of our Founder and represents a number of different theist faith traditions.

1.1 Our Purpose

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

1.2 Our Values

As Scouts we are guided by these values:

Integrity - We act with integrity; we are honest, trustworthy and loyal.

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Co-operation - We make a positive difference; we co-operate with others and make friends.

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1.3 The Scout Method

Our development of young people takes place when the young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

1.4 The Scout Promise

(for Scouts, Explorer Scouts, the Scout Network and adults)

On my honour,
I promise that I will do my best
to do my duty to God and to The King,
to help other people
and to keep the Scout Law.

1.5 The Scout Law

1. A Scout is to be trusted.
2. A Scout is loyal.
3. A Scout is friendly and considerate.
4. A Scout belongs to the world-wide family of Scouts.
5. A Scout has courage in all difficulties.
6. A Scout makes good use of time and is careful of possessions and property.
7. A Scout has self-respect and respect for others.

1.6 The Cub Scout Promise

I promise that I will do my best
to do my duty to God and to The King,
to help other people
and to keep the Cub Scout Law.

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1.7 The Cub Scout Law

Cub Scouts always do their best,
think of others before themselves
and do a good turn every day.

1.8 The Beaver Scout Promise

I promise to do my best
to be kind and helpful
and to love God.

1.9 The Beaver Scout Law

There is no formal Beaver Scout Law. The concepts expressed in the Scout Law are to be presented to Beaver Scouts through games, storytelling and other informal activities.

1.10 The Squirrel Scout Promise

I promise to do my best
to be kind and helpful
and to love God.

1.11 The Squirrel Scout Law

There is no formal Squirrel Scout Law. The concepts expressed in the Scout Law are presented to Squirrel Scouts through games, storytelling and other informal activities.

1.12 Variations to the wording of the Promise

1.12.1.1 The Scouts is open to people of all faiths and of none and must therefore take account of the different religious obligations of its members while upholding the essential spirit of the Promise.

1.12.1.2 Alternative wordings of the Promise that young people and adults may wish to use to best reflect their own beliefs are included below, reflecting the diversity of our UK Scout community.

1.12.1.3 **The Scout Promise**
(for Scouts, Explorers, the Scout Network and adults)

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The Scout Promise for members who are atheist or of no faith background

On my honour,
I promise that I will do my best
to uphold our Scout values, to do my duty to The King,
to help other people
and to keep the Scout Law.

The Scout Promise for members who are Buddhist

On my honour,
I promise that I will do my best
to seek refuge in the Triple Gem, to do my duty to The King,
to act with compassion towards all life
and to keep the Scout Law.

The Scout Promise for members who are Christian

On my honour,
I promise that I will do my best
to do my duty to God and to The King,
to help other people
and to keep the Scout Law.

The Scout Promise for members who are Hindu

On my honour,
I promise that I will do my best
to follow my dharma and do my duty to The King,
to act with compassion towards all life
and to keep the Scout Law.

The Scout Promise for members who are Humanist

On my honour,
I promise that I will do my best
to uphold our Scout values, to do my duty to The King
to help other people
and to keep the Scout Law.

The Scout Promise for members who are Jewish

On my honour,
I promise that I will do my best
to do my duty to God and to The King,

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to help other people
and to keep the Scout Law.

The Scout Promise for members who are Muslim

In the name of Allah, the most beneficent and the most merciful,
I promise that I will do my best
to do my duty to Allah and then to The King,
to help other people
and to keep the Scout Law.

The Scout Promise for members who are Sikh

On my honour,
I promise that I will do my best
to do my duty to Waheguru and to The King,
to help other people
and to keep the Scout Law.

1.12.1.4 **The Cub Scout Promise**
(for Beavers)

The Cub Scout Promise for members who are atheist or of no faith background

I promise that I will do my best
to uphold our Scout values, to do my duty to The King,
to help other people
and to keep the Cub Scout Law.

The Cub Scout Promise for members who are Buddhist

I promise that I will do my best
to seek refuge in the Triple Gem, to do my duty to The King,
to act with compassion towards all life
and to keep the Cub Scout Law.

The Cub Scout Promise for members who are Christian

I promise that I will do my best
to do my duty to God and to The King,
to help other people
and to keep the Cub Scout Law.

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The Cub Scout Promise for members who are Hindu

I promise that I will do my best
to follow my dharma and do my duty to The King,
to act with compassion towards all life
and to keep the Cub Scout Law.

The Cub Scout Promise for members who are Humanist

I promise that I will do my best
to uphold our Scout values, to do my duty to The King,
to help other people
and to keep the Cub Scout Law.

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The Cub Scout Promise for members who are Jewish

I promise that I will do my best
to do my duty to God and to The King,
to help other people
and to keep the Cub Scout Law.

The Cub Scout Promise for members who are Muslim

I promise that I will do my best
to do my duty to Allah and then to The King,
to help other people
and to keep the Cub Scout Law.

The Cub Scout Promise for members who are Sikh

I promise that I will do my best
to do my duty to Waheguru and to The King,
to help other people
and to keep the Cub Scout Law.

1.12.1.5 **The Beaver Scout Promise**

The Beaver Scout Promise for members who are atheist or of no faith background

I promise to do my best to be kind and helpful and to love our world.

The Beaver Scout Promise for members who are Buddhist

I promise to do my best to be kind and helpful and to act with love towards everyone.

The Beaver Scout Promise for members who are Christian

I promise to do my best to be kind and helpful and to love God.

The Beaver Scout Promise for members who are Hindu

I promise to do my best to be kind and helpful and to love the world.

The Beaver Scout Promise for members who are Humanist

I promise to do my best to be kind and helpful and to love our world.

The Beaver Scout Promise for members who are Jewish

I promise to do my best to be kind and helpful and to love God.

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The Beaver Scout Promise for members who are Muslim

I promise to do my best to be kind and helpful and to love Allah

The Beaver Scout Promise for members who are Sikh

I promise to do my best to be kind and helpful and to love Waheguru.

1.12.1.6 **The Squirrel Scout Promise**

The Squirrel Scout Promise for members who are atheist or of no faith background

I promise to do my best to be kind and helpful and to love our world.

The Squirrel Scout Promise for members who are Buddhist

I promise to do my best to be kind and helpful and to act with love towards everyone.

The Squirrel Scout Promise for members who are Christian

I promise to do my best to be kind and helpful and to love God.

The Squirrel Scout Promise for members who are Hindu

I promise to do my best to be kind and helpful and to love the world.

The Squirrel Scout Promise for members who are Humanist

I promise to do my best to be kind and helpful and to love our world.

The Squirrel Scout Promise for members who are Jewish

I promise to do my best to be kind and helpful and to love God.

The Squirrel Scout Promise for members who are Muslim

I promise to do my best to be kind and helpful and to love Allah.

The Squirrel Scout Promise for members who are Sikh

I promise to do my best and to be kind and helpful and to love Waheguru.

1.12.1.7 Where some other form of wording is required for a member of a particular faith or religion, advice must be sought from UK Headquarters.

1.12.1.8 Similarly, it is accepted that people resident in countries other than the United Kingdom, Bailiwick of Guernsey, Isle of Man, Jersey and Gibraltar who may

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become members of The Scout Association owe allegiance to their own country.

To meet these circumstances the phrase 'duty to The King' may be replaced by the phrase 'duty to the country in which I am now living'.

- 1.12.1.9 In the case of young persons, the decision as to which permitted form of wording may be used rests with them. However, in the Squirrel, Beaver and Cub sections, parents must be aware of the Promise chosen before the investiture ceremony. In the Scout and Explorer sections it is good practice for parents to be aware of their young person's choice.
- 1.12.1.10 In the case of adults, the decision as to which permitted form of wording will be used rests entirely with the adult concerned.

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Chapter 2

Key policies

Chapter Contents

- 2.1 Equal Opportunities Policy
- 2.2 Privacy and Data Protection Policy
- 2.3 Religious Policy
- 2.4 Safeguarding Policy
- 2.5 Safety Policy
- 2.6 Vetting Policy
- 2.7 Youth Member Anti-Bullying Policy

The Key Policies in this Chapter are in alphabetical order. No order of importance or priority is implied - they are all equal.

Note also that the Policies contained in this chapter predate the various definitions used in POR – and particularly the specific must/should/may definitions. The Policies are scheduled for review during 2025, but uses of words included in the Definitions chapter within this chapter are to be read as plain English for now, unless specifically indicated by this highlighting in this chapter 2.

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2.1 Equal Opportunities Policy

2.1.1 Young People

2.1.1.1 The Scout Association is part of WOSM, a worldwide educational youth movement. The values, which underpin and inspire its work, are embodied in the Scout Promise and Law and in the Purpose of The Scout Association.

2.1.1.2 Within this framework, The Scout Association is committed to equality of opportunity for all young people.

2.1.1.3 Accordingly:

- a. The Scout Association is committed to extending the Scouts, its Purpose and Method to young people in all parts of society.
- b. No young person should receive less favourable treatment on the basis of, or suffer disadvantage or harassment or discrimination by reason of:
 - class or socio-economic status
 - ethnic or national origin, nationality, statelessness or race
 - gender, including gender reassignment
 - marital or civil partnership status
 - sexual orientation
 - disability
 - political belief
 - pregnancy and maternity
 - religion, belief or faith, including the absence of religion, belief or faith
 - sex
 - age

All members of The Scout Association are expected to seek to practice equality, especially in promoting equal access to the Scouts for all young people. The Scout Association opposes all forms of prejudice and discrimination, including racism, sexism, homophobia, biphobia and transphobia. All Groups, Districts and Counties, as separate charities, have a duty to comply with relevant equalities legislation. All volunteers should make reasonable adjustments where possible to support all young people with disabilities to access the Scouts.

2.1.1.4 See further information about inclusion and diversity.

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2.1.2 Reasonable Adjustments

- 2.1.2.1 Reasonable adjustments means actions to enable young people with disabilities to access the Scouts and Scouting activities, as far as reasonably possible, to the same level as young people without disabilities. This should involve working in partnership with parents, to identify needs and support strategies.
- 2.1.2.2 Reasonable steps should also be taken to identify any young people with disabilities in the section or Group.
- 2.1.2.3 See Chapters 3 and 4 for further guidance around reasonable adjustments.

2.1.3 Volunteers

- 2.1.3.1 To carry out its work, The Scout Association seeks to appoint effective and appropriate volunteers, of all backgrounds and all areas of the community, and to involve other volunteers in supporting roles, all of whom are required to accept fully the responsibilities of their commitment.
- 2.1.3.2 The overriding considerations in making all appointments in the Scouts must be the safety and security of young people, and their continued development in accordance with the Purpose and Values of The Scout Association.
- 2.1.3.3 Accordingly, all those whom the movement accepts as volunteers must be appropriate persons to undertake the duties of the particular position to which they have been appointed including, if relevant, meeting the requirements of the Sponsoring Authority and, where appropriate, the responsibilities of membership.
- 2.1.3.4 In recruitment and joining processes, volunteers must be clear that all roles are open to people of all genders, ethnicities, faiths and backgrounds and encourage a diverse range of applicants to apply, particularly those currently under-represented on the team.
- 2.1.3.5 It may, in limited circumstances, be appropriate to consider the gender or protected characteristics of a potential appointee. This is only the case where there is a genuine occupational requirement, for example, in order to ensure that a support team on a trip includes adult volunteers of different genders.
- 2.1.3.6 The ability of all volunteers to understand and implement the Scouts' safeguarding policies and procedures, as set out in 2.4, is an essential requirement.
- 2.1.3.7 Within these constraints, and those imposed by the need to ensure:
- the safety and security of young people
 - the continued development of young people, and
 - equal opportunities for all
- no person volunteering their services must receive less favourable treatment on the basis of, nor suffer disadvantage, harassment or discrimination by reason of:
- class or socio-economic status

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- ethnic or national origin, nationality, statelessness or race
- gender, including gender reassignment
- marital or civil partnership status
- sexual orientation
- disability
- political belief
- pregnancy and maternity
- religion, belief or faith, including the absence of religion, belief or faith
- sex
- age

2.1.4 Responsibilities within the Equal Opportunities Policy

- 2.1.4.1 All volunteers in the Scouts have a responsibility for the operation of The Scout Association's Equal Opportunities Policy. All Groups, as separate charities within the Scouts' federation of charities have a duty to comply with relevant equalities legislation.
- 2.1.4.2 The District Lead Volunteer or the County Lead Volunteer ^(NI), as appropriate, must be satisfied that all applicants for volunteer appointments are fully aware that they will be required by their personal example to operate The Scout Association's Equal Opportunities Policy and support Groups to comply with relevant equalities legislation.
- 2.1.4.3 The District Lead Volunteer or the County Lead Volunteer ^(NI), as appropriate, must also be satisfied that all those whom they invite to assist them in other ways in the work of the District or County are upholding The Scout Association's Equal Opportunities Policy by the personal example that they set before the Scouts in the District or County as the case may be.
- 2.1.4.4 Group Lead Volunteers must be satisfied that all those whom they invite to assist them in the work of the Group will comply with relevant equalities legislation and uphold The Scout Association's Equal Opportunities Policy by the personal example that they set before the Scouts in the Group.
- 2.1.4.5 All volunteers involved in the recruitment and appointment of volunteers are required to operate The Scout Association's Equal Opportunities Policy and comply with relevant equalities legislation in their work.
- 2.1.4.6 The Group Trustee Board, the District Trustee Board or the County Trustee Board, as appropriate, must be satisfied that all applicants for appointments they make are fully aware that they will be required by their personal example to operate The Scout Association's Equal Opportunities Policy and to support Groups to comply with relevant equalities legislation.
- 2.1.4.7 See further information about inclusion and diversity.

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2.2 Privacy and Data Protection Policy

2.2.1.1 The Scout Association takes the protection of privacy and personal data very seriously and all adults operating within the Scouts, whether at UK Headquarters or within local Scout units such as Groups, Districts, Counties, Areas, Regions (Scotland) or Countries, must comply with data protection law which includes the UK General Data Protection Regulation (UK GDPR).

2.2.1.2 The Scout Association's Data Protection Policy provides important definitions and details of how it protects personal information along with guidance to staff and volunteers on how to deal with personal information that they handle.

2.2.2 Responsibilities within the Privacy and Data Protection Policy

2.2.2.1 UK Headquarters and each local Scout unit operate as separate charities in their own right within the federation of charities under the Royal Charter. UK Headquarters and each local Scout unit collects and handles personal data and is responsible, as a separate data controller, for how that data is collected, stored and used.

UK Headquarters offer guidance material to Scout units to assist with compliance to data protection law and best practice.

2.2.2.2 As a larger organisation, The Scout Association is registered with the Information Commissioner's Office (ICO) as a data controller. However, data protection law applies to all data controllers, whether registered with the ICO or not, and therefore applies to each local Scout unit.

2.2.2.3 All adults in the Scouts have a responsibility to comply with data protection law when handling or dealing with any personal data. However, ultimate responsibility for ensuring that adequate data protection systems are in place lies with the relevant charity trustees as follows:

- a) at UK Headquarters, the Board of Trustees of The Scout Association is responsible for ensuring that adequate data protection systems are in place in respect of UK Headquarters based at Gilwell Park, Chingford, London E4 7QW
- b) at local level, the local Scout unit's Trustee Board, as the charity's Trustees, is responsible for ensuring that adequate data protection systems are in place.

2.2.2.4 Whilst the charity Trustees and Trustee Boards are responsible for ensuring that adequate data protection systems are in place, each adult operating within the Scouts, whether as staff or a volunteer, is also responsible for ensuring that they handle all personal data in compliance with those procedures and the law.

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2.2.2.5 All adult members of The Scout Association are required to have at least one unique e-mail address, not one shared with another person or persons. This unique e-mail address must be recorded on the membership system. This unique e-mail address may be in addition to any shared email address, such as may be in place for shared roles.

Meeting this requirement ensures that each member receives the information relevant to them and prevents them from receiving information intended for another individual. This is in line with the Data Protection and UK GDPR requirements.

2.2.2.6 In compliance with the six key principles of the UK GDPR (Article 5), personal data in the Scouts must be:

a) Processed lawfully, fairly and in a transparent manner.

Clear and accessible information must be provided to individuals about what personal data is collected, how it will be processed and how they may exercise rights over it, such as the right to request a copy of their personal data by making a Subject Access Request (SAR) or to have incorrect data corrected or deleted. This information should be provided both at the initial point of contact in the form of a Privacy Statement or Notice and also be made regularly accessible to the individual. See The Scout Association's Privacy Statement

b) Collected and processed for specified, explicit and legitimate purposes only

Personal data should only be collected and used for activities directly relating to the Scouts or a person's membership or association with the Scouts

c) Adequate, relevant and limited to what is necessary for the purposes it is collected and processed

d) Accurate and, where necessary, kept up to date.

Every reasonable step must be taken to ensure that the data is kept as accurate and up to date as possible for the purposes for which it is being held

e) Kept for no longer than necessary for the purposes for which it was collected and processed

f) Kept secure using appropriate technical or organisational measures, to prevent the data from being used in an unauthorised or unlawful way, or against accidental loss, destruction or damage.

2.2.2.7 As data controllers, the relevant charity Trustees and Trustee Boards are responsible for demonstrating compliance with the above principles.

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2.3 Religious Policy

2.3.1.1 The Scout Association 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 the Scout's values as appropriate
- explore their faith, beliefs and attitudes
- consider belonging to some faith or religious body
- carry into daily practice what they profess.

2.3.2 Attendance at services

2.3.2.1 If a Group, Explorer Unit or Scout Network is composed of members of several denominations, religions or beliefs, the young people should be encouraged to attend services relevant to their own form of religion or belief.

2.3.3 Chaplains

2.3.3.1 Chaplains may be appointed in Groups, Districts, Counties, Countries and nationally. A Chaplain may be a Minister of Religion or a lay person.

2.3.3.2 In a Group sponsored by a religious body the religious leader may be appointed Group Chaplain.

2.3.3.3 National Chaplains may be appointed for religious bodies represented in the Scouts.

2.3.4 Responsibilities within the Religious Policy

2.3.4.1 The District Lead Volunteer or the County ^[NI] Country) Lead Volunteer as appropriate, must be satisfied that all applicants for appointments are fully aware that they will be required by their personal example to implement The Scout Association's religious policy.

2.3.4.2 If a Sponsored Group has a policy of recruitment restricted to members of one particular form of religion or denomination, the Sponsoring Authority is responsible for the religious training of all young people in the Group.

In this case it is the duty of the Group Lead Volunteer to encourage attendance at such religious instruction and observances as the Sponsoring Authority may consider desirable.

2.3.4.3 Scouts' Own Services may be held for the purpose of spiritual reflection and to promote a fuller understanding of the significance of the Scout Promise and Law.

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Such services must be regarded as supplementary to, rather than a substitute for, formal attendance at the services of the individual's own form of religion.

- 2.3.4.4 If a Squirrel, Beaver, Cub, Scout, Explorer or Scout Network member is not allowed, by reasons of the individual's own religious obligations, to attend acts of worship other than that of the individual's own faith, the Section Team must make certain that those obligations are not compromised.

2.4 Safeguarding Policy

2.4.1.1 It is the policy of The Scout Association to safeguard the welfare of all children, young people and adults at risk by protecting them from neglect and from physical, sexual and emotional harm. The Scouts understand that individuals thrive in safe surroundings, so we are committed to ensuring that the Scouts is safe and enjoyable for everyone involved and that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Charity Commission requirements.

2.4.1.2 This policy:

- a) applies to all adults including the Board of Trustees, volunteers, paid staff, agency staff and anyone working on behalf of the Scouts
- b) recognises that the welfare and interests of children, young people and adults at risk are paramount in all circumstances, and
- c) aims to ensure that all children, young people and adults at risk have a positive and enjoyable Scouting experience in a safe and person-centred environment, and are protected from abuse whilst participating in the Scouts and otherwise.

2.4.1.3 It is the responsibility of all adults involved in the Scouts to have read and understood the Safeguarding Policy & Procedures.

2.4.1.4 The Safeguarding Policy & Procedures must be adhered to at all times.

2.4.1.5 All breaches of the policy and procedures will be dealt with within in line with POR and the Safeguarding Processes and Procedures.

2.4.1.6 See the Scouts Safeguarding Policy & Procedures for young people and adults at risk.

2.5 Safety Policy

2.5.1.1 It is the policy of The Scout Association to provide opportunities for young people and adult volunteers to develop and appreciate what risk is and how it is managed. This vital skill for life is developed by providing opportunities to learn and experience activities that are adventurous but where risk is controlled and managed as far as is reasonably practicable.

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- 2.5.1.2 The Scouts recognises that life is not risk-free and, in its turn, Scouting is not risk-free. As Scouts, we endeavour to manage these risks to wellbeing and safety to be as low as is reasonably practicable. Identifying and proportionately managing risk is a skill for life that we wish to kindle, develop and enhance in all of our members.
- 2.5.1.3 In order to do this, the Scouts will provide guidance and have a learning programme available for its volunteers.
- 2.5.1.4 All those involved in the Scouts are accountable for, and must demonstrate an ability and understanding of the following, so far as is reasonably practicable and to the extent of their role:
- Ensure they are competent to undertake their task, through attending appropriate training, checking their understanding of instructions and information, and remaining current in these competencies.
 - Properly assess the risk of every Scouting activity undertaken. This assessment should be suitable and sufficient for the activity being undertaken, and it follows that activities with higher risk should require more in-depth assessment.
 - Provide clear instructions and information to anyone who requires this, be it adult volunteer or young person, in order to ensure any activity is conducted with safety and wellbeing in mind.
 - Prevent accidents and cases of ill health by managing the health and safety risks in the Scouts
 - Ensure that the environment they are working in, or using for the Scouts activities, is maintained safely and there are no risks to health. Also that any equipment or substances used are safe and stored safely.
 - Review risk assessments as often as necessary when circumstances, environment or conditions change.
 - Feel and be empowered to never be afraid to change or stop an activity if risk increases.

2.5.2 Responsibilities within the Safety Policy

- 2.5.2.1 All those involved in the Scouts are accountable for and must demonstrate an ability and understanding of the following so far as is reasonably practicable within the extent of their role.
- 2.5.2.2 All members must:
- stop any activity if they have concerns over its safety and must be reminded of this frequently.
 - carry out risk assessments for the activities they undertake, documenting and communicating these with all involved including volunteers, young people and parents.

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- c) share good practice about how to apply this policy, making sure that failures to apply this policy are brought to the attention of those involved and resolved through appropriate processes.
- d) implement emergency procedures – evacuation in case of fire or other significant incident.
- e) Report incidents that cause injuries, or incidents that had the potential to cause injuries, at their earliest opportunity through the appropriate channels in accordance with Chapter 7 of POR.

2.5.2.3 The leader in charge is responsible for ensuring that these requirements are met for every activity being undertaken, working closely with the team leading the activity or event.

2.5.2.4 Chief and Lead Volunteers

- a) Are responsible for ensuring that this policy is being implemented in their area of responsibility.
- b) Have the authority to undertake the requirements outlined above, or tasks required to support the requirements, and can be delegated as necessary.
- c) Are responsible for making sure that the policy is followed – this can never be delegated.
- d) Must, when incidents are reported, make arrangements to complete a proportionate review, and learn and share lessons from incidents in accordance with Chapter 7 of POR.

2.5.2.5 Trustee Boards and Trustees

- a) Must be satisfied, through appropriate assurance and monitoring activities, that this policy is being used effectively and to engage and consult with members on day-to-day health and safety conditions and ensure it is on the agenda at all meetings.
- b) Are responsible for making sure that these requirements are met for all Scout premises or locations operated by them, and therefore deemed to be the Managing Controller of the premises.

2.6 Vetting Policy

2.6.1.1 It is the policy of The Scout Association to check all adult volunteers to ensure that:

- a) only adults appropriate for a role are permitted to undertake responsibilities in the Scouts
- b) that regular reviews are undertaken of adult volunteers to ensure their continued suitability.

2.6.1.2 Accordingly, The Scout Association is committed to:

- a) following a defined process for appointing adult volunteers that establishes the applicant's suitability taking into account the fundamentals of the Scouts, the

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Safeguarding Policy, Youth Member Anti-Bullying Policy, Safety Policy and the Equal Opportunities Policy

- b) refusing offers from applicants that are found to be unsuitable
 - c) putting in place robust vetting arrangements and ensuring that these arrangements are made clear to applicants and to the public
 - d) taking into account relevant information from The Scout Association's records, police forces, relevant statutory authorities, personal references and other credible sources.
- 2.6.1.3 As part of the vetting arrangements, The Scout Association will undertake a personal enquiry which involves a check made against records at UK Headquarters for all adult volunteers and, for certain roles, a criminal record check. For foreign nationals or British Overseas Territory citizens operating abroad in British Scouting Overseas and Overseas Branches, checks must be made according to arrangements authorised by the Chief Safeguarding Officer at UK Headquarters.

2.7 Youth Member Anti-Bullying Policy

2.7.1.1 “Children have the right to protection from all forms of violence (physical or mental). They must be kept safe from harm, and they must be given proper care by those looking after them.”

[The United Nations Convention on the Rights of the Child, Article 19]

2.7.1.2 The Scout Association is committed to this ethos and seeks to ensure, as far as is reasonably practicable, the prevention of all forms of bullying among members. To this end all Scout activities for all ages should have in place rigorous anti-bullying strategies.

2.7.2 Responsibility within the Youth Member Anti-Bullying Policy

2.7.2.1 It is the responsibility of all adults in the Scouts to help develop a caring and supportive atmosphere, where bullying in any form is unacceptable.

2.7.2.2 Adults in the Scouts must:

- a) be aware of the potential problems bullying may cause
- b) be alert to signs of bullying, harassment or discrimination
- c) take action to deal with such behaviour when it occurs, following The Scout Association's policy guidelines
- d) provide access for young people to talk about any concerns they may have
- e) encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- f) help ensure that their Group or section has a published anti-bullying code.

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2.7.2.3 Further information is available.

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Chapter 3 Membership

Chapter Contents

- 3.1 Our Volunteering Culture
- 3.2 Membership
- 3.3 Joining the Scouts
- 3.4 Authority to appoint members
- 3.5 Transferring membership
- 3.6 Suspend a member
- 3.7 End someone's membership
- 3.8 Appeal against the dismissal of a young person

3.1 Our Volunteering Culture

3.1.1.1 Our Volunteering Culture is a shared set of principles that outline how we behave, in line with our values. Our Volunteering Culture guides and reminds us of our goal, both as a movement and as a volunteer team: to help more young people gain Skills for Life. It is a statement of the culture and values which we seek to foster and develop.

It provides a framework for a shared understanding for what we do and say as volunteers in Scouts, supporting each other, following our values and being at our best, while acting as role models for young people.

It applies for all our volunteers and for all parts of our organisation. In addition to the actual statement of Our Volunteering Culture (below), further information and examples are available at Our Volunteering Culture.

3.1.1.2 The **Our Volunteering Culture** statement

Why we volunteer

As volunteers in Scouts, we are proud to help young people step up, speak up, dream big and gain the skills they need for life.

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Thanks to you, young people find their place in the world, learn to believe in themselves and make a difference to their communities and society. No matter your background or experience, where you are based, or which team you are in, your time and skills help young people gain skills for life.

By working together, and living our values of integrity, respect, care, belief and cooperation, our aim is to have a positive, safe and rewarding experience as volunteers for a movement we truly believe in.

Our Culture is founded on our Values. That means that as volunteers we think carefully about the impact of our words and actions and behave as role models for our young people. Here are the behaviours that we expect from each other in Scouts.

As the Scouts we will:

- a) Make Scouts a welcoming place, making sure everything we do and say is led by the Values of Scouting and the Scout Promise
- b) Commit to Equity, Diversity and Inclusion in everything we do, making sure everybody has access to our activities and thrives in Scouts
- c) Support you to be part of positive teams that resolve issues with respect and integrity
- d) Acknowledge your personal motivation for volunteering and the skills you already have
- e) Help you develop your own potential by offering learning opportunities to give you the confidence and the skills needed for your Scout role.
- f) Listen to you and give you the space to share ideas and concerns so that we may improve our volunteer experience
- g) Offer meaningful, relevant, and flexible ways to volunteer, with clear guidance of what we will require from you, and who you may ask for advice and support
- h) Accept your other commitments, that your availability may change and offer you volunteering options that will suit you best
- i) Help you understand Scouts better and the impact we make, so you may see how your contribution makes a difference
- j) Do our best to overcome barriers to volunteering such as finance, accessibility and time

As a volunteer in the Scouts we will trust you to:

- a) Promote a welcoming and inclusive environment where we treat everybody fairly and with respect, making sure our values are part of everything you say and do
- b) Commit to equity, diversity and inclusion, accepting that people's beliefs, circumstances and motivations may be different to yours

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- c) Be a great role model in the way you act, by following our values, purpose and policies, as well as the laws of the country you are volunteering in
- d) Communicate openly and respectfully, whether verbally, in writing or online
- e) Be open and honest with your team about your time commitments and let them know if things change
- f) Enjoy yourself and have fun while volunteering
- g) Develop yourself by engaging in learning and new opportunities depending on what you and your team needs
- h) Promptly complete any learning required to ensure you have the skills for your role.

This means that together, we will do our best to:

- a) Know what we expect from each other
- b) Listen to and respect everybody's ideas and concerns
- c) Feel proud to contribute to and be part of a truly equitable, diverse and inclusive movement
- d) Recognise and celebrate all volunteers for their contributions, no matter how long they volunteer for or the amount of time they give
- e) Make sure volunteering has a positive impact on your wellbeing and that you get the support you need
- f) Contribute to an environment where everyone feels comfortable to share thoughts and ideas
- g) Review how things are going, improve volunteering opportunities and resolve problems fairly

3.2 Membership

3.2.1 Who may join ?

- 3.2.1.1 People living in the United Kingdom, its Crown Dependencies (the Channel Islands and the Isle of Man) and Gibraltar who are prepared to follow The Scout Association's principles by accepting the Promise, may become members of the Scouts subject to the eligibility Rules contained within Policy, Organisation and Rules.
- 3.2.1.2 In British Scouting Overseas, adults of any nationality and young people of any nationality other than that of the relevant host country, who are prepared to follow The Scout Association's principles by accepting the Promise, may become members of the Scout movement subject to the eligibility Rules contained within POR.

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- 3.2.1.3 In line with the Equal Opportunities Policy, membership is open equally to all people unless otherwise stipulated.
- 3.2.1.4 The minimum age for youth membership is the 4th birthday. The maximum age for youth membership is the 25th birthday.
- 3.2.1.5 The minimum age for adult volunteers is the 18th birthday.

3.2.2 **Status and rights of members**

3.2.2.1 On becoming a member, that person becomes a member of a Group, District or County (as appropriate). They also become a member of The Scout Association and of WOSM.

3.2.2.2 Members do not have any actual or implied rights to take part in the national management of The Scout Association or WOSM.

3.2.2.3 Members of the Scouts may:

- a) wear the approved uniform (see Chapter 10)
- b) wear the World Membership badge
- c) wear the World Membership lapel badge.
- d) receive benefits provided by any Group, District and County to which the member belongs and of WOSM.

3.2.2.4 Member benefits provided by UK Headquarters include:

- a) Support in emergencies (see POR chapter 7)
- b) Insurance (see POR 8.1)
- c) Accrual of service (adults aged 18 and over) (see POR chapter 11)
- d) The right to use our brand (see POR chapter 14)

These member benefits are not available to helpers nor to persons who are part of a charity or organisation which is not within the federation of charities under the Scouts' Royal Charter. (For the avoidance of doubt, this therefore excludes Girl Guiding, SSAGO and other independent charities.)

3.3 **Joining the Scouts**

3.3.1 **Becoming a member**

3.3.1.1 Young people become members of The Scout Association when they make the Promise appropriate to the first section they join.

A young person's membership is held continuously during the transfer from one section to the next but, after each transfer, young people make the Promise appropriate for their new section.

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3.3.1.2 Adults become members by accepting the Promise when completing the member's declarations on the membership system.

A new adult volunteer will initially have a membership status of 'provisional'. This membership status will become 'full' once they have completed the steps of the volunteer joining journey. Restrictions on the volunteer's activities whilst at 'provisional' status are described in POR Chapter 16.

3.3.2 Who are members?

3.3.2.1 The following are members once they have completed the membership process as detailed in 3.3:

- a) Squirrels
- b) Beavers
- c) Cubs
- d) Scouts
- e) Explorers
- f) Scout Network members
- g) adults listed with member status in the Chapter 16 Teams Table

Adults who do not hold a role listed in the Chapter 16 Teams Table are not members and do not enjoy the member benefits listed in 3.2.2.3 and 3.2.2.4.

3.3.2.2 All sections must be open to members of all genders, except in special situations. Single sex sections may exist within a Group or a District 14-24 provision provided that membership is available for young people of all genders across all sections within that Group or District provision.

Special situations are defined as being where:

- a) there are cultural or religious requirements for single sex working
- b) Scouting is offered in a single sex institution (for example a school, or young offenders institute)
- c) a specialist single sex provision is required to meet a clearly identified educational need (for example Scouting for young mothers)

The decision whether a section meets one of these special conditions must be made by the District Lead Volunteer in consultation with the County Lead Volunteer ^(NI) by the Country Lead Volunteer in consultation with the Regional Lead Volunteer.

3.3.3 Subscriptions

3.3.3.1 The UK Headquarters membership subscription must be paid annually for all members aged under 18.

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3.3.3.2 Any Country, County, District and Group membership subscription, as determined locally, must also be paid for each member .

3.3.4 Recording our members

3.3.4.1 The Group Leadership Team must ensure that their Squirrel, Beaver, Cub and Scout sections hold accurate records of the names and personal details of their youth members .

District 14-24 Teams must ensure that their Explorer and Scout Network sections hold accurate records of the names and personal details of their youth members .

3.3.4.2 All Scout Network and adult volunteer members must be recorded on the Scouts' membership system .

3.3.4.3 The number of members and their demographic data must be returned in a UK Headquarters' annual census of the Group or District or County .

The annual census may also collect other relevant information about the local Scout organisations.

3.4 Authority to appoint members

3.4.1 Appointing youth members - Groups

3.4.1.1 The decision to admit anyone to membership of a Group must be made by the Group Lead Volunteer, in accordance with The Scout Association's policies. In the case of a sponsored Group, this decision must also be subject to the recruitment policy (if any) defined in any sponsorship agreement.

3.4.1.2 For Squirrels, Beavers, Cubs and Scouts, the Group Lead Volunteer may delegate responsibility for admissions of young people to membership to the Section Team of the section concerned. This decision must be made in accordance with The Scout Association's policies.

3.4.1.3 There may be situations where a section does not have the capacity or resources to meet the needs of a young person or make the reasonable adjustments necessary. In such instances, the Group Lead Volunteer must work with the parents to find or create an alternative provision.

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3.4.2 Appointing youth members - Districts

3.4.2.1 The decision to admit anyone to membership of an Explorer Unit must be made by the District 14-24 Team Leader, in accordance with The Scout Association's policies. The District 14-24 Team Leader may delegate responsibility for admissions of young persons to membership to the Section Team of the Explorer Unit concerned. In the case of a partnership agreement with a sponsored Group, membership should also be subject to any recruitment policy defined in the sponsorship agreement.

3.4.2.2 The decision to admit anyone to membership of a District Scout Network must be made by the District 14-24 Team Leader in accordance with The Scout Association's policies.

3.4.2.3 Explorers (including Young Leaders) must leave the Explorer Unit at their 18th birthday. At this point they may:

- a) join the Scout Network
- b) take on an adult role (see the Chapter 16 Teams Table)
- c) join the Scout Network and take on an adult role.
- d) leave the Scouts

3.4.2.4 Scout Network membership ceases when the individual reaches their 25th birthday.

At their 25th birthday, the Scout Network member may only retain their membership by having an adult role in the Scouts .

There is no flexibility on the upper age of the 25th birthday for any youth member .

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3.4.3 Appointing adult members

3.4.3.1 The decision to admit adults to membership must be made by the District Lead Volunteer for Groups and Districts and the County Lead Volunteer for Counties in accordance with The Scout Association's policies and the volunteer joining journey process in Chapter 16.

3.5 Transferring membership

3.5.1.1 If a member leaves a County, District, Group, Unit or Scout Network due to moving to another locality, including moving outside the UK, the relevant Group Lead Volunteer or District 14-24 Team Leader should support the move by using the membership system to find contact details for sections or Groups local to where they are moving.

3.6 Suspend a member

3.6.1 Suspend an adult or a Scout Network member

3.6.1.1 See POR Chapter 16 (16.7.4).

3.6.2 Suspend a Squirrel, Beaver, Cub, Scout or Explorer

3.6.2.1 Formal suspension of a youth member may be appropriate where they have been accused of a serious criminal offence or of behaviour that put adults or young people at serious risk of harm. See also [Guidance on the formal suspension of youth members](#).

3.6.2.2 Suspension is not a disciplinary sanction or an indication of guilt. Suspension ensures that no situation may arise that may cause further concern. It allows a period where further information may be received and, if appropriate, the statutory agencies, such as the police or social services, can carry out their duties.

3.6.2.3 The authority to suspend a young person rests with the District Lead Volunteer, in consultation with the relevant Group Lead Volunteer or District 14-24 Team Leader.

Before suspending a young person, the District Lead Volunteer must consult their County Lead Volunteer (^[NI] the Regional Lead Volunteer). The District Lead Volunteer must also seek advice from the Safeguarding Team at UK Headquarters.

3.6.2.4 Where a statutory authority is involved, advice must be sought from that body through the Safeguarding Team at UK Headquarters.

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3.6.2.5 Where a young person's membership has been suspended, they must not participate in any activity connected with the Scouts and must not wear the uniform or badges.

3.6.2.6 The parent(s) of the youth member must be informed of the suspension in writing and be given a copy of Notes for the parents /carers for the young person.

They must also be offered an independent adult member to act as a supporter.

3.6.3 End a period of suspension of a Squirrel, Beaver, Cub, Scout or Explorer

3.6.3.1 At the end of a period of suspension, the District Lead Volunteer and Group Lead Volunteer or District 14-24 Team Leader must determine if a return to the Scouts is appropriate. Advice should be sought from the relevant regional team or country headquarters as well as the Safeguarding Team at UK Headquarters who must advise whether further information is required from any statutory bodies.

3.6.3.2 Outcomes following a period of suspension include:

- a) reinstatement
- b) reinstatement with conditions
- c) dismissal

3.6.3.3 The dismissal of a young person, whether following a suspension or not, must follow Rule 3.7.

3.7 End someone's membership

3.7.1 End an adult volunteer or Scout Network membership

3.7.1.1 See POR Chapter 16 (16.8.2).

3.7.2 Ending membership of a Squirrel, Beaver, Cub, Scout or Explorer (including a Young Leader)

3.7.2.1 Youth membership ends when:

- a) a Squirrel, Beaver, Cub, Scout or Explorer (including a Young Leader) leaves their Group or Explorer Unit and does not immediately join another section
- b) there is a failure to pay the UK Headquarters, Country, County, District, or Group membership subscriptions
- c) the youth member is dismissed – see POR 3.7.4 and 3.7.5

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3.7.2.2 Notwithstanding any other means provided by these rules, youth membership may be terminated by resolution of the Board of Trustees of The Scout Association.

The Board is under no obligation to state its reasons for making such a resolution.

3.7.3 Ending membership of a Scout Network member

3.7.3.1 A Scout Network member who holds no other adult roles forfeits youth membership if they leave the Scout Network and do not immediately join another Scout Network or take out an adult role. The maximum Scout Network age is stated in 3.4.2.4.

3.7.4 Dismissal of a Squirrel, Beaver, Cub or Scout

3.7.4.1 No Squirrel, Beaver, Cub, or Scout may be dismissed from a Group without the prior approval of the Group Lead Volunteer.

3.7.4.2 In a Sponsored Group, the Sponsoring Authority must be consulted before any such dismissal takes place.

3.7.5 Dismissal of an Explorer (including a Young Leader)

3.7.5.1 No Explorer or Young Leader may be dismissed from an Explorer Unit without the prior approval of the District 14-24 Team Leader.

3.8 Appeal against the dismissal of a young person

3.8.1.1 Any Squirrel, Beaver, Cub, Scout or Explorer (including a Young Leader) who is dismissed has the right of appeal to the District Lead Volunteer with the aid of parents if desired.

3.8.1.2 If requested by the person dismissed, the District Lead Volunteer must decide the outcome following consideration of the appeal by a panel of three adult members appointed by the District Lead Volunteer.

At least one member of this panel should be aged under 25, and at least one should have a Sectional role. Each member of the panel must have a full appointment, including a personal enquiry.

3.8.1.3 Reasonable opportunity must be given for the dismissed person to attend the meeting of such a panel to state a case against dismissal.

If the dismissal is from a Sponsored Group (or from an Explorer Unit partnered with a Sponsored Group), the Sponsoring Authority, who must have been consulted before the dismissal is agreed, has the right to attend and be heard by the panel.

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3.8.1.4 In cases where the District Lead Volunteer has been involved in the original decision to dismiss, the County Lead Volunteer (^[NI] the Regional Lead Volunteer) must decide the outcome following consideration of the appeal by a panel of three adult members appointed by the County Lead Volunteer (^[NI] the Regional Lead Volunteer).

At least one member of this panel should be aged under 25, and at least one should have a Sectional role. Each member of the panel must have a full appointment, including a personal enquiry.

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Chapter 4

Local organisation of sections, Groups, Districts and Counties

Chapter Contents

- 4.1 Principles
- 4.2 Our local structure
- 4.3 Sections
- 4.4 Group Teams and their members
- 4.5 District Teams and their members
- 4.6 County Teams and their members
- 4.7 Learning for Volunteers
- 4.8 Registrations, changes, amalgamations, suspensions and closures

4.1 Principles

This Rule 4.1 outlines the principles that have been used in developing the approach to our organisation and structures, and is included to provide background information on them.

4.1.1 Our fundamentals

4.1.1.1 The Scouts' fundamentals are listed in Chapter 1 of POR.

4.1.2 We operate in teams

4.1.2.1 Our volunteers operate in teams. Each team has a team description which defines the team's purpose that the team must achieve, and a set of tasks that must be undertaken by the team. See the team descriptions.

4.1.2.2 Each team is made up of Team Leaders and Team Members.

4.1.2.3 Members of a team must work together to ensure that the team description is delivered.

4.1.2.4 Task responsibilities sit with the team. The Team Leader is responsible for ensuring that the team achieves their purpose. The team must agree amongst themselves how their tasks will be achieved.

4.1.2.5 Each team member must therefore be clear on their team's purpose and their own contribution to it.

4.1.2.6 Where appropriate, any team except a Section Team may have sub-teams. A sub-team must have a clear purpose, and their creation must be agreed by the Group, District or County Leadership Team as appropriate (see Rules 4.4.2, 4.5.3 and 4.6.2 respectively).

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4.1.3 Programme delivery is at the core

- 4.1.3.1 We deliver skills for life to young people and we do that through delivery of an inspiring programme enjoyed by and accessible to all young people (see Rule 4.3.5).
- 4.1.3.2 Delivery of safe, fun, enjoyable and high-quality programme is therefore at the core of what we do.
- 4.1.3.3 Our programme is coordinated and delivered by each Section Team to ensure delivery of an inspiring programme to young people.
- 4.1.3.4 All other teams must ensure that their focus is supporting Section Teams to deliver the programme. This support may be direct or indirect, and is described in the team's team description.

4.1.4 Charity governance and Trustee Boards

- 4.1.4.1 Each Group, District and County must operate as a charity. This applies whether or not the Group, District or County is registered with a charity regulator (see Rule 5.1.1.2).
- 4.1.4.2 A Trustee Board provides charity governance for a Group, District or County. Charity governance of a Group, a District and a County – and its Trustee Boards - is described in Chapter 5.

4.2 Our local structure

4.2.1 Structure and Teams

- 4.2.1.1 The Scouts in the United Kingdom and certain overseas locations is organised in sections, Groups, Districts, Counties and Country Headquarters. These entities of the Scouts provide:
- a) support
 - b) channels for communication
 - c) opportunities for youth members and adults to make decisions and take responsibility
 - d) functional units through which the design and delivery of the youth programme can be best achieved

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4.2.1.2 The purpose of each of the local organisational elements is shown in this table:

Organisation	Purpose
<u>section</u>	Plans and delivers an enjoyable and safe <u>programme</u> and manages the <u>section</u> . That <u>programme</u> <u>must</u> be fully accessible and inclusive so that <u>volunteers</u> and <u>young people</u> are able to, and want to, join.
<u>Group</u>	Keeps <u>volunteers</u> working well together and feeling motivated across all <u>sections</u> and makes sure that the <u>Group</u> is respected and supported in their local community. Ensures that <u>sections</u> in the <u>Group</u> have the necessary resources to support their delivery of <u>programme</u> .
<u>District</u> 14-24 Team	Keeps <u>volunteers</u> working well and feeling motivated across the <u>District's</u> Explorer (including <u>Young Leader</u>) and Network <u>sections</u> , while making sure that the 14-24 <u>sections</u> are well regarded in their local community. Ensures that Explorer and Network <u>sections</u> have the necessary resources to support their delivery of <u>programme</u> .
<u>District</u>	Leads Scouts across the <u>District</u> , delivers their part of the <u>County</u> plan, helps <u>volunteers</u> develop, improves <u>section programmes</u> , enhances <u>sections' programmes</u> with opportunities that can best be run at <u>District</u> level and supports Scouts to run in the best way possible.
<u>County</u> ^[NI]	Leads Scouts across the <u>County</u> , builds and maintains a <u>County</u> plan, helps <u>volunteers</u> develop (focusing on <u>volunteers</u> in <u>County teams</u> , including District Lead Volunteers), enhances <u>sections' programmes</u> with opportunities that can best be run at <u>County</u> level and supports the running of <u>the Scouts</u> . ^[NI] In Northern Ireland <u>Districts</u> are supported by <u>Regional Lead Volunteers</u> and the Scouts NI Country team

The organisation of Country Headquarters and UK Headquarters is described in Chapter 6.

4.2.1.3 Each Group, District and County is led by Lead Volunteer(s) who have overall authority for their Scout unit and are the Team Leader(s) for the relevant Leadership Team.

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- 4.2.1.4 The roles within each team are listed in the Teams Table (Rule 16.11.1).
- 4.2.1.5 Each team has a Team Leader who is responsible for ensuring that the team achieves its purpose and outcomes. A Team Leader role may be held jointly by more than one volunteer.
- 4.2.1.6 A Group must have at least one section: Squirrel Drey, Beaver Colony, Cub Pack or Scout Troop.
- A Group may have more than one of any section (for example two Beaver Colonies).
- Each section in the Group is managed by a Section Team.
- Some Groups may be Special Groups (see Rule 4.4.8).
- A Group may partner with one or more Explorer Units (see Rule 4.4.3).
- 4.2.1.7 A District comprises several Groups, one or more Explorer Units, (including at least one Young Leaders' Unit), and one Scout Network.
- Explorer Units, the Young Leader Unit and the Scout Network are a part of the District 14-24 provision and are operationally managed by the District 14-24 Team.
- There may be several Explorer Units in the District, some may be partnered with specific Groups (see Rule 4.4.3).
- 4.2.1.8 A County usually comprises several Districts.
- Some Counties have no Districts. In these cases, the County must take on the responsibilities of the District, including the responsibilities of the District Trustee Board and the responsibilities of the District 14-24 Team for Explorer and Scout Network provision.
- 4.2.2 Accreditations**
- 4.2.2.1 An accreditation is an additional responsibility granted to an adult member of the organisation. This is regardless of the team membership that member holds.
- 4.2.2.2 Granting and removing accreditations is described in Rule 16.4.
- 4.2.2.3 Accreditations are recorded against the member's record on the membership system. All available accreditations are described in the Accreditations Table (Rule 16.11.2) and no other accreditations may be awarded.
- 4.2.2.4 Further information about accreditations is available here.

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4.3 Sections

4.3.1 Section Teams

4.3.1.1 Each section has a Section Team, comprising a Section Team Leader and Section Team Members.

There may also be Young Leader(s) working with the section.

The Section Team Leader role may be held jointly by more than one volunteer.

4.3.1.2 Young Leaders may work with the Squirrel, Beaver, Cub and Scout sections. These Young Leaders are also members of the Section Team. They are full Section Team members in all respects but remain the responsibility of the Section Team Leader and must adhere to Rule 4.3.2.

Responsibility for allocating Young Leaders to sections rests with the District 14-24 Team and responsibility for the training of Young Leaders also rests with the District 14-24 Team.

4.3.1.3 The Section Team has responsibility for the **planning** and **delivery** of the programme and the **management** of the section.

4.3.1.4 Additional persons aged over 18, including parents and subject experts from the community, may be used by the Section Team on a regular or occasional basis to help with delivery of the section's programme. These helpers are not members of the Section Team. These helpers must conform to the helper requirements detailed in Rule 16.1.4.

4.3.1.5 It is the responsibility of Section Teams to actively maintain effective links with other local Section Team Leaders and the Scout Network. This can be supported by the District Programme Team.

4.3.1.6 Section Teams cannot have sub-teams.

4.3.1.7 If no adult member of a Section Team with a full appointment can attend a section activity, Rule 4.3.10.1(a) must be followed.

4.3.1.8 For all Scouting activities a risk assessment must be carried out (see Rule 9.1.1.1(h)). This risk assessment cannot override the minimum requirements required by the activity rules in Chapter 9, or the minimum ratios shown in 4.3.10.9.

4.3.1.9 Each section should have a Section Team of more than one gender.

4.3.2 The appointment of Young Leaders

4.3.2.1 Explorers may become Young Leaders in the Squirrel, Beaver, Cub and Scout sections.

4.3.2.2 All Young Leaders are members of a District Young Leaders' Unit, whether or not they are also members of another Explorer Unit. The purpose of the

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Young Leader Unit is to ensure that all Young Leaders receive the training in the Young Leaders' Scheme, and also to ensure that every Young Leader has access to a programme pathway that leads them to the top awards within the Explorer section.

- 4.3.2.3 Young Leaders should undertake appropriate training as described in the Young Leaders' Scheme. Young Leaders must complete Module A within their first three months.
- 4.3.2.4 A young person under the age of 18 years working with a Squirrel, Beaver, Cub or Scout section must only ever have supervised access to young people.
- 4.3.2.5 The following non-members may work with the Squirrel, Beaver, Cub or Scout sections, with the agreement of the Section Team, for a fixed period of time (as required for their level of award):
- a) Members of Girlguiding UK aged 13½ -18 undertaking a Girlguiding UK award with a volunteering requirement
 - b) Young people aged 13½ -18 undertaking the Volunteering Section of the Duke of Edinburgh's Award.
- 4.3.2.6 Non-members aged under 18 must not volunteer with any section until they are 13½ years of age.
- 4.3.2.7 Non-members aged under 18 working with Squirrel, Beaver, Cub or Scout sections must also complete training similar to Young Leaders, this is outlined on scouts.org.uk and in the Young Leaders' Scheme.
- 4.3.2.8 Members of Girlguiding and other young people undertaking the Volunteering Section of the Duke of Edinburgh's Award are not members of the Scouts. They may be offered the opportunity to join in order to have access to the wider Explorer Scout provision.

4.3.3 Uniform

- 4.3.3.1 Members wear the approved uniform with distinguishing badges and scarves as described in Chapter 10.

4.3.4 Integrated sections

- 4.3.4.1 An integrated section may consist of one or more of:
- a) Squirrels
 - b) Beavers
 - c) Cubs
 - d) Scouts
 - e) Explorers

The integrated section works together as one section.

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- 4.3.4.2 An integrated section that includes any Squirrels, Beavers or Cubs should not meet for more than two hours.
- 4.3.4.3 The District Lead Volunteer must give approval before the establishment of an integrated section. The District Programme Team should be consulted as part of this process.
- 4.3.4.4 Members of integrated sections must take part in a balanced programme, make the Promise and wear the uniform appropriate to their sectional age group.
- 4.3.4.5 The operation of integrated sections must follow the integrated section guidelines.

4.3.5 Ensure programme flexibility for individual members

- 4.3.5.1 Young people must be treated as individuals. They must be regarded equally as members of the Scouts, whatever their abilities or disabilities.
- 4.3.5.2 Some young people have additional needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential.
- 4.3.5.3 Sections must make reasonable adjustments to support the full participation of young people with additional needs, disabilities or life-limiting conditions.
- 4.3.5.4 Section Teams and Groups may request guidance from a network of volunteers supporting inclusion within Districts, Counties, Countries and from UK Headquarters.
- 4.3.5.5 Reasonable adjustments should be implemented to respond to the needs of the individual and aim to remove any barriers or support access, by adapting:
- a) physical features such as the meeting place
 - b) the way things are done such as age ranges, the programme, routines
 - c) support provided such as equipment, adapting communication, level of support.
- 4.3.5.6 What is reasonable for the Group is dependent upon the effectiveness of the adjustment, whether it can actually be done, the cost and the resources of the Group at that time. Similar considerations should apply for Explorer and Scout Network members.
- 4.3.5.7 Making reasonable adjustments is an on-going duty and should be regularly reviewed.
- 4.3.5.8 Information and guidance is available to support young people with additional needs and neurodiversity and about additional needs
- There is also information to obtain funding to support additional needs.

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Information about reasonable adjustments to uniform is included in Rule 10.6.

4.3.6 Joint Scout sections and Girlguiding units

4.3.6.1 A Joint Unit may consist of Rainbow Guides and Squirrels and Beavers; or Brownie Guides and Cubs; or Guides and Scouts who work together in one Unit. As a Joint Unit, operational management may be shared.

Formal Joint Units are not permitted between Explorer Units or Scout Networks and sections of Girlguiding, though joint activities are encouraged.

4.3.6.2 A joint Unit is open to members of either Association. The age group for a Joint Unit should be in accordance with the Scouts' POR and Girlguiding UK rules, although relevant Lead Volunteers and Girlguiding equivalents may authorise some flexibility to assist in local circumstances.

4.3.6.3 Members wear the relevant Scout Association or Girlguiding uniform as appropriate. Scout Association uniform is described in Chapter 10.

4.3.6.4 All other requirements and rules of each Association apply.

4.3.6.5 See Rule 13.3.6 regarding joint occupation of premises by Scout and Guide units.

4.3.7 Programme

4.3.7.1 All youth members should be offered a safe, high quality, balanced programme, run in accordance with The Scout Association's programme (see also Rule 4.1.3).

4.3.7.2 Other than Scout Network, the operation of each section must be overseen by a Section Team.

A Section Team comprises all Section Team Leaders, Section Team Members, and Young Leaders working with the section.

Section Teams are responsible for planning and delivering the detailed programme of their section. To assist with that programme delivery, the Section Team may call upon the assistance of helpers.

4.3.7.3 Section Teams must take account of:

- a) the youth programme
- b) badges and awards
- c) the section's method
- d) the additional needs of the section's individual members.
See also Rule 4.3.5, and the further information that is available about additional needs.

4.3.7.4 Section Teams must pay attention to the requirements of safety and to the rules in Chapter 9 governing activities.

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4.3.7.5 Progressive responsibility for involvement of young people in planning and decision-making is an important element of the programme.

Section Teams must ensure the effective operation of the Drey, Colony, Pack, Troop and Unit Forums.

4.3.7.6 A District 14-24 Team Leader is responsible for programme and projects undertaken by the District Scout Network.

Members of the District Scout Network should play a leading role in organising projects to facilitate participation in the programme and, where possible, take responsibility for supporting projects.

4.3.8 Age ranges

4.3.8.1 The age ranges for each section are:

<u>Section</u>	<u>Core age range</u>	<u>Minimum age</u>	<u>Maximum age</u>
Squirrels	4 th to 6 th birthday	4 th birthday	6½ years
Beavers	6 th to 8 th birthday	5¾ years	8½ years
Cubs	8 th birthday to 10½ years	7½ years	11 th birthday
Scouts	10½ years to 14 th birthday	10 th birthday	14½ years
Explorers	14 th to 18 th birthday	13½ years	18 th birthday
Network	18 th to 25 th birthday	18 th birthday	25 th birthday

4.3.8.2 A young person who has reached their 18th birthday must not remain in a youth section other than the Scout Network.

A young person who turns 18 during a residential activity of no more than one month's duration must be treated as under 18 and be subject to all rules applicable to young persons who have not yet reached their 18th birthday, for the duration of that activity only.

Variations to the age ranges shown in Rule 4.3.8.1 are possible as part of reasonable adjustments (see Rule 4.3.5.5(b)) but the age boundaries of 4th, 18th and 25th Birthdays must not be adjusted

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4.3.9 Section sizes

4.3.9.1 The recommended section sizes are:

- a) Squirrel Dreys, Beaver Colonies: 24 young people.
- b) Cub Packs: 36 young people.
- c) Scout Troops, Explorer Units, Scout Network: no recommended size

4.3.9.2 The recommended operating size for a Drey, Colony or Pack may be exceeded with the agreement of the Group Lead Volunteer.

When deciding on the section size, the Section Team must take into account the leadership available, the needs of the young people, the capacity of the meeting venue and whether it might be more effective to run two or more sections rather than one large section.

4.3.10 Ratios of adults and young persons

4.3.10.1 Leader in charge.

For every activity there must be an adult who is designated as the leader in charge.

For different scenarios:

- a) For each section activity, the leader in charge should be an adult who is a member of the relevant Section Team, and who holds a full appointment, However, if the leader in charge of a section activity is not from the relevant Section Team, the nomination must be agreed in writing by the Group Lead Volunteer or District 14-24 Team Leader as appropriate.
- b) For Group activities involving more than one of the Group's sections, the leader in charge must hold a full appointment and be appointed, in writing, by the Group Lead Volunteer.
- c) For District, County and national activities, the leader in charge must hold a full appointment and be appointed, in writing, by the relevant Lead Volunteer or national equivalent.

4.3.10.2 Number of adults

For all activities, the Leader in Charge must assess the risk and ensure that sufficient adults aged 18 or over will be present to ensure a safe environment for the operation of the activity. This will often require more adults than the minimum numbers required in 4.3.10.7.

Although Young Leaders are members of their Section Team, they must not be included in adult numbers for ratios.

4.3.10.3 All adults and helpers at a Nights Away activity must hold a satisfactory Personal Enquiry.

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4.3.10.4 Only in the event of an emergency may an adult or helper be alone overnight with young people on a nights away activity.

4.3.10.5 The first aid qualification requirements of Rule 9.1.1.1(k) must be met in all circumstances.

4.3.10.6 The ratios rules in Rule 4.3.10.9 specify the need for adults from the Section Team with a full adult role to be present at each activity.

If none of the Section Team who currently hold a full adult role can attend an activity, or for activities organised by others (for example Districts or Counties), it is important that the safety, safeguarding and pastoral care needs of young people and members are met at all times.

If none of the Section Team currently hold a full adult role it is acceptable for an experienced member or Team Leader from another Section Team, or from the Group Leadership Team or from the District 14-24 Team, to support in the interim. This member must have a full adult role, should have experience of working with the section, and must attend each activity to ensure that the safety, safeguarding and pastoral care needs of young people and members are met during the activity.

These arrangements must be agreed on a case-by-case basis and confirmed in writing prior to the activity commencing by:

- the Group Lead Volunteer (for Squirrels, Beavers, Cubs, Scouts)
- the District 14-24 Team Leader (for Explorers)
- the District Lead Volunteer in the case of a Group Lead Volunteer or District 14-24 Team Leader providing the support.

4.3.10.7 If it is a frequent occurrence that no adults with a full adult role from a particular section can attend regular section activities, then it is essential that the Group Lead Volunteer (or District 14-24 Team Leader for Explorers) conducts a review of the situation. Appropriate actions must then be taken to mitigate the risk of these exceptions recurring.

4.3.10.8 In addition to meeting the requirements of Rule 4.3.10.2, the Section Team must ensure that the following adult to young person ratios and minimum numbers are met to ensure a safe and effective activity:

a) for Section activities held in, or outdoors in the immediate vicinity of, the usual meeting place (but also see (c) below)

Squirrels:

Ratio: there must be at least one adult or helper to six Squirrels plus the leader in charge.

Minimum adults/helpers: three, including the leader in charge

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Beavers, Cubs, Scouts, Explorers:

Ratio: no recommended minimum ratio.

Minimum adults/helpers: two, including the leader in charge

b) for Section activities held away from the usual meeting place (but also see (c) below).

Squirrels:

Ratio: there must be at least one adult or helper to four Squirrels plus the leader in charge.

Minimum adults/helpers : three, including the leader in charge

Beavers:

Ratio: there must be at least one adult or helper to six Beavers plus the leader in charge.

Minimum adults/helpers: two, including the leader in charge

Cubs:

Ratio: there must be at least one adult or helper to eight Cubs plus the leader in charge.

Minimum adults/helpers: two, including the leader in charge

Scouts:

Ratio: there must be at least one adult or helper to 12 Scouts.

Minimum adults/helpers: two, including the leader in charge

Explorers:

Ratio: no recommended minimum ratio.

Minimum adults/helpers: two, including the leader in charge

c) for Nights away activities (at any venue) which are led by a Nights Away permit holder

Squirrels:

Ratio: there must be at least one adult or helper to four Squirrels plus the leader in charge.

Minimum adults/helpers : three, including the leader in charge

Beavers:

Ratio: there must be at least one adult or helper to six Beavers plus the leader in charge.

Minimum adults/helpers: two, including the leader in charge

Cubs:

Ratio: there must be at least one adult or helper to eight Cubs plus the

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leader in charge.

Minimum adults/helpers: two, including the leader in charge

Scouts:

Ratio: there must be at least one adult or helper to 12 Scouts.

Minimum adults/helpers: two, including the leader in charge

Explorers:

In addition to the leader in charge there must always be at least one other adult or helper present for every activity.

d) **for Nights away activities (at any venue) which are led by a Nights Away Event Passport holder**

Not permitted for activities involving Squirrels, Beavers, Cubs.

For activities involving Scouts and Explorers. See Rule 9.2.5.

4.3.10.9 For activities organised by Group, District or County, the leader in charge must ensure that ratios and minimum adult numbers from Rule 4.3.10.8 are appropriately met in addition to meeting the requirements of Rule 4.3.10.1,

4.3.11 Minimum standards

4.3.11.1 The minimum standard for a Squirrel, Beaver, Cub, Scout or Explorer section is:

- a) operation overseen by a Section Team
- b) for Squirrel Dreys, the Section Team has a minimum of three adults. For other sections a minimum of two adults.
- c) the delivery of a safe, high quality balanced programme
- d) opportunities for the members to take part in the decision-making process. Any forum or committee should have young persons and adults working together
- e) the opportunity for every young person to attend at least one nights away activity every year.

4.3.11.2 The minimum standard for a Network section is:

- a) Leadership – every District with a Scout Network must have a District 14-24 Team Leader appointed in line with Chapter 16
- b) Nights Away – every Scout Network member must have the opportunity of attending a camp every year

4.3.11.3 The District Programme Team is required to support sections to reach the minimum standards.

4.3.11.4 If a section fails to reach the minimum standard for two consecutive years, the District Lead Volunteer should consider closing it.

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A section which fails to reach the minimum standard for three consecutive years must be closed by the District Lead Volunteer, after consultation with the Group Trustee Board (Squirrels, Beavers, Cubs, Scouts) or the District Trustee Board (Explorers, Scout Network).

4.3.12 Sectional Top Awards

4.3.12.1 There are Top Awards for each section, with criteria specified by UK Headquarters.

The Sectional requirements for awards and badges are linked here:

Squirrels

Beaver

Cubs

Scouts

Explorers

4.3.13 The King's Scout Award

4.3.13.1 The King's Scout Award is the highest Top Award available. It is available for Explorers once they have reached their 16th birthday and for Scout Network members.

4.3.13.2 Except in Scotland, on completion of the Award, UK Headquarters must be notified, and the badge and certificate sent to the relevant King's Scout Award Parcel Recipient to arrange presentation or, if none appointed, to the relevant Lead Volunteer.

In Scotland, the completed application should be sent to Scouts Scotland who will notify UK Headquarters and send the badge and certificate to the relevant King's Scout Award Parcel Recipient or District Lead Volunteer.

4.3.13.3 Award details

4.3.14 The Explorer Belt

4.3.14.1 The Explorer Belt is designed to enable Explorers, Scout Network members and members of the Ranger Guides aged 16 or over, working as a team, to plan, train for and undertake their own expedition abroad. If aged 16 or 17 years old, they may only participate in an organised expedition supported by an in-country leadership team, rather than being self-led.

4.3.14.2 The young person must register with UK Headquarters to begin working on the award and must then be assigned a mentor locally.

On completion of the award, UK Headquarters must be notified and the badge and certificate will be sent to the relevant Lead Volunteer.

4.3.14.3 Award details

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4.3.15 The Scouts of the World Award

- 4.3.15.1 The Scouts of the World Award aims to encourage Scout Network members with their personal development and development of life skills as well as to support projects within society, locally, nationally and globally.
- 4.3.15.2 On satisfactory completion of the award, UK Headquarters must be notified, and the badge and certificate will be sent to the relevant District 14-24 Team Leader.
- 4.3.15.3 The award is delivered by members who have been trained by UK Headquarters as trainers for the award, according to the requirements set out by WOSM. UK Headquarters provides support to those members wishing to become mentors who support Scout Network members through their award journey.
- 4.3.15.4 Award details

4.3.16 The Duke of Edinburgh's Award

- 4.3.16.1 For England and Wales, The Scout Association is a Licenced Organisation for the Duke of Edinburgh's (DofE) Award.

The Country Headquarters of Northern Ireland and Scotland are each separate Licenced Organisations. England and Wales are managed by UK Headquarters.

British Scouting Overseas and Gibraltar use the Duke Of Edinburgh's International Award.

- 4.3.16.2 In England and Wales, each County should identify a member of the County Programme Team to act as the link to UK Headquarters in respect of The DofE Award.

In Scotland, each Region should identify a member of the Region Programme Team to co-ordinate support for the DofE Award.

This person(s) must:

- participate in a DofE Verifier Training before being given verifier permissions
- participate in a County DofE Adviser Induction within 3 months of appointment (in Scotland this induction is delivered by Scouts Scotland)

Except in Northern Ireland and Scotland, where such a person is not in post, the Programme Team at UK Headquarters can adopt responsibility for the County as an interim measure.

The County Programme Team must coordinate the support for the DofE Award within the County.

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- 4.3.16.3 Except in Scotland, the District Programme Team may appoint one or more of its members to coordinate the local support for the Award.
Such a person must participate in appropriate training for the role within one year of appointment. This training should include attendance at the **Foundation** and the **Delivering the DofE** courses.
- 4.3.16.4 The assessors for the various sections of the Bronze, Silver and Gold Awards must be in line with the guidelines on the DofE website.
- 4.3.16.5 Except in Scotland, all DofE expedition assessors must hold the DofE's Expedition Assessor accreditation and must have The Scout Association listed as a Licenced Organisation on their DofE training record.
In Scotland, all Expedition Assessors must be members of the Region Programme Team (or, normally, one of its sub-teams) and have The Scout Association or Scouts Scotland listed as a Licenced Organisation on their DofE training record.
- 4.3.16.6 Verifying and issuing the awards:
- Bronze and Silver Awards may be verified by a person showing as an appointed verifier on their DofE record.
 - Gold Awards in England, Wales, the Channel Islands, the Isle of Man, Gibraltar and British Scouting Overseas are verified by UK Headquarters.
 - Gold Awards in Northern Ireland are verified by Northern Ireland Scout Headquarters.
 - Gold Awards in Scotland are verified by Scottish Scout Headquarters.
- 4.3.16.7 Each award has a cloth badge for wearing with uniform, a lapel badge and a certificate.
- 4.3.16.8 Bronze and Silver Awards are to be presented locally by the District or County Lead Volunteer ^(NI) Country Chief Volunteer) or their nominee.
- 4.3.16.9 Except in Scotland, Gold Award Badges are presented locally by the County Lead Volunteer ^(NI) Country Chief Volunteer) or their nominee.
In Scotland, Gold Award Badges are presented locally by the District Lead Volunteer or their nominee.
- 4.3.16.10 Gold Award Certificates and lapel badges are posted directly to participants by the DofE and recipients are invited to a reception arranged in one of the Royal Palaces.
- 4.3.16.11 Award details
- 4.3.17 Scout Networks**
- 4.3.17.1 Scout Network(s) are part of a District's Scouting provision.

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- 4.3.17.2 All members aged 18-24 in a District may join their District's Scout Network in addition to any adult role that they may hold.
Members of the Scout Network do not need to hold any adult role.
- 4.3.17.3 All Scout Networks must be open for membership to all except in special situations. Special situations include those where there are specific cultural or religious requirements for a single sex Scout Network (see Rule 3.3.2.2).
- 4.3.17.4 The Scout Network should provide opportunities for the members to take part in the decision-making process. Any forum or committee should have Scout Network Members and the District 14-24 Team Member(s) working together.
- 4.3.17.5 Within the District 14-24 Team, the Scout Network should have a link agreement in place with the Explorer Unit(s) within the District.

4.4 Group Teams and their members

4.4.1 Group teams

- 4.4.1.1 A Group consists of Squirrel, Beaver, Cub, and Scout Section Teams (see Rule 4.3.1), a Group Leadership Team and a Group Trustee Board (see Rule 5.3.4)

4.4.2 Group Leadership Team

- 4.4.2.1 The Group Leadership Team helps volunteers across all sections work well together and feel motivated. They make sure the Group is respected and supported in their local community.
- 4.4.2.2 Group Leadership Team membership:
- a) Team members are:
 - the Group Lead Volunteer(s)
 - all Section Team Leaders of the Group
 - the sub-team Leaders of any appointed sub-teams of the Group Leadership Team
 - other Group Leadership Team Members appointed by the Group's Lead Volunteer(s)
 - b) the Group Lead Volunteer is the Team Leader of the Group Leadership Team. In the case of a joint appointment (two or more volunteers) as Group Lead Volunteer, they must agree between them how best to exercise team leadership of the Group Leadership Team.
- 4.4.2.3 The Group Leadership Team must complete the tasks described in the team description. The tasks are grouped under these headings:
- a) Support the Group's sections

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- b) Develop our volunteers
- c) Engage with the community
- d) Open new provision
- e) Manage incidents
- f) Support effective processes

Read the complete Group Leadership Team description on scouts.org.uk.

4.4.2.4 The Group Leadership Team may agree to appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must be approved by the Group Leadership Team before it is created. Team Leaders of a sub-team are Group Leadership Team Members.

4.4.3 Partnerships between Groups and Explorer Scout Units

4.4.3.1 Explorers are a District provision and are part of the District structure, but an Explorer Unit may be partnered with a specific Group.

Where no District 14-24 Team Leader is appointed, the District Lead Volunteer must undertake the role in the context of Rule 4.5.4.

4.4.3.2 Where an Explorer Unit is partnered with a Group, there must be a Partnership Agreement in place.

The purpose of the Partnership Agreement is to help an Explorer Unit and Group to understand the operational relationship between them.

Whilst many links may be informal, it is important to have a formal Partnership Agreement to ensure that links are maintained and obvious to both parties.

There is advice about financial matters for partnerships between Groups and Units at Explorer Scout Finance.

4.4.3.3 The District 14-24 Team Leader must ensure that:

- a) the Partnership Agreement sets out clearly the links between the Explorer Unit and the Group and arrangements on liaison, the use of equipment, facilities, finances and resources
- b) the Partnership Agreement is reviewed regularly to ensure its continuing appropriateness in changing circumstances
- c) the Partnership Agreement is uploaded to the appropriate Group and District 14-24 organisation records on the membership system

4.4.3.4 Partnership Agreements are not intended to be legally binding documents. Each Partnership Agreement must include the following sentence: 'This document is not intended to create legal relations'.

4.4.3.5 The Partnership Agreement must be signed by the District 14-24 Team Leader, the Explorer Section Team Leader and the Group Lead Volunteer.

4.4.3.6 See further information on Partnership Agreements.

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4.4.4 Types of Group

4.4.4.1 A Group may be registered as an Open Group (see Rule 4.4.5), a Sponsored Group (see Rule 4.4.6), or a Joint Scout and Guide Group (see Rule 4.4.7).

A Group must not formally affiliate with external bodies unless it is registered as a Sponsored Group (Rule 4.4.6) or a Joint Scout and Guide Group (Rule 4.4.7).

This does not apply to partnerships between Groups and Explorer Units (see Rule 4.4.3).

4.4.5 Open Groups

4.4.5.1 Most Groups have no formal relationship with any other organisation and have a policy of unrestricted recruitment. Such Groups are called Open Groups.

4.4.6 Sponsored Groups

4.4.6.1 There is guidance on sponsoring agreements, responsibilities of sponsoring authorities and agreements with regard to property and equipment at Community Sponsorship.

4.4.6.2 A Sponsored Group may be sponsored by an organisation approved by UK Headquarters. The Group must have a policy of recruitment – whether unrestricted or restricted - defined in a formal agreement between the Group Trustee Board and the Sponsoring Authority.

Examples of approved organisations include religious bodies, schools, industrial or commercial firms, residents' and community associations and formations of His Majesty's Forces.

4.4.6.3 If a Sponsored Group is sponsored by a university, college or school, membership of the Group must be voluntary for the students or pupils of the Sponsoring organisation.

4.4.6.4 No restriction on recruitment may be made which contravenes the provisions of any law.

4.4.6.5 The organisation which sponsors the Group must appoint a person or committee to act as the Sponsoring Authority. The District Lead Volunteer must be informed of this appointment.

4.4.6.6 In the event of a disagreement between the Sponsoring Authority and the Group Lead Volunteer, the matter must be referred to the District Lead Volunteer. (See Chapter 16 for further information)

4.4.7 Joint Scout and Guide Groups

4.4.7.1 Joint Scout and Guide Groups (or Joint Guide and Scout Groups) are recognised and supported by The Scout Association and Girlguiding.

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- 4.4.7.2 The Scouts and Girlguiding are each federations of separate charities, with separate Royal Charters. This means that although joint Scout and Guide Groups work together operationally, care must be taken to ensure that rules relevant to each charity are applied, and that governance must be handled separately.
- 4.4.7.3 Joint Scout and Guide Groups must be registered with each Association and be fully integrated into the normal District, Division and County structures of each Association.
- 4.4.7.4 Registration of a Joint Scout and Guide Group requires the approval of the relevant Scout County (^[NI] Regional!) Lead Volunteer and Guide County Commissioner.
- 4.4.7.5 The detailed operating arrangements for a Joint Scout and Guide Group are a matter for local agreement. These operating arrangements must be documented, regularly reviewed and agreed separately by the respective Trustee Boards (or Girlguiding equivalent) referred to in Rule 4.4.7.
- 4.4.7.6 Each section (or Girlguiding equivalent) within the Joint Scout and Guide Group must follow the relevant Association's member programme for the section.
- 4.4.7.7 As a Scout Group, a Joint Scout and Guide Group cannot have an Explorer Scout Unit. They are very strongly encouraged to enter a Partnership Agreement with the Scout District in order to make provision for young people being able to continue in Scouting once they reach their 14th birthday.
- 4.4.7.8 See Rule 13.3.6 for matters regarding joint use of property.

4.4.8 Special Groups

(Scouting for people in hospital or with severe disabilities)

- 4.4.8.1 A special provision may be developed to enable young people with a shared protected characteristic to access the Scouts such as in a hospice or hospital. Special provisions may be used where it is not possible or appropriate for a young person to access mainstream Scouting.
- 4.4.8.2 Operations which do not follow the standard age range of sections must be approved by the District Lead Volunteer in consultation with those providing special Scouting provision such as a hospice. Age range flexibility should meet the required standards outlined in Rule 4.3.8.2.
- 4.4.8.3 Youth membership is acquired through making the Promise at an investiture ceremony. The Promise needs to be meaningful for each member and flexibility in expressing the Promise may be required to meet the needs of the individual.
- 4.4.8.4 Members may wear the uniform of the appropriate section to which they belong.

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- 4.4.8.5 The Gateway Award operated by Mencap, as an alternative to the DofE Award, may be achieved following the successful completion of the Gateway Award programme. The cloth badge is worn on the upper left arm.
- 4.4.8.6 Further guidance on the formation and operation of Special Groups is available from UK Headquarters.

4.5 District Teams and their members

4.5.1 District teams

- 4.5.2 A District consists of a Leadership Team, a 14-24 Team, a Programme Team, a Volunteering Development Team, a Support Team and a Trustee Board (see Rule 5.3.4)

4.5.3 District Leadership Team

- 4.5.3.1 The District Leadership Team leads and inspires volunteers to give young people great experiences and skills for life. They make sure their District teams are organised, have enough volunteers, and can deliver a great programme.

- 4.5.3.2 District Leadership Team membership:

a) team members are:

- the District Lead Volunteer(s)
- the District Youth Lead(s)
- the Lead Volunteers of each of the Groups of the District
- the Team Leaders of each of the District's 14-24 team, Programme team, Volunteering Development team and Support team
- other District Leadership Team Members appointed by the Lead Volunteer(s) of the District
- the Sub-team Leaders of any appointed sub-teams of the District Leadership Team (but note Rule 4.5.3.4)

b) the District Lead Volunteer is the Team Leader of the District Leadership Team. In the case of a joint appointment (two or more volunteers) as District Lead Volunteer, they must agree between them how best to exercise team leadership of the District Leadership Team.

- 4.5.3.3 The District Leadership Team must complete the tasks described in the team description:

a) Making sure each of the teams across the District are working effectively, make young people and volunteers feel welcome and included, are inclusive and reflect the demographics of their local area, and have the resources, skills and enthusiasm to deliver the Scouts' strategy.

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- b) making sure that volunteers across the District's teams fulfil their safety and safeguarding responsibilities, helpers are briefed on safety and safeguarding, and make sure volunteers embrace Our Volunteering Culture.
- c) helping with recruitment to make sure there are Group Lead Volunteers, Chairs and Team Leaders in the District and its Groups,
- d) providing leadership and inspiration to volunteers (and, if relevant, staff members) and ensure the District's teams are fully developed, organised and focussed on supporting programme delivery.
- e) supporting the District Youth Lead(s) to work with District and Group teams so they can be shaped by young people.

Read the complete District Leadership Team description on scouts.org.uk.

4.5.3.4 The District Leadership Team must agree the appointment of any sub-teams to each of the teams in the District (14-24, Programme, Volunteering Development and Support). Any sub-team must be responsible for specific tasks.

The District Leadership Team should not normally need to appoint its own sub-teams.

4.5.4 District 14-24 Team

4.5.4.1 The District 14–24 Team helps all volunteers in Explorer, Young Leader, and Scout Network sections. They help these Section Teams plan and deliver great programmes for young people.

4.5.4.2 The District 14-24 Team members are:

- a) the District 14-24 Team Leader(s)
- b) each of the Explorer Section Team Leaders of the District, including the Young Leader Unit Team Leader
- c) sub-team Leaders of any appointed sub-teams
- d) other District 14-24 Team Members appointed by the District 14-24 Team Leader

4.5.4.3 The District 14-24 Team must complete the tasks described in the team description. The tasks are grouped under these headings:

- a) Support Explorer, Young Leader, and Scout Network Section Teams
- b) Develop our volunteers
- c) Support the development of young people in sections
- d) Manage incidents
- e) Support effective processes
- f) maintaining an effective and motivated group of volunteers within the Explorer (including Young Leader) Units

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Read the complete [District 14-24 Team description](#) on [scouts.org.uk](#).

- 4.5.4.4 The District 14-24 Team may appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must be approved by the District Leadership Team before it is created. Team Leaders of a sub-team are District 14-24 Team Members.
- 4.5.4.5 A District Leadership Team may decide with a neighbouring District Leadership Team to share a 14-24 Team. This must be recorded on the membership system as two District 14-24 Teams – one in each District. Each member of the shared team must have two roles, one in each District. Each District Leadership Team remains jointly responsible for a shared District 14-24 Team.

4.5.5 District Programme Team

- 4.5.5.1 The District Programme Team helps every section in the District run a safe, enjoyable and quality programme. To help do this, they bring Section Team volunteers together with activity experts.
- 4.5.5.2 District Programme Team members are:
- a) the District Programme Team Leader(s)
 - b) Sub-Team Leaders of any appointed sub-teams
 - c) Other District Programme Team Members appointed by the District Programme Team Leader
- 4.5.5.3 The District Programme Team must complete the tasks described in the team description. The tasks are grouped under these headings:
- a) Help Section Teams run quality programmes
 - b) Keep an eye out for any learning which may help Section Teams to deliver a fantastic programme for all.
 - c) Organise programme networking opportunities
 - d) Help Section Teams access expert advice and support:
 - e) Approve activities and permits (when shared by the Lead Volunteer)

Read the complete [District Programme Team description](#) on [scouts.org.uk](#).

- 4.5.5.4 A District Programme Team may appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must be approved by the District Leadership Team before it is created. Team Leaders of a sub-team are District Programme Team Members.
- 4.5.5.5 A District Leadership Team may decide with a neighbouring District Leadership Team to share a Programme Team. This must be recorded on the membership system as two District Programme Teams – one in each District. Each member of the shared team must have two roles, one in each

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District. Each District Leadership Team remains jointly responsible for a shared District Programme Team.

4.5.6 District Volunteering Development Team

4.5.6.1 The District Volunteering Development Team makes sure all volunteers in their District have a positive and enjoyable volunteering experience. They make it easy for people to join and learn new skills.

4.5.6.2 District Volunteering Development Team members are:

- a) the District Volunteering Development Team Leader(s)
- b) Sub-Team Leaders of any appointed sub-teams
- c) other District Volunteering Development Team Members appointed by the District Volunteering Development Team Leader

4.5.6.3 The District Volunteering Development Team must complete the tasks described in the team description. The tasks are grouped under these headings:

- a) Support all District teams to be aware of, and embrace, Our Volunteering Culture
- b) Attract and welcome new volunteers to District and Group teams
- c) Make sure volunteers are well supported
- d) Help volunteers with learning
- e) Recognise volunteer's achievements

Read the complete District Volunteering Development Team description on scouts.org.uk.

4.5.6.4 A District Volunteering Development Team may appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must be approved by the relevant District Leadership Team before it is created. Team Leaders of a sub-team are Volunteering Development Team members.

4.5.6.5 A District Leadership Team may decide with a neighbouring District Leadership Team to share a District Volunteering Development Team. This must be recorded on the membership system as two District Volunteering Development Teams – one in each District. Each member of the shared team must have two roles, one in each District. Each District Leadership Team remains jointly responsible for a shared District Volunteering Development Team.

4.5.7 District Support Team

4.5.7.1 The District Support Team gives tools and resources to help Scouts run smoothly.

4.5.7.2 District Support Team members are:

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- a) the District Support Team Leader(s)
- b) Sub-Team Leaders of any appointed sub-teams
- c) other District Support Team Members appointed by the District Support Team Leader

4.5.7.3 The District Support Team must complete the tasks described in the team description. The tasks are grouped under these headings:

- a) Support Scouts locally by engaging with the community
- b) Open new provision
- c) Support effective processes
- d) Look after property and equipment

Read the complete District Support Team description on scouts.org.uk.

4.5.7.4 A District Support Team may appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must have the prior approval of the relevant District Leadership Team. Team Leaders of a sub-team are District Support Team members.

4.5.7.5 A District Leadership Team may decide with a neighbouring District Leadership Team to share a District Support Team. This must be recorded on the membership system as two District Support Teams – one in each District. Each member of the shared team must have two roles, one in each District. Each District Leadership Team remains jointly responsible for a shared District Support Team.

4.6 County Teams and their members

4.6.1 County teams

4.6.1.1 A County consists of a Leadership Team, a Programme Team, a Volunteering Development Team, a Support Team and a Trustee Board (see Rule 5.3.4)
(^[NI] For County read Country in 4.6.)

4.6.2 County Leadership Team

4.6.2.1 The County Leadership Team leads and inspires volunteers to give young people great experiences and skills for life. They make sure their County teams are organised, have enough volunteers, and can deliver a great programme.

4.6.2.2 County Leadership Team membership:

- a) Team members are:
 - the County Lead Volunteer(s)
 - the County Youth Lead(s)
 - the Lead Volunteers of each of the Districts of the County

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- the Team Leaders of each of the County's Programme Team, Volunteering Development Team and Support Team
- the Sub-team Leaders of any appointed sub-teams of the County Leadership Team
- Other Leadership Team Members appointed by the Lead Volunteer of the County

b) the County Lead Volunteer is the Team Leader of the County Leadership Team. In the case of a joint appointment (two or more volunteers) as County Lead Volunteer, they should agree between them how best to exercise team leadership of the County Leadership Team.

4.6.2.3 The County Leadership Team must complete the tasks described in the team description.

^[NI] In Northern Ireland Districts are supported by Regional Lead Volunteers and the Scouts NI Country team, who will undertake tasks a, b, d, e below.

- a) Making sure that the teams across the County are working effectively, make young people and volunteers feel welcome and included, are inclusive and reflect the demographics of their local area, and have the resources, skills and enthusiasm to deliver the Scouts' strategy.
- b) Making sure that volunteers across the County's teams fulfil their safety and safeguarding responsibilities, helpers are briefed on safety and safeguarding, and make sure volunteers embrace Our Volunteering Culture.
- c) Helping with recruitment for County Chairs, County Team Leaders, County Youth Lead and District Lead Volunteer roles, and supporting the County Youth Lead to work with County teams, so their work can be shaped by young people.
- d) providing leadership and inspiration to volunteers (and, if relevant, staff members) and ensure the County's teams are fully developed, organised and focussed on supporting programme delivery.
- e) generating, agreeing and maintaining a vision for the development of Scouting across the whole of the County

Read the complete County Leadership Team description on scouts.org.uk.

4.6.2.4 The County Leadership Team must agree the appointment of any sub-teams to each of the teams in the County (Programme, Volunteering Development, and Support) of one or more sub-teams responsible for specific tasks. The County Leadership Team should not normally need to appoint its own sub-teams.

4.6.3 County Programme Team

4.6.3.1 The County Programme Team oversees and supports the delivery of quality programmes for young people. This includes promoting and supporting Top

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Awards, and supporting Section programmes when activities are best done at County scale.

4.6.3.2 County Programme Team members are:

- a) the County Programme Team Leader(s)
- b) Sub-Team Leaders of any appointed sub-teams
- c) other County Programme Team Members appointed by the County Programme Team Leader

4.6.3.3 The County Programme Team must complete the tasks described in the team description. The tasks are grouped under these headings:

- a) Help Sections within the County to improve their programmes
- b) Make sure Sections are set up to deliver quality programmes
- c) Approve County activities and permits (when shared by the Lead Volunteer)
- d) Set up activities in the County

Read the complete County Programme Team description on scouts.org.uk.

4.6.3.4 A County Programme Team may appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must be approved by the relevant County Leadership Team before it is created. Team Leaders of a sub-team are County Programme Team members.

4.6.3.5 A County Leadership Team may decide with a neighbouring County Leadership Team to share a Programme Team. This must be recorded on the membership system as two County Programme Teams – one in each County. Each member of the shared team must have two roles, one in each County. Each County Leadership Team remains jointly responsible for a shared County Programme Team.

4.6.4 County Volunteering Development Team

4.6.4.1 The County Volunteering Development Team makes sure all volunteers in their County have a positive and enjoyable volunteering experience. They make it easy for people to join and learn new skills.

4.6.4.2 Members of the County Volunteering Development Team are:

- a) the County Volunteering Development Team Leader(s)
- b) Sub-Team Leaders of any appointed sub-teams
- c) other County Volunteering Development Team Members appointed by the County Volunteering Development Team Leader(s)

4.6.4.3 The County Volunteering Development Team must complete the tasks described in the team description. The tasks are grouped under these headings:

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- a) Support all County teams to be aware of, and embrace Our Volunteering Culture
- b) Attract and welcome new volunteers to County teams.
- c) Make sure volunteers on County teams are well-supported
- d) Help volunteers on County teams with learning
- e) Recognise volunteers' achievements

Read the complete County Volunteering Development Team description on scouts.org.uk.

4.6.4.4 A County Volunteering Development Team may appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must have the prior approval of the relevant County Leadership Team. Team Leaders of a sub-team are Volunteering Development Team members.

4.6.4.5 A County Leadership Team may decide with a neighbouring County Leadership Team to share a County Volunteering Development Team. This must be recorded on the membership system as two County Volunteering Development teams – one in each County. Each member of the shared team must have two roles, one in each County. Each County Leadership Team remains jointly responsible for a shared County Volunteering Development Team.

4.6.5 County Support Team

4.6.5.1 The County Support Team gives tools and resources to help Scouts run smoothly in their County.

4.6.5.2 County Support Team members are:

- a) the County Support Team Leader(s)
- b) Sub-Team Leaders of any appointed sub-teams
- c) other County Support Team Members appointed by the County Support Team Leader

4.6.5.3 The County Support Team must complete the tasks described in the team description. The tasks are grouped under these headings:

- a) Support Scouts locally by engaging with the community
- b) Support effective processes
- c) Look after property and equipment

Read the complete County Support Team description on scouts.org.uk.

4.6.5.4 A County Support Team may appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must have the prior approval of the relevant County Leadership Team. Team Leaders of a sub-team are County Support Team members.

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- 4.6.5.5 A County Leadership Team may decide with a neighbouring County Leadership Team to share a County Support Team. This must be recorded on the membership system as two County Support teams – one in each County. Each member of the shared team must have two roles, one in each County. Each County Leadership Team remains jointly responsible for a shared County Support Team.

4.7 Learning for Volunteers

4.7.1 The Adult Learning Tree

- 4.7.1.1 The Adult Learning Tree provides a framework for adult members with a series of learning experiences to support them in their role within the Scouts. The Adult Learning Tree is split into the two distinct stages of Growing Roots and Branching Out.
- 4.7.1.2 Growing Roots is the foundation of every adult member's learning experience and provides a source of information and guidance all adult volunteers require, including:
- a) Five courses applicable to all volunteers:
 - Safeguarding
 - Safety
 - Who we are and What we do
 - Creating Inclusion
 - Data Protection in Scouts
 - b) Delivering a great programme (for Section Teams)
 - c) Leading Scout Volunteers (for Lead Volunteers and Team Leaders)
 - d) Being a Trustee in Scouts (for Trustees)
- 4.7.1.3 Branching Out provides a range of additional learning that adult volunteers may find helpful in developing the skills they need for their role.

4.7.2 Support for Adult Learning

- 4.7.2.1 The membership system includes learning management support. This records all the completed learning for adult volunteers. If there is any mandatory learning for the roles or accreditations that a volunteer undertakes this will be shown within the system.
- Volunteers and their team leaders will be automatically reminded when learning is due for completion and also notified when it has been completed.
- 4.7.2.2 Some courses must be regularly repeated as ongoing learning. Reminders for these will be automatically generated by the membership system when learning is due for renewal.

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4.7.2.3 The relevant Volunteering Development Team must ensure sufficient learning opportunities are available to meet local needs. These opportunities may be provided in a single District or County or may be a shared responsibility.

The relevant Leadership Team must ensure all volunteers complete assigned learning within specified timescales.

Where learning assessment is required, a Learning Assessor will undertake this task.

4.7.2.4 Adult learning requirements are further detailed in Chapter 16.

4.7.3 **The Wood Badge**

4.7.3.1 The Wood Badge is an optional award gained through completion of the Growing Roots learning together with elements of Branching Out chosen by the adult member.

4.7.3.2 An adult member may only obtain one Wood Badge; however all adult volunteers are encouraged to complete additional learning relevant to their roles and to their own interests.

4.8 **Registrations, changes, amalgamations, suspensions and closures**

4.8.1 **Registration of Groups, Districts and Counties**

4.8.1.1 A Group only exists when it is recorded on The Scout Association's membership system.

A District only exists when it is recorded on The Scout Association's membership system.

A County only exists when it is recorded on The Scout Association's membership system.

4.8.2 **Annual renewal of registration**

4.8.2.1 Groups, Districts and Counties must follow the census process advised by UK Headquarters each year. This process automatically includes the annual re-registration of sections, Groups, Districts and Counties.

4.8.2.2 Registration renewal also requires the payment of the UK Headquarters' Membership Subscriptions together with any District, County and Country membership subscriptions payable.

4.8.3 **Open, change, merge, suspend or close a section**

4.8.3.1 The Group Lead Volunteer may open, suspend or close Squirrel, Beaver, Cub and Scout sections following agreement by the Group Trustee Board and

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following consultation with the District Lead Volunteer. The sponsoring authority (if any) must also be consulted.

In the case of suspension, the membership of each member of the suspended section is suspended, unless membership of another section or Group is arranged by the Group Lead Volunteer or the District Lead Volunteer.

In the case of closure, the membership of each member of the closed section should cease, unless membership of another section or Group is arranged by the Group Lead Volunteer or the District Lead Volunteer.

Changes in the recorded details of any Squirrel, Beaver, Cub or Scout section must be made directly on the membership system by the Group Lead Volunteer.

The District Lead Volunteer may open, or close Explorer Units following agreement by the District 14-24 Team Leader, the District Trustee Board and the Group Lead Volunteers of the District. To suspend an Explorer Unit see Rule 4.8.3.2. To suspend a Scout Network see Rule 4.8.3.3.

In the case of closure, the membership of each member of the closed Unit should cease, unless membership of another Unit is arranged by the District 14-24 Team Leader or the District Lead Volunteer.

Changes in the recorded details of an Explorer or Scout Network section must be made directly on the membership system by the District 14-24 Team Leader.

4.8.3.2 To suspend an Explorer Unit

- a. Suspension of registration is a purely temporary measure.
- b. An Explorer Unit may be suspended by the District Lead Volunteer in consultation with the District Trustee Board and District 14-24 Team Leader.
- c. Suspension may also be a consequence of the suspension of the District. In such a case the County (^[NI] Country) Lead Volunteer may direct that Explorer Units should not be suspended but attached to a neighbouring District.
- d. In the event of suspension all Explorer Unit activities must cease and all the Unit's Section Team members are automatically suspended as if each were individually suspended.
- e. During suspension no member of the Explorer Unit may wear uniform or badges.
- f. A District Lead Volunteer who suspends an Explorer Unit must report the matter with full details to the County (^[NI] Country) Lead Volunteer.

4.8.3.3 To suspend a Scout Network

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- a. Suspension of registration is a purely temporary measure. A District must have a Scout Network (see Rule 4.2.1.7) and so suspension must take place only when there are extreme circumstances and suspension is the only available option.
- b. A District Scout Network may be suspended by the District Lead Volunteer in consultation with the District Trustee Board and the District 14-24 Team.
- c. Suspension may also be the consequence of the suspension of the District.
- d. In such a case the County ^[NI] Country) Lead Volunteer may direct that the Scout Network should not be suspended but attached to a neighbouring District.
- e. Suspension may also be a consequence of the suspension of the County. In such a case the Chief Volunteer may direct that Scout Network members should not be suspended but attached to another District in another County.
- f. In the event of suspension, all Scout Network activities must cease and all members of the Scout Network are automatically suspended as if each were individually suspended.
- g. During suspension no member of the Scout Network may wear uniform or badges.
- h. A District Lead Volunteer who suspends a Scout Network must report the matter with full details to the County Lead Volunteer.

4.8.4 **Open, change, merge or close a Group, a District or a County**

4.8.4.1 The forms required for registering, changing, moving or closing Groups or Districts may be found at Registration Forms.

Use:

- a) Form C to register a new Group or District
- b) Form C2 to change a Group or District's name or meeting place, use Also use form C2 for changes to Group Sponsoring Authority or changes to Group type
- c) Form C3 to move a Group to another District
- d) Form C4 to close a Group or a District
- e) Form C5 to amalgamate Groups or Districts

Email completed forms to support@scouts.org.uk.

To open or close a Squirrel, Beaver, Cub, Scout or Explorer section see Rule 4.8.3.1.

4.8.4.2 There is information available to support Implementing Boundary Changes.

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4.8.4.3 **To open and register a new Group or District**

4.8.4.4 Before registering a new Group or District, the District or County ^[NI] Country) Lead Volunteer and the District or County Trustee Board (as appropriate) must be satisfied that:

- a) registration is desirable
- b) the proposed Group or District will be run properly
- c) suitable leaders can be found

This agreement must also include consultation with the Sponsoring Authority in the case of a Sponsored Group.

4.8.4.5 If either or both of the District Lead Volunteer and the District Trustee Board refuse to recommend the registration of a Group, the District Lead Volunteer must send a full report to the appropriate Country Headquarters, with a copy to the County Lead Volunteer.

If either or both of the County Lead Volunteer and the County Trustee Board refuse to recommend the registration of a District, the County Lead Volunteer must send a full report to the appropriate Country Headquarters.

4.8.4.6 **To close a Group**

- a) The District Lead Volunteer may recommend closure of a Group after consultation with the District Trustee Board.

As part of that process, all adults appointed within the Group (including all members of the Group Trustee Board, and the Sponsoring Authority, if any) must have the opportunity to present their views to the District Lead Volunteer and the District Trustee Board.

- b) When the registration of a Group is cancelled the Group ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c) Charity law does not permit a Group to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.
- d) Individual or several members of a Group may leave and join any other organisation they wish. The Group itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.
- e) In the event of all the members leaving, the District must close the Group and cancel its registration.

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In the event that not all the members leave, it must be a decision for the District Lead Volunteer and District Trustee Board as to whether to close the Group or keep it running with a reduced membership.

4.8.4.7 To close a District

- a) The County ^(NI) Country) Lead Volunteer may recommend closure of a District after agreement with the County ^(NI) Country) Trustee Board.
- b) As part of that agreement process, the District Lead Volunteer and District Chair must have the opportunity to present their views to the County ^(NI) Country) Lead Volunteer and the County ^(NI) Country) Trustee Board.
- c) When the registration of a District is cancelled, the District ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- d) Charity law does not permit a District to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.
- e) Individual or several members of a District may leave and join any other organisation they wish. The District itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.
- f) In the event of all the members leaving, the County must close the District and cancel its registration.
- g) In the event that not all the members leave, it must be a decision for the County Lead Volunteer and County Trustee Board as to whether to close the District or keep it running with a reduced membership.

4.8.4.8 To close a County ^(NI) this does not apply in Northern Ireland)

- a) The Chief Volunteer may recommend closure of a County after agreement with the most senior Country Committee.
As part of that agreement process, the County Lead Volunteer and County Chair must have the opportunity to present their views to the Chief Volunteer and the most senior Country Committee.
- b) When the registration of a County is cancelled the County ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c) Charity law does not permit a County to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.

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d) Individual or several members of a County may leave and join any other organisation they wish. The County itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.

e) In the event of all the members leaving, the Country Headquarters must close the County and cancel its registration.

In the event that not all the members leave, it must be a decision for the Chief Volunteer and the most senior Country Committee as to whether to close the County or keep it running with a reduced membership.

4.8.4.9 **Sea Scout and Air Scout Groups**

Groups in which a Troop is a Sea Scout Troop or an Air Scout Troop may use the title Sea Scout Group or Air Scout Group as appropriate.

4.8.5 **Suspend the registration of a Group, District or County**

4.8.5.1 Suspension of registration is a purely temporary measure.

4.8.5.2 **Suspension of a Group**

a) A Group may have its registration suspended by the District Lead Volunteer, after approval by the District Trustee Board.

The suspension must also be approved by the County Lead Volunteer. The County Lead Volunteer approval must only be given after consultation with the County Trustee Board.

b) In exceptional circumstances, UK Headquarters may suspend the registration of a Group. This must be done in consultation with the County (^[NI] Country) Lead Volunteer.

c) Suspension of registration may also be a consequence of the suspension of the District.

In such a case the County (^[NI] Country) Lead Volunteer may direct that Groups should not be suspended but attached to a neighbouring District as appropriate.

d) In the event of suspension of a Group, all Group activities must cease and all adults appointed within the Group must be suspended (see Chapter 16).

e) During suspension, no member of the Group may wear uniform or badges.

f) If the Group Trustee Board is included in the suspension, this must be specified and the District Trustee Board must be responsible for the

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administration of Group property and finance during the period of suspension.

The Group Scout Council are included in the suspension only if there are special reasons and then only with the approval of the County ^(NI) Country) Lead Volunteer.

- g) A District Lead Volunteer or District Trustee Board who suspends a Group must report the matter with full details to the County ^(NI) Country) Lead Volunteer.

They must also notify the Sponsoring Authority (if any) and the appropriate Country Headquarters.

4.8.5.3 **Suspension of a District**

- a) A District may have its registration suspended by the County ^(NI) Country) Lead Volunteer after approval by the County ^(NI) Country) Trustee Board.

The suspension must also be approved by the Regional Lead Volunteer in England or Northern Ireland or Wales and the Chief Volunteer (or equivalent) elsewhere.

- b) In exceptional circumstances, UK Headquarters may suspend the registration of a District. This must be done in consultation with the County ^(NI) Country) Lead Volunteer and the Regional Lead Volunteer in England or Wales or the Chief Volunteer (or equivalent) elsewhere.
- c) Suspension may also be a consequence of the suspension of the County ^(NI) does not apply in NI).

In such a case the Chief Volunteer may direct that Districts should not be suspended but attached to a neighbouring County ^(NI) does not apply in NI).

- d) In the event of suspension of a District, all District, Scout Network, Explorer Unit, and Group activities must cease. All Scout Network members, Explorer Unit Section Team Members and all adults appointed with any role within the Groups of the District must be suspended as if each were individually suspended.
- e) During suspension, no member of the District, Scout Network, Explorer Units or Groups may wear uniform or badges.
- f) If the District Trustee Board is included in the suspension, this must be specified and the County ^(NI) Country) Trustee Board must be responsible for the administration of District property and finance during the period of suspension.

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The District Scout Council are included in the suspension only if there are special reasons and then only with the approval of the County ^(NI) Country) Lead Volunteer.

- g) A County ^(NI) Country) Lead Volunteer or County ^(NI) Country) Trustee Board who suspends a District must report the matter with full details to UK Headquarters.
- h) The County ^(NI) Country) Lead Volunteer must also report the circumstances as soon as possible to the County ^(NI) Country) Trustee Board.
- i) The District or County ^(NI) Country) Lead Volunteer should consult their Country Headquarters ^(NI) UK Chief Volunteer) as to how best to resolve the underlying problem which led to the suspension.

4.8.5.4 **To suspend a County** ^(NI) this does not apply in Northern Ireland)

A County may have its registration suspended by the most senior Country Committee on the recommendation of the appropriate Chief Volunteer.

- a) In the event of suspension of a County, all County, District, and Group activities must cease and all adults appointed with any role within the County and within the Groups and Districts of the County must be suspended as if each were individually suspended unless otherwise specified by the most senior Country Committee.
- b) During suspension, no member of the County, District, or Group may wear uniform or badges.
- j) If the County Trustee Board is included in the suspension, this must be specified and the most senior Country Committee must be responsible for the administration of County property and finance during the period of suspension.
- k) The County Scout Council are included in the suspension only if there are special reasons and then only with the approval of the most senior Country Committee.
- l) The Chief Volunteer and Country Committee which suspends a County must report the matter with full details to UK Headquarters.
- c) The Chief Volunteer should consult UK Headquarters as to how best to resolve the underlying problem which led to the suspension.

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Chapter 5

Local governance and finance of Groups, Districts, Counties

Chapter contents

- 5.1 Scope
- 5.2 Constitution – governance context
- 5.3 Constitution - requirement
- 5.4 Constitution for a Group ^[SV – Annex A]
- 5.5 Constitution for a District ^[SV – Annex B]
- 5.6 Constitution for a County ^[SV – Annex C]
- 5.7 Finance and commercial matters

About the structure of this chapter:

- 5.1, 5.2, 5.3 and 5.7 are rules which **must** be followed.
- 5.4, 5.5, 5.6 are model constitutions for, respectively, Groups, Districts, Counties ^[SV]

Timings:

- The changes to membership of the Trustee Board were effective from the first Annual General Meeting (AGM) following 31st March 2024. In most cases that will be at the 2024 Annual General Meeting. The name change (to Trustee Board and Trustees) and the changed Trustee Board purpose statements were introduced in POR in April 2023 and already apply.
- Previously, Section Leaders (if they opted in), Deputy Group Scout Leaders and Group Secretary (if appointed) were ex-officio members of the Group Trustee Board. Their ex-officio role as a Trustee may continue but **must** end at the next Group AGM after 1st April 2024, or on 31st March 2025, whichever is sooner.
- Previously, the District Explorer Scout Commissioner, the District Scout Network Commissioner and the District Secretary (if appointed) were ex-officio members of the District Trustee Board. Their ex-officio role as a Trustee may continue but **must**

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end at the next District AGM after 1st April 2024, or on 31st March 2025, whichever is sooner.

- Previously, the County Secretary (if appointed) was an ex officio member of the County Trustee Board. Their ex-officio role as a Trustee may continue but must end at the next County AGM after 1st April 2024, or on 31st March 2025, whichever is sooner.

5.1 Scope

5.1.1.1 This chapter applies only to Groups, Districts and Counties within the Scouts' federation of charities operating under The Scout Association's Royal Charter.

Matters concerning UK Headquarters and Country Headquarters are detailed in Chapter 6 of POR.

5.1.1.2 Except in Scotland, each Group, District and County is a separate, unincorporated educational charity within the Scouts' federation of charities and operating under the Royal Charter, and must operate as such, regardless of whether the Group, District or County is registered with a charity regulator. These local charities must not be incorporated and they exist within the federated structure.

In Scotland, a Group, District or Region may decide to register as an Unincorporated Scottish Charity but is not required to do so. They must not register as a Scottish Charitable Incorporated Organisation (SCIO) as they must be able to exist within the Scouts' federation of charities and operate under its Royal Charter.

5.1.1.3 Whether registered or not, members of the relevant Trustee Board must act collectively as the Trustees of their Scout unit, and in the best interests of the Scout Unit's members.

5.1.1.4 The members of the Scout unit eligible to vote at their AGM are the members of the Scout Council as detailed in Rule 5.3.3.

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- 5.1.1.5 As unincorporated charities, Groups, Districts and Counties do not have their own corporate status. This means they must not enter into contracts in the name of the Group, District or County itself. Contracts and other legal documents must be entered into by the trustees on behalf of the organisation. They may be described as ‘the Trustees of ...’ or named individually ‘as trustees of ...’. These documents must be signed by trustees authorised by the Trustee Board.
- 5.1.1.6 Scout charities must be constituted and operate within the framework of the Royal Charter, Byelaws and the Policy, Organisation Rules (in particular this Chapter 5) to benefit from formal membership of the Association. This also includes:
- a) Membership (Chapter 3)
 - b) Insurance (Chapter 8)
 - c) Wearing of uniform (Chapter 10)
 - d) Use of branding (Chapter 14)
- 5.1.1.7 The governance and financial arrangements for Groups, Districts and Counties are governed by this POR chapter.
- 5.1.1.8 Chapter 13 also applies if the charity is registered with their charity regulator (or, in England and Wales, if it is an excepted charity), including if it has ownership of land or property.
- 5.1.1.9 For Counties that have no Districts, or have a directly administered District, or have a directly administered Group, the County Trustee Board must also enact the District-related or Group-related responsibilities of this chapter.
- 5.1.1.10 For Districts that have a directly administered Group, the District Trustee Board must also enact the Group-related aspects of this chapter.

5.2 Constitution – governance context

- 5.2.1.1 Good governance focusses on oversight and strategy and maintains focus on supporting and assuring the organisation’s strategic goals. Every charity must adopt a governing document. In the Scouts’ federation of charities, and in this chapter, the governing document is referred to as a constitution.

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- 5.2.1.2 A governing document explains what the charity is set up to do, and how it operates, it sets out the rules to be followed in the governance of the charity. All Trustees must understand their constitution, and make sure it is kept up to date.
- 5.2.1.3 The principal governing document of The Scout Association is the Royal Charter.
Except for Scotland, for each Group, District and County, a model constitution is established in accordance with the Royal Charter and POR of the Scout Association.
Except for Scotland, this chapter 5 includes that model constitution which should be adopted by each Group, District and County (see 5.4, 5.5, 5.6 respectively) as their governing document.
In Scotland, a model constitution for a Group, District or Region is appended as Annex A, B and C respectively to Scottish Variations from POR.^[SV]
- 5.2.1.4 Every Trustee Board must ensure that their charity's aims are aligned with The Scout Association's overall aims and strategic goals and are being delivered effectively and sustainably.
- 5.2.1.5 Charities exist to fulfil their charitable purposes. Trustees must understand the environment in which the charity is operating and lead the charity in fulfilling its purposes as effectively as possible with the resources available. To do otherwise would be failing beneficiaries, funders and supporters.
- 5.2.1.6 Charity Trustees must collectively:
- ensure that the charity is carrying out its purposes for the public benefit
 - comply with the charity's governing document and the law
 - act in the charity's best interests
 - manage the charity's resources responsibly
 - act with reasonable care and skill
 - ensure the charity is operating in compliance with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2
- 5.2.1.7 As with all teams (see Chapter 4) there is a team description for a Trustee Board.

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- 5.2.1.8 Some Groups, Districts or Counties may also need to register as a charity (See Rule 13.1.3). Although Chapter 5 of POR must be followed, it is important that each Trustee Board is also aware of the charity regulator that governs them, see 13.1.2.
- 5.2.1.9 If a registered charity, the charity's registration number must be recorded on the membership system.
- 5.2.1.10 Each Scout Charity must not use any other charity number than their own. For example, a Group must not use the charity number for their District or County, or UK Headquarters.
- 5.2.1.11 To support effective governance and share good practice across the Groups of the District, the District Chair and Treasurer should create a support network amongst the Group Chairs and Group Treasurers of the District.
- 5.2.1.12 To support effective governance and share good practice across the Districts of the County, the County Chair and Treasurer should create a support network amongst the District Chairs and Treasurers of the County.

5.3 Constitution - requirement

Rule 5.3 applies to each Group, District and County, whether or not it is registered with a charity regulator.

Every charity within the Scouts' federation of charities must have an agreed constitution. Although a charity may agree its own constitution, it is **very** strongly encouraged that each Group, District and County adopts the model constitutions that are shown in Rule 5.4, 5.5 and 5.6, respectively, in this chapter.

Except for Scotland, the model constitutions in Rules 5.4, 5.5 and 5.6 describe the role, membership and operation of the Scout Council, and the Trustee Board.

In Scotland, a model constitution for a Group, District or Region in Scotland is appended as Annex A, B and C respectively to Scottish Variations from POR.

Any variations to the model constitution must be consistent with the rest of POR, and must not cause the Group, District or County to operate in a manner that breaches POR.

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5.3.1.1 In the interest of openness, especially for new members of the Scout Council, the Scout Council must re-adopt their charity's constitution at each AGM. This must be recorded in the minutes of the AGM.

5.3.1.2 A Group, District, or County which adopts unchanged the model constitution in 5.4, 5.5, 5.6 as appropriate must record in their AGM minutes that Rule 5.4, 5.5 or 5.6 is fully adopted as its constitution. In this case, a copy of 5.4, 5.5 or 5.6 does not need to be attached to the minutes – it is sufficient for the adoption of 5.4, 5.5, 5.6 to be stated in the AGM minutes.

In Scotland, a Model Constitution for a Group, District or Region in Scotland is appended as Annex A, B and C respectively to Scottish Variations from POR.

5.3.1.3 A Group, District, or County which adopts the model constitution in 5.4, 5.5 or 5.6 but makes a local amendment to the model constitution, must describe at their AGM, gain the Scout Council's approval for the local amendments, and record in the minutes of their AGM:

- a) the adoption of the model constitution in Rule 5.4, 5.5 or 5.6 as the basis of their constitution
- b) the specifics of the local amendment(s) that it has adopted.
- c) clear reasoning for each local amendment.

A Group, District, or County which adopts its own constitution, must describe at the AGM, gain the Scout Council's agreement to the differences and record in the minutes of their AGM:

- a) the differences between their constitution and the model constitution
- b) clear reasoning for each of the differences
- c) confirmation that their Scout Council AGM recognises that it has approved a constitution that is not based around the model constitution from POR, and that the Scout Council has fully endorsed the differences between their constitution and the model constitution

5.3.2 Scout Council – Annual General Meeting

5.3.2.1 Each Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's, District's or County's financial year. Trustee Boards should give all members of their Scout Council at least four weeks' notice of the date of the AGM.

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- 5.3.2.2 Before the AGM, the Trustee Board must prepare and approve the Trustees' Annual Report and the annual statement of accounts. The accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see 5.7.3). This must include the formal report prepared by the auditor, independent examiner, or scrutineer.
- 5.3.2.3 Following each AGM, the Trustee Board administration must ensure that the Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed as described in Rule 5.7.

It is good practice for the new Trustee Board to verify the draft Minutes of the AGM at their first meeting following the AGM, even though the minutes cannot be formally approved by the Scout Council until the charity's next AGM.

5.3.3 Scout Council Membership

- 5.3.3.1 Ex officio members of the Group Scout Council are:
- all adult members of the Group – see Group roles listed in the Chapter 16 Teams Table
 - all Patrol Leaders of the Troop(s) in the Group.
 - all parents of Squirrels, Beavers, Cubs and Scouts in the Group.
 - all Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
 - all parents of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
 - the Sponsoring Authority, where there is one, or its nominee
 - the District Lead Volunteer
 - the District Chair
- 5.3.3.2 Ex officio members of the District Scout Council are:
- all adult members with a District role - see District roles in the Chapter 16 Teams Table of The Scout Association's Policy, Organisation and Rules
 - all Group Lead Volunteer members of each Group Leadership Team from the District
 - all Group Leadership Team Members of each Group in the District
 - all Group Section Team Members of each Group in the District

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- e) all Group Trustee Board Chairs from the District
- f) all Group Trustee Board Treasurers from the District
- g) all Explorers (including Young Leaders) in the District
- h) all members of the Scout Network in the District
- i) all parents of all Explorers (including Young Leaders)
- j) ^[NI] (NI only) Regional Lead Volunteer
- k) the County ^[NI] (Country) Lead Volunteer
- l) the County ^[NI] (Country) Chair

5.3.3.3 ^[NI] this does not apply in Northern Ireland)

Ex officio members of the County Scout Council are:

- a) all adult members with a role in the County – see County roles in the Chapter 16 Teams Table of The Scout Association Policy, Organisation and Rules
- b) all District Lead Volunteers from the County
- c) all District Youth Leads from the County
- d) all District Trustee Board Chairs from the County
- e) all District Trustee Board Treasurers from the County
- f) one or two representatives from each District Scout Council, selected by the District Scout Council at their AGM
- g) the Regional Lead Volunteer (in England and in Wales)
- h) the Chief Volunteer of Scotland (in Scotland)
- i) the UK Chief Volunteer for International (for British Scouting Overseas and for Gibraltar)

5.3.3.4 The appointed members of the Scout Council are other supporters of the Group, District or County appointed by the Scout Council at their AGM on the recommendation of the Trustee Board for a fixed period not exceeding three years.

A Scout Council does not need to have any appointed members.

5.3.3.5 The community members of the Scout Council are representatives of the local community appointed because of their role rather than by their name. For example, local headteachers, or Parish Council members.

5.3.3.6 They are appointed by the Scout Council at their AGM, on the recommendation of the Trustee Board, for a period of one year.

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A Scout Council does not need to have any community members.

- 5.3.3.7 Membership of the Scout Council does not provide any member status of the Scouts.
- 5.3.3.8 The County ^(NI) Country) Lead Volunteer has the right of attendance at each Group Scout Council meeting in the County ^(NI) this right of attendance also applies to Regional Lead Volunteers).
- 5.3.3.9 An individual's membership of a Scout Council ends when:
- The Scout Council member resigns
 - The Scout Council member no longer qualifies as a member of the relevant Scout Council
 - The Scout Council is dissolved
 - Scout Council membership is terminated by UK Headquarters following a recommendation by the relevant Trustee Board.

5.3.4 Trustee Board Membership

- 5.3.4.1 A Trustee Board should comprise a maximum of 12 Trustees (the total of all ex officio, appointed and co-opted Trustee categories), with a minimum of 5 Trustees. The maximum number of Trustees must be agreed by the Scout Council at its AGM.
- 5.3.4.2 Each ex officio, appointed and co-opted member of the Trustee Board is a charity Trustee of the Group, District or County.
- 5.3.4.3 It is good practice for a Trustee Board, and any sub-teams, to have at least two Trustees aged between their 18th and 25th birthdays.
- 5.3.4.4 A person must have reached their 18th birthday before they take on a charity Trustee role in the Scouts.
- 5.3.4.5 There are three classifications of Trustee:
- Ex officio
These people are Trustees by virtue of their role in the Scouts. They are a vital part of the Trustee Board, providing a clear link with the leadership and operation of the charity. They are:
 - For the Group Trustee Board – the Group Lead Volunteer
 - For the District Trustee Board – the District Lead Volunteer and District Youth Lead

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- c. For the County Trustee Board – the County Lead Volunteer and County Youth Lead.

There is only one ex officio Trustee role for each of the above roles, so where there are joint role holders for a role, the role holders must decide, in discussion with the Chair, which of them should be the ex officio Trustee. However, each role holder of any of the above roles must be eligible to be a Trustee (as specified in POR 16.1.3.1(e)).

- b) Appointed by the Scout Council

These Trustees are appointed by the Scout Council at their AGM following a rigorous and transparent selection process agreed by the members of the Trustee Board. This includes the Chair and Treasurer roles.

- c) Co-opted by the Trustee Board

These Trustees are appointed by the Trustee Board. Co-opting offers the Trustee Board a way of broadening its skills mix or to introduce potential new Trustees mid-year, as well as providing a method of filling vacancies that may occur between AGMs.

- d) The Trustee Board must ensure that co-opted appointments follow an appropriate selection process, similar to that described for Appointed Trustees.

- 5.3.4.6 The selection processes leading to appointment of Trustees must include a rigorous and transparent selection process and may include a nominations process or an election process or other locally appropriate procedures. It may include selection of persons with specific skills from outside the Scouts.

The Trustee vacancies should be advertised widely, including to all members of the Scout Council aged 18 or over, so that it is clear that it is an open process.

Persons recommended for appointment to the Trustee Board may include members of the Scout Council and may also include people from outside the Scout Council (including people from outside the Scouts) provided that there is no conflict of interest.

- 5.3.4.7 Certain people are disqualified from being charity trustees by virtue of the Charities Acts (in Scotland, the Charities and Trustee Investment (Scotland) Act 2005). This must be determined during the appointment process through

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the Trustee's declaration and by Trustee eligibility checks (see Rule 16.1.3.1(d) and (e)).

5.3.4.8 Governance roles must be distinct to help manage conflicts of interest.

This includes a requirement that the roles of Chair and Treasurer must be kept separate and be undertaken by two different people.

Subject to the conflict of interest rules (see Chapter 16 and the definition of 'conflict of interest' in the Definitions Chapter), a Trustee may be a member of more than one Trustee Board.

5.3.4.9 Trustees - term of appointment

- a) Appointed Trustees are appointed by the Scout Council for an initial period of no longer than three years. The Scout Council may agree further periods of appointment.
- b) Co-opted Trustees are appointed by the Trustee Board for an initial period of one year. Further periods of appointment may be agreed by the Trustee Board, however co-opted Trustees are encouraged to move to being appointed Trustees at the next AGM.
- c) Appointed and co-opted Trustees must serve no more than nine years in any Trustee role on the specific Trustee Board (this includes Chair and Treasurer). As example, if a Trustee served three years and then became Treasurer on the same Trustee Board, that person could serve as Treasurer for no more than six years.
- d) Ex officio Trustees serve as a Trustee for as long as they hold the ex officio role. Their membership of the Trustee Board ceases as soon as they are no longer in a role that includes Trustee responsibility.
If their ex officio role is held for less than nine years, then they may hold an appointed or co-opted Trustee role to a maximum of nine years as a Trustee on the specific Trustee Board, including their time as an ex officio Trustee. As example, if a Group Lead Volunteer served five years in that role and then became an appointed Trustee on the Group Trustee Board, that person could serve as an appointed Trustee for no more than four years.
- e) A volunteer who has been a Trustee on a specific Trustee Board for a total of nine years may be considered for re-appointment to the same

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Trustee Board after a gap of three years. The nine years need not be consecutive.

- a) This nine-year Trustee maximum term rule comes into effect from the charity's AGM held during 2024 – it does not include years served as a Trustee before the 2024 AGM.

- 5.3.4.10 All Trustees must complete learning as specified in Chapter 16.
- 5.3.4.11 All Trustees, and members of sub-teams, must be recorded on the membership system.
- 5.3.4.12 If a Trustee Board Chair or Treasurer resigns, then Rule 16.9.2 of The Scout Association Policy, Organisation and Rules must be followed.
- 5.3.4.13 Each Trustee Board requires effective administration. The administration may be provided by one or more persons as appropriate to the Trustee Board.
- 5.3.4.14 People invited to attend a meeting of the Trustee Board, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.
- a) The District Lead Volunteer, the District Chair and the County ^(NI) Country) Lead Volunteer each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County ^(NI) Country).
- b) The County ^(NI) Country) Lead Volunteer and the County ^(NI) Country) Chair each have the right of attendance at meetings of each of the District Trustee Boards in the County ^(NI) Country).
- c) These members have the right of attendance at meetings of the County Trustee Board:
- the Regional Lead Volunteer (in England and in Wales)
 - the Chief Volunteer of Scotland (in Scotland)
 - the UK Chief Volunteer for International (for British Scouting Overseas and for Gibraltar)
- c) These members must be invited to attend meetings of the County Trustee Board:
- the County's Nominated Member(s) on the Council of The Scout Association

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- the County's Nominated Youth Representative on the Council of The Scout Association
- d) Right of attendance at Group Trustee Boards also extends to:
- The Sponsoring Authority (or their delegate) of a Sponsored Group
 - For a Joint Scout and Guide Group, the Guide equivalent of the Group Lead Volunteer has right of attendance at the Scout Trustee Board.

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Introduction to the Constitution for a Group

This introduction is not part of the model constitution for a Group, but includes important points of context.

- a. The Group constitution must always be used in the context of Rules 5.1, 5.2, 5.3 and 5.7 – these Rules must not be amended.
- b. In accordance with Rule 5.3.1.3, any amendments or differences to the model constitution at 5.4 below must be agreed at the AGM and fully recorded in the minutes.
- c. In the interest of openness, especially for new members of the Group, Scout Council, the Group, Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5.4 Constitution for a Group ^[SV – Annex A]

5.4.1 Preamble

5.4.1.1 This constitution describes the role, membership and operation of the Group, Scout Council, and the Group Trustee Board.

5.4.2 Charitable objects

5.4.2.1 [Rule 1.1 of The Scout Association Policy, Organisation and Rules]
Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5.4.3 The Group Scout Council and the Group Trustee Board

5.4.3.1 The Group, Scout Council has a governance role for the charity and makes Group Trustee Board appointments other than ex officio and co-opted appointments.

5.4.3.2 The Group Trustee Board is responsible for the governance of the charity. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group, Scout Council.

5.4.3.3 The Group, Scout Council has no Trustee responsibilities.

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5.4.3.4 **Group Scout Council membership**

- a) The ex officio members of the Group Scout Council are members by virtue of their role in The Scouts as detailed in Rule 5.3.3.1
- a) The Group Scout Council may **appoint** some members, on the recommendation of the Group Lead Volunteer and the Group Trustee Board. See Rule 5.3.3.4
A Group Scout Council does not need to have any appointed members.
- b) The Group Scout Council may appoint some **community** members. See Rule 5.3.3.5.
A Group Scout Council does not need to have any community members.
- b) The total number of appointed and community members of a Group Scout Council **must not** exceed the number of ex officio members.
- c) Group Trustee Board administration **must** ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Scout Council members (whether ex officio or appointed or community) **must not** be recorded as Scout Council Members on The Scout Association's membership system.

5.4.3.5 **Group Trustee Board membership**

The members of the Group Trustee Board are:

- a) The ex officio role is defined in Rule 5.3.4.5(a).
- b) Appointed Trustees (including Chair and Treasurer)
The selection process for Trustees **must** follow Rule 5.3.4.6.

Vacancies for appointed Trustees only occur at the end of their period of appointment. For example, a Group Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years one and two.

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve or not approve the proposed names from the Trustee Board.

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- d) Co-opted members
are persons co-opted annually by the Group Trustee Board. They are not appointed by the Group Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer.
- e) The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

5.4.4 Group Scout Council – Annual General Meeting

- 5.4.4.1 To support the planning and delivery of a Group AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).
- 5.4.4.2 Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year. The Group should give a minimum of four weeks' notice of the date of the AGM.
- 5.4.4.3 The AGM must:
- a) Undertake governance oversight by
 - approving the minutes of the previous Group AGM
 - adopting (or re-adopting) the constitution of the Group (see Rule 5.3)
 - noting the dates of charity's financial year
 - approving appointed and community members of the Group Scout Council
 - agreeing the maximum total number of members of the Group Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
 - agreeing the quorum for future meetings of the Group Scout Council
 - b) Review the previous financial year by
 - receiving from the Group Lead Volunteer an overview of the past 12 months of activity in the Group.

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- receiving and considering the Group Trustees' Annual Report and the annual statement of accounts which have been approved by the Group Trustee Board.
- c) Make appointments
- appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
 - appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
 - appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.
 - approve the appointment of any Group Presidents or Group Vice Presidents, and note current appointees (if any)
 - appoint (or re-appoint) an auditor, independent examiner or scrutineer as required

5.4.5 **Group Trustee Board - purpose**

5.4.5.1 The Group Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the Group is meeting The Scout Association's overall aims and strategic goals.

In Scotland, Members of the Group Trustee Board must act collectively as Charity Trustees (if a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of its members.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Members of the Group Trustee Board must act collectively as charity trustees of their Group, and in the best interests of the charity's members.

5.4.5.2 The Group Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

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- a) The charity is:
 - well managed
 - carrying out its purposes for the public benefit
 - complying with the charity’s governing document and the law
 - managing the charity’s resources responsibly
- b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2.
- c) young people are meaningfully involved in decision making at all levels
- d) the Group has sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group, including delivery of the high-quality programme and resource requirements of the training programme (4.3.7 of The Scout Association Policy, Organisation and Rules)

5.4.5.3 The Group Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations
- b) ensure that the Group’s finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group.

Where the Group is partnered with an Explorer Unit and the operational financing is undertaken by the Group, this arrangement must be documented in the Partnership Agreement, and the finance arrangements must follow this guidance.

- c) maintain and manage:
 - a reserves policy for the charity including a plan for use of reserves outside the ‘minimum’
 - an investment policy for the charity
 - a public benefit statement for the charity
- d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained

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- e) ensure the appointment and management and operation of any sub-team(s), including appointing a Chair to lead the sub-team(s). This should normally be one of the Group's Trustees.
- f) ensure that effective administration is in place to support the work of the Group Trustee Board
- g) appoint any co-opted members of the Group Trustee Board
- h) ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer (as appropriate) and as appointed by the Group Scout Council at their AGM.
 - prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
 - present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the Group AGM.
 - following the Group AGM, ensure that a copy of the Group Trustees' Annual Report and Accounts is filed as described in 5.7.2.2 of The Scout Association Policy, Organisation and Rules.
- a) take responsibility for the Group's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor
- i) individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business
- j) put in place annually an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).

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- k) where staff are employed:
- act as a responsible employer in accordance with the Scouts' values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

5.4.5.4 A Group Trustee Board may create sub-teams it deems necessary to support its governance function. The Group Trustee Board must ensure that for any sub-team it appoints:

- a) its purpose is governance-focused and not operational
- b) its members are agreed and approved by the Group Trustee Board
- c) the Group Trustee Board Chair is an ex officio member
- d) the Group Lead Volunteer is an ex officio member

5.4.5.5 Sub-team members are not Trustees, unless they are already members of the appointing Group Trustee Board.

5.4.5.6 All sub-team members must be recorded on the membership system.

5.4.6 Group Scout Council – Conduct of meetings

5.4.6.1 The Group Scout Council meets at their AGM (see 5.4.4 of The Scout Association Policy, Organisation and Rules).

5.4.6.2 It would be unusual for there to be additional meetings of the Group Scout Council. This is because the primary task of the Group Scout Council is to appoint the Group Trustee Board. If members resign from the Group Trustee Board, Rule 16.9.2 of The Scout Association Policy, Organisation and Rules must be followed, thus rendering an additional meeting unnecessary.

5.4.6.3 A Group Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

5.4.6.4 Group Scout Council meetings are chaired by the Group Chair. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment

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being approved at the start of the meeting by a majority of the Group Scout Council members present.

5.4.6.5 Only Group Scout Council members, as defined in 5.4.3.4 of The Scout Association Policy, Organisation and Rules, may vote in Group Scout Council meetings.

5.4.6.6 The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (see 5.4.4.3 of The Scout Association Policy, Organisation and Rules).

If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

5.4.6.7 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5.4.6.8 To discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

5.4.6.9 All meetings of the Group Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5.4.7 Group Trustee Board - Conduct of meetings

5.4.7.1 Meetings of the Group Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the Group Trustee Board.

5.4.7.2 Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present at a meeting, the Group Trustee Board may choose a member to act as chair for the duration of the meeting of the Group Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

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- 5.4.7.3 Only members of a Group Trustee Board as defined in Rule 5.4.3 of The Scout Association Policy, Organisation and Rules may vote in its meetings.
- 5.4.7.4 The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.
- For any sub-teams of the Group Trustee Board, the quorum for each sub-team must be set by the Group Trustee Board, based on the size of the sub-team and the complexity of its task(s).
- If there is no quorum present at a meeting of the Group Trustee Board, or a meeting of a sub-team, the meeting must be closed and reconvened at the earliest opportunity.
- 5.4.7.5 Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.4.7.6 To discharge their responsibilities, the Group Trustee Board may meet by telephone or video conference as well as face to face when agreed by the Group Chair. This includes ‘hybrid’ meetings, where some Trustees are present at an agreed meeting place and others join by telephone or video.
- 5.4.7.7 Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not practicable to convene a meeting of the Group Trustee Board then an electronic voting method (such as email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Group Chair. In such circumstances, at least 75% of the Trustees of the Group Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next Group Trustee Board meeting.

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Introduction to the Constitution for a District

This introduction is not part of the model constitution but includes important points of context.

- a. The District constitution must always be used in the context of Rules at 5.1, 5.2, 5.3 and 5.7 – these Rules must not be amended.
- b. In accordance with Rule 5.3.1.3 any amendments or differences to the model constitution at 5.5 below must be agreed at the AGM and fully recorded in the minutes.
- c. In the interest of openness, especially for new members of the District Scout Council, the District Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5.5 Constitution for a District ^[SV – Annex B]

5.5.1 Preamble

5.5.1.1 This constitution describes the role, membership and operation of the District Scout Council, and the District Trustee Board.

5.5.2 Charitable objects

5.5.2.1 [Rule 1.1 of The Scout Association Policy, Organisation and Rules]
Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5.5.3 The District Scout Council and the District Trustee Board

5.5.3.1 The District Scout Council has a governance role for the charity and makes District Trustee Board appointments other than ex officio and co-opted appointments .

5.5.3.2 The District Trustee Board is responsible for the governance of the charity. Although the District Trustee Board is responsible for the charity, it is accountable to the District Scout Council.

5.5.3.3 The District Scout Council has no Trustee responsibilities.

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5.5.3.4 District Scout Council membership

- a. The ex officio members of the District Scout Council are members by virtue of their role in the Scouts as detailed in 5.3.3.2 of The Scout Association Policy, Organisation and Rules
- b. The District Scout Council may **appoint** some members on the recommendation of the District Lead Volunteer and the District Trustee Board. See 5.3.3.4 of The Scout Association Policy, Organisation and Rules.

Appointed members of a District Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.

A District Scout Council does not need to have any appointed members.

- c. The District Scout Council may appoint some **community** members, on the recommendation of the District Lead Volunteer and the District Trustee Board. See 5.3.3.5 of The Scout Association Policy, Organisation and Rules

Community members of a District Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM.

A District Scout Council does not need to have any community members.

- d. The total number of appointed and community members of a District Scout Council must not exceed the number of ex officio members.
- e. District Trustee Board administration must ensure that appointed District Scout Council Members are recorded locally in the minutes of the District Scout Council meeting which appoints them (normally the AGM). District Scout Council members (whether ex officio or appointed or community) must not be recorded as Scout Council Members on The Scout Association's membership system.

5.5.3.5 District Trustee Board membership

The members of the District Trustee Board are:

- a) Ex officio

These roles are defined in Rule 5.3.4.5(a).

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f. Appointed Trustees (including Chair and Treasurer)

The selection process for Trustees must follow Rule 5.3.4.6 of The Scout Association Policy, Organisation and Rules.

Vacancies for appointed Trustees only occur at the end of their period of appointment. For example, a District Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years one and two.

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve or not approve the proposed name(s) from the Trustee Board.

b) Co-opted members

are persons co-opted annually by the District Trustee Board. They are not appointed by the District Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees excluding Chair and Treasurer.

5.5.4 District Scout Council – Annual General Meeting

5.5.4.1 To support the planning and delivery of a District AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5.5.4.2 Each District Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the District's financial year. Districts should give four weeks' notice of the date of the AGM.

5.5.4.3 The AGM must:

- a) Undertake governance oversight by
 - approving the minutes of the previous District AGM
 - adopting (or re-adopting) the constitution of the charity. See Rule 5.3.
 - noting the dates of charity's financial year
 - approving appointed and community members of the District Scout Council

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- agreeing the maximum total number of members of the District Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
 - agree the quorum for future meetings of the District Scout Council
- b) Review the previous financial year by
- receiving from the District Lead Volunteer an overview of the past 12 months of activity in the District
 - receiving and considering the District Trustees' Annual Report and the annual statement of accounts which have been approved by the District Trustee Board.
- c) Make appointments
- appoint a Chair of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board.
 - appoint a Treasurer of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board.
 - appoint other members of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board.
 - approve the appointment of any District Presidents or District Vice Presidents, and note current appointees (if any).
 - appoint (or re-appoint) an auditor, independent examiner or scrutineer as required
 - nominate representatives of the District Scout Council to represent the District on the County Scout Council.

5.5.5 District Trustee Board – purpose

5.5.5.1 The District Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the District is meeting The Scout Association's overall aims and strategic goals.

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Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5.5.5.2 Except in Scotland, Members of the District Trustee Board must act collectively as charity trustees of the District, and in the best interests of the District's members.

In Scotland, Members of the District Trustee Board must act collectively as Charity Trustees (if a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of its members

5.5.5.3 The District Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a) The charity is:
 - well managed
 - carrying out its purposes for the public benefit
 - complying with the charity's governing document and the law
 - managing the charity's resources responsibly
- b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2.
- c) young people are meaningfully involved in decision making at all levels
- d) the District has sufficient resources (funds, people, property and equipment) available to meet the planned work of the District including delivery of the high quality programme and resource requirements of the training programme (see 4.3.7 of The Scout Association Policy, Organisation and Rules)

5.5.5.4 The District Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations
- b) ensure that the District's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the District

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- c) ensure that where one of the District's Explorer Units is partnered with a Group, and the operational financing is undertaken by the Group, this arrangement is documented in the Partnership Agreement, and the finance arrangements must follow this guidance.
- d) maintain and manage:
 - a reserves policy for the charity including a plan for use of reserves outside the 'minimum'
 - an investment policy for the charity
 - a public benefit statement for the charity
- e) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the District is properly protected and maintained
- f) ensure the appointment and management and operation of any sub-teams, including appointing a Chair to lead the sub-teams. This should normally be one of the District's Trustees.
- g) ensure that effective administration is in place to support the work of the District Trustee Board
- h) appoint any co-opted members of the District Trustee Board
- i) ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer as appropriate and as appointed by the District Scout Council at their AGM.
 - prepare and approve the District Trustees' Annual Report which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer
 - present the approved Trustees' Annual Report and Annual Accounts to the District Scout Council for their consideration at the District's AGM
 - following the District AGM, ensure that a copy of the District Trustees' Annual Report and Accounts is filed as described in 5.7.2.2 and 5.7.2.3 of The Scout Association Policy, Organisation and Rules.

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- a) take responsibility for the District's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor
- j) individually and collectively maintain confidentiality regarding appropriate District Trustee Board business
- k) put in place annually an open and transparent selection process to recommend to the District Scout Council appropriate persons to be appointed members of the District Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).
- l) where staff are employed:
 - act as a responsible employer in accordance with the Scouts' values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

5.5.5.5 A District Trustee Board may create sub-teams it deems necessary to support its governance function. The District Trustee Board must ensure that for any sub-team it appoints:

- a) its purpose is governance focused and not operational
- b) its members are agreed and approved by the District Trustee Board
- c) the District Trustee Board Chair is an ex officio member
- d) the District Lead Volunteer is an ex officio member

Sub-team members are not District Trustees, unless they are already members of the District Trustee Board.

5.5.5.6 All sub-team members must be recorded on the membership system.

5.5.5.7 To support effective governance and share good practice, the District Chair and Treasurer should create a support network amongst the Group Chairs and Group Treasurers of the District.

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5.5.6 District Scout Council - Conduct of meetings

5.5.6.1 The District Scout Council meets at their AGM (see Rule 5.5.4).

It would be unusual for there to be additional meetings of the District Scout Council. This is because the primary task of the District Scout Council is to appoint the District Trustee Board. If members resign from the District Trustee Board, Rule 16.9.2 of The Scout Association Policy, Organisation and Rules describes the process to adopt until the next District AGM, thus rendering an additional meeting unnecessary.

5.5.6.2 A District Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the District Trustee Board.

5.5.6.3 District Scout Council meetings are chaired by the District Chair. If the Chair is unable to be present, the Chair may appoint a delegate to chair a meeting of the District Scout Council subject to such appointment being approved at the start of the meeting by a majority of the District Scout Council members present.

5.5.6.4 Only District Scout Council members, as defined in Rule 5.5.3.4, may vote in District Scout Council meetings.

5.5.6.5 The quorum for a District Scout Council meeting is agreed by the District Scout Council at their AGM (see 5.5.4.3).

If there is no quorum present at a meeting of the District Scout Council, the meeting must be closed and reconvened at the earliest opportunity.

5.5.6.6 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5.5.6.7 To discharge their responsibilities, the District Scout Council may meet by video conference as well as (or instead of) face to face when agreed by the District Chair. The District Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

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5.5.6.8 All meetings of the District Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5.5.7 **District Trustee Board - Conduct of meetings**

5.5.7.1 Meetings of the District Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the District Trustee Board.

District Trustee Board meetings are chaired by the District Chair. If the District Chair is unable to be present at a meeting, the District Trustee Board may choose a member to act as chair for the duration of the meeting of the District Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

5.5.7.2 Only members of a District Trustee Board as defined in 5.5.3.5 may vote in its meetings.

5.5.7.3 The quorum for a meeting of a District Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.

For any sub-teams of the District Trustee Board, the quorum for each sub-team must be set by the District Trustee Board, based on the size of the sub-team and the complexity of its task(s).

If there is no quorum present at a meeting of the District Trustee Board, or a sub-team, the meeting must be closed and reconvened at the earliest opportunity.

5.5.7.4 Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5.5.7.5 To discharge their responsibilities, the District Trustee Board may meet by telephone or video conference as well as face to face when agreed by the District Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed meeting place and others join by telephone or video.

5.5.7.6 Where urgent matters arise between scheduled meetings of the District Trustee Board and if it is not practicable to convene a meeting of the District Trustee Board then an electronic voting method (such as email) is allowed for decision making of the District Trustee Board when deemed appropriate by

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the District Chair. In such circumstances at least 75% of the Trustees of the District Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next District Trustee Board meeting.

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Introduction to the Constitution for a County

This introduction is not part of the model constitution but includes important points of context.

- a. The County constitution must always be used in the context of the POR Rules at 5.1, 5.2, 5.3 and 5.7 – these Rules must not be amended.
- b. In accordance with POR Rule 5.3.1.3 any amendments or differences to the model constitution at 5.6 below must be agreed at the AGM and fully recorded in the minutes.
- c. In the interest of openness, especially for new members of the County Scout Council, the County Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5.6 Constitution for a County ^[SV – Annex C]

5.6.1 Preamble

5.6.1.1 This constitution describes the role, membership and operation of the County Scout Council, and the County Trustee Board.

5.6.2 Charitable objects

5.6.2.1 [Rule 1.1 of The Scout Association Policy, Organisation and Rules]
Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5.6.3 The County Scout Council and the County Trustee Board

5.6.3.1 The County Scout Council has a governance role for the charity and makes County Trustee Board appointments other than ex officio and co-opted appointments.

5.6.3.2 The County Trustee Board is responsible for the governance of the charity. Although the County Trustee Board is responsible for the charity, it is accountable to the County Scout Council.

5.6.3.3 The County Scout Council has no Trustee responsibilities.

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5.6.3.4 County Scout Council membership

- a) The ex officio members of the County Scout Council members by virtue of their role in The Scouts as detailed in Rule 5.3.3.3 of The Scout Association Policy, Organisation and Rules
- b) The County Scout Council may appoint some members. See Rule 5.3.3.4 of The Scout Association Policy, Organisation and Rules.
A County Scout Council does not need to have any appointed members.
- c) The County Scout Council may appoint some community members. See Rule 5.3.3.5 of The Scout Association Policy, Organisation and Rules.
A County Scout Council does not need to have any community members.
- d) The total number of appointed and community members of a County Scout Council must not exceed the number of ex officio members.
- e) County Trustee Board administration must ensure that appointed County Scout Council Members are recorded locally in the minutes of the County Scout Council meeting which appoints them (normally the AGM). County Scout Council members (whether ex officio or appointed) must not be recorded as County Scout Council Members on The Scout Association's membership system.

5.6.3.5 County Trustee Board membership

The members of the County Trustee Board are:

- a) Ex officio
This role is defined in Rule 5.3.4.5(a) of The Scout Association Policy, Organisation and Rules.
- b) Appointed Trustees (including Chair and Treasurer)
The selection process for Trustees must follow Rule 5.3.4.6 of The Scout Association Policy, Organisation and Rules.

Vacancies for appointed Trustees only occur at the end of their period of appointment. For example, a County Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years one and two.

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The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve or not approve the proposed name from the Trustee Board.

- c) Co-opted members
are persons co-opted annually by the County Trustee Board. They are not appointed by the County Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer.

5.6.4 County Scout Council - Annual General Meeting

5.6.4.1 To support the planning and delivery of a County AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5.6.4.2 Each County Scout Council must hold an AGM within six months of the end of the County's financial year. Counties should give four weeks' notice of the date of the AGM.

5.6.4.3 The AGM must:

- a) Undertake governance oversight by
- approving the minutes of the previous County AGM
 - adopting (or re-adopting) the constitution of the County. See Rule 5.3.
 - noting the dates of charity's financial year
 - approving appointed and community members of the County Scout Council
 - agreeing the maximum total number of members of the County Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
 - agreeing the quorum for future meetings of the County Scout Council

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- b) Review the previous financial year by
- receiving from the County Lead Volunteer an overview of the past 12 months of activity in the County
 - receiving and considering the County Trustees' Annual Report and the annual statement of accounts approved by the County Trustee Board.
- c) Make appointments
- appoint a Chair of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board.
 - appoint a Treasurer of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board.
 - appoint other members of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board.
 - approve the appointment of any County Presidents or County Vice Presidents, and note current appointees (if any)
 - appoint (or re-appoint) an auditor, independent examiner or scrutineer as required
 - elect representatives of the County Scout Council following 6.5.1.2 of The Scout Association Policy, Organisation and Rules to be nominated members of the Council of The Scout Association.
 - elect representatives of the County Scout Council as per 6.5.1.3 of The Scout Association Policy, Organisation and Rules to be nominated youth members (18-24) on the Council of The Scout Association.

5.6.5 County Trustee Board - purpose

5.6.5.1 The County Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the County is meeting the Scout Association's overall aims and strategic goals.

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5.6.5.2 Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5.6.5.3 Elsewhere than Scotland, Members of the County Trustee Board must act collectively as charity Trustees of their charity, and in the best interests of the charity's members.

In Scotland, Members of the Region (Scotland) Trustee Board must act collectively as Charity Trustees (if a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of its members.

5.6.5.4 The County Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a) The charity is:
 - well managed
 - carrying out its purposes for the public benefit
 - complying with the charity's governing document and the law
 - managing the charity's resources responsibly
- b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2
- c) young people are meaningfully involved in decision making at all levels
- d) the County has sufficient resources (funds, people, property and equipment) available to meet the planned work of the County, including delivery of the high-quality programme and resource requirements of the training programme (Rule 4.3.7 of The Scout Association Policy, Organisation and Rules)

5.6.5.5 The County Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations
- b) ensure that the County's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the County
- c) maintain and manage:

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- a reserves policy for the charity including a plan for use of reserves outside the 'minimum'
 - an investment policy for the charity
 - a public benefit statement for the charity
- d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the County is properly protected and maintained
- e) ensure the appointment and management and operation of any sub-teams, including appointing a Chair to lead the sub-team. This should normally be one of the County's Trustees.
- f) ensure that effective administration is in place to support the work of the County Trustee Board
- g) appoint any co-opted members of the County Trustee Board
- h) ensure transparency of operation, including:
- prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer (as appropriate) and as appointed by the County Scout Council at their AGM
 - prepare and approve the County Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
 - present the approved County Trustees' Annual Report and Annual Accounts to the County Scout Council for their consideration at the County's AGM
 - following the County AGM, ensure that a copy of the County Trustees' Annual Report and Accounts is filed as described in 5.7.2.2 and 5.7.2.3 of The Scout Association Policy, Organisation and Rules.
- a) take responsibility for the County's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor
- individually and collectively maintain confidentiality regarding County Trustee Board business

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- put in place annually an open and transparent selection process to recommend to the County Scout Council appropriate persons to be appointed as members of the County Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed at the end of years 1 and 2).
- i) where staff are employed:
 - act as a responsible employer in accordance with the Scouts' values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

5.6.5.6 A County Trustee Board may create sub-teams it deems necessary to support its governance function. The County Trustee Board must ensure that for any sub-team it appoints:

- a) the sub-team's purpose is governance-focused and not operational
- b) the sub-team's members are agreed and approved by the County Trustee Board
- c) the County Trustee Board Chair is an ex officio member of the sub-team
- d) the County Lead Volunteer is an ex officio member of the sub-team

Sub-team members are not Trustees of the County unless they are already members of the appointing Trustee Board.

5.6.5.7 All sub-team members must be recorded on the membership system.

5.6.6 County Scout Council - Conduct of meetings

5.6.6.1 The County Scout Council meets at their AGM (see 5.6.4).

It would be unusual for there to be additional meetings of the County Scout Council. This is because the primary task of the County Scout Council is to appoint the County Trustee Board. If members resign from the County

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Trustee Board, Rule 16.9.2 describes the process to adopt until the next County AGM, thus rendering an additional meeting unnecessary.

5.6.6.2 A County Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the County Trustee Board.

5.6.6.3 County Scout Council meetings are chaired by the County Chair. If the Chair is unable to be present, the Chair may appoint a delegate to chair a meeting of the County Scout Council subject to such appointment being approved at the start of the meeting by a majority of the County Scout Council members present.

5.6.6.4 Only County Scout Council members, as defined in Rule 5.6.3.4, may vote in County Scout Council meetings.

5.6.6.5 The quorum for a County Scout Council meeting is agreed by the County Scout Council at their AGM (see 5.6.4.3).

If there is no quorum present at a meeting of the County Scout Council, the meeting must be closed and reconvened at the earliest available appropriate date.

5.6.6.6 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

5.6.6.7 To discharge their responsibilities, the County Scout Council may meet by telephone or video conference as well as (or instead of) face to face when agreed by the County Chair. The County Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully face-to-face, there must be an online poll or other electronic method of counting votes.

5.6.6.8 All meetings of the County Scout Council (whether face-to-face or otherwise) must be properly recorded and minuted.

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5.6.7 County Trustee Board - Conduct of meetings

- 5.6.7.1 Meetings of the County Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the County Trustee Board.
- 5.6.7.2 County Trustee Board meetings are chaired by the County Chair. If the County Chair is unable to be present at a meeting, the County Trustee Board may choose a member to act as chair for the duration of the meeting of the County Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.
- 5.6.7.3 Only members of a County Trustee Board as defined in Rule 5.6.3.5 may vote in meetings of the County Trustee Board.
- 5.6.7.4 The quorum for a meeting of a County Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.
- For any sub-teams of the County Trustee Board, the quorum for each sub-team must be set by the County Trustee Board, based on the size of the sub-team and the complexity of its task(s).
- If there is no quorum present at a meeting of the County Trustee Board or a sub-team, the meeting must be closed and reconvened at the earliest available appropriate date.
- 5.6.7.5 Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting's Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.6.7.6 To discharge their responsibilities, the County Trustee Board may meet by video conference as well as face to face when agreed by the County Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed meeting place and others join by telephone or video.
- 5.6.7.7 Where urgent matters arise between scheduled meetings of the County Trustee Board and if it is not practicable to convene a meeting of the County Trustee Board, then an electronic voting method (such as email) is allowed for decision making of the County Trustee Board when deemed appropriate by the County Chair. In such circumstances at least 75% of the Trustees of the County Trustee Board must approve the decision, and the outcome of the

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voting must be reported at, and recorded in the minutes of, the next County
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5.7 Finance and commercial matters

5.7.1 Finance in Groups, Districts, Counties

5.7.1.1 Certain rules in this Rule 5.7 do not apply, without modification, outside of England and Wales. Also, certain rules do not apply in Scotland.

5.7.1.2 Except in Scotland, every Group, District and County is a separate unincorporated charity and is under a statutory obligation to keep proper books of account.

In Scotland, a Group, District or Region may decide to register as an Unincorporated Scottish Charity. However, they must not register as a Scottish Charitable Incorporated Organisation (SCIO) as they must be able to exist within the Scouts' federation of charities and operate under its Royal Charter. A Scottish Group, District or Region that is not registered must act in the best interests of its members with the same duties and responsibilities as described in POR.

5.7.1.3 The Charities Act 2022 applies in England and Wales. Charities in Scotland must comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). Similar legislation applies elsewhere – see POR 13.1.1.

5.7.1.4 The Group, District or County Trustee Board must ensure that proper financial planning and budgetary control is operated (see Rule 5.4.5 or 5.5.5 or 5.6.5 of The Scout Association Policy, Organisation and Rules.)

5.7.1.5 The Group, District or County Leadership Team, as appropriate, must be consulted on the financial planning of the Group's, District's or County's activities.

5.7.1.6 All expenditure not covered within the Group, District or County Trustee Board's budget or its contingencies must be approved by the appropriate Trustee Board to ensure that any financial liability incurred can be met.

5.7.1.7 When entering into any financial or contractual obligation or commitment with another party, the persons concerned must make it clear to the other party that they are acting on behalf of the charity and not in a personal capacity.

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5.7.2 Statement of accounts

- 5.7.2.1 A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- 5.7.2.2 The Group Trustee Board Administrator must ensure that signed copies of the Trustees' approved annual report and accounts, are sent to the District Trustee Board Administration and District Treasurer within the 14 days following the relevant AGM at which the annual report and accounts were received and considered.
- 5.7.2.3 The District Trustee Board Administrator must ensure that signed copies of the Trustees' approved annual report and accounts, are sent to the County Trustee Board Administration and County Treasurer within the 14 days following the relevant AGM at which the annual report and accounts were received and considered.
- 5.7.2.4 For a County, PDF copies of the signed annual report and accounts, including the 'audit' report, must be sent by the County Trustee Board Administrator to the Country and to UK Headquarters (in Scotland to Scouts Scotland) within the 14 days following the County's AGM at which the annual report and accounts were received and considered. When sending to UK Headquarters, email the copy of the annual report and accounts to finance@scouts.org.uk.
- 5.7.2.5 Elsewhere than Scotland, if the Group, District or County is a registered charity a copy of the annual report and accounts must also be sent to the appropriate charity regulator (see PQR 13.1.2) if the regulator's rules require it, within ten (nine months in Scotland) months of the financial year end.
- In Scotland, if the Group, District or Region is a registered charity, the Annual Report and Statement of Account must include a Trustee's Annual Report, an Independent Examiners' Report, a Receipts and Payments Account, a Statement of Balances (including a list of assets and liabilities) and Notes to the Accounts.
- 5.7.2.6 The annual statement of accounts must account for all monies received or paid on behalf of the Group, District or County. This should include all sections, teams and sub-teams.
- 5.7.2.7 Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions

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- a) If the annual gross income or expenditure is greater than the limits laid down, the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet.
- b) If the annual gross income or total income is less than the limits laid down, an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.

5.7.2.8 If the Group, District or County is a registered charity, the Trustee Annual Report and Accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.

A permanent endowment is an asset, for example a property held by the Group, District or County which must not be sold or disposed of.

The particulars of the Trustees in whom such assets are vested also must be shown.

5.7.2.9 The annual statement of accounts must be in one of these types of accounts:

- a) receipts and payments accounts for a single fund unit, such as when there are no special funds whose use is restricted
- b) receipts and payments accounts for a multi fund unit, such as when where there are special funds in addition to a general fund
- c) accruals (SOFA) accounts for a single fund unit
- d) accruals (SOFA) accounts for a multi fund unit.

The appropriate type of accounts may depend upon the gross annual income in the financial year and whether the Group, District or County has any special funds whose use is restricted to particular purposes rather than the general purposes of the Group, District or County.

In Scotland, the annual Statement of Account must be in the format of one of two model annual statements available from Scouts Scotland. These models are suitable for Receipts and Payments accounts and Fully Accrued (SORP) accounts. The appropriate model may depend upon the gross income in the financial year and whether the Group, District or Region has any special funds whose use is restricted to particular purposes rather than the general purposes of the Group, District or Region.

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Elsewhere than Scotland, four model annual statements are available for download from Accounting and Reporting. These models are suitable for:

- e) receipts and payments accounts for a single fund unit, such as when there are no special funds whose use is restricted
- f) receipts and payments accounts for a multi fund unit, such as when where there are special funds in addition to a general fund
- g) accruals (SOFA) accounts for a single fund unit. Guidance and templates available from www.charitySORP.org
- h) accruals (SOFA) accounts for a multi fund unit. Guidance and templates available from www.charitySORP.org

5.7.3 Independent examination of accounts

5.7.3.1 Except in Scotland, at each AGM of the Group, District or County Scout Council an auditor, independent examiner or scrutineer, as appropriate, must be appointed. Each Group, District or County must decide if it needs an auditor, independent examiner or scrutineer, by reference to Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions.

In Scotland, the auditor or independent examiner must carry out an external examination of the accounts in accordance with the requirements of the Charities and Trustee Investments (Scotland) Act 2005 and The Charities Accounts (Scotland) Regulations 2006 (as amended).

5.7.3.2 Except in Scotland, a report to the Trustee Board must be completed by the scrutineer, independent examiner or auditor in accordance with the appropriate model referred to in Accounting and Reporting.

In Scotland, a report to the Trustee Board must be completed in accordance with one of the specimen accounts referred to in the Scouts Scotland Guidance as appropriate to an independent examiner or an auditor.

5.7.4 Funds administered by sections, and other teams or sub-teams in the Group, District or County

5.7.4.1 If approved by the relevant Trustee Board, any section, unit or other activity (for example a Campsite, Scout Show or Scout Shop) that is not a separate

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charity must administer sums approved and allocated to it by the Trustee Board.

- 5.7.4.2 Subscriptions paid by members of any section, or on their behalf, must be handed to the agreed Treasurer or their nominee as soon as possible after receipt.
- 5.7.4.3 The receiving Treasurer or their nominee must make the necessary records and pay the money into the agreed bank account(s) as soon as practicable.
- 5.7.4.4 Each section, or other agreed activity (for example a Group camp) must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the respective Group, District or County Treasurer at least once in each period of three months.

5.7.5 Bank accounts

- 5.7.5.1 All monies received by or on behalf of the Group, District or County whether directly or from supporters, must be paid into a bank account, National Savings account or building society account held in the name of the Group, District or County.

Monies received on behalf of the Group, District or County must never be paid into a personal bank account.

- 5.7.5.2 Bank accounts must be operated by the authorised signatories appointed by each respective Group, District or County Trustee Board. As separate charities Groups, Districts and Counties must not share or mix their bank accounts with each other, or with other charities.
- 5.7.5.3 Payments for Scout-related costs should be made from a Scout bank account wherever practicable. But payments for Scout-related costs may be made from a person's personal bank account or credit card but receipt(s) must be presented to the relevant treasurer for reimbursement.
- 5.7.5.4 The account(s) should be operated by the respective Treasurer and other members authorised by the relevant Trustee Board.
- 5.7.5.5 A minimum of two unrelated persons authorised by the Trustee Board must approve all banking withdrawals and payments.

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- 5.7.5.6 Cash received at a specific activity must only be used to pay expenses of that same specific activity if the relevant Trustee Board has so authorised beforehand and if a proper account of the receipts and payments is kept.
- 5.7.5.7 Funds not immediately required should be transferred into a suitable investment account held in the name of the Group, District or County.
- 5.7.5.8 In England and Wales, Group, District or County funds must only be invested as specified by the Trustee Act 2000.
In Northern Ireland, the Trustee Act (Northern Ireland) applies.
In Scotland, the Charities and Trustee Investment (Scotland) Act 2005 applies.

5.7.6 Disposal of assets

- 5.7.6.1 Disposal of Group, District or County assets at amalgamation
- If two or more Groups, Districts or Counties amalgamate, the retiring Treasurers must prepare a statement of account at the date of the amalgamation.
 - The statement, together with all Group, District or County assets, supported by all books of account and vouchers, must be handed to the Treasurer of the Group, District or County formed by the amalgamation.
 - If the receiving Treasurer considers it necessary, after consultation with the Trustee Board, they must ask the Trustee Board to appoint an appropriate person to examine the accounts.
- 5.7.6.2 Disposal of District or County assets at splitting
- This rule does not apply to Groups.
 - If a District is split into two or more separate Districts, or into parts which will be amalgamated with other Districts, the assets of the District should be divided into proportions approximately represented by the member numbers of each part after splitting.
 - If a County is split into two or more separate Counties, or into parts, which will be amalgamated with other Counties, the assets of the County should be divided into proportions approximately represented by the member numbers of each part after splitting.

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- d) These proportions of the District or County assets should then be transferred to the Districts or County, which become responsible for those parts of the old Districts or County.
- e) This should normally be done under the supervision of UK Headquarters.

5.7.6.3 Disposal of assets at closure

- a) If a Group, District or County is closed, the Treasurer must prepare a statement of account at the effective date of closure.
- b) For a Group, the statement, together with all assets, must be handed to the District Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c) For a District, the statement, together with all assets, must be handed to the County Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- d) For a County, the statement, together with all assets, must be handed to the Country and UK Headquarters as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- e) The Treasurer must ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.

5.7.6.4 Assets or liabilities remaining after closure

- a) Any assets or liabilities remaining after the closure of a Group automatically pass to the District Scout Council which may use or dispose of these assets at its absolute discretion solely for the purposes of Scouting.
- b) Any assets or liabilities remaining after the closure of a District automatically pass to the County Scout Council, which may use or dispose of these assets at its absolute discretion solely for the purposes of Scouting.
- c) Any assets or liabilities remaining after the closure of a County automatically pass to the Country Headquarters, which may use or dispose of these assets at its absolute discretion, solely for the purposes of Scouting.

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5.7.6.5 If there is any reasonable prospect of the Group, District or County being revived, the disposal of these assets may be delayed by the respective Trustee Board for such a period as it thinks proper with a view to returning them to the revived Group, District or County.

5.7.6.6 The Trustee Board is responsible for ensuring the preservation of the statements of account and all accounting records of the Group, District or County.

5.7.7 Preservation of books of account

5.7.7.1 Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as HMRC or other relevant body require.

5.7.8 Payment of the membership subscription

5.7.8.1 To meet the costs of UK Headquarters services to the movement and the costs of organising and administering The Scout Association, and to meet The Scout Association's obligations to World Scouting, the Board of Trustees of The Scout Association requires a UK Headquarters' Membership Subscription to be paid for each member aged under 18 at the time of the annual membership census.

The amount of the membership subscription is decided annually by The Scout Association's Board of Trustees.

In Scotland, the Membership Subscription in Scotland is in two parts (a) a sum payable to UK Headquarters (through Scottish Headquarters), the amount of which is determined by agreement between UK Headquarters and the Board of Trustees of Scouts Scotland and (b) a sum determined annually by the Board of Trustees of Scouts Scotland.

5.7.8.2 In addition, to meet local costs, the local Group, District and County may charge a membership subscription.

5.7.8.3 Every Group, District and County is responsible for the collection and payment of the UK Headquarters' membership subscriptions and any Country, County and District subscriptions in accordance with the numbers returned on the annual census return.

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Payments should be remitted to the District, County or Country Headquarters or UK Headquarters in line with the relevant Treasurer's instructions and not later than the date annually notified locally.

- 5.7.8.4 Membership subscriptions may be collected from youth members or their parents by a method decided by the relevant Trustee Board.
- 5.7.8.5 Each Group, District and County is strongly encouraged to use the Gift Aid scheme for membership subscription payments made by UK taxpayers.
- 5.7.8.6 The amount of the UK Headquarters membership subscription decided by the UK Headquarters Board of Trustees applies to the whole of the United Kingdom, and all members of The Scout Association who live outside the United Kingdom.

The UK Board of Trustees decides what proportion, if any, of the membership subscription is to be retained by the Country Councils of Northern Ireland, Scotland and Wales towards the costs of their own Country Headquarters services.

5.7.9 Fundraising

- 5.7.9.1 To maintain its work and to generate all that is needed to implement its training programme, the Scout movement has to support itself financially. Groups, Districts and Counties are expected to generate sufficient funds to carry out their own programme of activities.
- 5.7.9.2 Fundraising carried out on behalf of the Scouts must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- 5.7.9.3 Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- 5.7.9.4 Fundraising conducted on behalf of the Scouts may be by any means not forbidden by law, and which is acceptable to the local community, provided that the proceeds of the activity go wholly to the work of the Group, District or County or, in the case of joint activities with other organisations, that part of the proceeds allotted to the Group, District or County is wholly applied to the work of the Group, District or County.

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5.7.9.5 Public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.

Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

Where the reason for the fundraising is stated, the proceeds must only be used for that purpose.

5.7.9.6 Joint Fundraising Projects

- a) Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- b) Country Headquarters must be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.
- c) When participating in a joint project, terms must be agreed and recorded in a Memorandum of Understanding or non-legal agreement.

5.7.9.7 Fundraising and the Law

- a) All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law. This includes those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons. Details may be obtained from the Fundraising Support section of scouts.org.uk.

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5.7.9.8 Lotteries and Gaming

- a) If a Group, District or County considers raising funds by means governed by any legislation as detailed at Rule 5.7.9.7, the proposed activity must have the recorded approval of the Trustee Board and Sponsoring Authority, if any, and – for a Group - the District Chair.
- b) Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.
- a) The promoter of any fundraising activity governed by legislation should be a Trustee member of the appropriate Trustee Board.
- b) Groups, Districts or Counties in the areas adjacent should be informed of the proposed activity. Care must be taken to contain the activity within as close an area to that in which the Group or District or County operates as practical.
- c) Any advertising material used must conform with the requirements of the legislation and must not contain any matter which is not in strict conformity with the standards of The Scout Association.
- d) If the Group, District or County (as appropriate) is a registered charity, this fact must be stated in any advertising material.

5.7.9.9 Appeals for Funds

- a) Groups, Districts and Counties must not issue general appeals for funds.
- b) In exceptional circumstances:
 - Groups must seek approval from the District Trustee Board:
 - Districts must seek approval from the County Trustee Board (who must consult the Country Headquarters)
 - Counties must seek approval from UK Headquarters.
- c) Any permitted appeal must not exceed the boundaries of the District in which the Group is located, or of the District or County as appropriate.

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5.7.9.10 Professional Fundraisers

- a) Groups must not appoint a professional fundraiser without the approval of the District Trustee Board who must ensure that the requirements of the legislation are fully complied with.

Districts must not appoint a professional fundraiser without the approval of the County Trustee Board who must ensure that the requirements of the legislation are fully complied with.

Counties may appoint a professional fundraiser.

- b) All legislation associated with fundraising must be fully complied with.

5.7.10 Grant Aid and Loans

5.7.10.1 Provided that a Group raises a proportion of its own funds, it may accept financial support in the form of grant aid or loans.

5.7.10.2 Applications for grants or loans

- a) Group and District applications for grants or loans from Local Authorities must be approved by the District Chair and the County Lead Volunteer before submission.

County applications for grants or loans from Local Authorities must be approved by the County Chair and the County Lead Volunteer before submission.

- b) Group applications for grants or loans from UK Headquarters must have the approval of the Group Chair and the District Lead Volunteer.

District applications for grants or loans from UK Headquarters must have the approval of the District Chair and the County Lead Volunteer.

County applications for grants or loans from UK Headquarters must have the approval of the County Chair and the County Lead Volunteer.

- c) Group applications for grants or loans from sources other than those referred to above must have the approval of the Group Chair and of the District Lead Volunteer if the latter so directs.

District applications for grants or loans from sources other than those referred to above must have the approval of the District Chair and of the County Lead Volunteer if the latter so directs.

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County applications for grants or loans from sources other than those referred to above must have the approval of the County Chair and of the County Lead Volunteer if the latter so directs.

- 5.7.10.3 If changes are being planned about how grants will be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

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Chapter 6

The structure of the UK Headquarters of The Scout Association

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- 6.2 The Patron
- 6.3 The President(s)
- 6.4 The Council of The Scout Association
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- 6.12 Companies and Trusts associated with The Scout Association
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6.1 The Royal Charter

- 6.1.1.1 The Scout Association exists by authority of a Royal Charter, granted by King George V in 1912 and supplemented by further Charters granted by King George VI and Queen Elizabeth II.
- 6.1.1.2 These Charters give authority to the Bye Laws of The Scout Association, which are approved by His Majesty's Privy Council.
- 6.1.1.3 The Bye Laws, in turn, authorise the making of rules for the regulation of The Scout Association's affairs, and thereby give authority for the Rules printed in *Policy, Organisation and Rules*.

6.2 The Patron

- 6.2.1.1 His Majesty King Charles III is the Patron of The Scout Association.

6.3 The President(s)

- 6.3.1.1 Her Royal Highness The Princess of Wales and His Royal Highness The Duke of Kent share the joint Presidency of The Scout Association.

6.4 The Council of The Scout Association

- 6.4.1.1 The Scout Association is governed by a Council of between 300 and 600 members as determined by the Royal Charter of 1912 and the Supplemental Royal Charters of 1949, 1959, 1967 and 1991.
- 6.4.1.2 The Council appoints the Chief Scout, who becomes the Chair of the Council.

6.5 Membership of the Council

The Council consists of:

- 6.5.1.1 **Ex officio members**
- a) The President(s)
 - b) The Chief Scout
 - c) The Treasurer
 - d) The UK Chief Volunteer
 - e) The Chief Executive
 - f) The Chief Volunteer for International

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- g) The Chairs of the national boards of The Scout Association
- h) Any person holding a Chief Volunteer role, or a role designated as a National Commissioner by the Board of Trustees.
- i) The County Lead Volunteers of The Scout Association.
There is only one ex officio role on the Council for a County, so where there are joint role holders in a County, the role holders must decide, in discussion with the County Chair, which of them will be the ex officio member.
- j) The Country and County Youth Leads of The Scout Association.
There is only one ex officio role on the Council for a County or a Country, so where there are joint role holders in a County or a Country, the role holders must decide, in discussion with the relevant Chair, which of them will be the ex officio member.
- k) The Chair and members of the Board of Trustees.

6.5.1.2 **Nominated members**

- a) Each Scout County and each Overseas Territory nominates members to the Council
- b) Each County or Overseas Territory should nominate one member for every 10,000 members or part thereof declared by the County or Territory at the time of the annual census taken before the nomination
- c) A nominated member serves for three years unless another is nominated in the member's place
- d) Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of UK Headquarters are not eligible for nomination.
- e) Counties should inform governance@scouts.org.uk as soon as possible of any changes to their nominated members of Council.

6.5.1.3 **Nominated members (18-24)**

- a) Each Scout County and each Overseas Territory nominates members aged 18-24 to the Council
- b) Each County or Overseas Territory should nominate one member (aged 18-24) for every 10,000 members or part thereof declared by the County or Overseas Territory at the time of the annual census taken before the nomination
- c) On nomination the representative must have passed their 18th birthday, but must not have reached their 24th birthday

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- d) A nominated member (aged 18-24) serves for three years unless another representative is nominated in the representative's place or until the date of the annual census following the representative's 25th birthday
- e) Salaried officials employed by County Scout Councils may be nominated, but persons in the employment of UK Headquarters are not eligible for nomination.
- f) Counties should inform governance@scouts.org.uk as soon as possible of any changes to their nominated members (18-24) of Council.

6.5.1.4 **Elected members**

- a) The Council may include up to sixty other people of whom not more than three may be in the employment of The Scout Association
These members are elected by the Council at the Annual General Meeting of the Council
- b) Elected members serve for three years.

6.6 **The Board of Trustees of The Scout Association**

6.6.1.1 The Board of Trustees exists to manage the business of The Scout Association in accordance with its Bye Laws.

6.6.1.2 It is the body which makes the Policy and Rules of The Scout Association as published in Policy, Organisation and Rules and in the various handbooks and other official literature of The Scout Association.

6.7 **Membership of the Board of Trustees**

The Board of Trustees consists of:

6.7.1.1 **Ex officio members**

- a) Chief Scout or UK Chief Volunteer but not both
- b) UK Youth Lead
- c) Chief Executive.

6.7.1.2 **Elected members**

Nine members of The Scout Association, one each from Northern Ireland, Scotland, Wales, three from northern England and three from southern

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England, elected at an Annual General Meeting of the Council. Elected members are elected for a period of three years.

6.7.1.3 **Elected youth members**

Three youth members of The Scout Association elected by the Council at an Annual General Meeting of the Council. Elected youth members are elected for a period of three years.

6.7.1.4 **Appointed members**

The Chair of the Board, the Treasurer and up to three other persons who need not be, at the time of their nomination, members of The Scout Association, provided always that those so nominated accept to become members on their appointment by the Council at an Annual General Meeting. Appointed members are appointed for a period of three years.

6.7.1.5 **Attending members**

The Secretary, who may not vote.

6.7.1.6 **Right of Attendance**

Persons holding the following roles have the right of attendance without vote at meetings of the Board of Trustees and may put forward matters for discussion on giving fourteen days' notice to the Secretary of the Board.

- a) The Chief Scout and any Deputy Chief Scouts, if they are not Trustees.
- b) Members of the UK Leadership Team, if they are not Trustees
- c) Regional and County Lead Volunteers and County/Area/Scottish Region Chairs.

6.8 **Sub-Committees of the Board of Trustees**

The Board of Trustees delegates certain responsibilities to six sub-Committees:

- a) Finance Committee
- b) Nominations and Governance Committee
- c) People and Culture Committee
- d) Safeguarding Committee
- e) Safety Committee
- f) Strategy and Delivery Committee

6.8.1.1 The membership and terms of reference of these sub-Committees is determined by the Board of Trustees. Two or more members of the Board of Trustees must serve on each.

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6.8.1.2 Chairs of sub-Committees are appointed for a three-year term by the Board of Trustees subject to them remaining as Trustees and a satisfactory annual performance review.

6.9 National leadership

6.9.1 Chief Scout

6.9.1.1 The Chief Scout is appointed by the Council of The Scout Association according to the terms laid down by the Council.

6.9.2 UK Chief Volunteer

6.9.2.1 A UK Chief Volunteer is appointed by The Scout Association.

6.9.3 Treasurer

6.9.3.1 The Treasurer is appointed by the Council of The Scout Association according to the terms laid down by the Council.

6.9.4 Chief Volunteers

6.9.4.1 Chief Volunteers are appointed by the UK Chief Volunteer with the approval of the UK Headquarters Appointments process.

6.9.4.2 The appointment of a Chief Volunteer remains valid until the fifth anniversary of the date of the appointment.

6.9.4.3 The appointment of a Chief Volunteer is subject to formal review by the UK Chief Volunteer.

6.9.4.4 The appointment of a Chief Volunteer may be renewed for a second period not exceeding five years.

6.9.4.5 Chief Volunteers are ex officio members of the Council of The Scout Association.

6.9.5 United Kingdom Lead Volunteers

6.9.5.1 For the purposes of the Bye Laws of The Scout Association, UK Lead Volunteers are treated as National Commissioners.

6.9.5.2 UK Lead Volunteers are appointed by the UK Chief Volunteer with the approval of the UK Headquarters Appointments Process to undertake special responsibilities, such as the leadership and support of the Sections.

6.9.5.3 The appointment of a UK Lead Volunteer remains valid until the fifth anniversary of the date of appointment.

6.9.5.4 The appointment of a UK Lead Volunteer may be renewed for a second period not exceeding five years.

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6.9.5.5 The appointment of each UK Lead Volunteer is subject to a formal review by the UK Chief Volunteer.

6.9.6 Regional Lead Volunteers (England, Northern Ireland and Wales)

6.9.6.1 Regional Lead Volunteers (England, Northern Ireland and Wales) are appointed by the Chief Volunteer (England, Northern Ireland or Wales) with the approval of the UK Headquarters Appointments Process.

6.9.6.2 The appointment of a Regional Lead Volunteer remains valid until the fifth anniversary of the date of the appointment.

6.9.6.3 The appointment of Regional Lead Volunteers is subject to formal review by the Chief Volunteer (England or Northern Ireland or Wales).

6.9.6.4 The appointment of a Regional Lead Volunteer may be renewed for a second period not exceeding five years.

6.9.6.5 Regional Lead Volunteers (England or Wales) are ex officio members of all County Scout Councils in their region and have Right of Attendance at all County Trustee Boards in their region.

6.9.6.6 Regional Lead Volunteers (England, Northern Ireland or Wales) are treated as National Commissioners for the purposes of the Bye Laws.

6.9.7 Regional Lead Volunteers (Scotland)

6.9.7.1 In Scotland, Regional Lead Volunteers are appointed by the Chief Volunteer of Scotland.

6.9.7.2 The appointment of a Regional Lead Volunteer (Scotland) remains valid until the fifth anniversary of the date of the appointment. Shorter terms may be agreed.

6.9.7.3 The appointment of Regional Lead Volunteers (Scotland) is subject to formal review by the Chief Volunteer of Scotland.

6.9.7.4 The appointment of a Regional Lead Volunteer (Scotland) may be renewed for a second period not exceeding five years.

6.9.7.5 Regional Lead Volunteers (Scotland) are ex-officio members of all District Scout Councils in their Region and have Right of Attendance at all District Trustee Boards in their Region.

6.10 UK Headquarters Staff

6.10.1.1 The Board of Trustees of The Scout Association maintains a UK Headquarters staff with a departmental structure as required for the implementation of its policy and to provide services and materials necessary for the proper conduct and development of the Scouts.

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6.10.1.2 The following volunteer roles cannot be carried out by a member of staff employed by UK Headquarters:

Any role appointed by UK Headquarters (including Managers/Team Leaders of National Scout Active Support and Contingent Management Team members for World Scout Events but excluding team members of National Scout Active Support Units, International Service Team members and Contingent Support Team members for World Scout Events) and extends to:

- a) County /Area / Region (Scotland) Chief Volunteers
- b) Regional Lead Volunteers (England, Northern Ireland and Wales)
- c) Nation/County/Area/Region (Scotland) Trustees
- d) Nation level roles
- e) Nominated and ex-officio members of the TSA Council*
- f) Any role that is ex-officio any of the roles above

**The only exception to the above is the Chief Executive role, which is both an ex-officio member of TSA Council and a Trustee of The Scout Association, as defined within our Byelaws.*

6.10.2 Chief Executive

6.10.2.1 The Chief Executive is appointed by the Board of Trustees. The Chief Executive is responsible for the co-ordination of all the work of the staff of UK Headquarters for the implementation of the policy of the Board of Trustees and for such special tasks as may be requested by the Board.

6.10.2.2 The Chief Executive is an ex-officio member of the Council of The Scout Association and of the Board of Trustees.

6.10.3 Board Secretary

6.10.3.1 The Board of Trustees appoints a Secretary to carry out the duties required of such a person by the Bye Laws.

6.10.4 Support Centre

6.10.4.1 The Support Centre provides advice, support and guidance to the movement. It may be contacted as follows:

Email: support@scouts.org.uk

Mail: Scout Support Centre, The Scout Association, Gilwell Park, Chingford, London E4 7QW

Online: <https://www.scouts.org.uk/contact-us>

6.10.5 The Scout Heritage Collection and Heritage Service

6.10.5.1 The Scout Heritage Service is the custodian of the national Scout heritage collection which charts the history and development of the Scout movement in

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the UK. The aim of the service is to develop, safeguard and make accessible UK Scouting's heritage for the benefit of the movement and wider public. The Heritage Service and Collection are registered with the Arts Council England Museum Accreditation scheme.

6.10.5.2 The Heritage Service continues to acquire new material relating the UK Scouting. Prospective donors should refer to our guidance on how to donate to the Heritage Collection. This includes our Collecting Policy and information on priority and closed collecting areas. Potential donations should then be registered with images on the online donations form. Donations are assessed by the acquisitions team monthly. The Heritage Service does not take responsibility for returning unsolicited donations which don't fit our collecting policy. Any questions should be directed to heritage.donations@scouts.org.uk.

6.10.5.3 Further information regarding Scout heritage including the enquiries service, online exhibitions, talks and tours may be found at Our history | Scouts. The team can be reached at heritage@scouts.org.uk

6.10.6 www.scouts.org.uk

6.10.6.1 www.scouts.org.uk is the official website of The Scout Association and provides regular news updates, general information on Scouting, material for young people and access to a range of online member resources.

6.11 The Country Scout Councils of Northern Ireland, Scotland and Wales

6.11.1.1 These Scout Councils exist to advise their respective Chief Volunteers in all matters relating to the exercise of the Chief Volunteers' discretionary powers as specified by UK Headquarters, and to perform such administrative and executive duties as may be delegated to them by UK Headquarters, which may include management of their financial affairs. UK Headquarters makes and approves constitutions for Country Scout Councils in order to facilitate the performance of delegated duties.

6.11.1.2 Northern Ireland

Under the Scout Constitution for Northern Ireland, the affairs of The Scout Association are under the charge of The Northern Ireland Scout Council, with a committee for the management of its business.

Under the authority of UK Headquarters, Northern Ireland Headquarters is the body responsible for matters of programme, training and administration in Northern Ireland.

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Northern Ireland has separate legal and educational systems and its own system of local government.

Certain Rules concerning structure, trusteeship, property and charitable status therefore do not apply in Northern Ireland without modification.

6.11.1.3 **Scotland**

Under the Scout Constitution for Scotland, the affairs of The Scout Association are under the charge of The Scottish Council of The Scout Association, with a committee for the management of its business.

Under the authority of UK Headquarters, Scottish Headquarters is the body responsible for matters of programme, training and administration in Scotland.

Scotland has separate legal and educational systems and its own system of local government.

Certain Rules concerning structure, trusteeship, property and charitable status therefore do not apply in Scotland without modification.

6.11.1.4 **Wales/Cymru**

Under the ScoutCymru Constitution for Wales, the affairs of The Scout Association are under the charge of The Council of ScoutsCymru, with a Trustee Board accountable for the strategic management of its business.

Under the authority of UK Headquarters, ScoutCymru Headquarters is the body responsible for matters of programme, training and administration in Wales.

Wales has separate legislation and educational system and its own system of local government.

Rules and regulations concerning structure, trusteeship, property and charitable status must comply with the Charity Commission for England and Wales.

6.11.2 British Overseas Territories

6.11.2.1 Territories of The Scout Association are established overseas, with local Chief Scouts and Chief Commissioners.

6.11.2.2 Their constitutions are granted by UK Headquarters and may be withdrawn at its discretion.

6.11.2.3 Variations to the Rules of The Scout Association may be sanctioned by UK Headquarters to suit the local circumstances of an Overseas Territory.

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6.11.2.4 The Chief Volunteer for International is responsible to the UK Chief Volunteer for the efficiency and well-being of Scouting in Overseas Territories and for relations with Scout Associations in Commonwealth Countries.

6.11.3 British Scouting Overseas

6.11.3.1 In a number of countries throughout the world there are British Groups, which are registered by The Scout Association. They are under the Leadership of the Area Lead Volunteer for British Scouting Overseas who is appointed by UK Headquarters under the recommendation of the Lead Volunteer for International. The Area Lead Volunteer for British Scouting Overseas is responsible to the Lead Volunteer for International.

6.11.3.2 The Area receives appropriate support by UK Headquarters as agreed by the Area Lead Volunteer for British Scouting Overseas.

6.12 Companies and Trusts associated with The Scout Association

6.12.1.1 **Scout Shops Limited** is a wholly owned subsidiary of The Scout Association. It is primarily involved in supporting the parent charity through the sourcing and distribution of merchandise such as the supply of uniform, badges, resources, souvenirs and camping equipment. All profits generated are returned to The Scout Association.

6.12.1.2 **World Scout Shop Ltd** is a wholly owned subsidiary of The Scout Association which is operated under licence from World Scouting. Its primary objective is the efficient sourcing and distribution of World Scout branded merchandise to the global Scouting audience. All profits generated are returned to The Scout Association.

6.12.1.3 **Scout Products Limited** is a wholly owned subsidiary of The Scout Association. Its principal activity is the procurement and supply of products associated with The Scout Association, coordinating purchases from Scout Store. All profits generated are returned to The Scout Association.

6.12.1.4 **Scout Services Limited** is a wholly owned subsidiary of The Scout Association whose principal activity is that of sponsorship and marketing services for The Scout Association and other commercial activities. All profits generated are returned to The Scout Association.

6.12.1.5 **Scout Insurance Services Limited (trading as Unity Insurance Services)** is The Scout Association's dedicated insurance broker providing insurance support to it and to the Scout movement in the UK. Unity arranges liability insurance and personal accident and medical expenses cover for The Scout

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Association and its members. Unity provides additional specialist insurance cover that Groups, Districts, Counties and campsites may need. Unity is authorised and regulated by the Financial Conduct Authority and, as a wholly owned subsidiary of The Scout Association, all profits generated are returned to The Scout Association.

- 6.12.1.6 **The Scout Association Trust Corporation** (SATC) is a company limited by guarantee and operates with its own separate Board of Directors. Its powers and constitution are stated in its Memorandum and Articles of Association. It was created to ease the administrative burden faced by Scout Units in having to find, appoint and retain local individual Holding Trustees to hold title to their land and to also ensure consistency by holding important land documentation securely in a central location. These Holding Trustees are separate from, and not members of Group, District and County Trustee Boards (unless separately appointed to one of those Trustee Boards).

Where appointed, the SATC may hold title to freehold, leasehold and long-term Licence land interests as a sole Custodian Trustee on behalf of Scout Units registered with The Scout Association in England and Wales. It may also hold title to land held by jointly by Scout and Guide Units.

As Custodian Trustee, whilst the SATC will be a party and signatory to any substantive land documentation, it cannot and does not have any responsibility for the management of a Scout Unit or its land. This responsibility remains vested in the Scout unit's local Trustee Board who also act as the Charity Trustees.

The Scout Association Trust Corporation (SATC) does not apply to Scotland. Instead, PQR 13.1.6.4 applies in Scotland..

6.13 Girlguiding UK

- 6.13.1.1 The Scout Association and Girlguiding UK, although they are separate organisations established by separate Royal Charters, share a common Founder and have similar aims, principles and methods. Co-operation between the two organisations is always encouraged, at all levels.

6.14 National Scout Active Support Units

- 6.14.1.1 The UK Lead Volunteer for Programme may form National Scout Active Support Units.
- 6.14.1.2 Applications to form a National Scout Active Support Unit are made to the UK Lead Volunteer for Programme.
- 6.14.1.3 The purpose of National Scout Active Support Units is to provide active support to Scouting at a national level.

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All adult-only support groups linked to Scouting at a national level must be registered as National Scout Active Support Units.

- 6.14.1.4 The UK Lead Volunteer for Programme may delegate another national appointee to act as the responsible team leaders to support the activities and development of a National Scout Active Support Unit, to agree and review the service agreement, and to maintain effective liaison between UK Headquarters and the National Scout Active Support Unit.

Each National Scout Active Support Unit is led by a National Scout Active Support Unit Manager who is responsible for ensuring that the Unit meets its service agreement. One or more National Scout Active Support Coordinators may be appointed to assist- in the running of the Unit. All appointments of National Scout Active Support Unit Managers and Coordinators must take place through arrangements managed by the UK Lead Volunteer for Programme.

- 6.14.1.5 Subject in all cases to a satisfactory Personal Enquiry, (see Rule 3.27), membership of a National Scout Active Support Unit is open to any person aged 18 or over, including:
- a) those holding other appointments in Scouting, who are expected to give priority to the duties of these local appointments
 - b) Scout Network Members, who are expected to give priority to their Scout Network.

The National Scout Active Support Unit Manager must be a member of The Scout Association. All members of a National Scout Active Support Unit must also be members.

- 6.14.1.6 A National Scout Active Support Unit is responsible for providing active support in accordance with its service agreement, agreed every three years with the UK Lead Volunteer for Programme or nominee.

- 6.14.1.7 The following minimum standards are laid down for National Scout Active Support Units:
- a) There must be an appointed National Scout Active Support Unit Manager. Where there is a vacant manager role, the UK Lead Volunteer for Programme or nominee assumes that role until a new Manager is appointed
 - b) A National Scout Active Support Unit must provide active support to Scouting on a national level, as detailed in the service agreement
 - c) The annual census for a National Scout Active Support Unit must be completed and submitted as agreed by the UK Lead Volunteer for Programme or nominee

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- d) Annual accounts for a National Scout Active Support Unit must be submitted to UK Headquarters at finance@scouts.org.uk no later than 1st June
 - e) A National Scout Active Support Unit must comply with any other operational procedures agreed with the UK Lead Volunteer for Programme or nominee.
- 6.14.1.8 If a National Scout Active Support Unit fails to reach the minimum standards for two non-consecutive years in a three-year rolling period, it may be closed by the UK Lead Volunteer for Programme with the approval of the Strategy and Delivery Committee.
- 6.14.1.9 If a National Scout Active Support Unit fails to reach the minimum standard for two consecutive years it must be closed.
- 6.14.1.10 If two or more National Scout Active Support Units are to merge:
- a) The person who is responsible for the Unit's annual accounts must prepare the accounts for the date agreed for the merging of Units.
 - b) UK Headquarters must examine the accounts and receipts to ensure they are correct
 - c) Physical resources must be returned to UK Headquarters who must redistribute or dispose of as required in agreement by the UK Lead Volunteer for Programme.

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Chapter 7

Emergency procedures

Chapter Contents

- 7.1 Communication
- 7.2 Emergency Procedures
- 7.3 Overriding Controls
- 7.4 Accident Reporting

7.1 Communication

- 7.1.1.1 For any Scout activity, each party must implement an ‘InTouch’ system.
Details of what this needs to include are contained in InTouch (FS120075)

7.2 Emergency Procedures

- 7.2.1.1 All accidents to individuals or involving damage to property must be reported. (See 7.4).
- 7.2.1.2 In the case of an accident to an individual, a member of the party or their designate must:
 - a) alert the appropriate rescue services, if required
 - b) inform their Lead Volunteer
 - c) advise the next of kin

If the Lead Volunteer is not contactable, an alternative must be in place, or the accident must be escalated to the next level Lead Volunteer.
- 7.2.1.3 In the case of a serious accident, incident or loss of life by whatever cause 0345 300 1818 must be called immediately. Follow the critical incident directions, to advise UK Headquarters. This support is available 24 hours a day.

Contacting UK Headquarters ensures that the appropriate incident and media support is available. UK Headquarters must be informed at the earliest opportunity.
- 7.2.1.4 In Scotland, Northern Ireland and Wales the relevant Country Headquarters must also be notified. This support will be provided through the critical incident process once UK Headquarters are notified.
- 7.2.1.5 Communications with the news media must not be initiated by members of the party or others involved.

All communication with the news media must be referred to UK Headquarters or the home Lead Volunteer.

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The news media may arrive at the incident or contact those involved before any communication with UK Headquarters has been established. Take care if the news media contact you. You must seek support in these situations by calling UK Headquarters before talking to the media.

The Duty Media Officer at UK Headquarters will offer advice and assistance in dealing with the news media when emergencies and accidents to individuals occur.

- 7.2.1.6 In the case of an accident abroad, involving a stay in hospital or loss of life, a member of the party must advise appropriate agencies required by their travel insurers.
- 7.2.1.7 The Lead Volunteer responsible for the party must ensure that:
- clear communication links are maintained with a responsible person in the area of the accident, the next of kin and UK Headquarters;
 - appropriate arrangements are made for the return of the party, as necessary
 - in cases of serious injury, every assistance is available to ensure the next of kin may visit the casualty.
- 7.2.1.8 UK Headquarters, when notified, will contact the Lead Volunteer of the area in which the incident occurred.
- 7.2.1.9 The home Lead Volunteer, in conjunction with the Leader in Charge of the party or other responsible person, must produce, if required by UK Headquarters, a full confidential report relating to authorisation, training, equipment, briefing and leadership of the party involved, together with their observations relating to the sequence of events and possible causes of the accident.
- 7.2.1.10 This report must be submitted to the home County ^(NI Country) Lead Volunteer who must forward it to UK Headquarters accompanied by their own observations relating to the circumstances. The report should include details of County ^(NI Country) support for education and learning in respect of such activities and, as appropriate, any recommendations they intend to implement in the light of experience gained.
- 7.2.1.11 In the case of a fatal incident, or an incident that UK Headquarters considers could have resulted in a fatality, the Company Secretary of The Scout Association will establish a learning review on behalf of the Board of Trustees.
- 7.2.1.12 The appropriate Government Agency must be notified when accidents occur during air activities or during water activities in coastal or deep-sea waters.

7.3 Overriding Controls

- 7.3.1.1 For safety reasons only, the District or County Lead Volunteer (or their nominee) of the area where the activity takes place has an overriding authority (in

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consultation with the home Lead Volunteer) to direct that any activity should be postponed, stopped or cancelled.

7.4 Accident Reporting

7.4.1.1 There are reporting requirements. This includes the online incident reporting form which must be used to inform UK Headquarters if any person, in the course of, or arising out of, a Scout activity or while on, or in conjunction with, any Scout property, whether a member or not:

- a) suffers personal injury or illness where that injury or illness necessitates medical treatment by a doctor, dentist, nurse, paramedic or at a hospital. Minor injuries or illnesses not requiring such treatment must be recorded locally, with UK Headquarters being informed if they subsequently receive medical attention
- b) requires rescuing where rescue involves any Emergency Service: Police, Fire, Ambulance, Mountain Rescue or Coastguard
- c) dies

7.4.1.2 If an accident during a Scout activity results in third party damage, UK Headquarters must be informed at the earliest suitable opportunity.

On receipt of this information, UK Headquarters will issue the necessary instructions and an incident report form.

7.4.1.3 In the event of any injury or fatality, or damage to third party property, no admission of liability must be made unless advised by UK Headquarters. (See 7.2 for actions required in the event of an emergency.)

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Chapter 8 Insurance

Chapter Contents

- 8.1 Insurance policies
- 8.2 Other insurance cover
- 8.3 Indemnities
- 8.4 Compliance with Rules
- 8.5 Effecting Insurance and Reporting Claims

8.1 Insurance policies

8.1.1 Scope

- 8.1.1.1 The insurances described in this POR section 8.1 apply only to Scout units and their members operating within the federation of charities under The Scout Association's Royal Charter.

The insurances in 8.1 therefore do not include cover for members of Girlguiding, or other persons or charities that are not formally part of the Scouts' federation of charities.

8.1.2 Personal Accident and Medical Expenses Policy

- 8.1.2.1 This insurance is provided by UK Headquarters and covers all members shown on the annual census return together with new members joining during the year in the United Kingdom, the Isle of Man, the Channel Islands, Gibraltar and British Scouting Overseas.

Details of the current benefits under this policy are available from Unity.

- 8.1.2.2 Parties of up to five Scouts who are not members of The Scout Association visiting the United Kingdom to take part in Scout activities organised by a British home unit are also covered by this policy. Larger parties of visitors may be insured by the host unit if the visiting Scouts are not already insured through their home Association.

8.1.3 Personal Accident and Medical Expenses Supplementary Insurance

- 8.1.3.1 Supplementary insurance may be arranged by Scout units to provide higher benefits.

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- 8.1.3.2 Non-members are not provided with the same automatic basic Personal Accident Insurance as members.

Non-members based in the United Kingdom, the Isle of Man and the Channel Islands may be insured under a basic policy and may have the benefit of Supplementary Insurance similar to that which is available to other adults.

Details are available from Unity on request. Other insurance providers may also offer cover.

8.1.4 **The Scout Association Legal Liability Policy**

- 8.1.4.1 This policy, incorporating Public Liability and Property Owners Liability, covers The Scout Association and may, at its request, provide cover for Lead Volunteers, adult members and other persons authorised to be in charge of, or to assist with, Scout activities against claims made by members under their control, or their parents or guardians, or by third parties, alleging legal liability arising out of accidents or incidents occurring during any authorised Scout activity or fundraising event. This is covered by the Public Liability section of the policy.

- 8.1.4.2 This policy covers the liability which rests upon any Scout authority which owns or is responsible for land or buildings (except for liability under any agreement). This is covered by the Property Owners Liability section of the policy.

- 8.1.4.3 It is a condition precedent to indemnity being granted by The Scout Association that any assistance required in investigating or defending any potential litigation will be given by those involved in the incident giving rise to the claim.

- 8.1.4.4 The Scout Association Legal Liability Policy does not cover legal liability arising out of the ownership or driving or piloting of motor vehicles, aircraft or gliders where compulsory third party insurance is required. Contact Unity if there is doubt whether additional insurance is required.

It also does not fully cover liability for injuries to third parties or for damage to third party property arising out of the ownership or operation of boats.

Unity can arrange marine liability insurance and will provide details on application.

- 8.1.4.5 The provision of any indemnity given by The Scout Association is subject to the terms and conditions of any legal liability insurance policy which may be in force.

8.1.5 **The Scouts Trustee Indemnity insurance cover**

- 8.1.5.1 The Trustee Indemnity insurance policy is designed to cover trustees in the event that they are held personally liable for the loss of charity assets or for making a decision which results in the charity sustaining a loss in financial terms.

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- 8.1.5.2 The Scouts have a national policy to cover trustees of any Scout charity. The premium is paid centrally by the Scouts, so Trustees do not need to take out any additional cover.
- 8.1.5.3 The cover extends to any person co-opted or appointed to act as a Trustee to Scout assets which are usually members of a Trustee Board.
- 8.1.5.4 Further details of the current benefits under this policy may also be seen here.

8.2 Other insurance cover

- 8.2.1.1 Every Group, District, and County must maintain insurance cover, and review it annually, in respect of the following risks:
- a) property and equipment, owned, hired or borrowed, including the risk of loss or damage to equipment whilst in transit or at camp or on expeditions
 - b) minibuses and other motor vehicles, including passenger risk, in the British Isles or abroad
 - c) marine and boating risks
 - d) aviation and air activity risks.
- 8.2.1.2 Insurance cover must be taken out in respect of risks incurred when undertaking travel. Special travel insurance should be obtained for authorised Scout visits abroad. The policy covers accidents and medical expenses in the British Isles and on the continent of Europe.
- 8.1.2.3 Insurance cover must be taken out in respect of employers' liability for people that a Group, District or County may employ.
- 8.1.2.4 The Scout Association Legal Liability Policy cover extends to cover every Group, District and County, subject to Rule 8.4 Compliance with Rules. There is no requirement to purchase additional Public or Property Owners' Liability policies.
- 8.1.2.5 Unity is the official insurance broker of The Scout Association and is one company that arranges insurance cover that meets the standards described above.

8.3 Indemnities

- 8.3.1.1 If a Group, District or County is arranging to use land, premises or other facility belonging to another authority, organisation or an individual, and is required to sign an agreement or indemnity, details must be sent to Unity as soon as possible.
- 8.3.1.2 The acceptability of the agreement or indemnity terms by Unity and the adequacy of The Scout Association's Legal Liability Policy in relation to them must be confirmed before proceeding with the arrangements or signing any agreement or indemnity.

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8.4 Compliance with Rules

8.4.1.1 For insurance cover by UK Headquarters to be effective, the Rules of The Scout Association must be complied with, particularly those Rules governing the organisation of activities and safety precautions applying to activities.

8.4.1.2 Some adventurous activities carry a potentially larger third-party risk than others, and appropriate insurance arrangements must therefore be made by Unity.

For this reason, Groups, Districts or Counties undertaking the following activities must notify Unity beforehand:

- a) Air activities
- b) Karting

8.5 Effecting Insurance and Reporting Claims

8.5.1.1 If action is taken in relation to effecting insurance or reporting claims, injuries or fatalities, this action must be taken by the Leader or other adult responsible for the individual's or party's participation in the event or activity.

8.5.1.2 Incident report forms when received, should not be completed by any adult involved in the incident, but should be handled by a suitable independent person.

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Chapter 9

Activities

Chapter Contents

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- 9.3 Visits abroad
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- 9.7 Adventurous Activities Permit Scheme
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- 9.12 Land based activities
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This chapter applies to all activities conducted by our members anywhere in the world.

A list of available guidance on activities is contained in the general activity guidance.

Further advice may be available from District and County Programme Teams and Lead Volunteers. You may also contact UK Headquarters at support@scouts.org.uk. In addition to the factsheets stated, others may be available to provide guidance in activity areas.

^[NI] In Northern Ireland there are no Counties. The Northern Ireland Country Team has roles equivalent to the County roles referred to in this chapter.

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9.1 **All activities**

9.1.1 **Before an activity**

9.1.1.1 Before any activity, the leader of the activity must ensure that:

- a) it is appropriate to the age and abilities of all participants
- b) any legal requirements for the activity have been complied with
- c) it complies to the general and specific activity rules set out in this chapter
- d) any other requirements of The Scout Association, including the Safeguarding Policy and Safety Policy, are complied with
- e) if necessary, a member of the party holds a valid adventurous activity permit (see Rule 9.7)
- f) it is the leader holding the permit who is responsible for all decisions for the duration of the activity
- g) there is additional, responsible supervision as required, including for those in the locality of the activity but not actively involved, see Rules 4.5
- h) a risk assessment (FS120000) is carried out, recorded and safety instructions are communicated to all supervising adults and participants
- i) suitable InTouch (FS120075) arrangements are in place
- j) Chapter 7 Emergency Procedures are in place
- k) all activities must have access to someone holding a relevant and current first aid qualification and access to suitable first aid materials. For adventurous activities and nights away, this access must be immediate. The detail of the first aid skills required must be identified by the risk assessment, but the minimum qualifications (or equivalents) are:
 - A full first aid certificate as defined at First Aid (FS120052) is required for all remote activities, where travelling time is 3 hours or more (in the method of travel being used) to a point of refuge including at least one of:
 - a. a road which carries a normal road-going ambulance
 - b. a building which is occupied (such as a farm or harbour)
 - c. another means of calling help (such as a telephone box)
 - First Response is required for all other activities
- l) each participant has received appropriate training
- m) all equipment is appropriate for the activity
- n) all supervising adults and participants are made aware of who is in charge
- o) it has been approved by the relevant District or County Lead Volunteer (see Rule 9.1.2).

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- 9.1.1.2 These activities are not permitted within The Scout Association:
- towing of inflatables behind powered watercraft, such as banana boating
 - bungee jumping
 - hitch hiking
 - knife throwing
 - archery tag and other combat style archery activities
 - trotti biking
- 9.1.1.3 Other activities
- There are many opportunities for members to take part in activities which are not specifically covered in these activity rules. Where an activity is not covered by any other rules the Leader in Charge of the activity must :
- a) assess the risks involved, document and communicate this to all involved
 - b) ensure all members' physical and emotional well-being can meet the requirements of the activity
 - c) ensure that all equipment used fits the participants and is suitable for the activity
 - d) obtain the approval of the relevant District or County Lead Volunteer, or their nominee

9.1.2 Approval of an activity

- 9.1.2.1 The District Lead Volunteer is responsible for approving all activities for Squirrels, Beavers, Cubs, Scouts, Explorers and Scout Network. This must be by means of a system agreed between the District Lead Volunteer and each Group Lead Volunteer or District 14-24 Team Leader. See Approving Activities – Guidance for Lead Volunteers (FS120015).
- 9.1.2.2 The relevant District or County Lead Volunteer or nominee is responsible for approving all activities for groups of adults, where each individual is aged 18 and over
- 9.1.2.3 Approval for special events and activities must be granted by a County Lead Volunteer, a Regional Lead Volunteer or a Chief Volunteer, as appropriate.
- 9.1.2.4 For safety reasons only, the District or County Lead Volunteer, or their nominee, of the area where the activity takes place has an overriding authority, in consultation with the home Lead Volunteer, to direct that any activity should be postponed, stopped or cancelled (see POR Rule 7.3.1.1).
- 9.1.2.5 There are additional requirements for the District Lead Volunteer and County Lead Volunteer approval for those activities which fall within the scope of The Scout Association's Adventurous Activity Permit Scheme (see POR rule 9.7).
- 9.1.2.6 When professional instructors or leaders from outside the movement are engaged, separate rules apply (see POR rule 9.6).

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9.1.3 During an activity

- 9.1.3.1 Adults must continue to assess risk (FS120000) throughout an activity.
- 9.1.3.2 Appropriate weather forecast and weather monitoring is undertaken and acted upon to inform the safe management of the activity, equipment required and location. Each participant must be suitably equipped to cope with predicted extremes of weather.
- 9.1.3.3 All activities must be undertaken in accordance with The Scout Association's Safety Policy (see POR Chapter 2) and must adhere to the relevant general and specific activity rules set out in this chapter (Chapter 9).

9.2 Nights away

9.2.1 Nights away permit scheme

- 9.2.1.1 All camping and residential activities within the United Kingdom are subject to Rule 9.2.
- 9.2.1.2 This includes all activities where it is intended that young people will sleep overnight and arrangements are put in place for this purpose, such as sleepovers, camps, Pack Holidays, and expeditions.
- 9.2.1.3 Nights away abroad are subject to Rule 9.3.

9.2.2 Nights away responsibilities

- 9.2.2.1 An adult leading a camp or residential activity involving young people under 18 years old must :
- hold a valid Nights Away Permit
 - have the prior agreement of the young person's Section Team
 - have parental consent in which parents are informed about the activity, including which leaders are present
 - as a minimum, attend the activity during the time that provision is made for young people to be sleeping overnight. They remain responsible for the activity at all times
 - ensure the relevant notification is made, as per Rule 9.2.3
- An activity leader may be working towards their permit under the supervision of a permit holder, but the permit holder remains the Leader in Charge.

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- 9.2.2.2 The District Lead Volunteer or Permit Approver is responsible for:
- a) issuing of Nights Away Permits in accordance with the application, assessment, approval process and content of the appropriate factsheet The Permit must only be granted following the recommendation of a Nights Away Assessor (NAA). The level of the Nights Away Permit must not be increased beyond that recommended by the NAA without a further assessment by an NAA
 - b) suspending or withdrawing Nights Away Permits as per Rule 9.2.4
 - c) ensuring that all adult members who are present overnight at a night away activity are in date for their safeguarding and safety training which must be recorded on their membership record. This rule does not apply to helpers and other non-members attending the activity. This rule also does not apply to members of the Scout Network who are attending the activity as a participant and are not supporting or delivering activities for members under the age of 18
 - d) the standards of all camping and residential experiences taking place in the District and may cancel an activity, if judged necessary
 - e) appointing one or more Nights Away Assessors Guide (FS120804).A Guide (FS120804).

The County Lead Volunteer or Nights Away Assessors have these responsibilities for activities and permits issued at County level.

- 9.2.2.3 For large scale activities there must be a permit holder responsible for each residential group. There is no limit to the number of groups that a permit holder has responsibility for, but they remain responsible for the standard of the activity for each group. In addition, the permit holder must ensure the home Lead Volunteer is notified (Rule 9.2.3.13) and inform them of the total number of groups they are responsible for during the activity.

- 9.2.2.4 All groups undertaking a night away activity must have immediate access to someone who has a current First Aid qualification, minimum First Response. The level of First Aid competence required for each activity should be determined by the activity risk assessment. However, a full first aid certificate, as defined in First Aid (FS120052), must be held for those operating in remote environments, where travelling time is 3 hours or more (in the method of travel being used) to a point of refuge, including at least one of:
- a) a road which carries a normal road-going ambulance
 - b) a building which is occupied such as a farm or harbour
 - c) another means of calling help such as a telephone box.

- 9.2.2.5 The permit holder is not required to hold a first aid qualification to gain their permit but must still meet the first aid requirements for their role as detailed in the Chapter 16 Teams Table.

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9.2.2.6 Where a member holds an external first aid qualification which meets the requirements set out in the First Response syllabus this should be reviewed by an accredited First Response Trainer who should validate their first response within the membership system.

9.2.3 Nights away permits

9.2.3.1 There are four categories of nights away permit:

- a) indoor – for staying in a building that has built in lighting and cooking facilities, toilets plumbed into a waste disposal system (such as, a cess pit, storage tank or mains drains) and has running drinking water
- b) campsite – for staying at a site that has toilets plumbed into a waste disposal system (such as, a cess pit, storage tank or mains drains) and access to running drinking water
- c) Green Field – for staying at any site where any of the above facilities do not exist – for example, a summer camp on a farmer’s field
- d) Lightweight Expedition – for staying at any site for not more than one night before moving on. The core activity is a form of expedition, not residential, and all the equipment is transported with the participants. For example, King’s Scout Award or Duke of Edinburgh’s Awards hikes, expedition hikes, canoe expeditions.

9.2.3.2 Those holding a Green Field Permit may lead residential activities in the other three categories.

9.2.3.3 Those holding a Campsite Permit may also run indoor residential activities.

9.2.3.4 Those holding a Hillwalking Permit that includes lightweight camping in remote areas may also run Lightweight Expedition activities.

9.2.3.5 Nights Away Permits are not section-specific and Districts and Counties must not operate a policy of issuing only section-specific permits.

9.2.3.6 A permit holder may operate with members from another District or County following the normal approval of the relevant District or County Lead Volunteer of the members concerned.

9.2.3.7 Permit holders proposing to work outside their usual section should obtain guidance from the Nights Away Assessor before the activity takes place.

9.2.3.8 Permits must only be granted to members of The Scout Association.

9.2.3.9 There is no maximum age limit to gaining a Nights Away Permit.

9.2.3.10 Permits must be renewed at intervals of not more than five years.

9.2.3.11 Permits expire automatically if they are not renewed.

9.2.3.12 Assessment:

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- a) An applicant must be assessed by a Nights Away Assessor appointed by the District or County Lead Volunteer or Programme Team, who should recommend a level of permit to be granted
- b) Assessments must be carried out in accordance with the process and content of the Nights away permit scheme.

9.2.3.13 Notification and approval

- a) The relevant home Lead Volunteer, or Nights Away Approver, must be notified before any nights away activity takes place. It is recommended this is at least seven days before the activity commences.
- b) The notification must include all the information required in the Nights Away Notification Form (NAN), together with the activity's risk assessment.
- c) The Permit holder must ensure that appropriate notification is made for each group they are responsible for.
- d) Adult groups must notify their relevant Lead Volunteer or Nights Away Approver of night's away activities.
- e) The activity must not commence until approval is provided in writing by the Nights Away Approver.

9.2.4 Renewal, restriction, suspension, and withdrawal of nights away permits

9.2.4.1 Any Leader who is alleged to have broken these activity rules must have their permit(s) suspended immediately by the District or County Lead Volunteer.

9.2.4.2 The relevant Lead Volunteer should promptly enquire into the allegation and determine whether the permit(s) are to be reinstated, modified, or withdrawn.

9.2.4.3 The relevant Lead Volunteer may at any time impose restrictions, suspend, withdraw, or not renew a permit provided they have reasonable grounds to do so. Any amendment of a permit's status is only valid if the record on the membership system is updated as appropriate.

9.2.4.4 A Permit automatically expires when a member leaves The Scout Association.

9.2.5 Nights Away Event Passports

9.2.5.1 A Scout or Explorer who wishes to lead a camping or residential activity must only do so after being issued with a Nights Away Event Passport. A Nights Away Event Passport is only valid for use with members of their own Troop or Unit.

9.2.5.2 Each Nights Away Event Passport must be issued for one activity only by a Nights Away Permit holder experienced in the category of camp or residential experience proposed.

9.2.5.3 Nights Away Event Passports must not be given to anyone aged over 18 and cannot be used for joint Explorer/Scout Network activities.

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- 9.2.5.4 The Nights Away Permit holder has responsibility for notification in line with Rule 9.2.3.13.
- 9.2.5.5 The Nights Away Permit holder must provide support during both the preparation and the activity itself and be satisfied that the young person has the required abilities. But the Nights Away Permit holder is not required to attend the activity.
- 9.2.5.6 Nights Away Event Passports guidance (FS120085) is available.
- 9.2.5.7 Nights Away Event Passports may be downloaded from the Brand Centre.
- 9.2.5.8 Members of teams responsible for running Scout campsites or activity centres who hold a permit may issue site-specific Nights Away Event Passports for an extended period (up to a maximum of 12 months) covering multiple service activities for those under 18 years working on projects on their site.
- 9.2.5.9 The home Lead Volunteer must be informed of those under 18 years working on service team projects at Scout campsites and activity centres, but a separate Nights Away Notification form for each occasion need not be completed if a range of dates is specified. Each Nights Away Notification form submitted must be clear on who is the Nights Away Permit Holder.
- 9.2.5.10 When leading a Scout Network residential activity, a passport or permit is not required, but notification (Rule 9.2.3.13) is. The activity leader must have first-hand experience of camping or residential activities and be familiar with The Scout Association's appropriate resource material.
- 9.2.5.11 As part of the planning process parents must be informed if no leaders are going to be present. Parents must be informed what supervision arrangements are in place for a residential activity where an Event Passport is being used and be satisfied with those arrangements before consenting to their child taking part.
- 9.2.5.12 For adult to young person ratios on Nights Away activities, see Rule 4.3.10.
- 9.2.6 Family nights away**
- 9.2.6.1 The permit holder is responsible for the overall camp and must ensure that all The Scout Association's rules are followed regardless of the presence of parents or other adults.
- 9.2.6.2 Further information is available about Family Camps (FS120083). Other guidance is given in the publication Nights Away.
- 9.2.7 Expeditions and activities in adventurous country and onboard craft**
- 9.2.7.1 All expeditions within the United Kingdom are covered by this Rule. Prior notification to the relevant Lead Volunteer of expeditions involving nights away must be given as described in Rule 9.2.3.13.

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- 9.2.7.2 Some activities require the leader to hold an appropriate Adventurous Activity Permit: Terrain One and above or on-board watercraft. There is no additional requirement to gain a Nights Away Permit if the Activity Permit included an assessment of the skills needed to supervise camping or other residential experiences.

9.3 Visits abroad

- 9.3.1.1 A Visit Abroad (VA) is defined as: Any visit outside the United Kingdom, the Channel Islands and the Isle of Man on a recognised and approved Scout activity or travelling in the name of the Scouts. This applies to youth and adult members, and non-members.

Youth and adult members, and non-members located within the British Scouting Overseas area, Gibraltar and Northern Ireland must follow the Visits Abroad Process when leaving the country where their group is registered. However, exceptionally, specific alternative arrangements may be approved and documented by a relevant Country or Area Lead Volunteer.

- 9.3.1.2 All members should carry a valid UK EHIC or GHIC card for travelling within many European Countries including the Republic of Ireland. UK GHIC cards are obtainable from the NHS website.
- 9.3.1.3 A camp or residential activity abroad which includes Squirrels, Beavers, Cubs, Scouts, or Explorers, must be led by an adult holding a relevant Nights Away Permit. For Scout Network visits abroad see Rule 9.2.5.
- 9.3.1.4 All visits abroad must follow the Visits Abroad (VA) Process and must be signed at both part A & part B, before the visit leaves the UK, as below:

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- a) England:
District or County Visits Abroad Approver, on the basis of the recommendation by the County Visits Abroad Recommender
- b) Northern Ireland:
District or Country Visits Abroad Approver, on the basis of the recommendation by the Northern Ireland Visits Abroad Recommender.
- c) Scotland:
District or Regional Visits Abroad Approver, on the basis of the recommendation by the Regional Visits Abroad Recommender.
- d) Wales:
District or Area Visits Abroad Approver, on the basis of the recommendation by the Area Visits Abroad Recommender.
- e) British Scouting Overseas:
District or Area Visits Abroad Approver, on the basis of the recommendation by the Area Visits Abroad Recommender.
- f) Country Headquarters:
Country Visits Abroad Approver, on the basis of the recommendation by the Country Visits Abroad Recommender.
- g) UK Headquarters:
UK Visits Abroad Approver, on the basis of the recommendation by the UK Visits Abroad Recommender.

Note that the Approver and the Recommender cannot be the same person.

- 9.3.1.5 The Visits Abroad Recommender must complete the [online VA notification form](#), notifying UK Headquarters of the trip.
- Guidance regarding Visits Abroad, and the Visits Abroad process is available on [scouts.org.uk](https://www.scouts.org.uk), or by contacting your County Visits Abroad Recommender about your planned visit.
- 9.3.1.6 The UK Leader in Charge of a visit abroad must ensure that adequate travel insurance has been arranged for all members of the party, and that suitable InTouch arrangements are in place (Rule 9.1.1)
- 9.3.1.7 For Northern Ireland, Scouts travelling to the Republic of Ireland it is not a requirement to take out additional travel insurance, providing the trip is for no longer than 48 hours. If it is assessed that cover is required for emergency medical expenses, personal possession, or cancellation then travel insurance must be purchased.
- 9.3.1.8 All members should carry a valid UK EHIC or GHIC card for travelling within relevant European Countries including the Republic of Ireland. UK GHIC cards are obtainable from the [NHS website](#).

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- 9.3.1.9 The UK Leader in Charge of any adventurous activities abroad must apply the appropriate rules and hold the appropriate adventurous activity permits, classifying the hills/mountains or waters as defined in Rules 9.12.4, 9.12.7, 9.13.3, although the altitude criteria for hills/mountains do not apply in some areas. In case of doubt, the relevant Programme Team should be consulted.
- 9.3.1.10 When abroad, UK members may take part in activities being run by members of the host Scout organisation following the host organisation's guidance and rules. In this context, Kandersteg International Scout Centre is deemed an independent Scout organisation. There must be a Leader from the UK present who must stop the activity if they have safety concerns at any point. Activities forbidden by The Scout Association remain forbidden even when abroad. If using external providers abroad see POR Rule 9.6 for further guidance.
- 9.3.1.11 UK members, including members of the British Scouting Overseas, Gibraltar, the Isle of Man and the Channel Islands, under the age of 18, may only take part in group based hosted hospitality experiences such as using group accommodation. They must not participate in home-based hospitality experiences, such as in private homes.

9.4 Visits to the United Kingdom

- 9.4.1.1 Invitations to Scouts, Guides and adult volunteers from abroad to visit or camp in the United Kingdom must not be confirmed until approval has been obtained from the District Lead Volunteer.
- 9.4.1.2 In the activity rules in this chapter, where reference is made to 'Members of the Scout and Guide movements' this is taken to mean members of an Association or Federation recognised by either the World Organization of the Scout Movement or the World Association of Girl Guides and Girl Scouts.
- 9.4.1.3 The Scout Association's Personal Accident and Medical Expenses Insurance Policy does not cover adequately foreign Scouts and Guides visiting the United Kingdom (see Chapter 8).
- 9.4.1.4 Unity (Scout Insurance Services) must be informed of visiting parties or individuals and should advise whether additional cover is required.
- 9.4.1.5 It is advised that group-based hospitality such as accommodating Scouts or Guides from abroad in Group accommodation and not in private homes, is the means of providing hospitality experiences. All of the following conditions must be met for under 18s to participate in home-based hospitality within the UK (for example in private homes):

they are Scouts or Guides from abroad. This specifically excludes UK members including members of British Scouting Overseas

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- a Hosting Agreement must be in place and signed by all parties such as, the UK Leader in Charge, leader of the Scouts or Guides from abroad, parents of Scouts or Guides from abroad and all adults who may be present overnight in the private home at the time of providing the experience
- all adults who may be present overnight in the private home at the time of providing the experience must have a valid criminal record check and sign a hosting agreement
- the UK Leader in Charge must confirm the suitability of a home-based hospitality experience being offered in the UK to Scouts or Guides from abroad, this must be done by undertaking a home visit to the host family's home before the home hospitality experience taking place (the home visit may be delegated to another UK leader)
- a) where the home hospitality experience is for two or more nights a visit from the UK Leader in Charge, or their nominee, and the leader of the Scouts or Guides from abroad, or their nominee, is required during the stay and every two nights thereafter for the duration of the stay
- Scouts or Guides from abroad must be accommodated in at least a pair in each private home
- b) the UK Leader in Charge must consider appropriate control measures and contingency plans, and
- c) the host District Lead Volunteer, or their nominee, must approve the home-based hospitality experience.

9.4.1.6 Further information and support may be found in [Home and Hosted Hospitality Guidance \(FS120821\)](#).

9.5 Creative activities

9.5.1 Creative activities for public performance

- 9.5.1.1 Creative activity intended for public performance must be approved by the relevant Lead Volunteer, or their nominee. Public performance is defined in the relevant [Staged Performances \(FS120164\)](#) toolkit or [Musical Performances \(FS120212\)](#) toolkit.
- 9.5.1.2 Scout and Guide joint activities must be approved by the relevant Scout Lead Volunteer and Girlguiding Commissioner.
- 9.5.1.3 Performances must be delivered following the guidance and assessment criteria as laid down in the relevant toolkit.
- 9.5.1.4 All staged and musical performances requiring assessment (as defined in the relevant toolkit) must undertake an assessment when any of the following apply:
- a) the agreed period has elapsed since their last assessment, or before their first public performance

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- b) their key participants significantly change as determined by the relevant Lead Volunteer, or their designate
- c) the relevant Lead Volunteer or their designate has reason or concern to submit the performance for re-assessment.

9.5.1.5 High profile musical performances assessment is granted for a maximum of two years.

9.5.1.6 Staged performances assessment is granted for a maximum of six years.

9.6 Use of External Centres and Instructors

9.6.1.1 External centres and instructors may be used to deliver activities following the rules below and any activity specific rules in this chapter.

9.6.1.2 When external providers are used for the delivery of activities for members of The Scout Association, the external provider must, where appropriate, hold a relevant accreditation or qualification for the activity they are delivering such as, for example, AALA Licence, Adventure Mark Accredited Provider, Government Agency, National Governing Body qualifications, as well as adequate insurance cover. These criteria are subject to frequent change and up to date guidance on the above may be found in the directory of activities.

As the standards and criteria for the delivery of activities abroad are very varied, it is not possible to provide specific guidance for each country and activity. Leaders therefore need to check the suitability of providers themselves and this rule supports that process with additional guidance.

9.6.1.3 When using external providers abroad, the guidance for activities abroad must be followed. If the Leader in Charge feels that the activity is not safe, then the activity must be stopped immediately.

9.6.1.4 External activity providers must provide evidence of holding a public liability insurance policy which covers their activities to a minimum level of five million pounds.

9.6.1.5 When using external activity providers, members must follow all rules relevant to the activity as contained within Chapter 9, except for any which explicitly relate to the delivery of Scout-led activities.

9.7 Adventurous Activities Permit Scheme

Adventurous activities are:

- a) archery
- b) caving
- c) climbing and abseiling, except:

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- bouldering
 - climbs using auto belay systems (systems that lower a climber to the ground without any human intervention)
- d) cycling in cycle environment one and two
 - e) hillwalking in terrain one and two
 - f) hovercrafting
 - g) snowsports (except artificial slopes and nursery slopes)
 - h) all water activities, except swimming, on class B1, B2, B3 or A waters
 - i) all motorised water activities and SCUBA activities on class C waters.

9.7.1.1 Members of the Scouts wishing to run any adventurous activity must hold the appropriate activity permit where any member of the activity group is under the age of 18 or any adult with additional needs, disabilities or life-limiting conditions who have additional support to access the Scouts. For joint activities with under and over 18 members, the activity permit scheme applies. Where these activities are being run by non-members, see Rule 9.6 Use of External Centres and Instructors.

This rule also applies to staff and employees operating on behalf of The Scout Association or any Group, District, County or Country thereof.

9.7.1.2 A Lead Volunteer grants a permit on the recommendation of an Assessor and following the process and content of the Adventurous Activity Permit Scheme (FS120100).

9.7.1.3 Permits may be granted for personal, leadership and supervisory. Details of which are available for each activity in the Adventurous Activity Permit Scheme (FS120100). The remit of each permit may be found in the appropriate factsheet for the specific activity, although all permits may have additional restrictions placed on them based on the skills and experience of the permit holder. There is a list of all activities.

9.7.1.4 There is no minimum or maximum age to hold a leadership or supervisory permit except any imposed by outside agencies. There is no minimum age to hold a personal permit, but the maximum age is up to, but not including, the holder's 18th birthday.

9.7.1.5 Members 18 years and over must hold a full role allowing them to lead Regulated activity in order to hold an adventurous activity permit.

9.7.1.6 County Adventurous Activity Assessors, or external assessors meeting the assessor requirements outlined in Adventurous Activity Permit Scheme – Approved Assessors (FS120104), may make a recommendation for granting of a permit.

9.7.1.7 A permit must expire within five years. When a permit expires the permit holder must apply for, be assessed for, and be granted a new permit before they are able to run the activity again.

9.7.1.8 Where a leadership or supervisory permit holder is under 18 and the required safeguarding checks and the learning for an adult holding a permit have not been

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conducted, their permit expires on their 18th birthday. When they turn 18, they may be granted a new permit, once the required safeguarding checks and adult learning have been conducted, without the need for another assessment, to expire within five years of their initial permit being granted.

- 9.7.1.9 All groups undertaking adventurous activities must have access to someone (this need not be the permit holder) holding a relevant and current first aid qualification and access to suitable first aid materials. For adventurous activities this must be immediate access. The detail of the first aid skills required should be identified by the risk assessment, but the minimum qualifications (or equivalents) must be met (see 9.2.2.4).
- 9.7.1.10 Once holding a permit, an activity leader may operate with members from another District or County, following the normal approval (see 9.1.2) of the District Lead Volunteer or County Lead Volunteer of the members concerned.
- 9.7.1.11 When a permit holder leaves the Scouts, or no longer has a role which allows them to lead Regulated activity, their permit(s) automatically expire on the date that they leave.
- 9.7.1.12 Where a permit holder is not following the activity rules or is running the activity in an unsafe manner, their Lead Volunteer must review and further restrict or cancel their permit.
- 9.7.1.13 Each County ^(NI) Country) is required to carry out a self-moderation of their management of the adventurous activity permit scheme by the end of each January in accordance with the details in Adventurous Activity Permit Scheme – Moderation (FS120106).
- 9.7.1.14 The County ^(NI) Country) Lead Volunteer is responsible for:
- agreeing the County ^(NI) Country) self-moderation as an accurate record
 - ensuring action plans are in place where any minimum standards are not met
 - ensuring any agreed action plans are conducted
- 9.7.1.15 Where a County ^(NI) Country) is selected for national sampling of their self-moderation, they need to send their completed County self-moderation form to the UK Headquarters Activities Team at Gilwell Park before the end of February.
- 9.7.1.16 Where an adventurous activity (as defined in the introduction to Rule 9.7) involves 100 or more people, the activity must be specifically approved by the home District or County ^(NI) Country) Lead Volunteer(s) and advance notice in writing must be given to the host County ^(NI) Country) Lead Volunteer(s) at least two months before the activity, together with the following details:
- the numbers and age ranges of those involved
 - the names and contact details of the responsible Leaders
 - the outline programme

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- d) the proposed location(s)
- e) the proposed transport arrangements, including those to be used during the activity
- f) the proposed method of liaison with local landowners

9.7.1.17 In all such large scale adventurous activities, the organisers must :

- a) conduct a risk assessment
- b) consider and document the arrangement for the supervision of participants, including non-members and the procedures to be used in the activity or an emergency
- c) submit a safety plan to the home District or County (^[NI] Country) Lead Volunteer(s) for approval

9.7.1.18 For large scale adventurous activities where alternative written safety procedures are in place the County (^[NI] Country) Lead Volunteer, in consultation with the relevant County (^[NI] Country) Programme Team Member, may agree to an alternative system of supervision, checking and control of participating groups.

9.8 Adult groups undertaking activities

9.8.1.1 Members over the age of 18 participating in activities must follow the rules laid out in Chapter 9, with the exception of rules 9.7, 9.11.1.1, 9.12.2, 9.12.9, 9.12.13.2, 9.12.13.3.

9.8.1.2 Where any participant in the activity group is aged under 18 or any adult with additional needs, disabilities or life-limiting conditions who have additional support to access the Scouts, all rules in Chapter 9 apply, including Rule 9.7 Adventurous Activity Permit Scheme.

9.8.1.3 When members over the age of 18 undertake activities covered by rules 9.7, 9.11.1.1, 9.12.2, 9.12.9, 9.12.13.2, 9.12.13.3, members may choose an appropriate management system for these activities, members may choose to follow existing systems such as the Adventurous Activity Permit Scheme or may put in place other controls.

9.8.1.4 Any activity that is banned applies to all age groups (see 9.1.1.2).

9.8.1.5 Each activity must have someone designated as Leader in Charge. This is not a role but a set of tasks someone must ensure are undertaken. There are full details on the leader in charge.

9.8.1.6 Each participant must understand and accept the risks involved in the activity and the control measure in place to manage these risks. This may be done through sharing of risk assessments and briefings. The Leader in Charge must be satisfied that everyone understands this before the activity begins.

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9.8.1.7 Further guidance on the management of activities for groups over the age of 18 may be found in Adult Groups in Activities (FS120087).

9.9 Joint activities or joint use of facilities with other youth organisations

A joint activity is one where youth members of both (or multiple) organisations are present.

9.9.1.1 Joint activities involving members of the Scouts with members of Girlguiding must be undertaken following Joint Activities with Girlguiding (FS120007).

9.9.1.2 Joint activities involving members of the Scouts with members of other organisations (except Girlguiding) must be approved by the County ^[NI] Country) Lead Volunteer and following Joint Activities with other organisations (FS120013). Satisfaction about policies and procedures of these other organisations is the responsibility of the County Lead Volunteer or their nominee.

9.9.1.3 Those responsible for accepting bookings from other youth organisations for use of Scout camp sites, activity centres or other Scout-owned facilities must satisfy themselves that:

- a) the Safeguarding and Safety Polices of The Scout Association will be adhered to
- b) all adults in the party have been deemed suitable to work with young people by their own organisation
- c) they are aware of The Scout Association's internal rules and good practice.

9.9.1.4 The above should be an integral part of any booking procedure.

9.9.1.5 Scout Counties, Districts and Groups are able to make their own decisions on the use of their facilities. Much will depend on the situation locally.

9.10 Air activities

This rule applies to all forms of air experience flying and flying instruction undertaken by members of the movement, including hovercrafting.

9.10.1 Air activities : access to airfields

9.10.1.1 Before any member of the Scouts proceeds on to any private, civil, or Service airfield the permission of the controlling body of the airfield must be obtained.

9.10.1.2 Any individual or party must be briefed as detailed in Access to Airfields (FS120702).

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9.10.1.3 The above rules do not apply when visits to civil airports are confined to the spectators' enclosure; during open days; or at air shows when using public enclosures.

9.10.2 Air activities : public liability insurance and pilot and aircraft requirements

9.10.2.1 The pilot must comply with these, supplementing or replacing them for licensing, medical and class/type ratings:

- a) the Air Navigation Order
- b) Rules of the Air
- c) Joint Aviation Requirements – Operations
- d) any Civil Aviation Authority regulations
- e) any International Civil Aviation Organization regulations.

9.10.2.2 The aircraft must comply with these, supplementing or replacing them for registration and maintenance:

- a) the Air Navigation Order
- b) joint Aviation Requirements – Operations
- c) any Civil Aviation Authority regulations
- d) any International Civil Aviation Organization regulations
- e) requirements of the Light Aircraft Association, where they have delegated authority
- f) requirements of British Gliding Association, where they have delegated authority
- g) requirements of British Microlight Aircraft Association, where they have delegated authority.

9.10.2.3 The aircraft operator must hold insurance as per one of (a) or (b):

- a) an Aviation Liability Insurance policy with a Combined Single Limit in respect of Third Party and Passenger Liability complying with the requirements of The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof,
- b) an Aviation Liability Insurance policy with a Split Liability complying with the requirements of The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof in respect to Third Party Liability and having a minimum in respect of Passenger Liability of one million pounds.

In either case where the aircraft is a helicopter the Passenger Liability limit must be to a minimum Level of five million pounds.

Suggested Endorsement: "It is hereby noted that this policy includes the interest of The Scout Association as an additional insured in respect of flights involving members of the Scout movement."

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Where this endorsement is not in place an indemnity to Principal Clause should be contained within their policy documentation. Further support regarding this may be obtained from Unity Insurance.

9.10.2.4 All members undertaking Air Activities (including hovercrafting) must notify the UK Headquarters using the Air Notifications form before or immediately after the activity.

9.10.3 Air activities : flight briefings

9.10.3.1 Any member of the movement engaged in any flying activity must be given prior instruction in:

- a) the use of the aircraft safety harness and other safety equipment
- b) the purpose of the flight, the sensations likely to be experienced and the method of clearing the ears on ascent and descent
- c) the emergency evacuation procedures including the use of an emergency parachute where appropriate.

9.10.4 Air activities : Ballooning

9.10.4.1 Where payment is involved, the flight must be under the provision of an Air Operators Certificate (Balloon) holder.

9.10.4.2 Where payment is not involved the pilot must hold a UK Private Pilot's Licence (Balloons and Airships) and have at least 100 hours as pilot in charge of the type of balloon (hot air or gas) being used.

9.10.5 Hang gliding, paragliding, and parascending

9.10.5.1 Hang gliding, paragliding and parascending training must only be undertaken under the supervision of a person holding a British Hang Gliding and Paragliding Association Senior Instructor Licence operating within a BHPA registered school.

9.10.5.2 Hang gliders, paragliders and parascending equipment purchased or used by members must comply with the British Hang Gliding and Paragliding Association airworthiness requirements as set down in their Technical Manual.

9.10.5.3 Hang gliding, paragliding and parascending must be undertaken only at British Hang Gliding and Paragliding Association approved sites.

9.10.5.4 Members must only undertake dual/tandem flights on hang gliders, paragliders or wing ascending canopies (this specifically excludes round canopies) with a pilot holding the appropriate British Hang Gliding and Paragliding Association dual licence.

Members must not undertake dual/tandem flights using round canopies.

9.10.5.5 When abroad, professional instructors/pilots must hold the relevant national qualification or equivalent.

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9.10.5.6 The flying of powered hang gliders and powered paragliders must fully comply with the appropriate rules above.

9.10.6 Air activities : Hovercrafting

Hovercrafting delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

9.10.6.1 A helmet must be worn by anyone taking part in an organised Scout hovercraft activity, unless:

- a) a Sikh wearing a Turban chooses not to wear a helmet, and they ensure there is no loose fabric that could be drawn into the fan. This does not apply to a Sikh wearing a Top Knot
- b) a medical or additional need causes challenges with wearing a conventional outdoor activity helmet, see Activity Helmets (FS120430) for guidance.

9.10.6.2 Buoyancy aids must be worn at all times when on board a hovercraft. This applies to activities both on land and water, even when water is not in sight.

9.10.6.3 A remote cut off device must be fitted to any craft being used for solo training or flights.

9.10.6.4 Hovercrafting over water must only take place on inland waters of Class C, B1 or B2 waters (as defined in Rule 9.10.6.5).

9.10.7 Air activities : Gliding

9.10.7.1 The flight must be under the supervision of a British Gliding Association Flying Instructor at a British Gliding Association registered club. Age, weight, and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.

9.10.7.2 For motor / self-launching glider requirements see Rule 9.10.9.3 Powered Aircraft Flying.

9.10.8 Air activities : Parachuting

9.10.8.1 Members must only undertake parachute training when supervised by a person holding an instructor rating of the British Parachute Association.

9.10.8.2 Members may undertake parachuting or skydiving through a recognised British Parachuting Association centre.

9.10.9 Air activities : Powered aircraft flying

9.10.9.1 Powered Flying involving payment (in accordance with the current Air Navigation Order):

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- a) the flight must be provided by an Air Operators Certificate holder
OR
- b) if the flight is of an instructive nature, it must be under the supervision of a flying instructor holding a valid JAR – FCL Flight Instructor Rating (or Part-FCL equivalent) or a Civil Aviation Authority registered training facility or International Civil Aviation Organisation (ICAO) equivalent.

The age, weight, and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the facility providing the instruction.

Any Scout members who are observers in passenger seats must not pay anything.

9.10.9.2 Powered Flying where no payment is involved.

The requirement for pilot experience level is at least 200 hours total of which 100 hours are as pilot in command of an aircraft including both these conditions:

- a) at least 20 hours as pilot in command of an aircraft of the same type as that being used to carry Scout members of which at least 3 hours must have been within the preceding 90 days
- b) at least three take offs and three landings as the sole manipulator of the controls of an aeroplane of the same type as that being used to carry Scout members within the preceding 30 days.

9.10.9.3 Motor / Self launching glider flights must be under the supervision of a flying instructor holding a British Gliding Association Motor Gliding Instructor Rating or a Flight Instructor (SLMG) Rating at a British Gliding Association registered club. Age, weight, and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.

9.10.9.4 Microlighting must be under the supervision of a holder of the National Private Pilot's Licence (Microlight and Powered Parachute) or a UK PPL or JAR–FCL PPL with microlight class rating and following the guidance set out by the British Microlight Aircraft Association.

9.10.10 **Air activities : Uncrewed aerial vehicles (UAVs) and drones**

These are defined as aircraft without pilots on board and fall within two categories based on the way they are controlled:

UAVs are flown using a remote control and are limited by the range of the transmitter, this includes all remote-controlled aerial devices such as model

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aeroplanes and helicopters, including devices commonly referred to as drones but operating under remote control. These devices may be electric, or petrol powered.

Drones are devices which are programmable or automated using an on-board computer system.

- 9.10.10.1 All activities involving UAVs and drones must follow the regulations set out by the Civil Aviation Authority.
- a) Scout-led use of drones is not permitted and is not insured by The Scout Association. Members must only take part in activities using drones if this activity is operated by an external provider with appropriate aviation insurance cover
 - b) Members may use UAVs which are operated using a remote control
- When operating UAVs, members must ensure that the site chosen for this activity is appropriate. Consideration must be made to proximity to airfields and other similar environments as well as overhead power lines, nature reserves or private property
- Permission must be granted from the owner of the land or property that will be under the planned flightpath of the UAV, especially where images are being captured.
- 9.10.10.2 If uncertain about the insurance requirements when operating using UAVs or drones, contact must be made with Unity (Scout Insurance Services).

9.11 Target Sports

9.11.1 Target Sports : Archery

Archery delivered as a Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

- 9.11.1.1 Archery must be run as specified in rule 9.7 or the externally led archery page of scouts.org.uk
- 9.11.1.2 Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, or on property owned or leased by, or used in the name of, the Scouts. This includes Archery Tag and other combat style archery activities as per POR 9.1.1.2.
- 9.11.1.3 The use of crossbows as an activity in the Scouts is included in 9.11.5 Shooting.

9.11.2 Target Sports : Fencing

- 9.11.2.1 All fencing activities must be conducted using the standards and controls laid down by British Fencing.

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9.11.3 Target Sports : Laser games

9.11.3.1 Parental permission must be obtained before the activity for participants aged under 18 taking part in:

- a) in laser games
- b) laser clay pigeon shooting

9.11.4 Target Sports : Paintball games

9.11.4.1 When taking part in paintballing members must :

- a) use external operators who are members of the UK Paintball Association (UKPBA), the UK Paintball Sports Federation (UKPSF) or an equivalent body
- b) have obtained parental permission before the activity for all participants aged under 18s.

9.11.5 Target Sports : Shooting

9.11.5.1 The term ‘shooting’ applies to shooting activities using firearms as defined in law (including air guns with energy greater than 1 Joule), and also to the use of crossbows with a draw weight of 1.4kg or greater and of re-enactment guns.

The term ‘shooting’ does not apply to paintballing, the use of laser guns and the use of toy guns.

9.11.5.2 Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, or on property owned or leased by, or used in the name of, the Scouts.

9.11.5.3 Before planning shooting as an activity, Leaders should take account of local feelings on shooting.

9.11.5.4 The parent should be supplied with detailed information on the nature of the activity when permission is sought. An example form is available on the shooting pages of scouts.org.uk. Where other forms are used, they must include this information.

9.11.5.5 Parental permission must be received for all members aged under 18 who are taking part in shooting activities.

9.11.5.6 Firearms must not be bought, owned, or used by any Scout unit or campsite unless the relevant Lead Volunteer has made arrangements to ensure that possession and use complies with all statutory requirements and any applicable bylaws. The relevant Trustee Board must also be informed of the arrangements.

9.11.5.7 Firearms must only be taken on to Scout premises if permission has been obtained before the activity from the owner or their representative and the person responsible for the activity (that is, site warden or manager, or District Lead Volunteer).

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- 9.11.5.8 Members operating firearms as defined in the law must do so in line with the Firearms Act 1968 (as amended) and other relevant legislation.
- 9.11.5.9 Members operating air guns and firearms in Northern Ireland must adhere to the Firearms (Northern Ireland) Order 2004.
- 9.11.5.10 Members operating in Scotland must adhere to Section 23 of the Air Weapon and Licencing Scotland Act 2015: Requirements for recreational shooting facilities.
- 9.11.5.11 Members travelling to Scotland from elsewhere in the UK and transporting their airguns in order to provide shooting activities must hold a Visitor Permit issued by Police Scotland. This must be acquired before the visit for either an individual or a group. Members must ensure that all shooting activities are conducted in line with the Air Weapon and Licencing (Scotland) Act 2015.
- 9.11.5.12 Wherever practical, shooting ranges should be out of bounds, except during the specified times for shooting, where the range and surrounding areas must be managed appropriately.
- 9.11.5.13 In every case, shooting must be supervised by a competent and appropriately qualified Range Conducting Officer who must have a knowledge of the correct use of the firearms being used. The Range Conducting Officer must ensure compliance by all persons in the range with the relevant range safety and other rules.
- 9.11.5.14 Members may use firearms for historical re-enactment purposes as a member or guest of a club affiliated to the National Association of Re-enactment Societies and operating in accordance with their standards and codes of practice. Members using firearms under this rule must follow Rule 9.11.5.2 (which forbids shooting at targets representing human beings or animals).
- 9.11.5.15 The person in charge of crossbow activities where the crossbow has a draw weight more than 1.4kg must hold a minimum of YPS Tutor Sport Crossbow qualification from the National Small-Bore Rifle Association (NSRA). Where members taking part in the activity are under the age of 18, the Range Officer or another person supervising participants in the activity must be aged 21 or older.
- 9.11.5.16 Members may practice shooting with firearms, whether requiring a Firearms Certificate or not:
- a) as a member or guest of a club approved for this purpose by the relevant Government Department
 - b) on Service premises under the supervision of an authorised member of the armed forces
 - c) if the firearms are shotguns, clay pigeon shooting under the standards and controls of the Clay Pigeon Shooting Association (CPSA).
- 9.11.5.17 Members may practice shooting with air guns which do not require a Firearms Certificate [except that in Northern Ireland a Firearms Certificate is always required] as follows:

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- a) the ranges must have been properly constructed to comply with guidelines issued by the NSRA or the National Rifle Association (NRA) and with any bye laws relevant to the location of the range
- b) the guns used must not be of an automatic nature
- c) the pellets used must be ‘diabolo shaped’ and of soft deformable metal such as lead
- d) the Range Conducting Officer must hold one of the qualifications listed in the current issue of the factsheet. If any of those shooting is under the age of 14, the Range Conducting Officer or another person supervising participants in the activity must be age 21 or older
- e) for a temporary range, the Range Officer must prescribe appropriate range safety and other rules, taking account of the particular circumstances of the range
- f) where the air guns being used are of greater than .177inch (4.5mm) calibre, shooting must take place outdoors on a range with a minimum distance to target of 12m.

9.11.5.18 Further guidance is available to support all of the above on the shooting pages of scouts.org.uk.

9.11.6 Target Sports : Tomahawk throwing

9.11.6.1 The throwing of tomahawks and small hawks must follow Tomahawk Throwing (FS120011).

9.11.6.2 Throwing at targets representing human beings or animals is not permitted as a part of any Scout activity, or on property owned or leased by, or used in the name of, the Scouts.

9.11.6.3 Throwing knives is not permitted within The Scout Association (see rule 9.1.1.2 Banned Activities).

9.12 Land based activities

9.12.1 Land based activities : Aerial runways

9.12.1.1 Aerial runways must only be constructed under the personal supervision of an experienced and responsible adult, who must also supervise its use and operation.

9.12.1.2 Aerial runways must be constructed and maintained in accordance with the Aerial Runway Code (FS120006).

9.12.1.3 The responsible adult must ensure that:

- a) all equipment is checked before use
- b) the entire structure is checked regularly during the activity for safety.

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9.12.1.4 The only persons who may use an aerial runway constructed by members of the Scout movement are members of the Scout and Guide movements.

9.12.2 Land based activities : Caving and mine exploration

Caving and mine exploration delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

9.12.2.1 These rules apply to:

- a) all caving systems (excluding show caves)
- b) all mine exploration (excluding working show mines)

9.12.2.2 The leader holding the permit must ensure that, before the party sets out, it:

- a) has received adequate instruction in equipment and safety procedures
- b) is carrying the appropriate equipment.

9.12.2.3 The leader holding the permit must have:

- a) taken advice on local knowledge, weather conditions and party size
- b) considered the use of local or professional guides.

9.12.2.4 An underground activity must not be undertaken by a party of fewer than four and a maximum of eight, including the permit holder.

9.12.2.5 A detailed plan must always be left on the surface with a responsible person in the host area. Route plans produced locally must contain at least the same information as the UK Headquarters template (FS120451).

9.12.2.6 The plan should be cancelled or collected when the activity is completed.

9.12.2.7 All mines used for mine exploration must have a current inspection report covering the sections used that must be accessible to, and has been read by, the permit holder.

9.12.3 Land based activities : Climbing and abseiling

Climbing and abseiling delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

9.12.3.1 When climbing or abseiling on natural features, a climbing helmet must always be worn, unless:

- a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
- b) a medical or additional need causes challenges with wearing a conventional climbing helmet, see Activity Helmets (FS120430) for guidance

9.12.3.2 When climbing or abseiling on artificial walls using an auto belay system, the activity risk assessment must determine the use of helmets.

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- 9.12.3.3 All climbing equipment should be used following the manufacturer’s guidelines. Where it is not possible to follow manufacturer’s guidelines a backup or redundancy must be built into this element of the setup.
- 9.12.3.4 The storing, maintenance and replacement of all climbing equipment should follow the manufacturer’s guidelines.
- 9.12.3.5 Automatic belay systems (systems that lower a climber down to the ground when they let go of the climbing wall without any human intervention) must be led by either:
- a) A climbing permit holder (within the remit of their permit), or
 - b) Following a written operating manual which must be agreed by a member agreed by the County ^[NI] Country) Programme Team who holds an appropriate Climbing accreditation
- 9.12.3.6 Further information about the automatic belay systems and mobile climbing walls may be found in Climbing – auto belays and mobile walls (FS120427).
- 9.12.3.7 Abseiling and climbing activities may be run for non-members, when conducted they must follow these rules.

9.12.4 Land based activities: Cycling

Off-road cycling in Environments one and two (as defined in rules 9.12.4.7 and 9.12.4.8) delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

Cycling - Safety

- 9.12.4.1 A cycle safety helmet must be worn by anyone taking part in an organised Scout cycling activity, unless:
- a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
- a medical or additional need causes challenges with wearing a conventional cycle safety helmet, see Activity Helmets (FS120430) for guidance
- 9.12.4.2 There must be a responsible person not taking part in the activity. They must:
- a) know the details of the journey
 - b) be informed when the activity is completed
 - c) be informed if the participants have returned safely
- 9.12.4.3 Emergency cards must be carried by the party. Any emergency cards produced locally must contain:
- a) what to do in an emergency
 - b) party name
 - c) base location and contact point if available

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- d) party leader name
- e) InTouch system details

9.12.4.4 Cycling activities in cycle environment zero must follow in Cycling (FS120422).

9.12.4.5 Cycling activities in any cycle environment one or two must be under the direct control of, or supervised by, a person holding the appropriate permit (see Rule 9.7).

Cycling - Environment definitions

9.12.4.6 Cycle environment zero

- a) cycle environment zero must not meet any of the criteria for cycle environment one or two.
- b) cycle environment zero must be no more than 2.5km, or 30 minutes walking distance, from access for an emergency vehicle, and one of:
 - a flat space constructed of a solid surface such as concrete or flat grassed areas
 - a private or public road
 - a marked cycle path or cycle route
 - a bridleway
 - a family designated cycle route
- c) all cycling manoeuvres within cycle environment zero must be possible to perform:
 - at a low speed, such as walking speed
 - while remaining seated
 - with both wheels of the bicycle on the ground

9.12.4.7 Cycle environment one

- a) cycle environment one must not meet any of the criteria for cycle environment two.
- b) cycle environment one must be no more than 2.5km or 30 minutes walking distance from access for an emergency vehicle, and one of:
 - a blue cycle run at trail centres
 - a route defined as rollable, with drop offs no higher than hub height
 - a route with an obvious line choice

9.12.4.8 Cycle environment two

- a) cycle environment two meets any of the following criteria:
 - red and black cycle runs at trail centres
 - drop offs greater than hub height
 - there is not always an obvious line choice

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- is over 2.5km or 30 minutes walking distance from access for an emergency vehicle

9.12.4.9 See [Cycling \(FS120422\)](#) for help to define the environment.

9.12.5 Land based activities : High ropes activities

9.12.5.1 Definitions

- a) A high ropes activity is any off-ground activity, not covered by the adventurous activity permit scheme, which should use a belay or similar safety system such as cow's tails or a trolley system. Examples of which activities are included within this are in [High ropes \(FS120423\)](#).
- b) A temporary high rope structure is a high ropes construction erected for a single activity or no longer than a week, whichever is longer.
- c) A permanent high rope structure is a high ropes construction not classed as temporary.

9.12.5.2 Temporary high ropes activities

- a) Construction of temporary high ropes activities must follow [High ropes \(FS120423\)](#).
- b) A temporary high ropes activity must be constructed and operated by one of:
 - the holder of a climbing permit, which includes selecting anchors and setting up belay systems, operating within the limits of their permit for group size, supervision levels and so on
 - the holder of a caving or mine exploration permit, which includes vertical pitches, operating within the limits of their permit for group size, supervision levels and so on
 - using a setup, with a written operating manual and constructed by a competent person, which is all agreed by a member of the County ^[NI] (Country) Programme Team who holds an appropriate Climbing accreditation or a European Ropes Course Association (ERCA) instructor qualified to rescue (or equivalent or higher)

Further details of what should be included within the operating manual and how to find and check an ERCA instructor are in [High ropes \(FS120423\)](#).

9.12.5.3 Permanent high ropes activities

- a) construction and maintenance of a permanent high ropes structure must follow the guidelines in AAIAC (Adventure Activities Industry Advisory Committee) – The UK Ropes Course Guide. This may be found in [High ropes \(FS120423\)](#).
- b) a permanent high ropes structure must have a written operating manual which must be approved by a Technical Adviser.

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The minimum qualification of a Technical Adviser is Mountain Instructor Award (MIA), or a European Ropes Course Association (ERCA) qualified high ropes instructor qualified to rescue (or equivalent or higher).

Further details of what should be included within the operating manual and how to find a Technical Adviser may be found in High ropes (FS120423).

9.12.6 Land based activities : Hill walking party size

For activities in Terrain One and Two as defined in Rule 9.12.7:

- 9.12.6.1 Parties must consist of no more than eight, but no less than four people, except as provided for in Rule 9.12.6.4 below. Where a permit holder is directly with a group they are included within these party sizes.
- 9.12.6.2 Each party must have a leader holding a permit or a designated party leader.
- 9.12.6.3 If more than one group is formed the parties must use different routes or, if using the same route, leave a clear time and distance interval between them – so that they do not become mixed.
- 9.12.6.4 When walking directly to, and off the hills after, a multi pitch climb the party size may be less than four.
- 9.12.6.5 A leader with a permit to supervise the activity must do so with no more than three parties and must be in a position to respond to any of these groups.
- 9.12.6.6 When permit holders are checking on the safety of Scout parties or their routes, the party size may be less than four. All the members of such a reduced party must each have the skills and experience required to travel safely in the hills in such circumstances, must follow rules regarding route plans and should plan to spend the minimum of time on their own.

9.12.7 Land based activities : Hill walking terrains

9.12.7.1 Terrain zero

Terrain Zero describes terrain which meets **one** of criteria (a) or (b):

a) is below 500 metres above sea level,

AND

is within 30 minutes travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of summoning help (such as a telephone box)

AND

has no steep slopes or rocky terrain, where a slip may result in a fall.

(Routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)

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- b) terrain which is a road, or path adjacent to a road, on which you would expect to see traffic.

Activities undertaken in Terrain Zero must follow the guidance in Terrain Zero Activities (FS120426).

9.12.7.2 **Terrain One**

Terrain One describes terrain which meets **all** of criteria (a) and (b) and (c) and (d):

- a) is below 800 metres but more than 500 metres above sea level
OR
is more than 30 minutes but less than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of calling help (such as a telephone box).
- b) has no steep slopes or rocky terrain, where a slip may result in a fall (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)
- c) is not a road, or path adjacent to a road, on which you would expect to see traffic.
- d) is not Terrain Two.

9.12.7.3 **Terrain Two**

Terrain Two describes terrain which meets both of criteria (a) and (b):

- a) is over 800 metres above sea level,
OR
lies more than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied, such as a farm, or another means of calling help, such as a telephone box,
OR
has steep slopes or rocky terrain, where a slip may result in a fall including routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This excludes the planned use of ropes, but ropes may be used to give confidence, or in an emergency situation. This also excludes climbing activities.
- b) is not a road, or path adjacent to a road, on which you would expect to see traffic.

9.12.7.4 **Specialist terrain**

When in terrain or using skills that have not been assessed for a Terrain Two hillwalking or a climbing permit, such as glaciers, scrambling and via ferrata, then

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specific approval is required for the activity from the relevant Lead Volunteer based on advice from someone with knowledge and experience of the activity. Specific approval must only be granted a holder of a Terrain Two hillwalking or climbing permit.

9.12.8 Land based activities : Hill walking permits

9.12.8.1 All activities in Terrain One or Two must be under the direct control of, or supervised by, a person holding the appropriate permit (see Rule 9.7).

9.12.8.2 All activities in Terrain Zero must be approved by the relevant Lead Volunteer (see Rule 9.1.2).

9.12.9 Land based activities : Hill walking safety

For activities in Terrain One and Terrain Two as defined in Rules 9.12.7.2 and 9.12.7.3:

9.12.9.1 A detailed route plan must always be left with a responsible person not taking part in the activity.

9.12.9.2 Any route planning forms produced locally must contain at least the same information as sought in the example route plan form.

9.12.9.3 The route plan should be cancelled or collected when the activity is completed.

9.12.9.4 The party must carry emergency cards.

9.12.9.5 Any emergency cards produced locally must contain the same information as sought in the example route plan form.

9.12.9.6 When members take part in non-Scout activities, the above rules may be varied at the discretion of their County (^[NI] Country) Lead Volunteer.

9.12.10 Land based activities : Horse riding and pony trekking

9.12.10.1 Activities involving horse riding or pony trekking must be conducted using a British Equestrian Federation member body approved centre or club.

9.12.10.2 A horse-riding safety helmet must be worn by anyone taking part in an organised Scout riding activity, unless:

- a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
- b) a medical or additional need causes challenges with wearing a conventional horse riding safety helmet, see Activity Helmets (FS120430) for guidance.

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9.12.11 Land based activities : Martial arts

9.12.11.1 All martial arts must be conducted using the standards and controls laid down by the appropriate Sports Council recognised National Governing Body.

9.12.12 Land based activities : Motor sports

9.12.12.1 Motorised activities away from public roads may be undertaken provided that each participant wears appropriate safety equipment for the activity being undertaken, including helmets for all off road and racing activities.

9.12.12.2 Safety briefings must be given to all participants and marshals.

9.12.12.3 The activity must take place in an area with clear separation and boundary between participants and spectators/ the public.

9.12.12.4 The maximum speed must be considered based on the age and ability of the participant, the vehicle, the supervision, the terrain, and any additional factors including legal restrictions on age such as quad biking.

9.12.13 Land based activities : Snowsports

Snowsports (except artificial slopes and nursery slopes) delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

9.12.13.1 Snowsports environment definitions:

- a) Off Piste – Outside of marked and patrolled snowsports areas
- b) On Piste – Within the marked and patrolled snowsports areas, including snowparks, except for those defined as nursery slopes
- c) Nursery slopes – on piste runs designated for beginners by the body responsible for the snowsports area
- d) Artificial slopes – either an indoor slope or an outdoor dry ski slope; except snowparks.

9.12.13.2 Short term personal permit exemptions may be granted by appropriately qualified people, as described in snowsports (FS120457)

9.12.13.3 For off piste snowsports, the relevant Terrain 1 or Terrain 2 Hillwalking Winter permit is also required.

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- 9.12.13.4 A safety helmet must be worn by anyone taking part in Scout snowsports activities, unless:
- cross country skiing or ski touring when in walking mode.
 - a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
 - a medical or additional need causes challenges with wearing a conventional snowsports helmet, see Activity Helmets (FS120430) for guidance.
- 9.12.13.5 For more information regarding these rules see Winter Sports (FS120424).

9.13 Water based activities

The National Directory of Waters is available online.

9.13.1 Water based activities : All water activities

- 9.13.1.1 All Scout-led water activities on class B1, B2, B3 or A waters and all motorised water activities and SCUBA activities on class C waters, falls within the Adventurous Activity Permit Scheme, see rule 9.7. Swimming is not part of the Adventurous Activity Permit Scheme.
- 9.13.1.2 Members taking part in any water activity, such as those which take place on or in the water, must be able to demonstrate to a suitable person their ability to swim 50 metres in clothing and equipment appropriate to the activity (where a buoyancy aid or life jacket is worn for the activity this may be used for the demonstration) and keep afloat for five minutes. Anyone unable to meet these requirements is classified as a non-swimmer and must follow Rule 9.13.1.3.
- 9.13.1.3 A non-swimmer may take part in water activities, at the discretion of the person in charge, only if certain precautions are taken:
- any non-swimmer must wear a lifejacket or buoyancy aid of approved design and be in the charge of an adult. This does not apply for swimming, paddling or activities near water
- there must be no more than one non-swimmer in any craft, unless a one-to-one ratio is maintained for example one competent adult to one non-swimmer
- in the case of single-handed craft this should only be on C or B1 Waters (see Rule 9.13.4) with supervision on a one-to-one basis for example one competent adult to one non-swimmer.
- where non-swimmers are taking part in swimming activities (as defined in Rule 9.13.9), they must be under the direct supervision of an adult in the water. This must not exceed two non-swimmers to one adult.

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9.13.1.4 The above conditions do not apply when below decks, protected in larger vessels or when using recognised forms of public transport.

9.13.2 **Water based activities : Life jackets and buoyancy aids**

9.13.2.1 All members taking part in water activities, excluding scuba diving, snorkelling, surfing, swimming, and paddling (as defined in rule 9.13.9) must wear an EC approved buoyancy aid or lifejacket appropriate to the activity, weather conditions, size of the participant. This does not apply when below decks.

Further guidance may be found in FS120603 Water Safety (incorporating Lifejackets and Buoyancy Aids).

Where swimming is supervised by a water activity permit holder personal flotation devices are required as per the permit activity.

9.13.2.2 The person in charge of any water activity must ensure that the lifejackets and buoyancy aids being used are fit for purpose and suitable for the activity on each occasion that they are used.

9.13.3 **Water based activities : Classification of waters**

9.13.3.1 All waters used for Scout activities must be classified as C, B1, B2, B3 or A.

Water class C	Safe inland waters which are less than 100m wide where flow causes little effect (including swimming pools).
Water class B1	Sheltered inland waters and other sheltered waters where currents and tides create no real danger.
Water class B2	The sea up to one mile from the shore but excluding more dangerous waters close inshore; more sheltered parts of estuaries; large inland lakes and lochs; inland waters British Canoeing Grade 2.
Water class B3	The sea up to three miles from the shore but excluding more dangerous waters close inshore; busy commercial ports, exposed parts of estuaries; inland waters British Canoeing Grade 3.
Water class A	Open sea more than three miles from the shore, and other dangerous waters close inshore; inland waters British Canoeing Grade 4 and above.

The National Directory of Waters is available at scouts.org.uk/waterways.

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9.13.4 Water based activities : Activities on class C waters

9.13.4.1 All water activities on class C waters (excluding swimming – see Rules 9.13.8-9.13.10, SCUBA and motorised activities) must be approved by the relevant Lead Volunteer and delivered to the standards contained in Class C Waters (FS120623)

9.13.5 Water based activities : Boats

9.13.5.1 All boats owned by or on long term loan to the movement must have a unique identifier clearly marked on the craft.

9.13.5.2 When members take part in Scout activities on waters controlled by the Canal and River Trust the members or group must be identifiable as part of The Scout Association to gain access to the waters within the UK Headquarters bulk license agreement.

9.13.5.3 All boats must have adequate marine insurance cover. Third party Public Liability cover is a minimum requirement.

Craft which are foot or hand propelled, sailing craft or other craft not exceeding 5m in length are automatically covered for Public Liability under The Scout Association's main policy. Any other craft over 5m in length or motorised vessels for example, or those wishing to insure against damage to the Scout boat may require additional marine cover. Further guidance is available from Unity.

9.13.5.4 The person in charge of any water activity must ensure that the craft and associated equipment are fit for purpose and suitable for the activity on each occasion that it is used. Further detail is in FS120627 Boat Checking.

9.13.6 Water based activities : Charter vessels

9.13.6.1 When vessels are hired or chartered, the activity rules of The Scout Association apply.

9.13.6.2 Before entering into a hire agreement which includes an indemnity clause such as where it is assumed that the hirer will be responsible for damage, injury or loss, the agreement must be referred to Unity (scouts@unityins.co.uk).

9.13.6.3 Where the vessel is chartered to be under the command of professional staff, the rules relating to permits do not apply.

9.13.6.4 When taking members as passengers on hired sailing or powered craft, the leader responsible must:

- a) have reasonable grounds to believe the person in charge of the craft, who must be either the owner or authorised by the owner, has the necessary knowledge, skill, and experience
- b) ensure that the party understands the discipline necessary for safety including any local regulations or bye laws which may apply.

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9.13.7 Water based activities : Activities near the water

9.13.7.1 When activities take place near the water the guidance contained within the CCPR Group Safety at Water Margins document should be followed.

9.13.8 Water based activities : Paddling

9.13.8.1 When in water that is, for the individual taking part, below waist height (or knee height in moving water) when standing, leaders must :

- a) conduct a risk assessment of the activity
- b) provide appropriate individual(s) as safety cover and equipment as identified by the risk assessment
- c) ensure any safety cover is in an appropriate position to provide effective cover
- d) ensure the participants are clearly visible above the water level at all times

9.13.9 Water based activities : Swimming

9.13.9.1 All swimming

When in water that is, for the individual taking part, above waist height (or knee height in moving water) when standing, leaders must follow the rules on swimming except where:

- a) taking part in scuba diving or snorkelling
- b) it is a river crossing during hillwalking under the leadership of someone holding a hillwalking permit
- c) it is underground during caving or mine exploration under the leadership of someone holding a caving or mine exploration permit

9.13.9.2 When members of the movement take part in swimming in Class C waters including swimming pools:

- a) there must be one responsible person in overall control who must meet the requirements of any written operating procedures
- b) this person must conduct a risk assessment for the location and activity
- c) If there are written operating procedures, this person must meet their requirements

9.13.9.3 If there are no written operating procedures, this person must ensure that there are enough people to provide the safety cover identified in the risk assessment and that the safety cover meets the requirements in Swimming (FS120620).

9.13.9.4 When members take part in swimming in open waters of Class B1 or higher, there must be one responsible person in overall control who must :

- a) meet the requirements of any written operating procedure

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- b) conduct a risk assessment for the location and activity
- c) follow the direction of the lifeguard on duty
- d) ensure appropriate safety cover is present where no attendant lifeguard is provided.

The safety cover provided when there is no attendant lifeguard must conform to one of these two conditions:

- a) Hold the relevant elements of the RLSS National Water Safety Management Programme (NWSMP) see Swimming (FS120620), (or an equivalent or higher qualification), and work within the remit of their award:
 - Sea (including beaches): NWSMP level 1, level 2 (beach) and level 3.
 - Flat inland water (for example lakes or lochs) : NWSMP level 1, level 2 (flat water) and level 3
 - Moving inland water (for example rivers): NWSMP level 1, level 2 (river) and level 3
- b) Hold a water activity permit (leadership or supervisory), operate within the remit of their permit (such as class of waters and group size) and meet the requirements for providing safety cover for swimming activities within Swimming (FS120620).

9.13.10 Water based activities : Scout owned swimming facilities

- 9.13.10.1 Management Committees of Scout property with a swimming pool must operate the facility in accordance with the HSE guidance contained within Managing Health and Safety in Swimming Pools (HSG179).

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Chapter 10

Uniform, badges and emblems

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- 10.29 Occasional Badges Worn with Uniform
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10.1 Purpose of Scout uniform

- 10.1.1.1 The purpose of uniform is to help members:
- a) feel they belong in Scouts - locally, nationally, and internationally
 - b) be seen, recognised and trusted in our communities
 - c) feel comfortable, welcome and proud while taking part in activities and events.

Therefore, uniform needs to be inclusive, flexible, practical and affordable. Scouts remains a uniformed youth movement and every reasonable effort should be made so that uniform is not a barrier to participation.

10.2 Informal Scout-branded clothing

- 10.2.1.1 While formal uniform has a key purpose outlined in 10.1, there are times when Informal Scout-branded clothing may be worn, including:
- a) Branded section, Group, or event polo shirts, sweatshirts, or hoodies
 - b) Neckerchiefs, either standalone or with the informal Scout-branded clothing described above
- 10.2.1.2 There are occasions when informal Scout-branded clothing may be more appropriate, depending on factors such as:
- a) Safety
 - b) Activities
 - c) Weather
 - d) Formality of occasion
 - e) Age range
 - f) Inclusion for cultural, religious or accessibility reasons
 - g) Affordability, to avoid what we wear being a barrier to taking part in Scout activities

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- 10.2.1.3 The decision on when formal uniform and when informal Scout-branded clothing can be worn should be made by the volunteer or staff member in charge of the meeting, activity or event.

10.3 Protection of uniforms

- 10.3.1.1 The movement's uniforms are protected under the Chartered Associations (Protection of Names and Uniforms) Act 1926.
- 10.3.1.2 It is unlawful for persons not entitled as members of the movement to wear them, except for the purposes of entertainment and then only provided that they are not brought into disrepute.

10.4 Entitlement to wear uniform

- 10.4.1.1 The appropriate uniform, as described in this chapter, may be worn by all members of the movement.

10.5 Safety considerations

- 10.5.1.1 In the organisation of all Scouting activities, priority is given to considerations of safety in what clothing is worn.
- 10.5.1.2 Weather conditions, especially heat, cold and rain, must be taken into account. The practical comfort and well-being of members must take precedence over formality. A coat or other overgarment (preferably navy blue) should be worn when weather conditions require it to make sure members feel comfortable, including on formal occasions.

10.6 Accessibility and inclusion considerations

- 10.6.1.1 Where a member does not feel comfortable wearing an item of Scout clothing (either official uniform or Scout-branded clothing) due to a specific need, their specific need should be given priority over uniform rules in POR. They may for example wear a different style of clothing or material that allows them to take part comfortably in Scout activities.

10.7 Cultural requirements and religious needs

- 10.7.1.1 To meet cultural or religious needs, members of recognised faith communities may wear appropriate clothing in accordance with their beliefs during Scouting activities.
- 10.7.1.2 Knives must not be worn with uniform except for religious reasons.

10.8 Squirrel uniform

- 10.8.1.1 Items of official Uniform for Squirrels:

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- a) Squirrels red crew neck sweatshirt
- b) Group scarf and woggle

10.8.1.2 Optional informal Scout-branded clothing for Squirrels:

- a) t-shirt in Squirrels red with correct local or Group personalised branding
- b) polo shirt in Squirrels red with correct local or Group personalised branding
- c) hoodie in Squirrels red with correct local section or Group personalised branding

10.9 Beaver uniform

10.9.1.1 Items of official uniform for Beavers:

- a) Beavers blue crew neck sweatshirt
- b) Group scarf and woggle that identifies the lodge or team

10.9.1.2 Optional, informal Scout-branded clothing for Beavers:

- a) t-shirt in Beavers blue with correct local section or Group personalised branding
- b) polo shirt in Beavers blue with correct local section or Group personalised branding
- c) hoodie in Beavers blue with correct local section or Group personalised branding

10.10 Cub uniform

Items of official uniform for Cubs:

- a) Cubs green crew neck sweatshirt
- b) Group scarf and identifying Six woggle

10.10.1.2 Optional, informal Scout-branded clothing for Cubs:

- a) t-shirt in Cubs green with correct local section or Group personalised branding
- b) polo shirt in Cubs green with correct local section or Group personalised branding
- c) hoodie in Cubs green with correct local section or Group personalised branding

10.11 Scout uniform

10.11.1.1 Items of official uniform for Scouts:

- a) Scouts teal long sleeved shirt or blouse
- b) any suitable navy blue trousers or skirt
- c) Group scarf and woggle or friendship knot

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Optional informal Scout-branded clothing for Scouts:

- a) t-shirt in Scouts teal with correct local section or Group personalised branding
- b) polo shirt in Scouts teal with correct local section or Group personalised branding
- c) hoodie in Scouts teal with correct local section or Group personalised branding

Optional items a Group may decide to have as part of its official uniform:

- a) Scout belt and buckle

10.11.1.2 Items of official uniform for Sea Scouts:

- a) dark blue jersey
- b) light blue long sleeve shirt or blouse
- c) any suitable smart navy blue trousers or skirt
- d) Group scarf and woggle
- e) Scout belt and buckle
- f) Seaman's Class 2 round cap with 'Sea Scout' tallyband.

Optional items a Sea Scout Group may decide to have as part of its official uniform:

- a) lanyard (worn only with Bosun's call)

10.11.1.3 Items of official uniform for Air Scouts:

- a) light blue long sleeve shirt or blouse
- b) any suitable navy blue trousers or skirt
- c) Group scarf and woggle
- d) Air Scout beret with cloth badge.

Optional items an Air Scouts Group may decide to have as part of its official uniform:

- a) Scout belt and buckle

10.12 Special Groups uniform

10.12.1.1 Items of official uniform:

- a) Special Groups can decide to wear some or all of the items of official uniform as appropriate to their specific needs

Optional items a Group may decide to have as part of its official uniform:

- a) Special Groups can decide to wear some or all of the optional items of official uniform as appropriate to their specific needs

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10.13 Explorer uniform

10.13.1.1 Items of official uniform for Explorers:

- a) beige long sleeve or short sleeve shirt or blouse
- b) Explorer Unit scarf and woggle or friendship knot (a Group scarf may be worn if specified in the Partnership Agreement)
- c) Any suitable navy blue trousers or skirt

Optional, informal Scout-branded clothing for Explorers:

- a) t-shirt in navy blue with correct local section or Group personalised branding
- b) polo shirt in navy blue with correct local section or Group personalised branding
- c) hoodie in navy blue with correct local section or Group personalised branding

Optional items an Explorer Unit may decide to have as part of its official uniform:

- a) Scout belt and buckle
- b) Explorer Belt and buckle or Young Leader buckle once achieved.

10.13.1.2 Items of official uniform for Explorer Sea Scouts:

- a) light blue long sleeve shirt or blouse
- b) Explorer Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie
- c) Any suitable smart navy blue trousers or skirt
- d) Seaman's Class 2 round cap with 'Explorer Sea Scout' tallyband or peaked Officer's hat with white top and Sea Scout cap badge. Each Explorer Unit member to wear the same headwear option.

Optional items an Explorer Sea Scout Unit may decide to have as part of its official uniform:

- a) Lanyard (worn only with Bosun's call)
- b) Scout belt and buckle
- c) Explorer Belt and buckle/Young Leader buckle once achieved

10.13.1.3 Items of official uniform for Explorer Air Scouts:

- a) light blue long sleeve shirt or blouse
- b) Explorer Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie
- c) Any suitable smart navy blue trousers or skirt
- d) Air Scout beret with cloth badge.

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Optional items an Explorer Air Scout Unit may decide to have as part of its official uniform:

- a) Scout belt and buckle
- b) Explorer Belt and buckle/Young Leader buckle once achieved

10.14 Uniform for Scout Network and for adult members

10.14.1.1 Items of official uniform for Scout Network and adult members:

- a) stone long sleeve or short sleeve shirt or blouse
- b) Group scarf (or scarf for Explorer Unit, Scout Network or Gilwell, as entitled) and woggle or friendship knot
- c) any suitable smart navy blue trousers or skirt

Optional items a Scout Network or adult member may decide to have as part of their official uniform:

- a) on formal occasions, a blue tie
- b) Scout belt
- c) Explorer Belt and buckle once achieved.

10.14.1.2 Items of official uniform for Sea Scout Network and adult members:

- a) light blue long sleeve shirt or blouse
- b) any suitable smart navy blue trousers or skirt
- c) Group scarf (or scarf for Explorer Unit, Scout Network or Gilwell, as entitled) and woggle
- d) on formal occasions, a blue tie
- e) peaked Officer hat with white top and Sea Scout cap badge
- f) Naval pattern tricorne hat option for females holding uniformed appointments.

Optional items a Sea Scout Network or adult member may decide to have as part of their official uniform:

- a) Scout belt and buckle
- b) Explorer Belt and buckle once achieved

10.14.1.3 Items of official uniform for Air Scout Network and adult members:

- a) light blue long sleeve shirt or blouse
- b) smart navy blue trousers or skirt
- c) Group scarf (or scarf for Explorer Unit, Scout Network or Gilwell, as entitled) and woggle
- d) on formal occasions, a blue tie

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- e) Air Scout beret with cloth badge.

Optional items an Air Scout Network or adult member may decide to have as part of their official uniform:

- a) Scout belt with buckle
b) Explorer Belt and buckle once achieved

10.15 Marching bands

10.15.1.1 Uniform:

- a) Members of Scout Marching Bands have two options from which the Band as a whole must choose one option:
- youth members wear the official uniform shirt for their section or the approved sweatshirt (for Cubs and Beavers only). Adults wear the adult official uniform shirt
 - all members, including adults, wear the official Scout, Explorer or adult official uniform shirt.
- b) members wear a blue tie or the Group or other approved scarf and woggle
- c) members wear any suitable smart trousers or skirt or kilt.

10.15.1.2 Badges:

- a) the Membership Badge and the appropriate County, District and Group name tape must be worn on the shirt selected by the band.
- b) individual badges earned, emblems and awards may also be worn on the uniform selected by the band.

10.15.1.3 Additional options:

- a) protective clothing for drummers
- b) sashes, music pouches, white gloves, belts and socks as appropriate
- c) berets with the arrowhead badge only, for competitions where the rules necessitate the wearing of headgear
- d) lanyards are not permitted except as part of Sea Scout uniform
- e) In Scotland, a dark blue Balmoral bonnet with the metal Arrowhead Badge may be worn. The Balmoral should have short tails and a navy blue “toorie”, but not a diced border.

10.16 The kilt, and tartan skirts

10.16.1.1 Kilts and pleated tartan skirts may be worn as part of the appropriate uniform, subject to the following colour requirements:

- a) members who are entitled to wear uniform may wear a tartan kilt or tartan skirt of any tartan

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- b) in Northern Ireland, members who are entitled to wear uniform may wear the saffron kilt
- c) outside Northern Ireland, where members are entitled to wear saffron, holders of appointments may wear a saffron kilt

10.16.1.2 The following items are correct wear with the tartan kilt:

- a) sporran
- b) plain lovat green knee length socks and green garter tabs
- c) black or brown shoes
- d) outer jacket tailored for wear with the kilt (optional).

10.16.1.3 The following items are correct wear with the saffron kilt:

- a) sporran
- b) plain knee length socks of a traditional colour (for example green, fawn, white or black)
- c) black or brown shoes
- d) outer jacket tailored for wear with the kilt (optional).

Where a section is wearing saffron, the sock and shoe colours must be the same for the whole section. This decision is to be taken by the Section Team Leader after consensus has been sought.

10.17 Uniform worn at World Scout Jamborees and international events

10.17.1.1 Members aged 10-18 and adult volunteers are permitted to wear the UK Contingent uniform including in the training before the event after selection.

For UK Contingents participating in major international events, a special UK Contingent uniform may be defined by the UK Event Management Team considering climate and other factors.

When the contingent's age range crosses normal section age ranges, all members can wear the older age range uniform, including in the training after selection and before the event.

10.18 Awards and decorations - how to wear

10.18.1.1 All Scout award medals including the Award for Merit and its Bar, Silver Acorn and its Bar and the Silver Wolf, are worn around the neck. Medals that are pinned to the uniform are worn above the Membership award on the left breast.

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- 10.18.1.2 Scout award cloth badges are worn on the uniform shirt in the following order from the wearer's shirt buttons to the wearer's right shirt sleeve, left to right: awards for gallantry, meritorious conduct, good service, the Chief Scout's Personal Award, Commendation Award, Chief Scout's length of service awards. Awards may be placed on multiple lines following the same award order if they do not fit within the space on the shirt as described.
- 10.18.1.3 The Bronze Wolf (awarded by the World Scout Committee) may be worn on Scout uniform. The medal is worn around the neck and the cloth badge worn above this line of emblems.
- 10.18.1.4 The Cornwell Scout Badge and its emblem are worn above this line of emblems.
- 10.18.1.5 Only the highest award received for good service and its emblem and the highest award for long service may be worn.
- 10.18.1.6 King's and Queen's medals (i.e. National Honour), war medals, decorations and orders, and decorations conferred by foreign governments may be worn on Scout uniform on appropriate occasions. They are worn on uniform above the Membership Award on the left breast.
- 10.18.1.7 Ribbons of decorations conferred by National Scout Associations in other nations are worn below the emblems of United Kingdom Scout Association decorations.
- 10.18.1.8 The life-saving medals of the Order of St. John and the Royal Humane Society, together with their ribbons, may be worn with uniform.
- 10.18.1.9 When not wearing uniform, the insignia of a Scout award is represented by a brooch with the same design as the cloth emblem and may be worn by award holders.

10.19 Badges and emblems - how to wear

- 10.19.1.1 A Squirrel, on entering the Beaver Colony may continue to wear the Chief Scout's Acorn Award. This award must be removed when the Beaver gains the Chief Scout's Bronze Award. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).
- 10.19.1.2 A Beaver, on entering the Cub Pack, may continue to wear the Chief Scout's Bronze Award. The award must be removed when the Cub gains their Chief Scout's Silver Award. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).
- 10.19.1.3 A Cub, on entering the Scout Troop, may continue to wear their Chief Scout's Silver Award. The award must be removed when the Scout gains their Chief Scout's Gold Award.

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- 10.19.1.4 A Scout on entering an Explorer Unit may continue to wear the Chief Scout's Gold Award. The award must be removed when the Explorer gains the Chief Scout's Platinum Award.
- 10.19.1.5 An Explorer on entering the Scout Network may continue to wear the Chief Scout's Platinum or Diamond Award or Queen's Scout Award or King's Scout Award badges. The Award must be removed when the next Award is gained.
- 10.19.1.6 Cubs, Scouts and Explorers may also wear the current Joining In, Participation and Moving On Awards.
- 10.19.1.7 The Explorer Belt and the badges for the King's Scout Award, Queen's Scout Award, Queen's Guide Award Badge and Scouts of the World Award may be worn on uniform by adults so entitled.

10.20 Badges and awards - supply

- 10.20.1.1 Badges and awards must be obtained through Scout Stores or local authorised suppliers or a designated local team (for example the District Support Team). Scottish-specific badges may be purchased direct from Scouts Scotland Headquarters or Glasgow Scout Shop ,
- 10.20.1.2 The exception to 10.20.1.1 is the initial King's Scout Award, the Explorer Belt, the Scouts of the World Award, Good Service awards, Length of Service awards as well as Meritorious Conduct and Gallantry awards and wood beads which are only available from UK Headquarters. Replacements are available from the Scout Store.

10.21 The World Membership Badge

- 10.21.1.1 The World Membership Badge is the symbol of membership of world Scouting and of The Scout Association as a part of World Scouting.
- 10.21.1.2 The World Membership Badge is the property of the World Scout Bureau and it may only be used or worn as permitted in these Rules.
- 10.21.1.3 A metal form of the World Membership Badge is available for members of the movement to wear with ordinary clothes.

10.22 The Scout Association Arrowhead Badge

- 10.22.1.1 The Arrowhead Badge is the symbol of The Scout Association and is part of The Scout Association's Armorial Bearings.
- 10.22.1.2 The Arrowhead Badge may be worn on activity or special garments.

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10.23 Identifying Name Tapes

- 10.23.1.1 The name of the Group, Explorer Unit, or Scout Network may appear in red, green, blue, white or yellow lettering on a single tape no more than 12mm deep on a green background.
- 10.23.1.2 The name of Sea and Air Scout Groups may appear in the same colours, but on a dark blue background.

10.24 Identifying Group, District and County Badges

- 10.24.1.1 Group, Unit or Network badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Lead Volunteer to whom a drawing or specimen of the design must be submitted.

- 10.24.1.2 District and County badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Lead Volunteer to whom a drawing or specimen of the design must be submitted.

A visual of all District and County badges should be submitted subsequently to UK Headquarters. Send to the Head of Brand and Ambassadors, Communications and Marketing Team at UK Headquarters.

- 10.24.1.3 A Scottish emblem consisting of a St Andrew's Cross with the word "Scotland" below is authorised for wear on uniform by members in Scotland. It is worn at the top of the right shoulder, immediately below any Group name tape and above any District/Region(Scotland) badge.

- 10.24.1.4 A combined District and County badge bearing distinctive identifying emblems and/or lettering and of any size, rectangular in shape up to 50mm deep by 76mm wide may be worn after approval by the County Lead Volunteer to whom a drawing or specimen of the design must be submitted. The District section must be on the left side of the badge, and the District and County sections must be equal in width.

A manufactured example of all such District and County badges should be submitted subsequently to UK Headquarters. Send to the Head of Brand and Ambassadors, Communications and Marketing Team at UK Headquarters.

- 10.24.1.5 Sponsored Groups may wear, as a Group badge, an appropriate badge produced by organisations approved as Sponsoring Organisations by UK Headquarters. The decision whether to wear such a Group badge is the responsibility of the Group Lead Volunteer in consultation with the Group Leadership Team and the Sponsoring Authority. Approval as in Rule 10.24.1.1 applies.

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10.25 Identifying Group, Explorer Scout Unit and Scout Network Scarves

- 10.25.1.1 Scarves worn by members of a Group as part of the appropriate uniform must all be of the same colour(s).
- 10.25.1.2 For Groups, the colour(s) are chosen by the Group Leadership Team, subject to the approval of the District Lead Volunteer.
- 10.25.1.3 Explorer Unit scarf colours are chosen by the Explorer Unit members subject to the approval of the District 14-24 Team and the approval of the District Lead Volunteer.
- 10.25.1.4 Scout Network scarf colours are chosen by the Scout Network members in the District with the approval of the District 14-24 Team and the approval of the District Lead Volunteer.
- 10.25.1.5 Groups, Units and Scout Networks in the same District should wear scarves of different colours if possible.

10.26 Air Scout Identification Badges

- 10.26.1.1 An Air Scout identification badge may be worn by any member of an Air Scout Group.
- 10.26.1.2 Explorers, Scout Network members or adult members associated with an Air Scout Group may also wear the badge.

10.27 Royal Navy or Royal Air Force Recognition Scheme Badges

- 10.27.1.1 Scouts, Explorers, Scout Network members and adult members in or associated with a Group, Explorer Unit or Scout Network which is recognised by the Royal Navy or Royal Air Force may wear the appropriate R.N. or R.A.F. Recognition Badge.

10.28 The Duke of Edinburgh's Award Badges

- 10.28.1.1 Cloth badges of The Duke of Edinburgh's Award are worn on uniform by youth members who are entitled to wear them.
- 10.28.1.2 Only the badge of the highest Award gained may be worn.
- 10.28.1.3 In the case of the Gold Award only, the badge may be worn on uniform by adults so entitled.

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10.29 Occasional Badges Worn with Uniform

- 10.29.1.1 Occasional badges in respect of national programmes, activities or events may be worn as directed and for such periods as decided by UK Headquarters.
- 10.29.1.2 Occasional badges for wear by members of a Group, a District or a County in connection with a special gathering, camp, activity or anniversary must be approved by the County Lead Volunteer to whom a drawing or specimen of the design must be submitted.
- 10.29.1.3 Such badges must not be worn after a period of three months from the date of the conclusion of the occasion unless exceptionally authorised by the County Lead Volunteer in respect of special circumstances for a further period not exceeding nine months.

10.30 The Union Flag Badge

- 10.30.1.1 The Union Flag badge may be worn on uniform when travelling to and during an international Scouts activity and indefinitely on return.

10.31 Northern Ireland, Scotland and Wales Badges

- 10.31.1.1 Northern Ireland, Scotland and Wales badges may be worn on uniform by those entitled to wear these. No other Country or County badges may be worn in place of these.

10.32 Mourning

- 10.32.1.1 To denote mourning, there are two options:
- a) a black crepe band 50mm wide may be worn on the left arm above the elbow
 - b) a black neckerchief may be worn in place of the Group or other approved neckerchief

10.33 Adult Learning awards

- 10.33.1.1 On completion of the Growing Roots learning, uniformed adults may wear the Gilwell woggle purchased from Scout Stores.
- For occasions when uniform is not worn, uniformed adults may wear a metal pin badge depicting the Gilwell log and axe purchased from Scout Stores.
- 10.33.1.2 On completion of the Growing Roots learning, non-uniformed adults may wear a metal pin badge depicting the Gilwell log and axe.

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- 10.33.1.3 Uniformed adults holding the Wood Badge may wear the Gilwell Scarf and Gilwell Woggle purchased from Scout Store. Wood Badge beads may also be worn around the neck.

10.34 Badges of Other Organisations

- 10.34.1.1 Unless specifically mentioned elsewhere in the Rules of The Scout Association, badges of other organisations are not worn with uniform.
- 10.34.1.2 Explorers, Scout Network members and adult members who have gained the Queen's Guide Award may wear the badge on their uniform and is positioned above the Queen's or King's Scout Award.
- 10.34.1.3 Scouts, Explorers, Scout Network members and adult members may wear with their uniform the approved proficiency badges of a number of organisations involved with first aid and the saving of life.
- 10.34.1.4 Scouts, Explorers, Scout Network members and adult members who hold approved First Aid or Life Saving qualifications for which there is no cloth badge may wear The Scout Association badge(s) as appropriate.

10.35 Position of badges on uniform

- 10.35.1.1 See the illustrations at Badge positioning on uniforms.

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Chapter 11

Awards and recognition of service

Contents

- 11.1 Award Nominations
- 11.2 Awards
- 11.3 The Thanks Badge
- 11.4 Method of Wear

11.1 Award Nominations

- 11.1.1.1 Nominations for Scout Good Service Awards as well as Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scout's Personal Award can be initiated by any adult.

Nominations must be supported or approved by the relevant Lead Volunteer or an Award Nominations Supporter, before being submitted to UK Headquarters.

- 11.1.1.2 Good Service Award nominations must be submitted via the membership system. Nominations will then be passed to the relevant Lead Volunteer or Award Nominations Supporter for support or approval. The UK Headquarters Scout Awards Team will be notified of the Award by the membership system.

Before making a nomination, individuals should consult the relevant guidance notes.

- 11.1.1.3 Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scout's Personal Award nomination forms are available.

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- 11.1.1.4 Before completing a nomination, individuals are advised to consult the relevant guidance notes.

Except in Scotland, completed nomination forms must be supported locally before being sent to awards@scouts.org.uk for review and, if relevant, approval by the National Awards Advisory Group.^[SV – see below]

In Scotland, certain award nominations for Good Service (Silver Acorn, Bar to the Silver Acorn & Silver Wolf) as well as all nominations for Meritorious Conduct, Gallantry, Cornwell Scout Badge & Chief Scouts Personal Award are additionally approved by the Chief Volunteer of Scotland. Following their approval, the nomination will be forwarded to the National Awards Advisory Group. Support from the Scottish Awards Advisory Group may be sought before doing this.

11.2 Awards

11.2.1 The Cornwell Scout Badge

- 11.2.1.1 The Cornwell Scout Badge is awarded in respect of great heroism or pre-eminently high character and devotion to duty, together with great courage and endurance.
- 11.2.1.2 The Cornwell Scout Badge is restricted to members who have not yet reached their 25th birthday.
- 11.2.1.3 Award holders may wear both the bronze badge and the cloth emblem of the same design on their uniforms.
- 11.2.1.4 These items are dispatched by the Scout Awards Team to the County (^[NI] Country) (or above) Awards Parcel Recipient for presentation locally.
- 11.2.1.5 Replacement award items are available to purchase from Scout Stores.

11.2.2 Gallantry Awards

- 11.2.2.1 Awards for gallantry are for acts which would normally include an element of personal risk.
- 11.2.2.2 Awards for gallantry are made by the Chief Scout, who delegates approval to the National Awards Advisory Group. Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network members, and adult members (as determined by the Chapter 16 Teams Table) and helpers are eligible for gallantry awards.
- 11.2.2.3 The Gilt Cross, with a blue and red vertically patterned ribbon and emblems or brooches corresponding to them, is awarded for acts of bravery in the face of danger where life has been at moderate risk.

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- 11.2.2.4 The Silver Cross, with a blue ribbon and emblems or brooches corresponding to them, is awarded for acts of bravery in the face of danger where life has been at considerable risk.
- 11.2.2.5 The Bronze Cross, with a red ribbon and emblems or brooches corresponding to them, is the highest award of The Scout Association for gallantry, is awarded for acts of bravery in the face of danger where life has been at extraordinary risk.
- 11.2.2.6 A Bar may be awarded to the holder of any gallantry award for further acts of gallantry in circumstances of similar risk.
- 11.2.2.7 These items are dispatched by the Scout Awards Team to the County ^[NI] Country) (or above) Awards Parcel Recipient for presentation locally.
- 11.2.2.8 Replacement award items are available to purchase from Scout Stores.

11.2.3 Meritorious Conduct Awards

- 11.2.3.1 Awards for meritorious conduct are made by the Chief Scout, who delegates approval to the National Awards Advisory Group. Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network members, and adult members (as determined by the Chapter 16 Teams Table) and helpers are eligible for meritorious conduct awards.
- 11.2.3.2 Meritorious Conduct Awards are made for conduct involving a high degree of courage, endurance, initiative or dedication to the Scouts, often through difficulties, without necessarily involving any element of risk.
- 11.2.3.3 A Chief Scout's Commendation for Meritorious Conduct, on a green ribbon with a blue vertical stripe and emblems or brooches corresponding to them, is awarded for meritorious conduct of a high standard.
- 11.2.3.4 The Medal of Meritorious Conduct, on a green ribbon with a red vertical stripe and emblems or brooches corresponding to them, is awarded for meritorious conduct of an exceptionally high standard.
- 11.2.3.5 A Bar may be awarded to the holder of any meritorious conduct award for further acts of comparable outstanding conduct.
- 11.2.3.6 These items are dispatched by the Scout Awards Team to the County ^[NI] Country) (or above) Awards Parcel Recipient for presentation locally.
- 11.2.3.7 Replacement award items can be purchased from Scout Stores.

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11.2.4 Good Service Awards

- 11.2.4.1 Awards for good service are made by the Chief Scout, who delegates approval to the National Awards Advisory Group. Adult members as determined by the Chapter 16 Teams Table and, exceptionally, others who have given valuable service to the Scouts over a considerable period are eligible for good service awards.
- 11.2.4.2 A Chief Scout's Commendation for Good Service, with a white and yellow knot cloth emblem and a brooch of similar design, is awarded for good service while holding adult roles for a period of not less than five years.
- 11.2.4.3 The Award for Merit, worn with a green neck ribbon and emblems or brooches with a green knot, would normally be awarded for outstanding service. It implies keen, conscientious, imaginative and dedicated service over a sustained period, of at least 10 years duration while holding adult roles.
- 11.2.4.4 The Bar to the Award for Merit, worn with a green neck ribbon with a vertical yellow stripe, and emblems or brooches with a green knot and yellow fleur-de-lys, may be awarded after at least five years of further outstanding service after receiving the Award for Merit.
- 11.2.4.5 The Silver Acorn, worn on an orange neck ribbon around the neck, and emblems or brooches with an orange knot is awarded after at least 20 years' service while holding adult roles, which should be specially distinguished and appreciably better than outstanding.
- 11.2.4.6 A Bar to the Silver Acorn, denoted by the substitution of an orange neck ribbon with a vertical green stripe, and emblems or brooches with an orange knot and green fleur-de-lys, may be awarded after at least five years of similarly distinguished service after receiving the Silver Acorn.
- 11.2.4.7 The Silver Wolf, worn on a green and yellow neck ribbon, and emblems or brooches with a yellow and green knot, is the unrestricted gift of the Chief Scout, awarded for adult service of the most exceptional nature while holding adult roles.
- 11.2.4.8 A Good Service Award may only be awarded after completion of at least five years' service after receiving another Good Service Award.
- 11.2.4.9 There is a hierarchy of Good Service Awards:
- a. Chief Scout's Commendation for Good Service
 - b. Award for Merit
 - c. Bar to the Award for Merit
 - d. Silver Acorn
 - e. Bar to the Silver Acorn

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f. Silver Wolf

Once one Good Service Award has been awarded, it is not possible to be awarded one which sits in the hierarchy prior to the one already received in this hierarchy. For example, if an Award for Merit has been awarded, it is not possible to retrospectively be awarded a Chief Scout's Commendation for Good Service.

11.2.4.10 Good Service awards can be skipped if the member meets the other criteria for the award. For example, the member's first Good Service Award could be a Chief Scout's Commendation for Good Service, Award for Merit, Silver Acorn, or even a Silver Wolf.

11.2.4.11 These items are dispatched by the Scout Awards Team to the County ^[NI] Country) (or above) Awards Parcel Recipient for presentation locally.

11.2.4.12 Replacement award items are available to purchase from Scout Stores.

11.2.5 The Chief Scout's Personal Award

11.2.5.1 The Chief Scout's Personal Award is awarded by the Chief Scout, who delegates approval to the National Awards Advisory Group to recognise achievement not covered by the criteria for any other awards. It may be accompanied, where appropriate, with a suitable commemorative item.

11.2.5.2 The Chief Scout's Personal Award, with a green arrowhead badge superimposed on a gold circular background on a dark green cloth emblem or brooch.

11.2.5.3 These items are dispatched by the Scout Awards Team to the Awards Parcel Recipient for presentation locally.

11.2.5.4 Replacement award items are available to purchase from Scout Stores.

11.2.6 The Commendation Award

11.2.6.1 The Commendation Award is indicated on a cloth emblem or brooch with a purple knot.

11.2.6.2 The Commendation Award may be issued from a District, from a County (England), Area (Wales & British Scouting Overseas), Region (Scotland), Bailiwick, Island, Branch, Regions (England, Northern Ireland and Wales), Country Headquarters and UK Headquarters to youth members, adult members or non-members.

11.2.6.3 The Commendation Award must only be issued by the UK Chief Volunteer, Country Chief Volunteers, County Lead Volunteers, District Lead Volunteers and Youth Leads at their discretion.

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- 11.2.6.4 There are no set criteria for the Commendation Award.
- 11.2.6.5 The Commendation Award is restricted and must be purchased from Scout Stores. It is only available for purchase by the UK Chief Volunteer, Country Chief Volunteers, Regional Lead Volunteers (England and Wales), County Lead Volunteers, District Lead Volunteers, Youth Leads or Badge Secretaries.
- 11.2.6.6 The Commendation Award may be issued locally at any time and does not affect any nominations for Good Service or other National awards.
- 11.2.6.7 The Commendation Award may be recorded on the recipient's adult record on the membership system .
- 11.2.6.8 Replacement award items are available to purchase from Scout Stores.

11.2.7 Length of Service Awards

- 11.2.7.1 Service in The Scout Association is recognised by the Chief Scout's Length of Service Award at 5, 10, 15, 20, 25, 30, 40, 50, 60 and 70 year intervals. A certificate and either a cloth emblem or brooch with a white knot and corresponding green number is available to all members of The Scout Association (as determined by the Chapter 16 Teams Table) who reach these milestones.
- 11.2.7.2 Qualifying service for the above awards need not be continuous.
- 11.2.7.3 Any service given while holding an adult appointment whilst a member of The Scout Association counts towards service. This does not cover service whilst in a youth role such as Scout Network. However, if a qualifying adult appointment were held concurrently, that service would count.
- 11.2.7.4 Overseas service with another Scout Association does not count towards service. However, active service whilst part of British Scouting Overseas or the Branches is recognised.
- 11.2.7.5 These items are dispatched by the Scout Awards Team to the County ^(NI) Country) (or above) Awards Parcel Recipient for presentation locally.
- 11.2.7.6 Replacement award items are available to purchase from Scout Stores.

11.3 The Thanks Badge

- 11.3.1.1 The Thanks Badge is the means of expressing the appreciation of The Scouts to those who are not members but who have been of service to the Scouts.
- 11.3.1.2 There are no restrictions on who may award the Thanks Badge, and who it may be awarded to, other than to non-members .

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- 11.3.1.3 The metal badge is for wear with ordinary clothes and does not confer membership of The Scout Association on the recipient.
- 11.3.1.4 The badge is available to purchase from Scout Stores.

11.4 Method of Wear

- 11.4.1.1 The method of wear of the awards in this chapter is shown in Chapter 10.

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Chapter 12

Flags and ceremonial

Chapter Contents

- 12.1 Flags
- 12.2 Ceremonial

12.1 Flags

12.1.1 Permitted Flags

12.1.1.1 The following flags may be used:

- a) The Union Flag on land
- b) The Red Ensign at sea
- c) The World Scout Flag
- d) Group, District and County flags

12.1.1.2 Royal Navy Recognised Groups and Units may use a Red Ensign defaced with the fleur de lis (arrowhead) Badge surmounted by an Admiralty Crown in the fly.

12.1.1.3 Royal Air Force Recognised Groups may use a light blue pennant bearing the fleur de lis (arrowhead) badge, and the Royal Air Force roundel in the fly.

12.1.1.4 When travelling internationally, groups may use the Union Flag and the flag of the host nation displayed equally.

12.1.1.5 Groups may use the flags of the constituent nations of the United Kingdom, together with their own corresponding flag, when in another United Kingdom country.

12.1.1.6 The use of these flags is in addition to the Union Flag rather than in place of it.

12.1.2 Pennants

12.1.2.1 Green camp pennants, Explorer, and Scout Network pennants and blue Scout pennants may be used as appropriate to suitable occasions.

12.1.2.2 The blue pennant is the burgee to be flown with the Royal Navy Recognised Group Ensign.

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12.1.3 Scout Flags

- 12.1.3.1 Except Squirrel Drey, Beaver Colony and Cub Pack flags, the flags used by Groups, Explorer Units, and Scout Networks () must:
- be of uniform size
 - be mounted on poles bearing the Scouts fleur de lis (arrowhead) as a mount
 - bear the Scouts fleur de lis (arrowhead), consisting of a white fleur de lis

In addition, they must only bear the words 'Cubs', 'Scouts', 'Explorers', 'Network' and the appropriate Group, District or County title.

- 12.1.3.2 Squirrel Drey flags consist of a white Squirrels logo beneath a white fleur de lis on a Squirrels Red background.

The flag measures 90cm x 60cm.

The name of the Squirrel Drey may be added above or beneath the Squirrels logo and Scouts fleur de lis (arrowhead).

- 12.1.3.3 Beaver Colony flags consist of a white Beavers logo beneath a white fleur de lis (arrowhead) on a Beavers Blue background.

The flag measures 90cm x 60cm.

The name of the Beaver Colony may be added above or beneath the Beavers logo and Scouts fleur de lis (arrowhead).

- 12.1.3.4 Cub Pack flags consist of a green Cubs logo beneath a green fleur de lis (arrowhead) on a yellow background.

The flag measures 90cm x 60cm.

The name of the Cub Pack may be added above or beneath the Cubs logo and Scouts fleur de lis (arrowhead).

- 12.1.3.5 Flags used by Districts and Counties are of a similar design and may bear the name and emblem of the District or County in addition to the Scouts fleur de lis (arrowhead).

- 12.1.3.6 The following colours must be used on flags, except in Scotland:

- Squirrel Dreys: white lettering on a Squirrels Red background
- Beaver Colonies: white lettering on a Beavers Blue background
- Cub Packs: green lettering on a yellow background
- Scout Troops: white lettering on a green background
- Explorer Units: white lettering on an olive green background
- Scout Networks: white lettering on a cool grey background
- Air Scout Troops, Explorer Air Scout Units and Air Scout Networks: yellow lettering on a light blue background

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- g) Sea Scout Troops, Explorer Sea Scout Units and Sea Scout Networks: white lettering on a navy blue background

12.1.3.7 In Scotland, Scout flags are matriculated by the Lord Lyon King of Arms and consist of the St. Andrew's Cross at the hoist with green fly and the Scouts fleur de lis (arrowhead) in yellow.
Scottish Region flags may have the name of the Region in a bar above the badge in the colour of the Region.

The colours on flags in Scotland must be:

- a) Squirrel Dreys: white lettering on a Squirrels Red background
- b) Beaver Colonies: white lettering on a Beavers Blue background
- c) Cub Packs: yellow background with the badge in green and with yellow lettering on green bars
- d) Scout Troops: green background with the badge in yellow and with the name of the Troop in black lettering on yellow bars
- e) Explorer Units: white lettering on an olive green background
- f) Scout Networks: white lettering on a cool grey background

12.2 Ceremonial

12.2.1 Limitation

12.2.1.1 In the conduct of normal Scouting activities, only those ceremonies described on www.scouts.org.uk should be used.

12.2.2 The Scout Sign

12.2.2.1 The Scout Sign is made during the making or reaffirming of the Squirrel, Beaver, Cub and Scout Promise and at no other time.

12.2.3 The Scout Salute

12.2.3.1 The Scout Salute is made only by members of the movement in uniform on formal Scout occasions, as a mark of respect at the hoisting of National flags, at the playing of National Anthems, to uncased Colours, Scout flags and to funerals.

12.2.4 Parades

12.2.4.1 On all parades of a public nature, other than in a place of worship, the Leader calls the party to the alert and the Leader alone salutes.

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Chapter 13

Trusteeship, property and equipment

Chapter Contents

- 13.1 Charity Requirements
- 13.2 Equipment
- 13.3 Land and property
- 13.4 Investments

13.1 Charity Requirements

13.1.1 Charities Legislation

In England and Wales, the Charities Act 2022 applies.

In Scotland, the Charities and Trustee Investment (Scotland) Act 2005 applies.

In Northern Ireland, the Charities Act (Northern Ireland) 2013 applies

In Jersey, the Charities (Jersey) Law 2014 applies.

In the Bailiwick of Guernsey, the Charities Ordinance 2022 applies.

In the Isle of Man, the Charities Registration and Regulation Act 2019 applies.

In Gibraltar, the Gibraltar Charities Act applies.

13.1.2 Charity regulators

In England and Wales, the charity regulator is the Charity Commission.

In Scotland, the charity regulator is the Office of the Scottish Charity Regulator (OSCR).

In Northern Ireland, the charity regulator is the Charity Commission for Northern Ireland.

In Jersey, the charity regulator is the Jersey Charity Commissioner.

In the Bailiwick of Guernsey, the Guernsey Registry applies.

In the Isle of Man, the Attorney General's Office applies.

In Gibraltar, the charity regulator is the Board of Charity Commissioners for Gibraltar.

13.1.3 Charity registration

- 13.1.3.1 In England, Northern Ireland and Wales, all Groups, Districts and Counties are separate (though not independent) unincorporated charities.

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- 13.1.3.2 In England and Wales, Scout Groups, Districts and Counties are not required to register with the Charity Commission as they have been 'excepted' under The Charities (Exception from Registration) (Amendment) Regulations 2021.

However, Scout charities in England and Wales must register with the Charity Commission if any of the following is true:

- a) their annual income is more than £100,000
- b) they own land or buildings, and their annual income is £5,000 or over
- c) they have permanent endowment (a rare interest in land or building or other assets which cannot be spent as 'income') and their annual income is £5,000 or over

Apart from not having to register or make annual returns, excepted charities must comply with charity law. Trustees of excepted charities have the same responsibilities as trustees of any other charity in England and Wales and all Scout charities in England and Wales are governed by the Charity Commission, whether registered with them or not.

- 13.1.3.3 In Scotland, a Scout Group, District or Region may decide to register with OSCR as an Unincorporated Scottish Charity and, where registered, the members of the Group, District or Region Trustee Board are the charity trustees of the Group, District or Region. The registration must not be as a Scottish Charitable Incorporated Organisation (SCIO) (see 5.1.1.2).

- 13.1.3.4 In Northern Ireland, the Bailiwick of Guernsey, Isle of Man, Jersey and Gibraltar all Scout Groups, Districts and Counties are required to register with the relevant Charity Regulator (see 13.1.2).

13.1.4 Charity Trustees

- 13.1.4.1 In England, Northern Ireland and Wales, members of Group, District and County Trustee Boards are the 'charity trustees' of the Group, District or County. (See 5.3.4.2.)

- 13.1.4.2 In Scotland, where a Group, District or Region is registered with OSCR, the Members of the Group, District or Region Trustee Board are the charity trustees of the Group, District or Region.

13.1.5 Persons not allowed to act as Trustees

- 13.1.5.1 No person who is disqualified from being a charity trustee by the Charities Act or equivalent - see 13.1.1.1 - can be a member of a Group, District or County Trustee Board.

The appointment of any such person, whether as ex officio, by appointment, or by co-option must be void. For ex officio Trustee roles, disqualification as a Trustee also disqualifies the volunteer from the primary role that includes, or

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could include, the Trustee responsibilities (see 5.3.4.5(a)). For example, a Group Lead Volunteer must be eligible as a Trustee, whether or not they are actually a Trustee.

13.1.5.2 It is the responsibility of each person to ensure that they are not disqualified before accepting an appointment as a trustee.

13.1.5.3 The exact regulatory requirements vary by nation but the Scouts uses the following criteria in all nations for disqualification to a role with Trustee responsibilities.

Any adult for whom at least one of the following conditions is true in any geographic or regulatory location must not accept a role that includes, or could include, charity trustee responsibilities:

- a) has an unspent conviction for an offence involving dishonesty or deception
- b) has unspent convictions for the offences of misconduct in a public office
- c) has unspent convictions for bribery, or money laundering, or perjury or perverting the course of justice or terrorism
- d) has been found guilty of attempting, aiding or abetting the above offences
- e) has been found to be in contempt of court
- f) is designated under terrorist asset-freezing legislation
- g) is on the sex offenders' register
- h) is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order or sequestration in Scotland) or has an individual voluntary arrangement (IVA) with creditors
- i) is disqualified from being a company director
- j) has previously been removed as a trustee from any charity by any charity regulator in the UK (or a court) due to misconduct or mismanagement
- k) is disqualified from being a trustee by an order of the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator or the Charity Commission for Northern Ireland.

13.1.6 Safe Custody of Documents

13.1.6.1 The Group, District or County Trustee Board administration must ensure that documents relating to the ownership of property and equipment and all other legal and official documents, together with any documents of historical importance or interest are kept in a safe place.

13.1.6.2 Specific documents that must be safeguarded are:

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- a) declarations of trust
 - b) title deeds to land or buildings
 - c) stock and share certificates
 - d) registration documents issued by The Scout Association
 - e) documents relating to motor vehicles, vessels and aircraft
 - f) insurance policies.
- 13.1.6.3 Those charities who have appointed the Scout Association Trust Corporation (SATC) to hold title to land may use this service to safeguard the document types (a), (b), (c) from 13.1.6.2. By law, these must be hard copy original documents.
The Scout Association Trust Corporation (SATC) does not apply to Scotland.
- 13.1.6.4 In Scotland, Scottish Headquarters can arrange for the safe custody of Title Deeds, Leases, Deeds of Trust, Minutes of Agreement, Insurance Policies and other important documents.
- 13.1.6.5 The Group, District or County Trustee Board administration must keep a register of such documents with details of their location.

13.2 Equipment

13.2.1 Motor Vehicles, Vessels and Aircraft

- 13.2.1.1 The Group, District or County Trustee Board must be confident that motor vehicles, vessels and aircraft owned by the Group, District or County are properly registered, licensed and insured as necessary and that all requirements as to their condition, testing or any other matters are fulfilled.
- 13.2.1.2 Motor vehicles must be registered either in the name of the Group, District or County or in the name of a nominee, in which case the registration must show that the person is a nominee of the Group, District or County.

13.2.2 Equipment

- 13.2.2.1 The Group, District or County Trustee Board must be confident that proper inventories are maintained of all equipment owned, including furniture, training equipment, musical instruments or equivalent of any other kind.

13.3 Land and property

13.3.1 Property and Equipment – except Scotland

- 13.3.1.1 Groups and Explorer Units must be properly accommodated and equipped in order to carry out their training programmes.

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- 13.3.1.2 The Group's and Unit's administrators must concern themselves with all legal requirements relevant to the ownership of all property and equipment or to the leasing or hiring of premises.
- 13.3.1.3 All freehold, leasehold or licensed land, with or without buildings, must be held by at least two and no more than four Holding Trustees appointed as specified unless title to the said land is held by a Custodian Trustee on behalf of the Scout Unit, for example SATC or the Official Custodian for Charities.
- 13.3.1.4 Holding Trustees of land must be appointed under either a Declaration of Trust or named as the Trustees in the relevant Conveyance, Lease, Licence or such other Deed, Transfer or other formal agreement as may be necessary in the circumstances. These trust deeds or agreements must make sure the Scout Unit can comply with The Scout Association's Royal Charter, Bye laws and the POR, as well as any jurisdictional requirements that apply to where the Scout Unit is based.
- In England and Wales, the SATC will hold land upon standard trusts which have been approved by the SATC's legal advisers.
- 13.3.1.5 Investments must also be held in the manner listed above under 13.3.1.3, with the exception being that the SATC is unable to hold such investments.
- 13.3.1.6 The SATC can be appointed by Scout bodies in England and Wales to hold title to land as Custodian Trustee only and, as such, the SATC cannot have any responsibility for the decision-making or day-to-day management of the Scout unit or its land. The SATC is also unable to negotiate land or property matters on behalf of Scout bodies.
- 13.3.1.7 The SATC must be appointed through its proper procedure for which a standard fee is chargeable. Contact the SATC in writing at Gilwell Park, Chingford, London E4 7QW or at trust.corporation@scout.org.uk.
- 13.3.1.8 As Custodian Trustee, the SATC must obtain instructions regarding the land or property from a member of the relevant Scout body's Trustee Board or a person or persons properly authorised by that Trustee Board to instruct the SATC.
- 13.3.1.9 A suggested template for a Declaration of Trust suitable for local Trustees to declare Trust when intending to hold title to land, is available from The Scout Association's Legal Services Department which should then be amended and checked by a local solicitor acting for the Group, District or County to reflect the particular local circumstances.

13.3.2 Property and Equipment – Scotland

- 13.3.2.1 The Scout Association Trust Corporation (SATC) does not operate in Scotland. In Scotland, these 13.3.2 rules apply in regard to the ownership of property and equipment.

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13.3.2.2 **Any heritable property** which the Scottish Council, any Regional Scout Council, any District Scout Council or any Group may acquire by purchase, lease, gift or otherwise shall be vested in and the Title thereto shall be taken in the names of:

- a) In the case of the Scottish Council
the Chief Volunteer of Scotland, the Chair, the Treasurer of the Board of Trustees of Scouts Scotland and the Chief Executive Officer or any three of them for the time and their successors in office as Trustees for the Scottish Council,
- b) In the case of a Regional Scout Council, District Scout Council or Group
the Regional Lead Volunteer, the Regional Chair and the Regional Treasurer of the Region Trustee Board or any two of them for the time and their successors in office as Trustees for the benefit of the Regional Scout Council, District Scout Council or Group as the case may be.
 - A Deed of Trust should exist for all heritable property setting out the rights and responsibilities of Regions, Districts and Groups. A template is available from Scottish Headquarters.
 - Where historic Title Deeds are still vested in the Trustee Office Bearers of former Counties, Shires or Areas, these are still legally acceptable through a Deduction of Title lodged with, and accepted by Registers of Scotland

13.3.2.3 Such Trustees from 13.3.2.2, or a majority of them, have power to sell in respect of the heritable property or any part thereof vested in them as aforesaid, and they have the power to borrow on the security thereof for the benefit of Scouts Scotland, the Regional Scout Council, District Scout Council or Group as the case may be.

13.3.2.4 **All moveable property** including cash and debts due to the Scottish Council, any Regional Scout Council, any District Scout Council or any Group, and claims of every description competent to them shall be held to be vested in the Scottish Council, the Regional Scout Council, the District Scout Council or the Group.

Power to take any proceedings necessary to safeguard, recover, vindicate or pursue the same shall be vested in respectively:

- a) the Chief Volunteer of Scotland, the Chair, the Treasurer of the Board of Trustees and the Chief Executive Officer for the time or any two of them.
- b) the Regional Lead Volunteer, the Regional Chair, and the Regional Treasurer for the time or any two of them.
- c) the District Lead Volunteer, the District Chair, and the District Treasurer for the time or any two of them.

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- d) the Group Lead Volunteer, the Group Chair, and the Group Treasurer for the time or any two of them.

13.3.2.5 **Any leases, except heritable leases as aforementioned, and other probative writings** entered into by the Scottish Council (or the Board of Trustees of Scouts Scotland on its behalf), any Regional Scout Council, any District Scout Council or any Group shall be executed for and on their behalf by those listed in (a), (b), (c) and (d) above respectively.

13.3.3 Land

13.3.3.1 The Group, District or County Trustee Board should obtain at least a formal written licence and preferably a lease of any land, with or without buildings, which they do not own and which is to be occupied for a substantial period.

13.3.3.2 In any event, no large amount of capital should be expended on buildings or other improvements unless the Group, District or County has at least seven years uninterrupted interest remaining in the said land.

13.4 The Group, District or County Treasurer must ensure that all possible relief from rates is obtained.

13.4.1 Property - Sponsored Groups

13.4.1.1 Agreements with Sponsoring Authorities must identify property belonging to the Sponsoring Organisation and that belonging to the Group.

13.4.1.2 Property owned by the Sponsored Group as recorded in such agreements must be administered as required by these Rules.

13.4.2 Disposal of Property at Amalgamation

13.4.2.1 The Model 'Declarations of Trust' referred to contain certain provisions for the amalgamation of Groups, Districts and Counties.

13.4.2.2 The retiring Trustees of the Group, District or County which are amalgamating must hand to the Trustees of the new Group, District or County all documents of title and the keys to any buildings which the former had.

13.4.3 Disposal of Property at Closure

13.4.3.1 The property of a Group, District or County which ceases to exist will automatically pass to the District Scout Council, County Scout Council or UK Headquarters as appropriate unless there is some pre-existing arrangement by which the property passes to another beneficiary.

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- 13.4.3.2 Such property must be treated in the same way as other assets.
- 13.4.3.3 Any liabilities of a Group, District or County, e.g. an outstanding loan, utility bills etc. will also become the responsibility of the District Scout Council, County Scout Council or UK Headquarters as appropriate.

13.4.4 Joint Occupation of Premises by Joint Scout and Guide Units

- 13.4.4.1 A special Declaration of Trust, which must provide for the formation of a joint management committee, must be drawn up if the premises are to be owned and occupied jointly by Scout and Guide units.
- 13.4.4.2 This does not apply if the premises are used jointly under licence or if the premises are occupied by other similar arrangements.
- 13.4.4.3 A model Declaration of Trust is available from The Scout Association's Legal Services department. Changes to this Declaration, or any alternative trust deed used to document jointly owned and occupied property must make sure the Scout Unit can comply with The Scout Association's Royal Charter, Bye laws and the POR, as well as any jurisdictional requirements that apply to where the Scout Unit is based.
- 13.4.4.4 No changes to the model Declaration of Trust are permitted without the approval of The Scout Association's Legal services department if the property is to be held by the Scout Association Trust Corporation.

13.5 Investments

- 13.5.1.1 Unless the powers of investment are specified in the formal Trust Instrument creating or governing any given Group, District or County, such powers of investment are governed by the Trustee Act 2000 or, in Scotland, by the Charities and Trustee Investment (Scotland) Regulations 2005. Accordingly, The Scout Association's own particular powers of investment are specified by its Royal Charter. These particular powers of investment apply to The Scout Association itself and not to its entire member Groups, Districts or Counties.
- 13.5.1.2 Group, District and County Treasurers should reclaim from H.M. Revenue and Customs (HMRC) any tax deducted at source from investment income.
- 13.5.1.3 Groups, Districts and Counties are advised to make full use of special funds, which are established for investment by charities, and which pay dividends gross.

Investments held on behalf of Groups, Districts or Counties must be registered in such a way as to show that they are held on trust for that body and that they are not the private property of the individuals, if any, appointed as trustees.

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Chapter 14

Other matters

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- 14.2 Associate Organisations
- 14.3 Protected Scout logos, names, badges and awards
- 14.4 Trade marks
- 14.5 Copyright
- 14.6 Transport

14.1 Citizenship

14.1.1 Political Activities

- 14.1.1.1 The Scout movement is not connected with any political body.
- 14.1.1.2 Members of the movement in uniform, or individuals when acting as representatives of the movement, must not take part in any party political meetings or activities that endorse any particular political party or candidate.

14.1.2 Citizenship and Participation

- 14.1.2.1 The Scout Association, being concerned to help young people prepare for and take a constructive place in society, encourages, through its programme, the development of a positive attitude to the needs of the community.
- 14.1.2.2 In pursuance of The Scout Association's Purpose, each member of the movement shall, within the bounds of age and mental maturity, be encouraged to:
 - a) become involved in the processes by which decisions are made within The Scout Association and, to that end, to understand the organisation of The Scout Association
 - b) become more aware of major social issues at local, national and international level

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- c) understand the processes of decision-making by organisations and by government, and to become aware of the individual's role in such processes

14.1.2.3 It is accepted that this will involve members of the movement with current social issues, some of which are controversial and may therefore have a political dimension. However, individuals representing The Scout Association must not endorse any particular political party or candidate.

14.1.2.4 If a recognised public authority makes a public request for volunteers to take action to avoid grave public danger or inconvenience, whether it arises from an industrial dispute or not, a Group Lead Volunteer or a District 14-24 Team Leader may, with the consent of the District Lead Volunteer, offer the services of the Scouts provided that each individual participates voluntarily.

14.1.3 Expressions of Opinions of The Scout Association's Policy

14.1.3.1 Unless they have previously obtained permission to do so from UK Headquarters, members of the movement must not express opinions on matters of policy or on any matter if it will appear that they are speaking or contributing on behalf of The Scout Association when appearing in broadcast, print or online media including social media,

14.1.3.2 Except after consultation with, and agreement by, UK Headquarters, members of The Scout Association must not address correspondence on matters relating to the Scouts or as representatives of The Scout Association to:

- a) any Royal person or members of the Royal Households
- b) a Department of State, Embassy or Legation at home or abroad
- c) any Scout Association Headquarters abroad, or to the World Scout Bureau, World Scout Committee or World Scout Conference.

Normally, such correspondence would be raised by UK Headquarters on behalf of Groups, Districts or Counties.

14.2 Associate Organisations

14.2.1 Associate Organisations

14.2.1.1 UK Headquarters may designate as Associate Organisations certain organisations whose aims and purposes relate to those of The Scout Association.

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14.2.2 Student Scout and Guide Clubs

- 14.2.2.1 A Student Scout and Guide Club may be formed in a higher education or further education institution.
- 14.2.2.2 A Student Scout and Guide Club is recognised through the local Scout and Guide County after its constitution has been approved by the local County ^(^[NI] Country) Lead Volunteer and by the Guide County Commissioner or equivalent.
- 14.2.2.3 The aim of a Student Scout and Guide Club is to promote a framework within which Scout and Guide and other social activities may take place, ideas may be exchanged, and students may maintain, renew or acquire an interest in the principles of Scouts and Girlguiding.
- 14.2.2.4 The purpose of a Student Scout and Guide Club is:
- a) to provide a programme of activities for its members whether or not they are members of the Scout and Guide movements
 - b) to create a wider understanding and appreciation of the work of the Scout and Guide movements, particularly among fellow students, by spreading information and by example
 - c) to render service, as a Student Scout and Guide Club, to Scouts and Guides and the community
 - d) to maintain relationships with the Scout and Guide movements locally
- 14.2.2.5 Students who wish to establish a Student Scout and Guide Club in a higher education or further education institution must seek the approval of their Students' Union and draw up a constitution, embodying the aim and purpose of a Student Scout and Guide Club.
- 14.2.2.6 They must then submit it with a Student Scout and Guide Club Registration Form for approval by the local Scout County Lead Volunteer and Guide County Commissioner or equivalent, who must forward it to their respective Headquarters for registration.
- 14.2.2.7 A registered and recognised Student Scout and Guide Club receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.
- 14.2.2.8 All Student Scout and Guide Clubs must affiliate to the Student Scout and Guide Organisation.

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- 14.2.2.9 A Student Scout and Guide Club elects its own Committee from among its members and is responsible for the organisation of meetings and planning activities.
- 14.2.2.10 A Student Scout and Guide Club is self-financing and must pay the annual affiliation fee to the Student Scout and Guide Organisation.
- 14.2.2.11 All Student Scout and Guide Clubs must comply with the Camping, Activity and Safety Rules of The Scout Association and Girlguiding UK.
- 14.2.2.12 A member of a Student Scout and Guide Club who is also a member of the Scout or Guide movement may wear the Student Scout and Guide Club Badge on uniform.
- 14.2.2.13 Further details can be obtained from support@scouts.org.uk.

14.2.3 Student Scout and Guide Organisation

- 14.2.3.1 The aim of the Student Scout and Guide Organisation is to promote Student Scout and Guide Clubs and to provide a forum for discussion on matters that affect such Clubs.
- 14.2.3.2 The Student Scout and Guide Organisation receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding UK.
- 14.2.3.3 Further details can be obtained from support@scouts.org.uk.

14.3 Protected Scout logos, names, badges and awards

14.3.1 Introduction

- 14.3.1.1 We are proud of our brand and visual identity and encourage all members to use them to increase recognition and understanding of Scouts, as well as to support local fundraising. However members must follow the rules below and keep within brand guidelines to ensure a consistent approach across the UK.

14.3.2 Definitions - protected Scout logos

- 14.3.2.1 Protected logos are:
- 14.3.2.2 the Scout logo (in all brand colours and in both the stacked and horizontal versions) which is protected under registered UK trade mark UK00003310891

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14.3.2.3 the UK Scout fleur de lis (arrowhead) which is protected under registered UK trade mark UK00003276645



14.3.2.4 all section logos:



14.3.2.5 the pre-May 2018 UK fleur de lis (arrowhead), protected under registered UK trade mark UK00000922043 (it must not be used on any new item by local Scouts after May 2018, except on flags as specified in Chapter 12 and in the maintenance of Scout archives. It will remain a protected mark).



14.3.2.6 the pre-May 2018 UK Scout logo, registered UK trade mark UK00002252954 (it must not be used by local Scouts after May 2020, but will remain a protected mark).



14.3.3 Definitions - protected Scout names

14.3.3.1 These are protected Scout names:

- a) 'the Scouts'
- b) 'The Scout Association'

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- c) 'Squirrels'
- d) 'Beavers'
- e) 'Cubs'
- f) 'Scouts'
- g) 'Explorers'
- h) 'Scout Network'
- i) 'Sea Scouts'
- j) 'Air Scouts'
- k) 'Scout Active Support Units'
- l) all names and appointments which incorporate the word 'Scout' or 'Scouts' or an official section of The Scout Association.

14.3.4 Definitions - protected Scout badges and awards

14.3.4.1 These are protected Scout badges and awards:

- a) all UK Programme Badges
- b) all official Occasional Badges
- c) all National UK Awards
- d) the Wood Badge
- e) the Log and Axe

14.3.5 Usage

14.3.5.1 A section, Group, District or County with the permission of its relevant Leadership Team may:

- a) use their localised Scout logo on all locally produced Scout items, such as clothing and other merchandise used for fundraising purposes, or which are distributed free of charge or at cost and authorise printers and similar suppliers to reproduce these on their behalf. This includes items produced, sold or distributed at local events and locally organised international events.
- b) use the section logos on local Scout items, including merchandise for local fundraising purposes, as long as the name of their section, Group, District or County is clearly visible on the item, and authorise printers and similar suppliers to reproduce these on their behalf
- c) authorise a local business or organisation to use their localised Scout logo on printed or digital marketing materials so long as this is not a head office of a national or UK-wide company or organisation

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- d) use the UK Scout fleur de lis or arrowhead in local badges as long as the name of the local section, Group, District or County or local event is clearly visible on the badge and that the badge does not resemble a UK Programme badge
- e) use UK Programme badges, Occasional badges, all Scout logos and names for the normal day-to-day running of Scouts, for example in newsletters, emails, handouts, forms, programme materials, signage, stationery, websites and social media

14.3.5.2 A member, section, Group, District or County must not:

- a) use Scout logos without localisation, Scout names, badges or awards for fundraising or commercial purposes without a commercial licence from UK Headquarters
- b) offer a personalisation service to other Scout sections, Groups, Districts or Counties without a commercial licence from UK Headquarters
- c) licence the use of any Scout logo, name, badge or award to any third party
- d) alter Scout logos, badges, names or awards in any way to add personalisation to their logo except in line with the Scout brand guidelines
- e) use an official UK Programme badge, Scout award or national award on any item of merchandise
- f) authorise the national head office of any business to use any Scout logos, names, badges and awards. Only UK Headquarters may contact the national head office of a national or UK-wide company and authorise them to use Scout logos, names, badges or awards
- g) apply to register any designs or trade marks which are, or may in UK Headquarters' view, be identical or confusingly similar to UK Scout trade marks or other protected logos, names, badges or awards.

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14.3.6 The World Scout Membership Badge and Logo



- 14.3.6.1 The World Membership Badge and World Scouting logo are owned by World Scouting. UK members are entitled to wear the World Membership badge on uniform, however, the World Scouting logo and badge otherwise can only be used or reproduced by permission of World Scouting (<https://www.scout.org>). They must not be used as a substitute for the UK Scout logo on local communications, signage or merchandise.

14.3.7 Obtaining a commercial licence

- 14.3.7.1 To apply for a commercial licence to use a Scout logo or name, email member.support@scouts.org.uk with a summary of your proposition. You will then be contacted to discuss the possibility of entering into a commercial licensing agreement.

14.3.8 Devolved Nation logos



- 14.3.8.1 Devolved Nation logos must only be used with the written permission of the devolved Nation headquarters (for non-commercial use) or written permission from the Scout licensing team at UK Headquarters in consultation with Devolved Nation headquarters (for commercial use).
- 14.3.8.2 If a member, section, Group, District or County wishes to use a devolved Nation logo for non-commercial use in print, online use, or for event branding, they must seek written permission by contacting the relevant devolved Nation headquarters with details of the intended use:
- Scouts N.I. - enquiries@scoutsni.org

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- b) Scouts Scotland - hello@scouts.scot
- c) ScoutsCymru - admin@scoutscymru.org.uk

- 14.3.8.3 If a member, section, Group, District or County wishes to use a devolved Nation logo for commercial use on merchandise for example, they must contact licensing@scouts.org.uk. The licensing team will consult with the relevant devolved Nation headquarters before issuing a licence.
- 14.3.8.4 Only Nation headquarters can authorise use of the devolved Nation logos (Scouts Scotland, ScoutsCymru and Scouts N.I.) in its communications and marketing materials.
- 14.3.8.5 For local identification, sections, Groups, Districts and Counties in the Nations must use their name beneath the main Scout logo and follow the advice on colour use given in the brand guidelines. An example is given here:



14.4 Trade marks

- 14.4.1.1 The Scout Association owns a number of registered Trade Marks, which must not be used by members except as defined within this chapter of POR. Failure to comply with these rules may constitute a breach of Trade Mark law and result in legal action against individuals, members and/or Scout Units. It is therefore the responsibility of all members to ensure that these rules are followed.

14.5 Copyright

- 14.5.1.1 The terms 'copyright', 'copyright material' and 'copyright work' includes the entire copyright, moral right, design right, rental right, right to use, authorise, use or lend any written, photographic, video or illustrative work created or owned by the Scouts. The expression 'Copyright Licensee' refers to those who have obtained the written permission of UK Headquarters to use the copyright material.

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- 14.5.1.2 A local section, Group, District or County are authorised to reproduce Scout copyright material for use in the day to day running of Scouts activities, provided that:
- a) the resulting work is not misleading and does not impose or create any liability on the Scouts or devalue the good name and reputation of the Scouts
 - a) rights to Scout copyright, including all moral rights under the Copyright, Designs and Patents Act 1988, automatically remain with The Scout Association to the exclusion of all other parties (including the author)
- 14.5.1.3 A member, local section, Group, District or County must not:
- a) use Scout copyright material in any merchandise for commercial or fundraising purpose without a copyright licence from UK Headquarters
 - b) grant permission to any third party to reproduce, distribute, sell, license, sub-license or assign (in whole or in part) any Scout copyright material
- 14.5.1.4 To apply for a copyright licence to use any Scout copyright material, email copyright@scouts.org.uk with a brief description of your requirements. You will then be contacted to discuss the possibility of entering a copyright licensing agreement.

14.6 Transport

- 14.6.1.1 When members or units of the movement use their personal or Scout unit transport on Scout activities, they must be aware of the current regulations affecting motor transport. Guidance can be obtained from support@scouts.org.uk.
- 14.6.1.2 Applications for Minibus Permits must be made through the membership system.

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Chapter 15

Resolving concerns

Chapter Contents

- 15.1 Appointment concerns
- 15.2 Safeguarding concerns
- 15.3 Complaints
- 15.4 Bullying and harassment
- 15.5 Whistleblowing

15.1 Appointment concerns

- 15.1.1.1 Any concern involving the joining or appointment processes described in Chapter 16 must be resolved using only the appeal processes described in POR Chapter 16.

15.2 Safeguarding concerns

- 15.2.1.1 Any concern involving safeguarding matters must follow the Scouts' [safeguarding policy and procedures](#) (see POR Chapter 2).

15.3 Complaints

- 15.3.1.1 Complaints, disagreements and disputes should be resolved informally if possible.
- 15.3.1.2 Where a complaint, disagreement or dispute cannot be resolved informally the [Scouts' Complaints Policy](#) must be followed.

15.4 Bullying and harassment

- 15.4.1.1 Where a concern is raised about potential bullying or harassment of a volunteer then this must be dealt with in accordance with The Scouts' [Complaints Policy](#) supported by the [Volunteer Anti-Bullying and Harassment Policy and Procedures](#).

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15.5 Whistleblowing

- 15.5.1.1 Where a concern is raised about potential wrongdoing which is in the public interest, then these disclosures must be dealt with in accordance with the Whistleblowing Policy and Procedures.

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Chapter 16

Adult roles

Chapter Contents

- 16.1 Welcome – the volunteer joining journey
- 16.2 Volunteers joining a new team, or changing role within a team
- 16.3 The handling of concerns relating to roles or the volunteer joining journey
- 16.4 Accreditations
- 16.5 Continue learning
- 16.6 Review a role
- 16.7 Apply restrictions
- 16.8 End a role
- 16.9 Vacancies
- 16.10 Other roles
- 16.11 Tables

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16.1 Welcome – the volunteer joining journey

16.1.1 Introduction

16.1.1.1 The rules in 16.1 explain how to welcome a new volunteer applicant to the Scouts. A new volunteer is anybody joining the Scouts as an adult volunteer for the first time or who has not had a role in the Scouts within the last 30 days.

POR 16.1 does not apply for Scout Network members, employees, or Scout Council roles – for these, see 16.10. However (see 16.1.4) it does apply for helpers and other non-members if they require a criminal record check.

16.1.2 Check the applicant is eligible.

16.1.2.1 The appointing team leader or their nominee(s) must ensure that the applicant:

- a) is over 18 years old when their role starts. This will normally be the date that initial details of the applicant are added to the membership system, however applicants for an adult role may be added to the membership system for the purposes of carrying out a criminal record check from no more than 180 days before their 18th birthday.
- b) for a Youth Lead role, the applicant must not have reached their 25th birthday at the time of appointment.
- c) confirms that the applicant has the time and capacity to carry out the role;
- d) can recognise and manage any real or perceived conflicts of interest between current roles, where rules don't already expressly prohibit holding the proposed combination.

16.1.2.2 Subject to satisfactory completion of 16.1.2.1, the volunteer's team leader must ensure that the applicant is added to the membership system with a role.

16.1.2.3 Initially the applicant will have a provisional membership status. While the role has provisional status, the applicant must always be supervised when with young people and must not undertake any form of regulated activity. The person(s) supervising must have a full appointment with a current personal enquiry.

16.1.2.4 The applicant must add their personal details to the membership system.

If the applicant is unable to access the membership system the relevant Lead Volunteer, after consultation with the applicant, can nominate another member to act on their behalf to manage their personal details using 'proxy' access functionality.

16.1.3 Joining journey for new volunteers

16.1.3.1 There are seven steps in the volunteer joining journey – these may be completed in any order. The seven steps are listed below.

Each step specified as required in the Teams Table (16.11.1) must be completed within 180 days of the applicant's personal details being entered into the

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membership system. Some steps require completion within 30 or 60 days – this is specified in the Teams Table.

a) Satisfactory completion of a criminal record check

A successful criminal record check must be completed if it is indicated as a requirement in the Teams Table (16.11.1). The application for the criminal record check must be completed within 30 days of the start of the Provisional role (16.1.2.3) [60 days in Northern Ireland and Scotland].

b) Satisfactory completion of an internal check (previously called a confidential enquiry).

This is a check of internal records held at UK Headquarters and must be completed where indicated as a requirement in the Teams Table (16.11.1).

c) Satisfactory completion of References

Receipt of a minimum of two satisfactory references where indicated as a requirement in the Teams Table (16.11.1).

d) Satisfactory completion of Declarations

Acceptance by the applicant of the declarations relevant to their role where indicated as a requirement in the Teams Table (16.11.1). Declarations are automatically requested by the membership system.

e) Satisfactory confirmation of Trustee eligibility

Satisfactory completion of a Trustee eligibility check by the Trustee Board where indicated as a role requirement in the Teams Table. (16.11.1). The relevant team responsible for administration can do this check on behalf of the Trustee Board

f) Growing Roots Learning

Growing Roots is the learning that new volunteers must undertake. It comprises two parts: the learning that all applicants must undertake, and the learning that is required for specific roles.

Completion of Growing Roots learning appropriate to the role; as specified in the Teams Table (16.11.1). Safeguarding and Safety learning must be completed within 30 days of the start of the Provisional role (16.1.2.3). The other elements for Growing Roots must be completed within 180 days of the applicant's personal details being entered into the membership system.

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g) Welcome Conversation

Satisfactory completion of a Welcome conversation where indicated as a requirement in the Teams Table (16.11.1).

The purpose of the Welcome Conversation is to:

- welcome the volunteer and help them feel part of the team
- identify support they need for their tasks and responsibilities
- confirm that volunteering with the Scouts is the right fit for them.
- help the volunteer prepare for their volunteering journey -addressing questions and future learning and development opportunities
- make sure the volunteer is clear on our expectations of them and to make sure they understand and commit to our values, the Scout Promise, Our Volunteering Culture, and how we keep young people safe (the Safeguarding Code of Conduct for Adults - Yellow Card, and Safe Scouting Emergency Procedures - Purple Card)

The Welcome Conversation does not include consideration of the outcomes of criminal records checks, internal checks, declarations, Trustee eligibility checks, learning or references.

For a Section Team role, the Welcome Conversation must be attended by:

- the volunteer applicant
- the volunteer's Group Lead Volunteer (or their designate) or [for Explorer section roles] District 14-24 Team Leader (or their designate).
- an independent Welcome Conversation volunteer (defined below)

In other Group, District or County teams, the Welcome Conversation must be attended by:

- the volunteer applicant
- the volunteer's team leader (or their designate)
- an independent Welcome Conversation volunteer (defined below)

The independent Welcome Conversation volunteer must:

- hold a full, current role which requires a Welcome Conversation as part of the volunteer joining journey.
- have completed the learning for a Welcome Conversation volunteer and have this recorded on the membership system.
- not hold a current role in the Group or Explorer Unit that the new volunteer is applying to join, if the volunteer is taking on a Section Team role in that Group or Unit (an Explorer Unit with a

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partnership agreement with a Group would be considered part of that Group for the purposes of this rule).

- hold an active role in the Scouts and be, or have been within the previous five years:
 - in a similar role in a Section Team at Group level or in an Explorer Unit if the volunteer applicant is taking on a Section Team role.
A similar role in a Section Team means a role in the same section as the volunteer applicant is joining, or the section that is the previous or next age section to the section the volunteer is joining (e.g. a Beaver Section Team Member in a Welcome Conversation for a Cub Section Team Member).
 - in a similar District or County role within a different team to the new volunteer being appointed.

16.1.3.2 Once the seven steps of the volunteer joining journey are satisfactorily completed, the membership system will change the role status to Full.

16.1.3.3 When the role shows as status Full on the membership system and includes a criminal record check the volunteer no longer needs to be supervised when with young people and may undertake regulated activity according to our Rules and Safeguarding Code of Conduct for Adults (Yellow Card). See Rule 16.1.2.3 for requirements prior to Full appointment status.

16.1.3.4 If the satisfactory criminal record check is not complete after 180 days but the application for a criminal record check was made within 30 days of the start of the Provisional role (16.1.2.3) [60 days in Northern Ireland and Scotland] then the applicant may continue to operate supervised, provided that all other steps of the volunteer joining journey have been completed.

Apart from the criminal record check restriction noted above, if the seven steps of the volunteer joining journey specified in the Teams Table (16.11.1) are not completed within 180 days, the Lead Volunteer must do one of the following:

- a) apply appropriate restrictions (see 16.7)
- b) end the role (see 16.8)

16.1.4 Non-members who require a criminal record check

16.1.4.1 Non-members are normally referred to as helpers.

A helper is a person aged 18 or over who provides Section Teams with informal support to help them to deliver the programme. They may be, for example, parents or local subject matter experts. They are not members of Scouts, or of any team.

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16.1.4.2 Helpers (or other non-members) whose informal support involves regulated activity must have a satisfactory personal enquiry before they participate in the regulated activity.

This requires them to be recorded on the membership system. This recording on the membership system does not form part of any joining process and it is only used as part of a process to enable the necessary internal check and criminal record check to be conducted.

Helpers are not members of the Scouts.

16.1.4.3 Except in Scotland, regulated activity for helpers (or other non-members) is where a person aged 18 or over meets one or more of these criteria:

- a) will be assisting with overnight activities (including Nights Away), including being present overnight
- b) may be helping once a week (or on four occasions in a thirty-day period) or more frequently

In Scotland, regulated activity for helpers (or other non-members) is where a person aged 18 or over meets one or more of these criteria:

- a) assisting with overnight activities (including Nights Away) or will undertake any other role that may be determined to be a childcare role under the Protection of Children (Scotland) Act.
- b) helping out more than once per month in Scotland i.e. twice or more in a thirty-day period

16.1.4.4 Helpers (or other non-members) who do not meet any of the criteria in 16.1.4.3 must not have a criminal record check or an internal check and must not be recorded on the membership system.

16.1.4.5 For those helpers (or other non-members) who are undertaking regulated activity there are three steps which must be completed:

- a) A new record is created on the membership system with the permission of the Lead Volunteer or their nominee and a “non-member-needs disclosure” role is added.

The recording on the membership system is for the sole purpose of enabling criminal record check and internal check processes to be undertaken. It does not confer any membership or other benefits or responsibilities (see 16.1.4.6).

Once the new record is created, the new non-member can then log into the system and enter their personal data.

- b) Before undertaking any regulated activity, a criminal record check must be satisfactorily completed

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- c) Before undertaking any regulated activity, a satisfactory internal check must be satisfactorily completed.

Until these three steps are all complete, the applicant must always be supervised when with young people and must not undertake any form of regulated activity (16.1.4.2). The person(s) supervising must be members with a full appointment and with a current personal enquiry.

- 16.1.4.6 Helpers and other non-member roles do not have any membership benefits, nor any personal accident or medical expenses unless provided locally. (See Chapter 8.)
- 16.1.4.7 Where a helper is no longer providing informal support either because they have become a member or because they have stopped being a helper, the membership system must be updated accordingly under arrangements made by the Lead Volunteer.
- 16.1.4.8 A “non-member-needs-disclosure” role on the membership system must not be used to enable volunteers to avoid any or all of the seven steps in the volunteer joining journey.

16.1.5 Returning volunteers

- 16.1.5.1 Where it is fewer than 30 days since the volunteer applicant had a recorded role on the membership system, a new role can be added without following the volunteer joining journey process outlined in 16.1.3 but must follow the process outlined in 16.2.
- 16.1.5.2 Where it is 30 to 180 days since the volunteer applicant had a recorded role on the membership system, they must follow the volunteer joining journey process outlined in 16.1.3 with the following exceptions:
- a) The returning volunteer does not need to complete 16.1.3.1(f)
- b) The returning volunteer who has been re-instated following a suspension must have a conversation with their team leader about returning to their role/s but does not need to complete 16.1.3.1(g)
- 16.1.5.3 Where it is more than 180 days since the volunteer applicant had a recorded role on the membership system, they must follow all parts of the volunteer joining journey process outlined in 16.1.3. with the exception that where the returning volunteer has been re-instated following a suspension they should have a conversation with their team leader about returning to their role(s) but does not need to complete 16.1.2.1(g).

16.1.6 Length of time for holding volunteer roles

- 16.1.6.1 The time limits described here, also apply in 16.2.

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- 16.1.6.2 Length of time limits, where specified in the Teams Table (16.11.1), state the maximum length of time for which a role may be held. Unless otherwise specified in the Teams Table (16.11.1), a role may be renewed for further periods following a formal review following agreement between the relevant team leader and the volunteer.
- 16.1.6.3 Roles with specific length of time limits specified in the Teams Table (16.11.1) must be held in terms of five years or less (three years or less for appointed or co-opted Trustees).
- 16.1.6.4 A Youth Lead role must not extend past the role holder's 28th birthday (25th birthday in Scotland).

16.2 **Volunteers joining a new team, or changing role within a team**

16.2.1 **Introduction**

16.2.1.1 Each volunteer completes the volunteer joining journey only once, when they join the Scouts. Volunteers who add or change roles in, or to, any location do not complete the volunteer joining journey process described in 16.1. Instead, they follow the requirements of this volunteer role change process. The role change may be within their current team or moving to a new team in a different Group, District or County.

16.2.1.2 The volunteer joining journey (see 16.1) only applies to people joining the Scouts for the first time, or where there has been a break in service for 30 days or more. Some components of this volunteer role change process are similar, but not the same, as the joining process in 16.1.

16.2.1.3 The volunteer's new role must be added to the membership system after their new team leader has ensured that the volunteer:

- a) confirms they have the time and capacity to carry out the role
- b) can recognise and manage any real or perceived conflicts of interest between current roles where rules don't already expressly prohibit holding the proposed combination.

They must also ensure that the applicant's current Lead Volunteer(s) is aware of the proposed new or additional role.

16.2.1.4 The length of time limits in 16.1.5 also apply to new roles managed under this section 16.2.

16.2.2 **The volunteer role change process**

16.2.2.1 The volunteer must complete within 180 days any of the seven steps for the role that have not been previously completed but are required by the Teams Table (16.11.1) for the new role:

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a) Criminal record check

A satisfactory criminal record check must be in place at the time the additional role / change of team membership is added to the membership system. These are normally renewed every five years. The criminal record check must cover the location in which the new role is based.

b) Internal check

Satisfactory internal check. The Scout Association carries out a check of internal records for all volunteers whenever a volunteer adds or changes a team membership on the membership system, including changing role within a team.

c) References

If the new team membership (as specified in the Teams Table) specifies the need for references, then this must be completed if the volunteer's record does not show previous completion of references.

d) Declarations

Every time a volunteer adds or changes a role, the volunteer must re-confirm their acceptance of the declarations current at the time of the new role.

If the additional / change of role includes Trustee responsibilities, then the Trustee declaration must also be signed on the membership system.

e) Trustee eligibility

Satisfactory completion of a Trustee eligibility check is required if indicated as a role requirement in the Teams Table (16.11.1).

f) Growing Roots learning

Complete any outstanding Growing Roots learning within the timeframes set by their current role and any undertake Growing Roots learning relevant to the new role that has not previously been completed.

g) Welcome conversation

If the new team membership (as specified in the team table) specifies the need for a Welcome Conversation, then this must be completed if the member's record does not show previous completion of a Welcome Conversation.

h) Joining a new team or taking on a new role conversation

Before a volunteer agrees to take on a new role, the relevant team leader should discuss the new role or team with the volunteer.

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- 16.2.2.2 Once steps (a) to (h) in 16.2.2.1 above are satisfactorily completed the membership system will update the role to status Full.
- 16.2.2.3 When the role shows as Full on the membership system and includes a satisfactory criminal record check the volunteer no longer needs to be supervised when with young people and may undertake regulated activity according to our rules and the Safeguarding Code of Conduct for Adults (Yellow Card).

16.3 The handling of concerns relating to roles or the volunteer joining journey

- 16.3.1.1 The process for managing potential unsatisfactory criminal record checks, or internal checks, rests with the UK Headquarters Safeguarding Team. The UK Headquarters Safeguarding Team may need to request local support as part of reaching their determination.
- 16.3.1.2 For British Scouts Overseas, British Overseas Territories and Branches, there may need to be some local checks carried out. Notionally these are carried under the authority of the UK Headquarters Safeguarding Team, but the checks may often need to be conducted locally.
- 16.3.1.3 If the two people undertaking the Welcome Conversation have concerns and are unable to agree, then the District Lead Volunteer for Group or District roles, or County Lead Volunteer for County roles, must consult with the two people undertaking the Welcome Conversation and make a final decision. If that Lead Volunteer was part of the Welcome Conversation, the Lead Volunteer's own Lead Volunteer must take on this responsibility (for example the County Lead Volunteer in the place of a District Lead Volunteer).
- 16.3.1.4 Where there are Safeguarding concerns raised from any of the steps in 16.1 or 16.2, these must be reported to the UK Headquarters Safeguarding Team for advice.
- 16.3.1.5 Where there are any other concerns raised from any of the steps in 16.1 or 16.2, these must be reviewed by the relevant Lead Volunteer and their Volunteer Safeguarding Lead. The Lead Volunteer must make a final decision.
- If a Volunteer Safeguarding Lead has not been appointed, the Lead Volunteer must work together with another Lead Volunteer or Volunteer Safeguarding Lead at the same level or higher.
- 16.3.1.6 If the decision is not to appoint, the Lead Volunteer must ensure that the membership system is updated by ending the role as unsatisfactory. The volunteer may only appeal via the route in 16.8.5. The Lead Volunteer must ensure that the applicant is advised of the non-appointment, and that any appeal must follow 16.8.5.

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16.3.1.7 UK Headquarters may exceptionally exclude volunteers deemed unsuitable to participate in the Scouts.

16.4 Accreditations

16.4.1 About accreditations

16.4.1.1 Accreditations are a way of sharing tasks and responsibilities, where a volunteer needs to be given certain permissions to take these on.

They are normally specific tasks that operate wider than an individual team and often may be carried out by one or more individual volunteers.

An accreditation may have some pre-requisites which must be met before an accreditation is granted.

There are two types of accreditations:

- a) An accreditation that may be granted to any number of individuals and used anywhere across the hierarchy. For example, members who are accredited to support Welcome Conversations as part of the joining process.
- b) A responsibility delegated to a member within a specific location in the hierarchy. For example, the place or person in a District that Awards and certificates must be posted to.

16.4.2 Grant an accreditation

16.4.2.1 Before an accreditation is granted, the volunteer must meet the requirements for the accreditation specified in the Accreditations Table (16.11.2).

16.4.3 End an accreditation

16.4.3.1 If the requirements for an accreditation listed in the Accreditations Table (16.11.2) are no longer met by the volunteer that holds the accreditation, it must be ended by a volunteer who holds a role shown in the '*who may give or remove an accreditation*' column in the Accreditations Table (16.11.2)

16.4.3.2 A volunteer may end their own accreditation by informing a role holder shown in the '*who may give or remove an accreditation*' column in the Accreditations Table (16.11.2).

16.4.3.3 A role shown in the '*who can give or remove an accreditation*' column in the Accreditations Table (16.11.2) may end the accreditation at any point.

16.4.3.4 The removal or ending of an accreditation cannot be appealed.

16.4.3.5 The obligations on the volunteer in 16.8.4 also apply when any accreditation is removed.

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16.5 Continue learning

These rules explain the learning required for a role after completion of the Growing Roots learning.

16.5.1 First aid

16.5.1.1 All volunteers in roles that require a first aid certificate (see the Teams Table (16.11.1)) must complete this within one year of the role start date.

16.5.1.2 All volunteers must re-validate their first aid certificate every three years whilst in a role that the Teams Table (16.11.1) shows that first aid is required.

16.5.2 Safe Scouting learning

16.5.2.1 All volunteers must complete both the Safeguarding and the Safety learning every three years if the Teams Table (16.11.1) shows that 'the learning everyone needs' is required for their current role.

16.5.3 Wood Badge learning

16.5.3.1 A volunteer with a full role may opt to complete a Wood Badge.

A Wood Badge is only gained once, although volunteers are encouraged to continue developing their skills.

All Wood Badge learning is in addition to the relevant Growing Roots learning and is contained in Branching Out. Some of this additional learning in Branching Out may be required for specific roles, accreditation or permits.

16.5.4 Additional learning requirements

16.5.4.1 Exceptionally, UK Headquarters may require additional learning requirements for a period for all or specific roles.

16.6 Review a role

These rules explain how to review a volunteer's role.

16.6.1 Responsibility for role-reviews

16.6.1.1 The role holder's Lead Volunteer (or their nominee) must ensure that role reviews are conducted, both formal and informal reviews.

16.6.1.2 The outcome of a formal review must be recorded on the membership system by the role holder's team leader.

16.6.1.3 Trustee Board members are subject to informal reviews, and these should take place at least annually.

16.6.1.4 For a Trustee Board Chair, a member of the Trustee Board is nominated, and agreed annually by the members of the Trustee Board, to carry out the review.

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16.6.2 Informal role review

16.6.2.1 Every volunteer must have a regular (normally annual) informal role review with their team leader. This provides an opportunity to reflect on achievements, identify opportunities for development and agree objectives for the future. Informal reviews should also be used to review on-going learning and development requirements. The outcomes from informal reviews do not need to be recorded on the membership system.

16.6.3 Formal role review

16.6.3.1 Formal role reviews must take place with every volunteer at least once every five years but may be more frequent depending on the length of time agreed for a volunteer to initially be appointed to a role:

16.6.3.2 A first role review date must be set during the volunteer joining journey and recorded on the membership system. After each formal role review, the date of the next review must be set and recorded on the membership system.

16.6.3.3 There is a template for a role review held on the membership system. All reviews should follow the review template. The membership system enables the volunteer and their team leader to see the template and complete it online.

16.6.3.4 A formal role review determines one of four outcomes:

- a) Renewal of the role for an additional period
- b) Change of team for the volunteer
- c) Ending of the role (see rule 16.8)
- d) The volunteer resigns (see rule 16.8)

16.6.3.5 In most cases the reviewee and the reviewer will agree on the outcome of the review and next steps.

However, the outcome and next steps are the team leader's decision, particularly where the decision is to end a volunteer's role:

In all cases, the team leader must update the membership system appropriately to reflect the outcome of a formal role review.

16.6.3.6 Additional formal role reviews may be requested at any time by the volunteer or the team leader. Except in very urgent cases additional reviews should have reasonable notice, normally at least seven days.

16.6.4 Role reviews on the appointment of a Lead Volunteer

16.6.4.1 When a County ^(^{NI}) Country) Lead Volunteer is appointed, all District Lead Volunteers and County ^(^{NI}) Country) roles will each be subject to a formal review.

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For Counties that have no Districts, this also includes all Group Lead Volunteer roles:

- 16.6.4.2 In Northern Ireland, when a Regional Lead Volunteer is appointed, all District Lead Volunteers will each be subject to a formal review.
- 16.6.4.3 When a District Lead Volunteer is appointed, all Group Lead Volunteers and District roles will each be subject to formal review.
- 16.6.4.4 These reviews should be completed, or at least scheduled, within six months of the relevant Lead Volunteer being appointed.

16.7 Apply restrictions

16.7.1 Introduction

- 16.7.1.1 This section (16.7) explains how to restrict a volunteer's involvement in the Scouts. Lead Volunteers may use these restrictions to allow time to resolve issues.
- 16.7.1.2 This section (16.7) of POR must only be used by Lead Volunteers (except Group Lead Volunteers) or by volunteers holding a Suspensions Lead accreditation. Where the term 'suspending authority' is used in 16.7 it means either the relevant Lead Volunteer (except Group Lead Volunteers) or a volunteer holding a Suspension Lead accreditation.
- 16.7.1.3 There are two specific situations where there are alternative suspending authorities:
 - a) regarding the UK Chief Volunteer (see 16.7.4.5)
 - b) regarding exceptional circumstances where the UK Headquarters Safe Scouting Team may act as suspending authority when ending a period of suspension (see 16.7.4.15)
- 16.7.1.4 The rules in 16.7 apply only to volunteers or Scout Network members aged 18 or over. See Chapter 3 for those aged under 18.
- 16.7.1.5 There may be occasions where events have led to a number of people being investigated for one incident. In this case, the focus must be on ensuring that the process deals with all parties fairly, constructively and consistently. It is the process that must be fair, constructive and consistent – the individual outcomes may vary appropriately to reflect the conclusions of the enquiry.

16.7.2 Mutually agreed restrictions

- 16.7.2.1 Use of mutually agreed restrictions help to ensure that suspensions are only used when absolutely necessary, by providing an alternative to suspension. Restrictions on involvement with activities in the Scouts are agreed between a volunteer and the relevant Lead Volunteer.

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- 16.7.2.2 Mutually agreed restrictions must not be used in safeguarding cases.
- 16.7.2.3 The relevant Lead Volunteer must meet with the volunteer and agree the specific restrictions that will be put in place. These restrictions must not last for more than four weeks.
- These restrictions must be approved by the relevant Lead Volunteer's own Lead Volunteer (for example, County Lead Volunteer in the case of a District Lead Volunteer) and, to ensure clarity, the volunteer must receive the restrictions in writing together with a mutually agreed action plan.
- 16.7.2.4 Once the period of restrictions ends, the relevant Lead Volunteer and their own Lead Volunteer (for example County Lead Volunteer in the case of a District Lead Volunteer) must agree to one of these outcomes:
- remove the restrictions, or
 - suspend the individual (16.7.4), or
 - carry out a formal role review (16.6.3)

16.7.3 Safeguarding stay-away

- 16.7.3.1 Stay-away must only be used by the UK Headquarters Safeguarding Team.
- 16.7.3.2 A volunteer's stay-away from involvement in the Scouts is intended to protect all involved. It helps to ensure that any investigation is as fair as possible by preventing situations where objectivity could be risked, or further allegations could be made.
- 16.7.3.3 Stay-away is used where, at the point of referral to the UK Headquarters Safeguarding Team, a decision to suspend or not cannot be made due to insufficient, disputed, or inconsistent information.
- 16.7.3.4 Stay-away must only be used:
- when an allegation is made that a volunteer has behaved in a way that may be considered a breach of the Scouts' Safeguarding Policy or Safeguarding Code of Conduct for Adults (Yellow Card)
 - when a concern is raised about a volunteer that may suggest unsuitability for a working with youth members or volunteers in Scouts
 - where information is received from a statutory agency relating to concerns raised about a connected person
- 16.7.3.5 The UK Headquarters Safeguarding Team must ensure that the individual must stay-away from all Scouting activities for two weeks.
- The UK Headquarters Safeguarding Team must ensure that:
- the relevant Lead Volunteer has been consulted on the decision

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- b) the stay-away is approved by a Safeguarding Manager at UK Headquarters.
- c) terms of the stay-away are sent to the individual in writing
- d) the relevant Lead Volunteer is asked to offer the individual an independent liaison person as contact for support

16.7.3.6 Following the stay-away period, the UK Headquarters Safeguarding Team and relevant Lead Volunteer must decide to extend the stay-away by two weeks or end the stay-away. A stay-away must not last longer than four weeks.

16.7.4 Suspend an individual

16.7.4.1 Suspension of a volunteer's involvement in the Scouts is a neutral act and is intended to protect all involved. This helps to ensure that any investigation is as fair as possible by preventing situations where objectivity could be risked, or further allegations could be made.

16.7.4.2 When considering a suspension, consideration should be first given to using Mutually Agreed Restrictions (see 16.7.2).

16.7.4.3 Suspension must only be used:

- a) when an allegation of a serious criminal offence is made against a volunteer. Suspensions in these circumstances must last until all police enquiries or legal proceedings have ended
- b) when a dispute between adults that is unresolved 30 days after the relevant Lead Volunteer is made aware. Suspension periods in this case must be less than 90 days, although there may be multiple consecutive suspension periods
- c) where the deliberate action or inaction of a volunteer has or could have led to serious reputational harm
- d) where the action of a volunteer may form gross misconduct
- e) if a volunteer formally challenges the decisions or policy of a local Scout unit or The Scout Association in public to a non-Scouting body, or on social media, seeking to change or overturn the decision or policy
- f) if a volunteer does not have a criminal record check application in place after 30 days [60 days in Scotland or Northern Ireland] when a criminal record check is required according to the Chapter 16 Teams Table
- g) if a volunteer has not completed the required learning, in the Teams table, within the timescales mandated in the Teams table.
- h) in the event of the suspension of a Group or an Explorer Unit, in which case all adults appointed are suspended as if each were individually suspended.
- i) a volunteer may no longer accept the principles of the movement

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- j) where the action or inaction of a connected person may have resulted in serious harm to a member or helper, or other non-member.
- 16.7.4.4 Before considering reasons 16.7.4.3 (a) or (j), the Suspending Authority must report concerns and reportable incidents to the UK Headquarters Safe Scouting Team in line with the Safety and Safeguarding Policies.
- 16.7.4.5 The relevant Lead Volunteer (the suspending authority) must make the suspension, which must then be approved by the relevant Lead Volunteer's own Lead Volunteer (the approver). For example, if the suspending authority is a District Lead Volunteer, the approver must be the County Lead Volunteer. For the UK Chief Volunteer, the Chair of Trustees is the suspending authority and the Board of Trustees is the approver.
- 16.7.4.6 Suspension applies to all roles in the Scouts that the suspended individual holds. This means that the individual is suspended from membership of the Scouts, and not just from one or more roles.
- 16.7.4.7 The suspending authority must ensure that the suspended individual is:
- informed of the suspension in writing
 - given the notes for a person under suspension
 - offered an independent supporter to act as the liaison person. This person must be given the supporting a person under suspension resources.
- 16.7.4.8 The suspension must be recorded on the membership system. The membership system will inform the following person(s) of the suspension:
- the UK Headquarters Safe Scouting Team
 - the Team Leader(s) of any team(s) that the suspended individual is a member of, except for Section Team Leaders
 - Lead Volunteer(s) who manage the suspended individual
- 16.7.4.9 Suspended individuals must not:
- participate in any activities related to the Scouts
 - seek to influence the workings of any Scout unit through any way of communicating
 - contact youth members of the Scouts
 - enter any premises or be present at any place used by the Scouts or where Scouting activities are taking place, unless given permission by the suspending authority
 - wear any uniform, badges or emblems of the Scouts
- 16.7.4.10 If the role holder fails to observe the terms of a suspension under Rule 16.7.4 then the relevant Lead Volunteer and their Lead Volunteer may end the role or roles (see 16.8).

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- 16.7.4.11 Where the suspended individual is the parent of a youth member, the suspending authority and the approver may act together to modify the list of prohibited activities in 16.7.4.9. These modifications may be changed at any time during the period of suspension. Whenever modifications are made under this rule, the suspended individual must be written to with a clear list of permitted behaviours. Modifications must:
- follow the guidance of the UK Headquarters Safe Scouting Team, for safeguarding cases
 - be minimised, and exist only to enable the role as parent or carer (for example to drop off and pick up the child, or attend award presentations)
 - not compromise the safety of youth members
 - not allow the suspended individual to engage in regulated activity.
- 16.7.4.12 Any Trustee responsibilities held by the individual end from the time that the suspension commences until they are reinstated.
- 16.7.4.13 The suspension of the member is automatically lifted from the membership system when a satisfactory criminal record check or the mandatory learning has been completed and recorded on the membership system. If a volunteer is also suspended for a different reason this must also be recorded on the membership system and the suspension will remain in place.
- 16.7.4.14 At the end of a suspension period, the suspending authority must recommend to the approver that the suspending authority invokes one of these options:
- Re-instate the role or roles.
 - End the role or roles (rule 16.8)
- The approver's decision is final in all circumstances, including where there is no unanimous recommendation or the approver disagrees with the suspending authority's recommendation.
- The suspending authority must ensure that the suspended person is informed of the outcome in writing, and the outcome is recorded on the membership system.
- There is no right of appeal against the approver's decision.
- 16.7.4.15 At the end of a suspension, UK Headquarters Safeguarding Team may recommend ending the role or roles.
- In this case, the UK Headquarters Safeguarding Team is the suspending authority (as defined in 16.7.4.1) and the approver is the relevant Lead Volunteer.
- 16.7.4.16 At the end of a suspension period, UK Headquarters Safeguarding Team may recommend an exclusion from the Scouts (see 16.12 Safeguarding and Vetting Decision Guidance). In this case, UK Headquarters Safeguarding Team is the

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suspending authority (as defined in 16.7.4.12) and the approver is a Chief Volunteer.

Where the outcome is an exclusion from Scouts, POR 16.8.3 must be followed.

- 16.7.4.17 UK Headquarters Safe Scouting Team may end membership where the member has been suspended for 18 months or more, typically due to them being under investigation by a statutory agency.

Where the outcome is ending of membership, POR 16.8 must be followed.

There is no right of appeal against the approver's decision if it is due to an ongoing statutory investigation.

In any other circumstances there is a right of appeal as set out in 16.7.4.18.

- 16.7.4.18 Where an individual disagrees with the outcome under 16.7.4.15, 16.7.4.17 or 16.8.2.6, they must raise their disagreement with the Head of Governance at UK Headquarters within 14 days.

Appeals will only be allowed on two grounds:

- a) introducing new relevant evidence that has not been previously considered by the decision makers; or
- b) evidence that the decision did not properly follow the Scouts' process.

The Head of Governance will review this to consider if the appeal meets the threshold (as per the grounds detailed above). If it does, the Head of Safeguarding will review this in conjunction with the UK Chief Volunteer's nominee.

The individual will receive a written, final outcome after the review. No further rights to appeal are permitted.

- 16.7.4.19 Where an individual disagrees with the outcome under 16.7.4.16, they may raise their disagreement with the Head of Governance at UK Headquarters within 14 days.

Appeals against exclusion decisions will only be allowed on two grounds: a) introducing new relevant evidence that has not been previously considered by the decision makers; or b) evidence that the exclusion decision did not properly follow the Scouts' process.

The Head of Governance will review this to consider if the appeal meets the threshold (as per the grounds detailed above). If it does, this will be reviewed by a panel of volunteers and staff including the Chair of the Safeguarding Committee, the UK Chief Volunteer's nominee and a member of UK Executive Leadership Team.

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The individual will receive a written, final outcome after the review. No further rights to appeal are permitted.

16.7.5 Obligations following the suspension of a person

These obligations apply to the volunteer whose membership is being suspended.

16.7.5.1 Where membership is suspended under 16.7.4, the suspended adult must immediately give all assets and data related to their role to their Lead Volunteer. This includes, but is not limited to:

- a) electronic and paper-based membership data for young persons and adults
- b) Scouts-related financial information and financial assets, including cash, cheque books, bank statements, passwords
- c) equipment, digital, and physical resources owned by a Scout unit
- d) keys and other security equipment or information

16.7.5.2 Access to Scout-administered online resources must also be suspended. This includes, but is not limited to, email accounts, social media, web sites, cloud file shares or other online line systems such as Online Scout Manager.

However, the suspended adult must be left with sufficient access to systems to enable the reason for suspension to be rectified if appropriate (for example completion of their learning obligations).

16.8 End a role

These rules explain how to close roles and membership, including appeals.

The rules in 16.8 apply only to members aged 18 or over (volunteers or Scout Network members). See Chapter 3 for those aged under 18.

16.8.1 Resignation from a role

16.8.1.1 A volunteer may resign from their role at any time by notifying their team leader.

16.8.1.2 The role end date will be agreed and recorded on the membership system.

16.8.1.3 If the role holder's service has been unsatisfactory, the relevant Lead Volunteer must ensure that the role is ended as unsatisfactory on the membership system.

The notes provided on the membership system to support the unsatisfactory role ending must make it clear if this is a permanent exclusion from a role or role-type, or if the exclusion is to last a finite time (measured in months or years) before the adult may be considered again for such a role.

UK Headquarters Safe Scouting Team may seek further information if necessary.

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16.8.2 End someone else's role

16.8.2.1 Acting together, the relevant Lead Volunteer and their Lead Volunteer may end a role if the volunteer:

- a) has committed a serious criminal offence against a volunteer or helper or other connected person
- b) is in a dispute with another adult that is unresolved after 30 days
- c) has performed a deliberate action or inaction that has or could have reasonably led to serious reputational harm
- d) has performed an action that constitutes gross misconduct
- e) has formally challenged the decisions or policy of local Scouting or The Scout Association in public to a non-Scouting body, or on social media, seeking to change or overturn the decision or policy
- f) does not have a criminal record check application in place after 30 days (60 days in Scotland or Northern Ireland) when a criminal record check is required according to the Chapter 16 Teams Table
- g) has not completed the required learning, as laid out in the Teams Table, within the timescales mandated in the Teams Table.
- h) hold a role in a suspended Group or Explorer Unit where all adults are suspended as if each were individually suspended.
- i) is seen to no longer accept the principles of the movement
- j) where their action or inaction has or could have resulted in serious harm to a member or non-member.

16.8.2.2 A role must be ended in the following circumstances:

- a) a formal review under Rule 16.6.3 has led to a decision to end the role.
- b) following a period of suspension, under Rule 16.7.4.14, the decision is made to end the role or roles.
- c) the role is in a section that has closed
- d) the relevant Trustee Board passes a resolution to end the role. In these cases, there is no obligation for the Trustee Board to state its reasons.

16.8.2.3 Discussions around ending roles should happen in a formal review.

16.8.2.4 If the role holder's service has been unsatisfactory, the relevant Lead Volunteer must ensure that the role is ended as unsatisfactory on the membership system:

The notes provided on the membership system to support the unsatisfactory role ending must make it clear if this is a permanent exclusion from a role or role-type, or if the exclusion is to last a finite time (measured in months or years) before the adult may be considered again for such a role.

16.8.2.5 In cases where an individual fails to engage with the review process where given reasonable notice and reasonable arrangements are made for the review to take

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place, the relevant team leader can agree with their Lead Volunteer that roles may be ended without a formal review. The role holder must be advised of the reasons for this course of action in such cases.

- 16.8.2.6 Exceptionally, the UK Headquarters Safe Scouting Team may end a role after consulting the relevant Lead Volunteer.

The UK Headquarters Executive Director of Operations must ensure that processes and oversight are defined and implemented for the UK Headquarters Safe Scouting Team to ensure consistency in such cases. This must include a process for resolving disagreements.

- 16.8.2.7 There may be occasions where events have led to a number of volunteers being investigated for one incident. In this case, the focus should be on ensuring consistency of process so that all parties are assessed fairly and consistently. Note that it is the process that must be fair and consistent – the individual outcomes may vary appropriately to reflect the conclusions of the enquiry.

16.8.3 End someone's membership

- 16.8.3.1 Membership of the Scouts ends when an individual no longer holds any active roles.

- 16.8.3.2 If the member's service has been unsatisfactory, the relevant Lead Volunteer must ensure that the membership is ended as unsatisfactory on the membership system.

The notes provided on the membership system to support the unsatisfactory membership ending must make it clear if this is a permanent exclusion from membership of The Scout Association, or if the exclusion from membership is to last a finite time (measured in months or years) before the adult may be considered again for membership in any part of The Scout Association.

- 16.8.3.3 Any recommended time for exclusion from membership must only be overturned by the County (^[NI] Country) Lead Volunteer, who must consult with their own Lead Volunteer and with the UK Headquarters Safeguarding Team prior to making any decision to reduce the previously agreed term of exclusion. This applies both to permanent exclusions and exclusions for a finite time.

In reaching a decision, the County (^[NI] Country) Lead Volunteer must note that it would be very unusual to reduce the recommended exclusion time.

- 16.8.3.4 Exceptionally, the membership of any member of The Scout Association may be ended by resolution of the Board of Trustees of The Scout Association, which will be under no obligation to state its reasons.

16.8.4 Obligations following the ending of a role

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- 16.8.4.1 These obligations apply to the person whose role is ending.
- 16.8.4.2 Where a role is ended under Rule 16.8.1 or Rule 16.8.2, then the individual concerned must immediately give all assets and data related to their role to their Lead Volunteer. This includes, but is not limited to:
- a) electronic and paper-based membership data for young people and adults
 - b) scouts-related financial information and financial assets, including cash, cheque books, bank statements, passwords
 - c) equipment, digital, and physical resources owned by a Scout unit
 - d) keys and other security equipment or information
- 16.8.4.3 Any Trustee responsibilities held through the role finish at the role's end date.

16.8.5 Process to appeal a non-appointment or the ending of a Group, District or County role

- 16.8.5.1 This section (16.8.5) explains how to appeal the process for the non-appointment or ending of a Group, District or County role.
- 16.8.5.2 In this rule, if there is no Volunteering Development Team Leader in post then the Trustee Board Chair should request the Volunteering Development Team Leader from a nearby District or County to assume the roles for the purpose of the process appeal only.
- 16.8.5.3 In this rule, if there is no Trustee Board Chair in post then the District Lead Volunteer or County Lead Volunteer as appropriate should request the Chair from a nearby District or County to assume the role for the purpose of the process appeal only.
- 16.8.5.4 To appeal the non-approval of a suspension or the ending of role(s), the individual must contact the relevant Volunteering Development Team Leader within 14 days of being notified of the decision. For Group and District roles appeals this is the District Volunteering Development Team Leader. For County roles appeals this is the County Volunteering Development Team Leader.
- 16.8.5.5 All process appeals must only consider the process carried out and must not consider or review the decision made. In cases where multiple roles have been ended at once, all ended roles must be considered together for a single appeal.
- 16.8.5.6 The individual, the Volunteering Development Team Leader, and an appropriate member of the Volunteering Development Team should meet. To avoid any conflict of interest if the process appeal is for non-approval of a role, the member of the Volunteering Development Team should not have been involved in the volunteer's original volunteer joining journey. This meeting is to allow the

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individual to explain the problem with the process and to try and agree on a resolution.

- 16.8.5.7 The Volunteering Development Team Leader, in consultation with the attending Volunteering Development Team Member, will conduct the appropriate enquiries and invoke one of these options:
- a) If an issue with the application of the process is identified, the volunteer joining journey or roles review process must be re-run.
 - b) If the process has been applied correctly, the original decision is upheld.
- The Volunteering Development Team Leader must ensure that all attendees and the relevant Lead Volunteer are provided with the outcome of the meeting in writing.
- 16.8.5.8 The individual may make a final process appeal, if not satisfied after the first step, by contacting the relevant Trustee Board Chair within 14 days of notification of the first step's outcome.
- 16.8.5.9 The Trustee Board Chair may decide an investigation is required. If so, up to three Trustees with no previous involvement with the appointment must be asked to conduct the investigation and provide a confidential report to the Trustee Board Chair.
- 16.8.5.10 Although the report itself is confidential, it is important that any action points recorded in the report are actioned promptly. Where necessary this will require that actions (and the context of the actions) are appropriately shared by the Trustee Board Chair to ensure prompt delivery of each action.
- 16.8.5.11 The Trustee Board Chair's decision is final and must be provided in writing to the individual and the relevant Lead Volunteer.
- 16.8.5.12 There is no further right to complain or appeal, through any process.

16.8.6 Managing roles at UK Headquarters

- 16.8.6.1 UK Headquarters appointments are governed by the People & Culture Committee who delegate authority to the UK Lead Volunteer for People and the Chief Volunteering Officer.

Working together the UK Lead Volunteer for People and the Chief Volunteering Officer will ensure that adequate systems and processes are maintained and communicated to ensure effective and fair management of all volunteers appointed to UK Headquarters roles.

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16.9 Vacancies

These rules explain what to do if a vacancy arises in a Lead Volunteer or governance role

16.9.1 Lead Volunteers

16.9.1.1 If a Lead Volunteer role becomes vacant, the role's Lead Volunteer (for example the District Lead Volunteer for a vacant Group Lead Volunteer role) must appoint a Lead Volunteer on a short-term appointment, to ensure that the role's responsibilities are fulfilled while a full recruitment process is undertaken.

Ideally this short-term appointment should not exceed six months and should not be undertaken by the appointing Lead Volunteer for the vacant role(s). The short-term appointment must be recorded on the membership system.

16.9.1.2 There is no Acting Lead Volunteer role. As indicated in 16.9.1.1, any volunteer appointed to carry out a Lead Volunteer role on a short-term basis assumes the full responsibilities and expectations of the role.

16.9.2 Governance roles

16.9.2.1 The Chair and Treasurer roles for each Trustee Board should always be filled.

16.9.2.2 If a Chair or Treasurer resigns before the next AGM, filling the vacancy as soon as possible should be prioritised. During the time of the vacancy all actions must be taken via a majority vote of all the Trustees. The ex_officio member(s) of the Trustee Board must be present at the meeting.

These appointments are short-term, until the next AGM. The Trustees must either:

- a) appoint a current Trustee to the role; or
- b) co-opt a Trustee to take the role; in line with provisions in the charity's constitution for co-opting Trustees.

16.9.2.3 When a new Group, District or County is formed, a process must be implemented to take the new charity to its first AGM. This AGM must appoint Chair, Treasurer and other Trustees.

When two or more Groups, Districts or Counties are merged, a process must be implemented to take the new charity to its first AGM. This AGM must appoint a Chair, Treasurer and other Trustees. In effect a new charity is created from the merger.

Advice may be sought from the Support Centre at UK Headquarters on how this process should be managed.

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- 16.9.2.4 The relevant Lead Volunteer may act as Chair for a brief period but only where no one else offers to undertake the role and not beyond the date of the next AGM.
- 16.9.2.5 There is no role of acting Chair or acting Treasurer. Any volunteer appointed to these roles on a short-term basis assumes the full responsibilities and expectations of the role.
- 16.9.2.6 The effect of the previous rules in 16.9.2 is that there is rarely, if ever, a requirement for an Extraordinary General Meeting of the Group, District or County.

16.10 Other roles

16.10.1 Scout Council members

- 16.10.1.1 The processes set out in this chapter do not apply for Scout Council member roles.
- 16.10.1.2 Group, District and County Scout Council members are not recorded on the membership system. (See 5.4.3.4, 5.5.3.4 and 5.6.3.4).

16.10.2 Employees

- 16.10.2.1 A Scout charity may employ staff, with salaries and other associated costs paid using charity funds.
- 16.10.2.2 The Trustee Board, who act as the employer, should ensure that all the legal requirements for employing staff are satisfied and are recommended to seek external professional advice as to these obligations. Employment advice is not provided by UK Headquarters.
- 16.10.2.3 Employees must be added to the membership system and maintain a satisfactory personal enquiry. Employed roles requiring a criminal records check must be carried out and paid for outside of the membership system, and not added using volunteer roles. Further information is available from the UK Headquarters Safeguarding Team.
- 16.10.2.4 Scout charities may choose to employ one or more Administrators to support the work of the Trustee Board or the charity. These Administrators do not have any responsibilities as a Trustee.
- 16.10.2.5 Trustees must not be remunerated or paid a salary by the charity, although reasonable expenses should be reimbursed.
- 16.10.2.6 Some volunteer roles are not eligible to be held by persons in the employment of UK Headquarters (for a full list see rule 6.11.1.3).

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16.10.3 Scout Network members

- 16.10.3.1 Membership of a Scout Network is not a volunteer role, so the processes set out in this chapter do not apply.
- 16.10.3.2 Scout Network members must be registered on the membership system. This will automatically start a personal enquiry with no criminal record check.

16.11 Tables

16.11.1 The Teams Table

- 16.11.1.1 The Teams Table is the authoritative definition of all adult volunteer roles and teams that exist to deliver, manage, support, and govern the movement and the Scouts programme. Individuals must only be appointed to roles or teams that are listed in the Teams Table.

The Teams Table is available to download as an Excel spreadsheet and it is also within the PDF document version of POR.

16.11.2 The Accreditations Table

- 16.11.2.1 The Accreditations Table is the authoritative definition of all volunteer accreditations that can be granted to volunteers to support delivery of the Scouts' programme and movement. Individuals must only be granted accreditations that are listed in the Accreditations Table.

The Accreditations Table is available to download as an Excel spreadsheet and within the PDF document version of POR.

16.11.3 The Safeguarding and Vetting decision guidance table

See information provided in the Safeguarding and Vetting decision guidance contained in this chapter

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Chapter 16 - Teams Table - Autumn 2024 (as at 27Nov2024)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]											Member	
					Criminal Record Check (for first role or break of 30 days or more)	Welcome Conversation (for first role or break of 30 days or more)	Declarations (T indicates they include the Trustee Declarations)	References (for first role or after a break of 30 days or more)	Internal Check	Growing Roots learning				Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)		
										The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts				
# The Learning everyone needs includes Safety and Safeguarding learning, both of which must be completed within the first 30 days.																	
## The Welcome Conversation learning (part of Leading Scout volunteers) must be completed by all Sub-Team Leaders.																	
Sections (Squirrels / Beavers / Cubs / Scouts)																	
Section Team	Section Team Leader	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes
Section Team	Section Team Member [1]	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes
[1] Young Leaders are not recorded on the membership system																	
Sections (Explorers / Young Leaders / Scout Network)																	
Section Team	Section Team Leader	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes
Section Team	Section Team Member	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes
Groups																	
Group Leadership Team	Lead Volunteer	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Group Leadership Team	Leadership Team Member	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Group Leadership Team	Sub-Team Leader	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Group Leadership Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Group Trustee Board	Chair [1] [2]	Group Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes
Group Trustee Board	Treasurer [1] [2]	Group Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes
Group Trustee Board	Trustee [1] [3]	Group Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes
Group Trustee Board	Chair, Treasurer, Trustee (Scotland) [4]	Group Scout Council	3 years	Yes	No	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes
Group Trustee Board	Sub-Team Leader	Group Trustee Board	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes
Group Trustee Board	Sub-Team Member	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	Yes	No	No	No	No	No	Yes
N/A	Designated Carer	Group Lead Volunteer		No	Yes	No	No	No	Yes	No	No	No	No	No	No	No	No
N/A	President	Group Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No	Yes
N/A	Vice President	Group Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No	Yes
N/A	Scout Council Member [5]	Group Scout Council		No	No	No	No	No	No	No	No	No	No	No	No	No	No
N/A	Non Member - Needs Disclosure [6]	Group Lead Volunteer	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No	No
	Locally Employed Staff [7]			Yes	No [7]	No	Yes	No [7]	Yes	Yes	Yes	No	No	No	No	No	Yes
[1] Limit of 9 years (or three 3-year terms) on a Trustee Board in any role other than an ex officio Trustee role																	
[2] If this role becomes vacant before the next Annual General Meeting, an interim appointment will be made by the Trustee Board. See POR 16.9.2																	
[3] Co-opted Trustees are appointed by the Trustee Board																	
[4] In Scotland, a criminal record check may only be initiated for a Trustee of a Group, District or (Scottish) Region that is a registered charity.																	
[5] Must not be registered on scouts.org.uk																	
[6] Not a member nor a team role. Only for use for 'helpers' who undertake regulated activity as part of their support of programme delivery in the Group and therefore need to undertake a criminal records check																	
[7] Can be added to Leadership Team or their respective sub-teams. Criminal records check and references, where necessary, completed and recorded by local employer.																	
Districts																	
District Leadership Team	Lead Volunteer [1]	County Lead Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
District Leadership Team	Youth Lead [2]	District Lead Volunteer	Maximum of 6 years; must finish by 28th birthday [2]	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
District Leadership Team	Leadership Team Member	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Leadership Team	Sub-Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Leadership Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District 14-24 Team	14-24 Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
District 14-24 Team	14-24 Team Member	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District 14-24 Team	Sub-Team Leader	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District 14-24 Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Programme Team	Programme Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
District Programme Team	Programme Team Member	District Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Programme Team	Sub-Team Leader	District Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Programme Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Volunteering Development Team	Volunteering Development Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
District Volunteering Development Team	Volunteering Development Team Member	District Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Volunteering Development Team	Sub-Team Leader	District Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Volunteering Development Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Support Team	Support Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
District Support Team	Support Team Member	District Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Support Team	Sub-Team Leader	District Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes

Chapter 16 - Teams Table - Autumn 2024 (as at 27Nov2024)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]										Member	
					Criminal Record Check (for first role or break of 30 days or more)	Welcome Conversation (for first role or break of 30 days or more)	Declarations (T indicates they include the Trustee Declarations)	References (for first role or after a break of 30 days or more)	Internal Check	Growing Roots learning				Trustee Eligibility Check		First aid needed (First Response unless indicated otherwise)
										The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts			
District Support Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Trustee Board	Chair [3] [4]	District Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
District Trustee Board	Treasurer [3] [4]	District Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
District Trustee Board	Trustee [3] [5]	District Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
District Trustee Board	Chair, Treasurer, Trustee (Scotland) [6]	District Scout Council	3 years	Yes	No	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
District Trustee Board	Sub-Team Leader	District Trustee Board	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
District Trustee Board	Sub-Team Member	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No	No	No	Yes
N/A	Designated Carer	District 14-24 Team Leader		No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
N/A	President	District Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Vice President	District Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Scout Council Member [7]	District Scout Council		No	No	No	No	No	No	No	No	No	No	No	No	No
N/A	Retired Member [8]	District Lead Volunteer		No	No	No	No	No	Yes	No	No	No	No	No	No	No
N/A	Scout Network Member [9]	Scout Network Section Team Leader	Must finish in Network no later than 25th birthday	No												
N/A	Non Member - Needs Disclosure [10]	District 14-24 Team Leader	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
	Locally Employed Staff [11]			Yes	No [11]	No	Yes	No [11]	Yes	Yes	No	No	No	No	No	Yes

[1] Limit of 10 years
 [2] In Scotland, must finish by 25th birthday
 [3] Limit of 9 years (or three 3-year terms) on a Trustee Board in any role other than an ex officio Trustee role
 [4] If this role becomes vacant before the next Annual General Meeting, an interim appointment will be made by the Trustee Board. See POR 16.9.2
 [5] Co-opted Trustees are appointed by the Trustee Board
 [6] In Scotland, a criminal record check may only be initiated for a Trustee of a Group, District or (Scottish) Region that is a registered charity.
 [7] Must not be registered on scouts.org.uk
 [8] Must have previously been a member
 [9] Appointment requirements are not applicable - if a Network member supports programme delivery they must join the relevant section team
 [10] Not a member nor a team role. Only for use for 'helpers' who undertake regulated activity as part of their support of programme delivery in an Explorer Unit and therefore need to undertake a criminal records check
 [11] Can be added to Leadership Team, Support Team, Volunteering Development Team or their respective sub-teams. Criminal records check and references, where necessary, completed and recorded by local employer.

Counties/Areas/Regions(Scotland)

County Leadership Team	Lead Volunteer [1] [2]	Region Lead Volunteer (in England and Wales), or Chief Volunteer (in Northern Ireland and Scotland)	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
County Leadership Team	Youth Lead [3]	County Lead Volunteer	Maximum of 6 years; must finish by 28th birthday [3]	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
County Leadership Team	Transformation Lead	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Leadership Team	Leadership Team Member [4]	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Leadership Team	Sub-Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Leadership Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Programme Team	Programme Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
County Programme Team	Programme Team Member	County Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Programme Team	Sub-Team Leader	County Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Programme Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Volunteering Development Team	Volunteering Development Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
County Volunteering Development Team	Volunteering Development Team Member	County Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Volunteering Development Team	Sub-Team Leader	County Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Volunteering Development Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Support Team	Support Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
County Support Team	Support Team Member	County Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Support Team	Sub-Team Leader	County Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Support Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Trustee Board	Chair [5] [6]	County Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
County Trustee Board	Treasurer [5] [6]	County Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
County Trustee Board	Trustee [5] [7]	County Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
County Trustee Board	Chair, Treasurer, Trustee (Scotland) [8]	County Scout Council	3 years	Yes	No	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
County Trustee Board	Sub-Team Leader	County Trustee Board	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
County Trustee Board	Sub-Team Member	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No	No	No	Yes
N/A	President	County Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes

Chapter 16 - Teams Table - Autumn 2024 (as at 27Nov2024)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]										Member	
					Criminal Record Check (for first role or break of 30 days or more)	Welcome Conversation (for first role or break of 30 days or more)	Declarations (T indicates they include the Trustee Declarations)	References (for first role or after a break of 30 days or more)	Internal Check	Growing Roots learning				Trustee Eligibility Check		First aid needed (First Response unless indicated otherwise)
										The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts			
N/A	Vice President	County Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Scout Council Member [9]	County Scout Council		No	No	No	No	No	No	No	No	No	No	No	No	No
N/A	Retired Member [10]	County Lead Volunteer		No	No	No	No	No	Yes	No	No	No	No	No	No	No
N/A	Non Member - Needs Disclosure [11]	County Programme Team Leader	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
	Locally Employed Staff [12]			Yes	No [12]	No	Yes	No [12]	Yes	Yes	No	No	No	No	No	Yes

- [1] Maximum of 10 years
- [2] Appointment follows the normal joining process, but within the specifics described in the UK HQ Processes and Guidance document
- [3] In Scotland, must finish by 25th birthday
- [4] District Lead Volunteers are ex officio members
- [5] Maximum of 9 years (or three 3-year terms) on a Trustee Board in any role
- [6] If this role becomes vacant before the next Annual General Meeting, an interim appointment will be made by the Trustee Board. See POR 16.9.2
- [7] Co-opted Trustees are appointed by the Trustee Board
- [8] In Scotland, a criminal record check may only be initiated for a Trustee of a Group, District or (Scottish) Region that is a registered charity.
- [9] Must not be registered on scouts.org.uk
- [10] Must have previously been a member
- 11] Not a member nor a team role. Only for use for 'helpers' who undertake regulated activity as part of their support of programme delivery in an Explorer Unit and therefore need to undertake a criminal records check
- [12] Can be added to Leadership Team, Support Team, Volunteering Development Team or their respective sub-teams. Criminal records check and references, where necessary, completed and recorded by local employer.

Regions (England, Wales, Northern Ireland)

Leadership Team	Regional Lead Volunteer *	Chief Volunteer of England / Wales / Northern Ireland	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Leadership Team	Team Member *	Regional Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes

* Appointment follows the normal joining process, but within the specifics described in the UK HQ Processes and Guidance document

Nations

England

Leadership Team	Chief Volunteer of England *	UK Chief Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	Yes
Leadership Team	Deputy Chief Volunteer of England *	Chief Volunteer of England	5 years (max. 10 years)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Leadership Team	Team Member *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Transformation Lead *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Leader *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Team Leader *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Programme Team	Team Member *	England Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Team Leader *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Support Team	Team Member *	England Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Volunteering Development Team	Team Leader *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Volunteering Development Team	Team Member *	England Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes

* Appointment follows the normal joining process, but within the specifics described in the UK HQ Processes and Guidance document

Northern Ireland

Leadership Team	Chief Volunteer of Northern Ireland *	UK Chief Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Leadership Team	Team Member *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Northern Ireland Youth Lead *	Chief Volunteer of Northern Ireland	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Leadership Team	Transformation Lead *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Leader *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Northern Ireland Lead Volunteer for Programme *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Programme Team	Team Member *	Northern Ireland Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Sub-Team Leader *	Northern Ireland Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Northern Ireland Lead Volunteer for Support *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Support Team	Team Member *	Northern Ireland Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Sub-Team Leader *	Northern Ireland Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Volunteering Development Team	Northern Ireland Lead Volunteer for Volunteering Development *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes

Chapter 16 - Teams Table - Autumn 2024 (as at 27Nov2024)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]											Member	
					Criminal Record Check (for first role or break of 30 days or more)	Welcome Conversation (for first role or break of 30 days or more)	Declarations (T indicates they include the Trustee Declarations)	References (for first role or after a break of 30 days or more)	Internal Check	Growing Roots learning				Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)		
										The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts				
Volunteering Development Team	Team Member *	Northern Ireland Lead Volunteer for Volunteering Development	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	
Volunteering Development Team	Sub-Team Leader *	Northern Ireland Lead Volunteer for Volunteering Development	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	
Volunteering Development Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	
Board of Trustees	Chair	Northern Ireland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Treasurer	Northern Ireland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Trustee	Northern Ireland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Sub-Team Leader	Board of Trustees	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Sub-Team Member *	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	Yes	No	No	No	No	No	Yes
N/A	President	Northern Ireland Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No	Yes
N/A	Vice President	Northern Ireland Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No	Yes
N/A	Scout Council Member	Northern Ireland Scout Council		No	No	No	No	No	No	No	No	No	No	No	No	No	No
	National Staff Team Leader [1]			Yes	No [1]	No	Yes	No [1]	Yes	Yes	No	No	No	No	No	No	Yes
	National Staff Team Member [1]			Yes	No [1]	No	Yes	No [1]	Yes	Yes	No	No	No	No	No	No	Yes
* Appointment follows the normal joining proc																	
[1] Can be added to any team or sub-team at Country level. Criminal record check and references, where necessary, completed and recorded by local e																	
Scotland																	
Leadership Team	Chief Volunteer of Scotland *	UK Chief Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Leadership Team	Deputy Chief Volunteer of Scotland *	Chief Volunteer of Scotland	5 years (max. 10 years)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Leadership Team	Team Member *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Transformation Lead *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Leader *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Youth Team	Scotland Youth Lead *	Chief Volunteer of Scotland	Maximum of 7 years; must finish by 25th birthday	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Youth Team	Team Member *	Scotland Youth Lead	Maximum of 7 years; must finish by 25th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Youth Team	Sub-Team Leader *	Scotland Youth Lead	Maximum of 7 years; must finish by 25th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Youth Team	Sub-Team Member *	Sub-Team Leader	Maximum of 7 years; must finish by 25th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Scotland Lead Volunteer for Programme *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Programme Team	Team Member *	Scotland Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Sub-Team Leader *	Scotland Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
People Team	Scotland Lead Volunteer for People *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
People Team	Team Member *	Scotland Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
People Team	Sub-Team Leader *	Scotland Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
People Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Scotland Lead Volunteer for Inclusion *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Inclusion Team	Team Member *	Scotland Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Sub-Team Leader *	Scotland Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
International Team	Scotland Lead Volunteer for International *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
International Team	Team Member*	Scotland Lead Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
International Team	Sub-Team Leader *	Scotland Lead Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
International Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Regional Leadership Team	Scotland Lead Volunteer for Regional Leadership *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Regional Leadership Team	Team Member *	Scotland Lead Volunteer for Regional Leadership	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Regional Leadership Team	Sub-Team Leader *	Scotland Lead Volunteer for Regional Leadership	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Regional Leadership Team	Sub-Team Member*	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Scotland Lead Volunteer for Support *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Support Team	Team Member *	Scotland Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Sub-Team Leader *	Scotland Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes

Chapter 16 - Teams Table - Autumn 2024 (as at 27Nov2024)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]										Member	
					Criminal Record Check (for first role or break of 30 days or more)	Welcome Conversation (for first role or break of 30 days or more)	Declarations (T indicates they include the Trustee Declarations)	References (for first role or after a break of 30 days or more)	Internal Check	Growing Roots learning				Trustee Eligibility Check		First aid needed (First Response unless indicated otherwise)
										The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts			
Board of Trustees	Chair	Scotland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Treasurer	Scotland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Trustee	Scotland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Sub-Team Leader	Board of Trustees	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Sub-Team Member *	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No	No	No	Yes
N/A	President	Scotland Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Vice President	Scotland Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Scout Council Member	Scotland Scout Council		No	No	No	No	No	No	No	No	No	No	No	No	No
	National Staff Team Leader [1]			Yes	No [1]	No	Yes	No [1]	Yes	Yes	No	No	No	No	No	Yes
	National Staff Team Member [1]			Yes	No [1]	No	Yes	No [1]	Yes	Yes	No	No	No	No	No	Yes

* Appointment follows the normal joining process, but within the specifics described in the UK HQ Processes and Guidance document
 [1] Can be added to any team or sub-team at Country level. Criminal record check and references, where necessary, completed and recorded by local employer.

Wales																	
Leadership Team	Chief Volunteer of Wales *	UK Chief Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Leadership Team	Team Member *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Leadership Team	Transformation Lead *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Leadership Team	Sub-Team Leader *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Leadership Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Youth Team	Wales Youth Lead *	Chief Volunteer of Wales	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes
Youth Team	Team Member*	Wales Youth Lead	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Youth Team	Sub-Team Leader *	Wales Youth Lead	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Youth Team	Sub-Team Member *	Sub-Team Leader	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Programme Team	Wales Lead Volunteer for Programme *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Team Member *	Wales Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Programme Team	Sub-Team Leader *	Wales Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Programme Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
People Team	Wales Lead Volunteer for People *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
People Team	Team Member *	Wales Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
People Team	Sub-Team Leader*	Wales Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
People Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Inclusion Team	Wales Lead Volunteer for Inclusion *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Team Member *	Wales Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Inclusion Team	Sub-Team Leader *	Wales Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Inclusion Team	Sub-Team Member *	Wales Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Perception Team	Wales Lead Volunteer for Perception *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Perception Team	Team Member *	Wales Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Perception Team	Sub-Team Leader *	Wales Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Perception Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Support Team	Wales Lead Volunteer for Support *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Team Member *	Wales Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Support Team	Sub-Team Leader *	Wales Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Support Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes
Board of Trustees	Chair	Wales Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes	
Board of Trustees	Treasurer	Wales Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes	
Board of Trustees	Trustee	Wales Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes	
Board of Trustees	Sub-Team Leader	Board of Trustees	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes	
Board of Trustees	Sub-Team Member *	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No	No	No	Yes	
N/A	President	Wales Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No	Yes
N/A	Vice President	Wales Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No	Yes
N/A	Scout Council Member	Wales Scout Council		No	No	No	No	No	No	No	No	No	No	No	No	No	No
	National Staff Team Leader [1]			Yes	No [1]	No	Yes	No [1]	Yes	Yes	No	No	No	No	No	No	Yes
	National Staff Team Member [1]			Yes	No [1]	No	Yes	No [1]	Yes	Yes	No	No	No	No	No	No	Yes

* Appointment follows the normal joining process, but within the specifics described in the UK HQ Processes and Guidance document
 [1] Can be added to any team or sub-team at Country level. Criminal record check and references, where necessary, completed and recorded by local employer.

Overseas

Chapter 16 - Teams Table - Autumn 2024 (as at 27Nov2024)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]										Member		
					Criminal Record Check (for first role or break of 30 days or more)	Welcome Conversation (for first role or break of 30 days or more)	Declarations (T indicates they include the Trustee Declarations)	References (for first role or after a break of 30 days or more)	Internal Check	Growing Roots learning				Trustee Eligibility Check		First aid needed (First Response unless indicated otherwise)	
										The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts				
Leadership Team (Branches)	Lead Volunteer *	Chief Volunteer for International	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Leadership Team (Branches)	Team Member *	Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Leader *	Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team (British Overseas Territories)	Lead Volunteer *	Chief Volunteer for International	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Leadership Team (British Overseas Territories)	Team Member *	Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Leader *	Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
* Appointment follows the normal joining process, but within the specifics described in the UK HQ Processes and Guidance document																	
UK Headquarters																	
Leadership Team	UK Chief Volunteer *	Board of Trustees	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Leadership Team	Deputy UK Chief Volunteer *	UK Chief Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Leadership Team	Team Member *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Leader *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Transformation Team	Deputy UK Chief Volunteer *	UK Chief Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Transformation Team	Team Member *	Deputy UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Transformation Team	Sub-Team Leader *	Deputy UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Transformation Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
International Team	Chief Volunteer for International *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
International Team	Team Member *	Chief Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
International Team	Sub-Team Leader *	Chief Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
International Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
International Team	Patrol Leader *	Sub-Team Leader	5 years**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Youth Team	UK Youth Lead *	UK Chief Volunteer	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Youth Team	Team Member *	UK Youth Lead	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Youth Team	Sub-Team Leader *	UK Youth Lead	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Youth Team	Sub-Team Member*	Sub-Team Leader	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Perception Team	UK Lead Volunteer for Perception *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Perception Team	Team Member *	UK Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Perception Team	Sub-Team Leader *	UK Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Perception Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	UK Lead Volunteer for Inclusion *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Inclusion Team	Team Member *	UK Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Sub-Team Leader *	UK Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
People Team	UK Lead Volunteer for People *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
People Team	Team Member *	UK Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
People Team	Sub-Team Leader *	UK Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
People Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	UK Lead Volunteer for Programme *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Programme Team	Team Member *	UK Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Sub-Team Leader *	UK Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Race Equity Team	UK Lead Volunteer for Race Equity *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Race Equity Team	Team Member *	UK Lead Volunteer for Race Equity	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Race Equity Team	Sub-Team Leader *	UK Lead Volunteer for Race Equity	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Race Equity Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Safe Scouting Team	UK Lead Volunteer for Safe Scouting *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Safe Scouting Team	Team Member *	UK Lead Volunteer for Safe Scouting	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes

Chapter 16 - Teams Table - Autumn 2024 (as at 27Nov2024)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]										Member	
					Criminal Record Check (for first role or break of 30 days or more)	Welcome Conversation (for first role or break of 30 days or more)	Declarations (T indicates they include the Trustee Declarations)	References (for first role or after a break of 30 days or more)	Internal Check	Growing Roots learning				Trustee Eligibility Check		First aid needed (First Response unless indicated otherwise)
										The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts			
Safe Scouting Team	Sub-Team Leader *	UK Lead Volunteer for Safe Scouting	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Safe Scouting Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Board of Trustees	Chair	Council of the Association	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Treasurer	Council of the Association	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Trustee	Council of the Association	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Sub-Team Member *	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No	No	No	Yes
N/A	Chief Scout	Council of the Association		Yes	No	No	No	No	Yes	No	No	No	No	No	No	Yes
N/A	President	Patron		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Vice President	Council of the Association		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Scout Council Member	Council of the Association		No	No	No	No	No	No	No	No	No	No	No	No	No

* Appointment follows the normal joining process, but within the specifics described in the UK HQ Processes and Guidance document

** 5 years or up to agreed date following end of event

Chapter 16 - Accreditations Table - Autumn 2024 (as at 27Nov2024)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation?				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with:
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check (CE Check) completed as part of giving the accreditation		

UKHQ tasks with accreditations | Scouts

International Service Team - name of event (eg. International Service Team Member - 25th World Scouts Jamboree)	UKHQ International Team	UK Headquarters staff who support International Team	Full member, except anyone whose only role is Trustee or a role with no criminal record check	None	Holds a valid First Response Certificate	Yes	Up to agreed date following end of event	n/a
State Duties	Programme Team at UK Headquarters	UK Headquarters staff who support UKHQ Programme Team	Full member, except anyone whose only role is Trustee or a role with no criminal record check	None	None	Yes	5 years	n/a
World Organisation of the Scout Movement Volunteer	UKHQ International Team	UK Headquarters staff who support International Team	Full member, except anyone whose only role is Trustee or a role with no criminal record check	None	None	Yes	Up to agreed date following end of event	n/a

Leadership Team tasks with accreditations | Scouts

Award Nominations Supporter	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	None	None	No	n/a	Lead Volunteers at District, County, Region, Country, or UK Headquarters
Data Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member	Data Lead introduction Read and understand key TSA guidance - GDPR Toolkit and Subject Access Requests	None	Yes	5 years	Lead Volunteers at District, County, Region, Country or UK Headquarters
Nights Away Approver	Leadership Teams (except Groups)	Lead Volunteers at District, County (or equivalent), Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Nights Away Approver Learning	None	Yes	n/a	Lead Volunteers at District, County, Region, Country or UK Headquarters
Nominated Person	Group Leadership Teams 14-24 Teams	Group Lead Volunteers* 14-24 Team Leaders* District Lead Volunteers* *with involvement of County Lead Volunteer	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Read and understand the Scouts Safeguarding Policy and Procedures Read and understand the Yellow Card	They must have professional training or experience outside of Scouts to give intimate and personal care. This needs to be verified by the County Lead Volunteer (or their nominated representative) once the Individual Support Plan is created. See Guidance for Appointments. The Nominated Person should be agreed by everyone involved, particularly by the young person receiving care.	Yes	5 years	n/a
Permit Approver	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Permit Approver Learning	None	Yes	n/a	Lead Volunteers at District, County, Region, Country or UK Headquarters
Recruiter	Volunteering Development Teams or Group Leadership Teams	Volunteering Development Team Leaders and Lead Volunteers at Group, District, County, Region, Country, or UK Headquarters	Full member	Read and follow Our Brand (including our brand guidelines, style guide and how we talk) Read Growing Scouts guidance Read and understand the Scouts' Complaints Policy	None	No	n/a	All Lead Volunteers, all Team Leaders, all Chairs
Resolutions Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Read and understand Constructive Conversations	None	Yes	5 years	Lead Volunteers at District, County, Region, Country, or UK Headquarters

Chapter 16 - Accreditations Table - Autumn 2024 (as at 27Nov2024)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation?				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with:
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check (CE Check) completed as part of giving the accreditation		
Safety Adviser	County Leadership Teams	County Lead Volunteers	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Read and understand the Scouts Safety Policy Attend national Safety Adviser induction	Experience and knowledge of Safety within Scouts	Yes	5 years	n/a
Safety Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Leading on Safety	None	Yes	5 years	Lead Volunteers at District, County, Region, Country, or UK Headquarters
Safeguarding Adviser	County Leadership Teams	County Lead Volunteers	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Safeguarding Policy and Procedures National Safeguarding Adviser induction	Experience and knowledge of Safeguarding within Scouts	Yes	5 years	n/a
Suspension Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Complete Suspension Lead Learning Read and understand the suspensions process Read and understand Constructive Conversations	None	Yes	5 years	Lead Volunteers at District, County, Region, Country or UK Headquarters
Visits Abroad Approver	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Visits Abroad Approver Learning.	None	Yes	n/a	n/a
Volunteer Safeguarding Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Read and understand the Yellow Card Read and understand the Safeguarding Policy and Procedures Read and understand the tasks a Volunteer Safeguarding Lead is responsible for	Someone with experience and knowledge of safeguarding within Scouts	Yes	5 years	Lead Volunteers at District, County, Region, Country, or UK Headquarters

Volunteering Development Team tasks with accreditations | Scouts

Awards Parcel Recipient	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	None	None	No	n/a	Lead Volunteers at District, County, Region, Country, or UK Headquarters
Disclosure Support Volunteer	Volunteering Development Team	Volunteering Development Team Leader and Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member	None	None	Yes	n/a	All Lead Volunteers, all Team Leaders, all Chairs; and all members of Support Teams, Volunteering Development Teams, Leadership Teams, and 14-24 Teams

Chapter 16 - Accreditations Table - Autumn 2024 (as at 27Nov2024)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation?				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with:
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check (CE Check) completed as part of giving the accreditation		
First Response Trainer	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	None	<p>Holds a current first aid qualification provided by a regulated body (this should confirm their attendance at a minimum 16 hours first aid course). Have completed any additional learning to meet the Scouts first aid syllabus.</p> <p>Holds a recognised training / teaching qualification (level 3 award or above) or has validated the Scouts Presenting and Facilitating Skills modules.</p>	No	Expiry date of first aid qualification	n/a
Learning Assessor	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	Module 25 Assessing Learning	None	No	5 years	n/a
Trainer	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	Module 29 Presenting	None	No	5 years	n/a
Welcome Conversation Volunteer	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Welcome Conversation Learning	None	Yes	5 years	Lead Volunteers and Team Leaders (except Team Leaders of Sections)

Support Team tasks with accreditations | Scouts

Go Live Supporter	Support Team	Support Team Leaders and Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member	None	None	No	1 year	n/a
Local Media Relations Lead	Support Teams	Support Team Leadert at District and County, Lead Volunteers at County and District	Full member, except anyone whose only role is Trustee or a role with no criminal record check	None	None	Yes	n/a	Support Team Leader

Programme Team tasks with accreditations | Scouts

Adventurous Activity Assessors (See below full list of specific Adventurous Activity Assessors)	Programme Teams (except Districts)	<p>Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters</p> <p>Managers of the Activity Permit Scheme</p>	Full member, except anyone whose only role is Trustee or a role with no criminal record check	<p>Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning).</p> <p>Ongoing safeguarding and safety learning.</p>	<p>A relevant National Governing Body qualification and meet the currency requirements (as outlined in the County Assessor Qualifications table), to make sure the person with the accreditation has the correct technical knowledge.</p> <p>Attend minimum two days of continued personal development in the last five years (between appointment reviews). This includes at least one day of technical learning relating to the activity, and at least one day of internal learning on assessing</p>	Yes	5 years	n/a
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[County Assessors | Scouts / County Assessor Qualifications table](#)

Archery without Compound Bows	Programme Teams (except Districts)	<p>Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters</p> <p>Managers of the Activity Permit Scheme</p>	Full member, except anyone whose only role is Trustee or a role with no criminal record check	<p>Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning).</p> <p>Ongoing safeguarding and safety learning.</p>	<p>Archery GB: Instructor Award</p> <p>Current qualification and NGB membership.</p>	Yes	5 years	n/a
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Chapter 16 - Accreditations Table - Autumn 2024 (as at 27Nov2024)

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Archery with Compound Bows	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Archery GB: Level 2 Coach Current qualification and NGB membership.	Yes	5 years	n/a
Bell Boating	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Bell Boat Help Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Open Inland B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Open Inland B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Open Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Open Inland B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Open Water Canoe Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing River B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing River B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: White Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a

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Canoeing River B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: White Water Canoe Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Sea B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Sea B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Open Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Sea B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Open Water Canoe Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a
Caving - No Vertical Pitches	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Cave Leader Award - (Horizontal) Cave Leader Current qualification and NGB membership	Yes	5 years	n/a
Caving with Ladders	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Cave Leader Award - (Vertical) Cave Leader Current qualification and NGB membership.	Yes	5 years	n/a
Caving with SRT for the leader	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Cave Leader Award – (Vertical) Cave Leader including SRT for Leader Current qualification and NGB membership.	Yes	5 years	n/a

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Caving with SRT for the group	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Cave Instructor Certificate Current qualification and NGB membership.	Yes	5 years	n/a
Climbing and Abseiling Artificial Top Rope	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Climbing Wall Instructor with Abseil Module 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Climbing and Abseiling Natural Top Rope	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Rock Climbing Instructor 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Climbing and Abseiling Artificial Lead Climbing	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Climbing Wall Development Instructor 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Climbing and Abseiling Natural Lead Climbing	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Rock Climbing Development Instructor 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Climbing (Multi Pitch)	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Mountaineering and Climbing Instructor 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Dinghy Sailing B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Dinghy Sailing Instructor Current qualification and NGB membership.	Yes	5 years	n/a

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Dinghy Sailing B2 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Dinghy Sailing Instructor (Coastal Endorsement where appropriate) Current qualification and NGB membership.	Yes	5 years	n/a
Dragon Boating	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Dragon Boat Racing Association: Coach Level 2 Current qualification and NGB membership.	Yes	5 years	n/a
Hillwalking Terrain 1 Summer	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Hill and Moorland Leader Award 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Hillwalking Terrain 2 Summer	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Mountain Leader Award 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Hillwalking Terrain 1 & 2 Winter	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Winter Mountain Leader Award 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Hovercrafting	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Hovercraft Club of Great Britain: PLS2 or Racing Licence Current qualification and NGB membership.	Yes	5 years	n/a
Ice Climbing	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Mountain Instructor Certificate 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a

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Kayaking Open Inland B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Kayak Coach Current qualification and NGB membership	Yes	5 years	n/a
Kayaking Open Inland B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sea Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking Open Inland B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sea Kayak Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking River B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking River B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: White Water Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking River B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: White Water Kayak Coach (Advanced Waters) Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking Sea B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a

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Kayaking Sea B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sea Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking Sea B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sea Kayak Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking Surf B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Surf Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking Surf B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Surf Kayak Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a
Keelboating B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Dinghy Sailing Instructor (Keelboat) Current qualification and NGB membership.	Yes	5 years	n/a
Keelboating B2 - B3	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Coastal Skipper (Sail) or Yachtmaster – Coastal (Sail) Current qualification and NGB membership.	Yes	5 years	n/a
Keelboating A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Yacht master Offshore (Sail) Current qualification and NGB membership.	Yes	5 years	n/a

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Kite Surfing	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Kitesports: Instructor Current qualification and NGB membership.	Yes	5 years	n/a
Mine Exploration - No Vertical Pitches	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Mine Leader Award – (Horizontal) Mine Leader Current qualification and NGB membership.	Yes	5 years	n/a
Mine Exploration with Ladders	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Mine Leader Award - (Vertical) Mine Leader Current qualification and NGB membership.	Yes	5 years	n/a
Mine Exploration with SRT for the leader	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Mine Leader Award - Vertical Mine Leader including SRT for Leader Current qualification and NGB membership.	Yes	5 years	n/a
Mine Exploration with SRT for the group	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Cave Instructor Certificate with Mines module Current qualification and NGB membership.	Yes	5 years	n/a
Motor Cruising C - B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Inland Waterways Helmsman Certificate (Motor Cruising) Current qualification and NGB membership.	Yes	5 years	n/a
Motor Cruising B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Day Skipper (Motor) Current qualification and NGB membership.	Yes	5 years	n/a

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Motor Cruising B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Yachtmaster (Coastal) Current qualification and NGB membership.	Yes	5 years	n/a
Narrow Boating	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	National Community Boat Association: Certificate in Community Boat Management or Royal Yachting Association: Inland Waterways Helmsman Certificate Current qualification and NGB membership.	Yes	5 years	n/a
Off road Cycling Environment 1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Cycle UK: Cycling UK Trail Leader MIAS: MIAS Level 1 British Cycling: MTB leader level 2 British Cycling: Fundamentals of MTB leadership (FunMBL) Current qualification and NGB membership.	Yes	5 years	n/a
Off-road Cycling Environment 2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Cycling UK: Technical Leader MIAS: MIAS Level 2 British Cycling: Level 2 British Cycling: MTB Leader level 3 Current qualification and NGB membership.	Yes	5 years	n/a
Personal Watercraft (Jet Ski)	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Personal Watercraft Proficiency Course Current qualification and NGB membership.	Yes	5 years	n/a
Power Boating C - B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Level 2 Powerboat Certificate Current qualification and NGB membership.	Yes	5 years	n/a
Power Boating B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Intermediate Powerboat Instructor Current qualification and NGB membership	Yes	5 years	n/a

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Pulling (fixed seat rowing)	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Rowing: UKCC Level 2 (fixed seat) NGB membership and 20 logged sessions in past 5 years.	Yes	5 years	n/a
Rafting (Traditional) B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Canoe and/or Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Rafting (Traditional) B2 +	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Open Water Canoe Coach (Advanced Water) or Paddle UK: Sea Kayak Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a
Rowing and Sculling	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Rowing: UKCC Level 2 NGB membership and 20 logged sessions in past 5 years.	Yes	5 years	n/a
Scuba Diving Sheltered Water	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Sub Aqua Club: Practical Instructor Award or PADI: Open Water Scuba Instructor Award NGB membership and 20 logged sessions in past 5 years.	Yes	5 years	n/a
Scuba Diving Open Water	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	PADI: Open Water Scuba Instructor Award NGB membership and 20 logged sessions in past 5 years.	Yes	5 years	n/a
Snowsports On Piste	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	UK Snowsports: Alpine Ski Course Leader or UK Snowsports: Nordic Instructor Award Level 2 Current qualification and NGB membership.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Autumn 2024 (as at 27Nov2024)

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Snowsports Off Piste	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	UK Snowsports: Alpine ski course leader award Current qualification and NGB membership.	Yes	5 years	n/a
Snorkelling	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Sub Aqua Club: Snorkel Instructor or PADI: Divemaster NGB membership and 20 logged sessions in past 5 years.	Yes	5 years	n/a
Stand Up Paddleboarding B1 (all environments)	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Stand Up Paddleboard Sheltered Water Coach Current qualification and NGB membership.	Yes	5 years	n/a
Stand Up Paddleboarding Open Inland B2 +	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Stand Up Paddleboard Open Water Coach Current qualification and NGB membership.	Yes	5 years	n/a
Stand Up Paddleboarding River B2 +	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Stand Up Paddleboard White Water Coach Current qualification and NGB membership.	Yes	5 years	n/a
Stand Up Paddleboarding Sea B2 +	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Stand Up Paddleboard Open Water Coach and Stand Up Paddleboard Coastal Water Leader Current qualification and NGB membership.	Yes	5 years	n/a
Water Skiing	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Water Ski and Wakeboard: Community Coach Current qualification and NGB membership.	Yes	5 years	n/a

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White Water Rafting	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Stadium Raft Guide or River Raft Leader (restricted to the operating criteria of the BC award) Current qualification and NGB membership.	Yes	5 years	n/a
Windsurfing B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Start Windsurfing Instructor Current qualification and NGB membership.	Yes	5 years	n/a
Windsurfing B2+	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Intermediate Windsurfing Instructor Current qualification and NGB membership.	Yes	5 years	n/a
Yachting B1 inland	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Day Skipper Current qualification and NGB membership.	Yes	5 years	n/a
Yachting B2-B3 waters	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Coastal Skipper (Sail) or Royal Yachting Association: Yachtmaster Coastal (Sail) Current qualification and NGB membership.	Yes	5 years	n/a
Yachting A waters	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	RYA: Yachtmaster Offshore (Sail) Current qualification and NGB membership.	Yes	5 years	n/a
King's Scout Award Parcel Recipient	County Programme Teams	County Lead Volunteer County Programme Team Leaders	Full member	None	None	No	n/a	County Programme Team Leader
Manager of the Activity Permit Scheme	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country and UK Headquarters	Full member	Manager of the Activity Permit Scheme learning	None	No	n/a	n/a

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<p>Nights Away Assessor</p> <p>(See below full list of specific Nights Away Assessors)</p>	Programme Teams	Programme Team Leaders and Lead Volunteers at District. County, Region, Country and UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Nights Away Advisor (this will become Nights Away Assessor learning).	<p>Holders of a Nights Away Permit - the level of the permit (Indoor, Campsite, Greenfield, Lightweight Expedition) will determine the highest level of assessor accreditation that can be given.</p> <p>To have attended at least one day of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target.</p> <p>Have experience of running residential and camping experiences.</p> <p>Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.</p>	Yes	5 years	n/a	
Nights Away Assessor (Indoor)	Programme Teams	Programme Team Leaders and Lead Volunteers at District. County, Region, Country and UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Nights Away Advisor (this will become Nights Away Assessor learning).	<p>Holders of a Nights Away Permit (Indoor).</p> <p>To have attended at least one day of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target.</p> <p>Have experience of running residential and camping experiences.</p> <p>Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.</p>	Yes	5 years	n/a	
Nights Away Assessor (Campsite)	Programme Teams	Programme Team Leaders and Lead Volunteers at District. County, Region, Country and UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Nights Away Advisor (this will become Nights Away Assessor learning).	<p>Holders of a Nights Away Permit (Campsite).</p> <p>To have attended at least one day of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target.</p> <p>Have experience of running residential and camping experiences.</p> <p>Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.</p>	Yes	5 years	n/a	

[Assessors' Guide | Scouts](#)

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Nights Away Assessor (Greenfield)	Programme Teams	Programme Team Leaders and Lead Volunteers at District. County, Region, Country and UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Nights Away Advisor (this will become Nights Away Assessor learning).	<p>Holders of a Nights Away Permit (Greenfield).</p> <p>To have attended at least one day of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target.</p> <p>Have experience of running residential and camping experiences.</p> <p>Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.</p>	Yes	5 years	n/a
Nights Away Assessor (Lightweight Exhibition)	Programme Teams	Programme Team Leaders and Lead Volunteers at District. County, Region, Country and UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Nights Away Advisor (this will become Nights Away Assessor learning).	<p>Holders of a Nights Away Permit (Lightweight Exhibition).</p> <p>To have attended at least one day of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target.</p> <p>Have experience of running residential and camping experiences.</p> <p>Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.</p>	Yes	5 years	n/a
Unit Leader - name of event (eg. Unit Leader - 25th World Scouts Jamboree)	County Programme Teams	County Programme Team Leaders and County Lead Volunteers	Full member, except anyone whose only role is Trustee or a role with no criminal record check	<p>Growing Roots: The learning everyone needs</p> <p>Growing Roots: Delivering a great programme</p>	Holds a valid First Response Certificate	No	Up to agreed date following end of event	n/a
Visits Abroad Recommender	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	<p>Visits Abroad Recommender Learning.</p> <p>To attend at least two days of Visits Abroad Recommender update workshops every five years. This is the minimum rather than the target.</p>	None	Yes	n/a	n/a

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Safeguarding and Vetting decision guidance

Updated March 2024

Overview

This guidance relates only to subjects who are adult volunteers. Where we refer here to an adult this refers to members of The Scout Association who are 18 years old or older.

An exclusion will be considered where the total information available about the individual implies that their involvement may adversely affect the:

- a) health and welfare of young people
- b) welfare of adults, scouting operations or the individual concerned
- c) reputation of scouting

The Chief Safeguarding Officer reserves the right for the Safeguarding Team to use professional judgement to make risk based decisions.

Offences and behaviours within each section are not exhaustive.

We should recognise that our understanding of safeguarding and safer recruitment changes over time. Past decisions made by the Scouts may be considered differently by future standards.

1. On Barred or Disqualified List

Individual barred. It is a criminal offence for a person who is on the Children's Barred List to volunteer in any capacity for Scouting.

[Safeguarding Vulnerable Groups Act 2006](#)

[Northern Ireland Order](#)

[Protecting Vulnerable Groups \(Scotland\) Act 2007](#)

[Disqualification under the Childcare Act 2006](#)

Individual is on the Vulnerable Adults Barred List. Scouts does not ask for information about the Vulnerable Adults list, but is often informed of it.

Next steps: Exclusion – no appeal

2. Any offence perpetrated as an adult against a child demonstrating a sexual interest in children or behaviour indicative of a sexual interest in children

A range of threshold applied by different statutory agencies, be that an outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order.

A finding of guilt made in a criminal court ('beyond reasonable doubt') or in civil courts ('balance of probability').

This includes offences defined by the:

- a) Sexual Offences Act 2003
- b) Protection of Children Act 1978
- c) Criminal Justice Act 1988
- d) Coroners and Justice Act 2009

It includes offences of:

- a) rape and other sexual assaults
- b) indecent images of children
- c) Grooming
- d) trafficking (children)
- e) voyeurism (children)
- f) exposure of genitals with intent to distress or alarm (children)

This also includes sexual offences against children in another jurisdiction, such as outside the UK.

Where the adult is 18 or 19 years old at the time of the offence and the young person was 17 years old, and statutory agencies deemed the offence to be 'age appropriate' and consensual, it would be more appropriate to consider the offence under Section 7.

Next steps: Exclusion – no appeal

3. Other offences or behaviours perpetrated by an adult against a child whereby a child has suffered significant harm (physical or psychological)

A court or police outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order in the criminal or judicial finding in another court defined by the Crown Prosecution Service as [non-sexual child abuse](#).

This should include the offence of child neglect where the adult was convicted in the criminal court or made an admission of guilt, accepted a caution or a finding was made in the civil courts.

This also includes behaviour which is assessed by statutory agencies as posing an ongoing risk of harm and is unlikely to change over time.

Where the adult is 18 or 19 years old at the time of the offence and the young person is 17 years old, it may be more appropriate to consider the offence under Section 7.

Next steps: Exclusion – no appeal

4. Adverse information from a statutory agency or other professional source

The source should be a statutory agency such as:

- a) the police
- b) children services
- c) a Local Authority Designated Officer (LADO)
- d) a [government department, agency or other public body](#)

Adverse Information must be in writing and confirm that the agency advises that this person is not suitable to hold a role in Scouting.

Next steps: Exclusion – no appeal

5. Conviction for serious offences against the person (adult)

A court or police outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order.

To include:

- a) murder
- b) rape
- c) manslaughter
- d) crimes associated with organising sexual exploitation
- e) offences under the Terrorism Act(s)
- f) serious crimes of violence including grievous bodily harm (GBH)
- g) convictions for abuse or exploitation of a vulnerable adult
- h) criminal offences where the conduct is associated to domestic abuse (Domestic Violence, Crime and Victims Act 2004)
- i) drug, arms or people trafficking
- j) sexual exploitation

Next steps: Exclusion – no appeal

Amber category: The account from the subject will be requested and the options available are:

- a) exclusion with the right of appeal (see appeal process)
- b) decline (cancelled membership) up to a maximum period of 5 years
- c) district decision

6. Individual under 18 at time of an offence or behaviour that if committed after aged 18 would attract national attention and or fall into above 'red' criteria

The decision makers must have a clear understanding that some childhood behaviours can become more embedded rather than dissipating with age such as some child-on-child sexual offending. Each case must be considered individually, informed by the best research.

Next steps: Further consideration by UK Headquarters.

7. Offence or behaviour which causes serious doubt about suitability

For example:

- a) offences against the person (including threats of violence)
- b) supplying any controlled substance
- c) possession of controlled substances
 - o isolated incident of possession of Class A controlled substances within the past five years
 - o isolated incident of possession of Class B or C controlled substances within the past two years
- d) causing death by dangerous driving

Safeguarding and Vetting decision guidance
Autumn 2024 edition of POR

- e) physical chastisement
- f) offences under the Public Order Act 1986
- g) offences under the Firearms Acts 1968

Some sexual offences committed against an adult victim, Public Order offences. This includes where someone has received a civil order "Sexual Risk Order" under the Sexual Offences Act 2003, as they are considered to pose a risk of harm.

An allegation of a sexual offence (adult victim) not progressed to trial.

Information held on confidential systems or an allegation of inappropriate behaviour.

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

- a) health or welfare of young people
- b) welfare or other adults, Scouting operations or the individual concerned
- c) reputation of scouting

Next steps: Further consideration by UK Headquarters.

8. Offence or behaviour which causes doubt about the individual's compatibility with Scouting values

Not an exhaustive list:

- a) harassment
- b) blackmail
- c) hate crime - **any criminal offence which is perceived by the victim, or anybody else, to be motivated by hostility or prejudice towards someone's protected characteristics**

Information held on UK Headquarters safeguarding confidential systems or an allegation(s) of a Yellow Card or Safeguarding Policy breach, breaches of POR.

Offences or behaviour which are in conflict with Scouting values, for example failure to cooperate with a safeguarding local enquiry, lack of respect to:

- a) young people
- b) volunteers
- c) parents
- d) carers

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

- d) health or welfare of young people
- e) welfare of other adults, Scouting operations or the individual concerned
- f) reputation of Scouting

Next steps: Further consideration by UK Headquarters.

9. Non-conviction information provided by other sources or held on UK Headquarters confidential records

Adverse information held on confidential systems at UK Headquarters whereby membership has been cancelled or an individual has resigned, and concerns have been alleged about an individual's behaviour or conduct.

The sources include but are not limited to:

- a) statutory agencies
- b) government departments
- c) education establishments
- d) other charities where the information is deemed to be reputable

Where required passed to medical advisor or appropriate health care professional for guidance.

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

- e) health or welfare of young people
- f) welfare or other adults, Scouting operations or the individual concerned
- g) reputation of scouting

Next steps: Further consideration by UK Headquarters.

10. Barred from Trusteeship

Only applies to individuals for roles providing trustee status where the individual is disqualified by law from acting as a charity trustee, such as an unspent conviction for an offence involving dishonesty or deception.

Where a trustee is subject of an allegation or misconduct or a safeguarding concern they would fall into the sections 1 to 9.

Next steps: Further consideration by UK Headquarters.

11. Other conviction, caution or admission of guilt

Disclosure information will be passed to relevant Lead Volunteer and district team member(s) with technical advice for consideration following Rule 16.1 (Appoint an individual to a role) and in line with the codes of practice of the relevant disclosure authority ensuring confidentiality.

12. Minor and unrelated (to Scouting) offences

For example: minor motoring offences, minor thefts, and criminal damage.

0, 1 or 2 minor offences, that don't fall into another category, committed more than 5 years ago.

Disclosure considered to be 'clear' for Scouting purposes.

Definitions

These definitions explain terms that are used in POR and which have specific meaning. For ease of reference, the terms in this chapter are denoted by dashed underline when used in POR.

Where the plural of a word is used in POR, the definition also applies and so the plural word will be highlighted as having a defined meaning. Only the singular word is included in this chapter. Similarly for the use of apostrophes.

As examples:

- role, roles and roles'
- Trustee, Trustees and Trustee's.
- volunteer, volunteers and volunteers'.

A. Words used in defining 'rules'

Must, should, and may

POR uses these key words to indicate obligations for rules:

'Must' means that adherence to the rule is mandatory. There is also an occasional use of the phrase **'must not'**.

'Should' means that the rule is strongly recommended, with an expectation of adherence. However, circumstances might justify an alternative approach. This minimum good practice guidance should be followed unless there is a good reason not to. It is good practice for such 'good reasons' to be agreed and recorded by the local governance team (Group, District or County Trustee Board or Country Board as appropriate).

'May' means that the rule is optional. It indicates less formal advice and recommendations which may be found helpful in the operation, management or governance of your section, Group, District, County or country.

Words or phrases highlighted with dotted underline are words or phrases with a defined meaning specified in the Definitions Chapter of POR

Rules or sections of POR that are amended for Scotland in the [Scottish Variations from POR](#) are indicated by ^[SV]

There are no Counties in Northern Ireland. ^[NI] indicates that this specific point or rule does not apply, or is

Amended in, NI. Where necessary, Northern Ireland volunteers and staff should refer for clarification to their Regional Lead Volunteer/Member of the Scouts NI Country team, but the principles of all POR rules apply fully in NI.

B. Definitions concerning people aged 18 and over

The 'people' definitions are included in (C) below. The actual distinction between the words is quite nuanced, so it is important to see the words together – each word here has its own specific meaning, detailed in the definitions in (C) below.

Adult	Applicant	Connected person
Helper	Parent	Trustee
Volunteer		

C. Definitions

Definitions are listed in alphabetical order.

Accreditation

Accreditations are a way of sharing tasks and responsibilities, where a volunteer needs to be given certain permissions to take these on.

They are normally specific tasks that operate wider than an individual team, and often may be carried out by one or more individual volunteers.

An accreditation may have some pre-requisites which must be met before an accreditation is granted.

There are two types of accreditations:

- a) An accreditation that may be granted to any number of adult members and used anywhere across the hierarchy. For example, members who are accredited to support Welcome Conversations as part of the joining process.
- b) A responsibility delegated to a member within a specific location in the hierarchy. For example, the place or person in a District that Awards and certificates must be posted to.

Activity

The Scouts' programme is delivered to young persons through a mixture of section meetings (usually at or close by the section's normal meeting place), or an activity (e.g. a wide game in the woods or a hike), or an event (e.g. a County Explorer Belt expedition, or a District Cub Camp, or a Group Family Camp).

For convenience in POR, the term activity should be interpreted as a meeting, an event or an activity.

Activities include adventurous activities, which are:

- a) archery

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- b) caving
- c) climbing and abseiling, except:
 - bouldering
 - climbs using auto belay systems (systems that lower a climber to the ground without any human intervention)
- d) cycling in cycle environment one and two
- e) hillwalking in terrain one and two
- f) hovercrafting
- g) snowsports (except artificial slopes and nursery slopes)
- h) all water activities, except swimming, on class B1, B2, B3 or A waters
- i) all motorised water activities and SCUBA activities on class C waters.

Adult

A volunteer or staff member aged 18 or over. This is a person with an adult member appointment (see the Chapter 16 Teams Table)

This does not include a member of Scout Network unless they also have a role as a volunteer or a staff member.

AGM

Abbreviation for an Annual General Meeting.

Applicant

The person applying for a particular role.

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Appointments Process and roles

These terms are no longer used, from November 2024:

- Appointments Advisory Committee (AAC)
- Appointments chair
- Appointment panel
- Appointments secretary

See the Volunteer Joining Journey for the replacement for Appointment Process.

Area

Certain 'Counties' are titled Area rather than County. This applies in Wales. British Scouting Overseas is also an Area.

Unless otherwise stated in POR, all references to 'County' or 'Counties' in POR relate to 'Area' in Wales and in British Scouting Overseas.

An Area is led by an Area Lead Volunteer.

Branches

Term no longer used. Replaced by the term Overseas Territories.

British Scouting Overseas

British Groups that operate abroad within the Area known as British Scouting Overseas. They are part of The Scout Association.

Bullying

Bullying is characterised as offensive, intimidating, malicious or insulting behaviour, abuse or misuse of power through means that a recipient is:

- undermined
- humiliated
- denigrated
- injured

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It is not classed as bullying if a Lead Volunteer or team leader is solely making sure that a person follows the rules in POR. Bullying is more than a strong, firm or authoritarian interaction. It is:

- destructive rather than constructive
- a criticism of the person rather than their mistakes
- public humiliation rather than private correction
- where the recipient feels threatened or compromised

See also [Volunteer Anti-Bullying and Harassment Policy and Procedures](#)

Charity governance

The Scouts is a federation of charities, as described in Chapter 5. Each Group, District and County must operate as charity whether or not they are registered as one. They must meet the requirements of POR, the relevant charity regulator and charity law applicable to their location.

Key regulators are the Charity Commission (England and Wales), the Office of the Scottish Charity Regulator – OSCR (Scotland), and the Charity Commission for Northern Ireland. Other territories also have their own charity regulator, including Gibraltar, Bailiwick of Guernsey, Isle of Man and Jersey.

A charity's Trustee Board has governance responsibilities which are detailed in Chapter 5 of POR.

In Scotland, Groups, Districts and Regions must also comply with Scottish Variations from POR. POR Rules in Scotland that replace the "main" POR Rule are indicated by ^[SV]. Rules not indicated as ^[SV] apply equally in Scotland as everywhere else.

Confidential enquiry (sometimes known as a CE check)

This was a term previously used until November 2024. It is now known as the Internal Check.

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Conflict of interest

A conflict of interest is when someone's judgement or actions are, or could be, affected by personal involvement or other interest relating to the matter at hand. This includes any circumstances that affect, or could be seen to affect, someone's independence or impartiality.

For Trustees:

All trustees have a legal duty to act only in the best interests of their charity. If there is a decision to be made where a trustee has a personal or other interest, this is a conflict of interest.

Conflict of interest may lead to decisions that are not in the best interests of the charity and which are invalid or open to challenge.

Conflict of interest may also damage a charity's reputation or public trust and confidence in charities generally.

These harmful effects may be prevented where individual trustees should identify conflicts of interest, and the trustee body must act to prevent them from affecting their decision making.

See also:

- [Conflicts of interest: a guide for charity trustees](#) (England and Wales)
- [Conflict of interest](#) (Scotland)
- [Running your charity guidance](#) (Northern Ireland)

Connected person

An individual aged 18 or over who has a recognised association with The Scouts either through formal membership or a non-member affiliation. This includes individuals who engage with, contribute to, or benefit from the organisation's activities without being formal members.

Constitution

Every charity must have a governing document, in the Scouts we call this a constitution.

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Country Headquarters [sometimes referred to as Nations Headquarters]

- For England (including Guernsey, Isle of Man, Jersey), British Scouting Overseas and Gibraltar: this is UK Headquarters
- For Northern Ireland: this is the headquarters of the Northern Ireland Scout Council
- For Scotland: this is the headquarters of The Scottish Council of The Scout Association
- For Wales: this is the headquarters of ScoutsCymru

County (including variants)

A County is a Scout unit that supports delivery of the programme within a certain geographic area. A County has various responsibilities as defined in POR, including providing support to Scout Groups and Districts.

For ease of reading, POR refers to 'County' in all cases, but the word County must be read as:

- a) Area (in Wales and British Scouting Overseas)
- b) Bailiwick (of Guernsey)
- c) Branch (Gibraltar)
- d) County (in England; noting that the Isle of Wight is an English County)
- e) Island (Jersey, the Isle of Man)
- f) Region (in Scotland) [and see the definition of Region for more detail]

Counties are led by County Lead Volunteers.

Criminal record check

A criminal record check will show any spent and unspent convictions, cautions, reprimands and final warnings together with any information held by local police that is considered relevant to the role.

For England and Wales, the criminal record check process is conducted by the Disclosure and Barring Service (DBS). A criminal record check undertaken by the DBS generates a DBS certificate as an official record.

For Scotland, the Protecting Vulnerable Groups (PVG) scheme is managed and delivered by Disclosure Scotland. A criminal record check undertaken by Disclosure Scotland generates a disclosure certificate as an official record.

For Northern Ireland, the checks are conducted by AccessNI, which is a branch in the Department of Justice. A criminal record check undertaken by AccessNI generates a digital disclosure certificate as an official record.

Outside the United Kingdom (in BSO, Channel Islands, Isle of Man, Gibraltar), the Disclosure and Barring Service is also used. In certain countries outside the UK other checks are also undertaken which are notionally carried out under the authority of the Safeguarding Team, but the checks may often need to be conducted locally.

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It is important that the correct criminal records check is used, based on the location of the role that is being applied for. As example, if a volunteer operating in England will also be undertaking a role within a Scottish team, then a PVG Criminal Records Check must be undertaken prior to starting the role. Or if a member with a role in Northern Ireland joins a UK Headquarters team, then a DBS Criminal Records Check must be undertaken prior to starting the role. Or if a new volunteer applicant who is based in the Borders of Scotland starts to work with a Scout Group or District in the north of England, then they must undertake a DBS Criminal Records Check rather than a PVG Criminal Records Check.

Custodian Trustee

A custodian trustee holds the title to all the property for a charity but is not involved in its day to day management. Custodian trustees must act on the lawful instructions of the charity's managing trustees. Unlike holding trustees, the powers and duties of a custodian trustee are set out in section 4 of the Public Trustee Act 1906.

District

A District is a Scout unit that supports delivery of the programme within a certain geographic area. A District has various responsibilities as defined in POR, including providing support to Groups.

Districts are led by District Lead Volunteers.

Excepted charities

In England and Wales only, some charities are 'excepted' from charity registration. They don't have to register or submit annual returns to the Charity Commission. Apart from that, the Charity Commission regulates them just like registered charities and may use any of its powers if it needs to.

All Groups, Districts and Counties/Areas in England and Wales are excepted charities unless they are directly registered with the Charity Commission.

For further information see Excepted Charities and also POR 13.1.3.2.

Ex officio

Ex officio means 'by virtue of the office' and refers to a responsibility or role that comes as part of someone's 'main role.' For example, a Group Lead Volunteer is also an ex officio member of the Group Trustee Board.

Federation of charities

A federation of charities is defined as one central and many local organisations under a single entity. For the Scouts, this single entity is The Scout Association which is governed by our Royal Charter.

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Gross misconduct

Gross misconduct has no strict legal definition. In the Scouts it is interpreted as observed practices that are a clear breach of our values such as:

- theft
- physical violence
- gross negligence
- serious insubordination
- behaviour that destroys relationships with other volunteers or staff such as bullying and harassment

Gross misconduct may cause physical and emotional damage to individuals and reputational damage to the Scouts and any connected person.

This guidance is a general overview of the subject of gross misconduct and the examples above are to help understanding – they do not cover every eventuality.

Group

A Group is a Scout unit that supports delivery of the programme within a local community.

Groups are made up of sections.

Groups are led by Group Lead Volunteers.

Growth and Communities Team

Staff employed by UK Headquarters to support local volunteers in growing and developing Scouting at a local level in England.

Harassment

Harassment is ‘unwanted conduct that has the purpose or effect of violating people’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment’ (Equality Act 2010).

Harassment may be conduct based on characteristics including:

- age
- class or socio-economic status
- ethnic or national origin, nationality (or statelessness) or race
- gender (including gender reassignment)
- marital or civil partnership status
- sexual orientation
- disability
- political belief
- pregnancy and maternity
- religion, belief or faith (including the absence of religion, belief or faith)

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- sex
- colour
- language
- social background
- non-relevant criminal background

The list above is neither exhaustive nor exclusive.

Harassment may take many forms – for example verbal or written abuse, ignoring or subjugating colleagues to unwanted attention, ridiculing and humiliating colleagues in front of others, mocking, mimicking or belittling a person.

A person may be harassed even if they were not the intended ‘target.’ For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

See also [Volunteer Anti-Bullying and Harassment Policy and Procedures](#).

Helper

A helper is a person aged 18 or over who is not a member but provides informal support, normally to help to deliver the programme. They may be, for example, parents or local subject matter experts.

If a helper undertakes regulated activity, they must have a fully completed personal enquiry and must be recorded in the membership system to enable those checks to take place.

Helpers who are not engaged with regulated activity must not be recorded on the membership system.

Holding Trustee

These are trustees of land, whose role and purpose is set out in a trust deed and is also governed by various Trusts law.

Their function is restricted to holding a charity’s property - usually land and capital assets. Like custodian trustees, they have no power to make management decisions and must act on the lawful instructions of the charity trustees. Unlike custodian trustees, whose functions are set out in legislation, the role and powers of holding trustees will be defined by a charity’s governing document - in the case of Scout property this means the deeds and trusts that govern land and property.

Internal check

The process used by the UK Headquarters Safeguarding Team to check members, staff and helpers who support regulated activities against records held at UK Headquarters.

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This was previously known as a Confidential Enquiry or CE check.

Roles that require an Internal Check are indicated in the Chapter 16 Teams Table.

Member – young person

A young person in any section (Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network) who has made the Promise appropriate to the first section they join. They are a member of The Scout Association and are a member of their local Group, District, County, Region, and country, where applicable.

Member – persons 18 or older

An adult (aged 18 or over) whose adult role requires them to be a member and complete the joining process. They are a member of The Scout Association and are also a member of their local Group, District, County, Region, and country, where applicable.

Their membership formally starts when they are added to the membership system and have signed their declaration(s).

Initially new volunteer's membership will have status 'provisional.'

Their membership will move to status 'full' when all steps of their Volunteer Joining Journey are complete.

Scout Network members must also be recorded on the membership system.

Members of the Scout and Guide movements

Members of an organisation recognised by the World Organization of the Scout Movement (WOSM) or the World Association of Girl Guides and Girl Scouts (WAGGGS).

By following the rules contained within PQR, members of The Scout Association ensure their adherence to WOSM's policies and guidelines.

Membership system

Records of adult membership and digital tools to support members in their volunteering are a fundamental part of The Scouts website.

Through scouts.org.uk, digital support provides processes for welcoming new volunteers, managing the volunteer joining journey, managing learning, and supporting local ways of working.

Although these digital systems are an important part of the scouts.org.uk website, for convenience in PQR they are collectively referred to as the 'membership system'.

OSCR

Office of the Scottish Charity Regulator. <https://www.oscr.org.uk/>

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Overseas Territories

Refers to parts of The Scout Association that are established in certain territories abroad, including Gibraltar. They are not part of British Scouting Overseas.

Parent

The word parent must be interpreted as parent, guardian or carer as appropriate for the young person concerned.

Personal enquiry

Vetting checks for adults aged 18 or over where they will be involved with regulated activity or are (or may be) trustees.

There are two parts to the personal enquiry:

- satisfactory Criminal Record Check, which must be held at all times
- satisfactory Internal Check which is required on starting each new role.

POR

The abbreviation of *Policy, Organisation and Rules*.

The programme

This describes the selection of activities and experiences provided in the sections for youth members. It is based around three main themes:

- outdoor and adventure
- world
- skills

The programme is designed to be progressive through the sections to offer young people an appropriate level of challenge. It should be delivered in a balanced way that incorporates elements from each theme.

A range of badges and awards exists in each section, covering the three main themes as well as leadership, teamwork and personal development.

Quorum

Used for meetings of charity bodies (Scout Councils, Trustee Boards and sub-teams of a Trustee Board) to specify the minimum number of people necessary to make decisions.

This number is normally set out in the charity's governing document.

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Reference

References are used during the volunteer joining journey so that the Scouts gain information about the suitability of an applicant to work with children and young people.

Region

In England or Wales, a Region is a Scout unit that supports delivery of the programme within a geographic area. A Region in England has various responsibilities delegated by the Chief Volunteer for England, including providing support to Groups, Districts and Counties.

A Region in Wales has various responsibilities delegated by the Chief Volunteer for Wales, including providing support to Groups, Districts and Areas. Unless otherwise stated in PQR, all references to 'County' or 'Counties' in PQR relate to 'Area' in Wales.

In Scotland, the Scouts is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts. Unless otherwise stated in Scottish Variations from PQR, all references to 'County' or 'Counties' in PQR relate to 'Region' or 'Regions' in Scotland.

In Northern Ireland, the primary organisation unit is a District. A group of Districts is led by a Regional Lead Volunteer, though most supporting services are delivered by the wider Northern Ireland Country team.

Regional Lead Volunteer

This term applies in England, Northern Ireland and Wales.

In England and Wales, a group of Counties is managed as a Region. The term Regional Lead Volunteer refers to a volunteer who leads a Region in England or Wales.

In Northern Ireland, there are four groupings of Districts – these are known as Regions and each has a Regional Lead Volunteer.

Regions as a grouping of Counties do not exist in Scotland, so references to it in Scotland should be read as Chief Volunteer for Scotland. For Regional (Scotland) Lead Volunteers, use the definitions of Counties and County Lead Volunteers.

Regional Services Team

This term applied until 2024. The team is now renamed the Growth and Communities Team

Regulated activity

The Scouts is a regulated activity provider and must comply with the law in respect to adults engaging with children. Regulated activity with children refers to work that a barred person must not do.

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In Northern Ireland, regulated activity is defined in the Safeguarding Vulnerable Groups (SVG) Act 2006 and the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, both as amended (in particular by, respectively, section 64 and Schedule 7, Protection of Freedoms Act 2012).

In Scotland, regulated activity is defined in the Protection of Vulnerable Groups (Scotland) Act 2007 and includes those working directly with children and trustees of charities focussed on children.

Regulated activity in the Scouts means where a person aged 18 or over meets one or more of these criteria:

- will be assisting with overnight activities (including Nights Away), including being present overnight
- may be helping out once a week (or on four occasions in a thirty-day period) or more frequently
- will have unsupervised access to young people
- will be a member of a Trustee Board

Every adult member or helper delivering or likely to participate in regulated activity must hold a satisfactory Personal Enquiry .

Relevant Lead Volunteer

The Lead Volunteer for the Scout unit [see definition of Scout unit below – this is not an Explorer Unit] in which the role is located. For example, the relevant Lead Volunteer for a County Programme Team Member would be the County Lead Volunteer.

Right of attendance

Typically used for Trustee Board meetings, but may apply in any situation. Right of attendance means that a specific person is entitled to attend each meeting and therefore must be informed of the times/venues of each meeting as with the other members of the Board. A person with right of attendance may contribute to discussion at a meeting but is not a formal member of the group and so has no voting rights.

Role

A volunteer role within the Scouts. The full list of the available roles is contained in PQR in the Chapter 16 Teams Table.

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Role holder

The person who holds a given role, which has been successfully appointed under Rule 16.1 or 16.2.

SATC

The Scout Association Trust Corporation. <https://www.scouts.org.uk/volunteers/running-things-locally/legal-services/satc/>

Scottish Variations from POR

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Scout unit

A Group, District, County, Region, country, or nations’ equivalents. The term Scout unit does not apply to an Explorer Unit or a Young Leader Unit.

Scout Network Member

Scout Network members are referred to as a youth member unless they also hold a volunteer role in which case they are an adult. But legally they are adults once they reach 18.

This means that, for example, they have supervised access to young people and that consideration is given around Nights Away activities, such as separate accommodation, and guidance on Pre-Existing Relationships.

Section

This describes a single unit of the Scouts delivering the programme to young people. These are a Squirrel Drey, a Beaver Colony, a Cub Pack, a Scout Troop, an Explorer Unit (including a Young Leader Unit), and a Scout Network.

If multiple Dreys, Colonies, Packs, Troops or Units exist within the same Group or District, each one is an independent section.

Staff member

A person employed, in any capacity, by a Group, District, County, Country Headquarters, or UK Headquarters.

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To employ someone means to have someone work or do a job for you on a regular basis and pay them for it. This work may take an hour per month or 40 hours per week or any other amount of time. It does not include buying services from a third party organisation.

Structure

Most commonly, it means either the organisational structure or the volunteer line management hierarchy. This is an important part of the federated structure of the Scouts.

The organisational structure is the structuring of Scout units: section, Group, District, County, Region, country, UK. Each level of the structure is responsible for supporting the programme in a smaller area, with Districts responsible for Groups, Counties responsible for Districts, and so on.

There are some exceptions to the general structure:

- in Scotland, the structure is Group, District, Scottish Region, Country, UK.
- in Northern Ireland, there are no Counties. There are Districts (grouped as Regions), and the Country team
- in England and in Wales, also Gibraltar, there are a number of Counties with Groups but those Counties have no Districts.

The volunteer line management hierarchy refers to the volunteer manager of each of these units: Group Lead Volunteer, District Lead Volunteer, County Lead Volunteer, Regional Lead Volunteer, Country Chief Volunteer, UK Chief Volunteer. Each of these volunteer managers is supported by a team who work to support the delivery of the programme in their areas.

Sub-committee

This term is no longer used. It previously referred to sub-committees of a Trustee Board. Trustee Boards may, if needed, set up sub-teams.

Supervised access to young people

Access to young people must always be in accordance with our Rules and Safeguarding Code of Conduct for Adults (Yellow Card).

When a volunteer (or a Scout Network member) does not have a valid personal enquiry, their access to young people must be **supervised** which means that they must always be within sight and hearing of at least one adult who has a full team member or team leader appointment and holds a satisfactory personal enquiry.

Teams and sub-teams

Our volunteers work together in teams to deliver a great programme for young people, or to be part of a team that supports the teams who are delivering programme.

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Each team and each sub-team will have a Team Leader(s) and a sub-Team Leader(s). And apart from the Team Leader(s), each Team will comprise some Team Members and sub-Team Members.

The Team Leader is responsible for ensuring that the team achieves its purpose and tasks, as described in the team's team description.

The Team Members and the Team Leader must agree amongst themselves how their purpose and tasks will be achieved. Team Leaders normally have a Team Leader role title – for example the Team Leader of a Section team is a Section Team Leader and the Team Leader of a District Support Team is the District Support Team Leader. For Group, District and County Leadership Teams, however, the team leader is the Group, District or County Lead Volunteer.

The team leader is responsible for ensuring that the team achieves its purpose and tasks, as described in the team's team description which defines the team's purpose that the team must achieve, and a set of tasks that must be undertaken by the team.

The team members and the team leader must agree amongst themselves how their purpose and tasks will be achieved.

Team leaders normally have a Team Leader role title – for example the team leader of a Section team is a Section Team Leader and the team leader of a District Support Team is the District Support Team Leader.

For Group, District and County Leadership Teams, however, the team leader is the Group, District or County Lead Volunteer. And for Group, District and County Trustee Boards, the team leader is the Group, District or County Chair.

Sub-teams are teams of volunteers that sit within another team. For example, a Hillwalking Team within the Programme Team or a Campsite Maintenance Team within a Support Team. Each sub-team has a specific area of focus within the overall scope of that larger team. The Sub-Team Leader is an ex officio member of the 'parent' team. For example, if the District Support Team has a sub-team managing fundraising then the fundraising Sub-Team Leader is an ex officio member of the District Support Team.

The various Teams are described in POR 4.4 (Groups), 4.5 (Districts) and 4.6 (Counties). Trustee Boards are described in POR 4.1.4 and in Chapter 5.

Team description

For each team there is a team description which describes the purpose of the team and the tasks and activities that the team members are responsible for achieving. The team must agree how to collaborate in order to jointly ensure that the team operates and delivers well.

Words or phrases highlighted with dotted underline, are words or phrases with a defined meaning specified in the Definitions Chapter of POR

Rules or sections of POR that are amended for Scotland in the [Scottish Variations from POR](#) are indicated by ^[SV]

There are no Counties in Northern Ireland. ^[NI] indicates that this specific point or rule does not apply, or is

Amended in, NI. Where necessary, Northern Ireland volunteers and staff should refer for clarification to their Regional Lead Volunteer/Member of the Scouts NI Country team, but the principles of all POR rules apply fully in NI.

The Scout Association

The parent organisation of Scouting in the UK and elsewhere, delivered under the framework of the Royal Charter. The organisation is often known as The Scouts. Further details at www.scouts.org.uk.

The Scouts

See [The Scout Association](#).

Trustee

An adult who is a charity trustee within the Scouts, as defined in a [Group](#), [District](#), [County](#), country, or [UK Headquarters](#) constitution.

UK Headquarters

This refers to the Headquarters of [The Scout Association](#) in the United Kingdom.

Unsatisfactory service

Service in a [role](#) that would be grounds for ending the role under Rule 16.8.1.3 or 16.8.2.4. See also Rule 16.3.1.6.

Validation [sometimes referred to as Learning Assessment]

The process where a Learning Assessor checks what skills an [adult](#) has learned, and that they can apply to their role the skills that they have acquired. Validation is essential for every learning module. In some cases, the validation is conducted as part of an online learning, with a validation certificate issued at the end of the learning.

Volunteer

An [adult](#) who holds at least one non-paid role with the Scouts. They may be [members](#) or [helpers](#).

Volunteer Joining Journey

The steps to be taken to make a safe, but welcoming, recruitment of new [volunteers](#) into the Scouts. The steps of the Volunteer Joining Journey are detailed in Chapter 16. Previously known as the Appointment Process.

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www.scouts.org.uk - The Scouts' Website

www.scouts.org.uk is the official website of The Scout Association and provides regular news updates, general information on the Scouts, material for young people and access to a range of online resources for members. See also the definition of 'membership system'.

Welcome Conversation

As part of the joining process for a volunteer new to the Scouts, a Welcome Conversation will be conducted if so identified in the Chapter 16 Teams Table. In a Welcome Conversation the new volunteer meets with their volunteer team leader or Lead Volunteer and one other independent person.

WOSM

The World Organization of the Scout Movement, often known as World Scouting. Further details at WOSM's website.

[in] writing

Where in writing is specified, this must use an easily reviewed method, such as an email, rather than any use of social media (for example WhatsApp or text). If circumstances require prompt reply then social media may be used but must be followed up by email or similar as soon as practicable.

Young Leader

An Explorer aged between 13½ and their 18th birthday who is working with a Squirrel, Beaver, Cub or Scout Section Team.

Young Leaders automatically belong to a District Young Leader Unit even if they are also members of another Explorer Unit. The purpose of the District Young Leader Unit is to ensure that all Young Leaders receive the training in the Young Leaders' Scheme, and to ensure that each Young Leader who is not also a member of another Explorer Unit has access to a programme pathway that leads them to the top awards within the Explorer section.

Young person (plural: young people)

A member or prospective member aged between their 4th and 18th birthdays.

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