



Policy, Organisation and Rules

Spring 2025 edition

Policy, Organisation and Rules – Spring 2025 edition

Contents – list of chapters

Introduction to Policy, Organisation and Rules

Provides an overview to the purpose and structure of Policy, Organisation and Rules (POR).

Chapter 1 Our Fundamentals

Details the core principles of Scouts, including our Purpose, Method, Promise (with available variations) and Law.

Chapter 2 Key policies

Details the key policies that apply to all members and activities across Scouts.

Chapter 3 Membership

Scouts is a membership organisation. This chapter describes the obligations and expectations of membership within Scouts. (Note: Chapter 16 includes detailed processes for adult appointments.)

Chapter 4 Local organisation of sections, Groups, Districts and Counties

Explains the structure of Scouts at the sectional, Group, District, and County levels, alongside key aspects of programme planning and delivery for young people.

Chapter 5a Charity obligations for Groups, Districts, Counties

Explains the application of charity law to Groups, Districts, and Counties within our federation of charities.

Chapter 5b Local governance of Groups, Districts and Counties

Outlines the governance rules for local members of our federation of charities.

Chapter 5c Constitutions of Groups, Districts and Counties (except Scotland)

Provides model constitutions for Groups, Districts, and Counties in England, Northern Ireland, Wales, and overseas.

Chapter 5d Constitutions for Scottish Groups, Districts, Regions

Provides model constitutions for Groups, Districts, and Regions in Scotland.

Chapter 5e Local finance of Groups, Districts and Counties

Describes the rules for ensuring effective financial management in each of our charities.

Chapter 5f Fundraising, grants and loans in Groups, Districts and Counties

Outlines the rules for managing fundraising, grants, and loans in compliance with charity law.

Chapter 6 The structure of the UK Headquarters of The Scout Association

Describes the rules governing the Nations and UK Headquarters, complementing Chapters 3, 4, and 5.

Chapter 7 Emergency Procedures

Describes the steps to take in emergency situations, whatever the cause.

Chapter 8 Insurance

Describes Details the insurance cover provided for all members, together with other insurances that local Trustee Boards should consider.

Chapter 9 Activities

Describes the rules for safely planning and delivering activities within Scouts' programme.

Chapter 10 Uniform, badges and emblems

Scouts is a uniformed organisation and this chapter describes the rules surrounding Scouts' uniform, badges, and emblems.

Chapter 11 Awards and recognition of service

Describes the Awards that are available to recognise meritorious conduct (all members) and (for adult members) long service and good service.

Chapter 12 Flags and ceremonial

Describes the use of flags and the conduct of ceremonies within Scouts.

Chapter 13 (intentionally blank)

The contents previously found in Chapter 13 are now included in Chapters 5a and 5e.

Chapter 14 Other matters

Covers miscellaneous topics that do not fit elsewhere in POR, including Citizenship, Associate Organisations, protected Scout logos and trademarks, copyright, and transport.

Chapter 15 Resolving concerns

Signposts the resolution of concerns related to adult appointments, safeguarding, complaints, bullying and harassment, and whistleblowing.

Chapter 16 Adult roles

Describes the processes related to the appointment, learning, review, and support of adult volunteers, and including:

- the Teams table
- the Accreditations table
- Safeguarding and vetting decision guidance

Definitions of terms used in Policy, Organisation and Rules

Provides definitions for terms used throughout POR. Any defined word or phrase in the text is highlighted with a double-dashed-underline.

Introduction to Policy, Organisation and Rules

Intro.1. World Scouting

Intro.1.1.

Robert Baden-Powell's vision led to the founding of Scouts, a global movement that is active throughout the United Kingdom and in many other countries.

Scouts is a member organisation of the World Organization of the Scout Movement (WOSM).

Intro.2. Purpose of Scouts

Intro.2.1.

The purpose of 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.

Through participation in a programme based on the Scout method, both young people and adults develop valuable life skills. This programme is primarily delivered within sections: Squirrel Dreys, Beaver Colonies, Cub Packs, Scout Troops, Explorer Units, and Scout Networks.

Intro.2.3.

Adults working within Groups, Districts and Counties (note that Northern Ireland has no Counties), as well as Country Headquarters, and UK Headquarters, support the delivery and quality of these programmes within each section.

Intro.3. Scouting programme

Intro.3.1.

In each section, the Scouting programme is delivered by a volunteer Section Team in partnership with young people. This enables young people to participate in fun indoor and outdoor activities, learn by doing, engage in spiritual reflection, and take on responsibilities. They make choices, undertake new and challenging activities, and live by the Scout Promise.

Words or phrases highlighted are terms defined in the Definitions Chapter of POR.

The organisation in Northern Ireland does not have Counties. The notation ^[NI] is used throughout POR and indicates that a specific point or rule either does not apply or has been amended in Northern Ireland. If clarification is needed, Northern Ireland volunteers and staff should consult their Regional Lead Volunteer or a member of the Scouts NI Country team. However, the principles of all POR policies and rules apply fully in Northern Ireland.

Intro.3.2.

To support the delivery of programme, a clear organisational structure is in place. Sections are part of Groups, which are organised into Districts, and then into Counties (note: Northern Ireland has no Counties). These local structures operate within broader regional and national frameworks that comprise The Scout Association. Each Group, District, and County (noting that Northern Ireland has no Counties) is a separate charity with its own Trustee Board, operating within a federation of charities under our Royal Charter.

Intro.4. About Policy, Organisation and Rules

Intro.4.1.

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

Intro.4.2.

It is impossible to set out in detail rules to cover every situation, so much depends upon the judgement of responsible people at all levels of the movement. Everyone concerned should exercise this judgement in ways that foster the development and growth of Scouts and ensure the safe delivery of the programme.

Intro.4.3.

POR applies in all parts of The Scout Association including the United Kingdom, the Channel Islands, the Isle of Man, British Scouting Overseas and the Overseas Territories.

Certain parts of POR are not yet fully followed within each of the five Overseas Territories. Each of the five Overseas Territories is working towards full compliance with POR, and this journey is documented in a plan agreed with each of the Overseas Territories.

Intro.4.4.

Terminology used in POR:

- a. **Definitions Chapter:** Care has been taken throughout POR to ensure that key words and phrases with specific meanings are highlighted. These specific meanings are clearly defined in the Definitions Chapter of POR.
- b. **Scouts:** The term Scouts has two primary meanings. First, it refers to the entire Scout Association (for example “my child has joined Scouts” applies to a young person joining any section from Squirrels to Explorers). Second, it refers specifically to the Scout section, which is the age range where its members meet in a Troop.

Words or phrases highlighted are terms defined in the Definitions Chapter of POR.

The organisation in Northern Ireland does not have Counties. The notation ^[NI] is used throughout POR and indicates that a specific point or rule either does not apply or has been amended in Northern Ireland. If clarification is needed, Northern Ireland volunteers and staff should consult their Regional Lead Volunteer or a member of the Scouts NI Country team. However, the principles of all POR policies and rules apply fully in Northern Ireland.

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In most instances in POR, “Scouts” denotes the whole organisation but when it refers specifically to the Scout section, this will be clear from the context.

- c. **County:** The term “County” is used throughout POR.

“County” has multiple meanings, which vary depending on the geographical area where Scouts is delivered. For ease of reading, POR refers to ‘County’ throughout, but the word County must be read as:

- Area in Wales and British Scouting Overseas
- Bailiwick: for Guernsey
- Territory: each of the five Overseas Territories
- County: in England, noting that the Isle of Wight is an English County
- Island: for Jersey and for the Isle of Man
- Region: in Scotland (see the definition of Region for more detail)

Note that there are no Counties in Northern Ireland. The role of County in Northern Ireland is undertaken by the Northern Ireland Country team. Variations in POR for Northern Ireland are indicated by ^[NI] – see the footnote on this page for more detail.

Intro.4.5.

POR structure:

- Content:** POR includes rules, policies, information, and best practice advice. For easy reference, each chapter, heading, and paragraph is numbered (though these numbers may change between editions).
- Policies:** These are authoritative statements of principle that govern the work of Scouts.
- Rules:** Directives that must be followed by all to whom the rule applies. Rules are numbered paragraphs that contain the word ‘must’. POR also includes strong recommendations using the word “should”.
- Local decisions:** POR delegates authority to Counties (^[NI] Country), Districts, and Groups, where appropriate, enabling local decision-making. Local procedures must not conflict with POR, as POR provides the only official rules for Scouts.
- Legal compliance:** As part of complying with POR, members of Scouts are expected to comply with the law of the land. POR is not intended to replace the law.
- Information:** POR also provides factual and contextual information which does not require specific action.

Words or phrases highlighted are terms defined in the Definitions Chapter of POR.

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- g. **Flexibility:** The advice in POR should be followed as closely as possible, however there may be some situations where it is difficult to adhere strictly to every detail (for example constituting Group Scout Councils and Group Trustee Boards exactly as described in Chapters 5b, 5c and 5d).

Words or phrases highlighted are terms defined in the Definitions Chapter of POR.

The organisation in Northern Ireland does not have Counties. The notation ^[NI] is used throughout POR and indicates that a specific point or rule either does not apply or has been amended in Northern Ireland. If clarification is needed, Northern Ireland volunteers and staff should consult their Regional Lead Volunteer or a member of the Scouts NI Country team. However, the principles of all POR policies and rules apply fully in Northern Ireland.

Chapter 1

Our Fundamentals

- 1.1 Our Purpose
- 1.2 Our Values
- 1.3 The Scout Method
- 1.4 The Scout Promise
- 1.5 The Scout Law
- 1.6 The Cub Scout Promise
- 1.7 The Cub Scout Law
- 1.8 The Beaver Scout Promise
- 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 rooted in the work of our Founder and represents a number of theist faith traditions.

(Theist: someone who believes in the existence of a god or gods [Collins Dictionary])

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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, Explorers, 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

(for Scouts, Explorers, Scout Network and adults)

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 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

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)

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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,
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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 Cubs)

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.

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

(for Beavers)

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.

The Beaver Scout Promise for members who are Muslim

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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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

(for Squirrels)

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 a form of wording is required for a member of a particular faith or religion not included in the current edition of Chapter 1, advice must be sought from UK Headquarters.

1.12.1.8

It is acknowledged that a person resident in a country outside the United Kingdom, Bailiwick of Guernsey, Isle of Man and Jersey, who may become a member of The Scout Association may also owe allegiance to their own country. This particularly applies in countries in British Scouting Overseas and the Overseas Territories. In such cases, the phrase 'duty to The King' may be replaced by the phrase 'duty to the country in which I am now living'.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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1.12.1.9

For young people, the decision regarding which permitted form of wording to use rests with them. However, in the Squirrel, Beaver and Cub sections, parents must be aware of the chosen Promise 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

For adults, the decision regarding which permitted form of wording to use rests entirely with the individual adult.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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Chapter 2

Key policies

Chapter Contents

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

The Policies listed in this chapter are in alphabetical order. Therefore, no order of importance or priority is implied by the position of the Policies within this chapter - they are all equal.

There are also Policies listed in Chapter 15. These Policies relate to resolving concerns (safeguarding concerns, complaints, whistleblowing, bullying and harassment).

Note also that the Policies contained in this chapter pre-date the various definitions used in POR – and particularly the specific must/should/may definitions. The Policies are scheduled for review during 2025 and 2026, but uses of words or phrases within this chapter which are included in the Definitions Chapter are to be read as plain English for now, unless specifically indicated by this highlighting.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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2.1 Duty of Candour Policy

2.1.1.1

The Duty of Candour Policy is available on scouts.org.uk.

All adult members of Scouts must know of the existence of the policy and our commitment to be open and transparent when things go wrong.

Groups, Districts, Counties and Countries must support the Duty of Candour procedures when requested by, and under the guidance of, UK Headquarters.

2.2 Equal Opportunities Policy

2.2.1 Young People

2.2.1.1

The Scout Association is a member organisation of the World Organization of Scout Movements (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. See Chapter 1.

2.2.1.2

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

2.2.1.3

Accordingly:

- a. The Scout Association is committed to extending 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

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2.2.1.4

All members of The Scout Association are expected to seek to practice equality, especially in promoting equal access to 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 Scouts.

2.2.1.5

See further information about inclusion and diversity.

2.2.2 Reasonable Adjustments

2.2.2.1

Reasonable adjustments mean actions to enable young people with disabilities to access 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.

2.2.2.2

Reasonable steps should also be taken to identify any young people with disabilities in the section or Group.

2.2.2.3

See Chapters 3 and 4 for further guidance around reasonable adjustments.

2.2.3 Volunteers

2.2.3.1

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.

2.2.3.2

The overriding considerations in making all appointments in 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.

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2.2.3.3

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 (see 4.4.6 in Chapter 4) and, where appropriate, the responsibilities of membership.

2.2.3.4

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.

2.2.3.5

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.

2.2.3.6

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.

2.2.3.7

Within the constraints in 2.2.3.1 to 2.2.3.6, 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
- 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

2.2.4 Responsibilities within the Equal Opportunities Policy

2.2.4.1

All volunteers in Scouts have a responsibility for the operation of The Scout Association's Equal Opportunities Policy. All Groups, as separate charities within Scouts' federation of charities, have a duty to comply with relevant equalities legislation.

2.2.4.2

The District Lead Volunteer or the County Lead Volunteer (^[NI] Country), 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 to support Groups to comply with relevant equalities legislation.

2.2.4.3

The District Lead Volunteer or the County Lead Volunteer (^[NI] Country Lead Volunteer), 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 Scouts in the District or County, as the case may be.

2.2.4.4

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 Scouts in the Group.

Similarly, 14-24 Team Leaders must be satisfied that all those whom they invite to assist them in the work of the Explorer Units will comply with relevant equalities legislation and uphold The Scout Association's Equal Opportunities Policy by the personal example that they set before Explorers and Scout Network members in the District.

2.2.4.5

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.

2.2.4.6

The Group, District or 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.

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2.2.4.7

See further information about inclusion and diversity.

2.3 Privacy and Data Protection Policy

2.3.1.1

The Scout Association takes the protection of privacy and personal data very seriously and all adults operating within 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).

2.3.1.2

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.

2.3.2 Responsibilities within the Privacy and Data Protection Policy

2.3.2.1

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.

2.3.2.2

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.

2.3.2.3

All adults in 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:

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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.

2.3.2.4

Whilst the charity Trustees and Trustee Boards are responsible for ensuring that adequate data protection systems are in place, each adult operating within 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.

2.3.2.5

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.

2.3.2.6

In compliance with the six key principles of the UK GDPR (Article 5), personal data in 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 Scouts or a person's membership or association with Scouts

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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.

2.3.2.7

As data controllers, the relevant charity Trustees and Trustee Boards are responsible for demonstrating compliance with the above principles. UK Headquarters provides guidance for Groups, Districts and Counties through the Scout Unit Data Protection Toolkit.

2.3.2.8

Privacy policy

Each Group, District and County must have a privacy notice/policy. Details can be seen in step 10 of the Scout Unit Data Protection Toolkit referred to in 2.3.2.7.

Step 10 of the toolkit contains a guidance template to support local generation of a privacy policy.

2.3.2.9

Data Retention policy

Each Group, District and County must have a data retention policy. Details can be seen in step 11 of the Scout Unit Data Protection Toolkit referred to in 2.3.2.7.

Step 11 of the toolkit contains a guidance template to support local generation of a data retention policy.

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2.4 Religious Policy

2.4.1.1

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:

- a) 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
- b) explore their faith, beliefs and attitudes
- c) consider belonging to some faith or religious body
- d) carry into daily practice what they profess.

2.4.2 Attendance at services

2.4.2.1

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.

2.4.3 Chaplains

2.4.3.1

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

2.4.3.2

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

2.4.3.3

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

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2.4.4 Responsibilities within the Religious Policy

2.4.4.1

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.

2.4.4.2

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.

2.4.4.3

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.

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.

2.4.4.4

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.

2.5 Safeguarding Policy

2.5.1.1

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. Scouts understand that individuals thrive in safe surroundings, so we are committed to ensuring that Scouts is safe and enjoyable for everyone involved and that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and requirements of their Charity Regulator (see 5a.1.2).

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2.5.1.2

This policy:

- e) applies to all adults including the Board of Trustees, volunteers, paid staff, agency staff and anyone working on behalf of Scouts
- f) recognises that the welfare and interests of children, young people and adults at risk are paramount in all circumstances
- g) 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 Scouts and otherwise.

2.5.1.3

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

2.5.1.4

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

2.5.1.5

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

2.5.1.6

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

2.6 Safety Policy

2.6.1.1

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.

2.6.1.2

Scouts recognises that life is not risk-free and, in its turn, Scouts programmes are 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.

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2.6.1.3

In order to do this, Scouts will provide guidance and have a learning programme available for its volunteers.

2.6.2 Responsibilities within the Safety Policy

2.6.2.1

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.

2.6.2.2

All involved in 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 to:

- a) 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.
- b) 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.
- c) 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.
- d) prevent accidents and cases of ill health by managing the health and safety risks in Scouts
- e) ensure that the environment they are working in, or using for Scouts' activities, is maintained safely and there are no risks to health. Also, that any equipment or substances used are safe and stored safely.
- f) review risk assessments as often as necessary when circumstances, environment or conditions change.
- g) never be afraid to change or stop an activity if risk increases.

2.6.2.3

All members must:

- a) stop any activity if they have concerns over its safety and must reassess this frequently.

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- b) carry out risk assessments for the activities they undertake, documenting and communicating these with all involved including volunteers, young people and parents.
- 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.

2.6.2.4

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.

2.6.2.5

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.

2.6.2.6

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.

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2.7 Vetting Policy

2.7.1.1

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 Scouts
- b) that regular reviews are undertaken of adult volunteers to ensure their continued suitability.

2.7.1.2

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 Scouts, the 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.

2.7.1.3

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 or in the five Overseas Territories, checks must be made according to arrangements authorised by the UK Head of Safeguarding at UK Headquarters.

2.8 Youth Member Anti-Bullying Policy

2.8.1.1

"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]

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2.8.1.2

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.

2.8.2 Responsibility within the Youth Member Anti-Bullying Policy

2.8.2.1

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

2.8.2.2

Adults in 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.

2.8.2.3

Further information is available.

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Chapter 3

Membership

Chapter Contents

- 3.1 Our Volunteering Culture
- 3.2 Membership
- 3.3 Joining 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

Our Volunteering Culture applies to, and with, all adult volunteers in Scouts.

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 (3.1.1.2 below), further information and examples are available at Our Volunteering Culture.

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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.

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 Scouts 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 Scouts 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

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- j) Do our best to overcome barriers to volunteering such as finance, accessibility and time

As a volunteer in 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
- 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

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3.2 Membership

3.2.1 Who may join ?

3.2.1.1

People living in the United Kingdom and its Crown Dependencies (the Channel Islands and the Isle of Man) and the five Overseas Territories who are prepared to follow The Scout Association's principles and committing to the Promise may join Scouts provided they meet the eligibility requirements contained within POR.

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 may become members of Scouts by committing to The Scout Association's principles and accepting the Scout Promise provided they meet the eligibility requirements contained within POR.

3.2.1.3

Membership is open to all, in accordance with the Equal Opportunities Policy, unless stated otherwise in POR.

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, County, Country or UK Headquarters (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.

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3.2.2.3

Members of 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 Chapter 7)
- b) Insurance (see 8.1 in Chapter 8)
- c) Accrual of service (adults aged 18 and over) (see Chapter 11)
- d) The right to use our brand (see Chapter 14)

These member benefits are not available to helpers or individuals affiliated with charities or organisations outside the federation of charities under the Scouts' Royal Charter. This includes, but is not limited to, Girl Guiding, SSAGO and other independent charities.

3.3 Joining 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. Their membership is continuous as they transfer between sections but, after each transfer, they must make the Promise appropriate to their new section.

3.3.1.2

Adults become members by accepting the Promise and completing the membership declarations in the membership system.

Initially, new adult volunteers are assigned a 'provisional' membership status. This status will change to 'full' once they have completed the steps in the volunteer joining journey. Restrictions on the volunteer's activities during 'provisional' status are described in Chapter 16.

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3.3.2 Who are members?

3.3.2.1

The following are members once they have completed the membership process as detailed in 3.4:

- a) Squirrels
- b) Beavers
- c) Cubs
- d) Scouts
- e) Explorers (including Young Leaders)
- 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-gender sections may exist within a Group or in a District 14-24 provision, provided that membership for all genders is available across all sections within that Group or District.

Special situations where single-gender sections may be permitted are:

- a) cultural or religious requirements for single-gender activities
- b) Scouts is offered in a single-gender institution (for example a school, or young offenders' institution)
- c) a specialist single-gender provision to meet a clearly identified educational need (for example scouting for young mothers)

The decision to create a single-gender section under 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 accurate records of the names and personal details of youth members are kept in each of their Squirrel, Beaver, Cub and Scout sections.

3.3.4.2

District 14-24 Teams must ensure that accurate records of the names and personal details of youth members are kept in each of their Explorer (including Young Leader) and Scout Network sections.

3.3.4.3

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

3.3.4.4

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

The annual census may also collect additional 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 line with The Scout Association's policies. For sponsored Groups, this decision must also comply with the recruitment policy (if any) defined in the sponsorship agreement.

3.4.1.2

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

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3.4.1.3

There may be situations where a section lacks the capacity or resources to meet a young person's needs or make the necessary reasonable adjustments. In these cases, the Group Lead Volunteer must work with the parents to find or create an alternative provision.

3.4.2 Appointing youth members - Districts

3.4.2.1

The decision to admit anyone to membership of an Explorer Unit (including a Young Leader 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 the responsibility for admissions to the Section Team of the relevant Explorer (or Young Leader) Unit. In the case of a partnership agreement with a sponsored Group, membership must also comply with the recruitment policy (if any) 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 (or Young Leader) Unit at their 18th birthday. At this point they may do one of:

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

Or they may leave 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 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 16.7.4 in Chapter 16.

3.6.2 Suspend a Squirrel, Beaver, Cub, Scout or Explorer (including a Young Leader)

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.

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Before suspending a young person, the District Lead Volunteer must consult their County Lead Volunteer (^[N] 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.

3.6.2.5

Where a young person's membership has been suspended, they must not participate in any activity connected with 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 of a young person under suspension.

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 (including a Young Leader)

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 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 ending of a young person's membership, whether following a suspension or not, must follow Rule 3.7.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[N] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

3.7 End someone's membership

3.7.1 End an adult volunteer or Scout Network membership

3.7.1.1

See 16.8.2 in Chapter 16.

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 (or Young Leader) Unit and does not immediately join another section
- b) the youth member is dismissed – see 3.7.4 and 3.7.5 in Chapter 3

Youth membership also ends where there has been a failure to pay the membership subscriptions on behalf of the member.

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 on an adult role. The maximum Scout Network age is stated in 3.4.2.4.

3.7.4 Dismissing 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.

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3.7.4.2

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

3.7.5 Dismissing an Explorer (including a Young Leader)

3.7.5.1

No Explorer or Young Leader may be dismissed from an Explorer (or Young Leader) 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 completed and satisfactory personal enquiry.

3.8.1.3

A reasonable opportunity must be provided for the dismissed young person to attend the panel meeting and present a case against the dismissal.

If the dismissal is from a Sponsored Group (or from an Explorer Unit partnered with a Sponsored Group, or from a section in a Sponsored Group in which the young person is a Young Leader), the Sponsoring Authority, who must have been consulted before the dismissal is agreed, has the right to attend the panel meeting and be heard.

3.8.1.4

If the District Lead Volunteer was involved in the original decision to dismiss, the County Lead Volunteer ^[NI] the Regional Lead Volunteer) must determine the outcome after the appeal is considered by a panel of three adult members appointed by the County Lead Volunteer ^[NI] the Regional Lead Volunteer).

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

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.

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4.1.2.4

Task responsibilities sit with the team. The Team Leader(s) are 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).

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 the 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 5a.1.3.1).

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4.1.4.2

A Trustee Board provides governance for a Group, a District or a County.
Governance of a Group, a District or a County is described in Chapter 5b.

4.2 Our local structure

4.2.1 Structure and Teams

4.2.1.1

Scouts in the United Kingdom and certain overseas locations is organised in sections,
Groups, Districts, Counties and Country Headquarters. These entities of 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

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> must 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 their <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> .

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Organisation	Purpose
<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. There are <u>Counties</u> that have no <u>Districts</u> . In this case, the <u>District's</u> responsibilities are included in the responsibilities of the <u>County</u> .
<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>Scouts</u> . ^[NI] In Northern Ireland, <u>Districts</u> are supported by <u>Regional Lead Volunteers</u> and the <u>Scouts NI Country team</u>

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.

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).

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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 do not have Districts. In these cases, the County must take on the responsibilities of the District, including those of the District 14-24 Team (for Explorer and Scout Network provision), and of the District Trustee Board.

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.

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 Team.

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

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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 Scouts 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 Rule 4.3.10.

4.3.1.9

It is strongly encouraged that each Section Team is comprised of more than one gender.

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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 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.

Young people must not volunteer with any section until they are 13½ years of age.

4.3.2.6

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.

4.3.2.7

Members of Girlguiding and other young people undertaking the Volunteering Section of the Duke of Edinburgh's Award are not members of Scouts. They may be offered the opportunity to join in order to have access to the wider Explorer Scout provision.

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4.3.3 Uniform

4.3.3.1

Members may 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.

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 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.

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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.

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 Scouts' POR and Girlguiding UK rules, although relevant Lead

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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.

Scout Network members 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.

4.3.8.3

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 consider 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 designated as the Leader in charge.

There are three different scenarios:

- a) For section activities involving only youth members of one section, the Leader in charge will normally be an adult who is a member of the relevant Section Team. It does not have to be the Section Team Leader.

The Leader in charge must hold a full appointment. The Section Team must nominate the Leader in charge for each activity.

There may be occasions when the Leader in charge is not from the relevant Section Team. In this case the person nominated as Leader in charge must be advised, prior to the start of the activity, to the Group Lead Volunteer or District 14-24 Team Leader as appropriate.

Examples of section activities include section meetings at the normal meeting place, trips or other events involving the section members, and section residential activities (whether camps or indoors).

- b) For activities involving more than one of the Group's sections (or two or more sections but from different Groups), or the District's sections (Explorers and Network), the Leader in charge must hold a full appointment and be agreed by the Group Lead Volunteer(s) or the District 14-24 Team Leader as appropriate.

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Examples of these activities include meetings or activities involving more than one section, a Group Family Camp, a Group activity day, and a camp involving Scouts and Explorers.

- c) For District, County, Country, and UK Headquarters events involving more than one activity, an overall Leader in charge must be appointed and formally agreed, in writing, by the relevant Lead Volunteer or national equivalent. Additionally, a Leader in charge must be assigned for each individual activity within the event.

Examples of such activities include: a District or County camp or jamboree, a District Sixers Training, a County section 'fun day', a County Group Lead Volunteer conference, or a UK contingent attending a major event (for example a World Scout Jamboree)

4.3.10.2

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 Rule 4.3.10.8.

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 completed and satisfactory Personal Enquiry.

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 4.3.10.8 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

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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:

- a) the Group Lead Volunteer (for Squirrels, Beavers, Cubs, Scouts)
- b) the District 14-24 Team Leader (for Explorers)
- c) 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 or helpers : three, including the Leader in charge.

Beavers, Cubs, Scouts, Explorers:

Ratio: no recommended minimum ratio.

Minimum adults or 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 or helpers : three, including the Leader in charge.

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Beavers:

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

Minimum adults or 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 or helpers: two, including the Leader in charge.

Scouts:

There must be a minimum of two adults or helpers, including the Leader in charge.

However, there must be at least one adult or helper to every 12 Scouts (so a party of 27 Scouts will require a minimum of three adults or helpers, 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.

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 or 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 or 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 or helpers: two, including the Leader in charge.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Scouts:

There must be a minimum of two adults or helpers, including the Leader in charge. However, there must be at least one adult or helper to every 12 Scouts (so a party of 27 Scouts will require a minimum of three adults or helpers, 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) except Squirrels, the opportunity for every young person to attend at least one nights away activity every year.

Squirrels may attend a nights away event, but nights away for Squirrels is not part of the minimum standard for Squirrels.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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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.

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:

- a) Squirrels
- b) Beaver
- c) Cubs
- d) Scouts
- e) Explorers
- f) Scout Network

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.

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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

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 the Overseas Territories 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:

- a) participate in a DofE Verifier Training before being given verifier permissions
- b) 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.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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:

- a) Bronze and Silver Awards may be verified by a person showing as an appointed verifier on their DofE record
- b) Gold Awards in England, Wales, the Channel Islands and the Isle of Man, are verified by UK Headquarters
- c) Gold Awards in Northern Ireland are verified by Northern Ireland Scout Headquarters
- d) 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.

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4.3.16.11

Award details

4.3.17 Scout Networks

4.3.17.1

Scout Network(s) are part of a District's 14-24 provision.

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 5b.1.3)

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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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
- 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 Group Leadership Team must approve the creation of a sub-team before it is created. Team Leaders of a sub-team are ex officio 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.

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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.

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).

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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)

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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.

4.4.7.2

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 their Girlguiding equivalent) referred to in Rule 4.4.7.2.

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 Scouts 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

(For people in hospital or with severe disabilities)

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4.4.8.1

A special provision may be developed to enable young people with a shared protected characteristic to access 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 Scouts.

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 provision such as a hospice. Age range flexibility should meet the required standards outlined in Rule 4.3.8.3.

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.

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 Counties with no Districts

4.5.1.1

Some Counties have no Districts. In this case, 4.5 does not apply. See Rule 4.6 for more detail of the role of the County in these cases.

4.5.2 District teams

4.5.2.1

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 5b.1.3)

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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.
- 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.

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- 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

Read the complete District 14-24 Team description on scouts.org.uk.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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4.5.4.4

The District 14-24 Team may appoint one or more sub-teams responsible for specific tasks. The District Leadership Team must approve the creation of a sub-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.

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4.5.5.4

A District Programme Team may appoint one or more sub-teams responsible for specific tasks. The District Leadership Team must approve the creation of a sub-team. 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 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 relevant District Leadership Team must approve the

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creation of a sub-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:

- 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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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 5b.1.3) ^[^{NI}] For County read Country in Rule 4.6.).

4.6.1.2

Some Counties have no Districts. In this case:

- a) A County 14-24 Team must exist, with the responsibilities described in Rule 4.5.4.
- b) The County Trustee Board must take on the responsibilities of the District Trustee Board in respect of Explorer and Network provision in the County, see Chapter 5b.
- c) The County constitution is affected, see Chapter 5c.

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
(in Counties with no Districts, the Lead Volunteers of each of the Groups in the County)
 - the Team Leaders of each of the County's Programme Team, Volunteering Development Team and Support Team
 - in Counties with no Districts, the Team Leader of the 14-24 Team.

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The notation ^[^{NI}] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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.

^[N] In Northern Ireland Districts are supported by Regional Lead Volunteers and Scouts NI Country team who will undertake tasks below as applicable.

- 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 Scouts across the whole of the County.

Read the complete County Leadership Team description on scouts.org.uk. The same web page also includes a Team Description for a County (without Districts) Leadership Team.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[N] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

4.6.3 County 14-24 Team

4.6.3.1

In a County, that has no Districts, there must also be a 14-24 Team which is set up to fulfil the remit normally required of a District 14.24 Team, see Rule 4.5.4.

Read the complete 14-24 Team description on scouts.org.uk.

Where a County 14-24 Team has been created, the 14-24 Team Leader is an ex_officio member of the County Leadership Team.

4.6.3.2

If the County has Districts, there must not be a 14-24 Team.

4.6.4 County Programme Team

4.6.4.1

The County Programme Team oversees and supports the delivery of quality programmes for young people. This includes promoting and supporting Top Awards and supporting Section programmes when activities are best done at County scale.

4.6.4.2

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

4.6.4.3

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. The same web page also includes a Team Description for a County (without Districts) Programme Team.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

4.6.4.4

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

4.6.4.5

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.

4.6.5 County Volunteering Development Team

4.6.5.1

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.

4.6.5.2

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)

4.6.5.3

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

- 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. The same web page also includes a Team Description for a County (without Districts) Volunteering Development Team.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

4.6.5.4

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.

4.6.5.5

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.

4.6.6 County Support Team

4.6.6.1

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

4.6.6.2

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

4.6.6.3

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. The same web page also includes a Team Description for a County (without Districts) Support Team.

4.6.6.4

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

4.6.6.5

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 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 s 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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.
If the Explorer Unit has a partnership agreement with a Scout Group, the Group Lead Volunteer must be informed of the suspension.
- 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

- 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 Scout Network members are automatically suspended as if each were individually suspended.
- g. During suspension, no Scout Network member 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^(NI) concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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.

4.8.4.3

To open and register a new Group or District

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.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

4.8.4.4

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.

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.

4.8.4.5

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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.

4.8.4.6

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.
- 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.

4.8.4.7

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- b) The County Lead Volunteer must also approve the suspension. The County Lead Volunteer approval must only be given after consultation with the County Trustee Board.
- c) 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.
- d) 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.

- e) 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).
- f) During suspension, no member of the Group may wear uniform or badges.
- g) If the Group Trustee Board is included in the suspension, this must be specified and the District Trustee Board must be responsible for the 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.

- h) 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).

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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.
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.
- c) 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.
- d) 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.
- e) The Chief Volunteer and Country Committee which suspends a County must report the matter with full details to UK Headquarters.
The Chief Volunteer should consult UK Headquarters as to how best to resolve the underlying problem which led to the suspension.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Chapter 5a

Charity obligations for Groups, Districts, Counties

This chapter was previously 13.1, 13.2 and 13.3 in Chapter 13 of the Autumn 2024 edition of POR. In 5a.1.7 and 5a.1.8 it includes rules previously specified in Appendices 1 and 2 at *Accounting & Audit Requirements for Group Districts, Counties/Areas & Scottish Regions*

Chapter contents

- 5a.1 Charity Requirements
- 5a.2 Equipment
- 5a.3 Land and property

5a.1 Charity Requirements

5a.1.1 Charities Legislation

5a.1.1.1

In England and Wales, the Charities Acts 2011 and 2022 apply.

In Scotland, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities (Regulation and Administration) (Scotland) Act 2023 apply.

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 British Scouts Overseas, Groups and Districts must follow any charity regulation by the host country, as well as POR.

In Anguilla, the Non-Profit Organisations Regulations, 2010 applies.

In Bermuda, the Charities Act 2014 applies.

In the British Virgin Islands, the Non-Profit Organisations Act 2012 applies.

In the Cayman Islands, The Non-Profit Organisation Law applies.

In Gibraltar, the Gibraltar Charities Act applies.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5a.1.2 Charity regulators

5a.1.2.1

In England and Wales, the charity regulator is the Charity Commission for England and Wales.

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 British Scouting Overseas, the Area itself is a charity registered in England and so their charity regulator is the Charity Commission for England and Wales. For the Districts and Groups within BSO, their charity regulator (if any) will vary according to the law of each host nation.

In Anguilla, the regulator for non-profit organisations is the Financial Services Commission.

In Bermuda, the charity regulator is the Registry General.

In the British Virgin Islands, the charity regulator is the Non-Profit Organisations Registration Board.

In the Cayman Islands, the charity regulator is the Cayman Islands General Registry.

In Gibraltar, the charity regulator is the Board of Charity Commissioners for Gibraltar.

5a.1.3 Charity registration

5a.1.3.1

Whether registered with a Charity Regulator or not, all Groups, Districts and Counties are part of the federation of charities operating under our Royal Charter.

5a.1.3.2

In England and Wales, each Group, District, and County is an unincorporated charity. They are separate charities for the purposes of charity law but are part of the Scouts' federation of charities. As such, each Group, District and County in England and Wales must comply with charity law and is regulated by the Charity Commission for England and Wales.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Every Group, District, and County in England and Wales must register with the Charity Commission for England and Wales if any of these conditions are true:

1. Their annual income exceeds £100,000.
2. They own land or buildings and have an annual income of £5,000 or more.
3. They have a permanent endowment (a rare interest in land or assets that cannot be spent as income) and an annual income of £5,000 or more.

Every Group, District, and County in England and Wales that is not required to register with the Charity Commission for England and Wales has 'excepted' status under The Charities (Exception of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations 1961.

Excepted charities are regulated by the Charity Commission for England and Wales and have the same responsibilities as registered charities, even though they are not required to register with, or make annual returns to, the Charity Commission for England and Wales. However, the requirement for Trustees of excepted charities to present their Trustees' Annual Report and Accounts to the Scout Council at their AGM still applies, and they must still operate as described in POR.

5a.1.3.3

In Scotland, a Group, District or Region can choose to register with OSCR as an Unincorporated Scottish Charity. If registered, the members of the Group, District or Region Trustee Board are the charity trustees. They must not register as a Scottish Charitable Incorporated Organisation (SCIO) (see 5.1.1.2).

In Scotland, if not registered with OSCR, a Group, District or Region is not a charity in Scottish law. However, whether registered with OSCR or not, all Scottish Groups, Districts and Regions must operate in accordance with POR and must have a Trustee Board to govern their operations.

5a.1.3.4

In Northern Ireland, all Groups and Districts are separate (though not independent) unincorporated charities and must register with The Charity Commission for Northern Ireland.

5a.1.3.5

In the Isle of Man, Scouts (the 'County') has registered with the Isle of Man Charity Regulator. While each Group on the Isle of Man may also register, it is not mandatory. Any registration with the Isle of Man Charity Regulator must be as an Unincorporated Isle of Man Charity.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Regardless of registration status, all Groups must comply with POR, including having a Trustee Board to govern their operations.

5a.1.3.6

In the Bailiwick of Guernsey, Scouts (the 'County') has registered as a charity with the Guernsey Registry.

In addition, each Group in the Bailiwick of Guernsey must register as a charity if they meet certain mandatory criteria, although it is strongly recommended that all Groups register as a Domestic Compulsory Charity irrespective of whether they meet the mandatory criteria.

Whether registered or not, all Groups must operate as if they are registered. Also, whether registered or not, the Groups must act as separate (though not independent) unincorporated charities.

5a.1.3.7

In Jersey, the Jersey Scout Association (the "County") must register as a charity with the Jersey Charity Commissioner.

Groups within the Bailiwick of Jersey, falling under the supervision of the Jersey Scout Association are not required to register as a charity with the Jersey Charity Commissioner, however all Groups must operate under the same principles of good governance as if they are registered.

5a.1.3.8

In British Scouting Overseas, the Area Scout Council is registered as a charity with the Charity Commission for England and Wales. [It is charity #1151702.]

The Districts and Groups within BSO are not required to register as a charity, though if they do it will be with their local charity regulator. However, all Districts and Groups must operate under the same principles of good governance as if they are registered.

5a.1.3.9

In Bermuda, Scouts (the 'County') must register as a charity with the Bermuda Registry General. [It is charity #35 on the Bermuda register.]

Groups within Bermuda are not required to register as a charity, however all Groups must operate under the same principles of good governance as if they are registered.

5a.1.3.10

In Gibraltar, Scouts (the 'County') must register as a charity with the Board of Charity Commissioners for Gibraltar. [It is charity #80 on the Gibraltar register.]

Groups within Gibraltar are not required to register as a charity, however all Groups must operate under the same principles of good governance as if they are registered.

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5a.1.3.11

Information is being developed regarding the other Overseas Territories (Anguilla, British Virgin Islands and the Cayman Islands).

5b.1.3.12

Registered charities must record their charity registration number on the membership system.

5b.1.3.13

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.

For excepted charities in England and Wales, UK Headquarters can provide an explanatory letter to use instead of a charity registration number.

Charities within the Scouts' federation of charities, who are registered with HMRC for Gift Aid but are not registered with their charity regulator can often use their HMRC registration number if required by other third parties.

5a.1.4 Charity Trustees

5a.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 5b.3.3.2).

5a.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.

For Scottish Groups, Districts or Regions that are not registered with OSCR, the Trustee Board members have a role title of Trustee and have all of the Trustee responsibilities identified in POR but do not have the legal responsibilities as charity trustees.

5a.1.5 Persons not allowed to act as Trustees

5a.1.5.1

Any person disqualified from being a charity trustee by charity legislation (see 5a1.1) must not be a member of a Group, District or County Trustee Board, whether or not the Group, District or County is registered with their Charity Regulator.

The appointment of such a person, whether ex officio, by appointment, or by co-option must be voided. For ex officio Trustee roles, disqualification as a Trustee also disqualifies

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the volunteer from the primary role that includes, or could include, the Trustee responsibilities (see 5b.3.3.5(a)). For example, a Group Lead Volunteer must be eligible as a Trustee, whether or not they are actually a Trustee.

5a.1.5.2

Each individual is responsible for ensuring they are not disqualified from serving as a Trustee before accepting an appointment as a Trustee. This responsibility is fulfilled by completing the necessary Declarations (including Trustee declarations) when taking on a Trustee role (see Chapter 16).

5a.1.5.3

The regulatory requirements for disqualification vary by nation, but Scouts apply the following criteria for disqualification from any role with Trustee responsibilities across all nations.

Any adult who meets of the following conditions in any geographic or regulatory location must not accept a role that includes, or could include, Trustee responsibilities if one or more of the following conditions are true:

- a) has an unspent conviction for an offence involving dishonesty or deception
- b) has unspent convictions for misconduct in public office
- c) has unspent convictions for bribery, money laundering, perjury, 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, subject to bankruptcy restrictions, interim order or sequestration in Scotland or has an individual voluntary arrangement (IVA) with creditors
- i) is disqualified from being a company director
- j) is disqualified by any charity regulator (or a court) from being a trustee of any charity due to misconduct or mismanagement.

5a.1.6 Safe Custody of Documents

5a.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

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documents, together with any documents of historical importance or interest are kept in a safe place.

5a.1.6.2

Specific documents that must be safeguarded are:

- 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.

5a.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 5a.1.6.2. By law, these must be hard copy original documents.

The SATC does not apply to Scotland (instead see 5a.1.6.4).

5a.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.

5a.1.6.5

The Group, District or County Trustee Board administration must keep a register of such documents with details of their location.

5a.1.7 Type of accounts and the type of audit/examination requirements

5a.1.7.1

England and Wales

Gross Income thresholds	Type of accounts	Minimum external scrutiny
£0 - £25,000	Receipts and payments & Statement of Assets and Liabilities	Scrutineer (see 5a.1.8.2(a))
£25,001 - £250,000	Receipts and payments & Statement of Assets and Liabilities	An Independent Examiner (see 5a.1.8.2(b))

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Chapter 5a – Charity obligations for Groups, Districts, Counties
Spring 2025 edition of POR

Gross Income thresholds	Type of accounts	Minimum external scrutiny
£250,001 - £1 million	Accrual in accordance with the <u>SORP</u>	An Independent Examiner who is a member of a recognised professional body (see 5a.1.8.2(c))
>£1 million	Accrual in accordance with the <u>SORP</u>	A registered Auditor (see 5a.1.8.2(d))

Find out more detail at the [independent examination of charity accounts: guidance for trustees](#).

5a.1.7.2

Scotland

Gross Income thresholds	Type of accounts	Minimum external scrutiny
£0 - £250,000	Receipts and payments & Statement of Assets and Liabilities	An Independent Examiner (see 5a.1.8.3(a))
£250,001 - £500,000	Accrual in accordance with the <u>SORP</u>	An Independent Examiner who is a member of a recognised professional body (see 5a.1.8.3(b))
>£500,000	Accrual in accordance with the <u>SORP</u>	A registered Auditor (see 5a.1.8.3(c))

These requirements apply to all Scottish Groups, Districts and Regions, whether or not they are registered with OSCR.

5a.1.7.3

Northern Ireland

Gross Income thresholds	Type of accounts	Minimum external scrutiny
£0 - £250,000	Receipts and payments & Statement of Assets and Liabilities	An Independent Examiner (see 5a.1.8.4(a)) Same footnote as E&W re accrual accounts
£250,001 - £500,000	Accrual in accordance with the <u>SORP</u>	An Independent Examiner who is a member of a recognised professional body (see 5a.1.8.4(b))
>500,000	Accrual in accordance with the <u>SORP</u>	A registered Auditor (see 5a.1.8.4(c))

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5a.1.7.4

Groups, Districts or Counties located outside the United Kingdom

Scout Councils in the Channel Islands, the Isle of Man, the Groups and Districts of British Scouting Overseas and each of the five Overseas Territories must arrange for scrutiny of their accounts in line with the local guidance from their charity regulator (see 5a.1.2).

5a.1.8 Appointing Scrutineers, Independent Examiners or Auditors

5a.1.8.1

To ensure no conflict of interest, person(s) appointed as a Scrutineer, Independent Examiner or Auditor must not hold any other role in the individual charity (Group, District, or County) whose accounts they are scrutinising.

5a.1.8.2

England and Wales

a) Where gross income in the year under review does not exceed £25,000

The Scout Council will normally appoint as a Scrutineer an independent person who is a person that they reasonably believe possesses the necessary knowledge and practical experience to fulfil the Scrutineers work programme. The terms of engagement should be clearly specified in writing.

Alternatively, the Scout Council may appoint an Independent Examiner or a Registered Auditor.

b) Where gross income is more than £25,000 but does not exceed £250,000

The Scout Council will normally appoint an Independent Examiner, an independent person that they reasonably believe possesses the necessary knowledge and practical experience to carry out a competent examination of the accounts. The Charity Commission for England & Wales has previously suggested individuals such as a bank or building society manager or retired accountant.

Note that if, despite the income not exceeding £250,000, accrual accounts are prepared voluntarily then the Charity Commission for England & Wales recommend that these are examined by an Independent Examiner who is a member of a recognised professional body (see 5a.1.8.2(c) below).

The Scout Council may instead choose to appoint a Registered Auditor.

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c) Where the gross income in the year under review exceeds £250,000 but does not exceed £1 million

The Scout Council will normally appoint an Independent Examiner, who must be a member of one of the following bodies¹:

- Institute of Chartered Accountants in England & Wales
- Institute of Chartered Accountants of Scotland
- Institute of Chartered Accountants in Ireland
- Association of Chartered Certified Accountants
- Association of Authorised Public Accountants
- Association of Accounting Technicians
- Association of International Accountants
- Chartered Institute of Management Accountants
- Institute of Chartered Secretaries and Administrators
- Chartered Institute of Public Finance and Accountancy
- Association of Charity Independent Examiners (status of Fellow)
- Institute of Financial Accountants
- Certified Public Accountants Association

Alternatively, the Scout Council may appoint a Registered Auditor and that option must be followed if income exceeds £250,000 and gross assets exceed £3.26 million.

d) In all other cases

The Scout Council must appoint a Registered Auditor to carry out an audit.

5a.1.8.3

Scotland

a) Where gross income in the year under review does not exceed £250,000

The Scout Council will normally appoint as an Independent Examiner an independent individual who they reasonably believe possesses the necessary skills and practical experience to carry out a competent examination of the accounts. OSCR have suggested an individual such as a bank or building society manager or retired accountant unless accrual accounts are produced voluntarily in which case the independent examiner must belong to one of the professional bodies noted in (b) below.

¹

https://assets.publishing.service.gov.uk/media/60d9dc0a8fa8f50abecebb89/CC32_independent_examination_of_charity_accounts_Version_June_2021.pdf

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Alternatively, the Scout Council may appoint a Registered Auditor and that is a requirement if you have voluntarily produced accrual accounts or your gross assets exceed £3.26 million.

b) Where gross income in the year under review is more than £250,000 but does not exceed £500,000

The Scout Council will normally appoint an Independent Examiner who must be²:

- a member of one of the following bodies:
 - The Institute of Chartered Accountants of Scotland
 - The Institute of Chartered Accountants in England & Wales
 - Chartered Accountants Ireland
 - The Association of Chartered Certified Accountants
 - The Association of Authorised Public Accountants
 - The Association of Accounting Technicians
 - The Association of International Accountants
 - The Chartered Institute of Management Accountants
 - The Institute of Chartered Secretaries and Administrators
 - The Chartered Institute of Public Finance and Accountancy
 - The Institute of Financial Accountants

OR

- A full member of the Association of Charity Independent Examiners

OR

- the Auditor General for Scotland

OR

- a person appointed by the Accounts Commission for Scotland

Alternatively, the Scout Council may appoint a Registered Auditor and that is a requirement if gross assets exceed £3.26 million.

c) In all other cases

The Scout Council must appoint a Registered Auditor to carry out an audit.

² <https://www.oscr.org.uk/guidance-and-forms/independent-examination-a-guide-for-independent-examiners/section-4-who-can-act-as-an-independent-examiner/>

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5a.1.8.4

Northern Ireland

a) Where gross income in the year under review does not exceed £250,000

The Scout Council will normally appoint an Independent Examiner, an independent person whom they reasonably believe possesses the necessary skills and practical experience to carry out a competent examination of the accounts. The Charity Commission for Northern Ireland has previously suggested individuals such as a bank or building society manager or retired accountant.

Note that if, despite the income not exceeding £250,000, accrual accounts are prepared voluntarily then the Charity Commission for Northern Ireland suggests that Trustees consider appointing an Independent Examiner who is a member of a recognised professional body (see 5a.1.8.4(b) below).

Alternatively, the Scout Council may appoint a Registered Auditor.

b) Where gross income in the year under review is more than £250,000 but does not exceed £500,000

The Scout Council will normally appoint an Independent Examiner, who must be a member of one of the following bodies³:

- Association of Charity Independent Examiners (with status of Full Member)
- Institute of Chartered Accountants in England & Wales
- Institute of Chartered Accountants of Scotland
- Institute of Chartered Accountants in Ireland
- Association of Chartered Certified Accountants
- Association of Authorised Public Accountants
- Association of Accounting Technicians
- Association of International Accountants
- Chartered Institute of Management Accountants
- Institute of Chartered Secretaries and Administrators
- Chartered Institute of Public Finance and Accountancy
- Institute of Financial Accountants
- The Certified Public Accountants Association

Alternatively, the Scout Council may appoint a Registered Auditor.

c) In all other cases

The Trustees must appoint a Registered Auditor to carry out an audit.

³ <https://www.charitycommissionni.org.uk/media/1411/20190703-arr07-guidance-for-independent-examiners-v20.pdf> (section 3.1)

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5a.1.8.5

Groups, Districts or Counties located outside the United Kingdom

Use the guidance from the appropriate charity regulator (see 5a.1.2) for appointment of Scrutineers, Independent Examiners or Auditors in the Channel Islands, the Isle of Man, British Scouting Overseas and each of the five Overseas Territories

5a.2 Equipment

5a.2.1 Motor Vehicles, Vessels and Aircraft

5a.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.

5a.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.

5a.2.2 Equipment

5a.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.

5a.3 Land and property

5a.3.1 Property and Equipment – except Scotland

5a.3.1.1

Groups and Explorer Units must be properly accommodated and equipped in order to carry out their training programmes.

5a.3.1.2

Group, District and County Trustees must ensure that all legal requirements in their jurisdiction (see 5a.1.1) relevant to the ownership of all property and equipment or to the leasing or hiring of premises are met.

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5a.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.

5a.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 with POR, as well as any jurisdictional requirements that apply to where the Scout Unit is based.

The SATC will hold land upon standard trusts which have been approved by the SATC's legal advisers.

5a.3.1.5

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.

5a.3.1.6

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.

5a.3.1.7

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.

5a.3.1.8

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.

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5a.3.2 Property and Equipment – Scotland

5a.3.2.1

The Scout Association Trust Corporation (SATC) does not operate in Scotland. In Scotland, the rules in 5a.3.2 apply in regard to the ownership of property and equipment.

5a.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
 - the Chief Executive Officeror 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 Scout Council:
 - the Regional Lead Volunteer
 - the Regional Chair
 - the Regional Treasurer of the Region Trustee Boardor 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.

5a.3.2.3

Such Trustees from 5a.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.

5a.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

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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.
- d) the Group Lead Volunteer, the Group Chair, and the Group Treasurer for the time or any two of them.

5a.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.

5a.3.3 Land occupied but not owned by Groups, Districts and Counties

5a.3.3.1

The Group, District or County ~~Trustee~~ Board ~~should~~ obtain a formal written agreement regarding land or premises that they are renting.

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 uninteruptible interest remaining in the said land.

5a.3.3.2

The Group, District or County Treasurer ~~should~~ ensure that all possible relief from rates is obtained for all property that they are liable to pay rates on.

5a.3.4 Property - Sponsored Groups

5a.3.4.1

Agreements with Sponsoring Authorities must identify property belonging to the Sponsoring Organisation and that belonging to the Group.

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5a.3.4.2

Property owned by the Sponsored Group as recorded in such agreements must be administered as required by these Rules.

5a.3.5 Disposal of Property at Amalgamation

5a.3.5.1

The Model 'Declarations of Trust' referred to contain certain provisions for the amalgamation of Groups, Districts and Counties.

5a.3.5.2

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.

5a.3.6 Disposal of Property at Closure

5a.3.6.1

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.

5a.3.6.2

Such property must be treated in the same way as other assets.

5a.3.7 Joint Occupation of Premises by Joint Scout and Guide Units

5a.3.7.1

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.

5a.3.7.2

This does not apply if the premises are used jointly under licence or if the premises are occupied by other similar arrangements.

5a.3.7.3

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

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Scout Association's Royal Charter, Bye laws and with POR, as well as any jurisdictional requirements that apply to where the Scout Unit is based.

5a.3.7.4

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.

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Chapter 5b

Local governance of Groups, Districts, Counties

This chapter was previously 5.1, 5.2 and 5.3 from Chapter 5 of the Autumn 2024 edition of POR.

Chapter contents

- 5b.1 Scope
- 5b.2 Constitution – governance context
- 5b.3 Constitution - requirement

5b.1 Scope

5b.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.

5b.1.1.1

Except in Scotland, each Group, District and County is a separate, unincorporated educational charity within the Scouts' federation of charities operating under the Royal Charter. They must operate as such, regardless of whether they are 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 choose 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 remain part of the Scouts' federation of charities and operate under its Royal Charter.

5b.1.1.2

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.

5b.1.1.3

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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5b.1.1.4

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. Instead, contracts and other legal documents must be executed by the trustees on behalf of the organisation. These documents may refer to the trustees collectively as ‘the Trustees of ...’ or name them individually ‘as trustees of ...’. These documents must be signed by trustees authorised by the Trustee Board.

5b.1.1.5

Within Scouts, charities must be constituted and operate within the framework of the Royal Charter, Byelaws and the Policy, Organisation Rules to benefit from formal membership of The Scout Association. This also includes:

- a) Membership (Chapter 3)
- b) Insurance (Chapter 8)
- c) Wearing of uniform (Chapter 10)
- d) Use of branding (Chapter 14)

5b.1.1.6

The governance arrangements for Groups, Districts and Counties are governed by this Chapter 5b.

Note that the financial arrangements for Groups, Districts and Counties are included in Chapters 5e and 5f.

5b.1.1.7

Chapter 5a 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.

5b.1.1.8

For Counties that have no Districts, or have a directly administered District or Group, the County Trustee Board must also assume the District-related or Group-related responsibilities of this chapter.

5b.1.1.9

For Districts that have a directly administered Group, the District Trustee Board must also assume the Group-related responsibilities of this chapter.

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5b.2 Constitution – governance context

5b.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.

5b.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.

5b.2.1.3

The principal governing document of The Scout Association is the Royal Charter.

Except for Scotland, Chapter 5c includes the model constitution which should be adopted by each Group, District and County as their governing document.

In Scotland, Chapter 5d includes the model constitution which should be adopted by each Group, District and County as their governing document.

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.

5b.2.1.4

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.

5b.2.1.5

Charity Trustees must collectively:

- a) ensure that the charity is carrying out its purposes for the public benefit
- b) comply with the charity's governing document and the law
- c) act in the charity's best interests
- d) manage the charity's resources responsibly
- e) act with reasonable care and skill
- f) 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5b.2.1.6

As with all teams (see Chapter 4) there is a team description for a Trustee Board.

5b.2.1.7

Some Groups, Districts or Counties may also need to register as a charity. It is also important that each Trustee Board is aware of the charity regulator that governs them. (See Chapter 5a for details).

5b.2.1.8

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.

5b.2.1.9

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.

5b.3 Constitution - requirement

5b.3.1.1

The rules in 5b.3 applies to each Group, District and County, whether or not it is registered with a charity regulator.

5b.3.1.2

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 relevant model constitutions from those provided in Chapters 5c and 5d.

5b.3.1.3

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.

5b.3.1.4

A Group, District, or County which adopts unchanged the relevant model constitution from Chapter 5c or 5d must record in their AGM minutes that the Chapter 5c or 5d model constitution is fully adopted as its constitution. In this case, a copy of the constitution does not need to be attached to the AGM minutes – it is sufficient for the adoption of the relevant constitution from Chapter 5c or 5d to be stated in the AGM minutes.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5b.3.1.5

A ~~Group, District, or County~~ which adopts the model ~~constitution~~ in Chapter 5c or Chapter 5d as appropriate 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~~ from Chapter 5c or Chapter 5d 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 relevant model ~~constitution~~ from Chapter 5c or Chapter 5d.
- 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~~

5b.3.2 Scout Council – Annual General Meeting

5b.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~~.

5b.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 5e.3). This must include the formal approved report from the auditor, independent examiner, or scrutineer.

5b.3.2.3

Following each ~~AGM~~, the ~~Trustee~~ Board administration must^{ensure} that the ~~Trustees'~~ Annual Report and Accounts, including the formal approved report from the auditor, independent examiner, or scrutineer are filed as described in Rules 5e.2.1.2 and 5e.2.1.3.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of ~~POR~~.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of ~~POR~~.

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

5b.3.2.4

Ex officio members of the Group Scout Council are:

- a) all adult members of the Group – see Group roles listed in the Chapter 16 Teams Table
- b) all Young Leaders who are members of a Section Team of one of the Group's sections
- c) all Patrol Leaders of the Troop(s) in the Group.
- d) all parents of Squirrels, Beavers, Cubs and Scouts in the Group.
- e) all members of the Explorer Section Team of an Explorer Unit partnered with the Group, if so specified in a Partnership Agreement between the Unit, the Group and the District
- f) all Explorers of an Explorer Unit partnered with the Group, if so specified in a Partnership Agreement between the Unit, the Group and the District
- g) all parents of Explorers of an Explorer Unit partnered with the Group, if so specified in a Partnership Agreement between the Unit, the Group and the District
- h) the Sponsoring Authority, where there is one, or its nominee
- i) the District Lead Volunteer
- j) the District Chair

5b.3.2.5

Ex officio members of the District Scout Council are:

- a) all adult members with a District role - see District roles listed in the Chapter 16 Teams Table
- b) all Group Lead Volunteer members of each Group Leadership Team from the District
- c) all Group Leadership Team Members of each Group in the District
- d) all Group Section Team Members of each Group in the District
- 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) in the District
- j) ^(NI) only) Regional Lead Volunteer
- k) the County ^(NI) Country) Lead Volunteer
- l) the County ^(NI) Country) Chair

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^(NI) concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5b.3.2.6

(^[NI] 5b.3.2.6 does not apply in Northern Ireland)

IMPORTANT: Use 5b.3.2.6 only for Counties that have two or more Districts.

For Counties with no Districts, use 5b.3.2.7.

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 POR
- 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) two representatives from each District Scout Council, selected by the District Scout Council at their AGM
- g) the Regional Lead Volunteer (in England, Wales, the Channel Islands and the Isle of Man)
- h) the Chief Volunteer of Scotland (in Scotland)
- i) the UK Chief Volunteer for International (for British Scouting Overseas)

5b.3.2.7

(^[NI] 5b.3.2.7 does not apply in Northern Ireland)

IMPORTANT: Use 5b.3.2.7 only for Counties that have no Districts.

For Counties with two or more Districts use 5b.3.2.6.

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 POR
- b) all Group Lead Volunteer members of each Group Leadership Team in the County
- c) all Group Leadership Team Members of each Group in the County
- d) all Section Team Members of each Group in the County
- e) all Group Trustee Board Chairs of each Group in the County
- f) all Group Trustee Board Treasurers of each Group in the County
- g) all Explorers (including Young Leaders) in the County
- h) all members of the Scout Network in the County
- i) all parents of all Explorers (including Young Leaders) in the County
- j) the Regional Lead Volunteer (in England, Wales, the Channel Islands and the Isle of Man)
- k) the UK Chief Volunteer for International (for the Overseas Territories)

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5b.3.2.8

The appointed members of the Scout Council are other supporters of the Group, District or County.

They are appointed by the Scout Council at their AGM on the recommendation of the Trustee Board for a fixed period not exceeding three years. Subsequent reappointments are permitted.

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

5b.3.2.9

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.

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

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

5b.3.2.10

The total number of appointed and community members of a Group Scout Council must not exceed the number of ex-officio members.

5b.3.2.11

Membership of the Scout Council does not in itself provide any member status of Scouts.

5b.3.2.12

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).

5b.3.2.13

An individual's membership of a Scout Council ends when any of these events occur:

- a) The Scout Council member resigns
- b) The Scout Council member no longer qualifies as a member of the relevant Scout Council
- c) The Scout Council is dissolved
- d) Scout Council membership is terminated by UK Headquarters following a recommendation by the relevant Trustee Board.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5b.3.3 Trustee Board Membership

5b.3.3.1

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 approved by the Scout Council at its AGM.

5b.3.3.2

Each ex officio, appointed and co-opted member of the Trustee Board is a charity Trustee of the Group, District or County.

5b.3.3.3

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.

5b.3.3.4

A person must have reached their 18th birthday before they take on a Trustee role in Scouts. This applies whether or not the Group, District or County is a registered charity.

5b.3.3.5

There are three classifications of Trustee:

a) Ex officio

These people are Trustees by virtue of their role in 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 the District Youth Lead
- For the County Trustee Board – the County Lead Volunteer and the 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 16.1.3.1(g) and 16.2.2.1(e) of Chapter 16).

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.

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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(s) from the Trustee Board.

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.

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.

The Trustee Board must ensure that any co-opted appointments are made following an appropriate selection process, similar to that described for Appointed Trustees.

5b.3.3.6

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 selection process. It may include a nominations process or an election process or other locally appropriate procedures

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

5b.3.3.7

Certain people are disqualified from being members of Trustee Boards 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 the Trustee's declaration and by Trustee eligibility checks (see Rules 16.1.3.1(d) and (e)).

5b.3.3.8

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. Further, to ensure no conflict of interest, the roles of Chair and Treasurer should not be undertaken by close family members (including husband and wife, parent and child).

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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.

5b.3.3.9

Trustees - term of appointment

- a) Appointed Trustees (including Chair and Treasurer) are appointed by the Scout Council at their AGM 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 (which need not be consecutive) may be considered for re-appointment to the same Trustee Board after a gap of a minimum of three years. If so reappointed, the nine-year rule above also applies from the date of reappointment.

The 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 prior to the 2024 AGM.

5b.3.3.10

All Trustees must complete learning as specified in Chapter 16.

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5b.3.3.11

All Trustees, and members of sub-teams, must be recorded on the membership system.

5b.3.3.12

If a Trustee Board Chair or Treasurer resigns, then Rule 16.9.2 must be followed.

5b.3.3.13

Each Trustee Board must have effective administration support. The administration may be provided by one or more persons as appropriate to the Trustee Board. The administration role(s) are 'operational' role(s) and will typically be member(s) of the Group Leadership Team, the District Support Team or the County Support Team as appropriate. More information is available.

5b.3.3.14

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 each of the five Overseas Territories)
- d) 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
 - the County's Nominated Youth Representative on the Council of The Scout Association
- e) 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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Chapter 5c

Constitutions of Groups, Districts, Counties (except Scotland) **(see Chapter 5d for constitutions for Scottish Groups, Districts, Regions)**

This chapter was previously sections 5.4, 5.5, 5.6 from the
Autumn 2024 edition of POR.

Chapter contents

- 5c.1 Constitution for a Group (except Scotland)
- 5c.2 Constitution for a District (except Scotland)
- 5c.3 Constitution for a County (except Scotland)
- 5c.4 Constitution for a County that has no Districts (except Scotland)

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Introduction to the Constitution for a Group (except Scotland)

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 the rules in Chapter 5b of POR – these are Rules and must not be amended.
- b. In accordance with Rule 5b.3.1.5, any amendments or differences to the model constitution at 5c.1 below must be agreed at the AGM and fully recorded in the minutes of the AGM.
- 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).

5c.1 Constitution for a Group (except Scotland)

5c.1.1 Preamble

5c.1.1.1

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

In the previous versions of POR, it was section 5.4.

5c.1.2 Charitable objects

5c.1.2.1

[Rule 1.1 of POR]

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

5c.1.3 The Group Scout Council

5c.1.3.1

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

5c.1.3.2

The Group Scout Council has no Trustee responsibilities.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.1.3.3

The members of the Group Scout Council are

- a) The ex officio members of the Group Scout Council are detailed in Rule 5b.3.2.4.
- b) The Group Scout Council may **appoint** some members as detailed in Rule 5b.3.2.8.
- c) The Group Scout Council may appoint some **community** members. See Rule 5b.3.2.9.
- d) The maximum number of appointed and community members of a Group Scout Council is defined in Rule 5b.3.2.10.

5c.1.3.4

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). Group Scout Council members (whether ex officio or appointed or community) must not be recorded as such on the membership system.

5c.1.4 The Group Trustee Board

5c.1.4.1

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.

5c.1.4.2

Group Trustee Board membership

- a) The ex officio Group Trustees, as defined in Rule 5b.3.3.5(a).
- b) Appointed Group Trustees (including Chair and Treasurer) are persons appointed by the Group Scout Council as described in Rule 5b.3.3.5(b).

The selection process for appointed Group Trustees must follow Rules 5b.3.3.5(b) and 5b.3.3.6.

- c) Co-opted Trustees are persons co-opted by the Group Trustee Board as described in Rule 5b.3.3.5(c). Their term of appointment is a maximum of 12 months (though re-appointment is permitted).

The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by Group Scout Council resolution at the AGM.

The selection process for Co-opted Trustees must follow Rules 5b.3.3.5(c) and 5b.3.3.6.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- d) The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

5c.1.5 Group Scout Council – Annual General Meeting

5c.1.5.1

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).

5c.1.5.2

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.

5c.1.5.3

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 5b.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.
 - 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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 (see 5a.1.7)

5c.1.6 Group Trustee Board - purpose

5c.1.6.1

The Group Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure 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.

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

5c.1.6.2

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.

5c.1.6.3

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:

- 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 POR)

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.1.6.4

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~~.
- c) ensure that 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.
- d) maintain and manage:
 - a reserves policy for the charity. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the Group, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts
 - 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 ~~Group~~ is properly protected and maintained
- f) 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~~. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in Chapter 16).
- g) ensure that effective administration is in place to support the work of the ~~Group Trustee~~ Board
- h) appoint any co-opted members of the ~~Group 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 ~~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 5e.2.1.2 of POR.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- j) 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
- k) individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business
- l) 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).
- m) where staff are employed:
 - act as a responsible employer in accordance with 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

5c.1.6.5

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 Chair has right of attendance
- d) the Group Lead Volunteer has right of attendance

5c.1.6.6

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

5c.1.6.7

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

5c.1.7 Group Scout Council – Conduct of meetings

5c.1.7.1

The Group Scout Council meets at their AGM (see 5c.1.5).

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.1.7.2

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 16.9.2.2 must be followed, thus rendering an additional meeting of the Group Scout Council unnecessary.

5c.1.7.3

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.

5c.1.7.4

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

5c.1.7.5

Only Group Scout Council members, as defined in 5c.1.4.2, may vote in Group Scout Council meetings.

5c.1.7.6

The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (see 5c.1.5.3(a)).

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.

5c.1.7.7

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.

5c.1.7.8

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.1.7.9

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

5c.1.8 Group Trustee Board - Conduct of meetings

5c.1.8.1

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.

5c.1.8.2

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.

5c.1.8.3

Only members of a Group Trustee Board as defined in Rule 5b.3.3 of POR may vote in its meetings.

5c.1.8.4

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 [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

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.

5c.1.8.5

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.1.8.6

To fulfil their responsibilities, the Group Trustee Board may meet by video conference or in person, as determined by the Group Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

5c.1.8.7

Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the Group Chair deems it appropriate. For such decisions, a minimum of 75% approval from the Trustees is required [the 'rounding' guidance from 5c.1.8.4 also applies in this case]. The results of the vote must be reported to, and recorded in, the minutes of, the next Group Trustee Board meeting.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Introduction to the Constitution for a District (except Scotland)

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

- a. The District constitution must always be used in the context of the rules in Chapter 5b of POR – these are Rules and must not be amended.
- b. In accordance with Rule 5b.3.1.5 any amendments or differences to the model constitution at 5c.2 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).

5c.2 Constitution for a District (except Scotland)

5c.2.1 Preamble

5c.2.1.1

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

In the previous versions of POR, it was section 5.5.

5c.2.2 Charitable objects

5c.2.2.1

[Rule 1.1 of POR]

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

5c.2.3 The District Scout Council

5c.2.3.1

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

5c.2.3.2

The District Scout Council has no Trustee responsibilities.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.2.3.3

The members of the District Scout Council are

- a) The ex_officio members of the District Scout Council are detailed in Rule 5b.3.2.5
- b) The District Scout Council may **appoint** some members as detailed in Rule 5b.3.2.8.
- c) The District Scout Council may appoint some **community** members. See Rule 5b.3.2.9
- d) The maximum number of appointed and community members of a District Scout Council is detailed in Rule 5b.3.2.10.

5c.2.3.4

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 such on the membership system.

5c.2.4 The District Trustee Board

5c.2.4.1

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.

5c.2.4.2

District Trustee Board membership

The members of the District Trustee Board are:

- a) Ex_officio
The ex_officio roles are defined in Rule 5b.3.3.5(a).
- b) Appointed District Trustees (including Chair and Treasurer) are persons appointed by the District Scout Council as described in Rule 5b.3.3.5(b).
- c) The selection process for appointed District Trustees must follow Rules 5b.3.3.5(b) and 5b.3.3.6.
- d) Co-opted Trustees are persons co-opted by the District Trustee Board, see Rule 5b.3.3.5(c). Their term of appointment is a maximum of 12 months (though re-appointment is permitted).

The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Trustees remains no greater than the total number of Trustees permitted by District Scout Council resolution at the AGM.

The selection process for co-opted Trustees must follow Rules 5b.3.3.5(c) and 5b.3.3.6.

5c.2.5 District Scout Council – Annual General Meeting

5c.2.5.1

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).

5c.2.5.2

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

5c.2.5.3

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 5b.3)
 - noting the dates of charity's financial year
 - approving appointed and community members of the District Scout Council
 - 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 recommendation from the selection process initiated by the District Trustee Board.
 - appoint a Treasurer of the District Trustee Board, following recommendation from the selection process initiated by the District Trustee Board.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- appoint other members of the District Trustee Board, following recommendation 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 (see 5a.1.7)
- nominate two representatives of the District Scout Council to represent the District on the County Scout Council.

5c.2.6 District Trustee Board – purpose

5c.2.6.1

The District Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure 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.

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

5c.2.6.2

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.

5c.2.6.3

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 POR 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

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quality programme and resource requirements of the training programme (see Rule 4.3.7)

5c.2.6.4

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
- 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. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the District, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts
 - 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. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in Chapter 16).
- 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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 5e.2.1.2
- j) 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
- k) individually and collectively maintain confidentiality regarding appropriate District Trustee Board business
- l) 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).
- m) where staff are employed:
- act as a responsible employer in accordance with 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

5c.2.6.5

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 Chair has right of attendance
- d) the District Lead Volunteer has right of attendance

5c.2.6.6

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

5c.2.6.7

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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.2.6.8

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.

5c.2.7 District Scout Council - Conduct of meetings

5c.2.7.1

The District Scout Council meets at their AGM (see 5c.2.5).

5c.2.7.2

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 16.9.2.2 must be followed, thus rendering an additional District Scout Council meeting unnecessary.

5c.2.7.3

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.

5c.2.7.4

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.

5c.2.7.5

Only District Scout Council members, as defined in Rule 5c.2.4.2, may vote in District Scout Council meetings.

5c.2.7.6

The quorum for a District Scout Council meeting is agreed by the District Scout Council at their AGM (see 5c.2.5.3(a)).

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.

5c.2.7.7

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.2.7.8

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.

5c.2.7.9

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

5c.2.8 District Trustee Board - Conduct of meetings

5c.2.8.1

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.

5c.2.8.2

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.

5c.2.8.3

Only members of a District Trustee Board as defined in 5b.3.3 may vote in its meetings.

5c.2.8.4

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 [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.2.8.5

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 Chair does not have a casting vote and the matter is taken not to have been carried.

5c.2.8.6

To fulfil their responsibilities, the District Trustee Board may meet by video conference or in person, as determined by the District Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

5c.2.8.7

Where urgent matters arise between scheduled meetings of the District Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the District Chair deems it appropriate. For such decisions, a minimum of 75% approval from the Trustees is required [the 'rounding' guidance from 5c.2.8.4 also applies in this case]. The results of the vote must be reported to, and recorded in, the minutes of, the next District Trustee Board meeting.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Introduction to the Constitution for a County (except Scotland)

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

- a. This 5c.3 version of the ~~constitution must not~~ be used for a ~~County~~ that has no ~~Districts~~. In such cases, use 5c.4 instead.
- b. The ~~County constitution must~~ always be used in the context of the Rules in Chapter 5b of POR – these are Rules and ~~must not~~ be amended.
- c. In accordance with Rule 5b.3.1.5 any amendments or differences to the model ~~constitution~~ at 5c.3 below ~~must~~ be agreed at the ~~AGM~~ and fully recorded in the minutes.
- d. 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~~).

5c.3 Constitution for a County (except Scotland)

5c.3.1 Preamble

5c.3.1.1

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

In the previous versions of POR, it was section 5.6.

5c.3.2 Charitable objects

5c.3.2.1

[Rule 1.1 of ~~POR~~]

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

5c.3.3 The County Scout Council

5c.3.3.1

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.

Words or phrases highlighted with ~~dotted underline~~ are terms defined in the Definitions Chapter of ~~POR~~.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of ~~POR~~.

5c.3.3.2

The County Scout Council has no Trustee responsibilities.

5c.3.3.3

The members of the County Scout Council are

- a) The ex officio members of the County Scout Council are detailed in Rule 5b.3.2.6.
- b) The County Scout Council may **appoint** some members as detailed in Rule 5b.3.2.8.
- c) The County Scout Council may appoint some **community** members. See Rule 5b.3.2.9.
- d) The maximum number of appointed and community members of a County Scout Council is detailed in Rule 5b.3.2.10.

5c.3.3.4

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 such on the membership system.

5c.3.4 The County Trustee Board

5c.3.4.1

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.

5c.3.4.2

County Trustee Board membership

- a) The Ex officio County Trustees, as defined in Rule 5b.3.3.5(a).
- b) Appointed County Trustees (including Chair and Treasurer) are persons appointed by the County Scout Council as described in Rule 5b.3.3.5(b).
The selection process for appointed County Trustees must follow Rules 5b.3.3.5(b) and 5b.3.3.6.
- c) Co-opted Trustees are persons co-opted annually by the County Trustee Board [see Rule 5b.3.3.5(c)]. Their term of appointment is a maximum of 12 months (though re-appointment is permitted).

The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Trustees remains no greater than the total number of Trustees permitted by County Scout Council resolution at the AGM.

The selection process for co-opted Trustees must follow Rules 5b.3.3.5(c) and 5b.3.3.6.

5c.3.5 County Scout Council - Annual General Meeting

5c.3.5.1

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).

5c.3.5.2

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.

5c.3.5.3

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 5b.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
- 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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 (see 5a.1.7)
- elect representatives of the County Scout Council as per 6.5.1.2 of POR 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 POR to be nominated youth members (18-24) on the Council of The Scout Association

5c.3.6 County Trustee Board - purpose

5c.3.6.1

The County Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure 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.

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

5c.3.6.2

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.

5c.3.6.3

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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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 POR)

5c.3.6.4

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:
 - a reserves policy for the charity. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the County, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts
 - 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. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in Chapter 16).
- 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 5e.2.1.2 of POR.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- i) 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
- j) individually and collectively maintain confidentiality regarding County Trustee Board business
- k) 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).
- l) where staff are employed:
 - act as a responsible employer in accordance with 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

5c.3.6.5

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 Chair has right of attendance
- d) the County Lead Volunteer has right of attendance

5c.3.6.6

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

5c.3.6.7

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

5c.3.6.8

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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.3.7 County Scout Council - Conduct of meetings

5c.3.7.1

The County Scout Council meets at their AGM (see 5c.3.5).

5c.3.7.2

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 Trustee Board, Rule 16.9.2.2 describes the process to adopt until the next County AGM, thus rendering an additional meeting of the County Scout Council unnecessary.

5c.3.7.3

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.

5c.3.7.4

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.

5c.3.7.5

Only County Scout Council members, as defined in Rule 5c.3.3.3, may vote in County Scout Council meetings.

5c.3.7.6

The quorum for a County Scout Council meeting is agreed by the County Scout Council at their AGM (see 5c.3.5.3(a)).

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.

5c.3.7.7

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 meeting Chair does not have a casting vote and the matter is taken not to have been carried.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.3.7.8

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

5c.3.7.9

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

5c.3.8 County Trustee Board - Conduct of meetings

5c.3.8.1

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.

5c.3.8.2

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.

5c.3.8.3

Only members of a County Trustee Board as defined in Rule 5b.3.3 may vote in meetings of the County Trustee Board.

5c.3.8.4

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 [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

5c.3.8.5

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.3.8.6

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.

5c.3.8.7

To fulfil their responsibilities, the County Trustee Board may meet by video conference or in person, as determined by the County Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

5c.3.8.8

Where urgent matters arise between scheduled meetings of the County Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the County Chair deems it appropriate. For such decisions, a minimum of 75% approval from the Trustees is required [the 'rounding' guidance from 5c.3.8.4 also applies in this case]. The results of the vote must be reported to, and recorded in, the minutes of, the next County Trustee Board meeting.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Introduction to the Constitution for a County that has no Districts (except Scotland)

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

- a. This 5c.4 version of the constitution must not be used for a County that has no Districts. In such cases, use 5c.3 instead.
Counties that have no Districts include:
 - Each of the five Overseas Territories
 - In England: Bailiwick of Guernsey, Isle of Man, Isle of Wight, Jersey
 - In Wales: Carmarthenshire, Ceredigion, Montgomeryshire, Pembrokeshire, Radnor
- b. A County that has no Districts must also pick up several of the District responsibilities – these are incorporated into this 5c.4 version of the constitution.
- c. The County constitution must always be used in the context of the Rules in Chapter 5b of POR – these are Rules and must not be amended.
- d. In accordance with POR Rule 5.3.1.5 any amendments or differences to the model constitution at 5c.4 below must be agreed at the AGM and fully recorded in the minutes.
- e. 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).

5c.4 Constitution for a County that has no Districts (except Scotland)

5c.4.1 Preamble

5c.4.1.1

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

In the previous editions of POR, this model constitution did not exist. However, it is based on section 5.6 from the previous edition of POR.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.4.2 Charitable objects

5c.4.2.1

[Rule 1.1 of POR]

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

5c.4.3 The County Scout Council

5c.4.3.1

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.

5c.4.3.2

The County Scout Council has no Trustee responsibilities.

5c.4.3.3

The members of the County Scout Council are

- a) The ex officio members of the County Scout Council are detailed in Rule 5b.3.2.7
- b) The County Scout Council may **appoint** some members as detailed in Rule 5b.3.2.8.
- c) The County Scout Council may appoint some **community** members. See Rule 5b.3.2.9.
- d) The maximum number of appointed and community members of a County Scout Council is defined in Rule 5b.3.2.10.

5c.4.3.4

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 such on the membership system.

5c.4.4 The County Trustee Board

5c.4.4.1

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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5c.4.4.2

County Trustee Board membership

- a) The Ex officio County Trustees, as defined in Rule 5b.3.3.5(a).
- b) Appointed County Trustees (including Chair and Treasurer) are persons appointed by the County Scout Council as described in Rule 5b.3.3.5(b).

The selection process for appointed County Trustees must follow Rules 5b.3.3.5(b) and 5b.3.3.6.

- c) Co-opted Trustees are persons co-opted annually by the County Trustee Board [see Rule 5b.3.3.5(c)]. Their term of appointment is a maximum of 12 months (though re-appointment is permitted).

The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by County Scout Council resolution at the AGM.

The selection process for co-opted Trustees must follow Rules 5b.3.3.5(c) and 5b.3.3.6.

5c.4.5 County Scout Council - Annual General Meeting

5c.4.5.1

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).

5c.4.5.2

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.

5c.4.5.3

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 5b.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)

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- agreeing the quorum for future meetings of the County Scout Council
- 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 (see 5a.1.7)
 - elect representatives of the County Scout Council as per 6.5.1.2 of POR 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 POR to be nominated youth members (18-24) on the Council of The Scout Association.

5c.4.6 County Trustee Board - purpose

5c.4.6.1

The County Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure 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.

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

5c.4.6.2

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.

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5c.4.6.3

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 POR)

5c.4.6.4

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) ensure that where one of the County'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. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the County, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts
 - 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 County 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-team. This should normally be one of the County's

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Trustees. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in Chapter 16).

- g) ensure that effective administration is in place to support the work of the County Trustee Board
- h) appoint any co-opted members of the County 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 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 5e.2.1.2.
- j) 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
- k) individually and collectively maintain confidentiality regarding County Trustee Board business
- l) 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).
- m) where staff are employed:
 - act as a responsible employer in accordance with 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.4.6.5

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 Chair has right of attendance
- d) the County Lead Volunteer has right of attendance

5c.4.6.6

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

5c.4.6.7

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

5c.4.6.8

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

5c.4.7 County Scout Council - Conduct of meetings

5c.4.7.1

The County Scout Council meets at their AGM (see 5c.4.5).

5c.4.7.2

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 Trustee Board, Rule 16.9.2.2 describes the process to adopt until the next County AGM, thus rendering an additional meeting of the County Scout Council unnecessary.

5c.4.7.3

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.4.7.4

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.

5c.4.7.5

Only County Scout Council members, as defined in Rule 5c.4.4.2, may vote in County Scout Council meetings.

5c.4.7.6

The quorum for a County Scout Council meeting is agreed by the County Scout Council at their AGM (see 5c.4.5.3(a)).

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.

5c.4.7.7

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 meeting Chair does not have a casting vote and the matter is taken not to have been carried.

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.

5c.4.7.8

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

5c.4.7.9

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

5c.4.8 County Trustee Board - Conduct of meetings

5c.4.8.1

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5c.4.8.2

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.

5c.4.8.3

Only members of a County Trustee Board as defined in Rule 5b.3.3 may vote in meetings of the County Trustee Board.

5c.4.8.4

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 [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

5c.4.8.5

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.

5c.4.8.6

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.

5c.4.8.7

To fulfil their responsibilities, the County Trustee Board may meet by video conference or in person, as determined by the County Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

5c.4.8.8

Where urgent matters arise between scheduled meetings of the County Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the County Chair deems it appropriate. For such decisions, a minimum of 75% approval from the Trustees is required [the

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

‘rounding’ guidance from 5c.4.8.4 also applies in this case]. The results of the vote must be reported to, and recorded in, the minutes of, the next County Trustee Board meeting.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Chapter 5d

Constitutions for Scottish Groups, Districts, Regions

This chapter was previously Appendices A, B and C from the
Autumn 2024 *Scottish Variations from Policy Organisation and Rules*.

Chapter contents

- 5d.1 Constitution for a Group (Scotland)
- 5d.2 Constitution for a District (Scotland)
- 5d.3 Constitution for a Region (Scotland)

Introduction to the Constitution for a Group (Scotland)

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 the rules in Chapter 5b of POR – these POR Rules must not be amended.
- b) In accordance with Rule 5b.3.1.5, any amendments or differences to the model constitution at 5d.1 below (and noting (a) above) must be agreed at the AGM and fully recorded in the minutes of the AGM.
- 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).

5d.1 Constitution for a Group (Scotland)

All Scout Groups must adhere to the current version of Policy Organisation and Rules of The Scout Association, which now fully incorporates Scottish Variations from POR.

In the previous versions of POR (and, specifically, in the Scottish Variations from POR) it was Appendix A.

5d.1.1 Charitable Objects

5d.1.1.1

[Rule 1.1 of POR]

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

5d.1.2 Group Scout Council

5d.1.2.1

The Group Scout Council has a governance role for the charity and, in particular, appoints the Group Trustee Board. The Trustee Board is responsible for the governance of the charity and is accountable to the Group Scout Council.

5d.1.2.2

The Group Scout Council has no Trustee responsibilities.

5d.1.2.3

Membership of the Scout Council does not provide membership of Scouts.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

5d.1.3 Group Scout Council Membership

5d.1.3.1

The ex-officio members of the Group Scout Council are:

- a) All adult members of the Group
- b) all Young Leaders who are members of a Section Team of one of the Group's sections
- c) All Patrol Leaders of the Troop(s) in the Group
- d) All parents or carers of Squirrels, Beavers, Cubs and Scouts in the Group
- e) All Explorer Team Leaders and Member(s)*
- f) Explorers*
- g) All parents or carers of Explorers*
** if specified in a Partnership Agreement between the Explorer Unit, the Group and the District*
- h) The Sponsoring Authority, where there is one, or its nominee
- i) The District Lead Volunteer
- j) The District Trustee Board Chair

5d.1.3.2

The Group Scout Council may appoint some members, on the recommendation of the Group Trustee Board. See Rule 5b.3.2.8.

Appointed members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Trustee Board for a fixed period not exceeding three years.

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

5d.1.3.3

The Group Scout Council may appoint some community members. See Rule 5b.3.2.9.

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

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

5d.1.3.4

The total number of appointed members of a Group Scout Council must not exceed the number of ex-officio members

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

5d.1.3.5

The Regional Lead Volunteer has a right of attendance at all Group Scout Council meetings in the Region.

5d.1.3.6

Membership of the Group Scout Council ends when the:

- a) member resigns
- b) member no longer qualifies as a member of the Group Scout Council
- c) Group Scout Council is dissolved
- d) membership is terminated by UK Headquarters following a recommendation by the Group Trustee Board

5d.1.4 Annual General Meeting

5d.1.4.1

The Group Scout Council must hold an Annual General Meeting within six months of the end of the Group's financial year.

5d.1.4.2

The Annual General Meeting must:

- a) Undertake governance oversight
 - Adopt (or re-adopt) the constitution of the Scout Group.
 - Note the dates of the Scout Group's financial year
 - Approve appointed and community members of the Group Scout Council (if any)
 - Agree the number of members that may be appointed to the Group Trustee Board
 - Agree the quorum for meetings of the Group Scout Council
- b) Review the previous year
 - Receive and consider the Trustees' Annual Report, including the annual statement of accounts prepared by the Trustee Board
 - The accounts must have been examined by an appropriate auditor or independent examiner
 - The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor or independent examiner
- c) Make appointments
 - Approve the appointment of the Chair of the Group Trustee Board
 - Approve the appointment of the Treasurer of the Group Trustee Board
 - Approve the appointment of members of the Group Trustee Board

Vacancies for appointed Trustees (including Chair and Treasurer) 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 Group Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Group Scout Council. The action of the Group Scout Council is to approve or not approve the proposed names from the Trustee Board.

- Approve the appointment of any Group Presidents or Group Vice Presidents
- Appoint (or re-appoint) an auditor or independent examiner as required

5d.1.4.3

Following each Annual General Meeting, all appointed Trustees must be recorded on the membership system and the Trustees' Annual Report and Accounts must be filed as required.

5d.1.4.4

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). Group 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.

5d.1.4.5

The Group Trustee Board will verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting. These Minutes cannot be formally approved until the Group's next Annual General Meeting.

5d.1.4.6

Governance roles must be distinct to help manage conflict of interest. The roles of Chair and Treasurer must not be combined in any way.

5d.1.4.7

Apart from the AGM the Group Scout Council will only be required to meet under the circumstances of an Extraordinary General Meeting. The notice of the AGM and any EGM shall be sent at least four weeks in advance to all those eligible to attend. This notice may be sent by written or electronic means.

5d.1.5 The Group Trustee Board - Purpose

5d.1.5.1

The Group Trustee Board is a team of volunteers who work together, as Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

5d.1.5.2

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

5d.1.5.3

Members of the Group Trustee Board must act collectively as Charity Trustees (if the Scout Group is a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interest of the charity and its members to:

- a) Ensure the Group is well managed, carrying out its purposes for the public benefit, complying with the Group's governing document and the law and managing the Group's resources responsibly.
- b) Comply with Policy Organisation and Rules of the Scout Association, including effective management of the Key Policies listed in Chapter 2 – The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-Bullying Policy
- c) Ensure that young people are meaningfully involved in decision making at all levels of the Group.
- d) Provide sufficient resources (funds, people, property and equipment) to meet the planned work of the Group including delivery of the high-quality programme
- e) Ensure that a positive image of Scouts exists in the local community
- f) Develop and maintain a risk register, including putting in place appropriate mitigations
- g) Ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group.
- h) Maintain and manage a reserves policy for the charity (including a plan for use of reserves outside of the minimum), an investment policy for the Group and a public benefit statement for the Group.
- i) 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
- j) Promote and support the development of Scouts in the local area

- k) Manage the Group's finances including the raising of funds and ensure that the assets are to be applied solely for the purposes, management and administration of Scouts.
- l) Appoint and manage the operation of any sub-teams of the Trustee Board, including appointing a Chair to lead the sub-teams. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in Chapter 16).
- m) Ensure that effective administration is in place to support the work of the Trustee Board
- n) Appoint any Co-opted members of the Trustee Board
- o) Prepare and approve the Trustees' Annual Report and Annual Accounts after their examination by an appropriate auditor or independent examiner and as appointed by the Scout Council at their Annual General Meeting
- p) Present the Annual Report and Annual Accounts to the Group Scout Council at the Annual General Meeting; file a copy with the District Trustee Board; and if a registered charity, to the Office of the Scottish Charity Regulator
- q) Take responsibility for adherence to Data Protection Legislation recognising that, depending on circumstances, it will at times act as a Data Controller and as a Data Processor
- r) Maintain confidentiality with regard to appropriate Trustee Board business
- s) Apply a transparent selection process to recommend to the Group Scout Council appropriate members of the Group Trustee Board
- t) Where staff are employed, act as a responsible employer in accordance with the Scouts' values and relevant legislation, ensure effective line management responsibilities for employed staff are clearly established and communicated and ensure that appropriate specific personnel insurance is in place
- u) Provide support to the Group Lead Volunteer, when required, to assist the opening, change, merging or closing of sections in the Group, as necessary

5d.1.5.4

The Group Trustee Board may create sub-teams to manage the work it deems necessary ensuring that the purpose of each sub-team is governance-focused and has been agreed by the Group Trustee Board, that it consists of members approved by the Group Trustee Board, that the Chair of the Group Trustee Board and the Group Lead Volunteer have right of attendance at each sub-team.

5d.1.5.5

Members of sub-teams are not Trustees unless they are members of the Group Trustee Board.

5d.1.5.6

The Group Trustee Board meetings should be held at least four times per year and distributed equally across the year.

5d.1.6 Membership of the Group Trustee Board

5d.1.6.1

Subject to conflict of interest rules, a Trustee may be a member of more than one Trustee Board.

Ex officio, appointed and co-opted members of the Group Trustee Board are charity Trustees (if the Scout Group is a registered charity) or have the same duties and responsibilities as charity Trustees (if the Scout Group is not a registered charity).

People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

5d.1.6.2

Certain people are disqualified from being charity Trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

5d.1.6.3

All Trustees must complete training as specified in Policy, Organisation and Rules.

5d.1.6.4

The Group Trustee Board consists of:

- a) The Group Chair
- b) The Group Treasurer
- c) The Group Lead Volunteer

Where there are joint role holders, only one of them may be an ex officio member of the Group Trustee Board. This should be decided in consultation with the Group Lead Volunteers and the Group Chair.

However, each role holder of any of the above roles must be eligible to be a Trustee (as specified in 16.1.3.1(d) and (e) of POR)

- d) A maximum of nine further appointed or co-opted Trustees. A Group Trustee Board should consist of between 5 and 12 Trustees.

The selection process for appointed Trustees must follow Rules 5b.3.3.5(b) and 5b.3.3.6.

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.

If a co-option is required mid-year because of a vacancy arising (see 5d.1.6.8), then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by Scout Council resolution at the AGM.

5d.1.6.5

The District Lead Volunteer, District Chair and the Regional Lead Volunteer each have a right of attendance at all Group Trustee Boards.

5d.1.6.6

The Sponsoring Authority or its nominee, has a right of attendance at a Group Trustee Board.

5d.1.6.7

Each Group Trustee Board requires effective administration. The administration can be provided by one or more persons as appropriate to the Group.

5d.1.6.8

If a Group Trustee Board Chair, or Treasurer resigns, filling the vacancy as soon as possible should be prioritised. All actions must be taken by a majority vote of the Trustees, with vacancies of the role of Chair being discussed with the Group Lead Volunteer. These appointments are short term until the next annual general meeting.

The Trustees must either:

- Appoint a current Trustee to the role, or
- Co-opt a Trustee to take the role, subject to the provisions in the charity's constitution for co-opting Trustees

There is no role of acting Chair or acting Treasurer

5d.1.6.9

In extreme circumstances, the Group Lead Volunteer may act as Chair for a short period of time.

5d.1.7 Group Scout Council – Conduct of meetings

5d.1.7.1

The Group Scout Council meets at their AGM (see 5b.3.2 of POR).

5d.1.7.2

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 16.9.2.2 of POR must be followed, thus rendering an additional meeting of the Group Scout Council unnecessary.

5d.1.7.3

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.

5d.1.7.4

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

5d.1.7.5

Only Group Scout Council members, as defined in 5d.1.3 of POR, may vote in Group Scout Council meetings.

5d.1.7.6

The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (see 5b.1.4.2(a) of POR).

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.

5d.1.7.7

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.

5d.1.7.8

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.

5d.1.7.9

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

5d.1.8 Group Trustee Board – Conduct of Meetings

5d.1.8.1

Only members as defined may vote in meetings of the Group Trustee Board. The quorum for a Group Trustee Board is one third of the Trustees plus one [round down if necessary].

So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

5d.1.8.2

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

5d.1.8.3

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 deemed not to have been carried.

5d.1.8.4

Minutes, approved by the Chair should be circulated to all members (Group Trustee Board meetings) as soon as possible and in case of the Group Scout Council in advance of the next meeting. All minutes to be retained and safely kept.

5d.1.8.5

Electronic voting (such as email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Chair. In such circumstances, a minimum of 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 [the 'rounding' guidance from 5d.1.8.1 also applies in this case].

5d.1.8.6

The Group Trustee Board can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

Introduction to the Constitution for a District (Scotland)

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

- a) The District constitution must always be used in the context of the rules in Chapter 5b of POR – these POR Rules must not be amended.
- b) In accordance with Rule 5b.3.1.5, any amendments or differences to the model constitution at 5d.2 below (and noting (a) above) must be agreed at the AGM and fully recorded in the minutes of the AGM.
- 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).

5d.2 Constitution for a District (Scotland)

All Scout Districts must adhere to the current version of Policy Organisation and Rules of The Scout Association, which now fully incorporates Scottish Variations from POR.

In the previous versions of POR (and, specifically, in the Scottish Variations from POR) it was Appendix B.

5d.2.1 Charitable Objects

5d.2.1.1

[Rule 1.1 of POR]

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

5d.2.2 The District Scout Council

5d.2.2.1

The District Scout Council has a governance role for the charity and, in particular, appoints the District Trustee Board.

5d.2.2.2

The geographical boundaries of the District are agreed between the District Scout Council and the Regional Scout Council. The Trustee Board is responsible for the governance of the charity and is accountable to the Scout Council.

5d.2.2.3

The District Scout Council has no Trustee responsibilities.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

5d.2.2.4

Membership of the Scout Council does not provide membership of Scouts.

5d.2.3 District Scout Council Membership

5d.2.3.1

The ex-officio members of the District Scout Council are:

- a) All adult members with a District role - see District roles listed in the Chapter 16 Teams Table
- b) All adults with the following appointments in the Scout Groups in the District
 - Group Lead Volunteers and Group Leadership Team Members
 - Section Team Leaders and Team Members
 - Group Trustee Board Chairs
 - Group Trustee Board Treasurers
- c) All Explorer Scouts (including Young Leaders)
- d) All members of the District Scout Network
- e) All parents and carers of Explorer Scouts (including Young Leaders)
- f) The Regional Lead Volunteer
- g) The Regional Trustee Board Chair

5d.2.3.2

The District Scout Council may appoint some members, on the recommendation of the District Lead Volunteer and the District Trustee Board. See Rule 5b.3.2.8.

Appointed members of the District Scout Council are other supporters of the District appointed by the District Scout Council on the recommendation of the District Trustee Board for a fixed period not exceeding three years. A District Scout Council does not need to have any appointed members.

5d.2.3.3

The District Scout Council may appoint some community members. See Rule 5b.3.2.9. 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.

5d.2.3.4

The total number of appointed members of a District Scout Council must not exceed the number of ex-officio members

5d.2.3.5

The Chief Volunteer of Scotland has a right of attendance at all District Scout Council meetings in the Country.

5d.2.3.6

Membership of the District Scout Council ends when the:

- a) member resigns
- b) member no longer qualifies as a member of the District Scout Council
- c) District Scout Council is dissolved
- d) membership is terminated by UK Headquarters following a recommendation by the District Trustee Board

5d.2.4 Annual General Meeting

5d.2.4.1

The District Scout Council must hold an Annual General Meeting within six months of the end of the Scout District's financial year.

5d.2.4.2

The Annual General Meeting must:

- a) Undertake governance oversight
 - Adopt (or re-adopt) the constitution of the Scout District
 - Note the dates of the Scout District's financial year
 - Approve appointed and community members of the District Scout Council (if any)
 - Agree the number of members that may be appointed to the District Trustee Board
 - Agree the quorum for meetings of the District Scout Council
- b) Review the previous year
 - Receive and consider the Trustees' Annual Report, including the annual statement of accounts prepared by the Trustee Board
 - The accounts must have been examined by an appropriate auditor or independent examiner
 - The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor or independent examiner
- c) Make appointments
 - Approve the appointment of the Chair of the District Trustee Board
 - Approve the appointment of the Treasurer of the District Trustee Board

- Approve the appointment of members of the District Trustee Board

Vacancies for appointed Trustees (including Chair and Treasurer) 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 District Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the District Scout Council. The action of the District Scout Council is to approve or not approve the proposed names from the Trustee Board.

- Approve the appointment of any District Presidents or District Vice Presidents
- Appoint (or re-appoint) an auditor or independent examiner as required
- Nominate representatives of the District Scout Council to represent the District on the Regional Scout Council

5d.2.4.3

Following each Annual General Meeting, all appointed Trustees must be recorded on the membership system and the Trustees' Annual Report and Accounts must be filed as required.

5d.2.4.4

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.

5d.2.4.5

The District Trustee Board will verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting. These Minutes cannot be formally approved until the Scout District's next Annual General Meeting.

5d.2.4.6

Governance roles must be distinct to help manage conflict of interest. The roles of Chair and Treasurer must not be combined in any way.

5d.2.5 The District Trustee Board - purpose

5d.2.5.1

The District Trustee Board is a team of volunteers who work together, as Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

5d.2.5.2

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

5d.2.5.3

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

- a) Ensure the District is well managed, carrying out its purposes for the public benefit, complying with the charity's governing document and the law and managing the charity's resources responsibly.
- b) Comply with Policy Organisation and Rules of the Scout Association, including effective management of the Key Policies listed in Chapter 2 – The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-Bullying Policy
- c) Ensure that young people are meaningfully involved in decision making at all levels of the District
- d) Provide sufficient resources (funds, people, property and equipment) to meet the planned work of the District including delivery of the high-quality programme and resource requirements of the training programme
- e) Ensure that a positive image of Scouts exists in the local community
- f) Develop and maintain a risk register, including putting in place appropriate mitigations
- g) Ensure that the District's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the District
- h) Maintain and manage a reserves policy for the District (including a plan for use of reserves outside of the minimum), an investment policy for the charity and a public benefit statement for the District
- i) 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
- j) Promote and support the development of Scouts in the local area
- k) Manage the District's finances including the raising of funds and ensure that the assets are to be applied solely for the purposes, management and administration of Scouts.
- l) Appoint and manage the operation of any sub-teams of the Trustee Board, including appointing a Chair to lead each sub-team. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in Chapter 16).

- m) Ensure that effective administration is in place to support the work of the Trustee Board
- n) Appoint any Co-opted members of the Trustee Board
- o) Prepare and approve the Trustees' Annual Report and Annual Accounts after their examination by an appropriate auditor or independent examiner and as appointed by the Scout Council at their Annual General Meeting
- p) Present the Annual Report and Annual Accounts to the District Scout Council at the Annual General Meeting; file a copy with the Regional Trustee Board; and if a registered charity, to the Office of the Scottish Charity Regulator
- q) Take responsibility for adherence to Data Protection Legislation recognising that, depending on circumstances, it will at times act as a Data Controller and as a Data Processor
- r) Maintain confidentiality with regard to appropriate Trustee Board business
- s) Apply a transparent selection process to recommend to the District Scout Council appropriate members of the District Trustee Board
- t) Where staff are employed, act as a responsible employer in accordance with Scouts values and relevant legislation, ensure effective line management responsibilities for employed staff are clearly established and communicated and ensure that appropriate specific personnel insurance is in place
- u) Provide support to the District Lead Volunteer, when required, to assist the opening, change, merging or closing of Groups, Explorer Scout Units and Scout Networks in the District as necessary
- v) Create a support network amongst Scout Groups, particularly in relation to finance and the Trusteeship of property.
- w) Comply with legislation applicable to charities in Scotland

5d.2.5.4

The District Trustee Board may create sub-teams to manage the work it deems necessary ensuring that the purpose of each sub-team is governance-focused and has been agreed by the District Trustee Board, that it consists of members approved by the District Trustee Board, that the Chair of the District Trustee Board and the District Lead Volunteer have right of attendance at each sub-team.

5d.2.5.5

Members of sub-teams are not Trustees unless they are members of the District Trustee Board.

5d.2.5.6

The District Trustee Board may enact and from time to time alter such Bylaws as it may consider appropriate for the regulation of its procedures and the powers and procedures of its sub-teams, provided that any changes in the Bylaws shall be reported to the next Annual General Meeting of the District Scout Council.

5d.2.5.7

All ex officio, appointed and co-opted members of the District Trustee Board shall serve as charity Trustees for the District Scout Council, and in that capacity, they shall have the fullest powers to administer and manage the District Scout Council's affairs in furtherance of its charitable purposes providing that the assets are to be applied solely for the purposes, management and administration of Scouts. In particular, but without limitation, the District Trustee Board shall have power, subject to appropriate disclosure in the next Annual Report to:

- a) lend and to borrow
- b) invest widely
- c) raise funds by levying a subscription on members of the Association in the District
- d) award grants, including grants to one or more of their members
- e) engage one or more of their members or their relations, either directly or through a connected company or firm, to provide services on a commercial basis which they are suitably qualified to provide to grant honoraria, including honoraria to one or more of their members
- f) reimburse one or more of their members from the District Scout Council's funds for all or part of any expenses reasonably incurred in the course of their duties.

5d.2.5.8

The District Trustee Board meetings should be held at least four times per year and distributed equally across the year.

5d.2.6 Membership of the District Trustee Board

5d.2.6.1

Subject to conflict of interest rules, a Trustee may be a member of more than one Trustee Board. Ex officio, appointed and co-opted members of the District Trustee Board are charity Trustees (if the Scout District is a registered charity) or have the same duties and responsibilities as Charity Trustees if they are not. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

5d.2.6.2

Certain people are disqualified from being charity Trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

5d.2.6.3

All Trustees must complete training as specified in Policy, Organisation and Rules.

5d.2.6.4

At District, all Trustee Boards and any sub-teams should, wherever possible, have as full voting members at least two people aged between their 18th and 25th birthdays.

5d.2.6.5

The District Trustee Board consists of:

- a) The District Chair
- b) The District Treasurer
- c) The District Lead Volunteer (ex-officio)

Where there are joint role holders, only one of them may be an ex officio member of the District Trustee Board. This should be decided in consultation with the District Lead Volunteers and the District Chair.

However, each role holder of any of the above roles must be eligible to be a Trustee (as specified in 16.1.3.1(d) and (e) of Chapter 16)

- d) The District Youth Lead (ex-officio)
- e) A maximum of eight further appointed or co-opted Trustees. A District Trustee Board should consist between 5-12 Trustees.

The selection process for appointed Trustees must follow Rules 5b.3.3.5(b) and 5b.3.3.6.

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.

If a co-option is required mid-year because of a vacancy arising (see 5d.2.6.8), then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by Scout Council resolution at the AGM.

5d.2.6.6

The Regional Lead Volunteer and the Regional Chair each have the right of attendance at a District Trustee Board.

5d.2.6.7

Each District Trustee Board requires effective administration. The administration can be provided by one or more persons as appropriate to the District.

5d.2.6.8

If a District Trustee Board Chair or Treasurer resigns, filling the vacancy as soon as possible should be prioritised. All actions must be taken by a majority vote of the Trustees, with vacancies of the role of Chair being discussed with the District Lead Volunteer. These appointments are short term until the next annual general meeting. The Trustees must either:

- a) Appoint a current Trustee to the role, or
- b) Co-opt a Trustee to take the role, subject to the provisions in the charity's constitution for co-opting Trustees

5d.2.6.9

There is no role of acting Chair or acting Treasurer

In extreme circumstances, the District Lead Volunteer may act as Chair for a short period of time.

5d.2.7 District Scout Council - Conduct of meetings

5d.2.7.1

The District Scout Council meets at their AGM (see Rule 5d.2.4).

5d.2.7.2

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 16.9.2.2 describes the process to adopt until the next District AGM, thus rendering an additional District Scout Council meeting unnecessary.

5d.2.7.3

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.

5d.2.7.4

The President (if one has been appointed and if they are present and wishes to take the chair) shall preside at meetings of the District Scout Council. Otherwise, the District Chair shall preside or, in their absence, the meeting shall elect a chair, subject to such appointment being approved at the start of the meeting by a majority of the District Scout Council members present.

5d.2.7.5

Only District Scout Council members, as defined in Rule 5b.3.2.5, may vote in District Scout Council meetings.

5d.2.7.6

The quorum for a District Scout Council meeting is agreed by the District Scout Council at their AGM (see 5d.2.4.2).

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.

5d.2.7.7

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.

5d.2.7.8

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.

5d.2.7.9

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

5d.2.8 District Trustee Board – Conduct of Meetings

5d.2.8.1

Only members as defined may vote in meetings of the District Trustee Board. The quorum for a District Trustee Board is one third of the Trustees plus one [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

5d.2.8.2

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

5d.2.8.3

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 deemed not to have been carried.

5d.2.8.4

Minutes, approved by the Chair should be circulated to all members (District Trustee Board meetings) as soon as possible and in case of the District Scout Council in advance of the next meeting. All minutes to be retained and safely kept.

5d.2.8.5

Electronic voting (such as email) is allowed for decision making of the District Trustee Board when deemed appropriate by the Chair. In such circumstances, a minimum of 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 [the 'rounding' guidance from 5d.2.8.1 also applies in this case].

5d.2.8.6

The District Trustee Board can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

Introduction to the Constitution for a Region (Scotland)

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

- a) The Region constitution must always be used in the context of the rules in Chapter 5b of POR – these POR Rules must not be amended.
- b) In accordance with Rule 5b.3.1.5, any amendments or differences to the model constitution at 5d.3 below (and noting (a) above) must be agreed at the AGM and fully recorded in the minutes of the AGM.
- c) In the interest of openness, especially for new members of the Region Scout Council, the Region Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5d.3 Constitution for a Region (Scotland)

All Scout Regions must adhere to the current version of Policy Organisation and Rules of The Scout Association, which now fully incorporates Scottish Variations for POR.

In the previous versions of POR (and, specifically, in the Scottish Variations from POR) it was Appendix C.

5d.3.1 Charitable Objects

5d.3.1.1

[Rule 1.1 of POR]

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

5d.3.2 The Regional Scout Council

5d.3.2.1

The Regional Scout Council has a governance role for the charity and, in particular, appoints the Regional Trustee Board. Its geographical boundaries agreed between the Regional Scout Council and the Scottish Scout Council. The Trustee Board is responsible for the governance of the charity and is accountable to the Scout Council.

5d.3.2.2

The Regional Scout Council has no Trustee responsibilities.

5d.3.2.3

Membership of the Scout Council does not provide membership of Scouts.

5d.3.3 Regional Scout Council Membership

5d.3.3.1

The ex-officio members of the Regional Scout Council are:

- a) All adult members with a Regional role – see Regional roles in the Chapter 16 Teams Table of POR
- b) All adults with the following appointments in the Scout Districts in the Region
 - District Lead Volunteers
 - District Trustee Board Chairs
 - District Trustee Board Treasurers
 - District Youth Leads
 - District representatives selected by their respective District Scout Councils
- c) The Chief Volunteer of Scotland

5d.3.3.2

The appointed members of the Regional Scout Council are other supporters of the Region appointed by the Regional Scout Council on the recommendation of the Regional Trustee Board for a period not exceeding three years.

5d.3.3.3

The Regional Scout Council may include representatives from Girlguiding, religious bodies, schools, local authorities or other youth organisations where it is desired to maintain co-operation. They are not required to be members of Scouts.

5d.3.3.4

Membership of the Regional Scout Council ends when:

- a. The member resigns
- b. The member no longer qualifies as a member of the Scout Council
- c. The Scout Council is dissolved
- d. Membership is terminated by UK Headquarters following a recommendation by the Regional Trustee Board

5d.3.4 Annual General Meeting

5d.3.4.1

The Regional Scout Council must hold an Annual General Meeting within six months of the end of the Scout Region's financial year.

5d.3.4.2

The Annual General Meeting must:

a) Undertake governance oversight

- Adopt (or re-adopt) the constitution of the Scout Region
- Note the dates of the Scout Region's financial year
- Approve appointed and community members of the Regional Scout Council (if any)
- Agree the number of members that may be appointed to the Regional Trustee Board
- Agree the quorum for future meetings of the Regional Scout Council

b) Review the previous year

- Receive and consider the Trustees' Annual Report, including the annual statement of accounts prepared by the Trustee Board
- The accounts must have been examined by an appropriate auditor or independent examiner
- The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor or independent examiner

c) Make appointments

- Approve the appointment of the Chair of the Regional Trustee Board
- Approve the appointment of the Treasurer of the Regional Trustee Board
- Approve the appointment of members of the Regional Trustee Board

Vacancies for appointed Trustees only occur at the end of their period of appointment. For example, a Regional 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 Regional Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Regional Scout Council. The action of the Regional Scout Council is to approve or not approve the proposed names from the Trustee Board.

- Approve the appointment of any Regional Presidents or Regional Vice Presidents
- Appoint (or re-appoint) an auditor or independent examiner as required
- Elect representatives of the Regional Scout Council to be nominated members of the Council of The Scout Association (see POR 6.5.1.2 for quota)
- Elect representatives of the Regional Scout Council to be nominated youth members of the Council of The Scout Association (see POR 6.5.1.3 for quota)

5d.3.4.3

All adult members in the Region are ex-officio members of the Scottish Scout Council so no nomination of such is required at the Regional Annual General Meeting.

5d.3.4.4

Following each Annual General Meeting, all appointed Trustees must be recorded on the membership system and the Trustees' Annual Report and Accounts must be filed as required.

5d.3.4.5

Regional Trustee Board administration must ensure that appointed or community members of the Regional Scout Council are recorded locally in the minutes of the Regional Scout Council meeting which appoints them (normally the AGM). Regional 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.

5d.3.4.6

The Regional Trustee Board will verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting. These Minutes cannot be formally approved until the Scout Region's next Annual General Meeting.

5d.3.4.7

Governance roles must be distinct to help manage conflict of interest. The roles of Chair and Treasurer must not be combined in any way.

5d.3.5 The Regional Trustee Board - purpose

5d.3.5.1

The Regional Trustee Board is a team of volunteers who work together, as Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5d.3.5.2

Members of the Regional Trustee Board must act collectively as Charity Trustees (if the Scout Region is a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of the charity and its members to:

- a) Ensure the Region is well managed, carrying out its purposes for the public benefit, complying with the charity's governing document and the law and managing the charity's resources responsibly.
- b) Comply with Policy Organisation and Rules of the Scout Association, including effective management of the Key Policies listed in Chapter 2 – The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-Bullying Policy
- c) Ensure that young people are meaningfully involved in decision making at all levels of the Region
- d) Provide sufficient resources (funds, people, property and equipment) to meet the planned work of the Region including delivery of the high-quality programme and resource requirements of the training programme
- e) Ensure that a positive image of Scouts exists in the local community
- f) Develop and maintain a risk register, including putting in place appropriate mitigations
- g) Ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the charity
- h) Maintain and manage a reserves policy for the Region (including a plan for use of reserves outside of the minimum), an investment policy for the Region and a public benefit statement for the Region
- i) Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Region is properly protected and maintained
- j) Promote and support the development of Scouts in the local area
- k) Manage the Region's finances including the raising of funds and ensure that the assets are to be applied solely for the purposes, management and administration of Scouts.
- l) Appoint and manage the operation of any sub-teams of the Trustee Board, including appointing a Chair to lead each sub-team. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in Chapter 16).
- m) Ensure that effective administration is in place to support the work of the Trustee Board
- n) Appoint any Co-opted members of the Trustee Board

- o) Prepare and approve the Trustees' Annual Report and Annual Accounts after their examination by an appropriate auditor or independent examiner and as appointed by the Scout Council at their Annual General Meeting
- p) Present the Annual Report and Annual Accounts to the Regional Scout Council at the Annual General Meeting; file a copy with the Scouts Scotland Trustee Board; and if a registered charity, to the Office of the Scottish Charity Regulator
- q) Take responsibility for adherence to Data Protection Legislation recognising that, depending on circumstances, it will at times act as a Data Controller and as a Data Processor
- r) Maintain confidentiality with regard to appropriate Trustee Board business
- s) Apply a transparent selection process to recommend to the Regional Scout Council appropriate members of the Regional Trustee Board
- t) Where staff are employed, act as a responsible employer in accordance with the Scouts' values and relevant legislation, ensure effective line management responsibilities for employed staff are clearly established and communicated and ensure that appropriate specific personnel insurance is in place
- u) Provide support to the Regional Commissioner (Regional Lead Volunteer), when required, to assist the opening, change, merging or closing of Districts in the Region as necessary
- v) Create a support network amongst Scout Districts, particularly in relation to finance and the Trusteeship of property.
- w) Comply with legislation applicable to charities in Scotland

5d.3.5.3

The Regional Trustee Board may create sub-teams to manage the work it deems necessary ensuring that the purpose of each sub-team is governance-focused and has been agreed by the Regional Trustee Board, that it consists of members approved by the Regional Trustee Board, that the Chair of the Regional Trustee Board and the Regional Lead Volunteer have right of attendance at each sub-team.

5d.3.5.4

Members of sub-teams are not Trustees unless they are members of the Regional Trustee Board.

5d.3.5.5

The Regional Trustee Board may enact and from time to time alter such Bylaws as it may consider appropriate for the regulation of its procedures and the powers and procedures of its sub-teams, provided that any changes in the Bylaws shall be reported to the next Annual General Meeting of the Regional Scout Council.

5d.3.5.6

All ex officio, appointed and co-opted members of the Regional Trustee Board shall serve as charity Trustees for the Regional Scout Council, and in that capacity, they shall have the fullest powers to administer and manage the Regional Scout Council's affairs in furtherance of its charitable purposes providing that the assets are to be applied solely for the purposes, management and administration of Scouts. In particular, but without limitation, the Regional Trustee Board shall have power, subject to appropriate disclosure in the next Annual Report:

- a) to lend and to borrow
- b) to invest widely
- c) to raise funds by levying a subscription on members of the Association in the Region
- d) to award grants, including grants to one or more of their members
- e) to engage one or more of their members or their relations, either directly or through a connected company or firm, to provide services on a commercial basis which they are suitably qualified to provide to grant honoraria, including honoraria to one or more of their members
- f) to reimburse one or more of their members from the Regional Scout Council's funds for all or part of any expenses reasonably incurred in the course of their duties.

5d.3.5.7

The Regional Trustee Board meetings should be held at least four times per year and distributed equally across the year.

5d.3.6 Membership of the Regional Trustee Board

5d.3.6.1

Subject to conflict of interest rules, a Trustee may be a member of more than one Trustee Board.

5d.3.6.2

Ex officio, appointed and co-opted members of the Regional Trustee Board are charity Trustees (if the Scout Region is a registered charity) or have the same duties and responsibilities as Charity Trustees if they are not. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

5d.3.6.3

Certain people are disqualified from being charity Trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

5d.3.6.4

All Trustees must complete training as specified in Policy, Organisation and Rules.

5d.3.6.5

At Region, all Trustee Boards and any sub-teams should, wherever possible, have as full voting members at least two people aged between their 18th and 25th birthdays.

5d.3.6.6

The Regional Trustee Board consists of:

- a) The Regional Chair
- b) The Regional Treasurer
- c) The Regional Lead Volunteer (ex-officio)

Where there are joint role holders, only one of them may be an ex-officio member of the Regional Trustee Board. This should be decided in consultation with the Regional Lead Volunteers and the Regional Chair.

However, each role holder of any of the above roles must be eligible to be a Trustee (as specified in 16.1.3.1(d) and (e) of Chapter 16)

- d) The Regional Youth Lead (ex-officio)
- e) A maximum of eight further appointed or co-opted Trustees. A Regional Trustee Board should consist of between five and twelve Trustees.

The selection process for appointed Trustees must follow Rules 5b.3.4.5(b) and 5b.3.4.6.

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

If a co-option is required mid-year because of a vacancy arising (see 5d.3.6.9), then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by Scout Council resolution at the AGM.

5d.3.6.7

The Chief Volunteer of Scotland and the Scouts Scotland Chair each have the right of attendance at meetings of the Regional Trustee Board.

Each Regional Trustee Board requires effective administration. The administration can be provided by one or more persons as appropriate to the Region.

5d.3.6.8

The Region's nominated members of the Council of The Scout Association must be invited to attend meetings of the Regional Trustee Board.

5d.3.6.9

If a Regional Trustee Board Chair or Treasurer resigns, filling the vacancy as soon as possible should be prioritised. All actions must be taken by a majority vote of the Trustees, with vacancies of the role of Chair also being discussed with the Regional Lead Volunteer. These appointments are short-term until the next annual general meeting. The Trustees must either:

- a) Appoint a current Trustee to the role, or
- b) Co-opt a Trustee to take the role, subject to the provisions in the charity's constitution for co-opting Trustees

5d.3.6.10

There is no role of acting Chair or acting Treasurer. In extreme circumstances, the Regional Lead Volunteer may act as Chair for a short period of time.

5d.3.7 Regional Scout Council - Conduct of meetings

5d.3.7.1

The Regional Scout Council meets at their AGM (see 5b.3.2).

5d.3.7.2

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

5d.3.7.3

A Regional 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 Regional Trustee Board.

5d.3.7.4

The President (if one has been appointed and if they are present and wishes to take the chair) shall preside at meetings of the Regional Scout Council. Otherwise, the Regional Chair shall preside or, in their absence, the meeting shall elect a chair subject to such appointment being approved at the start of the meeting by a majority of the Regional Scout Council members present.

5d.3.7.5

Only Regional Scout Council members, as defined in Rule 5b.3.2.7, may vote in Regional Scout Council meetings.

5d.3.7.6

The quorum for a Regional Scout Council meeting is agreed by the Regional Scout Council at their AGM (see 5b.3.2).

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

5d.3.7.7

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 meeting Chair does not have a casting vote and the matter is taken not to have been carried.

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

5d.3.7.8

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

5d.3.7.9

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

5d.3.8 Regional Trustee Board – Conduct of Meetings

5d.3.8.1

Only members as defined may vote in meetings of the Regional Trustee Board. The quorum for a Regional Trustee Board is one third plus one [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

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

5d.3.8.2

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 deemed not to have been carried.

5d.3.8.3

Minutes, approved by the Chair should be circulated to all members (Regional Trustee Board meetings) as soon as possible and in case of the Regional Scout Council in advance of the next meeting. All minutes to be retained and safely kept.

5d.3.8.4

Electronic voting (such as email) is allowed for decision making of the Regional Trustee Board when deemed appropriate by the Chair. In such circumstances, a minimum of 75% of the Trustees of the Regional Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next Regional Trustee Board meeting [the 'rounding' guidance from 5d.3.8.1 also applies in this case].

The Regional Trustee Board can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

Chapter 5e

Local finance of Groups, Districts, Counties

This chapter was previously the major part of 5.7 from in Chapter 5 of the Autumn 2024 edition of POR.

Chapter contents

- 5e.1 Finance in Groups, Districts, Counties
- 5e.2 Statement of accounts
- 5e.3 Independent examination of accounts
- 5e.4 Funds administered by sections, and other teams or sub-teams in the Group, District or County
- 5e.5 Bank accounts
- 5e.6 Preservation of books of account
- 5e.7 Payment of the membership subscription
- 5e.8 Disposal of assets

5e.1 Finance in Groups, Districts, Counties

5e.1.1.1

Every Group, District and County, has an obligation from POR, to keep proper books of account.

Except in Scotland, every Group, District and County is also a separate unincorporated charity unless otherwise noted in Chapter 5a.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5e.1.1.2

The Charities Act 2022 applies in England and Wales.

Charities in Scotland must comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities (Regulation and Administration) (Scotland) Act 2023, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Similar legislation applies elsewhere – see POR 5a.1.1.1.

5e.1.1.3

The Group, District or County Trustee Board must ensure that proper financial planning and budgetary control is operated (see Rules 5c.1.6, 5c.2.6, 5c.3.6, 5c4.6, 5d.1.5, 5d.2.5, 5d.3.5 of POR).

5e.1.1.4

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.

5e.1.1.5

All financial commitments 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.

5e.1.1.6

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. Nonetheless, Trustees of an unincorporated association are personally liable (on a joint and several basis) for any obligations taken on by that association. In this respect Trustees have the benefit of a Trustee liability policy purchased by The Scout Association (see Chapter 8).

5e.2 Statement of accounts

5e.2.1.1

A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules and the separate Guidance [5a.1.7 in Chapter 5a]. The annual statement of accounts must account for all monies received or paid on behalf of the Group, District or County. As noted below this will include all sections, teams and sub-teams.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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5e.2.1.2

The Group Trustee Board 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.

The District Trustee Board 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.

The County Trustee Board must ensure that PDF copies of the signed annual report and accounts, including the 'audit' report, are sent 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.

5e.2.1.3

Elsewhere than Scotland, if the Group, District or County is a registered charity then, with the exception of charities in England and Wales with income of less than £25,000, a copy of the Trustees' annual report and accounts must also be sent to the appropriate charity regulator (see 5a.1.2 in Chapter 5a), within ten 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 be sent to the regulator within nine months of the financial year end, and must include a Trustees' 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.

5e.2.1.4

If the Group, District or County has either restricted or permanent endowment funds then these (and associated income and expenditure and assets and liabilities) need to be shown separately in the accounts.

Restricted funds are those which the Trustees can only use for a specified purpose and they cannot change that purpose without approval generally from the person(s) who provided the funds.

A permanent endowment is an asset, for example a property which must not generally be sold or disposed of. The rules regarding utilisation of income generated from permanent endowments or the circumstances where it may be possible to dispose of permanent endowments are not straightforward. There is guidance on the Charity Commission

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website but Trustees may also wish to take professional legal advice. The particulars of the Trustees in whom such assets are vested also must be shown.

5e.2.1.5

Except in Scotland, the annual statement model templates are available for download from Accounting and Reporting. These models are suitable for:

- a) receipts and payments accounts for a single fund unit, such as when there are no special funds whose use is restricted (see more detail)
- b) receipts and payments accounts for a multi fund unit, such as when where there are special funds in addition to a general fund (see more detail)
- c) accruals (SORP) accounts for a single fund unit. Guidance and templates are also available from www.charitysorp.org
- d) accruals (SORP) accounts for a multi fund unit. Guidance and templates are also available from www.charitysorp.org

It is expected that most Districts and Groups with gross income below £250,000 in the year will choose the Receipts and Payments basis.

Based on historical experience most Counties are compelled, or choose, to follow the accruals accounts basis. In addition, Districts and Groups with high levels of income or particularly complex operations may opt for the Accruals Accounts basis.

5e.2.1.6

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.

5e.2.2 Trustees' Annual Report

5e.2.2.1

All Groups, Districts and Counties must produce a Trustees' Annual Report. The content of the Trustees' Annual Report will depend to an extent on the requirements of the charity regulator (see 5a.1.2 in Chapter 5a).

5e.2.2.2

In the past there has been significant variety in the level and type of information included within this reporting. The SORP, while only applying to accruals accounts, seeks to

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address this by suggesting standard headings that should be included in the Trustees' Annual report.

The headings relevant to most Groups, Districts and Counties are:

- Reference and administration details
- Structure, governance and management
- Objectives and activities
- Achievements and performance
- Financial review
- Plans for future period and other optional information

The Specimen Trustees' Annual Report uses these headings and it is recommended that these are used by all Groups, Districts and Counties whether or not they are registered charities and whether they are producing receipts and payments or accruals accounts.

The names of all Trustees must be shown and where they have not served throughout the financial year the date of their appointment or resignation must be given. If any trustees are also members of sub-committees this should be noted by their names e.g. Chair of the Fundraising Sub-committee.

5e.3 Independent examination of accounts

5e.3.1.1

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 5a.1.7 in Chapter 5a.

In Scotland, whether or not the Group, District or Region is registered with OSCR, the auditor or independent examiner must be appointed at the AGM and must carry out an external examination of the accounts in accordance with the requirements of the Charities and Trustee Investments (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities (Regulation and Administration) (Scotland) Act 2023.

5e.3.1.2

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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.

5e.4 Funds administered by sections, and other teams or sub-teams in the Group, District or County

5e.4.1.1

Any section, team or sub-team or other activity (for example a Campsite, Scout Show or Scout Shop) that is not a separate charity must, to the extent authorised by the relevant Trustee Board, administer sums allocated to it.

5e.4.1.2

Subscriptions paid by members of any section, or on their behalf, must be handed to the designated Treasurer or their nominee as soon as possible after receipt.

5e.4.1.3

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.

5e.4.1.4

Each section, or other approved 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.

5e.5 Bank accounts

5e.5.1.1

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.

5e.5.1.2

The account(s) should be operated by the respective Treasurer and other members authorised by the relevant Trustee Board.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

5e.5.1.3

A minimum of two unrelated persons authorised by the Trustee Board must approve all banking withdrawals and payments. The authorised signatories must be approved by each respective Group, District or County Trustee Board, whether or not the authorised signatories are Trustees.

5e.5.1.4

Bank accounts must be operated by/within one charity. As separate charities Groups, Districts and Counties must not share or mix their bank accounts with each other, or with other charities.

5e.5.1.5

Payments for Scout-related activities should be made from a Scout bank account wherever practicable. If necessary, payments for Scout-related costs may be made from an individual's personal bank account or credit card but receipt(s) must be presented to the relevant Treasurer for reimbursement.

5e.5.1.6

Cash received at a specific activity may only be used as defined within a policy for cash handling and expenses specified by the relevant Trustee Board.

5e.5.1.7

Funds not immediately required should be transferred into a suitable savings or investment account held in the name of the Group, District or County.

5e.5.1.8

Trustee Boards are able to provide a facility for “cash” to be paid to volunteers in advance of expenses which it is known will be incurred on an activity. Such a facility is permitted provided that the Trustee Board sets appropriate limits and a process for receiving adequate evidence of the subsequent expenditure.

This facility could include the use of prepaid cards or credit cards (with strict limits) in the name of the Group, District or County. As with all other commitments, Trustees will be jointly and severally liable for expenditure thereon.

5e.6 Investments

5e.6.1.1

The Scout Association's own particular powers of investment are specified by its Royal Charter and apply only to The Scout Association itself and not to Groups, Districts and

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Counties. Unless therefore 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 relevant legislation:

- In England and Wales – the Trustee Act 2000
- In Northern Ireland – the Trustee Act (Northern Ireland) 2001
- In Scotland – the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities (Regulation and Administration) (Scotland) Act 2023

5e.6.1.2

Investments held on behalf of Groups, Districts or Counties must be registered in such a way as to show they are held on trust for that body and they are not the private property of the individuals, if any, appointed as trustees in relation to that investment.

5e.6.1.3

Groups, Districts or Counties are advised to make full use of special funds which are established for investment by charities and which pay dividend income gross. In the (currently unlikely) event that any tax is deducted at source the tax should be reclaimed from HMRC by the relevant Treasurer.

Note that this will not apply in the case of those units operating in Scotland which have chosen not to register with OSCR, who will, subject to the de minimis rules, be liable to corporation tax on such income.

5e.7 Preservation of books of account

5e.7.1.1

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.

5e.8 Payment of the membership subscription

5e.8.1.1

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.

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The amount of the membership subscription is decided annually by The Scout Association's Board of Trustees. It applies to the whole of the United Kingdom, and to all members of The Scout Association who live outside the United Kingdom.

The UK Board of Trustees also 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.

5e.8.1.2

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

5e.8.1.3

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

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.

5e.8.1.4

Membership subscriptions may be collected from youth members or their parents by a method decided by the relevant Trustee Board.

5e.8.1.5

Each Group is **very** strongly encouraged to use the Gift Aid scheme for membership subscription payments made in respect of youth or other members by UK taxpayers.

In this connection it must be noted that those units operating in Scotland which are not registered with OSCR are NOT charities in Scottish law and cannot recover Gift Aid. For this reason, Scottish units are encouraged to carefully consider the advantages of registering as a charity.

5e.9 Disposal of assets

5e.9.1 Disposal of Group, District or County assets at amalgamation

5e.9.1.1

If two or more Groups, Districts or Counties amalgamate, the retiring Treasurers must prepare a statement of account at the date of the amalgamation.

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5e.9.1.2

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.

5e.9.1.3

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.

5e.9.2 Disposal of District or County assets at splitting

5e.9.2.1

Rule 5e.9.2 does not apply to Groups.

5e.9.2.2

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.

5e.9.2.3

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.

5e.9.2.4

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.

5e.9.2.5

This should normally be done under the supervision of UK Headquarters.

5e.9.3 Disposal of assets at closure

5e.9.3.1

If a Group, District or County is closed, the Treasurer must prepare a statement of account at the effective date of closure.

5e.9.3.2

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.

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5e.9.3.3

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.

5e.9.3.4

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.

5e.9.3.5

The Treasurer must ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.

5e.9.4 Assets remaining after closure

5e.9.4.1

Any net assets or liabilities remaining after the closure of a Group automatically pass to the District Scout Council which may use or dispose of these at its absolute discretion solely for the purposes of scouting.

5e.9.4.2

Any net assets or liabilities remaining after the closure of a District automatically pass to the County Scout Council, which may use or dispose of these at its absolute discretion solely for the purposes of scouting.

5e.9.4.3

Any net assets or liabilities remaining after the closure of a County automatically pass to the Country Headquarters, which may use or dispose of these at its absolute discretion, solely for the purposes of scouting.

5e.9.4.4

If there is any reasonable prospect of the Group, District or County being revived, the disposition of these assets and liabilities 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.

5e.9.4.5

The Trustee Board of the receiving entity is responsible for ensuring the preservation of the statements of account and all accounting records of the Group, District or County, which has been closed.

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Chapter 5f

Fundraising, grants and loans in Groups, Districts, Counties

Chapter contents

- 5f.1 Fundraising in Groups, Districts, Counties
- 5f.2 Joint fundraising projects
- 5f.3 Fundraising and the law
- 5f.4 Lotteries and gaming
- 5f.5 Appeals for funds
- 5f.6 Professional fundraisers
- 5f.7 Grants and loans

5f.1 Fundraising in Groups, Districts, Counties

5f.1.1.1

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.

5f.1.1.2

Fundraising carried out on behalf of Scouts must be conducted in accordance with the principles embodied in the Scout Promise and Law, and our Values (see Chapter 1).

5f.1.1.3

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.

5f.1.1.4

Fundraising conducted on behalf of 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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5f.1.1.5

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.

5f.1.1.6

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

5f.2 Joint fundraising projects

5f.2.1.1

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.

5f.2.1.2

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.

5f.2.1.3

When participating in a joint project, terms must be agreed and recorded in a Memorandum of Understanding or non-legal agreement.

5f.3 Fundraising and the law

5f.3.1.1

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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5f.4 Lotteries and gaming

5f.4.1.1

If a Group considers raising funds by means governed by any legislation as detailed at Rule 5f.3.1.1, the proposed activity must have the recorded approval of the Group Trustee Board, the Sponsoring Authority (if any), and the District Chair.

If a District considers raising funds by means governed by any legislation as detailed at Rule 5f.3.1.1, the proposed activity must have the recorded approval of the District Trustee Board and the County Chair,

If a County considers raising funds by means governed by any legislation as detailed at Rule 5f.3.1.1, the proposed activity must have the recorded approval of the County Trustee Board and the Country Chair,

5f.4.1.2

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.

5f.4.1.3

For any fundraising activity governed by legislation, the appropriate Trustee Board must appoint a person (often called a promoter) to be responsible for ensuring compliance with relevant regulations.

5f.4.1.4

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.

5f.4.1.5

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.

5f.4.1.6

If the Group, District or County (as appropriate) is a registered charity, this fact must be stated in any advertising material.

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5f.5 Appeals for funds

5f.5.1.1

Groups, Districts and Counties must not issue general appeals for funds.

5f.5.1.2

In exceptional circumstances:

- a) Groups must seek approval from the District Trustee Board:
- b) Districts must seek approval from the County Trustee Board (who must consult the Country Headquarters)
- c) Counties must seek approval from UK Headquarters.

5f.5.1.3

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.

5f.6 Professional fundraisers

5f.6.1.1

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.

5f.6.1.2

All legislation associated with fundraising must be fully complied with.

5f.7 Grants and loans

5f.7.1.1

Provided that a Group, District or County raises a proportion of its own funds, it may accept financial support in the form of grants or loans. This would include grants, loans or donations provided for specific purposes, which would constitute Restricted Funds.

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5f.7.2 Applications for grants or loans

5f.7.2.1

Applications for grants or loans from Local Authorities:

- a) Group and District applications must be approved by the District Chair and the County Lead Volunteer before submission.
- b) County applications must be approved by the County Chair and the County Lead Volunteer before submission.

5f.7.2.2

Applications for grants from UK Headquarters:

- a) Group applications must have the approval of the Group Chair and the District Lead Volunteer.
- b) District applications must have the approval of the District Chair and the County Lead Volunteer.
- c) County applications must have the approval of the County Chair and the County Lead Volunteer.

5f.7.2.3

Applications for loans from sources other than Local Authorities or UK Headquarters:

- a) Group applications must have the approval of the Group Chair and of the District Lead Volunteer if the latter so directs.
- b) District applications must have the approval of the District Chair and of the County Lead Volunteer if the latter so directs.
- c) County applications must have the approval of the County Chair and of the County Lead Volunteer if the latter so directs.

5f.7.3 Changes to grants after the award of the grant

5f.7.3.1

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

Chapter Contents

- 6.1 The Royal Charter
- 6.2 The Patron
- 6.3 The President(s)
- 6.4 The Council of The Scout Association
- 6.5 Membership of the Council
- 6.6 The Board of Trustees of The Scout Association
- 6.7 Membership of the Board of Trustees
- 6.8 Sub-Committees of the Board of Trustees
- 6.9 National leadership
- 6.10 UK Headquarters Staff
- 6.11 The Country Scout Councils of Northern Ireland, Scotland, Wales
- 6.12 Companies and Trusts associated with The Scout Association
- 6.13 Girlguiding UK
- 6.14 National Scout Active Support Units

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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.

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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 UK Chief Volunteer
- d) The Chief Executive
- e) The Chair and members of the Board of Trustees, including The Treasurer.
- f) The Chief Volunteer for International
- 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.

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.

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- f) The nominated member must be a member of The Scout Association before being nominated to the Council.
- g) Northern Ireland Scout Council is designated as a County for the purposes of the Bye Laws only. The Northern Ireland Scout Council may nominate up to 16 representatives from its Districts. A minimum of 50% of those should be aged 18-24.

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
- 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.
- g) The nominated member (18-24) must be a member of The Scout Association before being nominated to the Council.
- h) Northern Ireland Scout Council is designated as a County for the purposes of the Bye Laws only. The Northern Ireland Scout Council may nominate up to 16 representatives from its Districts. A minimum of 50% of those should be aged 18-24.

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.

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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 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.

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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 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.

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.

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6.9.2 UK Chief Volunteer

6.9.2.1

A UK Chief Volunteer is appointed by The Scout Association according to the terms laid down by the Council.

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 following the UK Headquarters recruitment 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.

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6.9.5.2

UK Lead Volunteers are appointed by the UK Chief Volunteer, following the UK Headquarters recruitment 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.

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, Wales)

6.9.6.1

Regional Lead Volunteers (England, Northern Ireland, Wales) are appointed by the Chief Volunteer (England, Northern Ireland, or Wales) following the UK Headquarters recruitment 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.

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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.

6.10.1.2

The following volunteer roles cannot be carried out by a member of staff employed by UK Headquarters:

- a) County Chief Volunteers
- b) Regional Lead Volunteers (England, Northern Ireland and Wales)
- c) Nation and County Trustees
- d) Nation level roles
- e) Nominated and ex-officio members of the TSA Council*

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- f) Any role that is ex-officio for any of the roles above
- g) Any role appointed by UK Headquarters, including
 - Managers or Team Leaders of National Scout Active Support Units
 - 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)

**The only exception to the above is the TSA Chief Executive role which is both an ex-officio member of TSA Council and a Trustee of The Scout Association, as defined within our Bye Laws.*

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 Bye Laws require the Board of Trustees to appoint a Secretary to carry out the duties required of such a person as specified in 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>

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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 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 do not 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, 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 to facilitate the performance of delegated duties.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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.

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.

Northern Ireland Scout Council is designated as a County for the purposes of the Bye Laws only.

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 ScoutsCymru 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, ScoutsCymru 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Rules and regulations concerning structure, trusteeship, property and charitable status must comply with the Charity Commission for England and Wales.

6.11.2 British Scouting Overseas

6.11.2.1

In several 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 Chief Volunteer for International. The Area Lead Volunteer for British Scouting Overseas is responsible to the Lead Volunteer for International.

6.11.2.2

British Scouting Overseas is a charity registered in England with the Charity Commission for England and Wales.

6.11.2.3

The Area receives appropriate support from UK Headquarters as agreed by the Area Lead Volunteer for British Scouting Overseas.

6.11.3 British Overseas Territories

6.11.3.1

Territories of The Scout Association are established overseas, with local Chief Scouts and Chief Commissioners. The Overseas Territories are not a part of British Scouting Overseas.

6.11.3.2

Their constitutions are granted by UK Headquarters and may be withdrawn at its discretion.

6.11.3.3

Variations to the Rules of The Scout Association may be sanctioned by UK Headquarters to suit the local circumstances of an Overseas Territory.

6.11.3.4

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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. Profits generated are used to support The Scout Association.

6.12.1.2

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. Profits generated are used to support The Scout Association.

6.12.1.3

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. Profits generated are used to support The Scout Association.

6.12.1.4

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 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, profits generated are used to support The Scout Association.

6.12.1.5

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).

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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 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, 5a.1.6.4 applies in Scotland.

6.13 Girlguiding UK

6.13.1.1

The Scout Association and Girlguiding UK share a common Founder and have similar aims, principles and methods, although they are separate organisations established by separate Royal Charters. 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.

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.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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, 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 Scouts. 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
- 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.

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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.

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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.

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:

- a) clear communication links are maintained with a responsible person in the area of the accident, the next of kin and UK Headquarters
- b) appropriate arrangements are made for the return of the party, as necessary
- c) 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

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involved, together with their observations relating to the sequence of events and possible causes of the accident.

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.

7.2.1.10

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.

7.2.1.11

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 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

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7.4.1.2

If an accident during a Scouts 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 outlined in this section 8.1 apply exclusively to Scout units and their members operating within the federation of charities governed by The Scout Association's Royal Charter.

As such, the insurances described in section 8.1 do not extend to members of Girlguiding or any other individuals or organisations 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 included on the annual census return, as well as new members joining throughout the year, in the United Kingdom, the Isle of Man, the Channel Islands, and British Scouting Overseas.

Details of the current benefits under this policy are available from Unity.

8.1.2.2

The policy also extends coverage to parties of up to five Scouts who are not members of The Scout Association but are visiting the United Kingdom to participate in Scout activities organised by a British home unit. Larger groups of visitors may be insured by the host unit, provided the visiting Scouts are not already covered by their home Association.

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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.

8.1.3.2

Non-members do not benefit from the same Personal Accident and Medical Expenses Insurance as members.

However, non-members residing in the United Kingdom, the Isle of Man, and the Channel Islands can be insured by the Group, District or County purchasing personal accident cover for non-members. Details are available from Unity. Other insurance providers may also offer cover.

8.1.4 The Scout Association Legal Liability Policy

8.1.4.1

This policy, which includes Public Liability and Property Owners Liability, covers The Scout Association and, upon request, can provide coverage for Lead Volunteers, adult members, and other authorised individuals responsible for, or assisting with, Scout activities. This protection extends to claims made by members under their care (or their parents or guardians) or by third parties, alleging legal liability arising from accidents or incidents during any authorised Scout activity or fundraising event. This is covered under the Public Liability section of the policy.

8.1.4.2

This policy also covers the liability of any Scout authority that owns or is responsible for land or buildings (excluding liability under any agreement). This is covered under the Property Owners Liability section of the policy.

8.1.4.3

A condition for indemnity by The Scout Association is that any assistance required to investigate or defend potential litigation must be provided by those involved in the incident leading to the claim.

8.1.4.4

The Scout Association's Legal Liability Policy does not cover legal liability related to the ownership, driving, or piloting of motor vehicles, aircraft, or gliders where compulsory third-party insurance is required. If there is doubt whether additional insurance is necessary, contact Unity.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

The policy also does not fully cover liability for injuries to third parties or damage to third-party property resulting from the ownership or operation of boats. Unity can arrange marine liability insurance and will provide details on application.

8.1.4.5

Any indemnity provided by The Scout Association is subject to the terms and conditions of the relevant legal liability insurance policy in force.

8.1.5 The Scouts Trustee Indemnity insurance cover

8.1.5.1

The Trustee Indemnity insurance policy is designed to protect trustees in the event they are personally liable for the loss of charity assets or for making decisions that result in a financial loss to the charity.

8.1.5.2

The Scouts have a national insurance policy that covers trustees of any Scout charity that is within the Scouts' federation of charities. The premium is centrally paid by the Scouts, so trustees do not need to obtain additional cover.

8.1.5.3

The policy also extends to any person co-opted or appointed to act as a trustee of Scout assets, regardless of whether they are members of a Trustee Board or a member of Scouts.

8.1.5.4

Further details of the current benefits under this policy can 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.

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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 available from Unity Insurance Services covers accidents and medical expenses but is only available to groups based in the United Kingdom, the Channel Islands or the Isle of Man. Those based in British Scouting Overseas or the British Overseas Territories should obtain equivalent travel insurance cover locally.

8.2.1.3

Insurance cover must be taken out in respect of employers' liability for people that a Group, District or County may employ.

8.2.1.4

The Scout Association Public Liability Policy cover extends to cover every Group, District and County within the Scouts' federation of charities, subject to Rule 8.4. There is no requirement to purchase additional Public or Property Owners' Liability policies.

8.2.1.5

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.

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.

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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

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- 9.1 All activities
- 9.2 Nights away
- 9.3 Visits abroad
- 9.4 Visits by persons who are not members of The Scout Association
- 9.5 Creative activities
- 9.6 Use of External Centres and Instructors
- 9.7 Adventurous Activities Permit Scheme
- 9.8 Adult groups undertaking activities
- 9.9 Joint activities or joint use of facilities with other youth organisations
- 9.10 Air activities
- 9.11 Target Sports
- 9.12 Land based activities
- 9.13 Water based activities

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 by emailing support@scouts.org.uk. In addition to the factsheets stated in this chapter, other resources may be available to provide guidance in specific 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

A Leader in charge must be agreed for each activity.

Before the start of each activity, the Leader in charge 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) the members of the team(s) planning and delivering the activity collectively has any necessary permits (Adventurous Activity and Nights Away) and qualifications and skills to deliver the programme in accordance with The Scout Association's rules and safety standards.
- f) there is additional, responsible supervision as required, including for those in the locality of the activity but not actively involved, see Rule 4.3.10.
- g) a risk assessment (FS120000) is carried out, recorded and safety instructions are communicated to all supervising adults and participants
- h) The risk assessment needs to be proportionate. For example, any activity involving young people must have a risk assessment in place. Gatherings of adults (for example a County Group Lead Volunteer Conference) should also have a risk assessment in place, but a 1-to-1 meeting of a couple of adults in a home or in a café should be arranged with safety in mind but may not have a publicly available risk assessment.
- i) suitable InTouch (FS120075) arrangements are in place
- j) Emergency Procedures are in place (see Chapter 7)
- 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 three hours or more (in the method of travel being used) to a point of refuge including at least one of:

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- 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) the relevant District or County Lead Volunteer has approved the activity (see 9.1.2).

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).

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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 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 9.7).

9.1.2.6

When professional instructors or leaders from outside the movement are engaged, separate rules apply (see 9.6).

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 Chapter 2) and must adhere to the relevant general and specific activity rules set out in this Chapter 9.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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

The Leader in charge of a camp or residential activity involving young people under 18 years old must ensure that:

- a) the team responsible for organising and delivering the activity includes a Nights Away Permit Holder, unless the Leader in charge holds the Nights Away Permit themselves.
- b) the Nights Away Permit Holder is present at the activity during the overnight stay and remains responsible at all times for all aspects of the "nights away" component(s) of the activity.
- c) all activities within the programme are led by individuals with the necessary permits, qualifications, or relevant skills. If the Leader in charge holds the required permit or qualification for a specific activity, they must ensure, during the programme planning phase, that their responsibilities as Leader in charge will be properly managed while they are overseeing the specific activity.
- d) Parents are informed about the programme of activities, the adults who will be present, and that parental consent has been obtained for their young person(s) to participate.
- e) Ensure the relevant notification is made, in accordance with Rule 9.2.3.13.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

9.2.2.2

In addition to meeting the requirements of Rule 9.2.2.1, the Leader in Charge of a camp or residential activity involving young people under 18 years old from multiple sections, Groups, Districts, Counties, Country, or UK Headquarters must also ensure that:

- a) Each young person attending belongs to a defined residential group.
- b) Each residential group has an assigned Nights Away Permit holder. 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 residential group.
- c) Rule 9.2.3.13 (notification of the nights away activity) is followed for each residential group attending the activity.

9.2.2.3

The District Lead Volunteer or Permit Approver is responsible for:

- a) issuing Nights Away Permits in accordance with the application, assessment, approval process described in the appropriate factsheet.

A Nights Away Permit must only be granted following the recommendation of a Nights Away Assessor. The level of the Nights Away Permit must not be increased beyond the Nights Away Assessor's recommendation without undergoing a further assessment by a Nights Away Assessor

- b) suspending or withdrawing Nights Away Permits as per Rule 9.2.4

The County Lead Volunteer or Permit Approver has these responsibilities for nights away permits issued at County level.

9.2.2.4

The District Lead Volunteer or Nights Away Approver is responsible for:

- a) ensuring that all adult members who are present overnight at a nights away activity have completed, and are in date for, their safeguarding and safety training which must be recorded on their membership record on the membership system.

This 'training' requirement does not apply to helpers and other non-members attending the activity. Additionally, it also does not apply to Scout Network members who are attending the activity as participants, providing they are not supporting or delivering activities for members under the age of 18

- b) the standards of all camping and residential experiences taking place in the District. They may cancel a nights away activity, if judged necessary
- c) appointing one or more Nights Away Assessor. For more details see the Assessors Guide (FS120804).

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

The County Lead Volunteer or Nights Away Approver has these responsibilities for nights away activities at County level.

9.2.2.5

For large scale activities, a permit holder must be assigned responsibility 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 residential group. Additionally, 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 have responsibility for during the activity.

9.2.2.6

Each group participating in a nights away activity must have immediate access to someone who has a current First Aid qualification (First Response at a minimum). The specific level of First Aid qualification required for each activity should be determined by the activity risk assessment. However, for those operating in remote environments (where travelling time is to a point of refuge is 3 hours or more (in the method of travel being used)) a full first aid certificate (as defined in First Aid (FS120052)) must be held.

A point of refuge, will be at least one of:

- a) a road accessible by a normal road-going ambulance
- b) an occupied building (for example a farm or harbour)
- c) another means of calling help (for example a telephone box).

9.2.2.7

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.

9.2.2.8

If a member holds an external first aid qualification which meets the First Response syllabus requirements, it must be reviewed by an accredited First Response Trainer. The trainer will validate the qualification within the membership system.

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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 without the above facilities, 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 an expedition, not a residential stay, with all equipment carried by the participants. For example, King's Scout Award or Duke of Edinburgh's Awards hikes, expedition hikes, canoe expeditions.

Holders of a Green Field Permit may lead residential activities in the other three categories.

Holders of a Campsite Permit may also lead indoor residential activities.

Holders of a Hillwalking Permit that includes lightweight camping in remote areas may also lead Lightweight Expedition activities.

Nights Away Permits are not section-specific. Districts and Counties must not issue nights away permits restricted to a specific section.

A permit holder may operate with members from another District or County, subject to the normal approval of the relevant District or County Lead Volunteer of the members concerned (see 9.2.3.13(a)).

Permit holders proposing to work outside their usual section should obtain guidance from the Nights Away Assessor before the activity takes place.

9.2.3.2

Permits must only be granted to members of The Scout Association.

9.2.3.3

There is no maximum age limit for gaining a Nights Away Permit.

9.2.3.4

Permits must be renewed at intervals of not more than five years.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

9.2.3.5

Permits expire automatically if they are not renewed.

9.2.3.6

Assessment:

- 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 conducted in accordance with the process and content of the Nights away permit scheme.

9.2.3.7

Notification and approval of a nights away activity

- a) The Nights Away Permit holder must ensure that notification is submitted to the District or County Lead Volunteer or the relevant Chief Volunteer (or Nights Away Approver in each case), for each group of young people they are responsible for. If the activity involves young people from multiple Districts, the nights away approval process for each District must be followed.

The notification must include all the information required in the Nights Away Notification Form (NAN), together with the activity's risk assessment.

- b) It is recommended that the nights away notification is submitted at least seven days before the activity commences.
- c) Nights away activities comprising only adults must be notified to the District or County Lead Volunteer or the relevant Chief Volunteer (or Nights Away Approver in each case)
- d) A nights away activity must not begin until approval is provided in writing by the District or County Lead Volunteer or the relevant Chief Volunteer (or Nights Away Approver in each case)

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 relevant District or County Lead Volunteer or Chief Volunteer.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

9.2.4.2

The relevant Lead or Chief 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 or Chief 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.

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.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 required. 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.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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.

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

For members based in the United Kingdom, the Channel Islands, and the Isle of Man a Visit Abroad (VA) is defined as:

Any visit outside the United Kingdom, the Channel Islands and the Isle of Man on an approved Scouts activity or travelling in the name of Scouts. This includes adult-only and recce visits.

For members of British Scouting Overseas and our Overseas Territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands and Gibraltar a Visit Abroad (VA) is defined as:

Any visit to destination(s) beyond the country where their Group is registered on a recognised and approved Scouts activity or when travelling in the name of Scouts. This includes adult-only and recce visits.

9.3.1.2

All eligible 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 applied for through the NHS website.

9.3.1.3

A camp or residential activity abroad which includes Squirrels, Beavers, Cubs, Scouts, or Explorers must follow the nights away rules in 9.2, including 9.2.2.1 and 9.2.2.2. For Scout Network visits abroad see Rule 9.2.5.10.

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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 country where their Group is registered, as below:

- a) England:
District or County Visits Abroad Approver, based on the recommendation of the County Visits Abroad Recommender
- b) Northern Ireland:
District or Country Visits Abroad Approver, based on the recommendation of the Northern Ireland Visits Abroad Recommender.
- c) Scotland:
District or Regional Visits Abroad Approver, based on the recommendation of the Regional Visits Abroad Recommender.
- d) Wales:
District or Area Visits Abroad Approver, based on the recommendation of the Area Visits Abroad Recommender.
- e) British Scouting Overseas:
District or Area Visits Abroad Approver, based on the recommendation of the Area Visits Abroad Recommender.
- f) Overseas Territories:
Visits Abroad Approver, based on the recommendation of the Visits Abroad Recommender.
- g) Country Headquarters:
Country Visits Abroad Approver, based on the recommendation of the Country Visits Abroad Recommender.
- h) UK Headquarters:
UK Visits Abroad Approver, based on the recommendation of the UK Visits Abroad Recommender.

The Approver and the Recommender must not be the same person.

9.3.1.5

The Visits Abroad Recommender must complete the online VA notification form, to inform UK Headquarters of the trip.

For additional guidance on Visits Abroad, and the Visits Abroad process, visit scouts.org.uk or contact your County Visits Abroad Recommender.

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9.3.1.6

The Leader in Charge of a visit abroad must ensure that adequate travel insurance is in place for all members of the party, and that suitable InTouch arrangements are in place (Rule 9.1.1)

9.3.1.7

For Scouts in Northern Ireland travelling to the Republic of Ireland, additional travel insurance is not required for trips lasting 48 hours or less. However, if it is assessed that cover is required for emergency medical expenses, personal possessions, or cancellation, then travel insurance must be purchased.

This rule applies only to travel insurance. All other Visits Abroad rules apply for Scouts in Northern Ireland travelling to the Republic of Ireland for any length of time.

9.3.1.8

The Leader in Charge of any adventurous activities abroad must apply the appropriate rules and hold the appropriate adventurous activity permits, within the rules at 9.2.2.1 and 9.2.2.2. This includes 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, consult your District or County Programme Team.

9.3.1.9

Members may participate in activities being run by members of a host National Scout organisation (NSO) which is a member organisation of WOSM, following the host NSO's guidance and rules. In this context only, Kandersteg International Scout Centre is deemed to be an NSO in its own right and is independent from The Swiss Guide and Scout Movement.

There must be an adult member with a full appointment present who feels confident in stopping the activity if they have safety concerns. This adult member must stop the activity if they have safety concerns at any point

Activities forbidden by The Scout Association remain forbidden for all Scouts members when visiting any country. If using external providers abroad see 9.6 for further guidance.

9.3.1.10

Members, including members of British Scouting Overseas, the Overseas Territories, 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.

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9.4 Visits by persons who are not members of The Scout Association

9.4.1.1

This section of POR applies to visiting groups of people who are not members of The Scout Association but are members of organisations affiliated to WOSM and/or WAGGGS.

9.4.1.2

In the activity rules in this chapter, where reference is made to 'members of the Scout and Guide movements' this must be taken to mean members of an Association or Federation recognised by either WOSM or WAGGGS, other than members of The Scout Association.

9.4.1.3

Invitations to members of the Scout and Guide movements to visit or camp with members of The Scout Association must not be confirmed until approval has been obtained from the relevant District or County Lead Volunteer.

9.4.1.4

The Scout Association's Personal Accident and Medical Expenses Insurance Policy does not cover adequately visits by Members of the Scout and Guide movements (see Chapter 8).

9.4.1.5

Unity (Scout Insurance Services) must be informed of visiting parties or individuals and should advise whether additional cover is required.

9.4.1.6

It is advised that the means of providing hospitality experiences for members of the Scout and Guide movements is through group-based hospitality (such as accommodating Scouts or Guides from abroad in Group accommodation) and not normally in private homes.

Members of The Scout Association must follow the rules of the Scouts.

9.4.1.7

However, if under 18s are to participate in home-based hospitality (for example in private homes) then all the following conditions must be met:

- a) The visiting members are Scouts or Guides from organisations affiliated to WOSM or WAGGGS but are not members of The Scout Association (including British Scouting Overseas and the Overseas Territories).

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- b) Home-based hospitality must be permitted in the rules of the visiting members of the Scout and Guide movements. For this reason, members of Girlguiding UK must not take part in home-based hospitality
- c) a Hosting Agreement must be in place and signed by all parties such as, the Scouts Leader in Charge, leader(s) of the visiting members of the Scout and Guide movements, parents of the visiting members of the Scout and Guide movements and all adults who may be present overnight in the private home at the time of providing the experience
- d) 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
- e) the Leader in Charge must confirm the suitability of a home-based hospitality experience being offered to the visiting members of the Scout and Guide movements. This must be done by undertaking a home visit to the host family's home before the home hospitality experience takes place (the home visit may be delegated by the Leader in Charge to another adult member of Scouts)
- f) where the home hospitality experience is for two or more nights there must be a visit from the Leader in Charge, or their nominee, and the leader of the visiting members of the Scout and Guide movements, or their nominee, during the stay and every two nights thereafter for the duration of the stay
- g) The visiting members of the Scout and Guide movements must be accommodated in at least a pair in each private home
- h) the Leader in Charge must consider appropriate control measures and contingency plans
- i) the host District Lead Volunteer, or their nominee, must approve in writing the home-based hospitality experience.

9.4.1.8

Further information and support may be found in Home and Hosted Hospitality Guidance (FS120821).

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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
- 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.

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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:
 - 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)

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- 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 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 Scouts. For joint activities involving both 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

To hold an adventurous activity permit, members who are aged 18 years and over must hold a full role allowing them to lead regulated activity.

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.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 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 9.1.1.1(k)).

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 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:

- a) agreeing the County ^(^[NI] Country) self-moderation as an accurate record

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- b) ensuring action plans are in place where any minimum standards are not met
- c) 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:

- a) the numbers and age ranges of those involved
- b) the names and contact details of the responsible Leaders
- c) the outline programme
- 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

In all such large scale 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

9.7.1.17

For large scale 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.

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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 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.

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 Scouts with members of Girlguiding must be undertaken following Joint Activities with Girlguiding (FS120007).

9.9.1.2

Joint activities involving members of Scouts with members of other organisations (except Girlguiding) must be approved by the County (^[NI] Country) Lead Volunteer and following

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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 Policies 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 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).

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.

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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.

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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.”

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.

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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.

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.

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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 9.13.3).

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):

- a) the flight must be provided by the holder of an Air Operators Certificate
- 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.

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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 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.

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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, Scouts. This includes Archery Tag and other combat style archery activities as per 9.1.1.2.

9.11.1.3

The use of crossbows as an activity in 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) 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 18.

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, 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.

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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 arranged 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).

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

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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:

- 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 Shooting (FS120004). 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

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- 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, 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.

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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.

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).

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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
- b) 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

The party must carry emergency cards. 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
- d) party leader name
- e) InTouch system details

9.12.4.4

Cycling activities in cycle environment zero must follow Cycling (FS120422).

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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

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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
 - 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 AAIAAC (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. 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.

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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.)

- 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

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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 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.

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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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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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.

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.

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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.

9.12.13.4

A safety helmet must be worn by anyone taking part in Scout snowsports activities, unless:

- a) cross country skiing or ski touring when in walking mode.
- b) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
- c) 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

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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:

- a) 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
- b) 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
- c) 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.
- d) 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.

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 9.13.8) 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).

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Where a water activity permit holder is supervising swimming, 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.

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)

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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 (hello@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.

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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.

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

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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
- 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).

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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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- 10.27 Royal Navy or Royal Air Force Recognition Scheme Badges
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This chapter covers matters concerning uniform, badges and emblems. Some individual National events may have specific additional requirements which they will share with their participants.

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 Rule 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

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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

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. See also Rule 3.2.2.3.

10.5 Safety considerations

10.5.1.1

In the organisation of all Scouts activities, priority is given to considerations of safety in what clothing is worn.

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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 all Scouts 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:

- 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

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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

10.10.1.1

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) Scout teal long sleeved shirt or blouse
- b) any suitable navy blue trousers or skirt
- c) Group scarf and woggle or friendship knot

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

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- 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 Special 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- c) any suitable smart navy blue trousers or skirt
- d) Air Scout beret with cloth badge.

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 tricorn 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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
- 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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
- 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

10.17 Uniform worn at major 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.

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:

- a) awards for gallantry
- b) meritorious conduct
- c) good service
- d) the Chief Scout's Personal Award
- e) Commendation Award
- f) Chief Scout's length of service awards.

If there is insufficient space on the shirt, awards may be arranged on multiple lines, maintaining this order.

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 is placed above the line of other emblems.

10.18.1.4

The Cornwell Scout Badge and its emblem are worn above the line of other emblems.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 awarded by National Scout Associations in other nations are worn below the emblems of the 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 may be worn by award holders.

10.19 Badges and emblems - how to wear

10.19.1.1

When a Squirrel joins the Beaver Colony, they 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

When a Beaver joins the Cub Pack, they 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

When a Cub joins the Scout Troop, they 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. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).

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10.19.1.4

When a Scout joins an Explorer Unit, they 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. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).

10.19.1.5

When an Explorer joins the Scout Network, they 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. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).

10.19.1.6

Squirrels, Beavers, 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

Exceptions to Rule 10.20.1.1 are:

- a) the initial King's Scout Award
- b) the Explorer Belt
- c) the Scouts of the World Award
- d) Good Service awards
- e) Length of Service awards
- f) Meritorious Conduct and Gallantry awards
- g) Wood Badge beads

which are only available from UK Headquarters. Replacements are available from the Scout Store.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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.

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.

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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.

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).

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

10.28.1.3

In the case of the Gold Award only, the badge may be worn on uniform by adults, so entitled.

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 taking part in a Scouts visit abroad or a Scouts-based International activity.

Once worn, the badge may then be worn indefinitely.

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

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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.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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10.35 Position of badges on uniform

10.35.1.1

See the illustrations at Badge positioning on uniforms.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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, Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scout's Personal Awards 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 through the membership system. Once submitted, they will be forwarded to the relevant Lead Volunteer or Awards Nominations Supporter for support or approval.

The UK Headquarters Scout Awards Team will then be notified about the nomination by the membership system.

Before submitting a nomination, individuals should consult the relevant guidance notes under 'Browse nominations' in My Membership and on the website

In Scotland, nominations for Silver Acorn, Bar to the Silver Acorn and the Silver Wolf must be supported through the membership system by the Chief Volunteer of Scotland or by an individual who holds the Awards Nomination Supporter accreditation for Scotland.

11.1.1.3

Nominations for Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scout's Personal Award require a completed nomination form with the correct local support.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Completed nomination forms must be emailed to awards@scouts.org.uk for review and potential approval by the National Awards Advisory Group.

Before submitting a nomination, individuals should consult the relevant guidance notes on the [website](#).

In Scotland, Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scouts Personal Awards must also be supported by the Chief Volunteer of Scotland or by an individual who holds the Awards Nomination Supporter accreditation for Scotland. The nomination will be forwarded by Scouts Scotland to awards@scouts.org.uk for review and potential approval by the National Awards Advisory Group.

11.1.1.4

Except in Scotland, nominations must be supported locally before submission to awards@scouts.org.uk for review and potential approval by the National Awards Advisory Group.

In Scotland, award nominations for Silver Acorn, Bar to the Silver Acorn and the Silver Wolf, and also all nominations for Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scouts Personal Award must also be approved by the Chief Volunteer of Scotland. Following that 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 under the age of 25.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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. Eligible members are Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network members, and adult members (as determined by the Chapter 16 Teams Table). Helpers are also eligible for gallantry awards.

11.2.2.3

The Gilt Cross is awarded for acts of bravery in the face of danger where life has been at moderate risk. The Award comprises a blue and red vertically patterned ribbon and emblems or brooches corresponding to them,

11.2.2.4

The Silver Cross is awarded for acts of bravery in the face of danger where life has been at considerable risk. The Award comprises a blue ribbon and emblems or brooches corresponding to them,

11.2.2.5

The Bronze Cross is the highest award of The Scout Association for gallantry and is awarded for acts of bravery in the face of danger where life has been at extraordinary risk. The Award comprises a red ribbon and emblems or brooches corresponding to them,

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 ^(^[N]) Country) (or above) Awards Parcel Recipient for presentation locally.

11.2.2.8

Replacement award items are available to purchase from Scout Stores.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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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. Eligible members are Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network members and adult members (as determined by the Chapter 16 Teams Table). Helpers are also 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 Scouts, often through difficulties, without necessarily involving any element of risk.

11.2.3.3

A Chief Scout's Commendation for Meritorious Conduct is awarded for meritorious conduct of a high standard. The Award comprises a green ribbon with a blue vertical stripe and emblems or brooches corresponding to them.

11.2.3.4

The Medal for Meritorious Conduct is awarded for meritorious conduct of an exceptionally high standard. The Award comprises a green ribbon with a red vertical stripe and emblems or brooches corresponding to them.

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.

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 Scouts over a considerable period are eligible for good service awards.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

11.2.4.2

A Chief Scout's Commendation for Good Service is awarded for good service while holding adult roles for a period of not less than five years. The Award comprises a white and yellow knot cloth emblem and a brooch of similar design.

11.2.4.3

The Award for Merit is awarded for outstanding service. Its award implies keen, conscientious, imaginative and dedicated service over a sustained period of at least 10 years duration while holding adult roles. The award comprises a green neck ribbon and emblems or brooches with a green knot.

11.2.4.4

The Bar to the Award for Merit may be awarded after at least five years of further outstanding service after receiving the Award for Merit. The award comprises a green neck ribbon with a vertical yellow stripe, and emblems or brooches with a green knot and yellow fleur-de-lys.

11.2.4.5

The Silver Acorn is awarded after at least 20 years' service while holding adult roles, which should be specially distinguished and appreciably better than outstanding. The award comprises an orange neck ribbon around the neck, and emblems or brooches with an orange knot.

11.2.4.6

A Bar to the Silver Acorn may be awarded after at least five years of similarly distinguished service after receiving the Silver Acorn. The Award is 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.

11.2.4.7

The Silver Wolf is the unrestricted gift of the Chief Scout, awarded for adult service of the most exceptional nature while holding adult roles. The Award is worn on a green and yellow neck ribbon, and emblems or brooches with a yellow and green knot.

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 the Good Service Awards:

- a. Chief Scout's Commendation for Good Service

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- b. Award for Merit
- c. Bar to the Award for Merit
- d. Silver Acorn
- e. Bar to the Silver Acorn
- 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, an Award for Merit, a 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 comprises 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 to youth members, to adult members or to non-members from:

- a) a District
- b) a County (England)
- c) an Area (Wales & British Scouting Overseas)
- d) a Region (Scotland)
- e) a Bailiwick
- f) an Island
- g) an Overseas Territory
- h) Regions (England, Northern Ireland and Wales)
- i) Country Headquarters
- j) UK Headquarters

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.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 Overseas Territories 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

11.3 The Thanks Badge

11.3.1.1

The Thanks Badge is the means of expressing the appreciation of Scouts to those who are not members but who have been of service to 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.

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 described in this chapter is shown in Chapter 10.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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.

12.1.3 Scout flags

12.1.3.1

Except Squirrel Dray, Beaver Colony and Cub Pack flags, the flags used by Groups, Explorer Units, and Scout Networks must:

- a) be of uniform size
- b) be mounted on poles bearing the Scouts' fleur de lis (arrowhead) as a mount
- c) 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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

Except in Scotland, the following colours must be used on flags:

- a) Squirrel Dreys: white lettering on a Squirrels Red background
- b) Beaver Colonies: white lettering on a Beavers Blue background
- c) Cub Packs: green lettering on a yellow background
- d) Scout Troops: white lettering on a green background
- e) Explorer Units: white lettering on an olive green background
- a) Scout Networks: white lettering on a cool grey background
- f) Air Scout Troops, Explorer Air Scout Units and Air Scout Networks: yellow lettering on a light blue background
- 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

12.2 Ceremonial

12.2.1 Limitation

12.2.1.1

In the conduct of normal Scouts 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

Chapter 13

This chapter is intentionally blank

Chapter 14

Other matters

Chapter Contents

- 14.1 Citizenship
- 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 affiliated 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 participate in any party political meetings or activities that endorse a specific political party or candidate.

14.1.2 Citizenship and Participation

14.1.2.1

The Scout Association helps young people prepare for and take a constructive place in society. Through its programme, Scouts encourages 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, within the limits of their age and maturity, shall be encouraged to:

- a) engage in decision-making processes within The Scout Association and understand its organisational structure

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- b) become more aware of significant social issues at local, national and international levels
- c) understand decision-making processes by organisations and by government, and to become aware of the individual's role in these processes

14.1.2.3

While engaging with current social issues, some of which may be controversial and have a political dimension, members must not endorse any political party or candidate when representing The Scout Association.

14.1.2.4

If a recognised public authority requests for volunteers to take action to prevent grave public danger or inconvenience, whether related to an industrial dispute or not, a Group Lead Volunteer or a District 14-24 Team Leader may, with the District Lead Volunteer's consent, offer Scouts' services provided that participation is voluntary for each individual.

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 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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.

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.

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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.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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

The protected logos are:

14.3.2.1

The Scout logo (in all brand colours and in both the stacked and horizontal versions) which is protected under registered UK trade mark UK00003310891



14.3.2.2

The UK Scout fleur de lis (arrowhead) which is protected under registered UK trade mark UK00003276645



14.3.2.3

All section logos:



14.3.2.4

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).

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.



14.3.2.5

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) 'Scouts'.
- b) 'The Scout Association'
- 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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
- 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

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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.

14.3.6 The World Scout Membership Badge and Logo



**WORLD[®]
SCOUTING**



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 may only be used or reproduced with the permission of World Scouting (<https://www.scout.org>). These logos 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 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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:

- a) Scouts N.I. - enquiries@scoutsni.org
- 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:

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.



14.4 Trade marks and copyright

14.4.1 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. Failure to comply with these rules may constitute a breach of Trade Mark law and result in legal action against individuals, members, or Scout Units. It is therefore the responsibility of all members to ensure that these rules are followed.

14.4.2 Copyright

14.4.2.1

The terms 'copyright', 'copyright material' and 'copyright work' encompass the entire copyright, moral rights, design rights, rental rights and the rights to use, authorise the use of, or lend any written, photographic, video, or illustrative work created or owned by Scouts. The term 'Copyright Licensee' refers to individuals or groups who have obtained written permission from UK Headquarters to use the copyright material.

14.4.2.2

A local section, Group, District or County is 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
- b) 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)

14.4.2.3

A member, section, Group, District or County must not:

- a) use Scout copyright material in any merchandise for commercial or fundraising purpose without obtaining a copyright licence from UK Headquarters

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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

14.4.2.4

To apply for a copyright licence to use any Scout copyright material, you must email support@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.

14.5 Transport

14.5.1.1

When members or units of the Scouts use their personal or Scout unit transport on Scout activities, they must adhere to current regulations affecting motor transport. Guidance is available by emailing support@scouts.org.uk.

14.5.1.2

Applications for Minibus Permits must be submitted through the membership system.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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

Concerns regarding the joining or appointment processes described in Chapter 16 must be resolved through the appeal processes specified in that chapter.

15.2 Safeguarding concerns

15.2.1.1

Concerns regarding safeguarding matters must be handled in accordance with the Scouts' safeguarding policy and procedures (see Chapter 2).

15.3 Complaints

15.3.1.1

Complaints, disagreements and disputes should be resolved informally whenever possible.

15.3.1.2

If a complaint, disagreement or dispute cannot be resolved informally, the Scouts' Complaints Policy must be followed.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

15.4 Bullying and harassment

15.4.1.1

Concerns regarding potential bullying or harassment of a volunteer must be addressed through the Scouts' Complaints Policy, supported by the Volunteer Anti-Bullying and Harassment Policy and Procedures.

15.5 Whistleblowing

15.5.1.1

Concerns regarding potential wrongdoing in the public interest must be managed in accordance with the Whistleblowing Policy and Procedures.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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

16.1 Welcome – the volunteer joining journey

16.1.1 Introduction

16.1.1.1

16.1 describes the process for welcoming a new volunteer applicant to Scouts. A new volunteer is anybody joining Scouts as an adult volunteer for the first time or who has not had a role in Scouts within the last 30 days.

16.1 does not apply to Scout Network members, employees, or Scout Council roles – refer to 16.10 in those cases. However, as specified in 16.1.4, 16.1 does apply for helpers and other non-members if they require a criminal record check.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 at least 18 years old when their role starts.

This will normally be the date when the applicant's initial details are added to the membership system. However, applicants for adult roles may be added to the membership system up to 180 days before their 18th birthday solely for the purposes of conducting a criminal record check.

- b) confirms that they have the time and capacity to fulfil the responsibilities of the role.
- c) can identify and manage any real or perceived conflicts of interest between current roles, where rules do not explicitly prohibit holding the proposed combination of roles.

Additionally, for a Youth Lead role the applicant must not have reached their 25th birthday at the time of appointment.

16.1.2.2

Upon satisfactory completion of 16.1.2.1, the volunteer's team leader must ensure that the applicant is added to the membership system with their agreed role.

16.1.2.3

Initially the applicant will have a provisional membership status. During this provisional period, the applicant must always be supervised when with young people and must not engage in any form of unsupervised regulated activity. The supervising individuals must hold a full appointment with a current completed and satisfactory 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 consulting with the applicant, may nominate another member to manage their personal details on the membership system 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 and these may be completed in any order. The seven steps are listed below.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 membership system. Some steps require completion within 30 or 60 days as specified in the Teams Table.

- a) Satisfactory completion of a criminal record check if indicated as required in the Teams Table (16.11.1).

The application process for the criminal record check must be completed within 30 days of the applicant's role start date recorded on the membership system (within 60 days in Northern Ireland and Scotland).

- b) Satisfactory completion of an internal check (formerly called a confidential enquiry) if indicated as required in the Teams Table (16.11.1).

This internal check of records held at UK Headquarters must be completed if indicated in the Teams Table (16.11.1).

- c) Satisfactory completion of References

At least two satisfactory references are required, as indicated in the Teams Table (16.11.1).

Referees should be familiar with the applicant's work or interactions with young people and be able to speak to their character and relationships with others.

Referees must not be relatives. At least one referee must have known the volunteer for at least five years and one referee must be external to Scouts.

- d) Satisfactory completion of Declarations

The applicant must accept the declarations relevant to their role as indicated in the Teams Table (16.11.1). These declarations are automatically requested by the membership system.

- e) Satisfactory confirmation of Trustee eligibility

The Trustee Board must ensure verification of the applicant's eligibility for a Trustee role where indicated as a role requirement in the Teams Table (16.11.1). The relevant team responsible for Trustee Board administration may do this check on behalf of the Trustee Board.

There is support available for Trustee eligibility checks for each Country.

- f) Growing Roots Learning

Growing Roots is the required learning for new volunteers. It consists of two parts: learning that all applicants must undertake, and role-specific learning.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

The applicant must complete the Growing Roots learning appropriate to their role as specified in the Teams Table (16.11.1).

Safeguarding and Safety learning must be completed within 30 days of the applicant's role start date recorded on the membership system.

The other elements of Growing Roots learning must be completed within 180 days of the applicant's personal details being entered into the membership system.

g) Welcome Conversation

Successful completion of a Welcome Conversation is required 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 the support they need for their tasks and responsibilities
- confirm that volunteering with Scouts is the right fit for them.
- help the volunteer prepare for their volunteering journey by addressing questions and outlining future learning and development opportunities
- ensure the volunteer understands and commits our expectations, values, the Scout Promise, Our Volunteering Culture and our safeguarding practices (including the Safeguarding Code of Conduct for Adults - Yellow Card, and Safe Scouting Emergency Procedures - Purple Card)

The Welcome Conversation does not cover 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)

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

The independent Welcome Conversation volunteer must:

- hold a full, current role which requires participation in a Welcome Conversation as part of the volunteer joining journey
- have completed the learning for a Welcome Conversation volunteer with 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 (an Explorer Unit with a partnership agreement with a Group would be considered part of the Group for the purposes of this rule).
- hold an active role in Scouts and have, or have had within the previous five years:
 - 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 is one in the same section as the volunteer applicant is joining, or the section that immediately precedes or follows it (for example a Beaver Section Team Member in a Welcome Conversation for a Cub Section Team Member).
 - a similar role in a District or County role within a different team from the new volunteer's team.

16.1.3.2

Once all seven steps of the volunteer joining journey are satisfactorily completed, the membership system will update the role status to Full.

16.1.3.3

When the role has been updated to “Full” on the membership system and includes a criminal record check, the volunteer is no longer required to be supervised when working with young people. They are also authorised to take part in regulated activity in accordance with our Rules and Safeguarding Code of Conduct for Adults (Yellow Card).

For requirements before achieving “Full” appointment status, see Rule 16.1.2.3.

16.1.3.4

If the satisfactory criminal record check is not completed within 180 days but the application for a criminal record check was made within 30 days of the start of the Provisional role (see 16.1.2.3) [60 days in Northern Ireland and Scotland] then the applicant may continue to operate under supervision, provided all other steps of the volunteer joining journey have been completed.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

In cases where the seven steps of the volunteer joining journey, as outlined in the Teams Table (16.11.1), are not completed within 180 days (excluding the criminal record check), the Lead Volunteer must take one of the following actions:

- 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.

16.1.4.2

Helpers (or other non-members) whose informal support involves regulated activity must have a completed and 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 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

- 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
- c) Before undertaking any regulated activity, a completed and 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 (see 16.1.4.2 and 16.1.4.3). 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 180 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 for volunteers joining a new team or changing role within a team.

16.1.5.2

The returning volunteer who has been re-instated within 180 days following the start of a period of a suspension must have a conversation with their team leader(s) about returning to their role(s). These members may be required to complete safety and safeguarding at the discretion of the UK Headquarters Safeguarding team following their period of suspension.

16.1.5.3

Where it is more than 180 days since the volunteer applicant had a recorded role on the membership system (or more than 180 days since the start of a period of suspension), 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 do 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.

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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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

A volunteer only completes the volunteer joining journey on joining (or re-joining) Scouts.

Volunteers who add or change roles do not complete the volunteer joining journey process described in 16.1 but 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 Scouts for the first time, or where there has been a break in service for 180 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 do not 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.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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:

a) Criminal record check

A completed and 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. See more detail about referees and references at 16.1.3.1(c).

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 declaration will include the Trustee declaration.

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). See detail at 16.1.3.1(e).

f) Growing Roots learning

Complete any outstanding Growing Roots learning within the timeframes set by their current role and undertake any Growing Roots learning relevant to the new role that has not previously been completed.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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. Welcome Conversations are described at 16.1.3.1(g).

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.

16.2.2.2

The membership system will update the role to status Full once steps (a) to (g) in 16.2.2.1 above are satisfactorily completed. Step 16.2.2.1(h) is not recorded on the membership system but is a vital element of the role change process.

16.2.2.3

When the role shows as Full on the membership system and includes a completed and 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 and the Overseas Territories, 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

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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.

16.3.1.7

UK Headquarters may exceptionally exclude volunteers deemed unsuitable to participate in 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.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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 a volunteer no longer meets the requirements for an accreditation listed in the Accreditations Table (16.11.2), their accreditation 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 listed in the '*who can give or remove an accreditation*' column in the Accreditations Table (16.11.2) has the authority to end an accreditation at any time.

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 an accreditation is ended.

16.5 Continue learning

These rules explain the learning required for a role after completion of the Growing Roots learning.

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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 the certification within one year of the role start date.

16.5.1.2

All volunteers must revalidate their first aid certificate every three years whilst holding a role for which the Teams Table (16.11.1) shows that a first aid certificate is required.

16.5.2 Safety and Safeguarding learning

16.5.2.1

All volunteers must complete each of 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.

16.5.2.2

There may be times when UK Headquarters asks some or all volunteers to complete elements of the Safety and Safeguarding learning on a different timeframe from 16.5.2.1.

16.5.3 Wood Badge learning

16.5.3.1

A volunteer with a full role may choose to complete a Wood Badge. The Wood Badge is awarded only once, though volunteers are encouraged to continue developing their skills.

All Wood Badge learning is in addition to the relevant Growing Roots learning and is included 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

For all, or for specific roles, UK Headquarters may require additional learning requirements for a specified period.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

16.6 Review a role

16.6.1 Responsibility for role reviews

16.6.1.1

The role holder's Lead Volunteer (or their nominee) must ensure that both informal and formal role reviews are conducted.

Where a formal role review takes place for safeguarding reasons, this must be carried out by a District Lead Volunteer or County Lead Volunteer as appropriate. The Lead Volunteer can delegate to a volunteer holding the Safeguarding Lead accreditation.

16.6.1.2

The outcome of a formal review must be recorded on the membership system by the role holder's team leader. Informal reviews are not recorded on the membership system.

16.6.1.3

Trustee Board members are subject only to informal reviews.

The Trustee Board Chair should initiate these informal reviews, normally annually, with each Trustee Board member.

For the Trustee Board Chair, an annual informal review will be conducted by a member of the Trustee Board nominated and agreed upon each year by the Trustee Board members.

16.6.2 Informal role review

16.6.2.1

Every adult should have a regular (normally annual) informal role review with their team leader.

The informal review provides an opportunity to reflect on achievements, identify opportunities for development and agree future objectives.

Informal reviews should also address on-going learning and development requirements.

For Trustees, the team leader is the Chair.

The outcomes of informal reviews are not recorded in the membership system.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

16.6.2.2

Where a role review is required for safety or safeguarding reasons, it must be a formal role review.

16.6.2.3

For a Trustee Board Chair, a member of the Trustee Board will be nominated and agreed upon annually by the Trustee Board members to conduct the informal review.

16.6.3 Formal role review

16.6.3.1

Formal role reviews must be conducted with each volunteer at least once every five years though they may be more frequent depending on the length of the volunteer's initial appointment to a role.

As well as the normal cycle of role reviews, role reviews may be initiated by UK Headquarters for safety or safeguarding reasons. Such role reviews are always conducted as formal role reviews.

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 role review template held on the membership system. All reviews should follow this template and the membership system enables the volunteer and their team leader to view and complete it online.

16.6.3.4

A formal role review will determine one of the following 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 review outcome and next steps. However, the final decision, particularly if the outcome is to end a volunteer's role, rests with the team leader.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

The team leader must update the membership system to reflect the formal role review outcome.

16.6.3.6

Additional formal role reviews may be requested by the volunteer or the team leader at any time. Unless urgent, such requests should be given reasonable notice, typically 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 undergo a formal review. 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 undergo 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 a formal review.

16.6.4.4

These reviews should be completed, or at least scheduled, within six months of the relevant Lead Volunteer's appointment start date.

16.7 Apply restrictions

16.7.1 Introduction

16.7.1.1

This section 16.7 outlines the procedures for restricting a volunteer's involvement in Scouts. Lead Volunteers may use these restrictions to allow time to address and resolve issues.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

16.7.1.2

Section 16.7 must only be used by Lead Volunteers (excluding Group Lead Volunteers) or by volunteers holding a Suspensions Lead accreditation.

There are two terms used throughout 16.7:

- a) 'suspending authority' is used to refer to either the relevant Lead Volunteer or to a volunteer with a Suspension Lead accreditation where that accreditation has been awarded by the relevant Lead Volunteer
- b) 'approver' is used to refer to either the relevant Lead Volunteer's Lead Volunteer or to a volunteer with a Suspension Lead accreditation where that accreditation has been awarded by the relevant Lead Volunteer's Lead Volunteer.
- c) As example, if the suspending authority is a District Lead Volunteer (or a Suspension Lead accredited by the District Lead Volunteer), the approver must be the County Lead Volunteer (or a Suspension Lead accredited by the County Lead Volunteer),

For each suspension, the suspending authority and the approver must not be the same person.

Group Lead Volunteers must not be a suspending authority nor an approver,

16.7.1.3

There are two specific situations where alternative suspending authorities apply:

- a) regarding the UK Chief Volunteer (see 16.7.4.5)
- b) in exceptional circumstances, where the UK Headquarters Safeguarding Team may act as the 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. For the rules regarding young people aged under 18, please refer to Chapter 3.

16.7.1.5

There may be instances where multiple individuals are under investigation for the same incident. In such cases, the focus must be on ensuring that the process is fair, constructive, and consistent for all involved. While the process must remain fair, constructive, and consistent, individual outcomes may differ based on the conclusions of the enquiry.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

16.7.2 Mutually agreed restrictions

16.7.2.1

By offering an alternative to suspension, the use of mutually agreed restrictions helps ensure that suspensions are only used when absolutely necessary. Restrictions on a volunteer's involvement with Scouts are agreed between the volunteer and the relevant Lead Volunteer.

16.7.2.2

Mutually agreed restrictions must not be applied in safeguarding cases.

16.7.2.3

The relevant Lead Volunteer must meet with the volunteer and agree the specific restrictions that will be implemented. These restrictions must not have a duration of more than four weeks.

The 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 along with a mutually agreed action plan.

16.7.2.4

Once the restriction period ends, the relevant Lead Volunteer and their Lead Volunteer (for example County Lead Volunteer in the case of a District Lead Volunteer) must agree to one of these three outcomes:

- a) remove the restrictions
- b) suspend the individual (see 16.7.4)
- c) conduct a formal role review (see 16.6.3)

16.7.3 Safeguarding stay-away

16.7.3.1

The stay-away process must only be used by the UK Headquarters Safeguarding Team.

16.7.3.2

A volunteer's stay-away from Scouts is designed to protect all parties involved. It ensures that any investigation remains as fair as possible by preventing situations where objectivity could be compromised, or further allegations could arise.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

16.7.3.3

Stay-away is used when, at the time of referral to the UK Headquarters Safeguarding Team, a decision regarding suspension cannot be made due to insufficient, disputed, or inconsistent information.

16.7.3.4

Stay-away must only be used in the following situations:

- a) when an allegation is made that a volunteer has acted in a way that could breach of the Scouts' Safeguarding Policy or Safeguarding Code of Conduct for Adults (Yellow Card)
- b) when a concern is raised about a volunteer that suggests unsuitability for working with youth members or volunteers in Scouts
- c) where information is received from a statutory agency relating to concerns about a connected person

16.7.3.5

The UK Headquarters Safeguarding Team must ensure that the individual must stay-away from all Scouts activities for two weeks.

Additionally, the UK Headquarters Safeguarding Team must:

- a) consult with the relevant Lead Volunteer before making the decision
- b) ensure the stay-away is approved by a Safeguarding Manager at UK Headquarters
- c) provide written terms of the stay-away to the individual
- d) ask the relevant Lead Volunteer to offer the individual an independent liaison person for support

16.7.3.6

Following a stay-away period, the UK Headquarters Safeguarding Team and relevant Lead Volunteer must decide to extend the stay-away by another two weeks or end the stay-away. A stay-away must not exceed a total of four weeks.

16.7.4 Suspend an individual

16.7.4.1

Suspension of a volunteer's involvement in Scouts is a neutral act intended to protect all parties involved. It ensures that any investigation remains as fair as possible by preventing situations where objectivity could be compromised or additional allegations made.

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

16.7.4.2

Before considering suspension, priority should be given to using Mutually Agreed Restrictions (see 16.7.2).

16.7.4.3

Suspension must only be used in the following circumstances:

- a) when a serious criminal offence is alleged against a volunteer. Suspensions in such cases must remain in effect until all police enquiries or legal proceedings have concluded
- b) when a dispute between adults remains unresolved 30 days after the relevant Lead Volunteer has been informed. Suspension periods in these cases must be under 90 days, although multiple consecutive suspension periods can occur
- c) where the deliberate action or inaction of a volunteer has caused or could cause significant reputational harm
- d) where the action of a volunteer may form gross misconduct
- e) when a volunteer formally challenges the decisions or policies of a local Scout unit or The Scout Association including through non-Scout bodies or social media, seeking to change or overturn the decision or policy
- f) if a volunteer fails to submit a criminal record check application within 30 days [60 days in Scotland or Northern Ireland] as required by the Chapter 16 Teams Table
- g) if a volunteer fails to complete mandatory learning, as defined in the Chapter 16 Teams Table within the required timeframes
- h) in cases where a Group or an Explorer Unit is suspended, resulting in all adults appointed to that Group or Unit being suspended as though each were individually suspended
- i) if a volunteer no longer accepts the principles of Scouts
- j) when the actions or inactions of a connected person have caused, or could cause, serious harm to a member or non-member

16.7.4.4

Before considering suspension under reasons 16.7.4.3 (a) or (j), the suspending authority must report the concerns and any reportable incidents to the UK Headquarters Safety and Safeguarding Teams in accordance with the Safety and Safeguarding Policies.

16.7.4.5

A suspension must be initiated by the relevant suspending authority and approved by the relevant approver.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

For the UK Chief Volunteer, the Chair of Trustees is the suspending authority and the Board of Trustees serves as the approver.

16.7.4.6

Suspension applies to all roles held by the volunteer in Scouts, meaning that the individual is suspended from membership of Scouts, not just from one or more specific roles.

16.7.4.7

The suspending authority must ensure the following:

- a) The suspended individual is notified of the suspension in writing
- b) The suspended individual is given the notes for a person under suspension
- c) An independent supporter is offered to the suspended individual as a 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, which will notify the following person(s) of the suspension:

- a) the UK Headquarters Safeguarding Team
- b) the Team Leader(s) of any team(s) to which the suspended individual belongs, except for Section Team Leaders
- c) Lead Volunteer(s) responsible for managing the suspended individual

16.7.4.9

Suspended individuals must not:

- a) participate in any activities related to Scouts
- b) influence any Scout unit's operations through any form of communication
- c) contact youth members of Scouts
- d) enter any premises or locations used by Scouts or where Scouts' activities are held, unless given explicit permission by the suspending authority
- e) wear any Scouts' uniform, badges, or emblems

16.7.4.10

If the suspended individual fails to observe the terms of their suspension under Rule 16.7.4, the relevant Lead Volunteer and their Lead Volunteer may end the individual's role(s) (see 16.8).

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16.7.4.11

If 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 change during the suspension period.

The suspended individual must receive written communication outlining the updated list of permitted behaviours. Modifications must:

- a) follow the guidance of the UK Headquarters Safeguarding Team for safeguarding cases
- b) be minimised, allowing only necessary actions (for example dropping off and picking up the child, or attending award presentations)
- c) not compromise the safety of youth members
- d) not allow the suspended individual to engage in regulated activity.

16.7.4.12

Any Trustee responsibilities held by the suspended individual are automatically terminated from when the suspension begins. The trustee responsibilities are then reinstated if the role is reinstated as part of 16.7.4.14.

16.7.4.13

For suspension reasons (f) or (g) in 16.7.4.3, suspension of the member is automatically lifted by the membership system when the required satisfactory criminal record check or mandatory learning is completed and recorded in 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, if lifting of the suspension does not happen under 16.7.4.13, the suspending authority must recommend to the approver one of the following outcomes:

- a) Reinstatement of the role(s)
- b) End the role(s) (rule 16.8)

The approver's decision is final including in cases where there is disagreement 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.

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16.7.4.15

At the end of a suspension, UK Headquarters Safeguarding Team may recommend ending the volunteer's role(s).

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.

Where the outcome is ending of one or more of the volunteer's role(s) from Scouts, 16.8.2 and 16.8.4 must be followed.

16.7.4.16

At the end of a suspension, UK Headquarters Safeguarding Team may recommend the exclusion (permanent ending of membership) of the volunteer from Scouts (see 16.12 Safeguarding and Vetting Decision Guidance).

In this case, UK Headquarters Safeguarding Team is the suspending authority (as defined in 16.7.4.12) and the approver is a Chief Volunteer.

Where the outcome is exclusion of the volunteer from Scouts, 16.8.3 and 16.8.4 must be followed.

16.7.4.17

UK Headquarters Safeguarding Team may end membership for an individual who 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, 16.8.3 must be followed and 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.

For this exclusion of the volunteer from Scouts, 16.8.3 and 16.8.4 must be followed.

16.7.4.18

If 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 be considered only on either of two grounds:

- a) the introduction of new relevant evidence that was not previously considered by the decision makers
- b) evidence that reaching the decision did not properly follow Scouts' process.

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The Head of Governance at UK Headquarters will determine whether the appeal meets these criteria. If it does, the Head of Safeguarding will review it alongside the UK Chief Volunteer's nominee.

The Head of Governance at UK Headquarters will ensure that the individual receives a written, final outcome. No further appeals will be allowed.

16.7.4.19

If an individual disagrees with the outcome under 16.7.4.16, they must raise their disagreement with the Head of Governance at UK Headquarters within 14 days. Such an appeal against exclusion decisions will be allowed only on either of these two grounds:

- a) the introduction of new relevant evidence that was not previously considered by the decision makers
- b) evidence that reaching the decision did not properly follow Scouts' process.

The Head of Governance at UK Headquarters will determine whether the appeal meets these criteria. If it does, a panel including the Chair of the Safeguarding Committee, the UK Chief Volunteer's nominee, and a member of the UK Headquarters' Executive Leadership Team will review the case.

The Head of Governance at UK Headquarters will ensure that the individual receives a written, final outcome. No further appeals will be allowed.

16.7.5 Obligations following the suspension of a person

These obligations apply to any volunteer whose membership is suspended.

16.7.5.1

Where membership is suspended under 16.7.4, the detail of 16.8.4.1 must be followed, though in a manner that is proportionate and appropriate to the nature of the suspension.

For example, the requirements for suspension for a serious safeguarding issue will have different requirements to a suspension whilst completing mandatory learning.

The discretion is applied by the Lead Volunteer, with advice from the UK Headquarters Safeguarding team where appropriate.

16.7.5.2

Access to Scouts-administered online resources must also be immediately suspended. This includes, but is not limited to, email accounts, social media, websites, cloud file shares or other online line systems such as Online Scout Manager.

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However, the suspended adult must retain sufficient access to systems to be able to address the reason for the suspension if applicable (for example completing 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 the rules for young people 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's end date must be agreed and recorded on the membership system.

16.8.1.3

If the role holder's service is deemed unsatisfactory, the relevant Lead Volunteer must ensure that the role ending is recorded as unsatisfactory on the membership system.

The notes recorded on the membership system to support the unsatisfactory role ending must follow rule 16.8.3.2.

UK Headquarters Safeguarding Team may seek further information if necessary.

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 adult:

- a) has committed a serious criminal offence against a volunteer a helper or another connected person
- b) is in an unresolved dispute with another adult that has lasted for more than 30 days
- c) has taken deliberate actions or inactions that have, or could reasonably have, caused serious reputational harm
- d) has committed gross misconduct

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- e) has publicly challenged the decisions or policies of the Scouts locally or The Scout Association to a non-Scouts body, or on social media, seeking to alter 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 required learning, as mandated in the Teams Table, within the specified timescales.
- h) holds a role in a suspended Group or Explorer Unit, in which case all adults are suspended individually.
- i) is no longer aligned with the principles of the Scouts
- j) has caused, or could cause, serious harm to a member or non-member through their actions or inactions

16.8.2.2

A role must be ended in the following situations:

- a) a formal review under Rule 16.6.3 has resulted in a decision to end the role
- b) following a period of suspension, under Rule 16.7.4.14, a decision is made to end the role(s)
- c) the role exists with 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 take place during a formal role 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 on the membership system must make it clear whether the ending of membership is permanent or temporary (measured in months or years) before the adult may be considered again for such a role.

16.8.2.5

If an individual fails to engage with the review process where given reasonable notice and reasonable arrangements are made for the review to take place, the relevant team leader

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and Lead Volunteer can agree to end the roles without a formal review. The role holder must be notified in writing about the reasons for this action.

16.8.2.6

In exceptional cases, the UK Headquarters Safeguarding Team may initiate the ending of a role in agreement with the relevant Lead Volunteer.

The UK Headquarters Executive Director of Operations must ensure that processes and oversight are defined and implemented to ensure consistency, including resolving any disagreements.

For this ending of one or more of the volunteer's role(s) from Scouts, 16.8.2 and 16.8.4 must be followed.

16.8.2.7

If multiple volunteers are being investigated for the same incident, consistency of process must be ensured by the volunteer leading the investigation. While the process must be fair and consistent, the individual outcomes may vary depending on the conclusions of the enquiry.

16.8.3 End someone's membership

16.8.3.1

Membership of 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.

If the member's membership has been ended at local level (within Group, District or County) then the unsatisfactory notes on the membership system must indicate whether a period of time should pass (measured in months or years) before the adult may be reconsidered for membership by any part of The Scout Association. The unsatisfactory notes may also indicate whether any other restrictions should be placed, for example the type of role. These notes will be reviewed as part of the national vetting process should the individual apply for membership in the future. As part of the national vetting process, it should be noted that it would be very unusual for any suggested period to be reduced.

If ending of the member's membership is initiated by the UK Headquarters Safeguarding team, the ending of membership may mirror the above, but may also result in a permanent ending. In all cases, the principles in the paragraph above still apply.

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16.8.3.3

Exceptionally, a member's membership may be ended by resolution of the Board of Trustees of The Scout Association, which is not required to provide reasons.

16.8.4 Obligations following the ending of a role or a membership

16.8.4.1

Where a role is ended under 16.8.1 or 16.8.2, or membership is ended under 16.8.3:

- a) the individual concerned must immediately pass all related personal and confidential data related to their role(s), including that related to young people and adults (including photos and videos), to their Lead Volunteer and ensure that no copy is retained by the individual.

This applies to both digital and hard copy information.

- b) Similarly, all access to systems related to the role(s) for the individual, including logon details and passwords or similar must be disabled (and, where appropriate, access control handed over to their Lead Volunteer, noting that logon details for financial and other systems must not be used by any person other than the person that they were issued to). This applies to all systems used for Scouts purposes, including social media, email accounts, data storage and membership systems.
- c) The individual must also return all physical assets related to their role(s) to their Lead Volunteer. This includes, but is not limited to:
 - Scouts-related financial information and assets, including cash, cheque books, bank statements, payment cards
 - equipment, digital, and physical resources owned by a Scout unit
 - keys and other security equipment or information

16.8.4.2

The Lead Volunteer must ensure the satisfactory completion of 16.8.4.1.

16.8.4.3

Any Trustee responsibilities held through the role or membership end when the role is officially ended on the membership system.

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16.8.5 Process to appeal a non-appointment to, 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

If there is no Volunteering Development Team Leader in post, the Trustee Board Chair should request the Volunteering Development Team Leader from a nearby District or County to assume the role, for the purpose of the process appeal only.

16.8.5.3

If there is no Trustee Board Chair in post, 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 appeal process

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

Appeals must only consider the process carried out and not consider or review the decision made. If multiple roles have been ended at once, all ended roles must be considered together in one 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 conflicts of interest, if the process appeal is about non-approval of a role, the leader or member of the Volunteering Development Team should not have been involved in the volunteer's original volunteer joining journey. This meeting provides an opportunity for the individual to explain any issues with the process and seek resolution.

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16.8.5.7

The Volunteering Development Team Leader, in consultation with the attending Volunteering Development Team Member, will conduct the appropriate enquiries and decide on one of the following:

- 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 receiving the first step's outcome.

16.8.5.9

The Trustee Board Chair may decide an investigation is necessary. 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 from the investigation are promptly actioned. Where necessary this will require that actions (and the context of the actions) are appropriately shared by the Trustee Board Chair to ensure prompt completion of each action point.

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 after this appeal process is completed.

16.8.6 Managing roles at UK Headquarters

16.8.6.1

Appointments at UK Headquarters are governed by the People & Culture Committee which delegates authority to the UK Lead Volunteer for People and the Chief Volunteering Officer.

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Working together the UK Lead Volunteer for People and the Chief Volunteering Officer will ensure that systems and processes are maintained and communicated to ensure effective and fair management of all volunteers appointed to UK Headquarters roles.

16.9 Vacancies

These rules outline the procedures to follow when 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, if at all possible, should not be undertaken by the appointing Lead Volunteer for the vacant role(s).

It is recognised that there may be a short period of time when the appointing Lead Volunteer may be making arrangements for the appointment of a short-term role holder. It is important that the short-term appointment must be agreed and then recorded on the membership system as soon as is practicable.

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, the vacancy must be filled as soon as possible. During the vacancy, all actions must be taken via a majority vote of 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 do one of:

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- a) appoint a current Trustee to the role.
- 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 first AGM must appoint Chair, Treasurer and other Trustees.

Similarly, when two or more Groups, Districts or Counties are merged, a process must be implemented to take the new charity to its first AGM where the Chair, Treasurer and other Trustees will be appointed. 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.

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

As a result of the previous rules in 16.9.2 there is rarely, if ever, a need for an Extraordinary General Meeting (EGM) 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).

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16.10.2 Employees

16.10.2.1

A Scout charity may employ staff, with salaries and other associated costs paid from charity funds.

16.10.2.2

The Trustee Board, acting as the employer, is responsible for ensuring that all legal requirements for employing staff are met. It is advised to seek external professional advice on 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 completed and 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 people in the employment of UK Headquarters (for a full list see rule 6.11.1.3).

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 Chapter 16 do not apply. See Chapter 3.

16.10.3.2

Scout Network members must be registered on the membership system. This will automatically initiate a personal enquiry, without requiring a criminal record check.

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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 within the Scouts, including those involved in delivering, managing, supporting, and governing the movement and the Scouts' programme.

Volunteers 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 downloadable PDF 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.

Volunteers 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 downloadable PDF version of POR.

16.11.3 The Safeguarding and Vetting decision guidance table

16.11.3.1

Refer to the Safeguarding and Vetting decision guidance contained in this chapter for further details.

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Chapter 16 - Teams Table -Spring 2025 (as at 24April2025)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]										Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)	Member?
					Criminal Record Check (for first role or after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) #####	References (for first role or after a break of 180 days or more)	Internal Check #####	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 <u>must</u> be completed within the first 30 days [rule 16.1.3.1(h)].																	
## The Welcome Conversation learning (part of Leading Scout volunteers) <u>must</u> be completed by all Team Leaders and Sub-Team Leaders.																	
### The application for a criminal records check <u>should</u> be completed within the first 30 days (60 days in Scotland and Northern Ireland)																	
#### The Declarations and the Internal Checks <u>must</u> be repeated at any new appointment or change of appointment.																	
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	No	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 <u>ex officio</u> Trustee role																	
[2] If this role becomes vacant before the next <u>AGM</u> , 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 <u>criminal record check</u> may only be initiated for a Trustee of a Group, District or (Scottish) Region that is a registered charity.																	
[5] <u>Must not</u> 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 <u>criminal records check</u>																	
[7] Can be added to Leadership Team or their respective sub-teams. <u>Criminal records check</u> and <u>references</u> , where necessary, completed and recorded by local employer.																	
Districts																	
District Leadership Team	Lead Volunteer [1]	County/Area/Region(Scotland) 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; <u>must</u> 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

Chapter 16 - Teams Table -Spring 2025 (as at 24April2025)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]										Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)	Member?
					Criminal Record Check (for first role or after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts				
District Support Team	Sub-Team Leader	District Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	
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, <u>must</u> finish by 25th birthday]																	
[3] Limit of 9 years (or three 3-year terms) on a Trustee Board in any role other than an <u>ex officio</u> 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] <u>Must not</u> be registered on scouts.org.uk																	
[8] <u>Must</u> have previously been a member																	
[9] Appointment requirements are not applicable - if a Network member supports programme delivery they <u>must</u> 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 <u>criminal records check</u>																	
[11] Can be added to Leadership Team, Support Team, Volunteering Development Team or their respective sub-teams. <u>Criminal records check</u> and <u>references</u> , where necessary, completed and recorded by local employer.																	
Counties/Areas/Regions(Scotland)/Overseas Territories																	
County Leadership Team	Lead Volunteer [1] [2]	Region Lead Volunteer (in England and Wales), or Chief Volunteer (in Northern Ireland, Scotland and International)	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; <u>must</u> 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 -Spring 2025 (as at 24April2025)

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 after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts	Trustee Eligibility Check		First aid needed (First Response unless indicated otherwise)
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 recruitment process
- [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, Overseas Territories)

Leadership Team	Regional Lead Volunteer *	Chief Volunteer of England / Wales / Northern Ireland / International	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	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	No	Yes

* Appointment follows the normal Joining process, but within the specifics described in the UK HQ recruitment process

Nations

England

Leadership Team	Chief Volunteer of England *	UK Chief Volunteer	5 years (max. 10 years)	Yes	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	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	No	Yes
Leadership Team	Transformation Lead *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	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	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
Programme Team	Team Leader *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	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	No	Yes
Support Team	Team Leader *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	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	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	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	No	Yes

* Appointment follows the normal joining process, but within the specifics described in the UK HQ recruitment process

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; <u>must</u> 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

Chapter 16 - Teams Table -Spring 2025 (as at 24April2025)

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 after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	The learning everyone needs #	Growing Roots Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts	Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)		
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	
Volunteering Development Team	Team Member *	Northern Ireland Lead Volunteer for Volunteering Development	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	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	No	No	No	No	No	Yes	
Volunteering Development 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	Northern Ireland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	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	No	No	Yes	Yes	No	Yes	
Board of Trustees	Trustee	Northern Ireland 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	Northern Ireland Scout Council		Yes	No	No	Yes	No	Yes	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	Yes	
N/A	Scout Council Member	Northern Ireland 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 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 em;																	
Scotland																	
Leadership Team	Chief Volunteer of Scotland *	UK Chief Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	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	No	No	No	No	Yes	
Leadership Team	Team Member *	Chief Volunteer of Scotland	5 years	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	No	No	No	No	No	Yes	
Leadership Team	Sub-Team Leader *	Chief Volunteer of Scotland	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	
Youth Team	Scotland Youth Lead *	Chief Volunteer of Scotland	Maximum of 7 years; <u>must</u> finish by 25th birthday	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	
Youth Team	Team Member *	Scotland Youth Lead	Maximum of 7 years; <u>must</u> finish by 25th birthday	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; <u>must</u> finish by 25th birthday	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; <u>must</u> finish by 25th birthday	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	No	No	No	No	Yes	
Programme Team	Team Member *	Scotland Lead Volunteer for Programme	5 years	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	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	
Inclusion Team	Scotland Lead Volunteer for Inclusion *	Chief Volunteer of Scotland	5 years	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	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	No	No	No	No	No	Yes	
Inclusion Team	Sub-Team Member *	Sub-Team Leader	5 years	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	No	No	No	No	Yes	
International Team	Team Member*	Scotland Lead Volunteer for International	5 years	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	No	No	No	No	No	Yes	
International Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	
Scotland Regional Leadership Team	Scotland Lead Volunteer for Regional Leadership *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	
Scotland Regional Leadership Team	Team Member *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	
Scotland Regional Leadership Team	Sub-Team Leader *	Scotland Lead Volunteer for Regional Leadership	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	
Scotland Regional Leadership Team	Sub-Team Member*	Sub-Team Leader	5 years	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	No	No	No	No	Yes	
Support Team	Team Member *	Scotland Lead Volunteer for Support	5 years	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	No	No	No	No	No	Yes	

Chapter 16 - Teams Table -Spring 2025 (as at 24April2025)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]										Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)	Member?
					Criminal Record Check (for first role or after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts				
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	Scotland Lead Volunteer for Volunteering Development *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	
Volunteering Development Team	Team Member *	Scotland Lead Volunteer for Volunteering Development	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	
Volunteering Development Team	Sub-Team Leader *	Scotland Lead Volunteer for Volunteering Development	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	
Volunteering Development 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	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 recruitment process																	
[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	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	Yes	
Leadership Team	Transformation Lead *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	Yes	
Leadership Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	
Youth Team	Wales Youth Lead *	Chief Volunteer of Wales	Maximum of 6 years; <u>must</u> finish by 28th birthday	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	
Youth Team	Team Member*	Wales Youth Lead	Maximum of 6 years; <u>must</u> finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	
Youth Team	Sub-Team Leader *	Wales Youth Lead	Maximum of 6 years; <u>must</u> finish by 28th birthday	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; <u>must</u> finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	Yes	
Programme Team	Team Member *	Wales Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	Yes	
Programme Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	Yes	
People Team	Team Member *	Wales Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	Yes	
People Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	Yes	
Inclusion Team	Team Member *	Wales Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	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	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	Yes	
Perception Team	Team Member *	Wales Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	Yes	
Perception Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	Yes	
Support Team	Team Member *	Wales Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	Yes	
Support 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	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	

Chapter 16 - Teams Table -Spring 2025 (as at 24April2025)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]										Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)	Member?
					Criminal Record Check (for first role or after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts				
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	Yes	
N/A	Vice President	Wales Scout Council		Yes	No	No	Yes	No	Yes	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	
	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 recruitment process																	
[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.																	
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; <u>must</u> 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; <u>must</u> 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; <u>must</u> 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; <u>must</u> 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

Chapter 16 - Teams Table -Spring 2025 (as at 24April2025)

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 after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 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	Team Member *	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 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 recruitment process

** 5 years or up to agreed date following end of event

Chapter 16 - Accreditations Table - Spring 2025 (as at 24Apr2025)

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 completed as part of giving the accreditation #		

The accreditation requires an Internal Check even though the volunteer is already a full member.
The accreditation is automatically part of the listed role(s) and does not have to be manually added.

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 (Safeguarding Code of Conduct for Adults) Read and understand the Intimate and Personal Care Policy and Procedures	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	None	No	n/a	All Lead Volunteers, all Team Leaders, all Chairs

Chapter 16 - Accreditations Table - Spring 2025 (as at 24Apr2025)

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 completed as part of giving the accreditation #		
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 the Scouts' Complaints Policy Read and understand Constructive Conversations	None	Yes	5 years	Lead Volunteers at District, County, Region, Country, or UK Headquarters
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 Read and understand The Safety Policy	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 Volunteering Development Teams, Leadership Teams, and 14-24 Teams

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First Response Trainer	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	None	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. Holds a recognised training / teaching qualification (Level 3 award or above) or has validated the Scouts Module 29 Presenting.	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 full list of specific Adventurous Activity Assessors below)	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.	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. 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 skills.	Yes	5 years	n/a

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Archery without 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: Instructor Award Current qualification and NGB membership.	Yes	5 years	n/a
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

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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
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

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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
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

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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
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

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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
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

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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

Chapter 16 - Accreditations Table - Spring 2025 (as at 24Apr2025)

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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
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

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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
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

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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
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

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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
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

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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
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 (<i>restricted to the operating criteria of the BC award</i>) Current qualification and NGB membership.	Yes	5 years	n/a

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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
Duke of Edinburgh Lead	Programme Teams	Programme Team Leaders and Lead Volunteers at District and County.	Full member	Duke of Edinburgh Lead induction workshop	None	Yes	n/a	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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Nights Away Assessor (See full list of specific Nights Away Assessors below)	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).	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. 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. Have experience of running residential and camping experiences. Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.	Yes	5 years	n/a
Assessors' Guide Scouts								
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).	Holders of a Nights Away Permit (Indoor). 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. Have experience of running residential and camping experiences. Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.	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).	Holders of a Nights Away Permit (Campsite). 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. Have experience of running residential and camping experiences. Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.	Yes	5 years	n/a

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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).	Holders of a Nights Away Permit (Greenfield). 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. Have experience of running residential and camping experiences. Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.	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).	Holders of a Nights Away Permit (Lightweight Exhibition). 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. Have experience of running residential and camping experiences. Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.	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	Growing Roots: The learning everyone needs Growing Roots: Delivering a great programme	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	Visits Abroad Recommender Learning. To attend at least two days of Visits Abroad Recommender update workshops every five years. This is the minimum rather than the target.	None	Yes	n/a	n/a

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 Scouts

The Head of Safeguarding reserves the right for the UK Headquarters 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 Scouts may be considered differently by future standards.

There are three categories of exclusion guidance:

- Red:** categories for which the only option is exclusion, with no right of appeal [sections 1 to 5 inclusive below]
- Amber:** categories for which the circumstances may impact on the next steps actions [sections 6 to 10 inclusive below]
For this category, the account from the subject will be requested and the outcomes available are:
 - a) exclusion with the right of appeal (see appeal process)
 - b) decline (cancelled membership) up to a maximum period of five years
 - c) District decision
- Green:** categories for which action taken will be locally considered [section 11 below] or considered 'clear' [section 12 below]

1. **RED** - On the 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 Scouts.

[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. **RED** - 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. RED - 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. RED - 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 Scouts.

Next steps: Exclusion – no appeal

5. RED - 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

6. AMBER - 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. **AMBER** - 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
 - isolated incident of possession of Class A controlled substances within the past five years
 - isolated incident of possession of Class B or C controlled substances within the past two years
- d) causing death by dangerous driving
- 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, Scouts operations or the individual concerned
- c) reputation of scouting

Next steps: Further consideration by UK Headquarters.

8. **AMBER** - 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 the 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:

- a) health or welfare of young people
- b) welfare of other adults, scouting operations or the individual concerned
- e) reputation of Scouts

Next steps: Further consideration by UK Headquarters.

9. **AMBER** - 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 as 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:

- a) health or welfare of young people
- b) welfare or other adults, Scouts operations or the individual concerned
- c) reputation of Scouts

Next steps: Further consideration by UK Headquarters.

10. **AMBER** - 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. **GREEN** - 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 POR 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. GREEN - Minor and unrelated (to Scouts) offences

For example: minor motoring offences, minor thefts, and criminal damage.

0, 1 or 2 minor offences, which do not fall into another category, committed more than 5 years ago.

Disclosure considered to be 'clear' for Scouts 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 and must be followed without exception. 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 terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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:

- 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.
- 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

In POR, the term **activity** should be interpreted as a meeting, an activity, or an event.

It may involve young people (see examples below) or be an adult-only event (for example a County conference for Group Lead Volunteers or a nights away learning event).

For young people, Scouts' programme is delivered to young people through activities. These include:

- section meetings (often held at, or close by, the section's normal meeting place)

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- b) activities away from the normal meeting place (such as a wide game in the woods or a hike or a visit)
- c) adventurous activities
- d) nights away events (including section camps and sleepovers, a County Explorer Belt expedition, or a District Cub Camp, or a Group Family Camp).
- e) all other events where young people are present.

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.

Adventurous activity

An activity that requires an adult or young person to hold an appropriate and in date Adventurous Activity Permit gained through the Adventurous Activity Permit Scheme (POR 9.7)

AGM

Abbreviation for an Annual General Meeting.

Applicant

The person applying for a particular role.

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.

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British Scouting Overseas

British Groups that operate abroad within the Area, known as British Scouting Overseas (often referred to as BSO). They are part of The Scout Association.

The BSO Area is a charity registered in England.

The Districts and Groups that comprise BSO are all based outside of the United Kingdom. Their locations can be seen on their website.

The five Overseas Territories are not part of BSO.

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

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 for 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 Bailiwick of Guernsey, Isle of Man, Jersey and the five Overseas Territories.

A charity's Trustee Board has governance responsibilities which are detailed in Chapter 5 of POR.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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.

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.

Country Headquarters [sometimes referred to as Nations Headquarters]

For England (including Guernsey, Isle of Man, Jersey), British Scouting Overseas, and the five Overseas Territories this is UK Headquarters

For Northern Ireland: this is the headquarters of the Northern Ireland Scout Council

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the Introduction Chapter of POR.

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) Overseas Territory (each of the five Overseas Territories)
- 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.

^[NI] There are no Counties in Northern Ireland.

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 the Channel Islands, Isle of Man, British Scouting Overseas and the Overseas Territories), the DBS 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. Further detail

Words or phrases highlighted with dotted underline are terms defined in the Definitions Chapter of POR.

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about criminal records checks in British Scouting Overseas and the Overseas Territories can be found on this webpage.

It is important that the correct criminal records check is used, based on the location of the role that is being applied for. As examples:

- if a volunteer operating in England will also be undertaking a role within a Scottish team, then a PVG Criminal Record Check must be undertaken prior to starting the Scottish role
- if a member with a role in Northern Ireland joins a UK Headquarters team, then a DBS Criminal Record Check must be undertaken prior to starting the UK Headquarters role
- 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 Record Check rather than a PVG Criminal Record 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

Excepted charities are regulated by the Charity Commission for England and Wales. They have the same responsibilities as registered charities, even though they are not required to register with, or make annual returns to, the Charity Commission for England and Wales. However, the requirement for Trustees of excepted charities to present their Trustees' Annual Report and Accounts to the Scout Council at their AGM still applies, and they must still operate as described in POR.

More information about excepted charities is available from the Charity Commission for England and Wales.

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.

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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.

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.

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

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- pregnancy and maternity
- religion, belief or faith (including the absence of religion, belief or faith)
- 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 the 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.

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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.

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.

Large scale activities

A large scale activity is typically an adventurous activity which involves 100 or more individuals (adults and/or young people). Some smaller events are so complex that their approvals must be treated as if they are 'large scale'.

Leader in charge

A Leader in charge is an adult with a full appointment who has been given overall responsibility for managing an activity safely and ensuring it adheres to the requirements of POR.

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.

Scout Network members must also be recorded on the membership system.

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 who do not also have an adult role are not adult members.

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).

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By following the rules contained within POR, 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 POR they are collectively referred to as the 'membership system'.

OSCR

Office of the Scottish Charity Regulator. <https://www.oscr.org.uk/>

Overseas Territories

Refers to the parts of The Scout Association that are established in Anguilla, Bermuda, British Virgin Islands, the Cayman Islands and Gibraltar.

Further details can be seen at this webpage.

The five Overseas Territories 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:

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- 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.

The requirements for setting this number are usually set out in the charity's governing document.

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 POR, all references to 'County' or 'Counties' in POR 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 POR, all references to 'County' or 'Counties' in POR 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.

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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.

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.

In England and Wales, regulated activity is defined in the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012.

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 Scouts means 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 out once a week (or on four occasions in a thirty-day period) or more frequently
- c) will have unsupervised access to young people
- d) will be a member of a Trustee Board

Every adult member or helper delivering or likely to participate in regulated activity must hold a completed and 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:

- a) the relevant Lead Volunteer for a County Programme Team Member would be the County Lead Volunteer.

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- b) the relevant Lead Volunteer for a Section Team Member or Team Leader in a section within a Group would be the Group Lead Volunteer.
- c) the relevant Lead Volunteer for a Section Team Member or Team Leader in an Explorer Unit would be the District 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 POR in the Chapter 16 Teams Table.

Role holder

The person who holds a given role, which has been successfully appointed under Rule 16.1 or 16.2.

SATCS

The Scout Association Trust Corporation.

Scottish Variations from POR

Now fully subsumed into POR, in Scotland, Groups, Districts and Regions previously had to also comply with Scottish Variations from POR.

Scout unit

A section, Group, District, County, Region, country, or nations' equivalents. The term Scout unit applies much more widely than to an Explorer Unit or a Young Leader Unit.

Scout Network Member

A Scout Network member is 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 must 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.

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Scouts

See The Scout Association.

Section

This describes a single unit of 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 Explorer Units exist within the same Group or District, each one is an independent section. For example, if a Group comprises one Drey, two Colonies, two Packs and two Troops then that Group is hosting seven sections. And a District with three Explorer Units plus a Young Leader Unit plus a Scout Network is hosting five sections.

Staff member

A person employed, in any capacity, by a Group, District, County, Country Headquarters, or UK Headquarters.

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.

SORP

SORP is an abbreviation for Charities Statement of Recommended Practice.

It is specifically the Charities SORP (FRS 102). It is currently at its second edition, though work has started to create the third edition.

The SORP applies throughout the United Kingdom.

The SORP applies to the form and content of accruals accounts and also has useful guidance for all trustee reports.

See Charities SORP.

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:

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- 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.

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.

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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 (particularly chapters 5b, 5c, 5d).

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. Team descriptions can be viewed from <https://www.scouts.org.uk/volunteers/running-things-locally/local-teams/>

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 Scouts. Further details at www.scouts.org.uk.

Trustee

An adult who is a charity trustee within the Scouts, as defined in a Group, District, County, country, or UK Headquarters constitution.

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UK Headquarters

This refers to the Headquarters of The Scout Association in the United Kingdom.

UK Headquarters' Executive Leadership Team (ELT)

This UK Headquarters team is led by the Scouts' Chief Executive (CEO) and comprises the CEO and their direct reports. The Executive Leadership team is responsible for the day-to-day oversight of the Association, which includes managing our finances, operations, commercial services, communications and marketing.

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 or 16.8.3.2. 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.

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'.

WAGGGS

The World Association of Girl Scouts and Girl Guides.

Further details at WAGGGS' website.

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

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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. 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.

Scout Network members are also a young person unless they also hold a volunteer role in which case they are an adult. But legally they are adults once they reach 18.

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