

# 1<sup>st</sup> Crawley Scout Group

## Welcome Pack



February 2016

**1st Crawley Scouts**

## Group Contacts

### Group Scout Leader (GSL)

gsl.1stcrawleyscouts@gmail.com

### Group Chairman

Chairman.1stcrawleyscouts@gmail.com

### Beaver Scout Leader (BSL)

beavers.1stcrawleyscouts@gmail.com

### Group Secretary

treasurer.1stcrawleyscouts@gmail.com

### Cub Scout Leader (CSL)

cubs.1stcrawleyscouts@gmail.com

### Group Treasurer

treasurer.1stcrawleyscouts@gmail.com

### Scout Leader (SL)

scouts.1stcrawleyscouts@gmail.com

## Other Contacts

### District Commissioner – Crawley Scout District

dc@crawleydistrictscouts.org.uk

### West Sussex Scouts County Office

01798 831110

countyoffice@westsussexscouts.org.uk

www.westsussexscouts.org.uk

Lodge Hill Centre, London Road, Watersfield, West Sussex, RH20 1LZ

### The Scout Association

0845 300 1818

info.centre@scout.org.uk

www.scouts.org.uk

Gilwell Park, Chingford, London, E4 7QW



# Welcome!

Firstly, we are very pleased to extend a huge welcome to you and your family. By expressing an interest in joining Scouting, your child has taken the first step on a Big Adventure which has been enjoyed by young people around the world since 1907.

The Welcome Pack has been put together to provide you and your child with the information needed to enjoy Scouting.

## About 1<sup>st</sup> Crawley Scout Group

It's believed that the 1<sup>st</sup> Crawley Scout Group was originally formed between 1908 and 1910, soon after Baden-Powell's experimental camp at Brownsea Island in 1907 and the creation of the Scout Movement in 1908. This makes us one of the oldest Scout Groups in the world!

In September 2011 we re-opened our doors after a gap of around 8 years and we are now going from strength to strength, taking part in all the regular scouting activities in Crawley and getting out & about as much as possible.

The group is grateful to all the support it has received from Crawley District Scouts who initiated the plans to reinstate the group.

## When do our sections meet?

All of our sections are open to both boys and girls. Each section normally meets once per week during the school term. There are often opportunities for members to take part in other events throughout the year. These might include day outings, camps and expeditions as well as a whole host of other activities. Detailed below are the normal meeting times and venue for each section:

Beaver Colony	Thursday	5.30pm – 6.30pm	Scout HQ, Oak Road
Cub Pack	Thursday	6.45pm – 8.15pm	Scout HQ, Oak Road
Scout Troop	Wednesday	7.15pm – 9.15pm	Scout HQ, Oak Road

We ask parents to be considerate of our neighbours when parking to drop off or collect your child/children.

## What do members need?

For the first few meetings, your child needs nothing at all to experience the magic of Scouting. Please don't feel you have to rush into buying your child a uniform, especially if they are not absolutely sure that Scouting is for them. Casual clothes can be worn until they make up their mind. They will have about 3-4 weeks to decide, during which time they will get to know their Leaders and other members of their section.

Also during those first few meetings, your child will complete the requirements for the Membership Badge and, once completed, you will be invited to their Investiture at a section meeting or event. This is the occasion for which they will need their uniform. This is a proud moment for children and parents alike and, unfortunately, involves some work as all their badges will need to be sewn on!

Our Leaders try to put the 'out' in Scouting as much as possible, so not all meetings take place in the same venue or require the wearing of uniform. You will be advised of such meeting details by the Section Leader.

To ensure your child can fully participate in the Scouting adventure at 1<sup>st</sup> Crawley, we ask that you complete, sign and return the 'Child's Personal Details' form included at the back of this Welcome Pack by the start of their first section meeting.



## Buying a uniform

Your Section Leader will inform you when your child is to be invested so that you can purchase a uniform in readiness.

**Beavers:** Turquoise crew neck sweatshirt  
Navy Blue activity trousers and/or shorts  
or alternatively wear smart school trousers

**Cubs:** Dark Green crew neck sweatshirt  
Navy Blue activity trousers and/or shorts  
or alternatively wear smart school trousers

**Scouts:** Teal Green long sleeved shirt  
Navy Blue activity trousers and/or shorts  
Leather Scout belt & buckle

The activity trousers are the same design for all sections, so there is no need to buy new trousers when your son or daughter moves on from Beavers to Cubs or from Cubs to Scouts.

All members of the Group wear the Group scarf which is presented along with a woggle when your child is first invested into the Group. Should you need to replace the scarf or woggle, one can be purchased via your child's Section Leader. All uniform badges are provided by the Group.

A group t-shirt will be provided once the joining fee has been received. Additional group t-shirts can be purchased as required – just speak to one of our Leaders.

Uniform can be purchased from:

**Scout Group** We often have new and second hand uniform for sale, a list of which is displayed in the Scout Hut.

**Crawley District Scout Shop** Ron Hobbs Hall, Bligh Close, Tilgate, Crawley  
Open: Tuesdays 7pm to 9pm, Saturdays 10am to 12.30pm

**Broadbridges** 6 Piries Place, Horsham, RH12 1EH  
Tel: 01403 359620  
Web: [www.broadbridges.co.uk](http://www.broadbridges.co.uk)

**Scout Shops Ltd** Lancing Business Park, Lancing, BN15 8UG  
Tel: 01903 766921  
Web: [www.scoutshops.com](http://www.scoutshops.com)

Second hand uniform can also often be purchased via ebay.

It is recommended that the group T-shirt is worn underneath the uniform shirt to provide added warmth in the winter and to be worn during games played at meetings in summer.

Scouting is a uniformed movement and children should always wear full uniform for their section meetings and other Scouting activities unless otherwise instructed by their Section Leader.

## Leadership

The adults who run our Scout Group are called Scout Leaders. Contrary to the belief of many, they are unpaid volunteers who give freely of their time for the benefit of the young people and fully support the aims of The Scout Association. The Leaders of each section may be helped by uniformed or non-uniformed Section Assistants. Help may also be given by Explorer Scouts, aged 14 – 18, who wish to give service to another section by becoming Young Leaders.

All Leaders, Section Assistants and Young Leaders are required to undertake training or learning appropriate to their role. This training normally takes place in their own time; most adult Leaders and Assistants have full-time jobs and family commitments. Training and Adult uniforms are funded by the Group.

Section Leaders are responsible to the Group Scout Leader who, in turn, is responsible to the District Commissioner for Crawley Scout District. If you have any questions, concerns or complaints please speak to your child's Section Leader. If your concern is about the Section Leader, please contact the Group Scout Leader. If not available or you are still not satisfied, please refer to the District Commissioner. Contact details are listed at the front of this Welcome Pack.



## Medical/dietary information

It is essential that you inform the Section Leader if your child suffers from any medical condition or if they require any specialist medicines or treatment. We especially need to know about any allergies if they are serious and require your son/daughter to carry an epipen.

It is also necessary for information to be supplied to the Section Leader about any dietary need of your child. In the first instance, you should provide this information on the Child's Personal Details Form and, thereafter, update the Leader if circumstances change.

## Parental permission

It is taken as understood that you give your permission for your child to take part in Scouting activities at the usual meeting hall during the normal section meeting time. However, when your child becomes a member of our Group, you are asked to provide additional permission for your child to take part in Scouting activities that may take place away from the usual meeting hall and time.

In addition, you are also asked to give permission for your child's image to appear in publications such as newsletters, magazines, press releases and websites. In order to protect your child, we undertake never to associate their full name with their image there.

Where we may wish to use your child's full name, for example in a press release, additional permission will be sought from yourselves on a per occasion basis.

Your permission will also be needed for specific Scouting activities, camps and activities that may take place at a different place or time. You will be asked to complete a separate parental consent form in such circumstances.

## What will it cost?

There is a £15 joining fee which is used to pay for a group t-shirt, scout scarf and the badges that your son/daughter will get when they are invested.

Once invested, the 1<sup>st</sup> Crawley Scout Group charges subscriptions (subs) to cover, for example, the cost of meeting materials, badges, hire of the hall and upkeep of equipment. These subscriptions are payable monthly in advance via a Bank Standing Order either setup by Virgin Money Giving or through your bank. A Standing Order mandate is included at the back of this pack for completion and details of how to register through Virgin Money are also attached. It would really be helpful and our preference if you could use the Virgin Money Giving method, although we appreciate that will not suit everyone.

At the present time, the subscription rate is £144 per child, per year which is payable in 12 monthly installments of £12. These subscriptions also cover a child's annual Scout Association membership fee, approximately £40, which is paid on their behalf by the Group to Scout Headquarters, for the day-to-day running of the Association. This membership fee includes insurance for all members of the Group.

Special events, camps and outings will usually have a separate charge and you will be informed of that by your Section Leader at the time. The purpose of the charge would only be to cover the cost of the particular activity.

Our preferred method for collecting subs is via a regular monthly donation setup online at our Virgin Money Giving webpage. A link to the correct Virgin Money Giving webpage can be found on our website:- <http://1stcrawleyscouts.org.uk/Subscriptions.html>.

## Gift Aid

If you pay income tax, 1<sup>st</sup> Crawley Scout Group can use Gift Aid to claim 25p for every £1 you give in subscriptions or donations. This enables us to keep the Group subscriptions down at a reasonable level.

All you need to do is check the appropriate Gift Aid tick box on the Virgin Money Giving webpage when setting up your subscriptions.

## What is Virgin Money Giving?

Virgin Money Giving is a not-for-profit business setup by Virgin Money to make it easy for charities such as 1<sup>st</sup> Crawley Scouts to collect donations. It makes life much easier for our Group Treasurer, especially with the collection of any Gift Aid. We would be really grateful if you could pay subs and the costs of any other occasional activities such as camps or outings using this site.

## When will my child change section?

You will be notified by the Section Leader when your child is due to move on to the next section. To ensure a smooth transition your child will have the opportunity to visit the next section and work towards the Moving-On Award. Where possible and age and time allows we will try to ensure your child moves on with another member of the section.

Generally a child will move from Beavers to Cubs at the end of the term in which their 8<sup>th</sup> birthday occurs and similarly from Cubs to Scouts at the end of the term in which their 10<sup>th</sup> birthday occurs.

## Membership Records & The Data Protection Act

The Scout Movement in the United Kingdom is a membership organisation. To enable it to operate and to communicate with its Members it is necessary maintain records about them.

This will include details of name, address, date of birth, email address and contact telephone numbers. We will also be keeping details of your son's/daughter's progress through Scouting (badges gained etc). Information held in our Scout Group may be shared from time to time within Scouting including Headquarters of the Association.

New legislation came into force in March 2000 which covers the protection and processing of personal data. Adults and young people have the same rights under the Data Protection Act 1998. The Act covers paper based (as well as computer based) information.

Certain information is classed by the law as 'Sensitive Personal Data' in a Scouting context this may include information about your son's/daughter's:-

- Health (to ensure that we are prepared for medical emergencies it is important that we hold relevant information).
- Disabilities (to ensure a safe integration of your son's/daughter's participation in activities, details of any disability need to be known).
- Religious or similar beliefs (this will help us ensure that we make appropriate arrangements when necessary)
- Racial or ethnic origin (again this will help us ensure that we are sensitive to cultural needs of our Members)

To hold this '**Sensitive Personal Data**' we will need your explicit consent.

All the information will only be used in connection with your son's/daughter's membership of the Scout Movement in the United Kingdom – this will include membership management and communications.

Any of the information provided will not be passed to any third parties outside the Scout Movement without your consent. You can give your consent by completing the questions on the attached personal details form.

If you have any questions about this, please contact the Group Scout Leader.

## Beaver Scout Information



**Beaver Scout Promise:** I promise to do my best  
To be kind and helpful  
And to love God

**Beaver Scout Motto:** Be Prepared

**Uniform:** Turquoise crew neck sweatshirt  
Navy Blue activity trousers and / or shorts  
Group scarf and woggle  
Suitable footwear

**Section:** Colony divided into Lodges

**Age Range:** 6 to 8 years – with some flexibility

### Badge Locations:



**Awards:** Membership Award  
Moving-On Award (Beavers to Cubs)  
Joining In Award x2  
Challenges x6  
Activity Badges x12  
Staged Activity Badges x6  
Group Awards x3  
Bronze Chief Scout's Award (Highest Award for a Beaver Scout)

Full details and requirements of awards and badges can be found at [www.scouts.org.uk/beavers](http://www.scouts.org.uk/beavers)

## Cub Scout Information



**Cub Scout Promise:** I promise that I will do my best  
To do my duty to God and to the Queen  
To help other people  
And to keep the Cub Scout Law

**Cub Scout Law:** Cub Scouts always do their best  
Think of others before themselves  
And do a good turn every day

**Cub Scout Motto:** Be Prepared

**Uniform:** Dark Green crew neck sweatshirt  
Navy Blue activity trousers and / or shorts  
Group scarf and woggle  
Suitable footwear

**Section:** Pack divided into Sixes

**Age Range:** 8 to 10½ years – with some flexibility

### Badge Locations:



**Awards:** Membership Award  
Moving-On Award (Cubs to Scouts)  
Joining In Award x3  
Challenges x7  
Activity Badges x33  
Staged Activity Badges x6  
Group Awards x3  
Silver Chief Scout's Award (Highest Award for a Cub Scout)

Full details and requirements of awards and badges can be found at [www.scouts.org.uk/cubs](http://www.scouts.org.uk/cubs)

## Scout Information

**Scout Promise:** On my honour I promise that I will do my best  
To do my duty to God and to the Queen  
To help other people  
And to keep the Scout Law

**Scout Law:** A Scout is to be trusted  
A Scout is loyal  
A Scout is friendly and considerate  
A Scout belongs to the world-wide family of Scouts  
A Scout has courage in all difficulties  
A Scout makes good use of time and is careful of possessions and property  
A Scout has self-respect and respect for others

**Scout Motto:** Be Prepared

**Uniform:** Teal Green long sleeved shirt  
Navy Blue activity trousers and / or shorts with Scout belt and buckle  
Group scarf and woggle  
Suitable footwear

**Section:** Troop divided into Patrols

**Age Range:** 10½ to 14 years – with some flexibility

### Badge Locations:



**Awards:** Membership Award  
Moving-On Award (Scouts to Explorers)  
Joining In Award x4  
Challenges x8  
Activity Badges x70  
Staged Activity Badges x6  
Group Awards x3  
Gold Chief Scout's Award (Highest Award for a Scout)

Full details and requirements of awards and badges can be found at [www.scouts.org.uk/scouts](http://www.scouts.org.uk/scouts)

## How can I help the group?

The Scout Association is run by volunteers and it encourages parents and guardians to assist in the leadership team on a regular or occasional basis. Any support that you or your family can offer Scouting and our Scout Group is welcomed, appreciated and valued.



### Parent Helpers:

All of our Sections would love to have more Leaders. The Scout Association lays down strict adult:child ratios for meetings and outings. So in order to keep Sections open we ask that parents be prepared to attend a section meeting at least once a term to assist the Leaders in running the meeting and acting as Parent Helpers. As well as giving us practical help it also allows you to see what activities your child gets involved in.

Your Section Leader may provide a rota at the beginning of each term. Please support us in this: it is vital for the safety of all children that we have enough adults at each meeting!

It is The Scout Association's policy that all adults who come into contact with our young people complete an Occasional Helper (OH) Form which gives us the opportunity to complete the necessary checks with the Criminal Records Bureau. So please find a couple of the OH Forms with this Welcome Pack for your completion. A member of the Scout Group will be in touch to arrangement completion of CRB forms. We hope you appreciate and feel reassured by this safeguard. Any adult helping at a meeting is covered by Scout Insurance.

### Section Assistants:

If you enjoy attending the occasional section meeting and feel that you may wish to help on a more regular basis why not consider becoming a Section Assistant. This would involve helping a Section Leader deliver their Section's Programme. There is a requirement to undertake a small amount of 'Essential Information' training and to complete the necessary CRB Form if you have not already done so. Uniform is optional, and is paid for by the Group.

### Leaders:

Within each section there is usually a Leader assisted by a number of Assistant Leaders. All sections must have at least one appointed Leader to be able to operate effectively. They are responsible for the delivery of the programme for their section as well as the health and well being of the children in their care whilst on Scouting activities.

If you have enjoyed being a Section Assistant or wish to jump straight in, why not consider joining the leadership team as a Leader. You don't have to have a Scouting or Guiding background, just the willingness to want young people to have fun and fulfil their greatest potential. And it's great fun and rewarding for Leader as well, just have a talk with a Section Leader or the Group Scout Leader.

Full training and uniform is provided by the Group, as well as valuable help, advice and support from other Leaders in the Group and District.

## Group Council:

As a parent or guardian of a child in the Group you are automatically a member of the Group Council and as such you are entitled, indeed expected, to attend the Group's AGM and have your say about your Group.

## Group Executive Committee:

This body is responsible for Group property and equipment, fundraising, finance and other administration duties to support the Group Scout Leader in the running of the Scout Group. They along with all members of the Group Council are there to provide the resources and financing to enable the Section Leaders to deliver the Scouting programme and activities for our young people. If you have a business mind, are good with finance, and fundraising or wish to represent the views of other parents on this committee, talk to the Group Chairman or Group Scout Leader. The committee meet approximately six times a year and for the Group AGM.

## Supporting your child

Scouting is a team effort, Leaders only see the children for a couple of hours or so each week so they rely on parents and guardians to do the rest!

- Encourage your child to prepare themselves for meetings – don't do everything for them.
- Please ensure that you deliver and collect your child at the appropriate times and place, as advised by the Section Leader. Always check that an Adult Leader has arrived before leaving your child. Please tell the Section Leader if someone different from usual will be collecting them. Members are never left unsupervised, but if you are persistently late, the Section Leader may ask you to make other safe arrangements for collection.
- Make sure your child's uniform is always clean and smart.
- Our members wear uniform to distinguish themselves and to make themselves clearly visible. The wearing of our uniform also serves to install a sense of pride in the Group and Scouting in general, as well as showing their individual achievements in the form of badges. Because of this please ensure, unless advised otherwise by the Section Leader, that your child wears their uniform to every meeting or event.
- Please ensure that you return activity forms and any payment on time. If you have difficulties completing forms or making payments then please speak in confidence to the Section Leader.
- If your child cannot attend a meeting, please telephone and let the Section Leader know; phone numbers are listed in this Welcome Pack. It is preferable for the child to make the call themselves; especially once they are Cub age. It's all part of growing up!
- Children are not generally known for remembering things so after a meeting ask – have they a letter? or message? or anything to do for next time?
- Please ensure that you inform the Section Leader of any change in the family situation that is likely to affect your child's behaviour. It is not necessary to give details. All information will be treated in confidence.



## Behaviour and discipline

One of the ingredients of a good Scout Group is underlying discipline. All members are expected to behave well and appropriately. This is essential in all sections and inappropriate behaviour will not be accepted. Children in positions of responsibility such as Cub Pack Sixers and Scout Patrol Leaders will be expected to set a good example to the younger members of their section.

Generally, minor incidents will be dealt with by a “ticking off” and if the child or children get the message then that’s the end of it. However more serious examples, such as bullying or lack of respect for Leaders, will result in a child’s parents or guardians being contacted. Actions will then be agreed on with the individual and their parent/guardians to put an immediate end to the disruptive situation.

Whilst Leaders always try to be aware of an individual member’s circumstances, particularly where these may be difficult for the child, continued anti-social conduct cannot and will not be tolerated in a movement in which both adults and young people are there by choice and primarily wish to enjoy themselves.

Section Leaders reserve the right to exclude individuals from section meetings and activities for a period of time agreed with an individual’s parents or guardians should their behaviour warrant it. In extreme cases an individual may be asked to leave the Group after discussions involving the Group Scout Leader, the appropriate Section Leader, the individual and their parent/guardians.

## Where can I get more information from?

The Scout Association’s website, [www.scouts.org.uk](http://www.scouts.org.uk), is full of information, advice, news and much more. With a dedicated page for parents: [www.scouts.org.uk/parents](http://www.scouts.org.uk/parents), where you can subscribe to ‘Adventure News’ a free monthly email newsletter giving you the best of Scouting stories and information.

The Scout Association also operates an Information Centre which is staffed by professionals, who can be contacted on: 0845 300 1818 or by emailing: [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk)

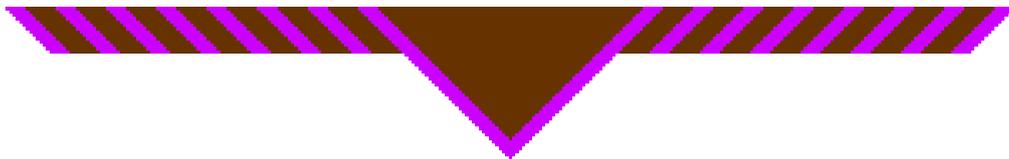
We have our own website: [1stcrawleyscouts.org.uk](http://1stcrawleyscouts.org.uk) where you can find out more about what’s happening at 1<sup>st</sup> Crawley.

You can also speak to any of our leaders who will be more than happy to help ☺



## Items to complete

- ✓ **Child's Personal Details Form**  
Including parent/guardian information and publication permission – one per child
- ✓ **Occasional Helper Form**  
Allows us to complete a CRB for you (at no cost to you) which in turn allows you to assist at Section meetings from time to time.
- ✓ **Virgin Money Giving Monthly Donation**  
Provision of subscriptions to the Scout Group – one per child  
The Virgin Money Giving donation is completed online and helps us to reclaim Gift Aid automatically.



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The 1st Crawley Scout Group is an excepted Charity under the Charities Act 2006

## Paying monthly subscriptions through VirginMoneyGiving.com

The process is fairly straightforward with the Virgin Money Giving Team making things fairly easy. During the process you will need to register as a donor with Virgin. If you have already registered then please make a donation in the usual way by following the link to the 1<sup>st</sup> Crawley page.

Follow the link from the 1<sup>st</sup> Crawley website:- [www.1stcrawleyscouts.org.uk/Subscriptions.html](http://www.1stcrawleyscouts.org.uk/Subscriptions.html)

Then click on the **Make a monthly donation >>** button on the right hand side of the screen. The following screen shows up...

The screenshot shows the 'Make a donation' page for the 1st Crawley Scout Group. The page has a red header bar. On the left is the Scouts logo with the tagline 'be prepared'. The main heading is 'Make a donation'. Below this is a navigation bar with buttons for 'Sponsorship Details', 'Sign In', 'Payment', 'Gift Aid', and 'Confirmation'. The 'My donation' section is active, showing options for 'I'd like to make' a 'regular' donation of £100, £50, £20, £10, or 'Other £' with a text input field. Payment methods include VISA, Mastercard, American Express, and Debit Card. A note states: 'When making a regular donation we'll take the first payment today, but you can change which day you'd like us to start collecting your regular donations below.' The 'Payment date' is set to '8th' day of each month, starting from 'October' 2011. There are checkboxes for 'I'd like to leave a message with your donation?' and 'I'd like my name to be shown with my message'. A 'Name' field is present. A 'Next >>' button is at the bottom right.

The subscription amount is £12 per month which should be placed in the “other “ section.

Our preferred payment date is the 1<sup>st</sup> of the month and please check that to start from next month.

In the leave a message panel – please give your child’s name and which section (Scouts, Cubs or Beavers) that he/she will attend. Please also place your name in the name panel below the message box to link your name with that of the Scout you are paying for.

You will now be asked to register and complete your payment details.

Please remember to check the option to allow the Scout Group to reclaim Gift Aid on your monthly donation (if you are a taxpayer, this increases your donation by 25% at no cost to you).

Thanks for your help.