



Thank you for joining our group, welcome!

This information pack will provide you with basic information regarding Scouting and our Group. It also contains our parental agreement, with the pledge we make to you as a Scout group, and the pledge you as a parent and your child makes to us as a Beaver, Cub or Scout, so it is very important you read this.

Online Scout Manager - OSM

We use OSM in the group to keep your child's records, and your contact and other information we need to look after your child or in case of an emergency.

This is also how we'll primarily be in contact with you, and it's also a very easy way for you to keep your information up to date, see our programme, and view and sign-up for upcoming events for your child.

Your leaders will send you a welcome email after your child's first nights with us, please use this to sign up and complete all of the details.

And do make sure you check your emails regularly, and respond to requests asking if your child would like to take part in events, it's very important that leaders know if your answer is yes or no for planning activities.

Keeping in Contact – WhatsApp groups and Calander

Each section has a WhatsApp group for last minute changes and messages, sending out photos and generally letting parents and carers in that section keep in contact. Please ask a leader to add your phone number to the section group or send you the link to join.

We have a group calendar online, for dates further in advance. To view this, or add these to your google calendar/other calendar feed, you can use the links on our Group Downloads & Calendar page on our website <http://northrichmondscouts.scoutsites.org.uk/group-downloads/>

The group calendar is so you can see what is coming up, you will get full details on events nearer the time sent out via OSM.



A World of Scouting

The Scout Movement is a global youth organisation, the largest in the world, with over 28 million Members in 216 countries and territories.

In the UK Scouting is organised through The Scout Association and which has a clear purpose: To help young people achieve their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as Members of their local, national and international communities.

The Scout Association offers everyday (and some more unusual!) adventure and activity to almost 400,000 young people across the UK.

Scouting is open to all young people aged 6 to 25 of every faith and background as long as they are prepared to make the promise.

A number of variations of the promise are available to cover a range of faiths and nationalities. Once your child is ready to make their promise, leaders will ask you which version of the promise they would like to take.

Scouting makes a positive contribution to society by helping young people to develop as active members of the community, through activities that promote learning while also being fun.

Some useful Scouting Links:

Our Group Website – <http://www.northrichmondscouts.org.uk/>

UK Scouting Website - <https://www.scouts.org.uk/>

Richmond District Website - <https://www.richmondscouts.org.uk/>

Our Scout County, Greater London South West's Website - <https://glswscouts.org.uk/>

Worldwide Scouting - <https://www.scout.org/>



Uniform and Getting Invested

On a section evening or on activities we would normally expect your child to attend in uniform and we will advise if any different.

The Group provides Badges, and Scarves for when your child is invested - you need to purchase the basic uniform.

As soon as your child is happy to stay, usually after a few weeks, please buy the uniform so we can invest them.

Investiture is a short ceremony where we welcome a new member into the section, they agree to the Scout promise and Law for their section which is appropriate for them, and they receive the group scarf and badges for their uniform. This usually happens at the end of a section meeting, but may happen elsewhere, and leaders will let you know so you can come along to watch and take photos if you wish.

Where to get Uniform

We ask everyone to use the district shop to get uniform if possible, this shop is based in Whitton and all profits from purchases go directly into Scouting in the Richmond District.

You can purchase online or go to the shop in Whitton to try-on uniform and buy in person on Wednesday afternoons and Saturday mornings. There is a car park at the shop.

All of the details regarding the district shop are here: <https://www.richmondscouts.org.uk/shop>

What you need for your child:

- Beavers Activity Trousers & Beaver Turquoise sweatshirt
- Cub Scouts Activity Trousers & Cub green sweatshirt
- Scouts Activity Trousers, Scout Belt & Green Scout shirt

There is also a choice of optional polo shirts, available in turquoise for Beaver Scouts and green for Cub Scouts and Scouts – these we'd recommend and can be worn instead of the sweatshirts in the summer term.

The Group Scarf is pale blue; these are supplied by the Group.

Please remember to write your child's name in all uniform items so if they are left behind, it is easy to identify who's uniform it is.

We also have a supply of second-hand uniforms at the hut, please ask leaders if you would like to see if we have something for your child. These can be taken for free or a voluntary donation, and when your child grows out of their uniform, please consider donating this uniform to us for others to use in the future.



Our Group and Sections

The Group currently consists of three sections:

- Beavers 6 to 8 years old meet between 6pm & 7pm every Wednesday.
- Cubs 8 to 10 ½ years old, meet between 6.30pm & 8pm every Tuesday.
- Scouts 10 ½ to 14 years old, meet between 7pm & 9pm every Friday.

After Scouts, the next section is Explorers. In our district these are run at several locations with members from different groups attending each one. Older children also have the opportunity to stay with the group as young leaders, and we have young leaders helping in each section. Please discuss the options with our Scout leaders when your child is nearing 14 years old.

With all sections there is some flexibility in age ranges, and we aim to help members move from one section as smoothly as possible by 'moving up' in groups of friends.

North Richmond Scout Group Parent Agreement

Our parent or child's guardian agreement forms the basis of the partnership between you, your child and us as your child's section Leaders.

It is intended to help make clear what we can expect from each other, setting out:

- The Leaders, our aims and values and what we will do for you and your child.
- Parents' and carers' responsibilities in supporting the Scout Association.
- What the Scout Leaders expects of its young people.
- Our disciplinary procedure for young people.

Our pledge to you, As a group, we will:

- Make every reasonable effort to provide a safe physical and mental environment for our young people and follow all safeguarding procedures of the Scout Association.
- Provide an interesting and fun scouting programme that is youth led.
- Value each young person as an individual and set appropriate targets for learning and involvement in activities.
- Encourage all young people to do their best within a challenging but supportive environment.
- Keep parents informed about Scouting meetings and activities planned for the term for their young person through OSM (Online Scout Manager) and emails from OSM.
- Follow the policies and guidelines of the Scout Association.

Scouting safeguarding policy and procedures can be found here:

<https://www.scouts.org.uk/about-us/policy/safeguarding-policy-and-procedures/>

Our group privacy policy and general risk assessments can be found on our website, here:

<http://northrichmondscouts.scoutsites.org.uk/group-downloads/>



As a Parent, Guardian or Carer you pledge to us:

As a parent, guardian, or carer I will:

- Ensure my child attends all weekly meetings, arrive by the start time, and in full uniform, and inform leaders if your child cannot attend.
- Support the leaders in implementing and encouraging good behaviour.
- Respond promptly to communications requiring actions such as event sign ups or requests for permission forms etc.
- Make sure my child is dressed appropriately for outdoor activities and arrives with all items listed on kit lists provided for the activity.
- Discuss with the leaders any special needs of my child and work with the leaders in supporting my child's particular needs.
- Be involved with my child's activities, and support them in their time in Scouting.
- Provide a minimum of 1-2 hours of my time to help with the group every term. Details of the many ways you can help are provided at the end of this document.

A young person's pledge to us:

In addition to the Beaver, Cub or Scout law, which each young person promises to follow, as a Beaver, Cub or Scout – I will follow the group Rules:

- We listen—we don't interrupt.
- We work hard—we do not waste our own or other's time.
- We are kind and helpful—we do not hurt anybody's feelings.
- We are gentle—we do not hurt others.
- We are honest.
- We look after property.
- We have Fun!

North Richmond Young Persons Disciplinary Procedure

North Richmond Scout Group follows a three-warning system for dealing with difficult behaviour.

- **1st WARNING**

If any behaviour from a member does not follow the code of conduct, Scout law or any leaders' instructions to an extent that is unacceptable then the young person will be given a formal warning. Leaders will discuss this incident with the young person and will speak to their parents or guardians at the end of the evening or activity.

- **2nd WARNING – YELLOW CARD**

The same as the 1st warning, a young person's parents or guardians will be spoken to at the end of the evening or activity, it will be explained that if another incident occurs a Red Card will be issued. The consequences of this will be explained to the young person and their parent or guardian. Parents may be asked to come collect the young person



before the end of the meeting, and it will be explained that the young person may be suspended from the group for a period of time if they get a 3rd warning.

- **3rd WARNING – RED CARD**

A red card will be issued immediately for any dangerous behaviour or incident that leaders agree requires it, this can be given out immediately.

A Red Card will also be given if any repeated behaviour from a member does not follow the code of conduct, scout law and/or any leaders' instructions to an extent that is unacceptable, and the young person already has 2 formal warnings.

Consequences of a red card: A parent or guardian will be required to come and collect the young person, and the young person will not be able to return to the group unless a suitable behaviour plan is able to be agreed with the young person's parents or guardians.

Mobile Phone and Electronic Devices

We ask that there should be no mobile phones, or other electronic devices that can connect online or take photos brought to Scouting activities.

This covers all activities including regular section meetings, day activities, sleepovers or camps.

This is for safeguarding the young people in the group, it helps to protect expensive devices that can easily be damaged or lost, and it stops activities being interrupted.

We appreciate that sometimes there are occasions where young people need a phone for safety, for example if those in the Scout section travel on their own to a meeting, or for other special circumstances.

Scouts traveling on their own to a meeting with a mobile phone should hand this in to a leader at the start of the meeting, and it will be kept in a box and returned at the end of the meeting.

If there are special circumstances a mobile phone may be needed, you should communicate this with a leader before the event.

Likewise leaders will also let you know if a phone is needed for a specific activity, for example when Scouts hike in a group without leaders.

Any electronic devices discovered during an activity will be confiscated and returned at the end of activity.

The group takes no responsibility for electronic devices brought to Scouting activities, in or out of our care.



Ways you can help North Richmond Scout Group

My child is in scouting, is there anything I could do to help? The short answer is yes!

Scout groups are 100% volunteer led. It takes the hard work of many people for a scout group to function. Not just the visible volunteers such as the leaders, but also our committee members, fundraisers, hut maintainers, camp helpers and the parent rota. Without all these people volunteering their time we simply could not provide the scouting programme we do for our young people.

We therefore need all parents to contribute towards the group, to help us deliver our Scouting programme, and to contribute towards our fundraising and keeping the Scout hut running.

Ways you can help.

Parent Rota: All sections operate a parent rota, this involves volunteering to come and help the leaders during a section meeting. This could be in a hands-on capacity such as sharing a particular skill you might have with the group, like first aid, bike maintenance or cooking. Most often it's helping to set out equipment for activities, or just being an extra pair of eyes.

Hut Maintenance: There are always running repairs needed at the hut. Anyone with professional or DIY skills can certainly help us keep the hut functioning for our meetings.

Consider joining the Exec Committee: The Exec Committee is responsible for everything outside of the day to day running of the individual sections. This means it is responsible for Group finances, Maintaining the building, Insurance, recruitment of leaders and other governance roles.

With the exception of the Group Scout Leader, all the committee roles should ideally be taken by individuals not involved directly in the day to day running of each section, and the committee should have on it at least one parent representative from each section, beavers, cubs, scouts to represent the views of parents from each section.

Fundraising Committee: The group aims to keep the annual subscription fees as low as possible. This means we need to fundraise each year to bring further money into the group to allow us to offer an exciting programme. Without the money raised through fundraising we would need to raise the cost of subscriptions considerably. This would deny many the opportunity to enjoy Scouting. Helping to organise fundraising activities is fun and rewarding. You can also simply offer to help when we are signing up for a particular event or on the day!

Become an occasional helper or Leader: Enjoyed helping out on the parent rota and want to do more? Excellent, we are always looking for more leaders. This can be as a full uniformed leader, or as a non-uniformed occasional or regular helper.

Camps: Running camps is hard work! We would love to have a few more hands helping-out. This could be just for a day, or overnight. Perhaps you interested in cooking for a group? We would love adults to help with meal prep while on camp. For every camp we always need help getting kit out, packing the van, setting up and taking down. The more hands we have the quicker it can get done and the more activities we can do with the young people.

Any other ideas? These are just some of the ways you can help North Richmond Scout group, if you think you could help in a way that is not listed here let us know!



Subscriptions and Costs

The group charges an annual subscription each January, at the current time (2023) this fee is £125.

For members joining through the year, a percentage of this is charged at the time of investiture for the period between joining and the following annual fee in January.

The Subscriptions help to cover the cost of keeping and maintain The Scout, insurance, camping and other equipment, as well as things like badges and materials for activities carried out at their meetings.

Some other activities such as camps, may incur extra costs.

During January we have to fulfil the Scout Associations census and pay capitation for each member of the Group, which covers the money the group needs to pay to the District and County, and also for all of our Scout Association insurance so it Important you pay us on time.

If at any point paying for either subscriptions, capitation or for activities becomes an issue please discuss this with your child's section leader or email the group Scout Leader on gsl@northrichmondscouts.org.uk.

If you are unable to pay immediately for subscriptions or activities we can help you with staged payments, or potentially subsidise activities from our hardship fund or District funds.

We can claim the income tax paid on all the monies that are paid to us. This includes money paid for subscriptions, capitation and activity costs. This means that for every £1 paid to the Group we can claim 25p back from the Inland Revenue. To enable us to do this though you need to fill in a "Gift Aid Declaration", the details of this will be sent to you when your child is invested, and you are asked for your first subscription payment.

Safety when arriving and departing.

It is important to note that you are responsible for your child for they arrive at a Scouting activity, and you ensure that they are in the care of a Leader. This includes our headquarters, and all Beavers and Cubs should be brought into the Scout Hut rather than be left to make their own way inside.

This is for your child's safety should there be anyone unfamiliar outside the hut; the danger of crossing the roads and car park; and also in case you arrive early and there are not enough adults in the Scout Hut. All children are asked to remain inside the Scout Hut at the end of a meeting to be collected by a parent.

Obviously, Scout age children may travel to their meetings or activities alone, that is at your discretion, and we can only take responsibility from when they arrive at the Scout hut or activity location and meet a leader.



Contact Information

- **Address:** North Richmond Scout Hut, Old Deer Park Car Park, Park Lane, Richmond, Surrey. TW9 2RA
- **Main Email:** info@northrichmondscouts.org.uk
- **Website:** www.northrichmondscouts.org.uk
- **Parent downloads and group calendar**, Privacy Policy, and general risk assessments: www.northrichmondscouts.org.uk/downloads.htm
- **Scouting safeguarding policy:** <https://www.scouts.org.uk/about-us/policy/safeguarding-policy-and-procedures/>
- **Follow us on Twitter:** @NRichmondScouts
- **Like our Facebook Page:** www.facebook.com/NorthRichmondScouts/
- **Section Emails:**
 - Beavers – beavers@northrichmondscouts.org.uk
 - Cubs – cubs@northrichmondscouts.org.uk
 - Scouts - scouts@northrichmondscouts.org.uk
- **Group Scout Leader** – gsl@northrichmondscouts.org.uk
- **Group Treasurer** – treasurer@northrichmondscouts.org.uk