



Individual Support Planning

Making reasonable adjustments in your section

scouts.org.uk/inclusion

#SkillsForLife



Introduction

Joining The Scouts

Scouting has become so popular that there are over 30,000 young people waiting to join. We must be focused on offering a place at the earliest opportunity, once a young person has reached the correct age. It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that all activities are conducted in a safe manner without risk to the health of participants. To do this we ensure we communicate effectively with our parents, carers and young people when they join our section and during their journey through the movement.

'The best part of Scouting is definitely the camps. I love every activity we do apart from swimming. They told us the pool was 24 degrees centigrade. Minus 24 more like!'



Making Reasonable Adjustments

All Scout groups have a duty to make reasonable adjustments to support the participation of young people with additional needs. Developing a positive relationship and working in partnership with parents or carers, is key to supporting the successful inclusion of young people with additional needs in Scouting.

Where a young person with additional needs or disabilities is joining Scouting, we advise an initial meeting with the parent or carer. This will enable you to identify the young person's individual needs and plan any support needed to enable them to access Scouting. It may also be necessary to meet with a parent during the young person's journey in the movement, as many conditions are diagnosed as the young person gets older and some may even develop over time.

Ideally, this conversation would take place face to face. The conversation should involve the leader, parent or carer and, if appropriate, the young person themselves. It may be helpful to involve someone in a local inclusion role or who has particular expertise in this area. Ensure that the meeting feels like a conversation, not an interview; it is just the starting point of an ongoing relationship.

It is important to be positive but realistic, and to establish expectations by helping parents or carers understand our policy and approach, and the context of Scouting. There is a FAQ for parents or carers around inclusion at scouts.org.uk/parents. Introducing the parent or carer to the Programme and offering a sense of what a typical section meeting looks like will help the parent or carer anticipate the aspects of Scouting that their child may particularly enjoy or find beneficial, and any aspects they may need some additional support with.

Carers Supporting in The Scouts

The Scouts will make **reasonable adjustments** to ensure full participation for any young person and adult. For some, such reasonable adjustment may involve an additional adult or Young Leader who will support them in their activities in the session. This might be to help with communication, where a volunteer has specific skills such as the ability to use Makaton, or might be to support engagement in activities. Many of these roles can be completed by Young Leaders or Adult Volunteers acting within their own capabilities and in accordance with the policies and procedures of The Scouts. Sometimes you might need to recruit additional parent helpers or volunteers with specialist skills. For the provision of intimate or personal care there are additional requirements and authorisations you'll need to complete.

Intimate or Personal Care

The Scouts will make **reasonable adjustments** to ensure full participation for any young person and adult. For some, such reasonable adjustment may be the facilitation of intimate or personal care.

In order to safeguard all young people and adults at risk, care which is described as “personal” or “intimate”, must be carried out in line within this policy and procedure. The principles of this policy are based upon our commitment within our Child Protection Policy to promote and prioritise the safety and wellbeing of children and young people. By following this policy we are able to provide intimate or personal care in clear and transparent way, ensuring we look after the wellbeing of our most vulnerable young people and enable them to take a full and active part in The Scouts. Support might be temporary such as an illness or accident (for example a young person who has a broken leg) or support might be long-term (for example a developmental disability such as Cerebral Palsy).

The following are the fundamental principles upon which the policy and guidelines for providing intimate personal care are based:

- Everybody has the right to be safe
- Everybody has the right to personal privacy
- Everybody has the right to be valued as an individual
- Everybody has the right to be treated with dignity and respect
- Everybody has the right to be involved and consulted in their own personal and intimate care to the best of their abilities
- Everybody has the right to express their views on their own intimate care and to have such views taken into account
- Everybody has the right to have levels of intimate care that are as consistent as possible

Our Intimate and Personal Care Policy refers to two different categories of carer to support planning and the creation of Individual Support Plans. The first carer recognised is the **Designated Carer**, typically a parent or guardian who provides care for the young person in their day to day life. The second carer recognised is the **Nominated Person**, a volunteer within The Scouts who has professional training or experience to enable them to carry out intimate or personal care. For detailed advice and guidance on these terms and how volunteers can support intimate or personal care please consult the policy. **Individuals are only able to provide care if they are named in the intimate care plan which has been agreed and signed by all the individuals involved in the provision of care as indicated on the Individual Support Plan.**

Assessing Needs

The Scouts use a strengths-based approach, when looking at reasonable adjustments. This means that as well as the individual's needs or challenges, we consider their strengths and the support they may have. This should include strategies they are developing to take care of themselves. Full guidance on creating an Individual Support Plan is contained within this guidance document.

In the first instance, the Section Leader should meet with the young person and their family to establish what reasonable adjustments and care provisions are required. Many Section Leaders may feel comfortable doing this on their own, but dependent on the complexity of care or the support required they may seek advice from their County Commissioner's designated representative, the Scout Information Centre or the National Inclusion Team.

As a summary our steps to complete an Individual Support Plan include:

- An open discussion with the young person and their parents
- Clear and transparent recording on a Care Plan created from the discussion
- All provision in the care plan agreed by the young person, their parents or carers, all individuals involved
- **[for intimate or personal care]** The Nominated person or Designated Carer completes all paperwork and any additional training
- **[for intimate or personal care]** The County Commissioner or their designated representative must receive all documentation and agree to the plan
- Ongoing review of the Care Plan based on any learning that occurs during the provision of intimate or personal care, the developmental needs of the young person and any changes in those individuals supporting the plan
- Scheduled Review on an annual basis to agree the care plan and make any amendments



Specific Safeguarding Considerations

Safeguards for young people with a disability or complex/additional needs are essentially the same as other young people. Particular attention should be paid to promoting a high level of awareness of the risks of harm and to high standards of practice and strengthening the ability of young people and families to help themselves.



Line managers should ensure measures are in place to:

- Make it common practice to enable children with a disability or complex/additional needs to make their wishes and feelings known in respect of their care and other matters
- Make sure they have access to age appropriate information.
- Make sure that all children with a disability or any additional/complex needs know how to raise concerns and give them access to an adult with whom they can communicate.
- Recognise and utilise key sources of support including but not exclusively; staff in schools, friends and family members where appropriate;
- Ensure that there is an explicit commitment to and understanding of each child's safety and welfare and possible signposting opportunities
- Develop a culture of openness and joint working with parents and carers;
- Ensure all volunteers are aware of this policy and understand the requirements of good practice in intimate and personal care and the importance of strong safeguarding practice when working with young people with disabilities or additional needs.

If you have any questions or concerns make contact with the [Safeguarding team on the contact details at the end of this policy.](#)

Individual Support Planning



To support planning for a current or developing medical condition or additional need for a young person you should create an Individual Support Plan. This helps to plan the adjustments you are going to make to your section to fully include the young person.

When you are creating an Individual Support Plan is important to be positive but realistic, and to establish expectations by helping parents or carers understand our policy and approach, and the context of Scouting. There is a FAQ for parents or carers around inclusion at scouts.org.uk/parents. Introducing the parent or carer to the Programme and offering a sense of what a typical section meeting looks like will help the parent or carer anticipate the aspects of Scouting that their child may particularly enjoy or find beneficial, and any aspects they may need some additional support with.

Be honest about your level of knowledge and skills, and explain you are keen to learn from them. Ask about how the young person is supported at home and at school, and discuss any strategies or approaches that could be used in Scouting. Explain to the parent or carer how you plan to store and share information, and ensure that they agree to this.

Prior to the meeting, it may be useful to gain some background knowledge of the type of additional need the young person has. Our Scouts.org.uk website has lots of introductory information about the most prevalent additional needs for young people in the UK. Remember that each young person will be different, so avoid making any assumptions, and take the lead from the parent or carer in the language they use to describe their child's additional needs.

Principles for Creating an Individual Support Plan

Creating a personal support plan may sound like something very complicated but it's quite straight forward and some of the steps you will use naturally in your skills as a section leader. Below there are some examples of support plans and some guidance on what to include.

- 1 Involve the young person in their support plan:** Encourage a young person's independence, where possible, within all aspects of their individual support planning and their care.
- 2 Treat every individual with dignity and respect, ensuring privacy:** Make sure privacy and confidentiality is appropriate to the age of the young person and the situation. Treat them with dignity and respect at all times.
- 3 Be aware of your own limitations:** Volunteers should only facilitate care that they feel competent and confident to carry out and that they understand
- 4 Plan carefully for ratios:** Some adjustments can be made without significant impact on ratios, for example considering separate washing facilities for privacy or adjusting the entrance to the meeting place. Some adjustments require a **nominated person** who may no longer apply to the ratios for activities depending on the frequency of support. When carrying out intimate or personal care a nominated person also needs a second adult volunteer to support them. Remember a **designated carer** cannot be counted in the ratio but can provide care alone under specific circumstances. This will need careful planning.
- 5 Promote positive self-esteem, well-being and body image:** Adjustments should be made to enable a young person to be included in Scouts.
- 6 Consider your facilities:** Think about the resources available to you in your meeting place; consider how this would change if you were on a visit or nights away experience
- 7 Be responsive to the individual as you carry out adjustments or care:** This is particularly key when conducting personal care; make sure you are engaging with the young person and are aware of their likes and dislikes.
- 8 Ensure consistency in your approach:** Communicate with parents and carers regularly. Check that the adjustments being made are still the most effective and supportive way of helping the young person.
- 9 Review how the plan is working:** Reviewing the plan is a vital step to ensure we adapt and change
- 10 Report any concerns to the Safeguarding team or your line manager:** If you have any concerns you should report them in the usual way to your line manager, for safeguarding concerns you should follow guidance in the yellow card.



The most important part of creating the plan is to involve the young person and their parents or carers; make sure they are aware that you are looking to provide further support for their young person to enable them to safely enjoy and achieve in Scouts.

How can I discuss individual support plan with a parent or carer?

The template provided gives you guidance to help frame a conversation with the parent/carer of a young person who is joining the movement with a medical condition or additional need. These questions can be used to help create a plan for a member who has a condition or additional need which has developed through their journey in Scouts.

Remember that this is a sensitive topic, and it is important to try to maintain a positive and open relationship with the parent/carer; working together to support the young person to access Scouting. Where the medical condition or additional need is complex or unfamiliar you should seek support from your Group Scout Leader, Assistant District Commissioner (Section) or Assistant County Commissioner (Inclusion). You can also seek support through the **Scout Information Centre** who will be able to direct you to the National Inclusion Team.

Rather than simply focusing on the diagnosis, focus on the young person and enabling the young person to access, enjoy and develop in Scouting. Further advice and support on how to structure the conversation is contained at the end of this guidance document.

How can I discuss individual support plan with a young person?

It is the responsibility of all volunteers working with young people within Scouts to ensure that they are aware of the child's method and level of communication.

Young people communicate using different methods e.g. words, signs, symbols, body movements, eye pointing.

To ensure effective communication:

- Ascertain how the young person communicates. Consult with the young person, parent/ carer and if appropriate, communication needs must be recorded on the care plan
- If the young person has a Speech and Language Therapist or other professional involved to assist their communication, consider requesting their advice.
- Always explain to a young person what is happening even if you are not sure of their response.

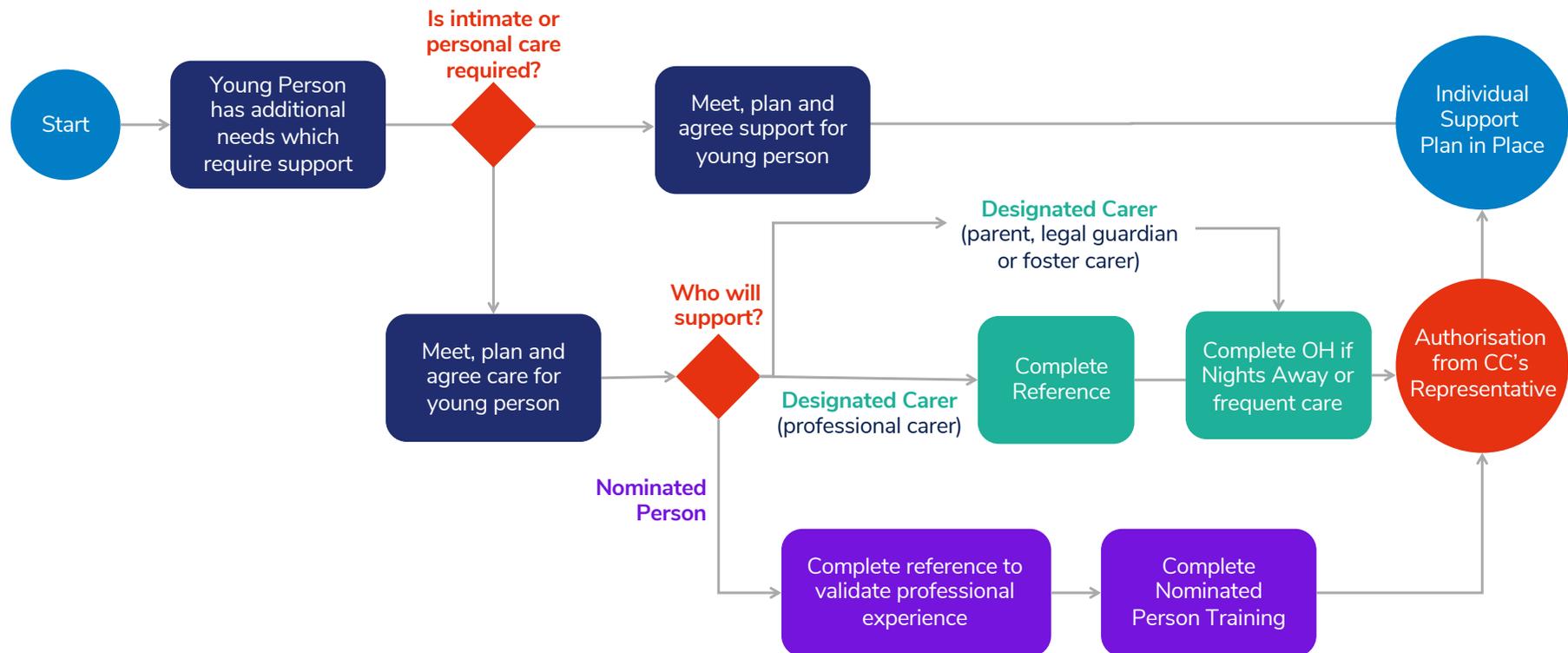
It is essential young people are involved in their support. If you need specific guidance on supporting a young person to understand their support plan contact your local inclusion volunteers or the information centre.



Creating Individual Support Plans

Most Individual Support Plans which are put in place can be done so between the section leader, the young person and their family. This includes the reasonable adjustments you make to adapt your session planning which may help to share and record the changes you have made.

Where intimate or personal care is required further checks will be needed (you'll complete an additional section of the form). Where parents are acting in the role of **designated carer** there is no need to check their qualifications, however they may need to become an Occasional Helper if the care needed is frequent or on a Nights Away Experience. Volunteers acting in the role as the **nominated person** will need to provide evidence of their professional qualifications and will need to complete online training to support their role. This will need to be verified by the County Commissioners representative before intimate or personal care can be provided.



Ongoing review is essential for the provision of any care. This will occur at the agreed review date (typically one year after the plan is put in place) but should account for any changes in the care of the young person, for example as they express a desire for a different form of care. The best care provision is led by the young person and is responsive to their changing needs.

Creating an Individual Support Plan (1)

One of the most effective strategies to provide consistent support for young people is to create a clear and transparent plan. Meeting together with parents and the young person provides an opportunity to discuss the things that would be most effective to help include them in their section.

Focus on ambitions and aims for what we want to see the young person achieve

Talk as a group; what's worked before in other sections (i.e. Beavers) or in School. If it's working there it will probably help in your section too.

Consider what adjustments or actions we can take to ensure there are no barriers to actively participating in the section. Discuss what things have worked previously or are used at School.

The most effective plans focus on positive attributes or strengths and build on these for the young person

Template Individual Support Plan 1 [Dillon – Cubs]

Dillon's Individual Support Plan

We are working together to make some reasonable adjustments to help Dillon as a member of 1st Anytown Cubs.



About me

Strengths	I love being creative and enjoy team games.
Things I want to improve	I want to get better at making fires and cooking things outside. I also want to get better at drawing.
My ambitions	To camp for a whole weekend

My leaders

Section Leader	Nicola
Assistant Section Leaders	James and Ann
Helpers & Young Leaders	Ryan

The person I have chosen to support me

Name of supporter/s	James	How I know them	My Cub Leader
Role they will have (Select as applicable - consult the Individual Support Planning guidance for information on the use of these terms)			
General Support	Nominated Person	Designated Carer	Designated Carer (OH) Other:

Our plan

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers?	Are there any events or activities that might need further planning?
Cerebral Palsy – limited movement	Games which require movement across a wide area as Dillon might need time to catch up Dillon becoming tired from extended	Use canes to support access – these enable Dillon to engage in playtime fully and have PE lessons at School Make sure any wide games or games that involve significant movement are adapted	Nights away or district events planned by other volunteers/services as they may not adapt their games.

Allow the young person to choose who they want to support them – for intimate or personal care there are specific roles (see the guidance above)

Focus clearly on the additional need or individual difference. Be specific as there might be multiple considerations for a single additional need or the young person might require support for a number of different things.

Creating an Individual Support Plan (2)

Creating the individual support plan does take some time, but the impact on your weekly sessions is well worth this investment. You should plan in to review the individual actions regularly. Some actions might benefit from a termly review as you plan new activities, whereas some may be long term structural adaptations which require thinking about each year. There won't usually be any major amendments to make so the follow-up meetings should be quite brief and provide a space to record what's working well and adapt the plan to maximise those moments.

Make sure you explain any medical terms in simple language. Parents and the young person might be able to help with this. This helps anyone that reads the plan to know what to do and why.

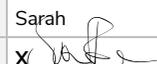
Note this example includes toileting but no intimate or personal care so only the basic form is required; any volunteer is able to provide this support

Refer to things that already exist (i.e. the pack behaviour code or similar). Some strategies might be effective already, but it's useful to refer to them here so everyone is aware. This also helps new leaders for young people as they move into new sections.

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers?	Are there any events or activities that might need further planning?
Cerebral Palsy – toileting and personal hygiene (no intimate or personal care)	Dillon is able to use the toilet independently but requires an accessible toilet with a grab rail. Toilets which are not fitted for accessible access	Make sure Dillon is able to use the accessible toilet when he needs to	Activities outside the meeting place (including trips, nights away or other events) – we would need to make sure Dillon has access to suitable facilities.
Cerebral Palsy – communication and interaction / Dysarthria (slower speech than his peers)	Dillon is able to communicate well, but may need time to talk when engaging in group discussions.	James or Ryan to support during group discussions. Use the talking frog to take it in turns to share ideas to make sure the whole six can give their views. Encourage Dillon to talk to the six or pack about what helps him when he is talking.	Same strategies apply in all activities.

Regularly review what's been put in place; make sure this is recorded. This helps to make sure we're continuing to plan for all developing conditions as things can change during the young persons time in the section.

Our plan was created and agreed by

Plan created on:	7 th September 2019	Review date:	Autumn 2020				
Young person	Dillon	Parent/Carer	Sarah	Leader	James	GSL (or DESC)	Ann
Signed	X 	Signed	X 	Signed	X 	Signed	X 

Complete 'Additional Authorisations' below where intimate or personal care is detailed above.

Make sure everyone signs the behaviour plan, including the young person so it's clear everyone knows what we're working towards.

Creating an Individual Support Plan (3)

When you create a plan to provide intimate or personal care you follow exactly the same process to begin with. Make sure you are familiar with the guidance in the Intimate and Personal Care Policy.

Alex's Individual Support Plan

We are working together to make some reasonable adjustments to help Alex as a member of 1st Anytown Beavers.



About me

Strengths	Colouring, drawing and cartoons	Section Leader	Dhil
Things I want to improve	Making bigger drawings and also getting into cubs	Assistant Section Leaders	Dani & Connor
My ambitions	Being an astronaut or a police	Helpers & Young Leaders	Jess (Young Leader)

My leaders

The person I have chosen to support me

Name of supporter/s	Connor or Dani	How I know them	My leaders		
Role they will have (Select as applicable - consult the Individual Support Planning guidance for information on the use of these terms)					
General Support	Nominated Person	Designated Carer	Designated Carer (OH)	Other:	

Name the Designated Carer or Nominated Person each time throughout the care process for clarity

Our plan

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers? <i>Specific reference must be made to the Nominated Person or Designated Carer for Intimate or Personal Care</i>	Are there any events or activities that might need further planning?
Using the toilet	I find it difficult to use the toilet without help.	Connor or Dani will act as the Nominated Person to provide my care.	Longer activities such as Beaver fun days in the district or going on the Beaver Sleepover.
	Taking off my trousers and pants	Connor or Dani will help me to take my trousers and pants off, sometimes I need lots of help, sometimes I can do it myself.	
	Using the toilet	I will go to the toilet on my own while they wait outside of the cubical. Connor or Dani will remind me of the different steps in taking care of myself by talking to me.	
	Putting my trousers and pants back on	Connor or Dani will help me put my pants and trousers back on and remind me to wash my hands.	

Record the specific role the volunteers will take in the provision of intimate or personal care

Detail all the steps that are involved in the care and the support required in each; in this example physical support is only needed for undressing and dressing whereas verbal support is needed during the toileting process

Creating an Individual Support Plan (4)

Following the completion of the support plan for intimate or personal care you then need to complete the additional verifications. Only complete the boxes relevant to the care you have planned to put in place (for example you may only have a designated carer and not a nominated person). You can leave the other boxes blank or put a line through them. This form then needs to be given to the County Commissioner's designated representative who will confirm all of these checks are in place.

While references are being requested the NP's can complete their online training; this will need to be complete before they can support personal care

The name and profession of each nominated person is required; a form will be sent to the persons employer to complete by the County Commissioner's Designated Representative

Individual Support Plan for Intimate or Personal Care - Additional authorisations

Nominated Person (delete if only Designated Carer)

NP 1	Connor	Membership No.	1000001
Professional Role	SEN Teaching Assistant	Years of Experience	4
Professional Reference	Yes (satisfactory)	Yes (unsatisfactory)	No*
		NP Training Complete (+DBS/Safety/Safeguarding)	Yes
Second Nominated Person (optional)			
NP 2	Dani	Membership No.	1011111
Professional Role	Clinical Psychologist	Years of Experience	2
Professional Reference	Yes (satisfactory)	Yes (unsatisfactory)	No*
		NP Training Complete (+DBS/Safety/Safeguarding)	Yes

Delete the section not needed on the electronic form or put a line through it

Designated Carer (delete if only Nominated Person)

Name of Designated Carer	n/a	Parental Consent	Yes	No
Relationship to Young Person:		Qualifications & Employment Checked (only for Care Professional)	n/a	Yes
OH Required (only required if frequent support or nights away)	Required	OH Complete	n/a	Yes
	Not required			No*

Authorisation will be given by the CC's Designated Representative if all checks are completed to a satisfactory standard

Authorisation for Intimate or Personal Care

CC's Designated Representative	Suzanne	Role	Deputy County Commissioner Diversity and Inclusion
Signed		Date	3 rd January 2021

The process of collecting references may take time and should be planned for

If 'No' is selected anywhere on this plan it must not be authorised. Once completed a copy must be sent to the relevant District Commissioner and to inclusion@scouts.org.uk for all intimate or personal care plans. **GDPR Note for Commissioners:** We take personal data privacy seriously and we have a duty of care around the information contained within this form. The data shared in this form is to be securely stored (in secure online storage and/or as paper based records in locked cabinets). Where the data is no longer required it should be securely destroyed. For further detail please visit our Data Protection Policy [here](#).

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Template Individual Support Plan Template [Printable Version]



_____’s Individual Support Plan

We are working together to make some reasonable adjustments to help _____ as a member of _____.

About me

Strengths		Section Leader	
Things I want to improve		Assistant Section Leaders	
My ambitions		Helpers & Young Leaders	

My leaders

The person I have chosen to support me

Name of supporter/s				How I know them	
Role they will have (Select as applicable - consult the Individual Support Planning guidance for information on the use of these terms)					
General Support	Nominated Person	Designated Carer	Designated Carer (OH)	Other:	

Our plan

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers? <i>Specific reference must be made to the Nominated Person or Designated Carer for Intimate or Personal Care</i>	Are there any events or activities that might need further planning?

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers? <i>Specific reference must be made to the Nominated Person or Designated Carer for Intimate or Personal Care</i>	Are there any events or activities that might need further planning?

Our plan was created and agreed by

Plan created on:		Review date:	
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Young person		Parent/Carer		Leader		GSL (or DESC)	
Signed		Signed		Signed		Signed	

Complete 'Additional Authorisations' below where intimate or personal care is detailed above.

Individual Support Plan for Intimate or Personal Care - Additional authorisations

Nominated Person (delete if only Designated Carer)

NP 1				Membership No.		
Professional Role				Years of Experience		
Professional Reference	Yes (satisfactory)	Yes (unsatisfactory)	No*	NP Training Complete (+DBS/Safety/Safeguarding)	Yes	No*
Second Nominated Person (optional)						
NP 2				Membership No.		
Professional Role				Years of Experience		
Professional Reference	Yes (satisfactory)	Yes (unsatisfactory)	No*	NP Training Complete (+DBS/Safety/Safeguarding)	Yes	No*

Designated Carer (delete if only Nominated Person)

Name of Designated Carer			Parental Consent	Yes	No*
Relationship to Young Person:			Qualifications & Employment Checked (only for Care Professional)	n/a	Yes
OH Required (only required if frequent support or nights away)	Required	Not required	OH Complete	n/a	Yes

Authorisation for Intimate or Personal Care

CC's Designated Representative		Role	
Signed		Date	

If 'No' is selected anywhere on this plan it must not be authorised. Once completed a copy must be sent to the relevant District Commissioner and to inclusion@scouts.org.uk for all intimate or personal care plans. **GDPR Note for Commissioners:** We take personal data privacy seriously and we have a duty of care around the information contained within this form. The data shared in this form is to be securely stored (in secure online storage and/or as paper based records in locked cabinets). Where the data is no longer required it should be securely destroyed. For further detail please visit our Data Protection Policy [here](#).

Template Individual Support Plan 1 [Dillon – Cubs]

Dillon's Individual Support Plan



We are working together to make some reasonable adjustments to help **Dillon** as a member of **1st Anytown Cubs**.

About me

Strengths	I love being creative and enjoy team games.	Section Leader	Nicola
Things I want to improve	I want to get better at making fires and cooking things outside. I also want to get better at drawing.	Assistant Section Leaders	James and Ann
My ambitions	To camp for a whole weekend	Helpers & Young Leaders	Ryan

My leaders

The person I have chosen to support me

Name of supporter/s	James	How I know them	My Cub Leader		
Role they will have (Select as applicable - consult the Individual Support Planning guidance for information on the use of these terms)					
General Support	Nominated Person	Designated Carer	Designated Carer (OH)	Other:	

Our plan

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers?	Are there any events or activities that might need further planning?
Cerebral Palsy – limited movement	Games which require movement across a wide area as Dillon might need time to catch up Dillon becoming tired from extended physical activity	Use canes to support access – thee enable Dillon to engage in playtime fully and have PE lessons at School Make sure any wide games or games that involve significant movement are adapted Offer breaks in games with high-intensity movement	Nights away or district events planned by other volunteers/services as they may not adapt their games.

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers?	Are there any events or activities that might need further planning?
Cerebral Palsy – toileting and personal hygiene (no intimate or personal care)	Dillon is able to use the toilet independently but requires an accessible toilet with a grab rail. Toilets which are not fitted for accessible access	Make sure Dillon is able to use the accessible toilet when he needs to	Activities outside the meeting place (including trips, nights away or other events) – we would need to make sure Dillon has access to suitable facilities.
Cerebral Palsy – communication and interaction / Dysarthria (slower speech than his peers)	Dillon is able to communicate well, but may need time to talk when engaging in group discussions.	James or Ryan to support during group discussions. Use the talking frog to take it in turns to share ideas to make sure the whole six can give their views. Encourage Dillon to talk to the six or pack about what helps him when he is talking.	Same strategies apply in all activities.

Our plan was created and agreed by

Plan created on:	7 th September 2019	Review date:	Autumn 2020
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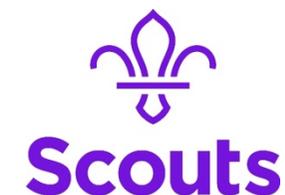
Young person	Dillon	Parent/Carer	Sarah	Leader	James	GSL (or DESC)	Ann
Signed	X	Signed	X	Signed	X	Signed	X

Complete 'Additional Authorisations' below where intimate or personal care is detailed above.

Template Individual Support Plan 2 [Lucia – Explorers]

Lucia's Individual Support Plan

We are working together to make some reasonable adjustments to help Lucia as a member of 1st Anytown Explorers.



About me

My leaders

Strengths	I enjoy going to Explorers and I'm really good at hikes/nights away with my patrol	Section Leader	Scott
Things I want to improve	I want to get better at working on community projects over a longer period	Assistant Section Leaders	Dawn & Adam
My ambitions	To go on an international camp for longer than a weekend and further than France!	Helpers & Young Leaders	Beth (Parent Helper)

The person I have chosen to support me

Name of supporter/s	Adam and Scott	How I know them	My leaders	
Role they will have (Select as applicable - consult the Individual Support Planning guidance for information on the use of these terms)				
General Support	Nominated Person	Designated Carer	Designated Carer (OH)	Other:

Our plan

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers?	Are there any events or activities that might need further planning?
Type 1 Diabetes – Lucia needs to ensure her blood glucose level remains stable (not too high or too low)	Themed evenings or unit events such as pancake day or campfires where sugary snacks are given to everyone	Lucia is able to monitor her blood glucose level and does this every day Plan for themed evenings to incorporate sugar free options (sugar free marshmallows or alternatives); Ensure Lucia has access to her insulin injections.	Same adjustments apply for offsite activities; preparation might be needed for event organisers.

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers?	Are there any events or activities that might need further planning?
Type 1 Diabetes – Lucia needs to ensure her blood glucose level remains stable (not too high or too low)	Meals and group cooking during hikes or nights away	<p>Make sure meals are balanced and are low in sugar (including dessert) to support Lucia in managing her blood glucose</p> <p>Lucia to ensure she has her insulin and self-administers as she monitors her blood glucose levels</p> <p>Support Lucia to charge her phone so she can use her app to monitor her intake of sugar/carbs</p> <p>Support Lucia to talk about diabetes with her patrol to demystify and discuss ways to support her including patrol menu planning</p>	Activities such as extended hikes away where meals need to be planned ahead of time, with a focus on keeping the leader in charge updated on Lucia's blood glucose level

Our plan was created and agreed by

Plan created on:	7 th September 2019	Review date:	Autumn 2020
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Young person	Lucia	Parent/Carer	Asif	Leader	Farrel	GSL (or DESC)	Suzanne
Signed	X	Signed	X	Signed	X	Signed	X

Complete 'Additional Authorisations' below where intimate or personal care is detailed above.

Template Individual Support Plan 3 [Alex – Beavers]

Alex's Individual Support Plan

We are working together to make some reasonable adjustments to help Alex as a member of 1st Anytown Beavers.



About me

Strengths	Colouring, drawing and cartoons	Section Leader	Dhil
Things I want to improve	Making bigger drawings and also getting into cubs	Assistant Section Leaders	Dani & Connor
My ambitions	Being an astronaut or a police	Helpers & Young Leaders	Jess (Young Leader)

My leaders

The person I have chosen to support me

Name of supporter/s	Connor or Dani	How I know them	My leaders		
Role they will have (Select as applicable - consult the Individual Support Planning guidance for information on the use of these terms)					
General Support	Nominated Person	Designated Carer	Designated Carer (OH)	Other:	

Our plan

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers? <i>Specific reference must be made to the Nominated Person or Designated Carer for Intimate or Personal Care</i>	Are there any events or activities that might need further planning?
Remembering to use the toilet	I find it difficult to remember when I need to go to the toilet	Remind Alex to go to the toilet by asking "do you need to go" halfway through the session. After we've had a drink tell everyone it's time to go to the toilet. My dad will say if I haven't been to the loo in a while when he drops me off so you'll know to remind me	Longer activities such as Beaver fun days in the district or going on the Beaver Sleepover.

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers? <i>Specific reference must be made to the Nominated Person or Designated Carer for Intimate or Personal Care</i>	Are there any events or activities that might need further planning?
Using the toilet	<p>I find it difficult to use the toilet without help.</p> <p>Taking off my trousers and pants</p> <p>Using the toilet</p> <p>Putting my trousers and pants back on</p>	<p>Connor or Dani will act as the Nominated Person to provide my care.</p> <p>Connor or Dani will help me to take my trousers and pants off, sometimes I need lots of help, sometimes I can do it myself.</p> <p>I will go to the toilet on my own while they wait outside of the cubical. Connor or Dani will remind me of the different steps in taking care of myself by talking to me.</p> <p>Connor or Dani will help me put my pants and trousers back on and remind me to wash my hands.</p>	Longer activities such as Beaver fun days in the district or going on the Beaver Sleepover.

Our plan was created and agreed by

Plan created on:	14 th December 2020	Review date:	Autumn 2021
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Young person	Alex	Parent/Carer	Asif	Leader	Farrel	GSL (or DESC)	Sam
Signed	X	Signed	X	Signed	X	Signed	X

Complete 'Additional Authorisations' below where intimate or personal care is detailed above.

Individual Support Plan for Intimate or Personal Care - Additional authorisations

Nominated Person (delete if only Designated Carer)

NP 1	Connor			Membership No.	1000001	
Professional Role	SEN Teaching Assistant			Years of Experience	4	
Professional Reference	Yes (satisfactory)	Yes (unsatisfactory)	No*	NP Training Complete (+DBS/Safety/Safeguarding)	Yes	No*
Second Nominated Person (optional)						
NP 2	Dani			Membership No.	1011111	
Professional Role	Clinical Psychologist			Years of Experience	2	
Professional Reference	Yes (satisfactory)	Yes (unsatisfactory)	No*	NP Training Complete (+DBS/Safety/Safeguarding)	Yes	No*

Designated Carer (delete if only Nominated Person)

Name of Designated Carer	n/a		Parental Consent	Yes	No*
Relationship to Young Person:			Qualifications & Employment Checked (only for Care Professional)	n/a	Yes
OH Required (only required if frequent support or nights away)	Required	Not required	OH Complete	n/a	Yes

Authorisation for Intimate or Personal Care

CC's Designated Representative	Suzanne	Role	Deputy County Commissioner Diversity and Inclusion
Signed	X	Date	3 rd January 2021

If 'No' is selected anywhere on this plan it must not be authorised. Once completed a copy must be sent to the relevant District Commissioner and to inclusion@scouts.org.uk for all intimate or personal care plans. **GDPR Note for Commissioners:** We take personal data privacy seriously and we have a duty of care around the information contained within this form. The data shared in this form is to be securely stored (in secure online storage and/or as paper based records in locked cabinets). Where the data is no longer required it should be securely destroyed. For further detail please visit our Data Protection Policy [here](#).

Template Individual Support Plan 4 [Niall – Scouts]

Niall's Individual Support Plan

We are working together to make some reasonable adjustments to help Niall as a member of 1st Anytown Scouts.

About me

Strengths	Scouts is good when we do stuff like cooking or games.	Section Leader	Daljit
Things I want to improve	I don't like camping it's way too much effort.	Assistant Section Leaders	Daisy, Nathan, Chris
My ambitions	To write my own songs and get famous.	Helpers & Young Leaders	Dan (Young Leader)

My leaders

The person I have chosen to support me

Name of supporter/s	Rhiann	How I know them	It's my Mum	
Role they will have (Select as applicable - consult the Individual Support Planning guidance for information on the use of these terms)				
General Support	Nominated Person	Designated Carer	Designated Carer (OH)	Other:

Our plan

Area of Support	Things that might be a barrier to access	What can we do to ensure there are no barriers? <i>Specific reference must be made to the Nominated Person or Designated Carer for Intimate or Personal Care</i>	Are there any events or activities that might need further planning?
Emptying and changing Niall's colostomy bag	<p>Time within activities for Niall to change his colostomy bag</p> <p>Support to empty and change Niall's colostomy bag and suitable facilities to do this</p>	<p>This is not needed during regular meetings but within full day activities ensure time is planned when Niall can change his colostomy bag</p> <p>Niall's Mum, Rhiann, will attend as a Designated Carer during Nights Away activities over one day and support Niall to empty his colostomy bag. This will take about one hour then Rhiann will only stay for this period</p>	Mum is happy to act as Designated Carer for events up to 2 hours away; events further away need discussion with Niall and Rhiann to discuss whether this is possible or to make alternative arrangements.

Our plan was created and agreed by

Plan created on:	7 th June 2020	Review date:	Summer 2021
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Young person	Niall	Parent/Carer	Rhiann	Leader	Daljtit	GSL (or DESC)	Francis
Signed	X	Signed	X	Signed	X	Signed	X

Complete 'Additional Authorisations' below where intimate or personal care is detailed above.

Individual Support Plan for Intimate or Personal Care - Additional authorisations

Designated Carer (delete if only Nominated Person)

Name of Designated Carer	Rhiann	Parental Consent	Yes	No*		
Relationship to Young Person:	Parent	Qualifications & Employment Checked (only for Care Professional)	n/a	Yes	No*	
OH Required (only required if frequent support or nights away)	Required	Not required	OH Complete	n/a	Yes	No*

Authorisation for Intimate or Personal Care

CC's Designated Representative	May	Role	ACC (Diversity and Inclusion)
Signed	X	Date	12 th June 2020

If 'No' is selected anywhere on this plan it must not be authorised. Once completed a copy must be sent to the relevant District Commissioner and to inclusion@scouts.org.uk for all intimate or personal care plans. **GDPR Note for Commissioners:** We take personal data privacy seriously and we have a duty of care around the information contained within this form. The data shared in this form is to be securely stored (in secure online storage and/or as paper based records in locked cabinets). Where the data is no longer required it should be securely destroyed. For further detail please visit our Data Protection Policy [here](#).

Ongoing Review

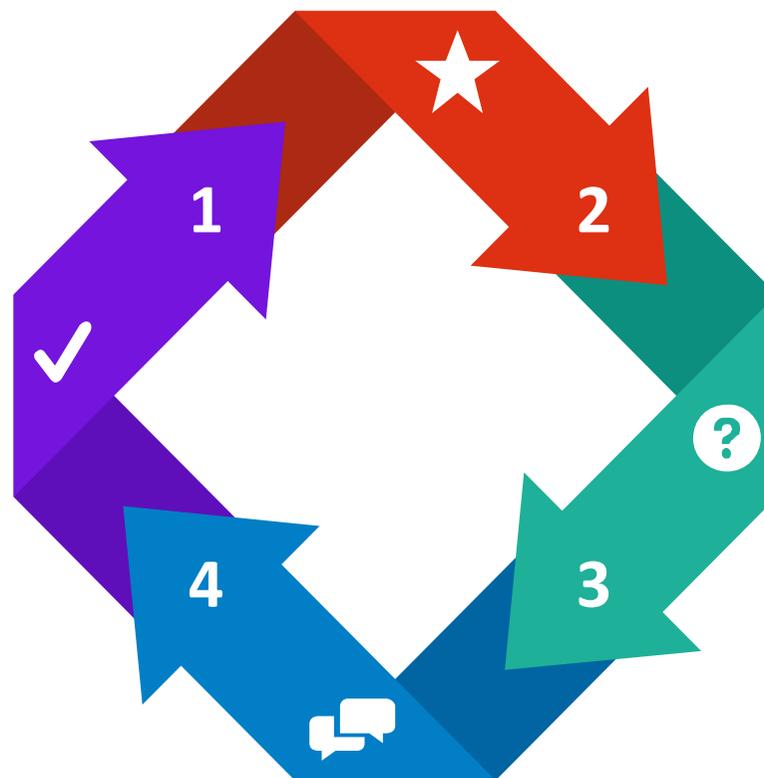
Ongoing review is essential for the provision of any care. This will occur at the agreed review date (typically one year after the plan is put in place) but should account for any changes in the care of the young person, for example as they express a desire for a different form of care. The best care provision is led by the young person and is responsive to their changing needs.

1. Authorisation

All checks are complete and those involved, including the young person and County Commissioners Designated Representative sign to approve the Individual Support Plan

4. Planned Review Date

The Individual Support Plan has a date no greater than one year when all individuals will meet and discuss the plan and make any relevant amendments



2. Follow the plan

The plan is in place – ensure all volunteers are aware of the support that is in place and how they can help during periods of intimate or personal care.

3. Ongoing review

Ongoing review and learning takes place before, during and after every part of the young person's care. You will also need to review if there is a change in meeting place or a person in the care plan changes.

Remember changing the care plan early does not reflect on any of the individuals supporting the young person, it demonstrates we are responsive to the young person's individual needs as they change over time.

Further advice and guidance

Ongoing review

As we've said above the most important part of creating a Individual Support Plan is to ensure you regularly review this with your section leadership team and alongside parents and carers. This shouldn't be a challenging process, but one which simply recognises what's working and makes adaptations to build on your successes. If you're finding that the plan isn't going as expected and the adjustments you're making aren't having the necessary impact you can always seek further advice from any of the places below. There is always a volunteer out there who's been in the situation you're in so don't be afraid to ask!

Sources of Support

Each case will be different, but examples of sources of support include:

- Your line manager or Group Scout Leader
- Previous Section Leaders - if a young person has moved up from the section below
- Assistant District Commissioner (Section)
- Assistant District Commissioner or District Adviser
- Assistant County Commissioner or County Adviser
- The National Inclusion Team – inclusion@scouts.org.uk
- The Scout Association Headquarters – infocentre@scouts.org.uk
- The Scout Association Safeguarding Team - safeguarding@scouts.org.uk
- Parents or carers

Further information

You may also find referencing the following resources also helps you when you are creating your plan.

- anti-Bullying guidance and resources at scouts.org.uk/bullying or from Scout Shops
- guidance on additional needs at scouts.org.uk/diversity



Every young person has the right to be fully included in The Scouts. By adjusting what we do we can ensure that all young people, regardless of their individual difference or additional need, are able to develop Skills for Life.
