



“Almost-final-draft” version of the January 2024 edition of Policy, Organisation and Rules.

This “almost-final-draft” version of the January 2024 edition of POR has been prepared to give Counties/Areas/Regions(Scotland)/Branches early sight of the edition of POR that they will use from the date that they stop using Compass and transition to the new membership system.

The following notes are important:

1. This almost-final-draft edition of January 2024 POR is provided to aid Counties/Areas/Regions(Scotland)/Branches in planning for transition. It is being distributed to County (and equivalent) Commissioners and Transformation Leads.

To help avoid confusion with the current “live” version of POR this almost-final-draft version is **only** for dissemination to persons in the County who need it for planning purposes. It is **not** for sharing to all members.
2. During the period prior to each County’s transition date, all Scouting activities remain bound by the current published ‘July’ edition of POR (September update) and must not in any way be supplemented or replaced by content from this ‘almost-final-draft’ edition.
3. There are unlikely to be substantive changes to this ‘almost-final-draft’ version. However, there are very likely to be some further improvement of layout and elements of improved/clarified wording.
4. Any feedback or questions about this almost-final-draft edition of POR should be made using this [link](#) (by 15th December if possible, but certainly during December 2023).



Policy, Organisation and Rules

January 2024

(November 2023 “almost-final-draft”)

During Spring 2024, significant changes to volunteering are being introduced.

This **January 2024 edition of POR** only applies to a County/Area/Region (Scotland)/Branch and its sections, Groups and Districts that have transitioned to the new digital systems in 2024.

Until a County (or equivalent) has completed their transition, the July 2023 edition (September 2023 update) of POR remains the ‘live’ version.

When each County (or equivalent) has transitioned, they are to use this January 2024 edition of POR and NOT the July 2023 (September 2023 update) edition.

POR Amendments

January 2024

IMPORTANT: The January 2024 edition of POR only comes into scope from the date that a County completes its transition to the new membership system. Until that point, the version of POR used in the County will be the July 2023 edition (including any amendments published to that edition).

Chapter	Rule	Outline of amendment
Introduction		<p>Addition of a statement in section 1 that The Scout Association is a member of WOSM.</p> <p>Change, in section 3, to new 'Teams' terminology</p> <p>Several clarifications in wording, primarily in section 6.</p>
Definitions		<p>The Definitions Chapter has been restructured into 3 sections, to make it easier for readers to reference it:</p> <ul style="list-style-type: none"> A. Definitions used in defining 'rules' B. Definitions concerning people C. Other definitions <p>These changes have been made:</p> <ul style="list-style-type: none"> • Definitions deleted <ul style="list-style-type: none"> ○ Appointments advisory committee (AAC) ○ Appointments chair ○ Appointment panel ○ Appointments Secretary • Definitions added <ul style="list-style-type: none"> ○ Accreditation ○ Charity governance ○ Joining Journey ○ Membership system ○ Teams and sub-teams • Definitions amended <ul style="list-style-type: none"> ○ Adult ○ British Scouting Overseas ○ Criminal records check ○ District ○ Ex officio ○ Group ○ Growth and Communities Team (formerly the Regional Services Team) ○ Helper ○ Internal check (was CE Check) ○ Member

Chapter	Rule	Outline of amendment
		<ul style="list-style-type: none"> ○ Members of the Scout and Guide movements ○ Overseas branches ○ Personal enquiry ○ Quorum ○ Region ○ Regional Lead Volunteer ○ Regulated activity ○ Relevant Lead Volunteer (previously Relevant Commissioner) ○ Role ○ Structure ○ Volunteer
2		<p>No changes to the actual policies.</p> <p>However, some wording adjustments have been made, particularly to reflect new team and new volunteer role titles.</p>
3		<p>No fundamental changes from the July 2023 edition of POR, but Chapter 3 has been updated in 2 ways:</p> <ul style="list-style-type: none"> ● Wording changes to improve clarity, based on questions received ● Updating role and team titles to reflect the volunteering changes.
4		<p>This chapter is a significant change from the July 2023 (September update) edition of POR</p> <ul style="list-style-type: none"> ● Section 4.1 is new ● Section 4.2 is substantially new ● Section 4.3 is substantially new ● Sections 4.4.1 to 4.4.3 is an updated version of 4.2 from July 2023 POR ● Section 4.4.4 is an updated version of 4.5 from July POR ● Section 4.4.5 was 4.3.1 in July POR but is otherwise unchanged ● Section 4.4.6 was 4.3.2 in July POR but is otherwise unchanged ● Section 4.5 was primarily 4.4 in July POR but is otherwise unchanged, other than reflecting new role/team titles where required. <p>July edition's 4.6.3 has been moved into 4.5 as 4.5.7. July edition's 4.6.1.2 and 4.6.1.3 have been moved into 4.5 as 4.5.8.</p>

Chapter	Rule	Outline of amendment
		<p>July edition's 4.6.5 has been moved into 4.5 as 4.5.9. July edition's 4.6.6 has been moved into 4.5 as 4.5.10. July edition's 4.6.7 has been moved into 4.5 as 4.5.11. July edition's 4.6.8 has been moved into 4.5 as 4.5.12.</p> <p>In all sections of 4.5, role and team name changes have been made where required.</p> <ul style="list-style-type: none"> • Section 4.7 from July POR (Scout Active Support Units) has been removed • Section 4.6 is mainly an updated version of 4.9 from July POR. The updates primarily reflect role/team name changes, but also reflect some points of clarification based on feedback received. There is a new 4.6.4.2 to reflect the different charity status of the Scouts and Girlguiding. Section 4.6.6 is an updated version of 4.14.2.10 from July POR. Section 4.6.7 is a substantially updated version of 4.9.6 from July POR • Section 4.7 is a substantially updated version of 4.10 from July POR • Section 4.8 is a substantially updated version of 4.11 from July POR • Section 4.9 is a substantially updated version of 4.12 from July POR <p>Other parts of Chapter 4 have been updated to improve clarity and reflect the new role/team titles. However, it is not fundamentally different from the July 2023 edition, though many of the paragraph numbers will have changed because of the fundamental restructuring of the earlier parts of the chapter..</p>
5		<p>A key change in this chapter is that the model constitution (previously covering all Scout charities as section 5.4 in the July edition of POR) has been replaced by sections 5.4, 5.5, 5.6 for Group, District, County model constitutions respectively.</p> <p>This follows feedback from users of the April 2023 edition of POR.</p> <p>Section 5.7 (previously section 5.5) is now renamed as Finance and commercial matters.</p>

Chapter	Rule	Outline of amendment
		<p>As well as role/team title changes, Chapter 5 contains changes required to reflect the change to the membership and appointment requirements of Trustee Boards.</p> <p>5.3.1.6, 5.3.1.7 and 5.3.1.8 have been added to reflect the transition arrangements for current ex officio Trustees who will no longer be ex officio members of Trustee Board.</p> <p>In sections 5.4, 5.5, 5.6 new details have been added concerning the conduct of Group, District and County Scout Council meetings respectively.</p>
6		<p>Chapter 6 has been updated to reflect role/team name changes.</p> <p>The previous section 6.15 (National Scout Active Support Units) has been removed.</p> <p>Otherwise there are no other fundamental changes.</p>
7		<p>Minor updates to reflect new role/team names and text improvements.</p>
8		<p>Addition of wording about Trustee Indemnity Insurance</p>
9		<p>Updates to reflect new role/team names and text improvements.</p> <p>Adjustments to rules in:</p> <ul style="list-style-type: none"> • 9.3.1.4 • 9.5 Creative activities (in 9.5.1.2, 9.5.1.3 and 9.5.1.5) • 9.7.1.2 • 9.7.1.3
10		<p>Minor changes to this chapter to reflect feedback received from the April and July editions of POR.</p> <p>Changes to reflect role/team name changes.</p> <p>Removal of previous 10.35 (Scout Active Support Badge)</p> <p>Updates to the uniform diagrams to reflect:</p> <ul style="list-style-type: none"> • Re-titling of the Commissioner Commendation Award to Commendation Award • Positioning of a Group Sponsor's badge • Updating of "Queen's Scout Award" to "King's Scout Award" on Explore, Network and adult uniforms. • Removal of instances of 'Scout Active Support'

Chapter	Rule	Outline of amendment
11		Changes to reflect: <ul style="list-style-type: none"> • Changes to role/team names • Changes to the awarding process for Good Service Awards (now processed through the new membership system) • Changes to the Commissioner’s Commendation Award – in future this becomes the Commendation Award
13	13.1 13.3.4	Changes to reflect the changes to Trustee Boards (from Chapter 5)
14		Changes to reflect <ul style="list-style-type: none"> • new role/team names • updated email addresses at UK HQ
16	Chapter	There is significant change to this chapter <ul style="list-style-type: none"> • 16.1 now describes the joining process to welcome a new volunteer • 16.2 now reflects the process to be followed for a volunteer seeking to add a new role/team, or to move to a new role/team • 16.3 now reflects the process to follow regarding any concerns flagged by the processes in 16.1 or 16.2 • 16.4 describes the granting of accreditations • 16.5 is an updated of the previous 16.2 (complete the required training). It reflects the change from Getting Started to Growing Roots. And reflects that first aid training for roles which mandate first aid must be completed within 12 months of role start. There are other adjustments to the text, primarily to reflect the new roles/team names.
16a	Roles Table	This table is no longer used. It is replaced by the Teams Table
16b	Team Table	The Teams Table replaces the roles table
16c	Accreditation Table	The Accreditation Table is a new table to describe to necessary attributes and pre-requisites for the permitted Accreditations

POR January 2024

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Introduction

1. The Founder of the Scouts had a vision from which a movement has grown, so that the Scouts is found today across the United Kingdom, and in several overseas locations.

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

2. The purpose of the Scouts is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. By being in Scouts, adults and young people develop skills for life through participation in a programme, underpinned by our method, and delivered principally in Squirrel Dreys, Beaver Colonies, Cub Packs, Scout Troops, Explorer Units and Scout Networks. The function of all the other adults within our movement is to support the delivery and quality of those programmes in each of our approximately 27,000 sections.
3. The programme in each section is delivered by a volunteer Section Team working in partnership with the young people in their section so that they can take part in fun indoor and outdoor activities. They learn by doing, by sharing in spiritual reflection and by taking responsibility. They make choices, undertake new and challenging activities, and they live their Scout Promise.
4. To deliver the programme, an organisational structure is clearly necessary. Sections are organised into Groups, which in turn are organised into Districts, all managed within Counties. These all sit within overarching regional and national structures that make up The Scout Association. Each Group, District and County is a separate charity, each with their own trustee board, but within a federation of charities operating under the auspices of a Royal Charter.
5. The main purpose of Policy, Organisation and Rules (POR) is to describe how the Scouts is structured, organised, managed and governed.

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

6. POR applies in all parts of The Scout Association in the United Kingdom, the Channel Islands, the Isle of Man, Gibraltar and British Scouting Overseas. It is structured as follows:
 - a. As well as containing 'rules', matters of policy, information and advice on good practice are also included in POR. For convenience of reference, each chapter, heading and paragraph is numbered. Note that the heading and paragraph numbering may change between editions of POR.

- b. Policies are authoritative statements of principle governing the work of Scouts.
- c. Rules provide directives, which must be followed by all to whom the Rule is applicable. Within POR, Rules are numbered paragraphs that contain the word 'must'.
Without being absolute rules, in POR there are also statements of strong advice which contain the word 'should'.
- d. There are many opportunities for local decisions to be made for a wide range of subjects. The delegation of authority to Counties, Districts and Groups is clearly indicated where appropriate. However, the exercise of that authority must not be frustrated by the imposition of local rules. The only rules are those stated in POR.
- e. It must also be noted that the law of the land is paramount. Following POR rules ensures that such laws, as they apply to Scouts, are complied with.
- f. POR also provides information - statements of fact, which do not require action on the part of the reader.

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

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

Definitions

These definitions explain terms that are used in POR.

A. Definitions used in defining 'rules'

Must, should, and may

POR uses key words to indicate obligations for rules.

'Must' means that adherence to the rule is mandatory.

'Should' means that the rule is strongly recommended, with an expectation of adherence. However, circumstances might justify an alternative approach. This minimum good practice guidance should be followed unless there is a good reason not to. It is good practice for such 'good reasons' to be agreed and recorded by the local governance team (Group, District, County Trustee Board or Country Board as appropriate).

'May' means that the rule is optional. It indicates less formal advice and recommendations which may be found helpful in the management or governance of your Group, District, County or country.

B. Definitions concerning people

Adult A volunteer or staff member aged 18 or over. This does not include a member of Scout Network (unless they also have a role as a volunteer or a staff member).

Applicant The person applying for a particular role.

Connected person A member or non-member of the Scouts.

Ex officio Ex officio means 'by virtue of the office' and refers to a role that comes with someone's 'main role'. For example, a Group Lead Volunteer is also an ex officio member of the Group Trustee Board.

Definitions Chapter
January 2024 edition of POR

Helper	<p>A helper is a person aged 18 or over who is not a member but provides informal support, normally to help deliver the programme. They may be, for example, parents or local subject matter experts. If a helper undertakes regulated activity (other than as a Trustee), they must have a satisfactory criminal records check and a satisfactory internal check, and they must be recorded in the adult membership system to enable those checks to take place. If a helper is not engaged with regulated activity they are not recorded on the membership system.</p>
Member	<p>A young person in any section (Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network) who has made the Promise appropriate to the first section they join. They are a member of the Scout Association and are a member of their local Group, District, County, Region, and country, where applicable.</p> <p>An adult (aged 18 or over) whose role requires them to be a member having completed the joining process. They are a member of The Scout Association and are a member of their local Group, District, County, Region, and country, where applicable. Their membership formally starts when they are added to the adult membership system, though they will not have a 'full' appointment until all steps of the joining process are complete.</p>
Members of the Scout and Guide movements	<p>Members of an organisation recognised by the World Organization of the Scout Movement (WOSM) or the World Association of Girl Guides and Girl Scouts (WAGGGS).</p> <p>By following the rules contained within POR, members of the Scout Association will ensure their adherence to WOSM's policies and guidelines.</p>
Parent	<p>The word parent should be interpreted as parent, guardian or carer (as appropriate for the young person concerned).</p>
Role	<p>A volunteer role within the Scouts. The full list of the available roles is contained in POR in the Teams Table.</p>
Role holder	<p>The person who holds a given role, which has been successfully appointed under Rule 16.1.</p>
Trustee	<p>An adult who is a charity trustee within the Scouts, as defined in a Group, District, County, country, or UK Headquarters' constitution.</p>
Volunteer	<p>An adult who holds at least one non-paid role with the Scouts. They may be members or helpers.</p>

Young person A young member aged between their 4th and 18th birthdays. Scout Network members who have no adult role are, strictly, young people from a programme perspective but law dictates that they be treated as adults once they reach 18. For example they must not camp with under-18s.

C. Other definitions

These are listed in alphabetical order.

Accreditation

Accreditations are a way of sharing tasks and responsibilities, where a volunteer needs to be given certain permissions to take these on.

They are normally specific tasks that operate wider than an individual team and often may be carried by one or more individual volunteers.

An accreditation may have some pre-requisites which must be met before the grant of the accreditation.

There are 2 types of accreditations:

- a) Accreditations that may be granted to any number of individuals and used anywhere across the hierarchy – for example volunteers who are accredited to support welcome conversations as part of the joining process.
- b) A responsibility delegated to a member within a specific location in the hierarchy – for example the place or person in a District that Awards and certificates will be posted to.

British Scouting Overseas

British Groups that operate abroad within the Area known as British Scouting Overseas. They are part of The Scout Association.

Bullying

Bullying is characterised as offensive, intimidating, malicious or insulting behaviour, abuse or misuse of power through means that a recipient is:

- undermined
- humiliated
- denigrated
- injured

It is not classed as bullying if a line manager is solely making sure a person follows the rules in POR. It is more than a strong, firm or authoritarian interaction. It is:

- destructive rather than constructive
- a criticism of the person rather than their mistakes
- public humiliation rather than private correction
- where the recipient feels threatened or compromised

See also [Volunteer Anti-Bullying and Harassment Policy and Procedures](#)

Charity governance

The Scouts is a federation of charities, as described in Chapter 5. Each Group, District and County must operate as charity whether or not they are registered as one. They must meet the requirements of POR, the relevant charity regulator and charity law applicable to their location.

In Scotland, Groups, Districts and Regions must also comply with Scottish Variations to POR.

A charity's Trustee Board has governance responsibilities which are detailed in Chapter 5 of POR.

Conflict of interest

A conflict of interest is when someone's judgement or actions are, or could be, affected by personal involvement or other interest relating to the matter at hand. This includes any circumstances that affect, or could be seen to affect, someone's independence or impartiality.

For Trustees:

All trustees have a legal duty to act only in the best interests of their charity. If there is a decision to be made where a trustee has a personal or other interest, this is a conflict of interest.

Conflict of interest can lead to decisions that are not in the best interests of the charity and which are invalid or open to challenge. Conflicts of interest can also damage a charity's reputation or public trust and confidence in charities generally. These harmful effects can be prevented where individual trustees can identify conflicts of interest, and the trustee body can act to prevent them from affecting their decision making.

See also:

- [Conflicts of interest: a guide for charity trustees](#) (England and Wales)
- [Conflict of interest](#) (Scotland)
- [Running your charity guidance](#) (Northern Ireland)

Constitution

Every charity must have a governing document, in the Scouts we call this a constitution.

Country Headquarters

- For England (including Guernsey, Isle of Man, Jersey), British Scouting Overseas and Gibraltar: this is UK Headquarters
- For Northern Ireland: this is the headquarters of the Northern Ireland Scout Council
- For Scotland: this is the headquarters of The Scottish Council of The Scout Association
- For Wales: this is the headquarters of ScoutsCymru

County (including variants)

A County is a Scout unit that supports delivery of the programme within a certain geographic area. A County has various responsibilities as defined in POR, including providing support to Scout Groups and Districts. For ease of reading, POR refers to 'County' in all cases, but the word County should be read as:

- a) Area (in Wales and British Scouting Overseas)
- b) Bailiwick (of Guernsey)
- c) Branch (Gibraltar)
- d) County (in England and in Northern Ireland; note that the Isle of Wight is an English County)
- e) Island (Jersey, the Isle of Man)
- f) Region (in Scotland) [and see the definition of Region for more detail]

Counties are led by County Lead Volunteers.

Criminal records check

A criminal records check will identify any spent and unspent convictions, cautions, reprimands and final warnings together with any information held by local Police that's considered relevant to the role.

For England and Wales, the criminal records check process is conducted by the Disclosure and Barring Service (DBS). A criminal records check undertaken by the DBS will generate a DBS certificate as an official record.

For Scotland, the Protecting Vulnerable Groups (PVG) scheme is managed and delivered by Disclosure Scotland. A criminal records check undertaken by Disclosure Scotland will generate a disclosure certificate as an official record.

For Northern Ireland, the checks are conducted by AccessNI, which is a branch in the Department of Justice. A criminal records check undertaken by AccessNI will generate a digital disclosure certificate as an official record.

Outside the United Kingdom (BSO, Channel Islands, Isle of Man, Gibraltar), the Disclosure and Barring Service is also used. In certain countries outside the UK other checks are also undertaken - notionally these are carried out under the authority of the Safeguarding Team, but the checks may often need to be conducted locally.

District

A District is a Scout unit that supports delivery of the programme within a certain geographic area. A District has various responsibilities as defined in POR, including providing support to Scout Groups. Districts are led by District Lead Volunteers.

Gross misconduct

Gross misconduct has no strict legal definition. In the Scouts it is interpreted as observed practices that are a very clear breach of the Values of Scouting such as:

- theft
- physical violence
- gross negligence
- serious insubordination
- behaviour that destroys relationships with other volunteers or staff such as bullying and harassment

Gross misconduct can cause physical and emotional damage to individuals and reputational damage to the Scouts and any connected person.

This guidance is a general overview of the subject of gross misconduct and the examples above are to help understanding – they do not cover every eventuality.

Group

A Group is a Scout unit that supports delivery of the programme within a local community. Groups are made up of sections. Groups are led by Group Lead Volunteers.

Harassment

Harassment is 'unwanted conduct that has the purpose or effect of violating people's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment' (Equality Act 2010).

Harassment may be conduct based on characteristics including:

- age
- class or socio-economic status
- ethnic or national origin, nationality (or statelessness) or race
- gender (including gender reassignment)
- marital or civil partnership status

- sexual orientation
- disability
- political belief
- pregnancy and maternity
- religion, belief or faith (including the absence of religion, belief or faith)
- sex
- colour
- language
- social background
- non-relevant criminal background

The list above is neither exhaustive nor exclusive.

Harassment can take many forms – for example verbal and/or written abuse, ignoring or subjugating colleagues to unwanted attention, ridiculing and humiliating colleagues in front of others, mocking, mimicking or belittling a person.

A person may be harassed even if they were not the intended ‘target.’ For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

See also [Volunteer Anti-Bullying and Harassment Policy and Procedures](#).

Internal check

The process used by the UK Headquarters vetting team to check volunteers and staff (and helpers who will support regulated activities) against records held at UK Headquarters. Previously known as a Confidential Enquiry or CE check.

Membership system

Records of adult membership and digital tools to support members in their volunteering are a fundamental part of [The Scouts website](#).

Through [scouts.org.uk](#), digital support is provided to processes to welcome new volunteers, manage the volunteer joining journey, manage learning, and support local processes.

Although these digital systems are a key part of the [scouts.org.uk](#) website, for convenience in POR they are collectively referred to as the ‘membership system’.

Overseas Branches

Refers to parts of The Scout Association that are established in certain territories overseas, including Gibraltar. The Branches are not part of British Scouting Overseas.

Personal enquiry

Vetting checks for adults aged 18 or over where they will be involved with regulated activity or are (or may be) trustees. For these people, a satisfactory *criminal records check* must be held at all times, and an internal *check* is required on starting each new role.

POR

The abbreviation of *Policy, Organisation and Rules*.

The programme

This describes the selection of activities and experiences provided in the Sections for youth members. It is based around three main themes:

- outdoor and adventure
- world
- skills

The programme is designed to be progressive through the sections to offer young people an appropriate level of challenge. It should be delivered in a balanced way that incorporates elements from each theme.

A range of badges and awards exists in each section, covering the three main themes as well as leadership, teamwork and personal development.

Quorum

Used for meetings of charity bodies (Scout Councils and Trustee Boards) to specify the minimum number of people necessary to make decisions.

This number is normally set out in the charity's governing document.

Region

A Region is a Scout unit that supports delivery of the programme within a geographic area in England or Wales.

A Region in England has various responsibilities delegated by the Chief Volunteer for England, including providing support to Scout Groups, Districts and Counties

In Scotland, Scouting is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts. Unless otherwise stated in Scottish Variations, all references to 'County' or 'Counties' relate to 'Region' or 'Regions' in Scotland.

Regional Lead Volunteer

This term only applies in England and in Wales. In England and Wales, a group of Counties are managed as a Region. The term Regional Lead Volunteer refers to a volunteer who leads a Region in England or Wales.

Regions as a grouping of Counties do not exist in Northern Ireland and Scotland, so references to it in those countries should be read as Country Chief Volunteer.

For Regional (Scotland) Lead Volunteers please refer to definitions of Counties and County Lead Volunteers.

Regulated activity

Scouts is a regulated activity provider and must comply with the law in respect to adults engaging with children. Regulated activity with children refers to work that a barred person must not do.

In England and Wales, regulated activity is defined in the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012.

In Northern Ireland, regulated activity is defined in the Safeguarding Vulnerable Groups (SVG) Act 2006 and the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, both as amended (in particular by, respectively, section 64 and Schedule 7, Protection of Freedoms Act 2012).

In Scotland, regulated activity is defined in the Protection of Vulnerable Groups (Scotland) Act 2007 and includes those working directly with children and trustees of charities focussed on children.

Regulated activity in Scouts means where a person aged 18 or over meets one or more of these criteria:

- will be assisting with overnight activities (including Nights Away), including being present overnight
- may be helping out once a week (or on four occasions in a thirty-day period) or more frequently
- will have unsupervised access to young people
- will be a member of a Trustee Board

Any adult or helper delivering or likely to participate in regulated activity must hold a satisfactory Personal Enquiry.

Relevant Lead Volunteer

The Lead Volunteer for the Scout unit in which the role is located. For example, the relevant Lead Volunteer for a County Programme Team Member would be the County Lead Volunteer.

Role A volunteer role within the Scouts. The full list of the available roles is contained in POR in the teams table and the accreditation table.

Role holder

The person who holds a given role, which has been successfully appointed under Rule 16.1.

Scottish Variations from POR

This refers to amendments to POR in Scotland to reflect the different organisational structure. Where such amendments apply, the rule is marked by a superscript ^{SV}, and Scottish readers must consult the [Scottish Variations from POR](#) for the relevant text.

Scout unit

A Group, District, County, Region, country, or nations' equivalents.

Section

This describes a single unit of Scouting delivering the programme to young people. These are a Squirrel Drey, a Beaver Colony, a Cub Pack, a Scout Troop, an Explorer Unit (including a Young Leader Unit), and a Scout Network. If multiple Dreys, Colonies, Packs, Troops, Units, or Networks exist within the same Group or District, each one is a separate section.

Structure

Most commonly, it means either the organisational structure or the volunteer line management hierarchy. This is a key part of the federated structure of the Scouts.

The organisational structure is the structuring of Scout units: section, Group, District, County, region, country, UK. Each level of the structure is responsible for supporting the programme in a smaller area, with Districts responsible for Groups, Counties responsible for Districts, and so on.

There are some exceptions to the general structure:

- in Scotland, the structure is Group, District, Scottish Region, Country, UK.
- in Northern Ireland, there are no regions.
- there are a number of counties with Groups but no Districts.

The volunteer line management hierarchy refers to the volunteer manager of each of these units: Group Lead Volunteer, District Lead Volunteer, County Lead Volunteer, Regional Lead Volunteer, Country Chief Volunteer, UK Chief Volunteer. Each of these volunteer managers is supported by a team who work to support the delivery of the programme in their areas.

Teams and sub-teams

Our volunteers work together in teams to deliver a great programme for young people, or to be part of a team that supports the teams who are delivering programme.

Sub-teams are teams of volunteers that sit within another team. For example, a Hillwalking Team within the Programme Team or a Campsite Maintenance Team within a Support Team. Each sub-team has a specific area of focus within the overall scope of that larger team.

UK Headquarters

This refers to the Headquarters of The Scout Association in the United Kingdom.

Unsatisfactory service

Service in a role that would be grounds for ending the role under Rule 16.8.2.1. See also Rules 16.3.1.4, 16.3.1.6 and 16.8.1.3.

Unsupervised access

When around youth members, an adult must have a valid criminal records check or be within sight and hearing of another adult who holds a valid criminal records check.

Validation

The process where someone holding a Learning Assessor accreditation (previously the Training Adviser role) checks what an adult has learned, and that they can apply the skills that they have acquired to their role. Validation is essential for every training module. In some cases, the validation is conducted as part of an online module, with a validation certificate issued at the end of the learning.

Volunteer Joining Journey

The steps to be taken to make a safe, but welcoming, recruitment of new volunteers into the Scouts. They are detailed in Chapter 16. Previously known as the appointment process.

Website

www.scouts.org.uk is the official website of The Scout Association and provides regular news updates, general information on Scouting, material for young people and access to a range of online member resources. See also the definition of 'membership system'.

Welcome Conversation

As part of the joining process for a volunteer new to Scouting, a Welcome Conversation will be conducted. The new volunteer meets with their volunteer 'line manager' and one other independent person.

Young Leader

An Explorer Scout aged between 13½ and their 18th birthday who is working with a Squirrel, Beaver, Cub or Scout Section Team.

Young Leaders automatically belong to a District Young Leader Unit. The purpose of the District Young Leader Unit is to ensure that all Young Leaders receive the training in the Young Leaders' Scheme, and also to ensure that each Young Leader has access to a programme pathway that leads them to the top awards within the Explorer section.

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Chapter 1

Our Fundamentals

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

Contents

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

1.1 Our Purpose

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

1.2 Our Values

As Scouts we are guided by these values:

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

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

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

Belief - We explore our faiths, beliefs and attitudes.

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

1.3 The Scout Method

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

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

1.4 The Scout Promise

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

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

1.5 The Scout Law

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

1.6 The Cub Scout Promise

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

to help other people
and to keep the Cub Scout Law.

1.7 The Cub Scout Law

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

1.8 The Beaver Scout Promise

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

1.9 The Beaver Scout Law

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

1.10 The Squirrel Scout Promise

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

1.11 The Squirrel Scout Law

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

1.12 Variations to the wording of the Promises

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

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

1.12.1.3 The Scout Promise

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

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

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

The Scout Promise for members who are Buddhist

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

The Scout Promise for members who are Christian

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

The Scout Promise for members who are Hindu

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

The Scout Promise for members who are Humanist

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

The Scout Promise for members who are Jewish

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

The Scout Promise for members who are Muslim

In the name of Allah, the most beneficent and the most merciful,
I promise that I will do my best

to do my duty to Allah and then to The King,
to help other people
and to keep the Scout Law.

The Scout Promise for members who are Sikh

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

1.12.1.4 **The Cub Scout Promise**

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

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

The Cub Scout Promise for members who are Buddhist

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

The Cub Scout Promise for members who are Christian

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

The Cub Scout Promise for members who are Hindu

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

The Cub Scout Promise for members who are Humanist

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

The Cub Scout Promise for members who are Jewish

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

The Cub Scout Promise for members who are Muslim

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

The Cub Scout Promise for members who are Sikh

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

1.12.1.5 **The Beaver Scout Promise**

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

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

The Beaver Scout Promise for members who are Buddhist

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

The Beaver Scout Promise for members who are Christian

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

The Beaver Scout Promise for members who are Hindu

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

The Beaver Scout Promise for members who are Humanist

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

The Beaver Scout Promise for members who are Jewish

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

The Beaver Scout Promise for members who are Muslim

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

The Beaver Scout Promise for members who are Sikh

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

1.12.1.6 **The Squirrel Scout Promise**

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

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

The Squirrel Scout Promise for members who are Buddhist

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

The Squirrel Scout Promise for members who are Christian

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

The Squirrel Scout Promise for members who are Hindu

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

The Squirrel Scout Promise for members who are Humanist

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

The Squirrel Scout Promise for members who are Jewish

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

The Squirrel Scout Promise for members who are Muslim

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

The Squirrel Scout Promise for members who are Sikh

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

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

1.12.1.8 Similarly, it is accepted that persons resident in countries other than the United Kingdom, Bailiwick of Guernsey, Isle of Man, Jersey and Gibraltar who may become members of The Scout Association owe allegiance to their own country.

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

1.12.1.9 In the case of young people, the decision as to which permitted form of wording should be used rests with them. However, in the younger sections,

parents should be aware of the Promise chosen before the investiture ceremony.

- 1.12.1.10 In the case of adults, the decision as to which permitted form of wording should be used rests entirely with the adult concerned.

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Chapter 2

Key policies

Chapter Contents

- 2.1 Equal Opportunities Policy
 - 2.1.1 Young People
 - 2.1.2 Reasonable Adjustments
 - 2.1.3 Volunteers
 - 2.1.4 Responsibilities within the Equal Opportunities Policy
- 2.2 Privacy and Data Protection Policy
 - 2.2.2 Responsibilities within the Privacy and Data Protection Policy
- 2.3 Religious Policy
 - 2.3.2 Attendance at services
 - 2.3.3 Chaplains
 - 2.3.4 Responsibilities within the Religious Policy
- 2.4 Safeguarding Policy
 - 2.4.2 Safeguarding of young people and adults at risk
- 2.5 Safety Policy
 - 2.5.2 Responsibilities within the Safety Policy
- 2.6 Vetting Policy
- 2.7 Youth Member Anti-Bullying Policy
 - 2.7.2 Responsibility within the Youth Member Anti-Bullying Policy

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

2.1 Equal Opportunities Policy

2.1.1 Young People

- 2.1.1.1 The Scout Association is part of WOSM, a worldwide educational youth movement. The values, which underpin and inspire its work, are embodied in the Scout Promise and Law and in the Purpose of The Scout Association.
- 2.1.1.2 Within this framework, The Scout Association is committed to equality of opportunity for all young people.

2.1.1.3 Accordingly:

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

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

2.1.2 Reasonable Adjustments

2.1.2.1 Reasonable adjustments means actions to enable young people with disabilities to access the Scouts and scouting activities, as far as reasonably possible, to the same level as young people without disabilities. This should involve working in partnership with parents/carers, to identify needs and support strategies.

2.1.2.2 Reasonable steps should also be taken to identify any young people with disabilities in the section or Group. See Chapter 3 for further guidance around reasonable adjustments.

2.1.2.3 See further information about [inclusion and diversity](#).

2.1.3 Volunteers

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

- pregnancy and maternity
- religion, belief or faith including the absence of religion, belief or faith
- sex

2.1.4 Responsibilities within the Equal Opportunities Policy

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

- a) The District Lead Volunteer or the County Lead Volunteer, as appropriate, must be satisfied that all applicants for volunteer appointments are fully aware that they will be required by their personal example to operate The Scout Association's Equal Opportunities Policy and support Groups to comply with relevant equalities legislation.
- b) District Lead Volunteer or the County Lead Volunteer, as appropriate, must also be satisfied that all those whom they invite to assist them in other ways in the work of the District or County are upholding The Scout Association's Equal Opportunities Policy by the personal example that they set before the Scouts in the District or County as the case may be.
- c) Group Lead Volunteers must be satisfied that all those whom they invite to assist them in the work of the Group will comply with relevant equalities legislation and uphold The Scout Association's Equal Opportunities Policy by the personal example that they set before the Scouts in the Group.
- d) All volunteers involved in the recruitment and appointment of volunteers are required to operate The Scout Association's Equal Opportunities Policy and comply with relevant equalities legislation in their work.
- e) The Group Trustee Board, the District Trustee Board or the County Trustee Board, as appropriate, must be satisfied that all applicants for appointments they make are fully aware that they will be required by their personal example to operate The Scout Association's Equal Opportunities Policy and to support Groups to comply with relevant equalities legislation.

See further information about [inclusion and diversity](#).

2.2 Privacy and Data Protection Policy

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

2.2.1.2 A copy of The Scout Association's Data Protection Policy which provides key definitions, details of how it protects personal information and also guidance to staff, members and volunteers about how to deal with personal information they handle, can be found at <http://www.scouts.org.uk/dppolicy>

2.2.2 Responsibilities within the Privacy and Data Protection Policy

2.2.2.1 UK Headquarters and each local Scout unit operate as separate charities in their own right within the federation of Scout Charities under the Royal Charter. Each unit collects and handles personal data and is responsible, as a separate data controller, for the personal data it collects and uses.

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

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

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

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

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

2.2.2.6 This requirement is needed to ensure that each member receives the information relevant to them to prevent them from receiving information intended for another individual. This is in line with the Data Protection and GDPR requirements.

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

- a) Processed lawfully, fairly and in a transparent manner.
Clear and accessible information must be provided to individuals about what personal data is collected, how it will be processed and how they can exercise rights over it, e.g., the right to request a copy of their personal data by making a Subject Access Request (SAR) or to have incorrect data corrected or deleted. This information should be provided both at the initial point of contact in the form of a Privacy Statement or Notice and also be made regularly accessible to the individual. See The Scout Association's Privacy Statement
- b) Collected and processed for specified, explicit and legitimate purposes only. Personal data should only be collected and used for activities directly relating to the Scouts or a person's membership or association with the Scouts
- c) Adequate, relevant and limited to what is necessary for the purposes it is collected and processed
- d) Accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that the data is kept as accurate and up-to-date as possible for the purposes for which it is being held
- e) Kept for no longer than necessary for the purposes for which it was collected and processed
- f) Kept secure using appropriate technical or organisational measures to prevent the data from being used in an unauthorised or unlawful way or against accidental loss, destruction or damage.

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

2.3 Religious Policy

2.3.1.1 The Scout movement includes members of many different faiths and religions as well as those with no formal religion. The following policy has received the approval of the heads of the leading religious bodies in the United Kingdom. All members of the movement are encouraged to:

- make every effort to progress in the understanding and observance of the Promise to do their best to do their duty to God or to uphold the Scout's values as appropriate

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

2.3.2 Attendance at services

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

2.3.3 Chaplains

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

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

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

2.3.4 Responsibilities within the Religious Policy

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

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

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

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

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

2.3.4.4 If a Squirrel, Beaver, Cub, Scout, Explorer or Scout Network Member is not allowed, by reasons of the individual's own religious obligations, to attend acts of

worship other than that of the individual's own faith, the Section Team must make certain that those obligations are not compromised.

2.4 Safeguarding Policy

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

2.4.1.2 This policy:

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

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

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

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

2.4.1.6 See the Scouts Safeguarding Policy & Procedures for Young People & Adults at Risk.

2.4.2 Safeguarding of young people and adults at risk

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

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

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

2.5 Safety Policy

- 2.5.1.1 The Scouts aim to provide opportunities for young people and adult volunteers to develop and appreciate what risk is and how it is managed. This vital skill for life is developed by providing opportunities to learn and experience activities that are adventurous but where risk is controlled and managed as far as is reasonably practicable.
- 2.5.1.2 The Scouts recognises that life is not risk-free, and, in its turn, Scouting is not risk-free. As Scouts, we endeavour to manage these risks to wellbeing and safety to be as low as is reasonably practicable. Identifying and proportionately managing risk is a skill for life that we wish to kindle, develop and enhance in all of our members.
- 2.5.1.3 In order to do this the Scouts will provide guidance and have a learning programme available for its volunteers.
- 2.5.1.4 All those involved in the Scouts are accountable for and must demonstrate an ability and understanding of the following so far as is reasonably practicable and to the extent of their role:
- a) Ensure they are competent to undertake their task, through attending appropriate training, checking their understanding of instructions and information, and remaining current in these competencies.
 - b) Properly assess the risk of every scouting activity undertaken. This assessment should be suitable and sufficient for the activity being undertaken, and it follows that activities with higher risk should require more in-depth assessment.
 - c) Provide clear instructions and information to anyone who requires this, be it adult volunteer or young person, in order to ensure any activity is conducted with safety and wellbeing in mind.
 - d) Prevent accidents and cases of ill health by managing the health and safety risks in the Scouts
 - e) Ensure that the environment they are working in, or using for the Scouts activities, is maintained safely and there are no risks to health. That any equipment or substances used are safe and stored safely.
 - f) Review risk assessments as often as necessary when circumstances, environment or conditions change.

- g) Feel and be empowered to never be afraid to change or stop an activity if risk increases.

2.5.2 Responsibilities within the Safety Policy

2.5.2.1 All those involved in the Scouts are accountable for and must demonstrate an ability and understanding of the following so far as is reasonably practicable within the extent of their role:

2.5.2.2 All members

- a) stop any activity if they have concerns over its safety, and must be reminded of this frequently.
- b) undertake risk assessments for the activities they undertake, documenting and communicating these with all involved including volunteers, young people and parents.
- c) share good practice about how to apply this policy, and making sure that failures to apply this policy are brought to the attention of those involved and resolved through appropriate processes.
- d) implement emergency procedures – evacuation in case of fire or other significant incident. Report incidents that cause injuries, or incidents that had the potential to cause injuries, at their earliest opportunity through the appropriate channels in accordance with Chapter 7 of POR.

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

2.5.2.4 Lead Volunteers

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

2.5.2.5 Trustee Boards and Trustees

- a) Satisfy itself through appropriate assurance and monitoring activities that this policy is being put into effective use and to engage and consult with

members on day-to-day health and safety conditions and ensure it is on the agenda at all meetings.

- b) Are responsible for making sure that these requirements are met for all Scout premises or locations operated by them, and therefore deemed to be the Managing Controller of the premises.

2.6 Vetting Policy

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

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

2.6.1.2 Accordingly, The Scout Association is committed to:

- a) following a defined process for appointing adult volunteers that establishes the applicant's suitability taking into account the fundamentals of the Scouts, the Safeguarding Policy, Youth Member Anti-Bullying Policy, Safety Policy and the Equal Opportunities Policy
- b) refusing offers from applicants that are found to be unsuitable
- c) putting in place robust vetting arrangements and ensuring that these arrangements are made clear to applicants and to the public
- d) taking into account relevant information from The Scout Association's records, police forces, relevant statutory authorities, personal references and other credible sources.

2.6.1.3 As part of the vetting arrangements, The Scout Association will undertake a personal enquiry which involves a check made against records at UK Headquarters for all adult volunteers and, for certain roles, a criminal record check. For foreign nationals or British Overseas Territory citizens operating abroad in British Scouting Overseas and Overseas Branches, checks must be made according to arrangements authorised by the Chief Safeguarding Officer at UK Headquarters.

2.7 Youth Member Anti-Bullying Policy

2.7.1.1 “Children have the right to protection from all forms of violence (physical or mental). They must be kept safe from harm, and they must be given proper care by those looking after them.” [The United Nations Convention on the Rights of the Child, Article 19]

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

2.7.2 Responsibility within the Youth Member Anti-Bullying Policy

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

2.7.2.2 Adults in the Scouts must:

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

2.7.2.3 Note: Further information is available.

Chapter 3

Membership

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3.1 Membership

3.1.1 Eligibility

- 3.1.1.1 People living in the United Kingdom and its Crown Dependencies - including the Channel Islands, Isle of Man and Gibraltar - who are prepared to follow The Scout Association's principles by accepting the Promise, may become members of the Scouts subject to the eligibility Rules contained within Policy, Organisation and Rules.
- 3.1.1.2 In British Scouting Overseas, adults and young people of any nationality, other than that of the relevant host country, who are prepared to follow The Scout Association's principles by accepting the Promise, may become members of the Scouts subject to the eligibility Rules contained within Policy, Organisation and Rules.
- 3.1.1.3 In line with the Equal Opportunities Policy, membership is open equally to all people unless otherwise stipulated.
- 3.1.1.4 The minimum age for youth membership is the 4th birthday. The maximum age for youth membership is the 25th birthday.
- 3.1.1.5 The minimum age for adult volunteers is the 18th birthday.

3.1.2 Status and rights

- 3.1.2.1 On becoming a member that person becomes a member of a Group, District and County (as appropriate). They also become a member of The Scout Association and of the World Organization of the Scout Movement.
- 3.1.2.2 Members do not have any actual or implied rights to take part in the national management of The Scout Association or the World Organization of the Scout Movement.
- 3.1.2.3 Members of the movement may:
 - a) wear the approved uniform (see Chapter 10)
 - b) wear the World Membership badge
 - c) wear the World Membership lapel badge
 - d) receive benefits provided by any Group, District, County and Country to which the member belongs and of The Scout Association and the World Organization of the Scout Movement

3.2 Members

3.2.1 Our members

3.2.1.1 The following are members:

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

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

Special situations are defined as being where:

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

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

3.2.2 Subscriptions

3.2.2.1 The UK Headquarters membership subscription must be paid annually for all members aged under 18 at the time of the annual census.

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

3.2.3 Become a member

3.2.3.1 Young people become members of the Scout movement by making the Promise appropriate to the first section they join.

3.2.3.2 Membership is held continuously during the transfer from one section to the next, but young people make the Promise appropriate for their new section when they move on to their next section.

3.2.3.3 Adults become members by accepting the Promise and agreeing a set of member's declarations (see 16.1). Adult members may make the Promise at an appropriate occasion when they first join the Scouts

3.2.4 Records

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

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

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

3.3 Admission to membership

3.3.1 Youth members - Scout Groups

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

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

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

3.3.2 Youth members - Scout Districts

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

- 3.3.2.2 The decision to admit anyone to membership of a District Scout Network must be made by the District 14-24 Team Leader in accordance with The Scout Association's policies.
- 3.3.2.3 Explorers (including Young Leaders) must leave the Explorer Unit at their 18th birthday . At this point they may:
- a) join the Scout Network
 - b) take on an adult role (see the Chapter 16 Teams Table)
 - c) join the Scout Network and take on an adult volunteer role
 - d) leave the Scouts

- 3.3.2.4 Scout Network membership ceases upon the individual reaching their 25th birthday.

At their 25th birthday, the Network member may only retain membership by applying to become involved in the Scouts in an adult role.

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

- 3.3.2.5 There may be situations where a section does not have the capacity or resources to meet the needs of a young person or make the reasonable adjustments necessary. In such instances, the relevant Lead Volunteer or a member of the relevant Leadership Team must work with the parents or carer(s) to find or create an alternative provision.

3.3.3 Adult members

- 3.3.3.1 The decision to admit adults to membership must be made through processes directed by the Group Lead Volunteer for Groups, the District Lead Volunteer for Districts, and the County Lead Volunteer for Counties, in accordance with The Scout Association's policies and the joining process in Chapter 16.

3.3.4 Ending membership

- 3.3.4.1 Young people end their membership if they leave the section and do not immediately join another section.
- 3.3.4.2 Scout Network members who hold no other adult role forfeit youth membership if they leave the Scout Network and do not immediately join another Scout Network or take out an adult role. Note the maximum Scout Network age in 3.3.2.4.
- 3.3.4.3 Adult membership
- See Chapter 16 for the ending of adult membership.

3.4 Transferring membership

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

3.5 Our Volunteering Culture

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

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

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

- 3.5.1.2 The **Our Volunteering Culture** statement

Why we volunteer

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

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

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

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

As the Scouts we'll:

- a) Make Scouts a welcoming place, making sure everything we do and say is led by the Values of Scouting and the Scout Promise
- b) Commit to Equity, Diversity and Inclusion in everything we do, making sure everybody has access to our activities and can thrive in Scouts

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- c) Support you to be part of positive teams that resolve issues with respect and integrity
- d) Acknowledge your personal motivation for volunteering and the skills you already have
- e) Help you develop your own potential by offering learning opportunities to give you the confidence and the skills needed for your Scout role
- f) Listen to you and give you the space to share ideas and concerns so that we can improve our volunteer experience
- g) Offer meaningful, relevant, and flexible ways to volunteer, with clear guidance of what we'll require from you, and who you can ask for advice and support
- h) Accept your other commitments, that your availability may change and offer you volunteering options that'll suit you best
- i) Help you understand Scouts better and the impact we make, so you can see how your contribution makes a difference
- j) Do our best to overcome barriers to volunteering such as finance, accessibility and time

As a volunteer in Scouts we'll trust you to:

- a) Promote a welcoming and inclusive environment where we treat everybody fairly and with respect, making sure our values are part of everything you say and do
- b) Commit to equity, diversity and inclusion, accepting that people's beliefs, circumstances and motivations may be different to yours
- c) Be a great role model in the way you act, by following our values, purpose and policies, as well as the laws of the country you're volunteering in
- d) Communicate openly and respectfully, whether verbally, in writing or online
- e) Be open and honest with your team about your time commitments and let them know if things change
- f) Enjoy yourself and have fun while volunteering
- g) Develop yourself by engaging in learning and new opportunities depending on what you and your team needs
- h) Promptly complete any learning required to ensure you have the skills for your role

This means that together, we'll do our best to:

- a) Know what we expect from each other
- b) Listen to and respect everybody's ideas and concerns
- c) Feel proud to contribute to and be part of a truly equitable, diverse and inclusive movement

- d) Recognise and celebrate all volunteers for their contributions, no matter how long they volunteer for or the amount of time they give
- e) Make sure volunteering has a positive impact on your wellbeing and that you get the support you need
- f) Contribute to an environment where everyone feels comfortable to share thoughts and ideas
- g) Review how things are going, improve volunteering opportunities and resolve problems fairly

3.6 Suspend a member

3.6.1 Suspend adults and Scout Network members

3.6.1.1 See Chapter 16 (16.7).

3.6.2 Suspend Squirrels, Beavers, Cubs, Scouts, Explorers (including Young Leaders)

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

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

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

3.6.2.4 Before suspending a young person, District Lead Volunteers should consult their County Lead Volunteer ..

3.6.2.5 Advice must be sought from the Safeguarding team at UK Headquarters.

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

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

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

3.6.3 End a period of suspension of Squirrels, Beavers, Cubs, Scouts, Explorers (including Young Leaders)

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

3.6.3.2 Possible outcomes following a period of suspension may include:

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

3.6.3.3 The dismissal of a young person, whether following a suspension or not, must follow 3.6.

3.7 End someone's membership

3.7.1 End adult volunteer or Scout Network membership

3.7.1.1 See Chapter 16 (16.8).

3.7.2 End membership of a Squirrel, Beaver, Cub, Scout or Explorer (including Young Leaders)

3.7.2.1 Youth membership ends when:

- a) A Squirrel, Beaver, Cub, Scout or Explorer (including Young Leader) leaves their Group or Explorer Unit without joining another section
- b) a Scout Network Member-leaves their Network provision without joining another Network
- c) there is a failure to pay the UK Headquarters, Country, County, District or Group membership subscriptions
- d) the youth member is dismissed

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

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

3.7.3 Dismissal of a Squirrel, Beaver, Cub or Scout

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

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

3.7.4 Dismissal of an Explorer (including Young Leader)

3.7.4.1 No Explorer can be dismissed from an Explorer Unit without the prior approval of the District 14-24 Team Leader.

3.8 Appeal against the dismissal of a Squirrel, Beaver, Cub, Scout or Explorer (including Young Leader)

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

3.8.1.2 If so requested by the person dismissed, the District Commissioner must appoint a panel to hear the appeal.

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

3.8.1.4 If the dismissal is from a Sponsored Scout Group or Explorer Unit, the Sponsoring Authority, who must have been consulted prior to dismissal, has the right to attend and be heard by the committee.

3.8.1.5 Where the District Lead Volunteer has been involved in the original decision to dismiss, the County Lead Volunteer will nominate an appropriate adult member to conduct the appeal.

3.9 Annual census

3.9.1.1 The number of members and their demographic data must be returned in an annual census of the Group or District or County.

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

Chapter 4

Local organisation of sections, Groups, Districts, Counties

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4.1 Organisational principles

4.1 outlines the organisational principles that have been used in developing the approach to our organisation and structures and is included to provide background information on our local structures.

4.1.1 Our fundamentals

4.1.1.1 The Scouts' fundamentals are listed in Chapter 1.

4.1.2 We operate in teams

4.1.2.1 Our volunteers operate in teams. Each team has a team description which defines the team's purpose and set of tasks that they must achieve. See 4.3.15 for the team descriptions.

4.1.2.2 Each team is made up of team leaders and team members.

4.1.2.3 Members of a team must collaborate to ensure that the team description is achieved.

4.1.2.4 Task responsibilities sit with the team, rather than by default with the team leader, though the team leader has an accountability to ensure that the team achieves its purpose and outcomes. Each team must agree amongst themselves how their team's outcomes will be achieved, through appropriate

allocation of the team's tasks. This means that the purpose and tasks of each team are consistent across our organisation, but the actual deployment of volunteer resources is agreed by the team members themselves.

4.1.2.5 Each team member will therefore have clarity of the purpose of their team as well as clarity of their own contribution to the team.

4.1.2.6 Where appropriate, any team except a Section Team may have sub-teams. A sub-team must have a clear purpose, and their creation must be agreed by the relevant Leadership Team.

4.1.3 Programme delivery is at the core

4.1.3.1 We deliver skills for life to young people and we do that through delivery of an inspiring programme enjoyed by and accessible to all young people.

4.1.3.2 Delivery of safe, fun, enjoyable and high-quality programme is therefore at the core of what we do.

4.1.3.3 Our programme is coordinated and delivered by each Section Team to ensure delivery of an inspiring programme to young people.

4.1.4 In Support of Section Teams

4.1.4.1 **Leadership Teams** at Group, District and County provide strategic leadership and inspiration to all volunteers (and staff members) in their organisation. They have the accountability and the responsibility to plan and ensure that their local organisation is fully developed and focussed on delivering the Scouts' strategic objectives.

The Leadership Team also ensures appropriate planning and resources to deal with the unexpected. Responding to and managing specific issues, cases and enquiries related to Safeguarding, Safety, Complaints, Disputes and Data.

4.1.4.2 **Programme Teams** provide important local support to Section Teams to assist programme delivery, as well as access to specialist skills and knowledge,

4.1.4.3 **Volunteering Development Teams** ensure that every volunteer (including Young Leaders) has a positive experience. Each Volunteering Development Team ensures that "Our volunteering culture" (see Chapter 3) is embedded across the organisation.

4.1.4.4 **Support Teams** provide three functions:

- a. **Community Engagement:** We operate in the local communities. We must create and maintain relationships and partnerships with community focussed organisations to support our perception and our inclusive

growth, recruitment, promotional, fundraising and development objectives.

- b. New Provision: This function focuses on reaching new communities through the opening of new sections.
- c. Process Support: Working to make it easier for volunteers to undertake their roles efficiently, effectively and enjoyably through the provision of processes, tools and working practices. For example finance, equipment procurement, storage and repair, record keeping, waiting list management, digital solutions, buildings maintenance.

4.1.5 Charity governance

4.1.5.1 Trustee Boards provide the necessary charity governance at Group, District and County. These are described in Chapter 5.

4.2 Our local structure

4.2.1 Structure and Teams

4.2.1.1 The Scouts in the United Kingdom and certain overseas locations is organised in sections, Groups, Districts, Counties and Country Headquarters. These 'units' of Scouting provide:

- a) support
- b) channels for communication
- c) opportunities for youth members and adults to make decisions and take responsibility
- d) functional units through which the design and delivery of the youth programme can be best achieved

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

Organisation	Purpose
section	Plans and delivers an enjoyable safe programme and manages the section. That programme must be fully accessible and inclusive so that volunteers and young people can – and want to – join.
Group	Keeps volunteers working well together and feeling motivated across all sections and makes sure the Group is respected and supported in their local community.

Organisation	Purpose
District 14-24 Team	Keeps volunteers working well and feeling motivated across the District's Explorer (including Young Leader) and Network sections, while making sure the 14-24 sections are well regarded in their local community.
District	Leads Scouts across the District, delivers their part of the County Plan, helps volunteers develop, improves section programmes and supports Scouts to run in the best way possible.
County	Leads Scouts across the County, builds and maintains a County plan, helps volunteers develop (focusing on volunteers in County teams, including District Lead Volunteers), enhances sections' programmes with opportunities that can be run at County level and supports the running of the Scouts.

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

- 4.2.1.3 Every Group, District and County is led by Lead Volunteer(s) who have overall authority for the organisational entity and are the team leader(s) for the relevant Leadership Team.
- 4.2.1.4 The roles within each team are listed in Chapter 16: the Teams Table.
- 4.2.1.5 Each team has a Team Leader who is accountable for ensuring that the team achieves its purpose and outcomes.
- 4.2.1.6 Where appropriate, any team except a Section Team may have sub-teams. A sub-team must have a clear purpose, and their creation must be agreed by the relevant Leadership Team.
- 4.2.1.7 Each Group, District and County must comprise the teams shown in this table:

Team name	Group	District	County
section teams	Yes*	Yes**	
Leadership team	Yes	Yes	Yes
District 14-24 team		Yes	
Programme team		Yes	Yes
Volunteering Development team		Yes	Yes
Support team		Yes	Yes

Team name	Group	District	County
Trustee Board	Yes	Yes	Yes

* For the Squirrel, Beaver, Cub and Scout sections

** For the Explorer (including Young Leaders) and Network sections

The joining process for volunteers is described in Chapter 16.

The appointment requirements for Team members, and for accreditations, are shown in Chapter 16 The Teams Table and Chapter 16 The Accreditation Table.

4.2.1.8 A **Group** must have at least one section: Squirrel Drey, Beaver Colony, Cub Pack or Scout Troop. A Group may have more than one of a section (for example two Beaver Colonies). Each section in the Group is managed by a Section Team.

Some Groups may be Special Groups (see rule 4.6.5).

A Group may partner with one or more Explorer Units (see Rule 4.3.4).

4.2.1.9 A **District** comprises several Groups, one or more Explorer Units, (including at least one Young Leaders' Unit), and one District Scout Network.

Explorer Units, the Young Leader Unit and the Scout Network are a part of the District 14-24 provision and are operationally managed by the District 14-24 Team. There may be several Explorer Units in the District, some may be partnered with specific Groups (see Rule 4.3.4).

4.2.1.10 A **County** will usually comprise of several Districts.

Some Counties have no Districts. In these cases, the County must take on the responsibilities of the District, including the responsibilities of the District Trustee Board with regard to governance of the Explorer and Network provision.

4.2.2 Accreditations

4.2.2.1 An accreditation is an additional responsibility granted to an adult member of the organisation. This is regardless of the team membership that they hold.

4.2.2.2 All available accreditations are described in the Accreditations Table in Chapter 16.

4.2.2.3 Granting and removing accreditations is described in Chapter 16.

4.2.2.4 Accreditations are recorded against the member's record on the membership system.

4.3 Teams and their members

4.3.1 Section Teams

4.3.1.1 Each section has a Section Team, comprising a Section Team Leader and some Section Team Members. The Section Team Leader role may be held jointly by more than one volunteer.

Young Leaders may work with the Squirrel, Beaver, Cub and Scout sections. These Young Leaders are also members of the Section Team. They are full Section Team members in all respects, with these exceptions:

- a) Responsibility for allocating Young Leaders to sections rests with the District 14-24 Team and responsibility for the training of Young Leaders also rests with the District 14-24 Team
- b) Each young leader remains the responsibility of the Section Team Leader and must adhere to Rule 4.3.2

4.3.1.2 Additional persons aged over 18, including parents and subject experts from the community, may be used on a regular or occasional basis to help with programme delivery. These helpers need to conform to the personal enquiry requirements detailed in Rule 16.1.4.

4.3.1.3 Section Teams must not have sub-teams.

4.3.2 Young Leaders

4.3.2.1 Young Leaders must undertake appropriate training as described in the Young Leaders' Scheme. Young Leaders must complete Module A within their first three months.

4.3.2.2 All Young Leaders are members of a Young Leaders' Unit, whether or not they are members of another Explorer Unit. The purpose of the Young Leader Unit is to ensure that all Young Leaders receive the training in the Young Leaders' Scheme, and also to ensure that every Young Leader has access to a programme pathway that leads them to the top awards within the Explorer section.

4.3.2.3 Young persons under the age of 18 years working with the Squirrel, Beaver, Cub or Scout section(s) must not have unsupervised access to youth Members.

4.3.3 Non-members working within Section Teams

4.3.3.1 The following non-members may work with the Squirrel, Beaver, Cub or Scout sections, with the agreement of the Section Team Leader, for a fixed period of time (as required for their level of award):

- a) Members of Girlguiding UK aged from 13½ to their 18th birthday undertaking a Girlguiding UK award with a volunteering requirement
- b) Young people aged from 13½ to their 18th birthday undertaking the Volunteering section of the Duke of Edinburgh's Award

4.3.3.2 Non-members may not volunteer within Scouting until they are 13½ years of age.

4.3.3.3 Non-members working with Squirrel, Beaver, Cub or Scout sections are also required to complete training similar to Young Leaders, this is [outlined online](#) and in the Young Leaders' Scheme.

4.3.3.4 Members of Girlguiding and those young people undertaking the Volunteering section of the Duke of Edinburgh's Award are not members of the Scout Association and do not have access to the wider Explorer Scout provision.

4.3.4 Partnership Agreements

Where an Explorer Unit is partnered with a Group, there must be a Partnership Agreement in place. The purpose of the Partnership Agreement is to help an Explorer Unit and the Group to understand the operational relationship between them.

The District 14-24 Team Leader must ensure that:

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

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

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

See further information on [Partnership Agreements](#).

4.3.5 Group Leadership Team

4.3.5.1 Group Leadership Team membership:

- a) Team members are:
 - the Group Lead Volunteer(s)
 - all Section Team Leaders of the Group
 - the Sub-team Leaders of any appointed sub-teams of the Group Leadership Team
 - other Group Leadership Team Members appointed by the Lead Volunteer(s) of the Group
- b) the Group Lead Volunteer is the Team Leader of the Group Leadership Team. In the case of a joint appointment (two or more volunteers) as Group Lead Volunteer, they must agree between them how best to exercise team leadership of the Group Leadership Team.

4.3.5.2 The Group Leadership Team leads the Group by:

- a) Maintaining an effective and motivated group of volunteers (and, if appropriate, staff members) within the Group
- b) Planning ahead to ensure the Group continues to have sufficient volunteers and resources to run an engaging programme
- c) Ensuring all volunteers in the Group, including Young Leaders, are appropriately skilled for the tasks they are undertaking
- d) Empowering sections to work together to deliver the programme
- e) Ensuring the Group is well-regarded in the local community

4.3.5.3 The Group Leadership Team may agree to appoint one or more sub-teams responsible for specific tasks.

4.3.6 District Leadership Team

4.3.6.1 District Leadership Team membership:

- a) Team members are:
 - the District Lead Volunteer(s)
 - the District Youth Lead(s)
 - the Lead Volunteers of each of the Groups of the District
 - the Team Leaders of each of the District's 14-24, Programme, Volunteering Development and Support teams

- the Sub-team Leaders of any appointed sub-teams of the District Leadership Team
 - other District Leadership Team Members appointed by the Lead Volunteer(s) of the District
- b) the District Lead Volunteer is the Team Leader of the District Leadership Team. In the case of a joint appointment (two or more volunteers) as District Lead Volunteer, they must agree between them how best to exercise team leadership of the District Leadership Team.
- 4.3.6.2 The District Leadership Team must deliver the functions in 4.1.4.1 for the District.
- 4.3.6.3 The District Leadership Team leads the District by:
- a) providing leadership and inspiration to volunteers (and, if appropriate, staff members) and ensures the District's teams are fully developed, organised and focussed on supporting programme delivery.
 - b) generating, agreeing and maintaining a vision for the development of Scouting across the whole of the District. This must reflect the overall planning vision for the County.
- 4.3.6.4 The District Leadership Team must agree the appointment of any sub-teams to each of the teams in the District (Programme, Volunteering Development, Support). Any sub-team must be responsible for specific tasks. The District Leadership Team should not normally need to appoint its own sub-teams.
- 4.3.7 County Leadership Team**
- 4.3.7.1 County Leadership Team membership:
- a) Team members are:
 - the County Lead Volunteer(s)
 - the County Youth Lead(s)
 - the Lead Volunteers of each of the Districts of the County
 - the Team Leaders of each of the County's Programme, Volunteering Development and Support teams
 - the Sub-team Leaders of any appointed sub-teams of the County Leadership Team
 - Other Leadership Team Members appointed by the Lead Volunteer of the County

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

4.3.7.2 The County Leadership Team must deliver the functions in 4.1.4.1 for the County.

4.3.7.3 The County Leadership Team leads the County by:

- a) providing leadership and inspiration to volunteers (and, if relevant, staff members) and ensures the County's teams are fully developed, organised and focussed on supporting programme delivery.
- b) generating, agreeing and maintaining a vision for the development of Scouting across the whole of the County

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

4.3.8 District 14-24 Team

4.3.8.1 The District 14-24 Team members are:

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

4.3.8.2 The District 14-24 Team must lead the 14-24 provision in the District by:

- a) maintaining an effective and motivated group of volunteers within the Explorer (including Young Leader) Units
- b) planning ahead to ensure the Units continue to have sufficient volunteers and resources to run an engaging programme
- c) ensuring all volunteers in the Units are appropriately skilled for the tasks they are undertaking

- d) empowering Units to work together to deliver the programme
- e) ensuring that there is effective and engaging Young Leader training for all Young Leaders across the District.
- f) ensuring that the District Scout Network is managed by a team of its Members acting together.
- g) ensuring the 14-24 provision is well-regarded in the local community

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

4.3.9 District Programme Team

4.3.9.1 District Programme Team members are:

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

4.3.9.2 The District Programme Team must deliver 4.1.4.2 for the District.

4.3.9.3 A District Leadership Team may decide with a neighbouring District Leadership Team to share a Programme Team. Note that this must be recorded on the membership system as two District Programme teams – one in each District. And each member of the shared team would have two roles, one in each District. Responsibility for each District Programme Team remains with each District Leadership Team.

4.3.9.4 The District Programme Team must support each section in the District to provide a safe, fun, enjoyable and high-quality programme. It does this by bringing Section Team members together. It will also encourage and enable a set of activity and nights away permits to be available across all the Groups and the District.

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

4.3.10 County Programme Team

4.3.10.1 County Programme Team members are:

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

- c) other County Programme Team Members appointed by the County Programme Team Leader

- 4.3.10.2 The County Programme Team must deliver 4.1.4.2 for the County, as described in the County Programme Team's team description.
- 4.3.10.3 A County Leadership Team may decide with a neighbouring County Leadership Team to share a Programme Team. Note that this must be recorded on the membership system as two County Programme teams – one in each County. And each member of the shared team would have two roles, one in each County. Responsibility for each County Programme Team remains with each County Leadership Team.
- 4.3.10.4 The County Programme Team must provide appropriate networking opportunities for the County's District Programme Team Leaders.
- It should support section programmes where this is most effectively done by the scale of the County. This should be agreed after discussion with the District Programme Team Leaders. It will provide events which are best delivered at scale.
- It will also enable assessments for volunteers to gain adventurous activity permits.
- 4.3.10.5 A County Programme Team may appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must have the prior approval of the County Leadership Team.

4.3.11 District Volunteering Development Team

- 4.3.11.1 District Volunteering Development Team members are:
- a) the District Volunteering Development Team Leader(s)
 - b) Sub-Team Leaders of any appointed sub-teams
 - c) other District Volunteering Development Team Members appointed by the District Volunteering Development Team Leader
- 4.3.11.2 The Volunteering Development teams must deliver function 4.1.4.3 for the District or the County.
- A District Leadership Team may decide with a neighbouring District Leadership Team to share a District Volunteering Development Team. Note that this must be recorded on the membership system as two District Volunteering Development teams – one in each District. And each member of the shared team would have two roles, one in each District. Responsibility for each District remains with each District Leadership Team.
- 4.3.11.3 The District Volunteering Development Team will use the description of Our Volunteering Culture (Chapter 3) as the backdrop to their work

The Team must ensure that all volunteers within the District and its Groups have a positive volunteering experience, making it easy for people to join and learn new skills.

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

4.3.12 County Volunteering Development Team

4.3.12.1 County Volunteering Development Team members are:

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

4.3.12.2 The Volunteering Development teams must deliver function 4.1.4.3 for the County.

4.3.12.3 A County Leadership Team may decide with a neighbouring County Leadership Team to share a County Volunteering Development Team. Note that this must be recorded on the membership system as two County Volunteering Development teams – one in each County. And each member of the shared team would have two roles, one in each County. Responsibility for each County remains with each County Leadership Team.

4.3.12.4 The County Volunteering Development Team will use the description of Our Volunteering Culture (Chapter 3) as the backdrop to their work.

The team must ensure that all volunteers within each of the County's teams has a quality volunteering experience, making it easy for people to join and learn new skills.

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

4.3.13 District Support Team

4.3.13.1 District Support Team members are:

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

- c) other District Support Team Members appointed by the District Support Team Leader
- 4.3.13.2 The District Support Team must deliver the three functions in 4.1.4.4 for the District.
- 4.3.13.3 A District Leadership Team may decide with a neighbouring District Leadership Team to share a District Support Team. Note that this must be recorded on the membership system as two District Support teams – one in each District. And each member of the shared team would have two roles, one in each District. Responsibility for each District remains with each District Leadership Team.
- 4.3.13.4 The District Support Team must provide the tools and resources to enable Scouts to operate effectively. Including:
- a) engaging with the community to support Scouts locally
 - b) enabling the growth of sections and Groups
 - c) ensuring we can respond appropriately to incidents
 - d) managing administrative tasks to support the Groups and the other teams within the District
 - e) managing property and equipment and finance and fundraising effectively
- 4.3.13.5 The County Support Team must provide the tools and resources to enable Scouts to operate effectively. Including:
- a) engaging with the community to support Scouts locally
 - b) ensuring we can respond appropriately to incidents
 - c) managing administrative tasks to support the County and the volunteer members of the wider County team
 - d) managing property and equipment and finance and fundraising effectively
- 4.3.13.6 A District Support Team may appoint one or more sub-teams responsible for specific tasks. This may include setting one or more of the functions listed at 4.1.4.4 as a sub-team. The creation of a sub-team must have the prior approval of the relevant District Leadership Team. Team Leaders of a sub team are District Support Team members.
- 4.3.13.7 A County Support Team may appoint one or more sub-teams responsible for specific tasks. This may include setting one or more of the functions listed at 4.1.4.4 as a sub-team. The creation of a sub-team must have the prior

approval of the relevant County Leadership Team. Team Leaders of a sub team are County Support Team members.

4.3.14 Trustee Board

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

4.3.15 Responsibilities

- 4.3.15.1 It is important that the teams that volunteers are members of have clear remits. [Team descriptions](#) are detailed on scouts.org.uk:

Sections	Section Team
Groups	Group Leadership Team
Districts	District Leadership Team District 14-24 Team District Programme Team District Volunteer Development District Support Team
Counties	County Leadership Team County Programme Team County Volunteer Development Team County Support Team
Trustee Boards	Trustee Board

4.4 About Sections

4.4.1 What are Sections?

- 4.4.1.1 A section is one of:
 - a) Squirrel Drey
 - b) Beaver Colony
 - c) Cub Pack
 - d) Scout Troop
 - e) Explorer Unit (including Young Leader Units)

- f) Scout Network.

4.4.2 Programme

4.4.2.1 All youth members should be offered a safe, high quality, balanced programme, run in accordance with The Scout Association's programme (see also 4.2.1.2).

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

4.4.2.3 Section Teams must take account of:

- a) the youth programme
- b) badges and awards
- c) the section's method
- d) the additional needs of the section's individual members.
See also 4.4.3 below, and further information is available about additional needs.

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

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

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

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

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

4.4.3 Members with additional needs

4.4.3.1 Young people must be treated as individuals. They must be regarded equally as members of the Scouts, whatever their abilities or disabilities.

4.4.3.2 Some young people have additional needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential.

4.4.3.3 Section Teams can request support and guidance from advisers within Districts, Counties and at Country and UK Headquarters for members with additional needs.

4.4.4 Awards and Badges

4.4.4.1

See the requirements of awards and badges for each section:

- a) [Squirrel Awards](#)
- b) [Beaver Awards](#)
- c) [Cub Awards](#)
- d) [Scout Awards](#)
- e) [Explorer Awards](#)

4.4.4.2 [The King's Scout Award](#)^{SV}

- a) The King's Scout Award is the highest youth Award available. It is available for Explorers who have reached their 16th birthday and for Scout Network members.
- b) On completion of the Award, UK Headquarters must be notified and the badge and certificate will be sent to the relevant King's Scout Award Parcel Recipient to arrange presentation or, if none appointed, to the relevant Lead Volunteer.^{SV}

4.4.4.3 [The Explorer Belt](#)

- a) The Explorer Belt is designed to enable Explorers, Scout Network members and members of the Senior section of Girlguiding aged 16 or over, working as a team, to plan, train for and undertake their own expedition abroad. If aged 16 or 17 years old, they may only participate in an organised expedition supported by an in-country leadership team, rather than being self-led.
- b) The young person must register with UK Headquarters to begin working on the award and will then be assigned a mentor locally. On completion of the award, UK Headquarters must be notified and the badge and certificate will be sent to the relevant Lead Volunteer.

4.4.4.4 [The Scouts of the World Award](#)

- a) The Scouts of the World Award aims to encourage Scout Network members with their personal development and development of life skills as well as to support projects within society, locally, nationally and globally.
- b) On satisfactory completion of the award, UK Headquarters must be notified and the badge and certificate will be sent to the relevant 14-24 Team Leader or Lead Volunteer.

- c) The award is delivered by members who have been trained by UK Headquarters as trainers for the award, according to the requirements set out by WOSM. UK Headquarters will provide support to those members wishing to become mentors who will support Scout Network members through their award journey.

4.4.4.5 [The Duke of Edinburgh's Award](#) ^{SV}

- a) The Scout Association is a Licenced Organisation for the Duke of Edinburgh's (DofE) Award. ^{SV}
- b) Each Country Headquarters is a separate Licenced Organisation. Each County should identify a member of the County Programme Team to coordinate the support for the Award. ^{SV}

This person(s) must:

- participate in a DofE Verifier Training prior to being given verifier permissions,
- participate in a County DofE Adviser Induction within 3 months of appointment

- c) The District Lead Volunteer may appoint a District Programme Team member to co-ordinate support for the Award. ^{SV}

This person(s) must:

- participate in appropriate training for the role within one year of appointment. (this training should include attendance at an Introduction to the DofE Course)
- participate in any other suitable training which may be available

- d) The assessors for the various sections of the Bronze, Silver and Gold Awards must be approved by a member of the relevant Programme Team
- e) All expedition assessors must hold the DofE Expedition Assessor Accreditation and must have The Scout Association listed as a Licenced Organisation on their DofE training record. ^{SV}
- f) Verifying and Issuing the Awards:
 - Bronze and Silver Awards may be verified by an appointed verifier within the County or Country as approved by the Licenced Organisation

- Gold Awards in England, the Channel Islands the Isle of Man, British Scouting Overseas and Wales are verified by UK Headquarters
 - Gold Awards in Northern Ireland are verified by the Northern Ireland Scout Headquarters
 - Gold Awards in Scotland are verified by Scottish Scout Headquarters.
- g) Each award has a cloth badge for wear with uniform, a lapel badge and a certificate.
- h) Bronze and Silver Awards are presented locally by the District or County Lead Volunteer or their nominee.
- i) Gold Award Badges are presented locally by the County Lead Volunteer or their nominee.
- j) Gold Award Certificates are normally presented at a reception arranged in one of the Royal Palaces.

4.4.5 Section age ranges

4.4.5.1 The age ranges for each section are:

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

4.4.5.2 Under no circumstances must anyone aged 18 years or over, regardless of ability, remain in a youth section other than the Scout Network.

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

4.4.6 Section size

4.4.6.1 The recommended maximum section sizes are:

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

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

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

4.5 Ratios

4.5.1 Common requirements

4.5.1.1 Leader in charge. An adult who is a member of the relevant Section Team or Group Leadership Team, and who holds a full appointment, must be nominated as the leader in charge for each activity or event.

4.5.1.2 Numbers. For all meetings and activities, Section Teams must assess the risk and arrange for sufficient adults to ensure a safe environment for the operation of the section, which may vary depending on the programme. Minimum ratios are defined in Rules 4.5.2 to 4.5.6.

4.5.1.3 The leader in charge of a Nights Away event does not need to be the Nights Away Permit Holder (see Rule 9.2.2) but they can be.

4.5.1.4 All adults at Nights Away events must hold a satisfactory and current Personal Enquiry.

4.5.1.5 Only in the event of an emergency can an adult or helper who holds a satisfactory and current Personal Enquiry be alone overnight with young people on a nights away experience.

4.5.1.6 The first aid qualification requirements of Rule 9.1.1.1 must be met in all circumstances.

4.5.2 Squirrels

4.5.2.1 In addition to meeting the requirements of 4.5.1, the Squirrel Section Team must ensure that the following adult to young person ratios are met:

- a) **Indoor.** The minimum ratio for regular indoor Drey meetings is **one adult or helper to six Squirrels** plus the leader in charge. As a

minimum, there must be at least **three** adults or helpers present at each Drey meeting, at least one of whom must have an appropriate full adult appointment.

- b) **Outdoor.** The minimum ratio for outdoor activities held away from the usual meeting place is **one adult or helper to four Squirrels** plus the leader in charge. As a minimum, there must be **three** adults or helpers present, including the leader in charge.
- c) **Nights away.** The minimum ratio for nights away experiences is **one adult or helper to four Squirrels** plus the leader in charge. As a minimum, there must be **three** adults or helpers present, including the leader in charge.

4.5.3 Beavers

4.5.3.1 In addition to meeting the requirements of 4.5.1, the Beaver Section Team must ensure that the following adult to young person ratios are met:

- a) **Indoor.** There is no minimum ratio for regular indoor Colony meetings but there must be at least **two** adults or helpers present at each Colony meeting, at least one of whom must have an appropriate full adult appointment.
- b) **Outdoor.** The minimum ratio for outdoor activities held away from the usual meeting place is **one adult or helper to six Beavers** plus the leader in charge. As a minimum, there must be **two** adults or helpers present, including the leader in charge.
- c) **Nights away.** The recommended minimum ratio for nights away experiences is **one adult or helper to six Beavers** plus the leader in charge. However, as a minimum there must be **two** adults or helpers present overnight, including the leader in charge.

4.5.4 Cubs

4.5.4.1 In addition to meeting the requirements of 4.5.1, the Cub Section Team must ensure that the following adult to young person ratios are met:

- a) **Indoor.** There is no recommended minimum ratio for regular indoor Pack meetings but there must be at least **two** adults or helpers present at each Pack meeting at least one of whom must have an appropriate full adult appointment.
- b) **Outdoor.** The recommended minimum ratio for outdoor activities held away from the usual meeting place is **one adult or helper to eight cubs** plus the leader in charge. As a minimum, there must be two adults or helpers present, including the leader in charge.

- c) **Nights away.** The recommended minimum ratio for nights away experiences, is **one adult or helper to eight cubs** plus the leader in charge. However, as a minimum, there must be **two** adults or helpers present overnight, including the leader in charge.

4.5.5 Scouts

4.5.5.1 In addition to meeting the requirements of 4.5.1, the Scout Section Team must ensure that the following adult to young person ratios are met:

- a) **Indoor.** There is no recommended minimum ratio for regular indoor Troop meetings but there must be at least **two** adults or helpers present at each Troop meeting, at least one of whom must have an appropriate full adult appointment.
- b) **Outdoor.** The recommended minimum ratio for outdoor activities held away from the usual meeting place is **one adult or helper to 12 Scouts**. As a minimum, there must be **two** adults or helpers present, at least one of whom must have an appropriate full adult appointment.
- c) **Nights away.** The recommended minimum ratio for nights away experiences, is **one adult or helper to 12 Scouts**. However, as a minimum, there must be **two** adults or helpers present overnight at least one of whom must have an appropriate full adult appointment.

4.5.6 Explorers

4.5.6.1 In addition to meeting the requirements of 4.5.1, the Explorer Section Team must ensure that the following adult to young person ratios are met:

- a) **Indoor.** There is no recommended minimum ratio for regular indoor Unit meetings but there must be at least **two** adults or helpers present at each Unit meeting at least one of whom must have an appropriate full adult appointment.
- b) **Outdoor.** There is no recommended minimum ratio for outdoor activities held away from the usual meeting place. As a minimum, there must be **two** adults or helpers present, at least one of whom must have an appropriate full adult appointment.
- c) **Nights away.** There is no recommended minimum ratio for nights away experiences. However, as a minimum, there must be **two** adults or helpers present overnight at least one of whom must have an appropriate full adult appointment.

4.5.7 Scout Networks

4.5.7.1 District Scout Networks are part of a District's scouting provision.

- 4.5.7.2 All members aged 18-24 in a District may join their District's Scout Network as well as any adult appointment that they may hold.
- 4.5.7.3 All District Scout Networks are required to be open for membership to all except in special situations. Special situations include those where there are specific cultural or religious requirements for a single sex District Scout Network. (See 3.2.1.2.)
- 4.5.7.4 The District Scout Network should provide opportunities for the members to take part in the decision-making process. Any forum or committee should have both Scout Network Members and the District Scout Network Lead Volunteer working together.
- 4.5.7.5 Within the District 14-24 Team, the District Scout Network should have a link agreement in place with the Explorer Unit(s) within the District.

4.5.8 Other matters

- 4.5.8.1 If no member of a Section Team aged over 18 and with a full appointment is able to attend a section meeting:

- a) another adult member of the Scouts with appropriate youth leadership experience and holding a full appointment (including a completed Personal Enquiry process), not necessarily in the same section, may take their place at the meeting or event
- b) the Group Lead Volunteer or District 14-24 Team Leader as appropriate must agree to the arrangement in good time (at least 24 hours wherever possible) prior to the meeting or event.

It is expected that this situation will only occur infrequently. If that is not the case, the Group Lead Volunteer or District 14-24 Team Leader, as appropriate, must take appropriate and prompt action to strengthen the Section Team.

- 4.5.8.2 For all Scouting activities a risk assessment must be carried out (see Rule 9.1.1). This risk assessment cannot override the minimum requirements required in this chapter and by the activity rules in Chapter 9.

4.5.9 Members wear the approved uniform with distinguishing badges and scarves as described in Chapter 10. Minimum standards

- 4.5.9.1 The minimum standard for a Squirrel, Beaver, Cub, Scout or Explorer section is:
- a) operation overseen by a Section Team
 - b) for Squirrel Dreys, three adults. For other sections two adults.
 - c) the delivery of a safe, high quality balanced programme

- d) opportunities for the members to take part in the decision-making process. Any forum or committee should have youth members and volunteers working together
- e) the opportunity for every Squirrel, Beaver, Cub, Scout and Explorer to attend a minimum of one nights away experience every year.

4.5.9.2 The minimum standard for a Network section is:

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

4.5.9.3 The District Programme Team must support sections to reach the minimum standards.

4.5.9.4 If a section fails to reach the minimum standard for two consecutive years, the District Leadership Team must put in place a plan to rectify the issue.

A section which fails to reach the minimum standard for three consecutive years must be closed by the District Lead Volunteer.

4.5.10 Integrated sections

4.5.10.1 An integrated section may consist of one or more:

- a) Squirrels
- b) Beavers
- c) Cubs
- d) Scouts
- e) Explorers

The integrated section works together as one section.

4.5.10.2 An integrated section that includes any Squirrels, Beavers or Cubs should not meet for more than two hours.

4.5.10.3 The District Lead Volunteer must give prior approval for the establishment of an integrated section.

4.5.10.4 Members of integrated sections take part in a balanced programme, make the Promise and wear the uniform appropriate to their sectional age group.

4.5.10.5 The operation of integrated sections must follow integrated section guidelines.

4.5.11 Ensure programme flexibility for individual members

4.5.11.1 It is important that young people are seen as individuals and that they are regarded equally whatever their abilities or disabilities.

- 4.5.11.2 Section Teams must make reasonable adjustments to support the full participation of young people with additional needs, disabilities or life-limiting conditions.
- 4.5.11.3 The Group can request guidance from a network of volunteers supporting inclusion within Districts, Counties, Countries and from UK Headquarters.
- 4.5.11.4 Reasonable adjustments should be implemented to respond to the needs of the individual and aim to remove any barriers or support access, by adapting:
- a) physical features such as the meeting place
 - b) the way things are done such as age ranges, the Programme, routines
 - c) support provided such as equipment, adapting communication, level of support.
- 4.5.11.5 What is reasonable for the Group is dependent upon the effectiveness of the adjustment, whether it can actually be done, the cost and the resources of the Group at that time. Similar considerations should apply for Explorer and Scout Network members.
- 4.5.11.6 Making reasonable adjustments is an on-going duty and should be regularly reviewed.
- 4.5.11.7 Note: information and guidance is available to support young people with additional needs and neurodiversity.
- There is also information to obtain funding to support additional needs.
- 4.5.12 Joint Units**
- 4.5.12.1 A Joint Unit may consist of Rainbow Guides and Squirrels and Beavers; or Brownie Guides and Cubs; or Guides and Scouts who work together in one Unit. As a single Unit, they share leadership and facilities. See also 4.6.4.
- Formal Joint Units are not permitted between Explorers or Scout Networks and sections of Girlguiding, though joint activities are permitted.
- 4.5.12.2 A joint Unit is open to Members of either Association. The age group for a Joint Unit should be in accordance with Policy, Organisation and Rules and [Girlguiding website](#), although local Lead Volunteer may authorise some flexibility to assist in local circumstances.
- 4.5.12.3 Members wear the relevant Scouts or Girlguiding uniform as appropriate.
- 4.5.12.4 All other requirements and rules of each Association apply.

4.6 Groups

4.6.1 Types of Group

4.6.1.1 A Group may be registered as an Open Group (see 4.6.2), a Sponsored Group (see 4.6.3), or a Joint Scout and Guide Group (see 4.6.4).

4.6.1.2 A Group must not formally affiliate with external bodies unless it is registered as a sponsored Group (rule 4.6.3) or a Joint Scout and Guide Group (rule 4.6.4).

This does not apply to partnerships between Groups and Explorer Units.

4.6.2 Open Groups

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

4.6.3 Sponsored Groups

4.6.3.1 Guidance on sponsoring agreements, responsibilities of sponsoring authorities and agreements with regard to property and equipment are contained on the webpage [Community Sponsorship](#).

4.6.3.2 A Sponsored Group can be sponsored by an organisation approved by UK Headquarters. The Group will have a policy of recruitment defined in a formal agreement with the Sponsoring Authority.

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

4.6.3.3 Membership of a Sponsored Group must be voluntary for the members of the Sponsoring Organisation.

4.6.3.4 Sponsored Groups may have a policy of unrestricted or restricted recruitment as defined in a formal agreement between the District Leadership Team and the Sponsoring Authority.

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

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

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

4.6.4 Joint Scout and Guide Groups

- 4.6.4.1 Joint Scout and Guide/Guide and Scout Groups are recognised and supported by The Scout Association and Girlguiding.
- 4.6.4.2 It is important to note that the Scouts and Girlguiding are separate federated charities, with separate Royal Charters. This means that although joint Scout & Guide Groups are recognised, care must be taken to ensure that rules relevant to each charity are applied, and governance must be handled separately.
- 4.6.4.3 Joint Groups should be registered with each Association simultaneously and be fully integrated into the normal District, Division and County structures.
- 4.6.4.4 The registration of existing and new Joint Groups requires the approval of the relevant Lead Volunteers/Commissioners of both Associations.
- 4.6.4.5 The detailed operating arrangements for Joint Groups are a matter for local agreement.
- 4.6.4.6 Each unit within the Joint Group should follow the relevant Association's member programme for the section.
- 4.6.4.7 See also 13.3.6.

4.6.5 Special Groups

(Scouting for people in hospital or with severe disabilities)

- 4.6.5.1 A special provision may be developed to enable young people with a shared protected characteristic to access Scouting e.g. in a hospice or hospital. Special provisions can be used where it is not possible or appropriate for a young person to access mainstream Scouting.
- 4.6.5.2 Operations which do not follow the standard age range of sections must be approved by the District Lead Volunteer in consultation with those providing special scouting provision e.g. hospice. Age range flexibility should meet the required standards outlined in Rule 4.4.5.
- 4.6.5.3 Youth membership is acquired through making the Promise at an investiture ceremony. The Promise needs to be meaningful for each member and flexibility in expressing the Promise may be required to meet the needs of the individual.
- 4.6.5.4 Members may wear the uniform of the appropriate section to which they belong.
- 4.6.5.5 The Gateway Award, as an alternative to the DofE Award, may be achieved following the successful completion of the Gateway Award programme. The cloth badge is worn on the upper left arm.

4.6.5.6 Further guidance on the formation and operation of Special Groups is available from support@scouts.org.uk.

4.6.6 Nomenclature

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

4.6.7 Leadership of the Group

4.6.7.1 A Group is led by a Group Leadership Team with charity governance the responsibility of a Group Trustee Board. Through the Group Lead Volunteer, they are accountable to the Group Scout Council for the satisfactory running of the Group.

The Group Lead Volunteer is assisted and supported by the adults appointed within the Group Leadership Team in the safe delivery of the high quality programme for young people within the Group.

4.7 Districts

4.7.1 Leadership of the District

4.7.1.1 A Scout District is led by a District Leadership Team with charity governance the responsibility of a District Trustee Board. Through the District Lead Volunteer they are accountable to the District Scout Council for the satisfactory running of the District.

4.8 Counties

4.8.1 Leadership of the County

4.8.1.1 A Scout County is led by a County Leadership Team with charity governance the responsibility of a County Trustee Board. Through the County Lead Volunteer they are accountable to the County Scout Council for the satisfactory running of the County.

4.9 The Adult Learning Scheme

4.9.1 The Adult Learning Tree

4.9.1.1 The Adult Learning Tree provides a framework for adult volunteer with a series of learning experiences to support them in their role within Scouting. The Adult Learning Tree is split into the two distinct stages of Growing Roots and Branching Out.

4.9.1.2 Growing Roots is the foundation of every adult volunteer’s learning experience and provides a source of information and guidance all adult volunteers require, including:

- a) Four courses applicable to all volunteers:
 - Creating Inclusion
 - Safe Scouting
 - Who we are and What we do
 - Data Protection in Scouts
- b) Delivering a great programme (for Section Teams)
- c) Leading Scout Volunteers (for Lead Volunteers and Team Leaders)
- d) Being a Trustee in Scouts (for Trustees)

4.9.1.3 Branching out provides a range of additional learning that adults volunteers may find helpful in their Scouting role.

4.9.2 Support for Adult Learning

4.9.2.1 The membership system includes learning management support. This will record all of the completed learning for adult volunteers. If there is any compulsory learning for the roles or accreditations that a volunteer undertakes this will be shown within the system.

Volunteers and their line managers will be automatically reminded when learning is due for completion and also when it has been completed.

4.9.2.2 Some courses will require to be regularly repeated as ongoing learning – reminders for these will be automatically generated when learning is due for renewal.

4.9.2.3 District/County Volunteer Development Teams have responsibility to ensure that our volunteers are appropriately skilled to undertake their roles.

These teams will be responsible for ensuring that all adult volunteers are completing the assigned learning within the timeframes required and monitor completion.

Additionally, the teams will review the learning available locally and ensure that where training courses or workshops are required that they are made available. These opportunities may be provided in a single District or County or may be a shared responsibility.

Where learning assessment is required appropriately accredited members of the team will undertake this task.

4.9.2.4 Adult learning requirements are further detailed in Chapter 16.

4.9.3 The Wood Badge

4.9.3.1 The Wood Badge is an optional award gained through completion of the Growing Roots learning together with elements of the Branching out chosen by the adult volunteer.

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

4.10 Registrations, changes, amalgamations, suspensions and closures

4.10.1 Open, change, merge or close a section ^{SV}

4.10.1.1 The Group Lead Volunteer may make changes on the membership system to the organisation records regarding Squirrel, Beaver, Cub and Scout sections. Similarly, the District 14-24 Team Leader may make changes on the membership system to the organisation records regarding Explorer and Network sections.

4.10.1.2 The Group Lead Volunteer may register, suspend or close Squirrel, Beaver, Cub and Scout sections following consultation with the District Lead Volunteer. The sponsoring authority (if any) must also be consulted.

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

4.10.1.3 The District Lead Volunteer may register, suspend or close Explorer Units following agreement by the District 14-24 Team Leader, and the Group Lead Volunteers of the District.

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

4.10.1.4 The District Lead Volunteer may register, suspend or close the Scout Network following agreement by the District 14-24 Team Leader, and the County Programme Team Leader.^{SV}

In the case of closure, the membership of each member of the closed Scout Network will cease, unless alternative arrangements for membership are made by the District 14-24 Team Leader or the District Lead Volunteer.

4.10.2 Open, change, merge or close a Group, District or County

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

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

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

4.10.3 Changes in registration

4.10.3.1 Changes in the recorded details of any section can be made directly on the membership system by the Group Lead Volunteer or District 14-24 Team Leader as appropriate.

4.10.3.2 Changes in the composition of a Group made by the addition or loss of Squirrel, Beaver, Cub, Scout sections do not require a change of registration but the changes must be recorded on the membership system by the Group Lead Volunteer or their nominee.

4.10.3.3 Changes in the composition of a District caused by the addition or loss of Explorer or Network sections do not require a change of registration but the changes must be recorded on the membership system by the District 14-24 Team Leader or their nominee.

4.10.3.4 There is further information available regarding [Implementing Boundary Changes](#).

4.10.3.5 Registering, moving or closing Groups or Districts

The forms required for registering, moving, closing Groups or Districts can be found at [Registration Forms](#):

- a) To register a new Group, use form C
- b) To move a Group to another District, apply to the District Lead Volunteer of the current District using form C3
- c) To close a Group or District use form C4
- d) To amalgamate Groups or Districts use form C5
- e) To open or close a Squirrel, Beaver, Cub or Scout section within a Group, no change of registration is required other than to update the membership system appropriately
- f) To open or close an Explorer or Scout Network section within a District, no change of registration is required other than to update the membership system appropriately

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

4.10.4 Annual renewal of registration

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

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

4.10.4.3 Registrations of Groups and Districts

Before registering a new Group or District, the District or County Lead Volunteer must be satisfied that:

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

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

4.10.4.4 If the District Lead Volunteer refuses to recommend the registration of a Group, the District Lead Volunteer must send a full report to the appropriate Country Headquarters, with a copy to the County Lead Volunteer.

4.10.4.5 If the County Lead Volunteer refuses to recommend the registration of a District, the County Lead Volunteer must send a full report to the appropriate Country Headquarters.

4.10.4.6 Close a Group

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

When the registration of a Group is cancelled the Group ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.

Charity law does not permit a Group to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.

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

In the event of all the members leaving, the District must close the Group and cancel its registration.

In the event that not all the members leave, it will be a decision for the District Leadership Team as to whether to close the Group or try to keep it running with a reduced membership.

4.10.4.7 **Close a District**

The County Leadership Team may recommend closure of a District. As part of that agreement process, the District Leadership Team and District Chair must have the opportunity to present their views to the County Leadership Team.

When the registration of a District is cancelled the District ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.

Charity law does not permit a District to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.

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

In the event of all the members leaving, the County will close the District and cancel its registration.

In the event that not all the members leave, it will be a decision for the County Leadership Team as to whether to close the District or try to keep it running with a reduced membership.

4.10.4.8 **Registration or suspension of Scout Counties**

4.10.4.9 The registration, suspension and closing of **Scout Counties** are matters for the Country Headquarters. This includes their amalgamation and changes in boundary.

4.10.4.10 **Close a County**

The Country Lead Volunteer may recommend closure of a County.

As part of that agreement process, the County Lead Volunteer and County Chair must have the opportunity to present their views to the Country Leadership Team.

When the registration of a Scout County is cancelled the Scout County ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.

Charity law does not permit a County to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.

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

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

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

4.10.5 Suspend the registration of a Group, District or County

4.10.5.1 Suspension of registration is a purely temporary measure.

4.10.5.2 Suspend a Group

A Group may have its registration suspended by the District Lead Volunteer, after consultation with the District Leadership Team

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

In exceptional circumstances, UK Headquarters may suspend the registration of a Group. This must be done in consultation with the County Lead Volunteer.

Suspension of registration may also be a consequence of the suspension of the District. In such a case the County Lead Volunteer may direct that Groups will not be suspended but attached to a neighbouring District or to the County as appropriate.

4.10.5.3 Suspend a District

A District may have its registration suspended by the County Lead Volunteer after approval by the County Leadership Team.

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

In exceptional circumstances, UK Headquarters may suspend the registration of a District. This must be done in consultation with the County Lead

Volunteer and the Regional Lead Volunteer in England or Wales or the Country Chief Volunteer (or equivalent) elsewhere.

Suspension may also be a consequence of the suspension of the County. In such a case the Country Chief Volunteer may direct that Districts will not be suspended but attached to a neighbouring County.

4.10.5.4 **Suspend a County**

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

4.10.5.5

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

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

If the Group Trustee Board is included in the suspension, this must be specified and the District Trustee Board will be responsible for the administration of Group property and finance during the period of suspension.

The Group Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the County Lead Volunteer.

4.10.5.6

In the event of suspension of a District, all District, District Scout Network, Explorer Unit, and Group activities must cease. All District Scout Network Members, members of Explorer Section Teams and all adults appointed with any role within the Groups of the District must be suspended as if each were individually suspended.

During suspension, no member of the District, District Scout Network, Unit or Group may wear uniform or badges.

If the District Trustee Board is included in the suspension, this must be specified and the County Trustee Board will be responsible for the administration of District property and finance during the period of suspension.

The District Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the Region/Country Lead Volunteer.

4.10.5.7

In the event of suspension of a County, all County, District, and Group activities must cease and all adults appointed with any role within the Scout County and within the Groups and Districts of the County must be suspended as if each were individually suspended unless otherwise specified by the most senior Country Committee.

During suspension, no member of the County, District, or Group may wear uniform or badges.

If the County Trustee Board is included in the suspension, this must be specified and the most senior Country Committee will be responsible for the administration of County property and finance during the period of suspension.

The County Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the most senior Country Committee.

- 4.10.5.8 A District Lead Volunteer who suspends a Group must report the matter with full details to the County Lead Volunteer.
They must also notify the County Secretary, the Sponsoring Authority and the appropriate Country Headquarters.
- 4.10.5.9 A County Lead Volunteer who suspends a District must report the matter with full details to the Country Headquarters.
The County Secretary must report the circumstances as soon as possible to the County Trustee Board.
- 4.10.5.10 The Country Lead Volunteer which suspends a County must report the matter with full details to UK Headquarters.
- 4.10.5.11 The District or County Lead Volunteer should consult their Country Headquarters as to how best to resolve the underlying problem which led to the suspension.
The Country Lead Volunteer should consult UK Headquarters as to how best to resolve the underlying problem which led to the suspension.

4.10.6 Suspend an Explorer Unit

- 4.10.6.1 Suspension of registration is a purely temporary measure.
- 4.10.6.2 An Explorer Unit may be suspended by the District Lead Volunteer in consultation with the District Leadership Team and District 14-24 Team Leader
- 4.10.6.3 Suspension may also be a consequence of the suspension of the District.
In such a case the County Lead Volunteer may direct that Explorer Units will not be suspended but attached to a neighbouring District or to the County as appropriate.
- 4.10.6.4 In the event of suspension all Explorer Unit activities must cease and all Unit leadership team members are automatically suspended as if each were individually suspended.

4.10.6.5 During suspension no member of the Explorer Unit may wear uniform or badges.

4.10.6.6 A District Lead Volunteer who suspends a Explorer Unit must report the matter with full details to the County Lead Volunteer.

4.10.7 Suspend a Scout Network^{SV}

4.10.7.1 Suspension of registration is a purely temporary measure.

4.10.7.2 A District Scout Network may be suspended by the District Lead Volunteer in consultation with the District Leadership Team and the District 14-24 Team Leader.

4.10.7.3 Suspension may also be the consequence of the suspension of the District.^{SV}
In such a case the County Lead Volunteer may direct that the District Scout Network will not be suspended but attached to a neighbouring District or to the County as appropriate.

4.10.7.4 Suspension may also be a consequence of the suspension of the County. In such a case the County Lead Volunteer may direct that Scout Network members will not be suspended but attached to a District or neighbouring County as appropriate.

4.10.7.5 In the event of suspension all District Scout Network activities must cease and all members of the District Scout Network are automatically suspended as if each were individually suspended.

4.10.7.6 During suspension no member of the District Scout Network may wear uniform or badges.

A District Lead Volunteer who suspends a District Scout Network must report the matter with full details to the County Lead Volunteer.

Chapter 5

Local governance and finance of Groups, Districts, Counties

Chapter contents

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- 5.2 Constitution – governance context ^{SV}
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 - 5.7.8 Payment of the membership subscription ^{SV}
 - 5.7.9 Fundraising
 - 5.7.10 Grant Aid and Loans

About the structure of this chapter:

- 5.1, 5.3 and 5.7 are rules which must be followed.
- 5.2 provides context about constitutions.
- 5.4, 5.5, 5.6 are model constitutions for, respectively, Groups, Districts, Counties.
All Groups are very strongly encouraged to adopt the model constitution in 5.4 (see 5.3.1.1 within 5.3).
All Districts are very strongly encouraged to adopt the model constitution in 5.5 (see 5.3.1.1 within 5.3).
All Counties are very strongly encouraged to adopt the model constitution in 5.6 (see 5.3.1.1 within 5.3).

Timings:

- The changes to membership of the Trustee Board only come into effect at the first Annual General Meeting following the County/District/Group transition to the new membership system. In most cases that will be at the 2024 Annual General Meeting. The name change (to Trustee Board and Trustees) and the changed purpose statements were introduced in April 2023 and already apply.
- Of course, the Trustee Board 'membership' changes must be considered in the planning for the 2024 Annual General Meeting, so that the correct Trustee appointments can be made at the AGM.

5.1 Scope ^{SV}

- 5.1.1.1 This chapter applies only to Groups, Districts and Counties within the Scouts' federation of charities.
Matters concerning UK and nation headquarters are detailed in chapter 6 of POR.
- 5.1.1.2 Each Group, District and County is a separate unincorporated educational charity within the Scouts' federated structure and must operate as such, regardless of whether the Group, District or County is registered with a charity regulator.
- 5.1.1.3 The members of the charity are the members of the Scout Council as defined in this chapter.
- 5.1.1.4 The governance and financial arrangements for Groups, Districts and Counties are governed by this POR chapter.

- 5.1.1.5 Chapter 13 of POR may also apply if the charity is registered, including if it has ownership of land or property.
- 5.1.1.6 For Counties that have no Districts, or have a directly administered District, or have a directly administered Group, the County Trustee Board must also enact the District-related or Group-related responsibilities of this chapter.
- 5.1.1.7 For Districts that have a directly administered Group, the District Trustee Board must also enact the Group-related aspects of this chapter.

5.2 Constitution – governance context ^{SV}

Good governance focusses on oversight and strategy and maintains focus on supporting and assuring the organisation's strategic goals. This is further explained in the team descriptions for Trustee Boards.

- 5.2.1.1 Every charity must adopt a governing document. In the Scouts' federation of charities, and in this chapter, the governing document is referred to as a 'constitution'.

A governing document explains what the charity is set up to do, and how it should operate. It sets out the rules to be followed in the governance of the charity. All Trustees must understand their constitution, and make sure it is kept up to date.

For ease, this chapter includes a model constitution that can be adopted by each Group, District and County (see 5.4, 5.5, 5.6 respectively).

- 5.2.1.2 Every Trustee Board must be clear about their charity's aims and ensure that these are being delivered effectively and sustainably.
- 5.2.1.3 Charities exist to fulfil their charitable purposes. Trustees must understand the environment in which the charity is operating and lead the charity in fulfilling its purposes as effectively as possible with the resources available. To do otherwise would be failing beneficiaries, funders and supporters.
- 5.2.1.4 Charity Trustees must collectively:
- ensure that the charity is carrying out its purposes for the public benefit
 - comply with the charity's governing document and the law
 - act in the charity's best interests
 - manage the charity's resources responsibly
 - act with reasonable care and skill

5.2.1.5 Charity Trustees must ensure that they follow the guidance of their charity regulator: Although chapter 5 of POR should be followed, it is important that each Trustee Board is also aware of the charity regulator that governs them. Key regulators are the Charity Commission (England and Wales), the Scottish Charity Regulator (Scotland), and the Charity Commission for Northern Ireland. Other territories also have their own charity regulator, including Gibraltar, the Bailiwick of Guernsey, Isle of Man and Jersey.

5.3 Constitution - requirement ^{SV}

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

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

The model constitutions in 5.4, 5.5 and 5.6 describe the role, membership and operation of the Scout Council, and the Trustee Board.

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

A Group, District, or County which adopts unchanged the model constitution in 5.4, 5.5, 5.6 as appropriate must record in their Annual General Meeting minutes that POR 5.4, 5.5 or 5.6 is fully adopted as its constitution.

A Group, District, or County which adopts the model constitution in 5.4, 5.5 or 5.6 but makes a local amendment to the model constitution, must record in the minutes of their Annual General Meeting:

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

5.3.1.3 As stated in 16.1.2, a person must have reached their 18th birthday before they take on a charity Trustee role in the Scouts.

5.3.1.4 There are three classifications of Trustee:

- a) Ex officio
These people are Trustees by virtue of their role in the Scouts. They are a vital part of the Trustee Board, providing a clear link with the leadership and operation of Scouting by the charity.

b) Appointed by the Scout Council

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

This selection process may include nominations and/or an election process and/or other locally appropriate procedures. It may include selection of persons with specific skills from outside Scouting. The Trustee vacancies should be advertised widely so that it is clear that it is an open process. It may include members of the Scout Council and can also include people from outside the Scout Council (including from outside the Scouts) provided that there is no conflict of interest.

c) Co-opted by the Trustee Board

These Trustees are appointed by the Trustee Board,. Co-opting offers the Trustee Board a way of broadening its skills mix or to introduce potential new Trustees mid-year.

Care must be taken by the Trustee Board to ensure that co-opted appointments follow an appropriate selection process, similar to that described for Appointed Trustees.

5.3.1.5 Certain people are disqualified from being charity trustees by virtue of the Charities Acts. This must be determined during the appointment process through the Trustee's declaration and by Trustee eligibility checks (see Rule 16.1.3.1(d) and (e)).^{SV}

5.3.1.6 In a previous edition of POR, Section Leaders (if they opted in), Deputy Group Scout Leaders and Group Secretary (if appointed) were ex officio members of the Group Trustee Board. If they are currently appointed as Trustees at the time of this edition of POR becoming 'live' then their role as a Trustee will continue until the next Group AGM, or until 31st December 2024, whichever is sooner.

The old title should be interpreted as the new role title for the purpose of identifying ex officio trustees. The old role titles and responsibilities do not continue in any respect other than ex officio Group Trustee responsibilities.

5.3.1.7 In a previous edition of POR, the District Explorer Scout Commissioner, the District Scout Network Commissioner and the District Secretary (if appointed) were ex officio members of the District Trustee Board. If they are currently appointed as Trustees at the time of this edition of POR becoming 'live' then their role as a Trustee will continue until the next District AGM, or until 31st December 2024, whichever is sooner.

The old title should be interpreted as the new role title for the purpose of identifying ex officio trustees. The old role titles and responsibilities do not continue in any respect other than ex officio District Trustee responsibilities.

5.3.1.8 In a previous edition of POR, the County Secretary (if appointed) was an ex officio member of the County Trustee Board. If they are currently appointed as a Trustee at the time of this edition of POR becoming 'live' then their role as a Trustee will continue until the next Group AGM, or until 31st December 2024, whichever is sooner.

The old title should be interpreted as the new role title for the purpose of identifying ex officio trustees. The old role titles and responsibilities do not continue in any respect other than ex officio County Trustee responsibilities.

5.3.1.9 Term of appointment

- a) Appointed Trustees are appointed by the Scout Council for an initial period of no longer than three years.
Further periods of appointment may be agreed by the Scout Council,
- b) Co-opted Trustees are appointed by the Trustee Board for an initial period of one year.
Further periods of appointment may be agreed by the Trustee Board, though co-opted Trustees are encouraged to move to being appointed trustees at the next AGM.
- c) Appointed and co-opted Trustees must serve no more than nine years in a Trustee role on the specific Trustee Board (this includes Chair and Treasurer). As example, if a Trustee served three years and then became Treasurer, that person could be Treasurer for no more than six years.
- d) A volunteer who has been a Trustee can be appointed again to the same Trustee Board, after a gap of three years.
- e) Ex officio Trustees hold their trustee responsibilities for as long as they hold their role that includes trustee responsibility. Their Trustee membership of the Trustee Board ceases as soon as they are no longer in role.

5.3.1.10 All Trustees must complete learning as specified in Rule 16.1.3.1(g), 16.2.3.1(g) and the Chapter 16 Teams Table.

5.3.1.11 In addition to the Rules in 5.3, key parts of the model constitution in 5.4, 5.5 or 5.6 are Rules that must be followed. To ensure good and transparent governance, reasons for any variation from 5.4, 5.5 or 5.6 must be clearly documented in the minutes of the Annual General Meeting.

5.4 Constitution for a Group¹

5.4.1 Preamble

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

In the interest of openness, especially for new members of the Group Scout Council, the Group Scout Council should re-adopt their constitution at each Annual General Meeting.

5.4.2 Charitable objects

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

5.4.3 The Group Scout Council and the Group Trustee Board

5.4.3.1 The Group Scout Council has a governance role for the charity and, in particular, makes Group Trustee Board appointments other than ex officio and co-opted appointments (see Rule 5.4.5.2.c).

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

5.4.3.3 The Group Scout Council has no Trustee responsibilities.

5.4.4 The Group Scout Council - membership

5.4.4.1 Membership of the Group Scout Council does not provide any membership status of the Scouts.

5.4.4.2 There are three categories of membership of the Group Scout Council:

- a) Ex officio members, who are people who are members by virtue of their role in The Scouts.
- b) Appointed members, are other supporters of the Group. They are appointed by the Group Scout Council.
- c) Community members may be appointed by the Group Scout Council because of their role in the local community, for example local headteachers or local councillors.

¹ This model constitution becomes effective **FROM** the point of the County's transition to the new membership system. **From the point of transition**, some of the Trustee Board responsibilities transfer to the Group Leadership Team – these changes are reflected in this January 2024 edition of Policy, Organisation and Rules.

- 5.4.4.3 The total number of appointed and community members of a Group Scout Council must not exceed the number of Ex Officio members.
- 5.4.4.4 Appointed members of a Group Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.
- 5.4.4.5 Community members of a Group Scout Council are initially appointed for a term of one year, though they may be renewed annually at the Annual General Meeting.
- 5.4.4.6 Group Trustee Board administration (see 5.4.7.9) must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the Annual General Meeting). Scout Council members (whether ex officio or appointed or community) must not be recorded as Scout Council Members on The Scout Association's membership system.
- 5.4.4.7 **Group Scout Council membership**
- a) The ex officio members of the Group Scout Council are:
 - all adult members of the Group – see Group teams and roles listed in the Chapter 16 Teams Table of The Scout Association's Policy, Organisation and Rules
 - all Patrol Leaders of the Troop(s) in the Group
 - all parents or carers of Squirrels, Beavers, Cubs and Scouts
 - all Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
 - all parents and carers of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
 - the Sponsoring Authority, where there is one, or its nominee
 - the District Lead Volunteer
 - the District Chair
 - b) The appointed members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Lead Volunteer and the Group Trustee Board. The number of appointed members must not exceed the number of ex officio members.
 - c) The County Lead Volunteer has the right of attendance at each Group Scout Council meeting in the County.
 - d) Membership of the Scout Council ends when the:
 - member resigns

- member no longer qualifies as a member of the Group Scout Council
- Group Scout Council is dissolved
- Group Scout Council membership is terminated by UK Headquarters following a recommendation by the Group Trustee Board.

5.4.5 Group Scout Council - Annual General Meeting

5.4.5.1 Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year.

5.4.5.2 The Annual General Meeting must:

- a) Undertake governance oversight
 - approve the minutes of the previous Group AGM
 - adopt (or re-adopt) the constitution of the Scout Group charity (see Rule 5.3) of The Scout Association Policy, Organisation and Rules.
 - note the dates of charity's financial year
 - approve appointed and community members of the Group Scout Council
 - agree the maximum total number of members of the Group Trustee Board
 - agree the quorum for future meetings of the Group Scout Council
- b) Review the previous year
 - receive from the Group Lead Volunteer an overview of the past 12 months of Scouting activity in the Group
 - receive and consider the Group [Trustees' Annual Report](#) and the annual statement of accounts approved by the Group Trustee Board.

Prior to the AGM, the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see 5.7.3). This must include the formal report prepared by the auditor, independent examiner, or scrutineer.
- c) Make appointments
 - appoint a Chair of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.
 - appoint a Treasurer of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.

- appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.
- approve the appointment of any Group Presidents or Group Vice Presidents, and note current appointees (if any)
- appoint (or re-appoint) an auditor, independent examiner or scrutineer as [required](#)

5.4.5.3 Following each Annual General Meeting, the Group Trustee Board administration (see 5.4.7.9) must ensure that:

- 1) all appointed Trustees are recorded on the membership system, as required by Rule 16.2.2. of The Scout Association Policy, Organisation and Rules
- 2) the Group Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed as described in Rule 5.7 of The Scout Association Policy, Organisation and Rules

It is good practice for the Group Trustee Board to verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting, even though the minutes cannot be formally approved until the charity's next Annual General Meeting.

5.4.5.4 Governance roles must be distinct to help manage conflicts of interest. This means that the roles of Group's Chair and Treasurer must be kept separate and be done by two different people.

5.4.6 Group Trustee Board - purpose ^{SV}

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

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

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

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

- a) The charity is:
 - well managed
 - carrying out its purposes for the public benefit
 - complying with the charity's governing document and the law
 - managing the charity's resources responsibly

- b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in chapter 2 of The Scout Association Policy, Organisation and Rules.
- c) young people are meaningfully involved in decision making at all levels
- d) the Group has sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of the high quality programme and resource requirements of the training programme (Rule 4.2.2 of The Scout Association Policy, Organisation and Rules)

5.4.6.3 The Group Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations
- b) ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group
- c) maintain and manage:
 - a reserves policy for the charity (including a plan for use of reserves outside the 'minimum')
 - an investment policy for the charity
 - a public benefit statement for the charity
- d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained
- e) ensure the appointment and management and operation of any sub-teams, including appointing a Chair to lead the sub-team. This should normally be one of the Group's Trustees.
- f) ensure that effective administration is in place to support the work of the Group Trustee Board
- g) appoint any co-opted members of the Group Trustee Board
- h) ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer (as appropriate) and as appointed by the Group Scout Council at their Annual General Meeting
 - prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)

- present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the Group's Annual General Meeting (AGM)
 - following the Group AGM, ensure that a copy of the Group Trustees' Annual Report and Accounts is sent to the District Trustee Board administration (see 5.4.7.9) and, if the Group is a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- i) take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor
 - j) individually and collectively maintain confidentiality regarding appropriate Trustee Board business
 - k) put in place annually a selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board.
 - l) where staff are employed:
 - act as a responsible employer in accordance with Scouting's values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

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

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

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

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

5.4.7 Group Trustee Board - membership ^{SV}

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

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- 5.4.7.2 A Group Trustee Board should comprise a maximum of 12 Trustees (the total of all Trustee categories), with a minimum of 5 Trustees. The maximum number of Trustees should be agreed by the Group Scout Council at its AGM.
- 5.4.7.3 Each ex officio, appointed and co-opted member of the Group Trustee Board is a charity Trustee of the Group.
- People invited to attend meetings of the Group Trustee Board, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.
- 5.4.7.4 Certain people are disqualified from being charity trustees by virtue of the Charities Acts
- 5.4.7.5 Some Groups may also need to register as a charity (See Rule 13.1.2 of The Scout Association Policy, Organisation and Rules).^{SV}
- If registered, the Group registration number must be recorded on the membership system.
- Groups must not use any other charity number than their own.
- 5.4.7.6 All Trustees must complete learning as specified in Rule 16.2.1 of The Scout Association Policy, Organisation and Rules and the Chapter 16 Teams Table of The Scout Association Policy, Organisation and Rules.
- 5.4.7.7 It is good practice for a Group Trustee Board, and any sub-teams, to have at least two Trustees aged between their 18th and 25th birthdays.
- 5.4.7.8 Where there are multiple role holders for a role that has ex officio Trustee status, each role holder must be eligible to be a Trustee (as specified in Chapter 16), even though only one will be appointed as a Trustee.
- 5.4.7.9 Each Group Trustee Board requires effective administration. This administration is part of the responsibility of the Group Leadership Team. The administration can be provided by one or more persons as appropriate to the Group.
- 5.4.7.10 The selection processes leading to appointment of Group Trustees must include a rigorous and transparent selection process, which includes advertising vacancies widely.
- 5.4.7.11 The members of the Group Trustee Board are:
- a) The Group Lead Volunteer is an ex officio member of the Group Trustee Board.^{SV}

There is only one ex officio Trustee role for a Group Lead Volunteer, so where there are joint role holders for Group Lead Volunteer, the role holders must decide, in discussion the Group Chair, which of them will be the ex officio Trustee. However, each Group Lead Volunteer role holder must be eligible to be a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules).

- b) The Group Trustee Board must initiate a selection process to propose a Group Chair to the Group Scout Council for appointment at their AGM.
- c) The Group Trustee Board must initiate a selection process to propose a Group Treasurer to the Group Scout Council for appointment at their AGM.
- d) The appointed members of a Group Trustee Board are persons appointed by the Group Scout Council at the Group's AGM. This will follow a selection process initiated and overseen by the Group Trustee Board.
- e) The co-opted members of a Group Trustee Board are persons co-opted annually by the Group Trustee Board. The number of co-opted members must not exceed the actual number of appointed Trustees (excluding Chair and Treasurer).
- f) The District Lead Volunteer, the District Chair and the County Lead Volunteer each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County.
- g) The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

5.4.7.12 If a Trustee Board Chair or Treasurer resigns, then Rule 16.9.2 of The Scout Association Policy, Organisation and Rules must be followed.

5.4.8 Group Scout Council - Conduct of meetings

5.4.8.1 The Group Scout Council meets at their Annual General Meeting (see Rule 5.4.5). It would be unusual for there to be additional meetings of the Group Scout Council.

5.4.8.2 A Group Scout Council meeting should normally be convened with at least twenty eight calendar days' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

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

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

- 5.4.8.4 Only Group Scout Council members, as defined in Rule 5.4.4, may vote in Scout Council meetings.
- 5.4.8.5 The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their Annual General Meeting.
- If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available appropriate date.
- 5.4.8.6 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.4.8.7 In order to discharge their responsibilities, the Group Scout Council may meet by video conference as well as (or instead of) face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.
- At any meeting which is not fully in person and face-to-face, there must be an online poll or other electronic method of counting votes.
- 5.4.8.8 All meetings of the Group Scout Council (whether face-to-face or otherwise) must be properly recorded and minuted.

5.4.9 Group Trustee Board - Conduct of meetings

- 5.4.9.1 Meetings of the Group Trustee Board should be convened on at least fourteen calendar days' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the Group Trustee Board.
- 5.4.9.2 Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present, they may appoint a delegate to chair a meeting of the Group Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.
- 5.4.9.3 Only members of a Trustee Board as defined in Rule 5.4.7 may vote in meetings of the Trustee Board.
- 5.4.9.4 The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.
- If there is no quorum present at a meeting of the Group Trustee Board, the meeting must be closed and reconvened at the earliest available appropriate date.

- 5.4.9.5 In the case of sub-teams of the Group Trustee Board, the quorum for each sub-team must be set by the Group Trustee Board, based on the size of the sub-team and the complexity of its task(s).
- 5.4.9.6 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.4.9.7 In order to discharge their responsibilities, the Group Trustee Board may meet by telephone and/or video conference as well as face to face when agreed by the Group Chair. This includes 'hybrid' meetings, where some members are present at an agreed meeting place and others join by telephone or video.
- 5.4.9.8 Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not practicable to convene a meeting of the Group Trustee Board then an electronic voting method (such as email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Group Chair). In such circumstances at least 75% of the members of the Group Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next Group Trustee Board meeting.

5.5 Constitution for a District²

5.5.1 Preamble

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

In the interest of openness, especially for new members of the District Scout Council, the District Scout Council should re-adopt their constitution at each Annual General Meeting.

5.5.2 Charitable objects

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

5.5.3 The District Scout Council and the District Trustee Board

5.5.3.1 The District Scout Council has a governance role for the District Scout charity and, in particular, makes District Trustee Board appointments other than ex officio and co-opted appointments (see Rule 5.5.4.2).

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

5.5.3.3 The District Scout Council has no Trustee responsibilities.

5.5.4 The District Scout Council - membership

5.5.4.1 Membership of the District Scout Council does not provide any membership status of the Scouts.

5.5.4.2 There are three categories of membership of each District Scout Council:

- a) Ex Officio members, who are people who are members by virtue of their role in The Scouts.
- b) Appointed members, who are other supporters of the District appointed by the District Scout Council
- c) Community members may be appointed by the District Scout Council because of their role in the local community, for example local headteachers or local councillors.

² This model constitution becomes effective **FROM** the point of the County's transition to the new membership system. **From the point of transition**, some of the District Trustee Board responsibilities transfer to the District Leadership Team and the District Support Team – these changes are reflected in this January 2024 edition of Policy, Organisation and Rules.

- 5.5.4.3 The total number of appointed and community members of a District Scout Council must not exceed the number of Ex Officio members.
- 5.5.4.4 Appointed members of a District Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.
- 5.5.4.5 Community members of a are appointed to the District Scout Council are initially appointed for a term of one year, though they may be renewed annually at the Annual General Meeting.
- 5.5.4.6 District Trustee Board administration (see Rule 5.5.7.9) must ensure that appointed District Scout Council Members are recorded locally in the minutes of the District Scout Council meeting which appoints them (normally the Annual General Meeting). District Scout Council members (whether ex officio or appointed) must not be recorded as District Scout Council Members on The Scout Association's membership system.
- 5.5.4.7 **District Scout Council membership**
- a) The ex officio members of the District Scout Council are:
- all adult members with a role on one of the District's teams of the Scout District - see District teams and roles in the Chapter 16 Teams Table of The Scout Association's Policy, Organisation and Rules
 - all Group Lead Volunteers from the District
 - all Group Trustee Board Chairs from the District
 - all Group Trustee Board Treasurers from the District
 - all Section Team Leaders from the District
 - all Section Team Members from the District
 - all Explorers (including Young Leaders) in the District
 - all members of the Scout Network in the District
 - all parents and carers of all Explorers (including Young Leaders)
 - a representative of the District Troop Leadership Forum, selected from amongst the membership of the Forum
 - the County Lead Volunteer
 - the County Chair
- b) The appointed members of the District Scout Council are other supporters of the District appointed by the District Scout Council on the recommendation of the District Lead Volunteer and the District Trustee Board. The number of appointed members must not exceed the actual number of ex officio members.

- c) Membership of the District Scout Council ends when the:
- member resigns
 - member no longer qualifies as a member of the District Scout Council
 - District Scout Council is dissolved
 - District Scout Council membership is terminated by UK Headquarters following a recommendation by the District Trustee Board.

5.5.5 District Scout Council - Annual General Meeting

5.5.5.1 Each District Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the District's financial year.

5.5.5.2 The Annual General Meeting must:

- a) Undertake governance oversight
- approve the minutes of the previous District AGM
 - adopt (or re-adopt) the constitution of the charity. See Rule 5.3 of The Scout Association Policy, Organisation and Rules.
 - note the dates of charity's financial year
 - approve appointed and community members of the District Scout Council
 - agree the maximum total number of members of the District Trustee Board
 - agree the quorum for future meetings of the District Scout Council
- b) Review the previous year
- receive from the District Lead Volunteer an overview of the past 12 months of Scouting activity in the District
 - receive and consider the District [Trustees' Annual Report](#) and the annual statement of accounts approved by the District Trustee Board.
- Prior to the AGM, the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see 5.7.3). This must include the formal report prepared by the auditor, independent examiner, or scrutineer.
- c) Make appointments
- appoint a Chair of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board.

- appoint a Treasurer of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board.
- appoint other members of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board.
- approve the appointment of any District Presidents or District Vice Presidents, and note current appointees (if any).
- appoint (or re-appoint) an auditor, independent examiner or scrutineer as [required](#)
- nominate representatives of the District Scout Council to represent the District on the County Scout Council.

5.5.5.3 Following each District Annual General Meeting, the District Trustee Board administration (see Rule 5.5.7.9) must ensure that:

- 1) all appointed Trustees are recorded on the membership system, as required by Rules 16.1.2 and 16.2.2.4 of The Scout Association Policy, Organisation and Rules
- 2) the District Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed as described in Rule 5.7 of The Scout Association Policy, Organisation and Rules

It is good practice for the District Trustee Board to verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting, even though the minutes cannot be formally approved until the charity's next Annual General Meeting.

5.5.5.4 Governance roles must be distinct to help manage conflicts of interest. This means that the roles of District Chair and District Treasurer must be kept separate and be done by two different people.

5.5.6 **District Trustee Board – purpose** ^{SV}

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

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

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

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

- a) The charity is:

- well managed
 - carrying out its purposes for the public benefit
 - complying with the charity's governing document and the law
 - managing the charity's resources responsibly
- b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in chapter 2 of The Scout Association Policy, Organisation and Rules.
- c) young people are meaningfully involved in decision making at all levels
- d) the District has sufficient resources (funds, people, property and equipment) available to meet the planned work of the District including delivery of the high quality programme and resource requirements of the training programme (see Rule 4.2.2)

5.5.6.3 The District Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations
- b) ensure that the District's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the District
- c) maintain and manage:
- a reserves policy for the charity (including a plan for use of reserves outside the 'minimum')
 - an investment policy for the charity
 - a public benefit statement for the charity
- d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the District is properly protected and maintained
- e) ensure the appointment and management and operation of any sub-teams, including appointing a Chair to lead the sub-team. This should normally be one of the District's Trustees.
- f) ensure that effective administration is in place to support the work of the District Trustee Board
- g) appoint any co-opted members of the District Trustee Board
- h) ensure transparency of operation, including:
- prepare and approve the Annual Accounts and arrange their examination (by an auditor, independent examiner or scrutineer as appropriate and as appointed by the District Scout Council at their Annual General Meeting)

- prepare and approve the District Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
 - present the approved Trustees' Annual Report and Annual Accounts to the District Scout Council for their consideration at the District's Annual General Meeting (AGM)
 - following the District AGM, ensure that a copy of the District Trustees' Annual Report and Accounts is sent to the County Trustee Board administration (see Rule 5.5.7.9) and, if the District is a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- i) take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor
 - j) individually and collectively maintain confidentiality regarding appropriate Trustee Board business
 - k) put in place annually a selection process to recommend to the District Scout Council appropriate persons to be appointed members of the District Trustee Board
 - l) where staff are employed:
 - act as a responsible employer in accordance with Scouting's values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

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

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

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

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

- 5.5.6.5 To support effective governance and share good practice, the District Chair and Treasurer should create a support network amongst the Group Chairs and Group Treasurers of the District.
- 5.5.7 District Trustee Board - membership** ^{SV}
- 5.5.7.1 Subject to the conflict of interest rules (see Chapter 16 and the definition of 'conflict of interest in the Definitions chapter of The Scout Association Policy, Organisation and Rules), a Trustee may be a member of more than one Trustee Board.
- 5.5.7.2 A District Trustee Board should comprise a maximum of 12 Trustees (the total of all Trustee categories), with a minimum of 5 Trustees. The maximum number of Trustees should be agreed by the District Scout Council at its AGM.
- 5.5.7.3 Each ex officio, appointed and co-opted member of the District Trustee Board is a charity Trustee of the District as appropriate.
- People invited to attend meetings of the District Trustee Board, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.
- 5.5.7.4 Certain people are disqualified from being charity trustees by virtue of the Charities Acts
- 5.5.7.5 Some Districts may also need to register as a charity (see Rule 13.1.2 of The Scout Association Policy, Organisation and Rules). ^{SV}
- If registered, the District registration number must be recorded on the membership system.
- Districts must not use any other charity number than their own.
- 5.5.7.6 All Trustees must complete learning as specified in Rule 16.1.3.1, 16.2.3.1 and the Chapter 16 Teams Table of The Scout Association Policy, Organisation and Rules.
- 5.5.7.7 A District Trustee Board and any sub-teams should have at least two Trustees aged between their 18th and 25th birthdays.
- 5.5.7.8 Where there are multiple role holders for a role that has ex officio Trustee status (joint Lead Volunteers and/or joint Youth Leads), each role holder must be eligible to be a Trustee (as specified in Chapter 16), even though only one will be appointed as a Trustee.
- 5.5.7.9 Each District Trustee Board requires effective administration. This administration is part of the responsibility of the District Support Team. The administration can be provided by one or more persons as appropriate to the District.

5.5.7.10 **Members of The District Trustee Board**

- a) The District Lead Volunteer and the District Youth Lead are ex officio members of a District Trustee Board ^{SV}

There is only one ex officio Trustee role for a District Lead Volunteer, so where there are joint role holders for District Lead Volunteer, the role holders must decide, in discussion the District Chair, which of them will be the ex officio Trustee. However, each District Lead Volunteer role holder must be eligible to be a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules).

There is only one ex officio Trustee role for a District Youth Lead, so where there are joint role holders for District Youth Lead, the role holders must decide, in discussion the District Lead Volunteer and the District Chair, which of them will be the ex officio Trustee. However, each District Youth Lead role holder must be eligible to be a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules).

- b) The District Trustee Board must initiate a selection process to propose a District Chair to the District Scout Council for appointment at their AGM.
- c) The District Trustee Board must initiate a selection process to propose a District Treasurer to the District Scout Council for appointment at their AGM.
- d) The appointed members of a District Trustee Board are persons appointed by the District Scout Council at the District's AGM. This will follow a selection process initiated and overseen by the District Trustee Board.
- e) The co-opted members of a District Trustee Board are persons co-opted annually by the District Trustee Board. The number of co-opted members must not exceed the actual number of appointed Trustees (excluding Chair and Treasurer).
- f) The County Chair and the County Lead Volunteer each have the right of attendance at meetings of each of the District Trustee Boards in the Districts in the County.

- 5.5.7.11 If a District Trustee Board Chair or Treasurer resigns, then Rule 16.9.2 of The Scout Association Policy, Organisation and Rules must be followed.

5.5.8 District Scout Council - Conduct of meetings

- 5.5.8.1 The District Scout Council meets at their Annual General Meeting (see 5.5.5). It would be unusual for there to be additional meetings of the District Scout Council.

- 5.5.8.2 A District Scout Council meeting should normally be convened with at least twenty eight calendar days' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the District Trustee Board.
- 5.5.8.3 District Scout Council meetings are chaired by the District Chair . If the Chair is unable to be present, the Chair may appoint a delegate to chair a meeting of the District Scout Council subject to such appointment being approved at the start of the meeting by a majority of the District Scout Council members present.
- 5.5.8.4 Only District Scout Council members, as defined in Rule 5.5.4, may vote in District Scout Council meetings.
- 5.5.8.5 The quorum for a District Scout Council meeting is agreed by the District Scout Council at their Annual General Meeting.
- If there is no quorum present at a meeting of the District Scout Council, the meeting must be closed and reconvened at the earliest available appropriate date.
- 5.5.8.6 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.5.8.7 In order to discharge their responsibilities, the District Scout Council may meet by video conference as well as (or instead of) face to face when agreed by the District Chair. The District Scout Council must not 'meet' using any indirect process, such as email.
- At any meeting which is not fully face-to-face, there must be an online poll or other electronic method of counting votes.
- 5.5.8.8 All meetings of the District Scout Council (whether face-to-face or otherwise) must be properly recorded and minuted.
- 5.5.9 District Trustee Board - Conduct of meetings**
- 5.5.9.1 Meetings of the District Trustee Board should be convened on at least fourteen calendar days' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the District Trustee Board.
- 5.5.9.2 District Trustee Board meetings are chaired by the District Chair. If the District Chair is unable to be present, they may appoint a delegate to chair a meeting of the District Trustee Board subject to such appointment being

approved at the start of the meeting by a majority of the members present at the meeting.

- 5.5.9.3 Only members of a Trustee Board as defined in 5.5.7 may vote in meetings of the Trustee Board.
- 5.5.9.4 The quorum for a meeting of a District Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.
- If there is no quorum present at a meeting of the District Trustee Board, the meeting must be closed and reconvened at the earliest available appropriate date.
- 5.5.9.5 In the case of sub-teams of the District Trustee Board, the quorum for each sub-team must be set by the District Trustee Board, based on the size of the sub-team and the complexity of its task(s).
- 5.5.9.6 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.5.9.7 In order to discharge their responsibilities, the District Trustee Board may meet by telephone and/or video conference as well as face to face when agreed by the District Chair. This includes 'hybrid' meetings, where some members are present at an agreed meeting place and others join by telephone or video.
- 5.5.9.8 Where urgent matters arise between scheduled meetings of the District Trustee Board and if it is not practicable to convene a meeting of the District Trustee Board then an electronic voting method (such as email) is allowed for decision making of the District Trustee Board when deemed appropriate by the District Chair. In such circumstances at least 75% of the members of the District Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next District Trustee Board meeting.

5.6 Constitution for a County³

5.6.1 Preamble

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

In the interest of openness, especially for new members of the County Scout Council, the County Scout Council should re-adopt their constitution at each Annual General Meeting.

5.6.2 Charitable objects

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

5.6.3 The County Scout Council and the County Trustee Board

5.6.3.1 The County Scout Council has a governance role for the charity and, in particular, makes County Trustee Board appointments.

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

5.6.3.3 The County Scout Council has no Trustee responsibilities.

5.6.4 The County Scout Council - membership

5.6.4.1 Membership of the County Scout Council does not provide any membership status of the Scouts.

5.6.4.2 There are three categories of membership of each County Scout Council:

- a) Ex Officio members, who are people who are members by virtue of their role in The Scouts.
- b) Appointed members who are other supporters of the County. They are appointed by the County Scout Council.
- c) Community members may be appointed to the County Scout Council because of their role in the local community, for example local headteachers or local councillors.

³ This model constitution becomes effective **FROM** the point of the County's transition to the new membership system. **From the point of transition**, some of the County Trustee Board responsibilities transfer to the County Leadership Team and the County Support Team – these changes are reflected in this January 2024 edition of Policy, Organisation and Rules.

- 5.6.4.3 The total number of appointed and community members of a County Scout Council must not exceed the number of ex officio members.
- 5.6.4.4 Appointed members of a County Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.
- 5.6.4.5 Community members of a County Scout Council are initially appointed for a term of one year, though they may be renewed annually at the Annual General Meeting.
- 5.6.4.6 Trustee Board administration (see Rule 5.6.7.9) must ensure that appointed County Scout Council Members are recorded locally in the minutes of the County Scout Council meeting which appoints them (normally the Annual General Meeting). County Scout Council members (whether ex officio or appointed) must not be recorded as County Scout Council Members on The Scout Association's membership system.
- 5.6.4.7 **County Scout Council membership**
- a) The ex officio members of the County Scout Council are:
- all adult members with a role on one of the County's teams of the Scout County - see County teams and roles in the Chapter 16 Teams Table of The Scout Association Policy, Organisation and Rules
 - all District Lead Volunteers from the County
 - all District Youth Leads from the County
 - all District Trustee Board Chairs from the County
 - all District Trustee Board Treasurer from the County
 - all District Programme Team Leaders from the County
 - all District Volunteer Development Team Leaders from the County
 - all District Support Team Leaders from the County
 - a representative of the County Troop Leadership Forum, selected from amongst the membership of the Forum
 - a representative of the County Explorer Forum, selected from amongst the membership of the Forum
 - a representative of the Scout Network, selected from amongst the membership of the Scout Networks in the County
 - the Regional Lead Volunteer (in England and Wales) or the Nation Chief Volunteer (in Northern Ireland, Scotland, Wales and Overseas)
- b) The appointed members of the County Scout Council are other supporters of the County appointed by the County Scout Council on

the recommendation of the County Lead Volunteer and the County Trustee Board. The number of appointed members must not exceed the actual number of ex officio members.

The appointed members may include representatives of organisations with whom it is desired to maintain co-operation. For example Girlguiding, religious bodies, schools or Education Authorities, Parish or Local Authorities, and other youth organisations. They are not required to be members of the Scouts.

- c) Membership of the Scout Council ends when the:
- member resigns
 - member no longer qualifies as a member of the Scout Council
 - County Scout Council is dissolved
 - County Scout Council membership is terminated by UK Headquarters following a recommendation by the relevant Trustee Board.

5.6.5 County Scout Council - Annual General Meeting

5.6.5.1 Each County Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the County's financial year.

5.6.5.2 The Annual General Meeting must:

- a) Undertake governance oversight
- approve the minutes of the previous County AGM
 - adopt (or re-adopt) the constitution of the charity. See Rule 5.3.
 - note the dates of charity's financial year
 - approve appointed and community members of the County Scout Council
 - agree the maximum total number of members of the County Trustee Board
 - agree the quorum for future meetings of the County Scout Council
- b) Review the previous year
- receive from the CountyLead Volunteer an overview of the past 12 months of Scouting activity in the County
 - receive and consider the County [Trustees' Annual Report](#) and the annual statement of accounts approved by the County Trustee Board.

Prior to the AGM, the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see 5.7.3). This must include the formal report prepared by the auditor, independent examiner, or scrutineer.

c) Make appointments

- appoint a Chair of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board.
- appoint a Treasurer of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board.
- appoint other members of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board.
- approve the appointment of any County Presidents or County Vice Presidents, and note current appointees (if any)
- appoint (or re-appoint) an auditor, independent examiner or scrutineer as [required](#)
- elect representatives of the County Scout Council following Rule 6.5 to be nominated members of the Council of The Scout Association.
- elect representatives of the County Scout Council as per Rule 6.5 to be nominated youth members (18-24) on the Council of The Scout Association

5.6.5.3 Following each Annual General Meeting, the County Trustee Board administration (see 5.6.7.9) must ensure that:

- 1) all appointed Trustees are recorded on the membership system, as required in Rules 16.1.2 and 16.2.2 of The Scout Association Policy, Organisation and Rules
- 2) the County Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed as described in Rule 5.7 of The Scout Association Policy, Organisation and Rules

It is good practice for the County Trustee Board to verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting, even though the minutes cannot be formally approved until the charity's next Annual General Meeting.

5.6.5.4 Governance roles must be distinct to help manage conflicts of interest. This means that the roles of County Chair and County Treasurer must be kept separate and be done by two different people.

5.6.6 County Trustee Board - purpose ^{SV}

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

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

- 5.6.6.1 Members of the County Trustee Board must act collectively as charity trustees of their charity, and in the best interests of the charity's members.
- 5.6.6.2 The County Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:
- a) The charity is:
 - well managed
 - carrying out its purposes for the public benefit
 - complying with the charity's governing document and the law
 - managing the charity's resources responsibly
 - b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in chapter 2 of The Scout Association Policy, Organisation and Rules
 - c) young people are meaningfully involved in decision making at all levels
 - d) the County has sufficient resources (funds, people, property and equipment) available to meet the planned work of the County, including delivery of the high quality programme and resource requirements of the training programme (Rule 4.2.2 of The Scout Association Policy, Organisation and Rules)
- 5.6.6.3 The County Trustee Board members must themselves collectively:
- a) develop and maintain a risk register, including putting in place appropriate mitigations
 - b) ensure that the County's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the County
 - c) maintain and manage:
 - a reserves policy for the charity (including a plan for use of reserves outside the 'minimum')
 - an investment policy for the charity
 - a public benefit statement for the charity
 - d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the County is properly protected and maintained
 - e) ensure the appointment and management and operation of any sub-teams, including appointing a Chair to lead the sub-team. This should normally be one of the County's Trustees.

- f) ensure that effective administration is in place to support the work of the County Trustee Board
- g) appoint any co-opted members of the County Trustee Board
- h) ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer (as appropriate) and as appointed by the County Scout Council at their Annual General Meeting
 - prepare and approve the County Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
 - present the approved County Trustees' Annual Report and Annual Accounts to the County Scout Council for their consideration at the County's Annual General Meeting (AGM)
 - following the County AGM, ensure that a copy of the County Trustees' Annual Report and Accounts is sent to UK Headquarters (email to finance@scouts.org.uk) and, if a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- i) take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor
- j) individually and collectively maintain confidentiality regarding County Trustee Board business
- k) put in place annually a selection process to recommend to the County Scout Council appropriate persons to be appointed as members of the County Trustee Board.
- l) where staff are employed:
 - act as a responsible employer in accordance with Scouting's values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

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

- a) its purpose is governance-focused and not operational

- b) its members are agreed and approved by the County Trustee Board
- c) the County Trustee Board Chair is an ex officio member
- d) the County Lead Volunteer is an ex officio member

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

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

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

5.6.7 County Trustee Board - membership ^{SV}

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

- 5.6.7.2 A County Trustee Board should comprise a maximum of 12 Trustees (the total of all Trustee categories), with a minimum of 5 Trustees. The maximum number of Trustees should be agreed by the County Scout Council at its AGM.

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

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

- 5.6.7.4 Certain people are disqualified from being charity trustees by virtue of the Charities Acts (see Rule 16.1.1.5 of The Scout Association Policy, Organisation and Rules). ^{SV}

- 5.6.7.5 Some Counties may also need to register as a charity (see Rule 13.1.2 of The Scout Association Policy, Organisation and Rules). ^{SV}

If registered, the County registration number must be recorded on the membership system.

Counties must not use any other charity number than their own.

- 5.6.7.6 All Trustees must complete learning as specified in Rule 16.2.1 and the Chapter 16 Teams Table of The Scout Association Policy, Organisation and Rules.

- 5.6.7.7 A County Trustee Board and its sub-teams should have at least two Trustees aged between their 18th and 25th birthdays.

- 5.6.7.8 Where there are multiple role holders for a role that has ex officio Trustee status (joint County Lead Volunteers and/or joint County Youth Leads), each role holder must be eligible to be a Trustee (as specified in Chapter 16 of

The Scout Association Policy, Organisation and Rules), even though only one will be appointed as a Trustee.

5.6.7.9 Each County Trustee Board requires effective administration. This administration is part of the responsibility of the County Support Team. The administration can be provided by one or more persons as appropriate to the County.

5.6.7.10 **Members of the County Trustee Board**

- a) The County Lead Volunteer and the County Youth Lead are ex officio members of the County Trustee Board

There is only one ex officio Trustee role for a County Lead Volunteer, so where there are joint role holders for County Lead Volunteer, the role holders must decide, in discussion with the County Chair, which of them will be the ex officio Trustee. However, each County Lead Volunteer role holder must be eligible to be a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules).

There is only one ex officio Trustee role for a County Youth Lead, so where there are joint role holders for County Youth Lead, the role holders must decide, in discussion with the County Lead Volunteer and the County Chair, which of them will be the ex officio Trustee. However, each County Youth Lead role holder must be eligible to be a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules).

- b) The County Trustee Board must initiate a selection process to propose a County Chair to the County Scout Council for appointment at their AGM.
- c) The County Trustee Board must initiate a selection process to propose a County Treasurer to the County Scout Council for appointment at their AGM.
- d) The appointed members of a County Trustee Board are persons appointed by the County Scout Council at the County's AGM. This will follow a selection process initiated and overseen by the County Trustee Board.
- e) The co-opted members of a County Trustee Board are persons co-opted annually by the County Trustee Board. The number of co-opted members must not exceed the actual number of appointed Trustees (excluding Chair and Treasurer). These members have the right to attend meetings of the County Trustee Board:
- the Regional Lead Volunteer in England and in Wales
 - the Chief Volunteer of Scotland

- The Chief Volunteer of Northern Ireland
 - the UK Lead Volunteer for International for British Scouting Overseas and for Gibraltar
- f) These members must be invited to attend meetings of the County Trustee Board:
- the County's Nominated Member(s) on the Council of The Scout Association
 - the County's Nominated Youth Representative on the Council of The Scout Association
- 5.6.7.11 If a County Trustee Board Chair or Treasurer resigns, then Rule 16.9.2 of The Scout Association Policy, Organisation and Rules must be followed.
- 5.6.8 County Scout Council - Conduct of meetings**
- 5.6.8.1 The County Scout Council meets at their Annual General Meeting (see 5.6.5). It would be unusual for there to be additional meetings of the County Scout Council.
- 5.6.8.2 A County Scout Council meeting should normally be convened with at least twenty eight calendar days' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the County Trustee Board.
- 5.6.8.3 County Scout Council meetings are chaired by the County Chair . If the Chair is unable to be present, the Chair may appoint a delegate to chair a meeting of the County Scout Council subject to such appointment being approved at the start of the meeting by a majority of the County Scout Council members present.
- 5.6.8.4 Only County Scout Council members, as defined in Rule 5.6.4, may vote in County Scout Council meetings.
- 5.6.8.5 The quorum for a County Scout Council meeting is agreed by the County Scout Council at their Annual General Meeting.
- If there is no quorum present at a meeting of the County Scout Council, the meeting must be closed and reconvened at the earliest available appropriate date.
- 5.6.8.6 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.6.8.7 In order to discharge their responsibilities, the County Scout Council may meet by telephone and/or video conference as well as (or instead of) face to

face when agreed by the County Chair. The County Scout Council must not 'meet' using any indirect process, such as email.

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

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

5.6.9 County Trustee Board - Conduct of meetings

- 5.6.9.1 Meetings of the County Trustee Board should be convened on at least fourteen calendar days' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the County Trustee Board.
- 5.6.9.2 County Trustee Board meetings are chaired by the County Chair. If the County Chair is unable to be present, they may appoint a delegate to chair a meeting of the County Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.
- 5.6.9.3 Only members of a County Trustee Board as defined in Rule 5.6.7 may vote in meetings of the County Trustee Board.
- 5.6.9.4 The quorum for a meeting of a County Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.
- If there is no quorum present at a meeting of the County Trustee Board, the meeting must be closed and reconvened at the earliest available appropriate date.
- 5.6.9.5 In the case of sub-teams of the County Trustee Board, the quorum for each sub-team must be set by the County Trustee Board, based on the size of the sub-team and the complexity of its task(s).
- 5.6.9.6 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the meeting's Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.6.9.7 In order to discharge their responsibilities, the County Trustee Board may meet by video conference as well as face to face when agreed by the County Chair. This includes 'hybrid' meetings, where some members are present at an agreed meeting place and others join by telephone or video.
- 5.6.9.8 Where urgent matters arise between scheduled meetings of the County Trustee Board and if it is not practicable to convene a meeting of the County Trustee Board then an electronic voting method (such as email) is allowed for decision making of the County Trustee Board when deemed appropriate

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

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5.7 Finance and commercial matters

5.7.1 Finance in Groups, Districts, Counties ^{SV}

- 5.7.1.1 Certain rules in this Rule 5.5 do not apply, without modification, in parts of the British Isles outside England and Wales. ^{SV}
- 5.7.1.2 Every Group, District and County is a separate unincorporated charity and is under a statutory obligation to keep proper books of account. ^{SV}
- 5.7.1.3 The Charities Act 2011 applies directly only in England and Wales, but similar legislation applies elsewhere. ^{SV}
- 5.7.1.4 The Group, District or County Trustee Board must ensure that proper financial planning and budgetary control is operated (see 5.4.4.3.)
- 5.7.1.5 The Group, District or County Leadership Team, as appropriate, must be consulted on the financial planning of the Group's, District's or County's activities.
- 5.7.1.6 All expenditure not covered within the Group, District or County Trustee Board's budget or its contingencies must be approved by the appropriate Trustee Board to ensure that any financial liability incurred can be met.
- 5.7.1.7 When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the charity and not in a personal capacity.

5.7.2 Statement of accounts ^{SV}

- 5.7.2.1 A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- 5.7.2.2 The Group Trustee Board must ensure that signed copies of the Trustees' approved annual report and accounts, are sent to the District Treasurer within the 14 days following the relevant Annual General Meeting at which the annual report and accounts were received and considered. ^{SV}

The District Trustee Board must ensure that signed copies of the Trustees' approved annual report and accounts, are sent to the County Treasurer within the 14 days following the relevant Annual General Meeting at which the annual report and accounts were received and considered.

For a County, PDF copies of the signed annual report and accounts, including the 'audit' report, must be sent to the Country and UK Headquarters within the 14 days following the County's Annual General Meeting at which the annual report and accounts were received and considered. When sending to

UK Headquarters, email the copy of the annual report and accounts to finance@scouts.org.uk.

- 5.7.2.3 If the Group, District or County is a registered charity a copy of the annual report and accounts must also be sent to the appropriate charity regulator if the regulator's rules require it, within ten months of the financial year end.
- 5.7.2.4 The annual statement of accounts must account for all monies received or paid on behalf of the Group, District or County. This will include all sections, teams and sub-teams.
- 5.7.2.5 [Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions](#),^{SV}
- a) If the annual gross income or expenditure is greater than the limits laid down, the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet.
 - b) If the annual gross income or total income is less than the limits laid down, an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
- 5.7.2.6 If the Group, District or County is a registered charity, the Trustee Annual Report and Accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.^{SV}
- A permanent endowment is an asset, for example a property held by the Group, District or County which may not be sold or disposed of.
- The particulars of the trustees in whom such assets are vested also must be shown.

5.7.2.7 The annual statement of accounts must be in the format of one of four model annual statements available for download from [Accounting and Reporting](#). These models are suitable for:

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

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

5.7.3 Independent examination of accounts ^{SV}

5.7.3.1 At each Annual General Meeting of the Group, District or County Scout Council an auditor, independent examiner or scrutineer, as appropriate, must be appointed. Each Group, District or County must decide if it needs an auditor, independent examiner or scrutineer, by reference to [Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions](#).

5.7.3.2 A report to the Trustee Board must be completed by the scrutineer, independent examiner or auditor in accordance with the appropriate model referred to in [Accounting and Reporting](#). ^{SV}

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

5.7.4.1 Subject to approval by the relevant Trustee Board, any section, unit or other activity (for example a Campsite, Scout Show or Scout Shop) that is not a separate charity must administer sums approved and allocated to it by the Trustee Board.

5.7.4.2 Subscriptions paid by members of any section, or on their behalf, must be handed to the agreed Treasurer or their nominee as soon as possible after receipt.

5.7.4.3 The receiving Treasurer or their nominee should make the necessary records and pay the money into the agreed bank account(s) as soon as practicable.

5.7.4.4 Each section, or other agreed activity (for example a Group camp) must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the respective Group, District or County Treasurer at least once in each period of three months.

5.7.5 Bank accounts ^{SV}

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

5.7.5.2 The account(s) will be operated by the respective Treasurer and other members authorised by the relevant Trustee Board.

5.7.5.3 A minimum of two unrelated persons authorised by the Trustee Board must approve all banking withdrawals and payments.

5.7.5.4 Under no circumstances must any monies received by a section or supporter on behalf of the Group, District or County be paid into a private bank account.

5.7.5.5 Cash received at a specific activity may only be used to defray expenses of that same specific activity if the relevant Trustee Board has so authorised beforehand and if a proper account of the receipts and payments is kept.

5.7.5.6 Funds not immediately required must be transferred into a suitable investment account held in the name of the Group, District or County.

5.7.5.7 Group, District or County funds must be invested as specified by the Trustee Act 2000. ^{SV}

5.7.6 Disposal of assets ^{SV}

5.7.6.1 Disposal of Group, District or County assets at amalgamation

- a) If two or more Groups, Districts or Counties amalgamate, the retiring Treasurers must prepare a statement of account at the date of the amalgamation.
- b) The statement, together with all Group, District or County assets, supported by all books of account and vouchers, must be handed to the Treasurer of the Group, District or County formed by the amalgamation.
- c) If the receiving Treasurer considers it necessary, after consultation with the Trustee Board, they may ask the Trustee Board to appoint an appropriate person to examine the accounts.

5.7.6.2 Disposal of District or County assets at splitting

- a) This rule does not apply to Scout Groups.
- b) If a District is split into two or more separate Districts, or into parts which will be amalgamated with other Districts, the assets of the District should be divided into proportions approximately represented by the Scouting populations of each part after splitting.
- c) If a County is split into two or more separate Counties, or into parts, which will be amalgamated with other Counties, the assets of the County should be divided into proportions approximately represented by the Scout populations of each part after splitting.
- d) These proportions of the District or County assets should then be transferred to the Districts or County, which will in future be responsible for those parts of the old Districts or County.
- e) This will normally be done under the supervision of UK Headquarters.

5.7.6.3 Disposal of assets at closure

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

5.7.6.4 Assets or liabilities remaining after closure

- a) Any assets or liabilities remaining after the closure of a Group will automatically pass to the District Scout Council which may use or dispose of these assets at its absolute discretion.
- b) Any assets or liabilities remaining after the closure of a District will automatically pass to the County Scout Council, which may use or dispose of these assets at its absolute discretion.^{SV}

- c) Any assets or liabilities remaining after the closure of a County will automatically pass to the Country Headquarters, which may use or dispose of these assets at its absolute discretion. ^{SV}

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

5.7.6.6 The Trustee Board is responsible for preserving the statements of account and all accounting records of the Group.

5.7.7 Preservation of books of account

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

5.7.8 Payment of the membership subscription ^{SV}

5.7.8.1 In order to meet the costs of UK Headquarters services to the movement and the costs of organising and administering The Scout Association, and to meet The Scout Association's obligations to World Scouting, the Board of Trustees of The Scout Association requires a UK Headquarters Membership Subscription to be paid for each member aged under 18. ^{SV}

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

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

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

Payments should be remitted to the District Treasurer, County Treasurer or Country/UK Headquarters not later than the date annually notified locally.

5.7.8.4 Membership subscriptions may be collected from youth members or their parents by a method decided by the relevant Trustee Board.

5.7.8.5 Each Group, District and County is strongly encouraged to use the [Gift Aid scheme](#) for membership subscription payments made by UK taxpayers.

5.7.8.6 The amount of the UK Headquarters membership subscription decided by the UK Headquarters Board of Trustees applies to the whole of the United

Kingdom, and all members of The Scout Association who live outside the United Kingdom.

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

5.7.9 Fundraising

5.7.9.1 In order to maintain its work and to generate all that is needed to implement its training programme, the Scout movement has to support itself financially.

Groups, Districts and Counties are expected to generate sufficient funds to carry out their own programme of activities.

5.7.9.2 Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.

5.7.9.3 Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.

5.7.9.4 Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:

- a) the proceeds of the activity go wholly to the work of the Group, District or County or, in the case of joint activities with other organisations, that part of the proceeds allotted to the Group, District or County is wholly applied to the work of the Group
- b) it does not encourage the habit of gambling.

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

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

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

5.7.9.6 Joint Fundraising Projects

- a) Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other

organisation is used wholly for purposes other than those of private gain.

- b) Country Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.
- c) When participating in a joint project, terms should be agreed and recorded in a Memorandum of Understanding or non-legal agreement.

5.7.9.7 Fundraising and the Law

- a) All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law. This will include those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons. Details can be obtained from the [Fundraising Support](#) section of the Scouts website.

5.7.9.8 Lotteries and Gaming

- a) If a Group, District or County considers raising funds by means governed by any legislation as detailed at Rule 5.5.9.7, the proposed activity must have the recorded approval of the Trustee Board and Sponsoring Authority, if any, and – for a Group - the District Chair.
- b) Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.
- c) The promoter of any fundraising activity governed by legislation should be a member of the appropriate Trustee Board.
- d) Groups, Districts or Counties in the areas adjacent should be informed of the proposed activity. Care must be taken to contain the activity within as close an area to that in which the Group or District or County operates as practical.
- e) Any advertising material used must conform with the requirements of the legislation and must not contain any matter which is not in strict conformity with the standards of the Movement.
- f) If the Group, District or County (as appropriate) is a registered charity, this fact must be stated in any advertising material.

5.7.9.9 Appeals for Funds

- a) Groups, Districts and Counties may not issue general appeals for funds.

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

5.7.9.10 Professional Fundraisers

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

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

Counties may appoint a professional fundraiser.

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

5.7.10 Grant Aid and Loans

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

5.7.10.2 Applications for grants or loans

- a) Group and District applications for grants or loans from Local Authorities must be approved by the District Chair and the County Lead Volunteer before submission.
- b) County applications for grants or loans from Local Authorities must be approved by the County Chair and the County Lead Volunteer before Submission.
- c) Group applications for grants or loans from UK Headquarters must have the approval of the Group Chair and the District Lead Volunteer.
- d) District applications for grants or loans from UK Headquarters must have the approval of the District Chair and the County Lead Volunteer.
- e) County applications for grants or loans from UK Headquarters must have the approval of the County Chair and the County Lead Volunteer.
- f) Group applications for grants or loans from sources other than those referred to above must have the approval of the Group Chair and of the District Lead Volunteer if the latter so directs.

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

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

Chapter 6

The structure of the UK Headquarters of The Scout Association

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6.1 The Royal Charter

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

6.2 The Patron

- 6.2.1.1 Our Patron was Her Majesty Queen Elizabeth II. An update will be provided at the appropriate time.

6.3 The President(s)

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

6.4 The Council of The Scout Association

- 6.4.1.1 The Scout Association is governed by a Council of between 400 and 600 members as determined by the Royal Charter of 1912 and the Supplemental Royal Charters of 1949, 1959, 1967 and 1991.
- 6.4.1.2 The Council appoints the Chief Scout, who becomes the Chair of the Council.

6.5 Membership of the Council

The Council consists of:

- 6.5.1.1 **Ex officio members**
- a) The President(s)
 - b) The Chief Scout
 - c) The Treasurer
 - d) The Deputy Chief Scout[s]
 - e) The Chief Executive
 - f) The International Commissioner
 - g) The Chairs of the national boards of The Scout Association

- h) Any person holding appointment as a Chief Volunteer or a national Chief Volunteer
- ï) The County Lead Volunteers and the County Youth Leads of The Scout Association
- j) The Chair and members of the Board of Trustees.

6.5.1.2 Nominated members

- a) Each Scout County and each Overseas Branch nominates members to the Council
- b) Each County or Overseas Branch should nominate one member for every 10,000 members or part thereof declared by the County or Branch at the time of the annual census taken prior to the nomination
- c) A nominated member serves for three years unless another is nominated in the member's place
- d) Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of UK Headquarters are not eligible for nomination.

6.5.1.3 Nominated members (18-24)

- a) Each Scout County and each Overseas Branch nominates members aged 18-24 to the Council
- b) Each County or Overseas Branch should nominate one member (18-24) for every 10,000 members or part thereof declared by the County or Branch at the time of the annual census taken prior to the nomination
- c) On nomination the representative must have passed their 18th birthday but must not have reached their 24th birthday
- d) A nominated member (18-24) serves for three years unless another representative is nominated in the representative's place or until the date of the annual census following the representative's 25th birthday
- e) Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of UK Headquarters are not eligible for nomination.

6.5.1.4 Elected members

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

6.6 The Board of Trustees of The Scout Association

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

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

6.7 Membership of the Board of Trustees

The Board of Trustees consists of:

6.7.1.1 Ex officio members

- a) Chief Scout or Deputy Chief Scout but not both
- b) Chief Executive.

6.7.1.2 Elected members

Nine members of The Scout Association, one each from Northern Ireland, Scotland, Wales, three from northern England and three from southern England, elected at an Annual General Meeting of the Council. Elected members are elected for a period of three years.

6.7.1.3 Elected youth members

Three youth members of The Scout Association elected by the Council at an Annual General Meeting of the Council. Elected youth members are elected for a period of three years.

6.7.1.4 Appointed members

The Chair of the Board, the Treasurer and up to three other persons who need not be, at the time of their nomination, members of The Scout Association, provided always that those so nominated accept to become members on their appointment by the Council at an Annual General Meeting. Appointed members are appointed for a period of three years.

6.7.1.5 Attending members

The Secretary, who shall not have a vote.

6.7.1.6 Right of Attendance

Persons holding the following roles have the right of attendance without vote at meetings of the Board of Trustees and may put forward matters for discussion on giving fourteen days' notice to the Secretary of the Board.

- a) The Chief Scout and any Deputy Chief Scouts, if they are not Trustees.
- b) Chief Commissioners including the International Commissioner.

- c) The UK Commissioners for Programme and Adult Support, Regional Lead Volunteers, County Lead Volunteers and County Chairs.

6.8 Sub-Committees of the Board of Trustees

The Board of Trustees delegates certain responsibilities to six sub-Committees:

- a) Finance Committee
- b) Nominations and Governance Committee
- c) People and Culture Committee
- d) Safeguarding Committee
- e) Safety Committee
- f) Strategy and Delivery Committee

6.8.1.1 The membership and terms of reference of these sub-Committees is determined by the Board of Trustees. Two or more members of the Board of Trustees must serve on each.

6.8.1.2 Chairs of sub-Committees are appointed for a three-year term by the Board of Trustees subject to them remaining as Trustees and a satisfactory annual performance review.

6.9 Other national groups

6.9.1.1 The Committees are advised by national groups appointed from time to time with the approval of the Board of Trustees.

6.9.1.2 The membership and terms of reference of each board or group is determined by the Board of Trustees or by a sub-committee under its delegated powers.

6.10 National leadership

6.10.1 Chief Scout

6.10.1.1 The Chief Scout is appointed by the Council of The Scout Association according to the terms laid down by the Council

6.10.2 UK Chief Volunteer

- 6.10.2.1 A UK Chief Volunteer may be appointed by The Scout Association.
- 6.10.2.2 The UK Chief Volunteer is treated as a Deputy Chief Scout for the purposes of the Bye Laws.

6.10.3 Treasurer

- 6.10.3.1 The Treasurer is appointed by the Council of The Scout Association according to the terms laid down by the Council.

6.10.4 Chief Commissioners

- 6.10.4.1 Chief Volunteers are appointed by the UK Chief Volunteer with the approval of the UK Headquarters Appointments process.
- 6.10.4.2 The appointment of a Chief Volunteer remains valid until the fifth anniversary of the date of the appointment.
- 6.10.4.3 The appointment of Chief Volunteers is subject to formal review by the UK Chief Volunteer.
- 6.10.4.4 The appointment of a Chief Volunteers may be renewed for a second period not exceeding five years.
- 6.10.4.5 Chief Volunteers are Ex-Officio members of the Council of The Scout Association.

6.10.5 Regional Lead Volunteers (England or Wales) ^{SV}

- 6.10.5.1 Regional Lead Volunteers (England and Wales) are appointed by the Chief Volunteer (England or Wales) with the approval of the UK Headquarters Appointments Process.
- 6.10.5.2 The appointment of a Regional Lead Volunteer remains valid until the fifth anniversary of the date of the appointment.
- 6.10.5.3 The appointment of Regional Lead Volunteers is subject to formal review by the Chief Commissioner (England or Wales).
- 6.10.5.4 The appointment of a Regional Lead Volunteer may be renewed for a second period not exceeding five years.
- 6.10.5.5 Regional Lead Volunteers are Ex-Officio members of all County Scout Councils in their region and have Right of Attendance at all County Trustee Boards in their region.
- 6.10.5.6 Regional Lead Volunteers (England or Wales) are treated as National Commissioners for the purposes of the Bye Laws.

6.10.6 United Kingdom Lead Volunteers

- 6.10.6.1 UK Lead Volunteers are appointed by the UK Chief Volunteer with the approval of the UK Headquarters Appointments Process to undertake special responsibilities, such as the leadership and support of the Sections.
- 6.10.6.2 The appointment of a UK Lead Volunteers remains valid until the fifth anniversary of the date of appointment.
- 6.10.6.3 The appointment of a UK Lead Volunteer may be renewed for a second period not exceeding five years.
- 6.10.6.4 The appointment of UK Lead Volunteer is subject to a formal review by the UK Chief Volunteer.
- 6.10.6.5 UK Lead Volunteers are treated as National Commissioners for the purposes of the Byelaws.

6.11 UK Headquarters Staff

- 6.11.1.1 The Board of Trustees of The Scout Association maintains a UK Headquarters staff with a departmental structure as required for the implementation of its policy and to provide services and materials necessary for the proper conduct and development of the Scouts.
- 6.11.1.2 This includes Growth and Communities Managers and Growth and Recruitment Officers who are appointed by UK Headquarters and assigned to work in support of the development of the Scouts in Counties and Districts in England.

6.11.2 Chief Executive

- 6.11.2.1 The Chief Executive is appointed by the Board of Trustees. The Chief Executive is responsible for the co-ordination of all the work of the staff of UK Headquarters, for the implementation of the policy of the Board of Trustees and for such special tasks as may be requested by the Board.
- 6.11.2.2 The Chief Executive is an ex-officio member of the Council of The Scout Association and of the Board of Trustees.

6.11.3 Board Secretary

- 6.11.3.1 The Board of Trustees appoints a Secretary to carry out the duties required of such a person by the Bye Laws.

6.11.4 Support Centre

6.11.4.1 The Support Centre provides advice, support and guidance to the movement. It can be contacted as follows:

Email: support@scouts.org.uk

Mail: Scout Support Centre, The Scout Association, Gilwell Park, Chingford, London E4 7QW

Online: <https://www.scouts.org.uk/contact-us>

6.11.5 The Scout Heritage Collection and Heritage Service

6.11.5.1 The Scout Heritage Service is the custodian of the national Scout heritage collection which charts the history and development of the Scout movement in the UK. The aim of the service is to develop, safeguard and make accessible UK Scouting's heritage for the benefit of the movement and wider public. The Heritage Service and Collection are registered with the Arts Council England Museum Accreditation scheme.

6.11.5.2 The Heritage Service continues to acquire new material in line with the [Collecting Policy](#). Any enquiries should be directed to heritage@scouts.org.uk

6.11.5.3 Further information regarding Scout heritage can be found at [Scouting Heritage](#).

6.11.6 www.scouts.org.uk

6.11.6.1 www.scouts.org.uk is the official website of The Scout Association and provides regular news updates, general information on Scouting, material for young people and access to a range of online member resources.

6.12 The Country Scout Councils of Northern Ireland, Scotland and Wales

These Scout Councils exist to advise their respective Chief Volunteers in all matters relating to the exercise of the Chief Volunteers' discretionary powers as specified by UK Headquarters, and to perform such administrative and executive duties as may be delegated to them by UK Headquarters, which may include management of their financial affairs. UK Headquarters makes

and approves constitutions for Country Scout Councils in order to facilitate the performance of delegated duties.

6.12.1.1 Northern Ireland

Under the Scout Constitution for Northern Ireland the affairs of The Scout Association are under the charge of The Northern Ireland Scout Council, with a committee for the management of its business. Under the authority of UK Headquarters, Northern Ireland Headquarters is the body responsible for matters of programme, training and administration in Northern Ireland.

Northern Ireland has separate legal and educational systems and its own system of local government.

Certain Rules concerning trusteeship, property and charitable status therefore do not apply in Northern Ireland without modification.

6.12.1.2 Scotland^{SV}

Under the Scout Constitution for Scotland, the affairs of The Scout Association are under the charge of The Scottish Council of The Scout Association, with a committee for the management of its business. Under the authority of UK Headquarters, Scottish Headquarters is the body responsible for matters of programme, training and administration in Scotland.

Scotland has separate legal and educational systems and its own system of local government.

Certain Rules concerning trusteeship, property and charitable status therefore do not apply in Scotland without modification.

6.12.1.3 Wales

Scouting in Wales is supported by the ScoutsCymru Office. UK Headquarters in London undertakes for it many of the functions of a Country Headquarters. Scout Counties in Wales are known as Areas.

6.12.2 The Overseas Branches of The Scout Association

6.12.2.1 Branches of The Scout Association are established in certain territories overseas, with local Chief Scouts and Chief Commissioners.

6.12.2.2 Their constitutions are granted by UK Headquarters and may be withdrawn at its discretion.

6.12.2.3 Variations to the Rules of The Scout Association may be sanctioned by UK Headquarters to suit the local circumstances of an Overseas Branch.

6.12.2.4 The UK Lead Volunteer for International is responsible to the UK Lead Commissioner for the efficiency and well-being of Scouting in Overseas Branches and for relations with Scout Associations in Commonwealth Countries.

6.12.3 British Scouting Overseas

- 6.12.3.1 In a number of countries throughout the world there are British Scout Groups, which are registered by The Scout Association. They are under the Leadership of the Lead Volunteer for British Scouting Overseas who is appointed by UK Headquarters under the recommendation of the International Commissioner. The Lead Volunteer for British Scouting Overseas is responsible to the UK Lead Volunteers for International.
- 6.12.3.2 The Area receives appropriate support by UK Headquarters as agreed by the Lead Volunteer for British Scouting Overseas.

6.13 Companies and Trusts associated with The Scout Association

- 6.13.1.1 **Scout Shops Limited** is a wholly owned subsidiary of The Scout Association. It is primarily involved in supporting the parent charity through the sourcing and distribution of merchandise such as the supply of uniform, badges, resources, souvenirs and camping equipment. All profits generated are returned to The Scout Association.
- 6.13.1.2 **World Scout Shop Ltd** is a wholly owned subsidiary of The Scout Association which is operated under licence from World Scouting. Its primary objective is the efficient sourcing and distribution of World Scout branded merchandise to the global Scouting audience. All profits generated are returned to The Scout Association.
- 6.13.1.3 **The Scout Association Trust Corporation (SATC)** is a company limited by guarantee and operates with its own separate Board of Directors. Its powers and constitution are stated in its Memorandum and Articles of Association. It was created to ease the administrative burden faced by Scout Units in having to find, appoint and retain local individual Holding Trustees to hold title to their land and to also ensure consistency by holding important land documentation securely in a central location. These Holding Trustees are separate from, and not members of Group, District and County Trustee Boards (unless separately appointed to one of those Trustee Boards).

Where appointed, the SATC can hold title to freehold, leasehold and long-term Licence land interests as a sole Custodian Trustee on behalf of Scout Units registered with The Scout Association in the United Kingdom (excepting Scotland and Northern Ireland). It can also hold title to land held by jointly by Scout and Guide Units.

As Custodian Trustee, whilst the SATC will be a party and signatory to any substantive land documentation, it cannot and does not have any responsibility for the management of a Scout Unit or its land. This

responsibility remains vested in the Scout unit's local Trustee Board who also act as the Charity Trustees.

- 6.13.1.4 **Scout Products Limited** is a wholly owned subsidiary of The Scout Association. Its principal activity is the procurement and supply of products associated with The Scout Association, coordinating purchases from Scout Store. All profits generated are returned to The Scout Association.
- 6.13.1.5 **Scout Services Limited** is a wholly owned subsidiary of The Scout Association whose principal activity is that of sponsorship and marketing services for The Scout Association and other commercial activities. All profits generated are returned to The Scout Association.
- 6.13.1.6 **Scout Insurance Services Limited (trading as Unity Insurance Services)** is The Scout Association's dedicated insurance broker providing insurance support to it and to the Scout movement in the UK. Unity arranges liability insurance and personal accident and medical expenses cover for The Scout Association and its members. Unity provides additional specialist insurance cover that groups, Districts, Counties and campsites may need. Unity is authorised and regulated by the Financial Conduct Authority, and as a wholly owned subsidiary of The Scout Association all profits generated are returned to The Scout Association.

6.14 Girlguiding UK

- 6.14.1.1 The Scout Association and Girlguiding, although separate organisations, share a common Founder and have similar aims, principles and methods. Co-operation between the two organisations is encouraged at all times and at all levels.

6.15 UK Scout Network

6.15.1 UK Scout Network Commissioner role

- 6.15.1.1 The UK Scout Network Commissioner is responsible to the UK Commissioner for Programme.
- 6.15.1.2 The functions of the appointment are to:
- a) Provide technical advice on the operations of the Scout Network
 - b) Encourage participation in the programme and projects devised by Scout Networks.

6.15.2 Responsibility for the Programme in the UK Scout Network

6.15.2.1 A UK Scout Network Commissioner, working with the UK Scout Network Team, is responsible for the detailed programme and projects undertaken by the UK Scout Network.

6.15.2.2 Members of the UK Scout Network should play a leading role in organising projects to facilitate participation in the programme, and where possible, take responsibility for supporting projects by seeking to volunteer with the UK Scout Network Team.

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Chapter 7

Emergency procedures

Chapter Contents

- 7.1 Communication
- 7.2 Emergency Procedures
- 7.3 Overriding Controls
- 7.4 Accident Reporting

7.1 Communication

- 7.1.1.1 For all Scouting activities each party must implement an 'InTouch' system.
- 7.1.1.2 Details of what this needs to include are contained in InTouch (FS120075)

7.2 Emergency Procedures

- 7.2.1.1 All accidents to individuals or involving damage to property must be reported. (See 7.4).
- 7.2.1.2 In the case of an accident to an individual, a member of the party or their designate must:
 - a) alert the appropriate rescue services, if required
 - b) advise the home Scout authority
 - c) advise the next of kin
- 7.2.1.3 In the case of a serious accident, incident or loss of life by whatever cause call 0345 300 1818 immediately and follow the critical incident directions, to advise UK Headquarters. This support is available 24 hours a day.

Contacting UK Headquarters ensures that the appropriate incident and media support is available. UK Headquarters must be informed at the earliest opportunity.
- 7.2.1.4 In Scotland, Northern Ireland and Wales the relevant Country Headquarters must be notified, support for this will be provided through the critical incident process once UK Headquarters are notified.
- 7.2.1.5 Communications with the news media must not be initiated by members of the party or others involved.

All communication with the news media must be referred to UK Headquarters (0345 300 1818) or the home Scout authority.

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In many cases the news media will arrive at the incident or get in touch with those involved before any communication with UK Headquarters has been established.

Take care if the news media contact you. Seek support in these situations before talking to the media by calling UK Headquarters.

The Duty Media Officer at UK Headquarters will offer advice and assistance in dealing with the news media when emergencies and accidents to individuals occur.

- 7.2.1.6 In the case of an accident abroad, involving a stay in hospital or loss of life, a member of the party must advise appropriate agency(ies) required by their travel insurers.
- 7.2.1.7 The home Scout authority must ensure that:
- a) clear communication links are maintained with a responsible person in the area of the accident, the next of kin and UK Headquarters
 - b) appropriate arrangements are made for the return of the party, as necessary
 - c) in cases of serious injury, every assistance is available to ensure the next of kin can visit the casualty.
- 7.2.1.8 UK Headquarters, when notified, will contact the Scout authority of the area in which the incident occurred.
- 7.2.1.9 The home District Lead Volunteer (or County Lead Volunteer in the case of County activities), in conjunction with the leader of the party or other responsible person, must be prepared, if required by UK Headquarters, to produce a full confidential report relating to authorisation, training, equipment, briefing and leadership of the party involved, together with their observations relating to the sequence of events and possible causes of the accident.
- This report will be submitted to the home County Lead Volunteer who will forward it to UK Headquarters accompanied by their own observations relating to the circumstances, details of County support for education and training in respect of such activities and, as appropriate, any recommendations they intend to implement in the light of experience gained.
- 7.2.1.10 In the case of a fatal incident, or an incident that UK Headquarters considers could have resulted in a fatality, the Company Secretary of The Scout Association will establish a learning review on behalf of the Board of Trustees.
- 7.2.1.11 The appropriate Government Agency must be notified when accidents occur during air activities or during water activities in coastal or deep sea waters.

7.3 Overriding Controls

- 7.3.1.1 For safety reasons only, the District or County Lead Volunteer (or their nominee) of the area where the activity takes place has an overriding authority (in consultation with the home Lead Volunteer) to direct that any activity should be postponed, stopped or cancelled.

7.4 Accident Reporting

- 7.4.1.1 UK Headquarters must be informed by completing the online incident report form at the earliest suitable opportunity if any person, whether a member of the Movement or not:

- a) suffers personal injury or illness where that injury or illness necessitates medical treatment (treatment by a doctor, dentist, nurse, paramedic or at a hospital). Minor injuries or illness not requiring such treatment must be recorded locally, with UK Headquarters being informed if they subsequently receive medical attention
- b) requires rescuing where rescue involves any Emergency Service: Police, Fire, Ambulance, Mountain Rescue or Coastguard
- c) dies

in the course of, or arising out of, a Scout activity or while on, or in conjunction with, any Scout property.

- 7.4.1.2 If an accident during a Scout activity results in third party damage, UK Headquarters must be informed at the earliest suitable opportunity.
- 7.4.1.3 On receipt of this information UK Headquarters will issue the necessary instructions and an incident report form.
- 7.4.1.4 In the event of any injury or fatality, or damage to third party property, no admission of liability must be made unless advised by UK Headquarters. (See 7.2 for actions required in the event of an emergency.)

Chapter 8

Insurance

Chapter Contents

- 8.1 Insurance policies
 - 8.1.1 Personal Accident and Medical Expenses Policy
 - 8.1.2 Personal Accident and Medical Expenses Supplementary Insurance
 - 8.1.3 The Scout Association Legal Liability Policy
 - 8.1.4 The Scouts Trustee Indemnity insurance cover
- 8.2 Other insurance cover
- 8.3 Indemnities
- 8.4 Compliance with Rules
- 8.5 Effecting Insurance and Reporting Claims

8.1 Insurance policies

8.1.1 Personal Accident and Medical Expenses Policy

- 8.1.1.1 This insurance is provided by Headquarters and covers the total membership as shown on the annual census return together with new members joining during the year in the United Kingdom, the Isle of Man, the Channel Islands and British Scouting Overseas.

Details of the current benefits under this policy may be obtained from [Unity](#).

- 8.1.1.2 Special travel insurance should be obtained for authorised Scout visits abroad.
- 8.1.1.3 Parties of up to five Scouts who are not members of The Scout Association visiting the United Kingdom to take part in Scout activities organised by a British home unit are also covered by this policy. Larger parties can be insured by the host unit if the visiting Scouts are not already insured through their home Association.
- 8.1.1.4 The policy covers accidents and medical expenses in the British Isles and on the continent of Europe.

8.1.2 Personal Accident and Medical Expenses Supplementary Insurance

- 8.1.2.1 Supplementary insurance can be arranged to provide higher benefits.

- 8.1.2.2 Non-members are not provided with the same automatic basic Personal Accident Insurance as members.
- 8.1.2.3 Non-members based in the United Kingdom, the Isle of Man and the Channel Islands can be insured under a basic policy and can have the benefit of Supplementary Insurance similar to that which is available to other adults.
- Details are available from [Unity](#) on request.

8.1.3 The Scout Association Legal Liability Policy

- 8.1.3.1 This policy, incorporating [Public Liability and Property Owners Liability](#), covers The Scout Association and may, at its request, provide cover for Lead Volunteers, adult members and other persons authorised to be in charge of, or to assist with, Scout activities against claims made by members under their control, or their parents or guardians, or by third parties, alleging legal liability arising out of accidents or incidents occurring during any authorised Scout activity and fundraising events. This is covered by the Public Liability section of the policy.
- 8.1.3.2 This policy covers the liability which rests upon any Scout authority which owns or is responsible for land or buildings (except for liability under any agreement). This is covered by the Property Owners Liability section of the policy.
- 8.1.3.3 It is a condition precedent to indemnity being granted by The Scout Association that any assistance required in investigating or defending any potential litigation will be given by those involved in the incident giving rise to the claim.
- 8.1.3.4 The Scout Association Legal Liability Policy does not cover legal liability arising out of the ownership or driving or piloting of motor vehicles, aircraft or gliders where compulsory third party insurance is required. If you are unsure whether you require additional insurance, contact [Unity](#).
- It does not fully cover liability for injuries to third parties or for damage to third party property arising out of the ownership or operation of boats.
- 8.1.3.5 [Unity](#) can arrange marine liability insurance and will provide details on application.
- 8.1.3.6 The provision of any indemnity given by The Scout Association is subject to the terms and conditions of any legal liability insurance policy which may be in force.

8.1.4 The Scouts Trustee Indemnity insurance cover

- 8.1.4.1 The Trustee Indemnity insurance policy is designed to cover trustees in the event that they're held personally liable for the loss of charity assets or for

making a decision which results in the charity sustaining a loss in financial terms.

8.1.4.2 The Scouts have a national policy to cover trustees of any Scout charity. The premium is paid centrally by the Scouts, so the good news is that you won't need any additional cover.

8.1.4.3 The cover extends to any person elected, co-opted or appointed to act as a trustee to Scout assets which are usually members of a Trustee Board..

8.1.4.4 Details of the current benefits under this policy may also be obtained from Unity.

8.2 Other insurance cover

8.2.1.1 Every Scout Group, District and County must maintain insurance cover, to be reviewed annually, in respect of the following risks:

- a) [property and equipment](#), owned, hired or borrowed, including the risk of loss or damage to equipment whilst in transit or at camp or on expeditions
- b) [minibuses and other motor vehicles](#), including passenger risk, in the British Isles or abroad
- c) [marine and boating risks](#)
- d) aviation and air activity risks.

8.2.1.2 Insurance cover must be taken out in respect of risks incurred when undertaking [travel](#).

8.2.1.3 Insurance cover must be taken out in respect of [employers' liability](#) for people that a Group, District or County may employ.

8.2.1.4 The Scout Association Legal Liability Policy cover extends to cover every Group, District and County, subject to Rule 8.4 Compliance with Rules. There is no requirement to purchase additional Public or Property Owners' Liability policies.

8.2.1.5 [Unity](#) is the official insurance broker of The Scout Association and is one company that can arrange insurance cover that meets the standards described above.

8.3 Indemnities

8.3.1.1 If a Scout Group, District or County is arranging to use land, premises or other facility belonging to another authority, organisation or an individual, and is required to sign an agreement or indemnity, details must be sent to [Unity](#) as soon as possible.

- 8.3.1.2 The acceptability of the agreement or indemnity terms by [Unity](#) and the adequacy of The Scout Association's Legal Liability Policy in relation to them must be confirmed before proceeding with the arrangements or signing any agreement or indemnity.

8.4 Compliance with Rules

- 8.4.1.1 For insurance cover by UK Headquarters to be effective, the Rules of the Association must be complied with, particularly those Rules governing the organisation of activities and safety precautions applying to activities.

- 8.4.1.2 Some adventurous activities carry a potentially larger third party risk than others, and appropriate insurance arrangements have therefore to be made by [Unity](#).

For this reason, Groups, Districts or Counties undertaking the following activities must notify [Unity](#) beforehand:

- a) Air activities
- b) Karting

8.5 Effecting Insurance and Reporting Claims

- 8.5.1.1 If action is taken in relation to effecting insurance or reporting claims, injuries or fatalities, this action must be taken by the Leader or other adult responsible for the individual's or party's participation in the event or activity.

- 8.5.1.2 Incident report forms when received, should not be completed by any adult involved in the incident but should be handled by a suitable independent person.

Chapter 9

Activities

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- 9.13.7 Activities near the water
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- 9.13.9 Swimming
- 9.13.10 Scout-owned swimming facilities

This chapter applies to all activities carried out anywhere in the world.

A list of available guidance on activities is contained in the [general activity guidance](#).

Further advice may be available from your County Programme Team. You may also contact UK Headquarters through support@scouts.org.uk. In addition to the factsheets stated, others may be available to provide guidance in activity areas.

9.1 All activities

9.1.1 Before an activity

9.1.1.1 Before any activity the Leader must ensure that:

- a) it is appropriate to the age and abilities of all participants
- b) any legal requirements for the activity have been complied with
- c) it complies to the general and specific activity rules set out in this chapter
- d) any other requirements of The Scout Association, including the Safeguarding Policy and Safety Policy, have been complied with
- e) if necessary, a member of the party holds a valid adventurous activity permit (see Rule 9.7)
- f) it is the leader holding the permit who is responsible for all decisions for the duration of the activity
- g) there is additional, responsible supervision as required, including for those in the locality of the activity but not actively involved, see Rules 4.5.
- h) a [risk assessment \(FS120000\)](#) is carried out, recorded and safety instructions are communicated to all supervising adults and participants
- i) suitable InTouch (FS120075) arrangements are in place
- j) Chapter 7 Emergency Procedures are in place
- k) all activities must have access to someone holding a relevant and current first aid qualification and access to suitable first aid materials,

for adventurous activities this must be immediate access. The detail of the first aid skills required will be identified by the risk assessment, but the minimum qualifications (or equivalents) are:

- A full first aid certificate as defined at [FS120052](#) is required for all remote activities, where travelling time is 3 hours or more (in the method of travel being used) to a point of refuge including:
 - a. a road which carries a normal road-going ambulance
 - b. a building which is occupied (such as a farm or harbour)
 - c. or another means of calling help (such as a telephone box)
 - First Response is required for all other activities
- l) each participant has received appropriate training
 - m) all equipment is appropriate for the activity
 - n) all supervising adults and participants are made aware of who is in charge
 - o) It has been approved by the relevant District or County Lead Volunteer (see Rule 9.1.2).

9.1.1.2 These activities are not permitted within The Scout Association:

- a) towing of inflatables behind powered watercraft, such as banana boating
- b) bungee jumping
- c) hitch hiking
- d) knife throwing
- e) archery tag and other combat style archery activities

9.1.1.3 Other activities

There are many opportunities for members to take part in activities which are not specifically covered in the activity rules. Where an activity is not covered by any other rules the Leader in Charge must:

- a) assess the risks involved, document and communicate this to all involved
- b) ensure all members' physical and/or emotional well-being can meet the requirements of the activity
- c) ensure that all equipment used fits the participants and is suitable for the activity
- d) obtain the approval of the relevant District or County Lead Volunteer, or their nominee.

9.1.2 Approval of an activity

- 9.1.2.1 The District Lead Volunteer is responsible for approving all activities for Squirrels, Beavers, Cubs, Scouts and Explorers. This will usually be by means of a system agreed between the District Lead Volunteer and each Group Lead Volunteer or District 14-24 Team Leader See Approving Activities – Guidance for Commissioners (FS120015).
- 9.1.2.2 For Scout Network, the District Lead Volunteer is responsible for approving all activities for Scout Network members.. This will usually be by means of a system with the District 14-24 Team Leader.^{sv}
- 9.1.2.3 The relevant District or County Lead Volunteer is responsible for approving all activities for groups of adults, where each individual is aged 18 and over. This will usually be by means of a system agreed between the relevant Lead Volunteer and the County Programme Team Leader.^{sv}
- 9.1.2.4 Approval for special events and activities must be granted by a County, Regional or Country Lead Volunteer, as appropriate.
- 9.1.2.5 For safety reasons only, the District or County Lead Volunteer, or their nominee, of the area where the activity takes place has an overriding authority, in consultation with the home Lead Volunteer, to direct that any activity should be postponed, stopped or cancelled (see POR Rule 7.3.1.1).
- 9.1.2.6 There are additional requirements for the District and County Lead Volunteer's approval for those activities which fall within the scope of The Scout Association's Adventurous Activity Permit Scheme (see POR rule 9.7).
- 9.1.2.7 When professional instructors or leaders from outside the movement are engaged, separate rules apply (see POR rule 9.6).

9.1.3 During an activity

- 9.1.3.1 Leaders must continue to assess risk (FS120000) throughout an activity.
- 9.1.3.2 An appropriate weather forecast is acted upon to choose where the activity takes place and each participant is suitably equipped to cope with predicted extremes.
- 9.1.3.3 All activities must be undertaken in accordance with The Scout Association's Safety Policy (see Chapter 2) and must adhere to the relevant general and specific activity rules set out in this chapter (Chapter 9).

9.2 Nights away

9.2.1 Nights away permit scheme

9.2.1.1 All camping and residential experiences within the United Kingdom are subject to Rule 9.2.

9.2.1.2 This includes all events where it is intended that young people will sleep overnight and arrangements are put in place for this purpose, such as sleepovers, camps, Pack Holidays and expeditions.

9.2.1.3 Nights away abroad are subject to Rule 9.3.

9.2.2 Nights away responsibilities

9.2.2.1 An adult leading a camp or residential experience involving young people under 18 years old must:

- a) hold a valid Nights Away Permit
- b) have the prior agreement of the young person's Section Team Leader
- c) have parental consent in which parents are informed about the event, including which Section Team Members or other adults are present
- d) as a minimum, attend the event during the time that provision is made for young people to be sleeping overnight. They remain responsible for the event at all times
- e) ensure the relevant notification is made, as per Rule 9.2.3

9.2.2.2 The District Lead Volunteer is responsible for:

- a) the issue of Nights Away Permits in accordance with the application, assessment and approval process and content of the appropriate factsheet. The District Lead Volunteer or accredited permit approver must approve the issue of a Permit following the recommendation of a Nights Away Assessor (NAA) and cannot increase the level of the permit beyond that recommended without a further assessment by an NAA.
- b) suspension or withdrawal of Nights Away Permits as per Rule 9.2.4
- c) ensuring that all adult members who are present overnight at a nights away activity are in date for their safeguarding and safety training which must be recorded on the membership system. This rule does not apply to Non-members attending the event. This rule also does not apply to members of the Scout Network who are attending the event as a participant and are not supporting or delivering activities for members under the age of 18

- d) the standards of all camping and residential experiences taking place in the District and may cancel an event, if judged necessary
- e) appointing one or more Nights Away Advisers' Guide (FS120804).

County Lead Volunteers have these responsibilities for events and permits issued by the County.

- 9.2.2.3 For large scale events there needs to be a permit holder responsible for each residential group. There is no limit to the number of groups that a permit holder can be responsible for, but they remain responsible for the standard of the event for each group. In addition, the permit holder must ensure the home Lead Volunteer is notified (Rule 9.2.3.13) and inform them of the total number of groups they are responsible for during the event.
- 9.2.2.4 All groups undertaking a nights away event must have immediate access to someone who has a current First Aid qualification, minimum First Response. The level of First Aid competence required for each event will be determined by the event risk assessment. However, a full first aid certificate, as defined in FS120052, is required for those operating in remote environments, where travelling time is 3 hours or more (in the method of travel being used) to a point of refuge, including:
- a) a road which carries a normal road-going ambulance
 - b) a building which is occupied such as a farm or harbour
 - c) or another means of calling help such as a telephone box.
- 9.2.2.5 The permit holder is not required to hold a first aid qualification.
- 9.2.2.6 The requirement to have completed a First Response course is waived for holders of a valid First Aid qualification, where the syllabus equals or exceeds that of a First Response course, including hypothermia and hyperthermia training.

9.2.3 Nights away permits

- 9.2.3.1 There are four categories of nights away permit:
- a) indoor – for staying in a building that has built in lighting and cooking facilities, toilets plumbed into a waste disposal system (i.e., a cess pit, storage tank or mains drains) and running drinking water
 - b) campsite – for staying at a site that has toilets plumbed into a waste disposal system (such as, a cess pit, storage tank or mains drains) and access to running drinking water
 - c) Green Field – for staying at any site where any of the above facilities do not exist – for example, a summer camp on a farmer's field

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- d) Lightweight Expedition – for staying at any site for not more than one night before moving on. The core activity is a form of expedition, not residential, and all the equipment is transported with the participants. For example King’s Scout Award or Duke of Edinburgh’s Awards hikes, expedition hikes, canoe expeditions.
- 9.2.3.2 Those holding a Green Field Permit may lead residential events in the other three categories.
- 9.2.3.3 Those holding a Campsite Permit may also run indoor residential events.
- 9.2.3.4 Those holding a Hillwalking Permit that includes lightweight camping in remote areas may also run Lightweight Expedition events.
- 9.2.3.5 Nights Away Permits are not section-specific and Districts and Counties must not operate a policy of issuing only section-specific permits.
- 9.2.3.6 A permit holder may operate with members from another District or County subject to the normal approval of the District/County Lead Volunteer of the members concerned.
- 9.2.3.7 Permit holders proposing to work outside their usual section should obtain guidance from the Nights Away Adviser before the event takes place.
- 9.2.3.8 Permits can only be granted to members of The Scout Association.
- 9.2.3.9 There is no maximum age limit to gaining a Nights Away Permit.
- 9.2.3.10 Permits must be renewed at intervals of not more than five years.
- 9.2.3.11 Permits expire automatically if they are not renewed.
- 9.2.3.12 Assessment:
- a) An applicant will be assessed by a Nights Away Assessor appointed by the District or County Lead Volunteer, who will recommend a level of permit to be granted
 - b) Assessments will be carried out in accordance with the process and content of the Nights away permit scheme.
- 9.2.3.13 Notification
- a) The relevant home Lead Volunteer, or their accredited nights away approver, must be notified before any nights away event takes place. It is best practice for at least seven days’ notice to be given
 - b) The notification should be submitted using the membership system and must include all the information required in the Nights Away Notification Form (NAN)
 - c) It is the responsibility of the Permit holder to ensure that appropriate notification is made for each group they are responsible for.

- d) Adult groups are required to notify their relevant Lead Volunteer of night's away events.

9.2.4 Renewal, restriction, suspension and withdrawal of nights away permits

- 9.2.4.1 Any permit holder who is alleged to have broken these activity rules must have their permit(s) suspended immediately.

The relevant Lead Volunteer (possibly delegated to someone who holds the Permit Approver accreditation) must promptly enquire into the allegation and determine whether the permit(s) are to be reinstated, modified or cancelled.

- 9.2.4.2 The relevant Lead Volunteer (or someone who holds the Permit Approver accreditation) may at any time impose restrictions, suspend, withdraw or not renew a permit provided they have reasonable grounds to do so. Any amendment of a permit's status is only valid if the record on the membership system is updated as appropriate.

- 9.2.4.3 A Permit automatically expires if a member leaves The Scout Association.

9.2.5 Nights away event passports

- 9.2.5.1 A Scout or Explorer who wishes to lead a camping or residential event can do so when issued with an event passport, this is only valid for use with members of their own section.
- 9.2.5.2 Each event passport is issued for one event only by a permit holder experienced in the category of camp or residential experience proposed.
- 9.2.5.3 Event passports cannot be given to anyone aged over 18 and cannot be used for joint Explorer/Scout Network events.
- 9.2.5.4 The permit holder has responsibility for notification (see Rule 9.2.3.12).
- 9.2.5.5 The permit holder must provide support during both the preparation and the event itself and be satisfied that the young person has the required abilities but is not required to attend the event.
- 9.2.5.6 Event passports guidance (FS120085) is available.
- 9.2.5.7 Event passports can be downloaded from the brand centre.
- 9.2.5.8 Those responsible for running Scout campsites or activity centres who hold a permit may issue site specific Event Passports for an extended period (up to a maximum of 12 months) covering multiple service events for those under 18 years working on projects on their site.
- 9.2.5.9 The home Lead Volunteer must be informed of those under 18 years working on service team projects at Scout campsites and activity centres, but a separate

NAN form for each occasion need not be completed if a range of dates is specified.

- 9.2.5.10 When leading a Scout Network residential event, a passport or permit is not required, but notification (Rule 9.2.3.12) is, and the event leader must have first-hand experience of camping or residential events and be familiar with The Scout Association's appropriate resource material.
- 9.2.5.11 As part of the planning process parents must be informed of no leaders being present and of the supervision arrangements for a residential event using an event passport and be satisfied with them prior to consenting to their child taking part.
- 9.2.5.12 For adult / Scout ratios on Nights Away activities, see Rule 4.5

9.2.6 Family nights away

- 9.2.6.1 The permit holder is responsible for the overall camp and must ensure that all The Scout Association's rules are followed regardless of the presence of parents or other adults.
- 9.2.6.2 Further information is available about [Family Nights Away \(FS120083\)](#). Other guidance is given in the publication Nights Away.

9.2.7 Expeditions and events in adventurous country and onboard craft

- 9.2.7.1 All expeditions within the United Kingdom are covered by this Rule. Prior notification to relevant Lead Volunteers of expeditions involving nights away must be given as described in Rule 9.2.3.12.
- 9.2.7.2 Some events will require the leader to hold an appropriate Adventurous Activity Permit: Terrain One and above or on-board watercraft. There is no additional requirement to gain a Nights Away Permit if the Activity Permit included an assessment of the skills needed to supervise camping or other residential experiences.

9.3 Visits abroad

- 9.3.1.1 A Visit Abroad (VA) is defined as: Any visit outside the United Kingdom, the Channel Islands and the Isle of Man on a recognised and approved scouting activity or travelling in the name of the Scouts. This applies to youth and adult members, and non-members.

Youth and adult members, and non-members located within the British Scouting Overseas area, Gibraltar and Northern Ireland are expected to follow the Visits Abroad Process when leaving the country where their Group is registered. However, exceptionally, specific alternative arrangements may be approved and documented by a relevant Lead Volunteer.

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- 9.3.1.2 For Northern Ireland Scouts travelling to the Republic of Ireland it is not a requirement to take out additional travel insurance, providing the trip is for no longer than 48 hours. If it is felt that cover is required for emergency medical expenses, personal possession or cancellation then it is strongly advised that travel insurance is purchased.
- 9.3.1.3 All members should carry a valid UK EHIC or GHIC card for travelling within many European Countries including the Republic of Ireland. UK EHIC or GHIC cards are obtainable from the [NHS website](#).
- 9.3.1.4 A camp or residential experience abroad which includes Beavers, Cubs, Scouts, or Explorers, must be led by an adult holding a relevant Nights Away Permit. For Scout Network visits abroad see Rule 9.2.5.
- 9.3.1.5 All visits abroad must follow the Visits Abroad (VA) Process and must be approved at planning stage by the Visits Abroad Approver who is the relevant Lead Volunteer to the designation of the trip.
- 9.3.1.6 The trip must then gain final approval and sign off by the relevant Visits Abroad Approver before the visit leaves the UK. A VA Form must be submitted to the Visits Abroad Recommender who supports such events on behalf of United Kingdom Headquarters. As part of this process, the Visits Abroad Approver must complete the online VA notification form, notifying UK Headquarters of the trip.
- More details are available regarding [VA Form and guidance on the process](#) or through notifying your Visits Abroad Recommender of your planned visit.
- 9.3.1.7 The UK Leader in Charge of a visit abroad must ensure that adequate travel insurance has been arranged for all members of the party, and that suitable InTouch arrangements are in place (Rule 9.1.1)
- 9.3.1.8 The UK Leader in Charge of any adventurous activities abroad must apply the appropriate rules and hold the appropriate adventurous activity permits, classifying the hills/mountains or waters as defined in Rules 9.12.4, 9.12.7, 9.13.4, although the altitude criteria for hills/mountains may not apply in some areas. In case of doubt, the Visits Abroad Recommender should be consulted.
- 9.3.1.9 When abroad, UK members may take part in activities being run by members of the host Scout organisation following the host organisation's guidance and rules. In this context, Kandersteg International Scout Centre is deemed an independent Scout organisation. There must be a Leader from the UK present who is able to stop the activity if they have safety concerns at any point. Activities forbidden by The Scout Association remain forbidden even when abroad. If using external providers abroad see POR Rule 9.6 for further guidance.

- 9.3.1.10 UK members, including members of the British Scouting Overseas, Gibraltar, the Channel Islands and the Isle of Man under the age of 18, may only take part in group based hosted hospitality experiences i.e., using group accommodation. They must not participate in home-based hospitality experiences, such as in private homes.

9.4 Visits to the United Kingdom

- 9.4.1.1 Invitations to Scouts, Guides and adult volunteers from abroad to visit or camp in the United Kingdom should not be confirmed until approval has been obtained from the District Lead Volunteer. The locally-agreed member of the County Programme Team should also be informed.
- 9.4.1.2 In the activity rules in this chapter, where reference is made to 'Members of the Scout and Guide movements' this is taken to mean members of an Association or Federation recognised by either the World Organization of the Scout Movement or the World Association of Girl Guides and Girl Scouts.
- 9.4.1.3 The Scout Association's Personal Accident and Medical Expenses Insurance Policy does not cover adequately Scouts and Guides visiting the United Kingdom who are not members of the UK Scout Association (see Chapter 8).
- 9.4.1.4 Unity (Scout Insurance Services) should be informed of visiting parties or individuals and will advise whether additional cover is required.
- 9.4.1.5 It is advised that group-based hospitality. i.e., accommodating Scouts and/or Guides from abroad in group accommodation and not in private homes, is the means of providing hospitality experiences.
- 9.4.1.6 If home-based hospitality within the UK (i.e in private homes) is to be undertaken by under 18s all of the following conditions must be met :
- a) they are Scouts and/or Guides from abroad i.e., this specifically excludes UK members including members of British Scouting Overseas, Gibraltar, Channel Islands and the Isle of Man
 - b) a Hosting Agreement must be in place and signed by all parties i.e., UK Leader in Charge, leader of the Scouts and/or Guides from abroad, parents of Scouts and/or Guides from abroad and all adults who will be present overnight in the private home at the time of providing the experience
 - c) all adults who will be present overnight in the private home at the time of providing the experience must have a valid criminal record check and sign a hosting agreement
 - d) the UK Leader in Charge must confirm the suitability of a home-based hospitality experience being offered in the UK to Scouts and/or Guides from abroad, this must be done by undertaking a home visit to the host

family's home prior to the home hospitality experience taking place (the home visit can be delegated to another UK leader

- e) where the home hospitality experience is for two or more nights a visit from the UK Leader in Charge, or their nominee, and the leader of the Scouts and/or Guides from abroad, or their nominee, is required during the stay and every two nights thereafter for the duration of the stay
- f) Scouts and/or Guides from abroad must be accommodated in at least a pair in each private home
- g) the UK Leader in Charge must consider appropriate control measures and contingency plans, and
- h) the host District Lead Volunteer, or their nominee, must approve the home-based hospitality experience.

9.4.1.7 Further information and support can be found in [Home and Hosted Hospitality Guidance \(FS120821\)](#).

9.5 Creative activities

9.5.1 Creative activities for public performance

9.5.1.1 Creative activity intended for public performance must be approved by the relevant Lead Volunteer, or their nominee. Public performance is defined in the relevant [Staged Performances \(FS120164\)](#) toolkit or [Musical Performances \(FS120212\)](#) toolkit.

9.5.1.2 Scout and Guide joint activities must be approved by both of the relevant Scout Lead Volunteer and Girlguiding Commissioner.

9.5.1.3 [Performances must be delivered following the](#) guidance and assessment criteria as laid down in the relevant toolkit.

9.5.1.4 All staged and musical performances [requiring assessment \(as defined in the relevant toolkit\)](#) must undertake an assessment when any of the following apply:

- a) the agreed period has elapsed since their last assessment, or prior to their first public performance
- b) their key participants significantly change as determined by the relevant Lead Volunteer, or their designate
- c) the relevant Lead Volunteer or their designate has reason or concern to submit the performance for re-assessment.

9.5.1.5 High profile musical performances assessment is granted for a maximum of two years.

9.5.1.6 Staged performances assessment is granted for a maximum of six years.

9.6 Use of External Centres and Instructors

9.6.1.1 External centres and instructors can be used to deliver activities following the rules below and any activity specific rules in this chapter.

9.6.1.2 When external providers are used for the delivery of activities for members of The Scout Association, the external provider must hold a relevant accreditation or qualification for the activity they are delivering such as, for example, AALA Licence, Adventure Mark Accredited Provider, Government Agency, National Governing Body qualifications, as well as adequate insurance cover. These criteria are subject to frequent change and up to date guidance on the above can be found in the directory of activities.

9.6.1.3 As the standards and criteria for the delivery of activities abroad are very varied, it is not possible to provide specific guidance for each country and activity. Leaders therefore need to check the suitability of providers themselves and this rule supports that process with additional guidance.

9.6.1.4 When using external providers abroad, the guidance for activities abroad must be followed. If the leader in charge feels that the activity is not safe, then the activity must be stopped immediately.

9.6.1.5 External activity providers must provide evidence of holding a public liability insurance policy which covers their activities to a minimum level of five million pounds.

9.6.1.6 When using external activity providers, members must follow all rules relevant to the activity as contained within Chapter 9, with the exception of any which explicitly relate to the delivery of Scout-led activities.

9.7 Adventurous Activities Permit Scheme

Adventurous activities are:

- a) archery
- b) caving
- c) climbing and abseiling, except:
 - bouldering
 - climbs using auto belay systems (systems that lower a climber to the ground without any human intervention)
- d) cycling in cycle environment one and two
- e) hillwalking in terrain one and two
- f) hovercrafting
- g) snowsports (except artificial slopes and nursery slopes)

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- h) all water activities, except swimming, on class B1, B2, B3 or A waters
- i) all motorised water activities and SCUBA activities on class C waters.

9.7.1.1 Members of the Scouts wishing to run any adventurous activity must hold the appropriate activity permit where any member of the activity group is under the age of 18 or [any adult with additional needs, disabilities or life-limiting conditions who have additional support to access scouting](#). For joint activities with under and over 18 members, the activity permit scheme applies. Where these activities are being run by non-members, see Rule 9.9 Use of External Centres and Instructors.

This rule also applies to staff and employees operating on behalf of The Scout Association or any Group, District, County or Country thereof.

9.7.1.2 A Lead Volunteer (or someone holding the Permit Approver accreditation) grants a permit on the recommendation of an assessor and following the process and content of the [Adventurous Activity Permit Scheme \(FS120100\)](#). The permit granting process is conducted through the membership system.

9.7.1.3 Permits can be granted for personal, leadership and supervisory. Details of which are available for each activity in the [Adventurous Activity Permit Scheme \(FS120100\)](#). The remit of each permit can be found in the appropriate factsheet for the specific activity, although all permits can have additional restrictions placed on them based on the skills and experience of the permit holder. There is a [list of all activities](#).

9.7.1.4 There is no minimum or maximum age to hold a leadership or supervisory permit except any imposed by outside agencies. There is no minimum age to hold a personal permit but the maximum age is up to, but not including, the holder's 18th birthday.

9.7.1.5 [Members 18 years and over must hold a full role allowing them to lead regulated activity in order to hold and adventurous activity permit.](#)

9.7.1.6 County assessor or external assessor, meeting the assessor requirements outlined in [Adventurous Activity Permit Scheme – Approved Assessors \(FS120104\)](#), may make a recommendation for a permit.

9.7.1.7 A permit must expire within five years. When a permit expires the permit holder must apply for, be assessed for and be granted a new permit before they are able to run the activity again.

9.7.1.8 Where a leadership or supervisory permit holder is under 18 and the required safeguarding checks and adult training for an adult holding a permit have not been carried out, their permit expires on their 18th birthday. From their 18th birthday they can be granted a new permit, once the required safeguarding checks and adult training have been carried out, without the need for another assessment, to expire within five years of their initial permit being granted.

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- 9.7.1.9 All groups undertaking adventurous activities must have access to someone (this need not be the permit holder) holding a relevant and current first aid qualification and access to suitable first aid materials. For adventurous activities this must be immediate access. The detail of the first aid skills required will be identified by the risk assessment, but the minimum qualifications (or equivalents) (see 9.2.2.4).
- 9.7.1.10 Once holding a permit, an activity leader may operate with members from another District or County, subject to the normal approval of the District/County Lead Volunteer of the members concerned.
- 9.7.1.11 When a permit holder leaves the Scouts, [or no longer has a role which allows them to lead regulated activity](#), their permit(s) automatically expire on the date that they leave.
- 9.7.1.12 Where a permit holder is not following the activity rules or running the activity in an unsafe manner, their Lead Volunteer or someone holding the Permit Approver accreditation must review and further restrict or cancel their permit.
- 9.7.1.13 Each County is required to carry out a self-moderation of their management of the adventurous activity permit scheme by the end of each January in accordance with the details in [Adventurous Activity Permit Scheme – Moderation \(FS120106\)](#).
- 9.7.1.14 The County Lead Volunteer is responsible for:
- a) agreeing the County self-moderation as an accurate record
 - b) ensuring action plans are in place where any minimum standards are not met
 - c) ensuring any agreed action plans are carried out
- 9.7.1.15 Where a County is selected for national sampling of their self-moderation they need to send their completed County self-moderation form to the UK Headquarters Activities Team at Gilwell Park before the end of February.
- 9.7.1.16 Where an adventurous activity (as defined in the introduction to Rule 9.7) involves 100 or more people, the activity must be specially approved by the home District or County Lead Volunteer(s) and advance notice in writing must be given to the host County Lead Volunteer(s) at least two months before the event, together with the following details:
- a) the numbers and age ranges of those involved
 - b) the names and addresses of the responsible Leaders
 - c) the outline programme
 - d) the proposed location(s)
 - e) the proposed transport arrangements, including those to be used during the event

f) the proposed method of liaison with local landowners

9.7.1.17 In all such cases involving the activities covered in this chapter, the organisers must:

- a) carry out, document and communicate a risk assessment
- b) consider and document the arrangement for the supervision of participants, including non-members and the procedures to be used in the event of an emergency
- c) submit a safety plan to the home District or County Lead Volunteer(s) for approval

9.7.1.18 For large scale adventurous activities where alternative written safety procedures are in place the County Lead Volunteer, in consultation other appropriately experienced people agreed locally, may agree to an alternative system of supervision, checking and control of participating groups.

9.8 Adult groups undertaking activities

9.8.1.1 Members over the age of 18 participating in activities must follow the rules laid out in Chapter 9, with the exception of rules 9.7, 9.1.2.4-Safety, 9.11.1.1, 9.12.2, 9.12.9, 9.12.13.2, 9.12.13.3.

9.8.1.2 Where any participant in the activity group is aged under 18 or any adult with additional needs, disabilities or life-limiting conditions who have additional support to access scouting, all rules in Chapter 9 apply, including Rule 9.7 Adventurous Activity Permit Scheme.

9.8.1.3 When members over the age of 18 undertake activities covered by rules 9.7, 9.11.1.1, 9.12.2, 9.12.4-Safety, 9.12.9, 9.12.13.2, 9.12.13.3, members can choose an appropriate management system for these activities, members may choose to follow existing systems such as the Adventurous Activity Permit Scheme or may put in place other controls.

9.8.1.4 Any activity that is banned applies to all age groups (see 9.1.1.2).

9.8.1.5 Each activity must have someone designated as leader in charge. This is not a role but a set of tasks someone must ensure are undertaken. There are full details on the leader in charge.

9.8.1.6 Each participant must understand and accept the risks involved in the activity and the control measure in place to manage these risks. This can be done through sharing of risk assessments and briefings, the leader in charge must be satisfied that everyone understands this before the activity can start.

9.8.1.7 Further guidance on the management of activities for groups over the age of 18 can be found in Adult Groups in Activities (FS120087)

9.9 Joint activities or joint use of facilities with other youth organisations

A joint activity is one where youth members of both organisations are present.

- 9.9.1.1 Joint activities involving members of the Scouts with members of Girlguiding must be undertaken following the guidance in [Joint Activities with Girlguiding \(FS120007\)](#). Satisfaction in relation to Girlguiding policies and procedures will be monitored and maintained by (Scouts) UK Headquarters for the whole Association.
- 9.9.1.2 Joint activities involving members of the Scouts with members of other organisations (except Girlguiding) must be approved by the County Lead Volunteer and following the guidance in Joint Activities with other organisations (FS120013). Satisfaction about policies and procedures of these other organisations is the responsibility of the County Lead Volunteer or their representative.
- 9.9.1.3 Those responsible for accepting bookings from other youth organisations for use of Scout camp sites, activity centres or other Scout owned facilities must satisfy themselves that:
- a) the Safeguarding and Safety Policies of The Scout Association will be adhered to
 - b) all adults in the party have been deemed suitable to work with young people by their own organisation
 - c) they are aware of The Scout Association's internal rules and good practice.
- 9.9.1.4 The above should be an integral part of any booking procedure.
- 9.9.1.5 Scout Counties, Districts and Groups are able to make their own decisions on the use of their facilities. Much will depend on the situation locally.

9.10 Air activities

This rule applies to all forms of air experience flying and flying instruction undertaken by members of the movement, including hovercrafting.

9.10.1 Access to airfields

- 9.10.1.1 Before any member of the movement proceeds on to any private, civil or Service airfield the permission of the controlling body of the airfield must be obtained.
- 9.10.1.2 Any individual or party must be briefed as detailed in [Access to Airfields \(FS120702\)](#).

9.10.1.3 The above rules do not apply when visits to civil airports are confined to the spectators' enclosure or to Service establishments and civil airfields on open days or at air shows when using public enclosures.

9.10.2 Public liability insurance and pilot and aircraft requirements

9.10.2.1 The pilot must comply with these, supplementing or replacing them for licensing, medical and class/type ratings:

- a) the Air Navigation Order
- b) Rules of the Air
- c) Joint Aviation Requirements – Operations
- d) any Civil Aviation Authority regulations
- e) any International Civil Aviation Organization regulations.

9.10.2.2 The aircraft must comply with these, supplementing or replacing them for registration and maintenance:

- a) the Air Navigation Order
- b) joint Aviation Requirements – Operations
- c) any Civil Aviation Authority regulations
- d) any International Civil Aviation Organization regulations
- e) requirements of the Light Aircraft Association, where they have delegated authority
- f) requirements of British Gliding Association, where they have delegated authority
- g) requirements of British Microlight Aircraft Association, where they have delegated authority.

9.10.2.3 The aircraft operator must hold insurance as per one of (a) or (b):

- a) an Aviation Liability Insurance policy with a Combined Single Limit in respect of Third Party and Passenger Liability complying with the requirements of The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof,
- b) an Aviation Liability Insurance policy with a Split Liability complying with the requirements of The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof in respect to Third Party Liability and having a minimum in respect of Passenger Liability of one million pounds.

In either case where the aircraft is a helicopter the Passenger Liability limit must be to a minimum Level of five million pounds.

Suggested Endorsement: “It is hereby noted that this policy includes the interest of The Scout Association as an additional insured in respect of flights involving members of the Scout movement.”

Where this endorsement is not in place an indemnity to Principal Clause should be contained within their policy documentation. Further support regarding this can be obtained from Unity Insurance.

- 9.10.2.4 All members undertaking Air Activities (including hovercrafting) are required to notify the Scout Support Centre using the [Air Notifications form](#) before or immediately after the activity.

9.10.3 Flight briefings

- 9.10.3.1 Any member of the movement engaged in any flying activity must be given prior instruction in:
- a) the use of the aircraft safety harness and other safety equipment
 - b) the purpose of the flight, the sensations likely to be experienced and the method of clearing the ears on ascent and descent
 - c) the emergency evacuation procedures including the use of an emergency parachute where appropriate.

9.10.4 Ballooning

- 9.10.4.1 Where payment is involved, the flight must be under the provision of an Air Operators Certificate (Balloon) holder.
- 9.10.4.2 Where payment is not involved the pilot must hold a UK Private Pilot’s Licence (Balloons and Airships) and have at least 100 hours as pilot in charge of the type of balloon (hot air or gas) being used.

9.10.5 Hang gliding, paragliding and parascending

- 9.10.5.1 Hang gliding, paragliding and parascending training must only be undertaken under the supervision of a person holding a British Hang Gliding and Paragliding Association Senior Instructor Licence operating within a BHPA registered school.
- 9.10.5.2 Hang gliders, paragliders and parascending equipment purchased or used by members must comply with the British Hang Gliding and Paragliding Association airworthiness requirements as set down in their Technical Manual.
- 9.10.5.3 Hang gliding, paragliding and parascending must be undertaken only at British Hang Gliding and Paragliding Association approved sites.
- 9.10.5.4 Members must only undertake dual/tandem flights on hang gliders, paragliders or wing ascending canopies (this specifically excludes round canopies) with a

pilot holding the appropriate British Hang Gliding and Paragliding Association dual licence.

- 9.10.5.5 Members are not permitted to undertake dual/tandem flights using round canopies.
- 9.10.5.6 When overseas, professional instructors/pilots must hold the relevant national qualification or equivalent.
- 9.10.5.7 The flying of powered hang gliders and powered paragliders must fully comply with the appropriate rules above.

9.10.6 Hovercrafting

Hovercrafting delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

- 9.10.6.1 A helmet must be worn by anyone taking part in an organised Scout hovercraft activity, unless:
- a) a Sikh wearing a Turban chooses not to wear a helmet, and they ensure there is no loose fabric that could be drawn into the fan. This does not apply to a Sikh wearing a Top Knot
 - b) a medical or additional need causes challenges with wearing a conventional outdoor activity helmet, see [Activity Helmets \(FS120430\)](#) for guidance.
- 9.10.6.2 Buoyancy aids must be worn at all times when on board a hovercraft. This applies to activities both on land and water, even when water is not in sight.
- 9.10.6.3 A remote cut off device must be fitted to any craft being used for solo training.
- 9.10.6.4 Hovercrafting over water must only take place on inland waters of Class C, B1 or B2 waters (as defined in Rule 9.10.6.5).

9.10.7 Gliding

- 9.10.7.1 The flight must be under the supervision of a British Gliding Association Flying Instructor at a British Gliding Association registered club. Age, weight and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.
- 9.10.7.2 For motor / self-launching glider requirements see Rule 9.10.9.3 Powered Aircraft Flying.

9.10.8 Parachuting

- 9.10.8.1 Members must only undertake parachute training when supervised by a person holding an instructor rating of the British Parachute Association.

9.10.8.2 Members may undertake parachuting or skydiving through a recognised British Parachuting Association centre.

9.10.9 Powered aircraft flying

9.10.9.1 Powered Flying involving payment (in accordance with the current Air Navigation Order):

- a) the flight must be provided by an Air Operators Certificate holder
- OR
- b) if the flight is of an instructive nature, it must be under the supervision of a flying instructor holding a valid JAR – FCL Flight Instructor Rating (or Part-FCL equivalent) or a Civil Aviation Authority registered training facility or International Civil Aviation Organisation (ICAO) equivalent.

The age, weight and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the facility providing the instruction.

Any Scout members who are observers in passenger seats must not pay anything.

9.10.9.2 Powered Flying where no payment is involved.

The requirement for pilot experience level is at least 200 hours total of which 100 hours are as pilot in command of an aircraft including both of these conditions:

- a) at least 20 hours as pilot in command of an aircraft of the same type as that being used to carry Scout members of which at least 3 hours must have been within the preceding 90 days
- b) at least 3 take offs and 3 landings as the sole manipulator of the controls of an aeroplane of the same type as that being used to carry Scout members within the preceding 30 days.

9.10.9.3 Motor / Self launching glider flights must be under the supervision of a flying instructor holding a British Gliding Association Motor Gliding Instructor Rating or a Flight Instructor (SLMG) Rating at a British Gliding Association registered club. Age, weight and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.

9.10.9.4 Microlighting must be under the supervision of a holder of the National Private Pilot's Licence (Microlight and Powered Parachute) or a UK PPL or JAR –FCL PPL with microlight class rating and following the guidance set out by the British Microlight Aircraft Association.

9.10.10 Unmanned aerial vehicles (UAVs) and drones

These are defined as aircraft without pilots on board and fall within two categories based on the way they are controlled:

UAVs are flown using a remote control and are limited by the range of the transmitter, this includes all remote-controlled aerial devices such as model aeroplanes and helicopters, including devices commonly referred to as drones but operating under remote control. These devices may be electric or petrol powered.

Drones are devices which are programmable and/or automated using an on-board computer system.

9.10.10.1 All activities involving UAVs must follow the regulations set out by the Civil Aviation Authority.

- a) Scout led use of drones is not permitted and is not insured by The Scout Association. Members must only take part in activities using automated drones if this activity is operated by an external provider with appropriate aviation insurance cover
- b) Members may use UAVs which are operated using a remote control
- c) When operating UAVs, members must ensure that the site chosen for this activity is appropriate, consideration must be made to proximity to airfields and other similar environments as well as overhead power lines, nature reserves and/or private property
- d) Permission must be granted from the owner of the land and/or property that will be under the planned flightpath of the UAV, especially where images are being captured.

9.10.10.2 If uncertain about the insurance requirements when operating using UAVs or drones, contact must be made with Unity (Scout Insurance Services).

9.11 Target Sports

9.11.1 Archery

Archery delivered as a Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

9.11.1.1 Archery must be run as specified in rule 9.7 or the externally led archery page of [scouts.org.uk](https://www.scouts.org.uk)

9.11.1.2 Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout movement, including Archery Tag and other combat style archery activities as per POR 9.1.1.2.

9.11.1.3 The use of crossbows as a scouting activity is in 9.6.12 Shooting.

9.11.2 Fencing

9.11.2.1 All fencing activities must be carried out using the standards and controls laid down by British Fencing.

9.11.3 Laser games

9.11.3.1 Participants under 18 taking part in laser games must have parental permission.

9.11.3.2 Participants under 18 taking part in laser clay pigeon shooting must have parental permission

9.11.4 Paintball games

9.11.4.1 When taking part in paintballing members must:

- a) use external operators who are members of the UK Paintball Association (UKPBA), the UK Paintball Sports Federation (UKPSF) or an equivalent body
- b) have parental permission for all participants under 18s.

9.11.5 Shooting

The term 'shooting' applies to shooting activities using firearms as defined in law (including air guns with energy greater than 1 Joule), and also to the use of crossbows with a draw weight of 1.4kg or greater, re-enactment guns.

The term 'shooting' does not apply to paintballing, the use of laser guns and the use of toy guns.

9.11.5.1 Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout movement.

9.11.5.2 Before planning shooting as an activity, Leaders should take account of local feelings on shooting.

9.11.5.3 The parent/guardian should be supplied with detailed information on the nature of the activity when permission is sought. An example form is available on the shooting pages of the website. Where other forms are used, they should at least include this information.

9.11.5.4 When taking part in shooting activities members must have parental permission for all under 18's taking part.

9.11.5.5 No firearms, may be bought, owned or used by any Scout unit or campsite unless the relevant line manager has made arrangements to ensure that

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possession and use complies with all statutory requirements and any applicable bylaws.

- 9.11.5.6 Firearms must only be taken on to Scout premises if permission has been obtained from the owner or their representative and the person responsible for the activity (that is, site warden or manager, or District Lead Volunteer).
- 9.11.5.7 Members operating firearms as defined in the law must do so in line with the Firearms Act 1968 (as amended) and other relevant legislation.
- 9.11.5.8 Members operating air guns and firearms in Northern Ireland must adhere to the Firearms (Northern Ireland) Order 2004.
- 9.11.5.9 Members operating in Scotland must hold a 'target shooting club's approval' issued by Police Scotland. The storage and operation of air guns must be in accordance with the Air Weapon and Licencing Scotland Act 2015.
- 9.11.5.10 Members running events involving air gun activities in Scotland must hold an Event Permit issued by Police Scotland and operate air guns in accordance with the Air Weapon and Licencing (Scotland) Act 2015.
- 9.11.5.11 Members travelling to Scotland from elsewhere in the UK and transporting their airguns in order to provide shooting activities require a Visitor Permit issued by Police Scotland. This must be acquired prior to the visit for either an individual or a group. Members must ensure that all shooting activities are carried out in line with the Air Weapon and Licencing (Scotland) Act 2015.
- 9.11.5.12 Wherever practical, shooting ranges should be out of bounds, except during the specified times for shooting, where the range and surrounding areas must be managed appropriately.
- 9.11.5.13 In every case, shooting must be supervised by a competent and appropriately qualified Range Conducting Officer who must have a knowledge of the correct use of the firearms being used and shall be responsible for ensuring compliance by all persons in the range with the relevant range safety and other rules.
- 9.11.5.14 Members may use firearms for historical re-enactment purposes as a member or guest of a club affiliated to the National Association of Re-enactment Societies and operating in accordance with their standards and codes of practice. Members using firearms under this rule remain subject to Rule 9.11.5.1 (which forbids shooting at targets representing human beings or animals).
- 9.11.5.15 The person in charge of crossbow activities where the crossbow has a draw weight in excess of 1.4kg must hold a minimum of YPS Tutor Sport Crossbow qualification from the National Small-Bore Rifle Association (NSRA). Where members taking part in the activity are under the age of 18, the Range Officer or another person supervising participants in the activity must be aged not less than 21.

- 9.11.5.16 Members may practise shooting with firearms, whether requiring a Firearms Certificate or not, as a member or guest of a club approved for this purpose by the relevant Government Department
- 9.11.5.17 Members may practise shooting with firearms, whether requiring a Firearms Certificate or not, on Service premises under the supervision of an authorised member of the armed forces
- 9.11.5.18 Members may practise shooting with firearms, whether requiring a Firearms Certificate or not, if the firearms are shotguns, clay pigeon shooting under the standards and controls of the Clay Pigeon Shooting Association (CPSA).
- 9.11.5.19 Members may practise shooting with air guns which do not require a Firearms Certificate [except that in Northern Ireland a Firearms Certificate is always required] as follows:
- a) the ranges must have been properly constructed to comply with guidelines issued by the NSRA or the National Rifle Association (NRA) and with any bye laws relevant to the location of the range
 - b) the guns used must not be of an automatic nature
 - c) the pellets used must be 'diabolo shaped' and of soft deformable metal such as lead
 - d) the Range Conducting Officer must hold one of the qualifications listed in the current issue of the factsheet and, if any of those shooting is under the age of 14, the Range Conducting Officer or another person supervising participants in the activity must be aged not less than 21
 - e) for a temporary range, the Range Officer shall prescribe appropriate range safety and other rules, taking account of the particular circumstances of the range
 - f) where the air guns being used are of greater than .177inch (4.5mm) calibre, shooting must take place outdoors on a range with a minimum distance to target of 12m.
- 9.11.5.20 Further guidance is available to support all of the above on the shooting pages of [scouts.org.uk](https://www.scouts.org.uk).

9.11.6 Tomahawk throwing

- 9.11.6.1 The throwing of tomahawks and small hawks must follow Tomahawk Throwing (FS120011).
- 9.11.6.2 Throwing at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout movement.

9.11.6.3 Throwing knives is not permitted within The Scout Association (see rule 9.1.1.2 Banned Activities).

9.12 Land based activities

9.12.1 Aerial runways

9.12.1.1 Aerial runways must only be constructed under the personal supervision of an experienced and responsible adult, who must also supervise its use and operation.

9.12.1.2 Aerial runways must be constructed and maintained in accordance with the Aerial Runway Code (FS120006).

9.12.1.3 The responsible adult must ensure that:

- a) all equipment is checked before use
- b) the entire structure is checked regularly during the activity for safety.

9.12.1.4 The only persons who may use an aerial runway constructed by members of the Scout movement are members of the Scout and Guide movements.

9.12.2 Caving and mine exploration

Caving and mine exploration delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

9.12.2.1 These rules apply to:

- a) all caving systems (excluding show caves)
- b) all mine exploration (excluding working show mines)

9.12.2.2 The leader holding the permit must ensure that before the party sets out it must:

- a) have received adequate instruction in equipment and safety procedures
- b) be carrying the appropriate equipment.

9.12.2.3 The leader holding the permit must have:

- a) taken advice on local knowledge, weather conditions and party size
- b) considered the use of local or professional guides.

9.12.2.4 Underground activities must not be undertaken by a party of fewer than four.

9.12.2.5 A detailed plan must always be left on the surface with a responsible person in the host area. Route plans produced locally must contain at least the same information as the UK Headquarters template (FS120451).

9.12.2.6 The plan should be cancelled or collected when the activity is completed.

9.12.2.7 All mines used for mine exploration must have a current inspection report covering the sections used that must be accessible to, and have been read by, the permit holder.

9.12.3 Climbing and abseiling

Climbing and abseiling delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

9.12.3.1 When climbing or abseiling on natural features, a climbing helmet must always be worn, unless:

- a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
- b) a medical or additional need causes challenges with wearing a conventional climbing helmet, see [Activity Helmets \(FS120430\)](#) for guidance

9.12.3.2 When climbing or abseiling on natural features, a climbing helmet must always be worn, unless:

- a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
- b) a medical or additional need causes challenges with wearing a conventional climbing helmet, see [Activity Helmets \(FS120430\)](#) for guidance

9.12.3.3 When climbing or abseiling on artificial walls using an auto belay system, the activity risk assessment must determine the use of helmets.

9.12.3.4 All climbing equipment should be used following the manufacturer's guidelines. Where it is not possible to follow manufacturer's guidelines a backup / redundancy must be built into this element of the setup.

9.12.3.5 The storing, maintenance and replacement of all climbing equipment must follow the manufacturer's guidelines.

9.12.3.6 Automatic belay systems (systems that lower a climber down to the ground when they let go of the climbing wall without any human intervention) can be led by either:

- a) A climbing permit holder (within the remit of their permit), or
- b) Following a written operating manual which must be agreed by a County Climbing Assessor

9.12.3.7 Further information about the automatic belay systems and mobile climbing walls can be found in [Climbing – auto belays and mobile walls \(FS120427\)](#).

9.12.3.8 Abseiling and climbing activities can be run for non-members, when carried out following these rules.

9.12.4 Cycling

NOTE: Rule 9.12.4 is now for implementation by Counties by 31 August 2024. During this time, where the revised processes have not yet been implemented locally, reference should be made to Rule 9.7, 9.26, 9.27, 9.28, 9.29, 9.32 and 9.71 October 2022 version of POR.

Off-road cycling in Environments one and two (as defined in rules 9.12.4.7 and 9.12.4.8) delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

Safety

- 9.12.4.1 A cycle safety helmet must be worn by anyone taking part in an organised Scout cycling activity, unless:
- a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
 - a medical or additional need causes challenges with wearing a conventional cycle safety helmet, see [Activity Helmets \(FS120430\)](#) for guidance
- 9.12.4.2 There must be a responsible person not taking part in the activity. They must:
- know the details of the journey
 - be informed when the activity is completed
 - be informed if the participants have returned safely
- 9.12.4.3 Emergency cards must be carried by the party. Any emergency cards produced locally must contain:
- what to do in an emergency
 - party name
 - base location and contact point if available
 - party leader name
 - InTouch system details
- 9.12.4.4 Cycling activity in cycle environment zero must follow the guidance in [Cycling \(FS120422\)](#).
- 9.12.4.5 Cycling activity in any cycle environment one or two must be under the direct control of, or supervised by, a person holding the appropriate permit (see Rule 9.7).

Environment definitions

- 9.12.4.6 Cycle environment zero

- a) cycle environment zero must not meet any of the criteria for cycle environment one or two.
- b) cycle environment zero must be no more than 2.5km, or 30 minutes walking distance, from access for an emergency vehicle, and one of:
 - a flat space constructed of a solid surface such as concrete or flat grassed areas
 - a private or public road
 - a marked cycle path or cycle route
 - a bridleway
 - a family designated cycle route
- c) all cycling manoeuvres within cycle environment zero must be possible to perform:
 - at a low speed, such as walking speed
 - while remaining seated
 - with both wheels of the bicycle on the ground

9.12.4.7 Cycle environment one

- a) cycle environment one must not meet any of the criteria for cycle environment two.
- b) cycle environment one must be no more than 2.5km or 30 minutes walking distance from access for an emergency vehicle, and one of:
 - a blue cycle run at trail centres
 - a route defined as rollable, with drop offs no higher than hub height
 - a route with an obvious line choice

9.12.4.8 Cycle environment two

- a) cycle environment two meets any of the following criteria:
 - red and black cycle runs at trail centres
 - drop offs greater than hub height
 - there is not always an obvious line choice
 - is over 2.5km or 30 minutes walking distance from access for an emergency vehicle

9.12.4.9 See [Cycling \(FS120422\)](#) for help to define the environment.

9.12.5 High ropes activities

9.12.5.1 Definitions

- a) A high ropes activity is any off-ground activity, not covered by the adventurous activity permit scheme that should use a belay or similar safety system such as cow's tails or a trolley system. Examples of what activities are included within this can be found in [High ropes \(FS120423\)](#).
- b) A temporary high rope structure is a high ropes construction erected for a single event or no longer than a week, whichever is longer.
- c) A permanent high rope structure is a high ropes construction not classed as temporary.

9.12.5.2 Temporary high ropes activities

- a) Construction of temporary high ropes activities must follow the guidelines contained in [High ropes \(FS120423\)](#).
- b) A temporary high ropes activity must be constructed and operated by one of:
 - the holder of a climbing permit, which includes selecting anchors and setting up belay systems, operating within the limits of their permit for group size, supervision levels and so on
 - the holder of a caving or mine exploration permit, which includes vertical pitches, operating within the limits of their permit for group size, supervision levels and so on
 - using a setup, with a written operating manual and constructed by a competent person, which is all agreed by a County Climbing Assessor or a European Ropes Course Association (ERCA) instructor qualified to rescue (or equivalent or higher)

Further details of what should be included within the operating manual and how to find and check an ERCA instructor can be found in [High ropes \(FS120423\)](#).

9.12.5.3 Permanent high ropes activities

- a) construction and maintenance of a permanent high ropes structure must follow the guidelines in AAAC (Adventure Activities Industry Advisory Committee) – The UK Ropes Course Guide. This can be found in [High ropes \(FS120423\)](#).
- b) a permanent high ropes structure must have a written operating manual which needs to be approved by a Technical Adviser. The minimum qualification of a Technical Adviser is Mountain Instructor Award (MIA) or a European Ropes Course Association (ERCA) qualified high ropes instructor qualified to rescue (or equivalent or higher).

Further details of what should be included within the operating manual and how to find a Technical Adviser can be found in [High ropes \(FS120423\)](#).

9.12.6 Hill walking party size

For activities in Terrain One and Two as defined in Rule 9.12.7:

- 9.12.6.1 Parties must consist of no more than eight, but no less than four people, except as provided for in Rule 9.12.6.4 below.
- 9.12.6.2 Each party must have a leader holding a permit or a designated party leader.
- 9.12.6.3 If more than one group is formed the parties must use different routes or, if using the same route, leave a clear time and distance interval between them – so that they do not become mixed.
- 9.12.6.4 When walking directly to, and off the hills after, a multi pitch climb the party size may be less than four.
- 9.12.6.5 A supervisory permit holder must not supervise more than three parties, including their own.
- 9.12.6.6 When leaders holding permits are checking on the safety of Scout parties or their routes, the party size may be less than four. All the members of such a reduced party must each have the skills and experience required to travel safely in the hills in such circumstances, must follow rules regarding route plans and should plan to spend the minimum of time on their own.

9.12.7 Hill walking terrains

9.12.7.1 Terrain zero

Terrain Zero describes terrain which meets **one** of criteria (a) or (b):

- a) is below 500 metres above sea level, AND
 - is within 30 minutes travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of summoning help (such as a telephone box)
 - AND
 - has no steep slopes or rocky terrain, where a slip may result in a fall. (Routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)
- b) terrain which is a road, or path adjacent to a road, on which you would expect to see traffic.

Activities undertaken in Terrain Zero must follow the guidance in [Terrain Zero Activities \(FS120426\)](#).

9.12.8 **Terrain One**

Terrain One describes terrain which meets **all** of criteria (a) and (b) and (c) and (d):

- a) is below 800 metres but more than 500 metres above sea level OR is more than 30 minutes but less than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of calling help (such as a telephone box).
- b) has no steep slopes or rocky terrain, where a slip may result in a fall (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)
- c) is not a road, or path adjacent to a road, on which you would expect to see traffic.
- d) is not Terrain Two.

9.12.9 **Terrain Two**

Terrain Two describes terrain which meets both of criteria (a) and (b):

- a) is over 800 metres above sea level,

OR lies more than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied, such as a farm, or another means of calling help, such as a telephone box,

OR has steep slopes or rocky terrain, where a slip may result in a fall including routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This excludes the planned use of ropes, but ropes may be used to give confidence, or in an emergency situation. This also excludes climbing activities.

- b) is not a road, or path adjacent to a road, on which you would expect to see traffic.

9.12.10 **Specialist terrain**

When in terrain or using skills that have not been assessed for a Terrain Two hillwalking or a climbing permit, such as glaciers, scrambling and via ferrata, then specific approval is required for the activity from the responsible Lead Volunteer based on advice from someone with knowledge and experience of the activity. Specific approval must only be granted a holder of a Terrain Two hillwalking or climbing permit.

9.12.11 Hill walking permits

- 9.12.11.1 All activities in Terrain One or Two must be under the direct control of, or supervised by, a person holding the appropriate permit (see Rule 9.7).
- 9.12.11.2 All activities in Terrain Zero must be approved by the relevant Lead Volunteer (see Rule 9.1.2).

9.12.12 Hill walking safety

For activities in Terrain One and Two as defined in Rules 9.29 & 9.30:

- 9.12.12.1 A detailed route plan must always be left with a responsible person not taking part in the activity.
- 9.12.12.2 Any route planning forms produced locally must contain at least the same information as sought in the Headquarters form.
- 9.12.12.3 The route plan should be cancelled or collected when the activity is completed.
- 9.12.12.4 Emergency cards must be carried by the party.
- 9.12.12.5 Any emergency cards produced locally must contain the same information as sought in the Headquarters form.
- 9.12.12.6 When members take part in non-Scout events, the above rules may be varied at the discretion of their County Lead Volunteer.

9.12.13 Horse riding and pony trekking

- 9.12.13.1 Activities involving horse riding or pony trekking must be carried out using a British equestrian Federation member body approved centre or club.
- 9.12.13.2 A horse riding safety helmet must be worn by anyone taking part in an organised Scout riding activity, unless:
 - a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
 - b) a medical or additional need causes challenges with wearing a conventional horse riding safety helmet, see Activity Helmets (FS120430) for guidance.

9.12.14 Martial arts

- 9.12.14.1 All martial arts must be carried out using the standards and controls laid down by the appropriate Sports Council-recognised National Governing Body.

9.12.15 Motor sports

- 9.12.15.1 Motorised activities away from public roads may be undertaken when: Participants must wear appropriate safety equipment for the activity being undertaken, this includes helmets for all off road and racing activities.
- 9.12.15.2 Safety briefings must be given to all participants and marshals.
- 9.12.15.3 The activity must take place in an area with clear separation and boundary between participants and spectators/ the public.
- 9.12.15.4 The maximum speed must be considered based on the age and ability of the participant, the vehicle, the supervision, the terrain and any additional factors including legal restrictions on age such as quad biking.

9.12.16 Snowsports

Snowsports (except artificial slopes and nursery slopes) delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

- 9.12.16.1 Snowsports environment definitions:
 - a) Off Piste – Outside of marked and patrolled snowsports areas
 - b) On Piste – Within the marked and patrolled snowsports areas, including snowparks, except for those defined as nursery slopes
 - c) Nursery slopes – on piste runs designated for beginners by the body responsible for the snowsports area
 - d) Artificial slopes – either an indoor slope or an outdoor dry ski slope; except snowparks.
- 9.12.16.2 Short term personal permit exemptions can be granted by appropriately qualified people, as described in [snowsports \(FS120457\)](#)
- 9.12.16.3 For off piste snowsports, the relevant Terrain 1 or Terrain 2 Hillwalking Winter permit is also required.
- 9.12.16.4 A safety helmet must be worn by anyone taking part in Scout snowsports activities, unless:
 - a) Cross country skiing or ski touring when in walking mode.
 - b) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
 - c) a medical or additional need causes challenges with wearing a conventional snowsports helmet, see [Activity Helmets \(FS120430\)](#) for guidance.
- 9.12.16.5 More information regarding these rules can be found in [Winter Sports \(FS120424\)](#).

9.13 Water based activities

The [National Directory of Waters](#) is available online.

9.13.1 All water activities

All water activities, except non-motorised and SCUBA on class C waters,, delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

- 9.13.1.1 Members taking part in any water activity, i.e. those which take place on or in the water, must be able to demonstrate to a suitable person their ability to swim 50 metres in clothing and equipment appropriate to the activity (where a buoyancy aid or life jacket is worn for the activity this may be used for the demonstration) and keep afloat for five minutes. Anyone unable to meet these requirements is classified as a non-swimmer and must follow Rule 9.13.1.2.
- 9.13.1.2 A non-swimmer may take part in water activities, at the discretion of the person in charge, only if certain precautions are taken:
- a) any non-swimmer must wear a lifejacket or buoyancy aid of approved design and be in the charge of an adult. This does not apply for swimming, paddling or activities near water
 - b) there must be no more than one non-swimmer in any craft, unless a one-to-one ratio is maintained i.e. one competent adult to one non-swimmer
 - c) in the case of single-handed craft this should only be on C or B1 Waters (see Rule 9.13.4) with supervision on a one-to-one basis i.e. one competent adult to one non-swimmer.
 - d) where non-swimmers are taking part in swimming activities (as defined in Rule 9.13.9), they must be under the direct supervision of an adult in the water. This must not exceed two non-swimmers to one adult.
- 9.13.1.3 The above conditions do not apply when below decks, protected in larger vessels or when using recognised forms of public transport.

9.13.2 Life jackets and buoyancy aids

- 9.13.2.1 All members taking part in water activities, excluding scuba diving, snorkelling, surfing, swimming and paddling (as defined in rule 9.13.9) must wear an EC approved buoyancy aid or lifejacket appropriate to the activity, weather conditions, size of the participant. This does not apply when below decks. Further guidance can be found in [FS120603 Water Safety \(incorporating Lifejackets and Buoyancy Aids\)](#).

9.13.2.2 The person in charge of any water activity must ensure that the lifejackets and buoyancy aids being used are fit for purpose and suitable for the activity on each occasion that it is used.

9.13.3 Classification of waters

9.13.3.1 All waters used for scouting activities must be classified as C, B1, B2, B3 or A.

Water class C Safe inland waters which are less than 100m wide where flow causes little effect (including swimming pools).

Water class B1 Sheltered inland waters and other sheltered waters where currents and tides create no real danger.

Water class B2 The sea up to one mile from the shore but excluding more dangerous waters close inshore; more sheltered parts of estuaries; large inland lakes and lochs; inland waters British Canoeing Grade 2.

Water class B3 The sea up to three miles from the shore but excluding more dangerous waters close inshore; busy commercial ports, exposed parts of estuaries; inland waters British Canoeing Grade 3.

Water class A Open sea more than three miles from the shore, and other dangerous waters close inshore; inland waters British Canoeing Grade 4 and above.

The National Directory of Waters is available online at scouts.org.uk/waterways.

9.13.4 Activities on class C waters

9.13.4.1 All water activities on class C waters (excluding swimming – see Rules 9.13.8-9.13.10, SCUBA and motorised activities) must be approved by the relevant Lead Volunteer and delivered to the standards contained in Class C Waters (FS120623)

9.13.5 Boats

9.13.5.1 All boats owned by or on long term loan to the movement must have a unique identifier clearly marked on the craft.

9.13.5.2 When members take part in scouting activities on waters controlled by the Canal and River Trust the members or group must be identifiable as part of The Scout Association to gain access to the waters within the TSA bulk license agreement.

- 9.13.5.3 All boats must have adequate marine insurance cover. Third party Public Liability cover is a minimum requirement.

Note: Craft which are foot or hand propelled, sailing craft or other craft not exceeding 5m in length are automatically covered for Public Liability under The Scout Association's main policy. Any other craft over 5m in length or motorised vessels etc, or those wishing to insure against damage to the Scout boat will require additional marine cover. Further guidance is available from [Unity](#).

- 9.13.5.4 The person in charge of any water activity must ensure that the craft and associated equipment are fit for purpose and suitable for the activity on each occasion that it is used.

9.13.6 Charter vessels

- 9.13.6.1 When vessels are hired or chartered, the activity rules of The Scout Association apply.
- 9.13.6.2 Before entering into a hire agreement which includes an indemnity clause i.e., where it is assumed that the hirer will be responsible for damage, injury or loss, the agreement must be referred to Unity (scouts@unityins.co.uk).
- 9.13.6.3 Where the vessel is chartered to be under the command of professional staff, the rules relating to permits do not apply.
- 9.13.6.4 When taking members as passengers on hired sailing or powered craft, the leader responsible must:
- have reasonable grounds to believe the person in charge of the craft, who must be either the owner or authorised by the owner, has the necessary knowledge, skill and experience
 - ensure that the party understands the discipline necessary for safety including any local regulations or bye laws which may apply.

9.13.7 Activities near the water

- 9.13.7.1 When activities take place near the water the guidance contained within the [CCPR Group Safety at Water Margins](#) document should be followed.

9.13.8 Paddling

- 9.13.8.1 When in water that is, for the individual taking part, below waist height (or knee height in moving water) when standing, leaders must:
- conduct a risk assessment of the activity
 - provide appropriate individual(s) as safety cover and equipment as identified by the risk assessment
 - ensure any safety cover is in an appropriate position to provide effective cover

- d) ensure the participants are clearly visible above the water level at all times

9.13.9 Swimming

9.13.9.1 All swimming

When in water that is, for the individual taking part, above waist height (or knee height in moving water) when standing, leaders must follow the rules on swimming except where:

- a) taking part in scuba diving or snorkelling
- b) it is a river crossing during hillwalking under the leadership of someone holding a hillwalking permit
- c) it is underground during caving or mine exploration under the leadership of someone holding a caving or mine exploration permit

9.13.9.2 When members of the movement take part in swimming in Class C waters including swimming pools:

- a) there must be one responsible person in overall control who must meet the requirements of any written operating procedures
- b) this person must carry out a risk assessment for the location and activity
- c) If there are written operating procedures, this person must meet their requirements

9.13.9.3 If there are no written operating procedures, this person must ensure that there are enough people to provide the safety cover identified in the risk assessment and that the safety cover meets the requirements in Swimming (FS120620).

9.13.9.4 When members take part in swimming in open waters of Class B1 or higher, there must be one responsible person in overall control who must:

- a) meet the requirements of any written operating procedure
- b) carry out a risk assessment for the location and activity
- c) follow the direction of the lifeguard on duty
- d) ensure appropriate safety cover is present where no attendant lifeguard is provided.

The safety cover provided when there is no attendant lifeguard must conform to one of these two conditions:

- a) Hold the relevant elements of the RLSS National Water Safety Management Programme (NWSMP) see Swimming (FS120620), (or an equivalent or higher qualification), and work within the remit of their award:

- Sea (beaches etc): NWSMP level 1, level 2 (beach) and level 3.
 - Flat inland water (lakes, lochs etc): NWSMP level 1, level 2 (flat water) and level 3
 - Moving inland water (rivers etc): NWSMP level 1, level 2 (river) and level 3
- b) Hold a water activity permit (leadership or supervisory), operate within the remit of their permit (class of waters, group size etc) and meet the requirements for providing safety cover for swimming activities within Swimming (FS120620).

9.13.10 Scout-owned swimming facilities

- 9.13.10.1 Management Committees of Scout property with a swimming pool must operate the facility in accordance with the HSE guidance contained within Managing Health and Safety in Swimming Pools (HSG179).

Chapter 10

Uniform, badges and emblems

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10.1 Protection of uniforms

- 10.1.1.1 The movement's uniforms are protected under the Chartered Associations (Protection of Names and Uniforms) Act 1926.
- 10.1.1.2 It is unlawful for persons not entitled as members of the movement to wear them, except for the purposes of entertainment and then only provided that they are not brought into contempt.

10.2 Entitlement to wear uniform

- 10.2.1.1 The appropriate uniform, as described in this chapter, may be worn by all members of the movement.

10.3 Safety considerations

- 10.3.1.1 In the organisation of all scouting activities, priority is invariably given to considerations of safety in specifying what form of dress is to be worn.
- 10.3.1.2 Weather conditions and other such considerations must be taken into account. The well-being of members must take precedence over formality of dress.

10.4 Cultural requirements and religious needs

- 10.4.1.1 When cultural requirements or religious needs require, members of recognised faith communities may wear appropriate clothing of a style and fashion in accordance with their beliefs as part of their Scout uniform.

10.4.1.2 Knives may not be worn with uniform except for religious reasons.

10.5 Squirrel uniform

10.5.1.1 Items of official Uniform:

- a) Squirrels Red crew neck sweatshirt
- b) Group scarf
- c) Woggle.

10.6 Beaver uniform

10.6.1.1 Items of official uniform:

- a) Turquoise crew neck sweatshirt
- b) Group scarf
- c) Maroon woggle or one of another colour that identifies the lodge or team.

10.7 Cub uniform

10.7.1.1 Items of official uniform:

- a) Dark green crew neck sweatshirt
- b) Group scarf and identifying Six woggle.

10.8 Scout uniform

10.8.1.1 Items of official uniform:

- a) Teal green long sleeved shirt or blouse
- b) Navy blue trousers or skirt
- c) Group scarf and woggle
- d) Leather Scout belt and buckle.

10.9 Sea Scout uniform

10.9.1.1 Items of official uniform:

- a) Dark blue jersey
- b) Light blue long sleeve shirt or blouse
- c) Smart navy blue trousers or skirt

- d) Group scarf and woggle
- e) Leather Scout belt and buckle
- f) Seaman's Class 2 round cap with 'Sea Scout' tallyband.

10.9.1.2 Optional items a Group may decide to have as part of its official uniform:

- a) Lanyard (worn only with Bosun's call)

10.10 Air Scout uniform

10.10.1.1 Items of official uniform:

- a) Light blue long sleeve shirt or blouse
- b) Smart navy blue trousers or skirt
- c) Group scarf and woggle
- d) Leather Scout belt and buckle
- e) Air Scout beret with cloth badge.

10.11 Special Groups uniform

10.11.1.1 Items of official uniform:

- a) as appropriate to section.

10.11.1.2 Optional items a Group may decide to have as part of its official uniform:

- a) as appropriate to section.

10.12 Explorer uniform

10.12.1.1 Items of official uniform:

- a) Beige long sleeve or short sleeve shirt or blouse
- b) Explorer Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement)
- c) Smart navy blue trousers or skirt
- d) Scout belt/Explorer Belt and buckle/Young Leader buckle once achieved.

10.13 Explorer Sea Scout uniform

10.13.1.1 Items of official uniform:

- a) Light blue long sleeve shirt or blouse
- b) Explorer Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie
- c) Smart navy blue trousers or skirt

- d) Scout belt/Explorer Belt and buckle/Young Leader buckle once achieved
- e) Seaman's Class 2 round cap with 'Explorer Sea Scout' tallyband or peaked Officer's hat with white top and Sea Scout cap badge. Each Explorer Unit to wear the same headwear option.

10.13.1.2 Optional items an Explorer Sea Scout Unit may decide to have as part of its official uniform:

- a) Lanyard (worn only with Bosun's call)

10.14 Explorer Air Scout uniform

10.14.1.1 Items of official uniform:

- a) Light blue long sleeve shirt or blouse
- b) Explorer Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie
- c) Smart navy blue trousers or skirt
- d) Scout belt / Explorer Belt and buckle / Young Leader buckle once achieved
- e) Air Scout beret with cloth badge.

10.15 Scout Network / adult member's uniform

10.15.1.1 Items of official uniform:

- a) Stone long sleeve or short sleeve shirt or blouse
- b) Group scarf (or scarf for Explorer Unit, Scout Network or Gilwell , as entitled) and woggle
- c) On formal occasions, a blue tie
- d) Scout belt / Explorer Belt and buckle.

10.15.1.2 Items of official uniform for which there is a personal choice:

- a) Smart navy blue trousers
- b) Smart navy blue skirt.

10.16 Sea Scout Network / adult member's uniform

10.16.1.1 Items of official uniform:

- a) Light blue long sleeve shirt or blouse
- b) Smart navy blue trousers or skirt

- c) Group scarf (or scarf for Explorer Unit, Scout Network or Gilwell , as entitled) and woggle
- d) On formal occasions, a blue tie
- e) Scout belt / Explorer Belt and buckle
- f) Peaked Officer hat with white top and Sea Scout cap badge
- g) Naval pattern tricorne hat option for females holding uniformed appointments.

10.17

Air Scout Network / adult member's uniform

10.17.1.1

Items of official uniform:

- a) Light blue long sleeve shirt or blouse
- b) Smart navy blue trousers or skirt
- c) Group scarf (or scarf for Explorer Unit, Scout Network or Gilwell, as entitled) and woggle
- d) On formal occasions, a blue tie
- e) Scout belt / Explorer belt and buckle
- f) Air Scout beret with cloth badge.

10.18

Marching bands ^{SV}

10.18.1.1

Uniform:

- a) Members of Scout Marching Bands have two options from which the Band as a whole may choose one option:
 - youth members may wear the official uniform shirt for their Section or the approved sweatshirt (for Cubs and Beavers only). Adults wear the adult official uniform shirt
 - all members, including adults, wear the official uniform shirt i.e. the Scout, Explorer or adult official uniform shirt.
- b) Members wear a blue tie or the Group or other approved scarf and woggle
- c) Members wear smart trousers or skirt.

10.18.1.2

Badges:

- a) The Membership Badge and the appropriate County, District and Group name tape may be worn on the shirt selected by the band.
- b) Individual badges earned, emblems and awards may also be worn on the uniform selected by the band.

- 10.18.1.3 Additional options: ^{SV}
- a) Protective clothing for drummers
 - b) Sashes, music pouches, white gloves, belts and socks as appropriate
 - c) Berets with the arrowhead badge only, for competitions where the rules necessitate the wearing of headgear
 - d) Lanyards are not permitted except as part of Sea Scout uniform.

10.19 The kilt & pleated tartan skirts

10.19.1.1 Kilts and pleated tartan skirts may be worn as part of the appropriate uniform, subject to the following colour:

- a) in Scotland, male members who are entitled to wear uniform may wear the tartan kilt of any tartan
- b) elsewhere, male members who are entitled by descent to wear tartan may wear the kilt
- c) in Scotland, female members who are entitled to wear uniform may wear a pleated tartan skirt of any tartan
- d) elsewhere, female members who are entitled to wear tartan may wear a pleated tartan skirt
- e) outside Scotland, where members are entitled to wear tartan, male holders of appointments may wear the kilt of their own or Scout tartan and female holders of appointments may wear a pleated tartan skirt of their own or Scout tartan
- f) in Northern Ireland, male members who are entitled to wear uniform may wear the saffron kilt
- g) elsewhere, male members who are entitled by descent to do so may wear the saffron kilt
- h) in Northern Ireland, female members who are entitled to wear uniform may wear a saffron pleated skirt
- i) Elsewhere, female members who are entitled by descent to wear saffron may wear a saffron pleated skirt
- j) Outside Northern Ireland, where members are entitled to wear saffron, male holders of appointments may wear a saffron kilt and female holders of appointments may wear a pleated saffron skirt.

10.19.1.2 The following items are correct wear with the tartan kilt:

- a) plain leather sporran
- b) plain lovat green knee length socks and green garter tabs

- c) black shoes
- d) outer jacket tailored for wear with the kilt (optional).

10.19.1.3 The following items are correct wear with the saffron kilt:

- a) plain leather sporran
- b) plain knee length socks of a traditional colour (e.g. green, fawn or white)
- c) black or brown shoes
- d) outer jacket tailored for wear with the kilt (optional).

10.19.1.4 Where a Section is wearing saffron, the sock and shoe colours must be the same for the whole Section. This decision is to be taken by the Section Leader after consensus has been sought.

10.20 Awards and decorations - how to wear

10.20.1.1 Scout awards and decorations and the emblems corresponding to them are worn immediately above the right breast, except the Silver Wolf, the Silver Acorn and its Bar, Award for Merit and its Bar, which are worn around the neck.

10.20.1.2 Awards and decorations are worn in the following order from the wearer's shirt buttons to the wearer's right shirt sleeve, left to right: awards for gallantry, meritorious conduct, good service, the Chief Scout's Personal Award, Commendation Award, Chief Scout's length of service awards. Awards can be placed on multiple lines following the same award order if they don't fit within the space on the shirt as described.

10.20.1.3 The Cornwell Scout Badge and its emblem are worn above this line of emblems.

10.20.1.4 Only the highest award received for good service and its emblem and the highest award for long service may be worn.

10.20.1.5 King's and Queen's medals, war medals, decorations and orders, and decorations conferred by foreign governments may be worn on Scout uniform on appropriate occasions. The ribbons of King's and Queen's medals, war medals, decorations and orders, and ribbons of decorations conferred by foreign governments may be worn on uniform above the left breast pocket.

10.20.1.6 Ribbons of decorations conferred by National Scout Associations in other nations are worn below the emblems of United Kingdom Scout Association decorations.

- 10.20.1.7 The life-saving medals of the Order of St. John and the Royal Humane Society, together with their ribbons, may be worn with uniform.

10.21 Badges and emblems - how to wear

- 10.21.1.1 A Beaver, on entering the Cub Pack, may continue to wear the Chief Scout's Bronze Award. The award must be removed when the Cub gains their Chief Scout's Silver Award. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).
- 10.21.1.2 A Cub, on entering the Scout Troop, may continue to wear their Chief Scout's Silver Award. The award must be removed when the Scout gains their Chief Scout's Gold Award.
- 10.21.1.3 A Scout on entering an Explorer Unit may continue to wear the Chief Scout's Gold Award. The award must be removed when the Explorer gains the Chief Scout's Platinum Award.
- 10.21.1.4 An Explorer on entering the Scout Network may continue to wear the Chief Scout's Platinum or Diamond Award or Queen's Scout Award or King's Scout Award badges. The Award will be removed when the next Award is gained.
- 10.21.1.5 Cubs, Scouts and Explorers may also wear the current Joining In / Participation and Moving On Awards.
- 10.21.1.6 The Explorer Belt and the badges for the King's Scout Award, Queen's Scout Award, Queen's Guide Award Badge, Scouts of the World Award, may be worn on uniform by adults so entitled.

10.22 Badges and awards - supply ^{SV}

- 10.22.1.1 Badges and awards must be obtained through Scout Stores or local authorised suppliers.
- 10.22.1.2 The exception to 10.22.1.1 above is the initial King's Scout Award, the Explorer Belt, the Scouts of the World Award, Good Service awards, Length of Service awards as well as Meritorious Conduct and Gallantry awards which are only available from UK Headquarters. Replacements are available from Scout Store.

10.23 The World Membership Badge

- 10.23.1.1 The World Membership Badge is the symbol of membership of world scouting and of The Scout Association as a part of world scouting.
- 10.23.1.2 The World Membership Badge is the property of the World Scout Bureau and it may only be used or worn as permitted in these Rules.
- 10.23.1.3 A metal form of the World Membership Badge is available for members of the movement to wear with ordinary clothes.

10.24 The Scout Association Arrowhead Badge

- 10.24.1.1 The Arrowhead Badge is the symbol of The Scout Association and is part of The Scout Association's Armorial Bearings.
- 10.24.1.2 The Arrowhead Badge may be worn on activity or special garments.

10.25 Identifying Name Tapes

- 10.25.1.1 The name of the Group, Explorer Unit, or Scout Network may appear in red, green, blue, white or yellow lettering on a single tape no more than 12mm deep on a green background.
- 10.25.1.2 The name of Sea and Air Scout Groups may appear in the same colours, but on a dark blue background.

10.26 Identifying Group, District and County Badges ^{SV}

- 10.26.1.1 Group, Unit or Network badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Lead Volunteer to whom a drawing or specimen of the design must be submitted.
- 10.26.1.2 District and County badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Lead Volunteer to whom a drawing or specimen of the design must be submitted.

A manufactured example of all District and County badges should be submitted subsequently to UK Headquarters. Send to the Head of Brand and Ambassadors, Communications and Marketing Team at UK Headquarters.

- 10.26.1.3 A combined District and County badge bearing distinctive identifying emblems and/or lettering and of any size, rectangular in shape up to 50mm deep by 76mm wide may be worn after approval by the County Lead Volunteer to whom a drawing or specimen of the design must be submitted. The District section will be on the left side of the badge, and the District and County sections are to be equal in width.
- A manufactured example of all such District and County badges should be submitted subsequently to UK Headquarters. Send to the Head of Brand and Ambassadors, Communications and Marketing Team at UK Headquarters.
- 10.26.1.4 Sponsored Scout Groups may wear, as a Group badge, an appropriate badge produced by organisations approved as Sponsoring Organisations by UK Headquarters. The decision whether to wear such a Group badge is the responsibility of the Group Lead Volunteer in consultation with the Group Leadership Team meeting and the Sponsoring Authority. Approval as in Rule 10.26.1.1 applies.

10.27 Identifying Group, Explorer Scout Unit and Scout Network Scarves

- 10.27.1.1 Scarves worn by members of a Scout Group as part of the appropriate uniform must all be of the same colour(s).
- 10.27.1.2 For Groups, the colour(s) are chosen by the Group Leadership Team Meeting, subject to the approval of the District Lead Volunteer.
- 10.27.1.3 Groups in the same District should wear scarves of different colours if possible.
- 10.27.1.4 For Explorer Units and Scout Networks, the colour(s) are chosen by the Section's members, subject to the approval of the District Lead Volunteer.
- 10.27.1.5 Explorer Unit scarves may be chosen by the Explorer Unit members subject to the approval of the District 14-24 Leadership Team.
- 10.27.1.6 District Scout Network scarves may be chosen by the Scout Network members with the approval of the District 14-24 Leadership Team.

10.28 Air Scout Identification Badges

- 10.28.1.1 An Air Scout identification badge may be worn by any member of an Air Scout Group.

- 10.28.1.2 Explorers, Scout Network members or adult members associated with an Air Scout Group may also wear the badge.

10.29 Royal Navy or Royal Air Force Recognition Scheme Badges

- 10.29.1.1 Scouts, Explorers, Scout Network members and adult members in or associated with a Group, Explorer Unit or Scout Network which is recognised by the Royal Navy or Royal Air Force may wear the appropriate R.N. or R.A.F. Recognition Badge.

10.30 The Duke of Edinburgh's Award Badges

- 10.30.1.1 Cloth badges of The Duke of Edinburgh's Award are worn on uniform by youth members who are entitled to wear them.
- 10.30.1.2 Only the badge of the highest Award gained may be worn.
- 10.30.1.3 In the case of the Gold Award only, the badge may be worn on uniform by adults so entitled.

10.31 Occasional Badges Worn with Uniform

- 10.31.1.1 Occasional badges in respect of national programmes, activities or events may be worn as directed and for such periods as decided by UK Headquarters.
- 10.31.1.2 Occasional badges for wear by members of a Group, a District or County in connection with a special gathering, camp, event or anniversary must be approved by the County Lead Volunteer to whom a drawing or specimen of the design must be submitted.
- 10.31.1.3 Such badges must not be worn after a period of three months from the date of the conclusion of the occasion unless exceptionally authorised by the County Lead Volunteer in respect of special circumstances for a further period not exceeding nine months.

10.32 The Union Flag Badge

- 10.32.1.1 The Union Flag badge may be worn on uniform when travelling to and during an international Scouts activity and indefinitely on return.

10.33 Mourning

10.33.1.1 A black crepe band 50mm wide may be worn on the left arm above the elbow to denote mourning.

10.34 Adult Learning awards

10.34.1.1 On first completion of the Growing Roots learning, uniformed adults may wear the Gilwell Turks Head woggle.

For occasions when uniform is not worn, uniformed adults may wear a metal pin badge depicting the Gilwell log and axe.

10.34.1.2 On completion of the Growing Roots learning, non-uniformed adults may wear a metal pin badge depicting the Gilwell log and axe.

10.34.1.3 Uniformed adults holding the Wood Badge may wear the Gilwell Scarf and Turks Head woggle.

10.35 Badges of Other Organisations

10.35.1.1 Unless specifically mentioned elsewhere in the Rules of The Scout Association, badges of other organisations are not worn with uniform.

10.35.1.2 Explorers, Scout Network members and adult members who have gained the Queen's Guide Award may wear the badge on their uniform and is positioned above the Queen's or King's Scout Award.

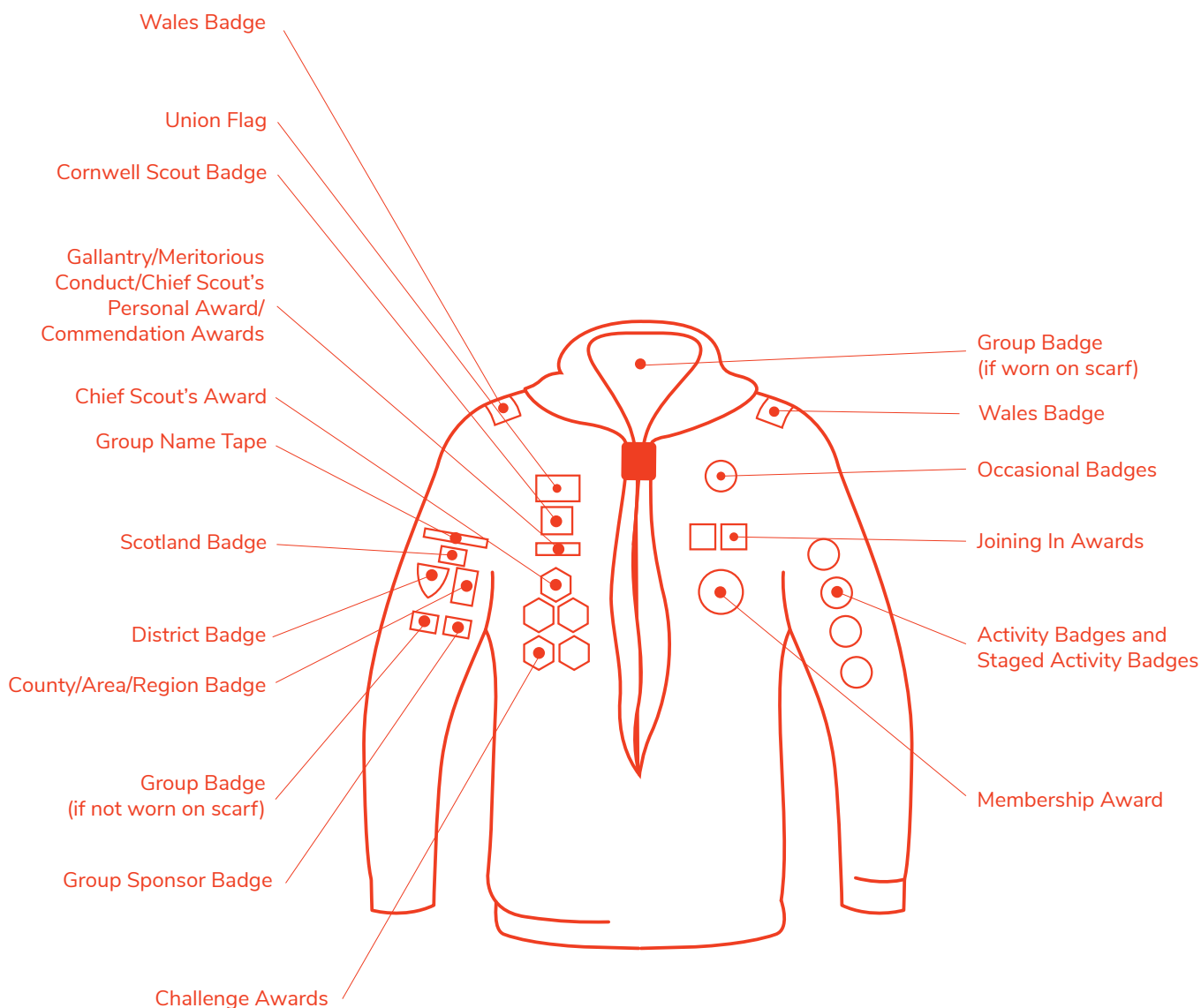
10.35.1.3 Scouts, Explorers, Scout Network members and adult members may wear with uniform the approved proficiency badges of a number of organisations involved with first aid and the saving of life.

10.35.1.4 Scouts, Explorers, Scout Network members and adult members who hold approved First Aid or Life Saving qualifications for which there is no cloth badge may wear The Scout Association badge(s) as appropriate.

10.36 Position of badges on uniform

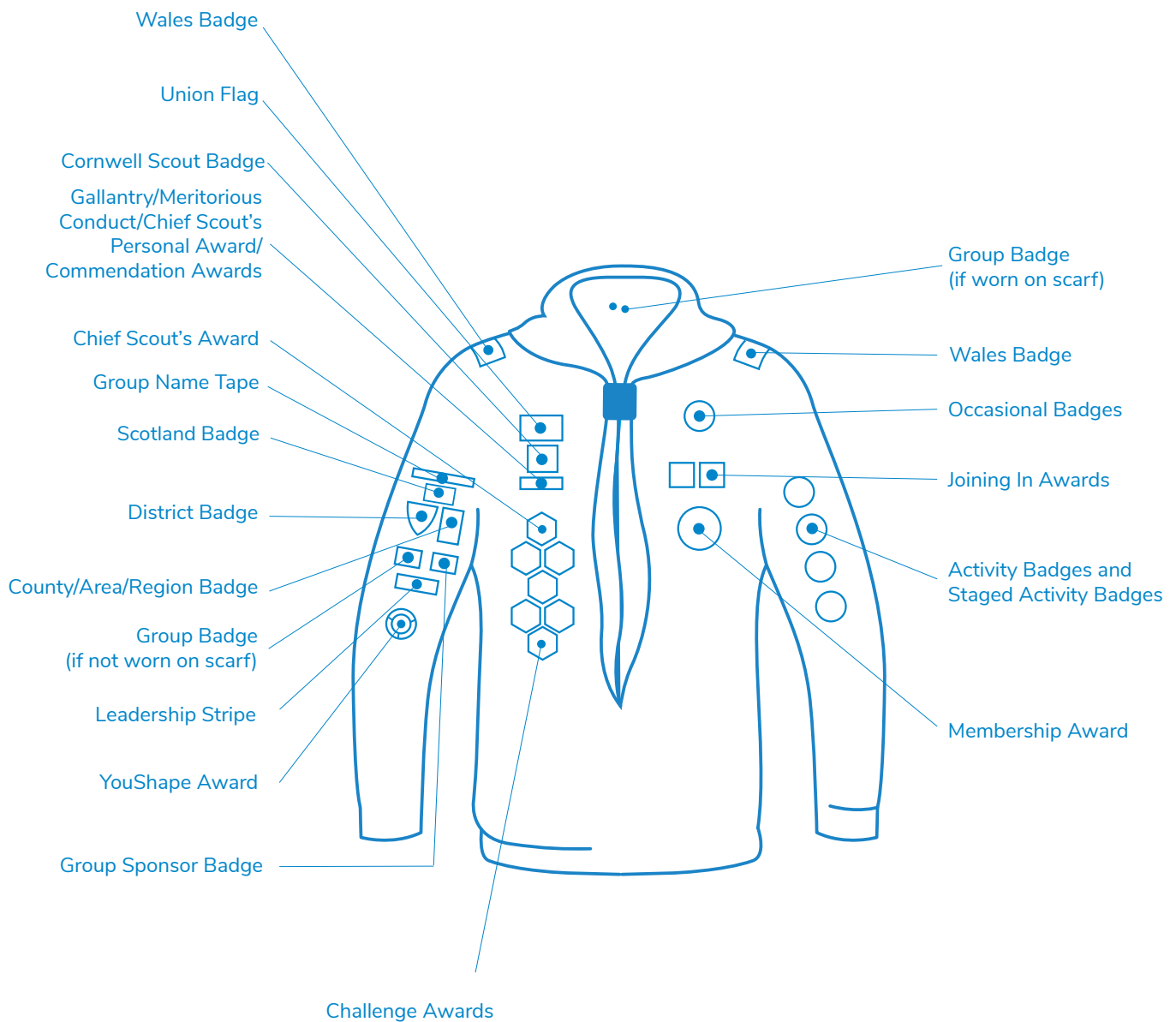
10.36.1.1 See the illustrations at [Badge positioning on uniforms](#).

Squirrel Scout uniform



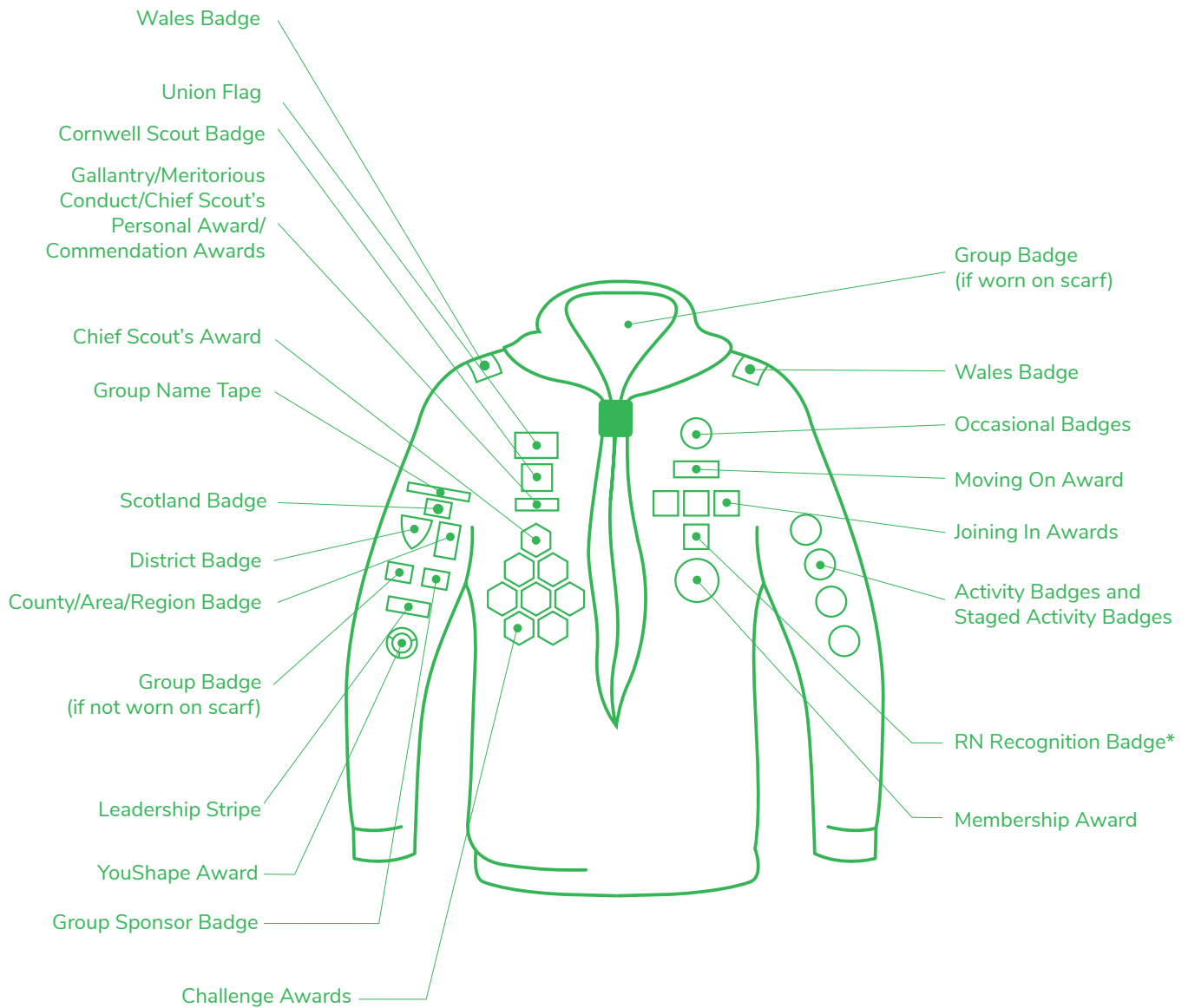
In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

Beaver Scout uniform



In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

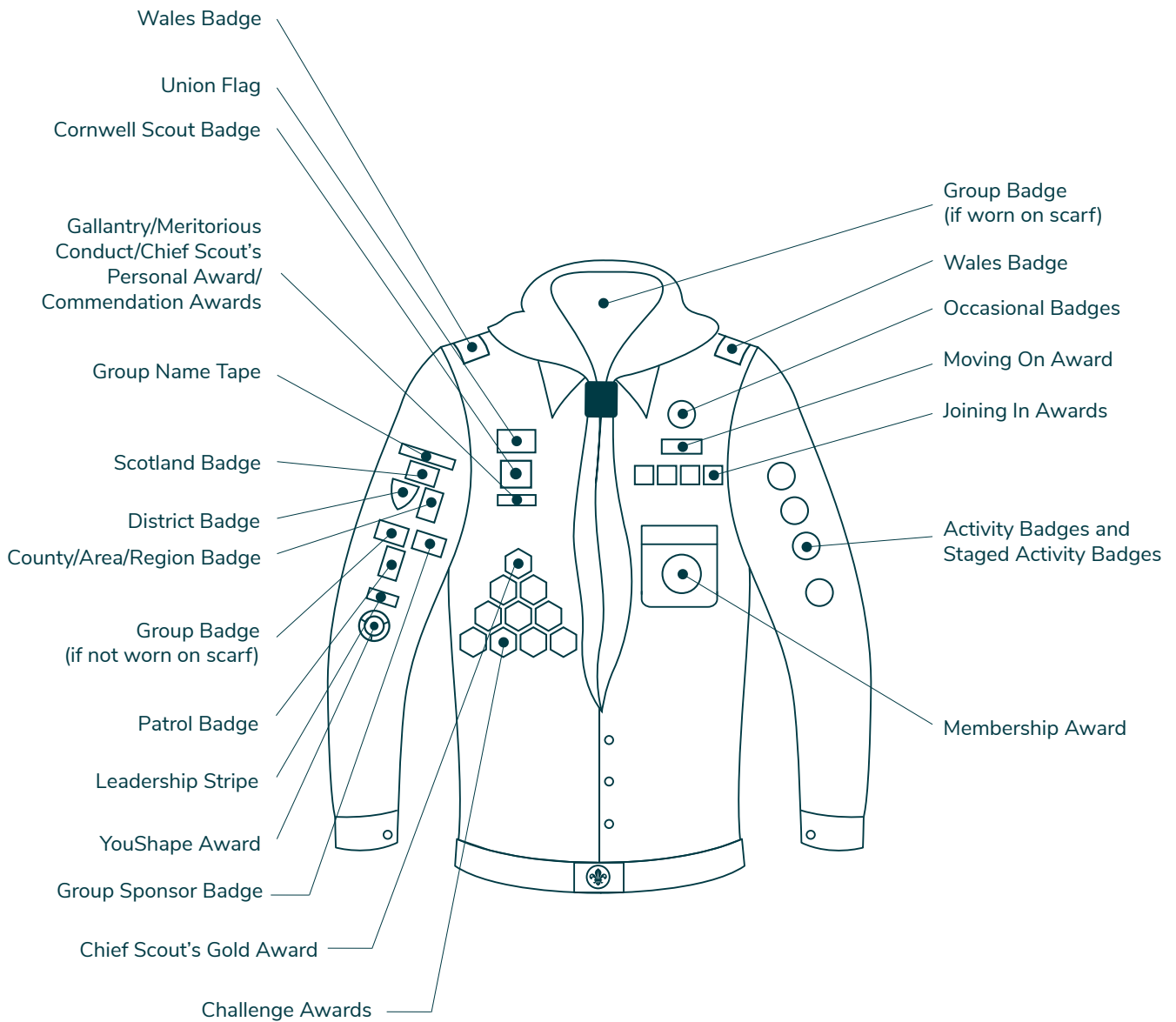
Cub Scout uniform



*Only Royal Navy (RN) Recognised Sea Cub Scouts are permitted to wear the RN Recognition Badge

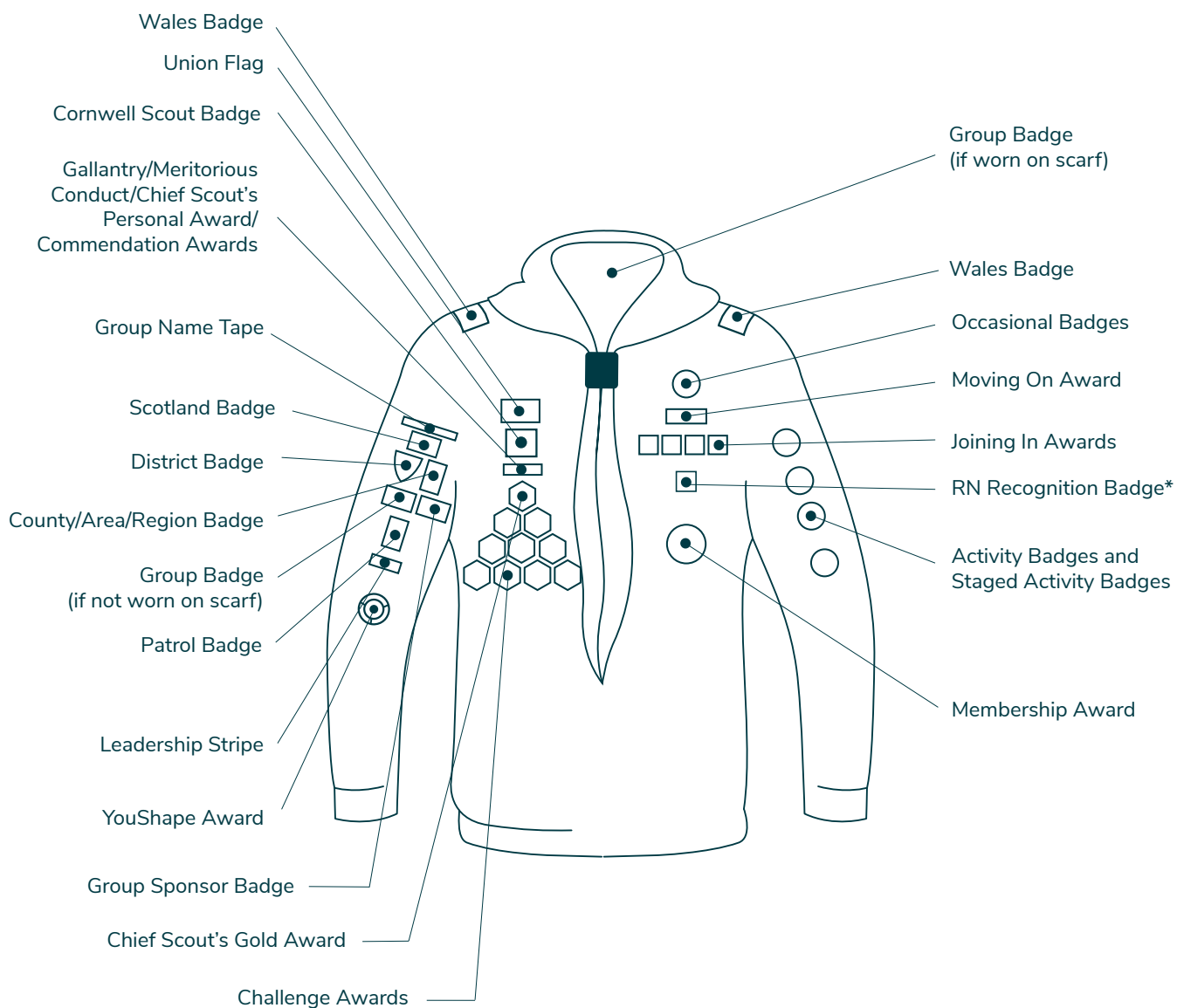
In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

Scout uniform



In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

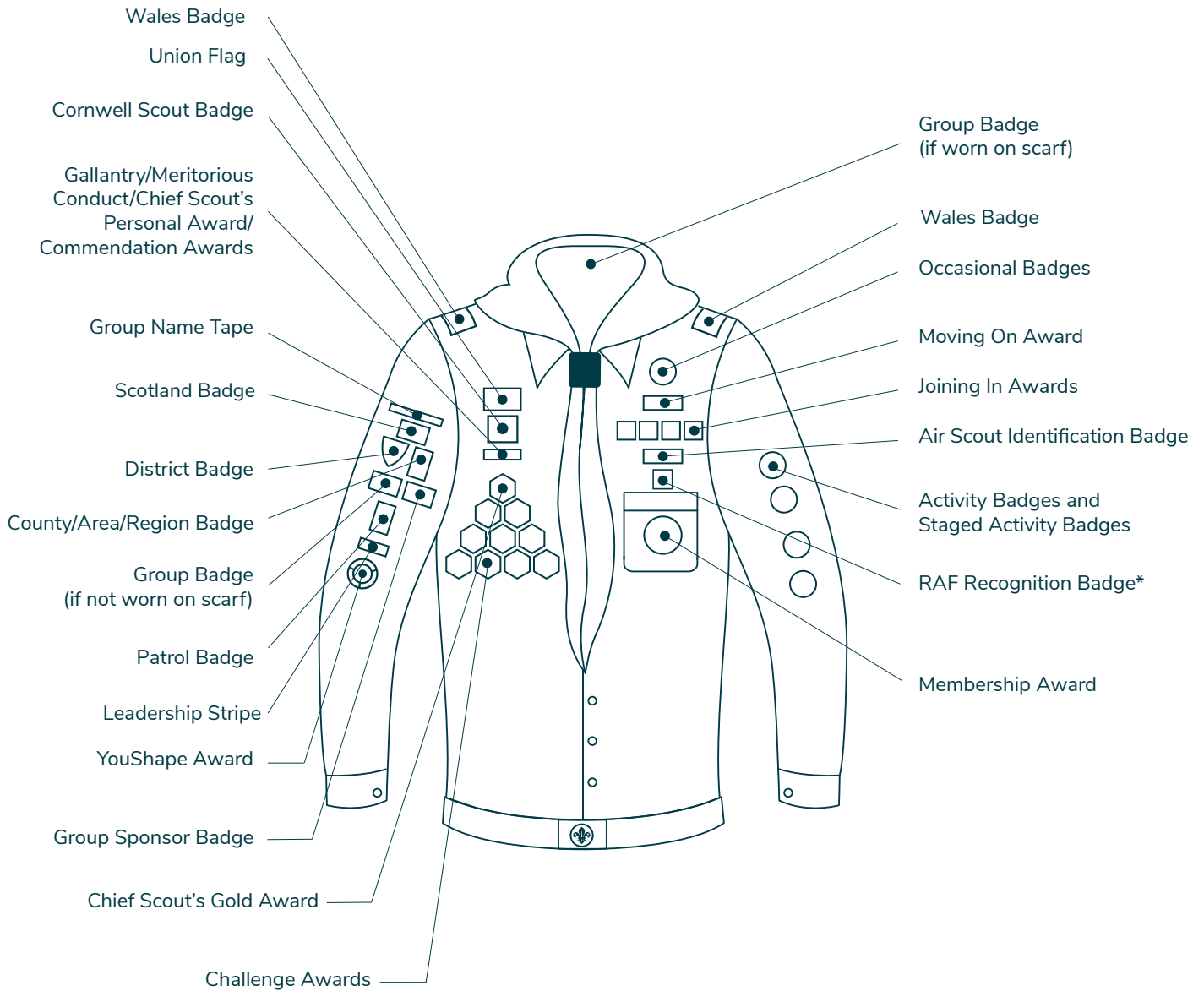
Scout jumper (sea)



*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge

In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

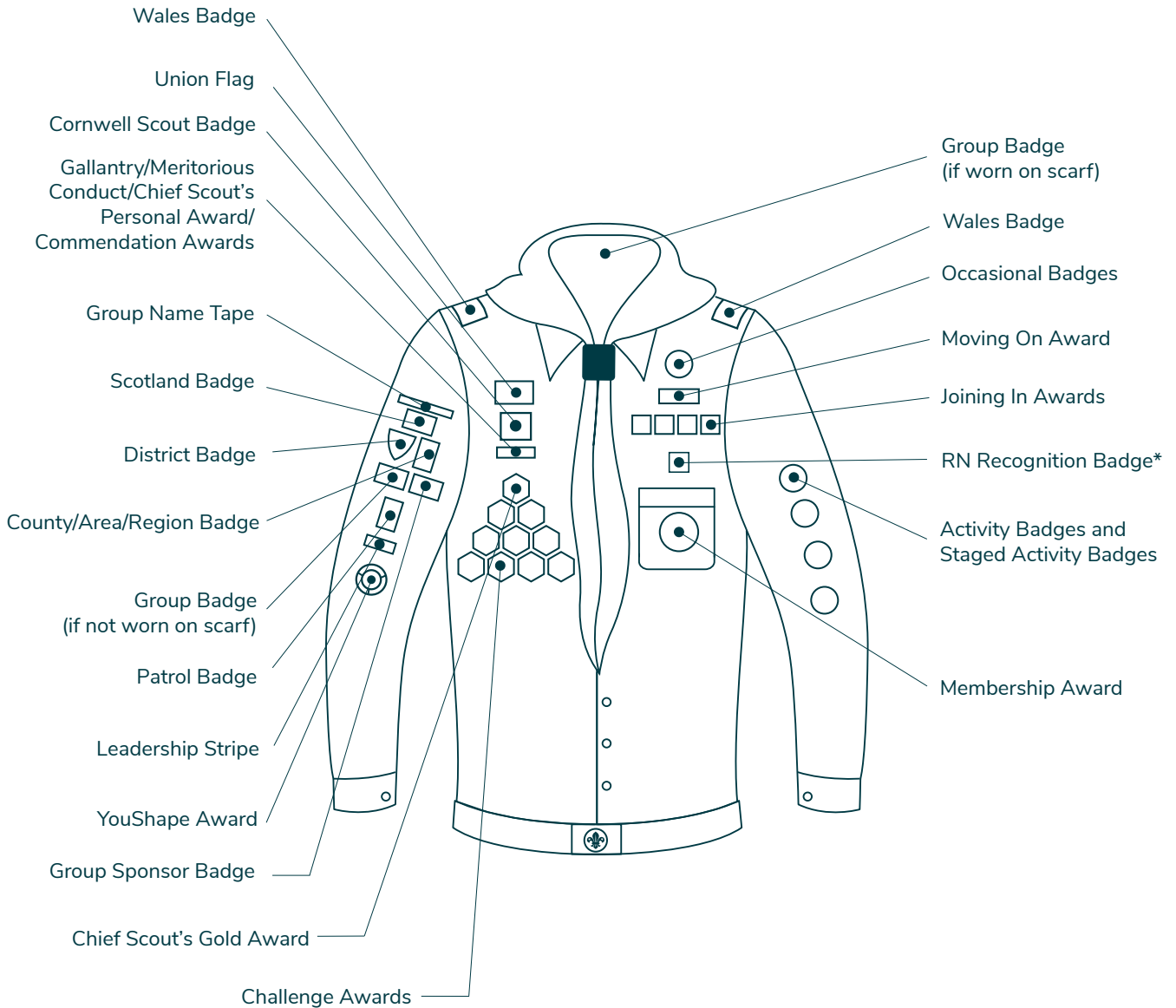
Scout uniform (air)



*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.

In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

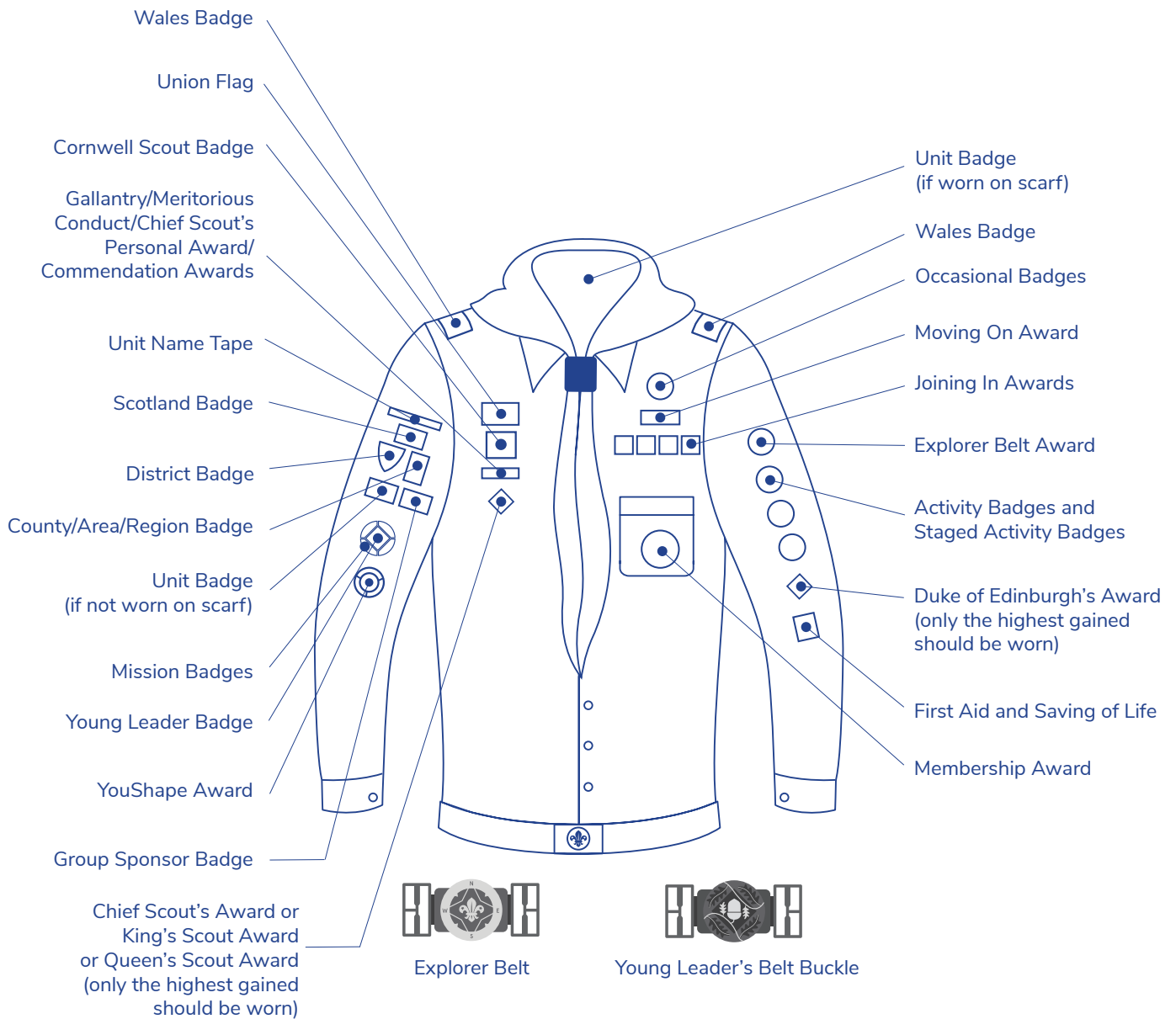
Scout uniform (sea)



*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge

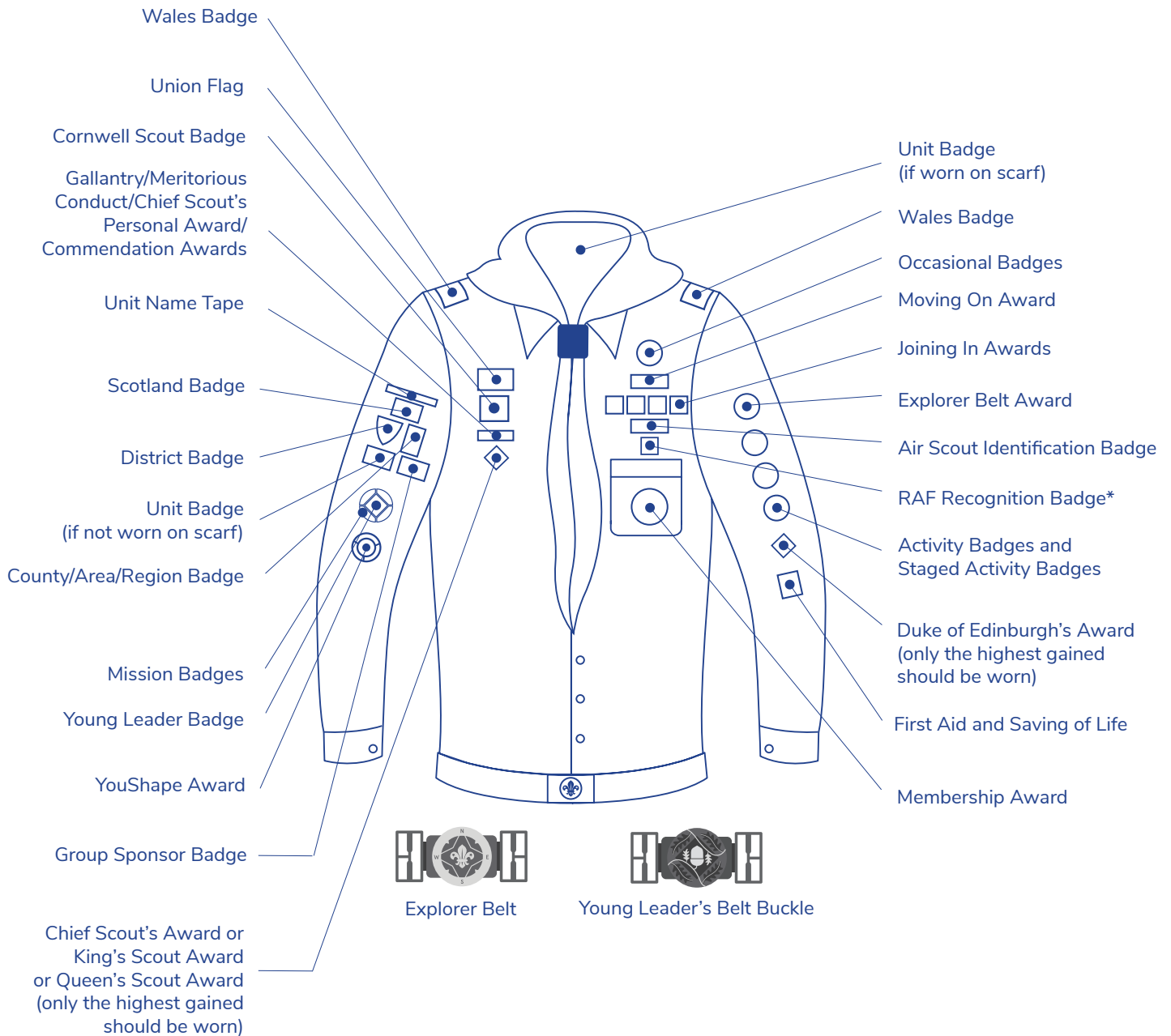
In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

Explorer Scout uniform



In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

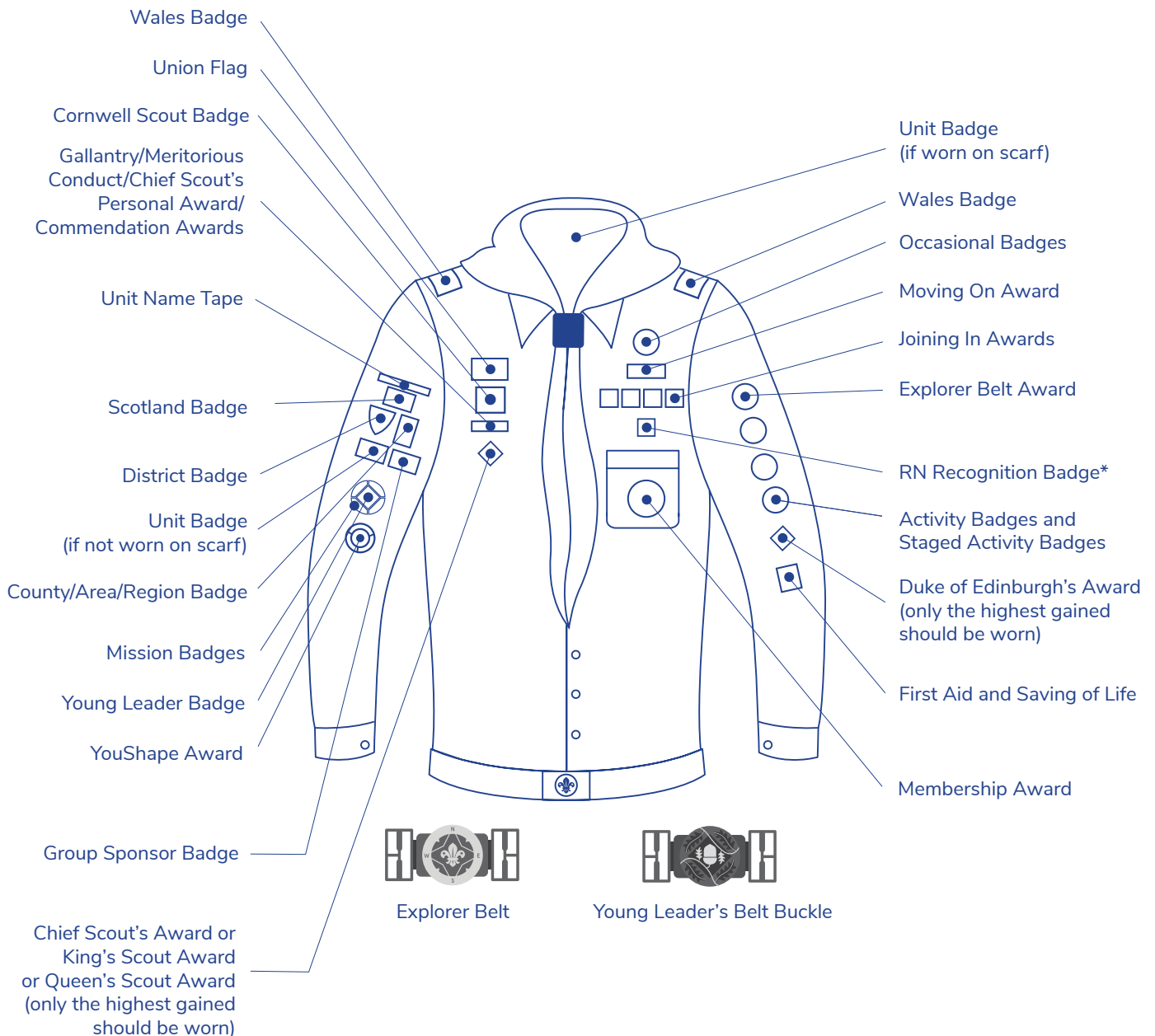
Explorer Scout uniform (air)



*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.

In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

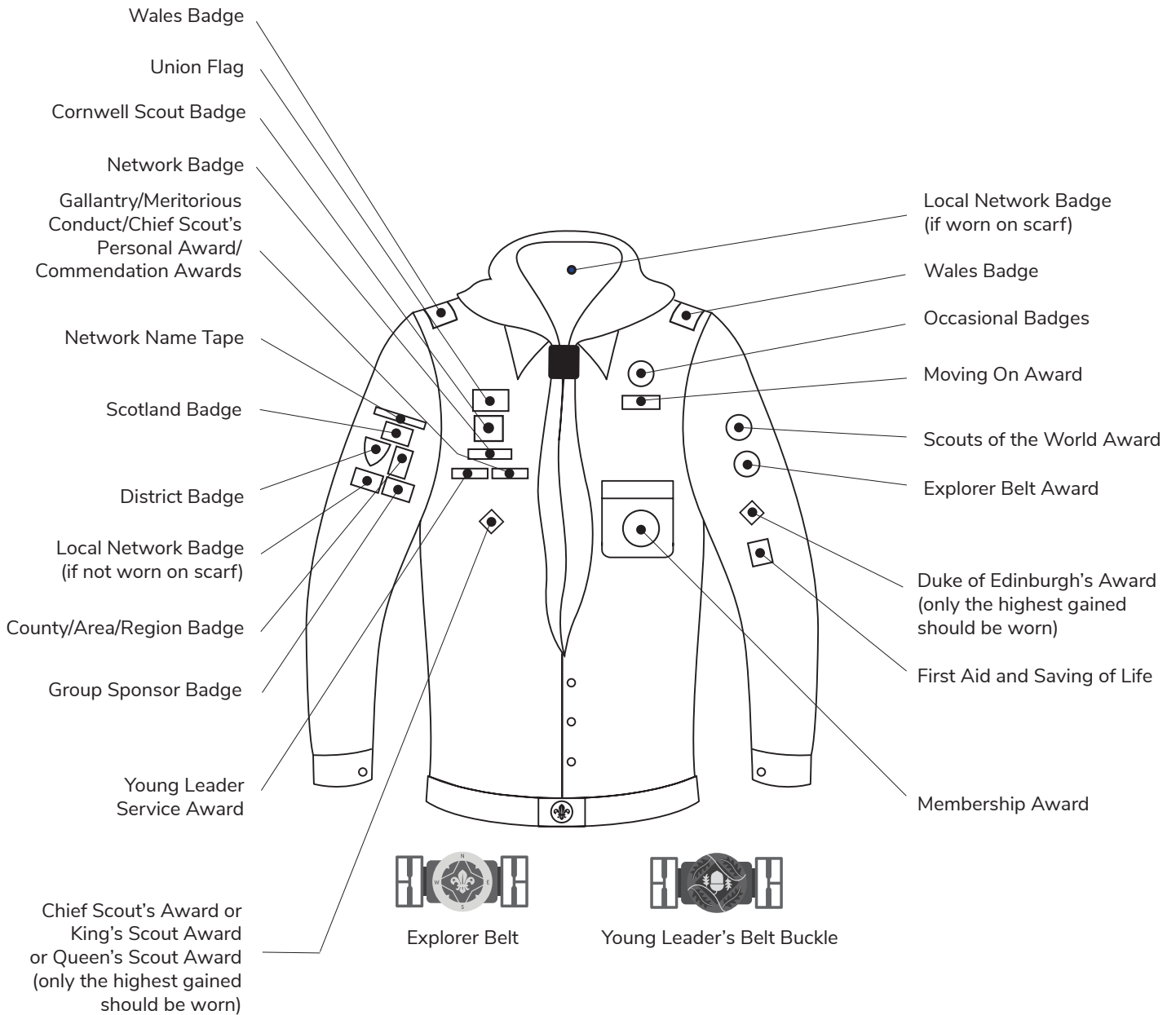
Explorer Scout uniform (sea)



*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge

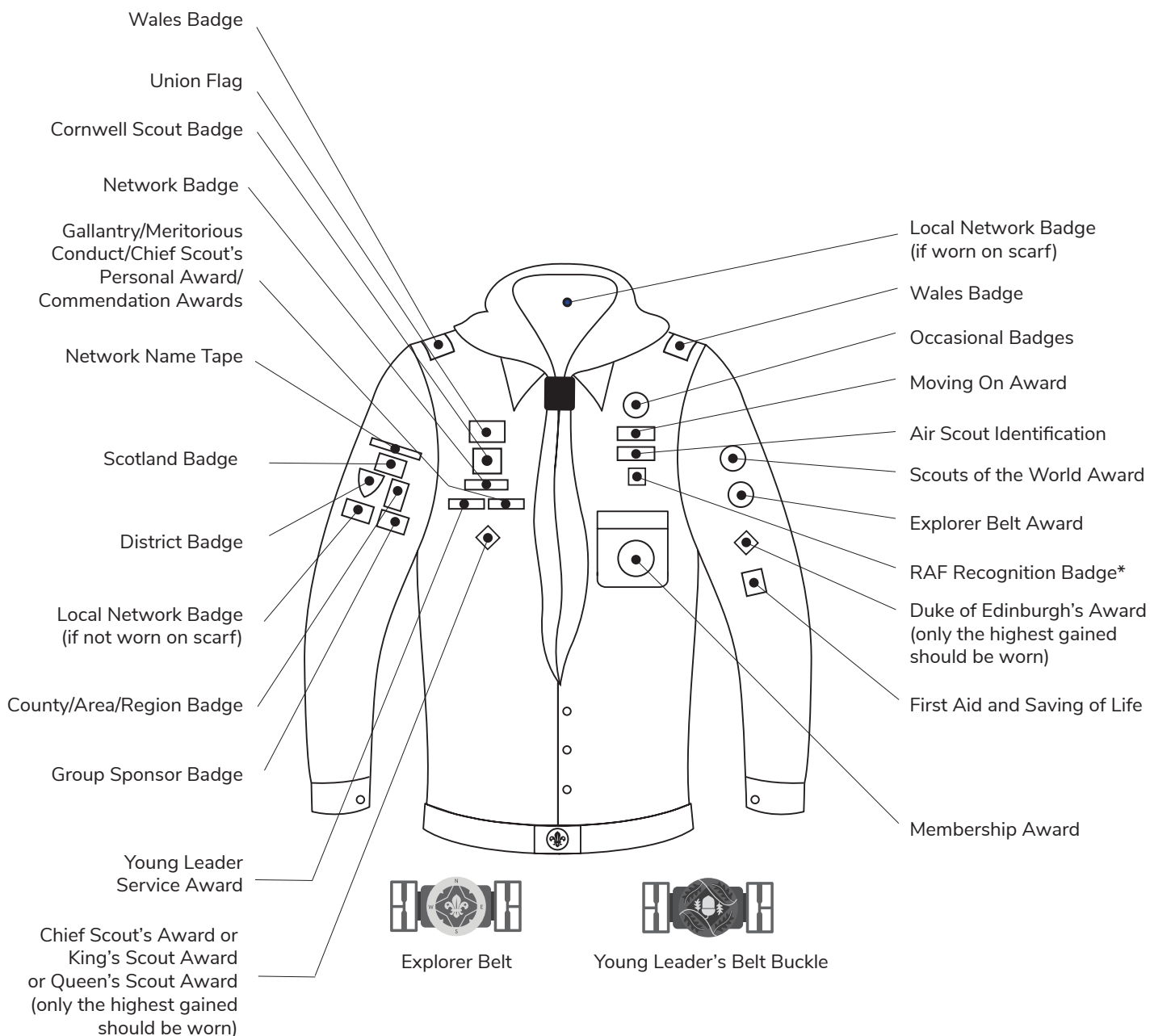
In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

Scout Network uniform



In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

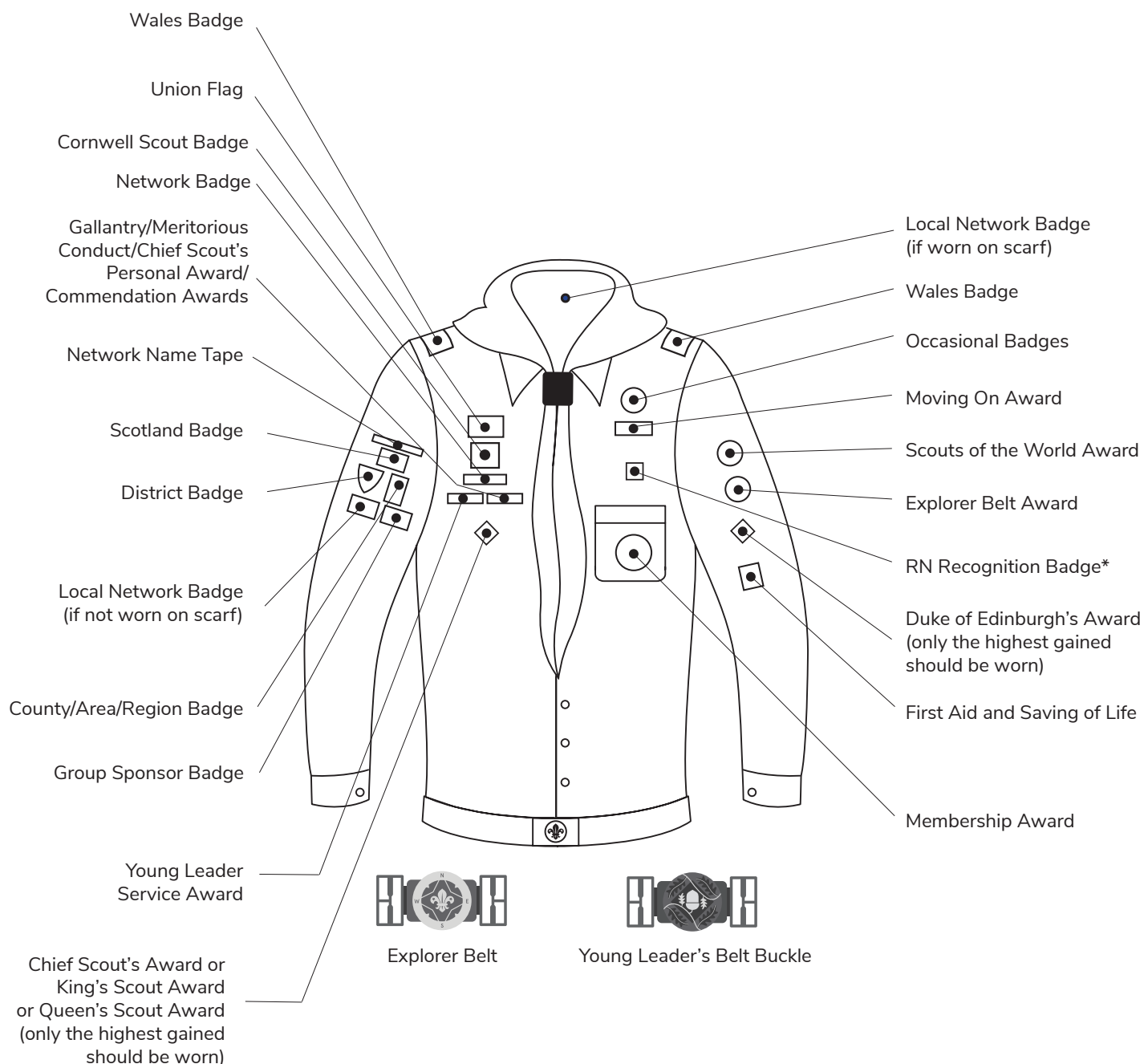
Scout Network uniform (air)



*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.

In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

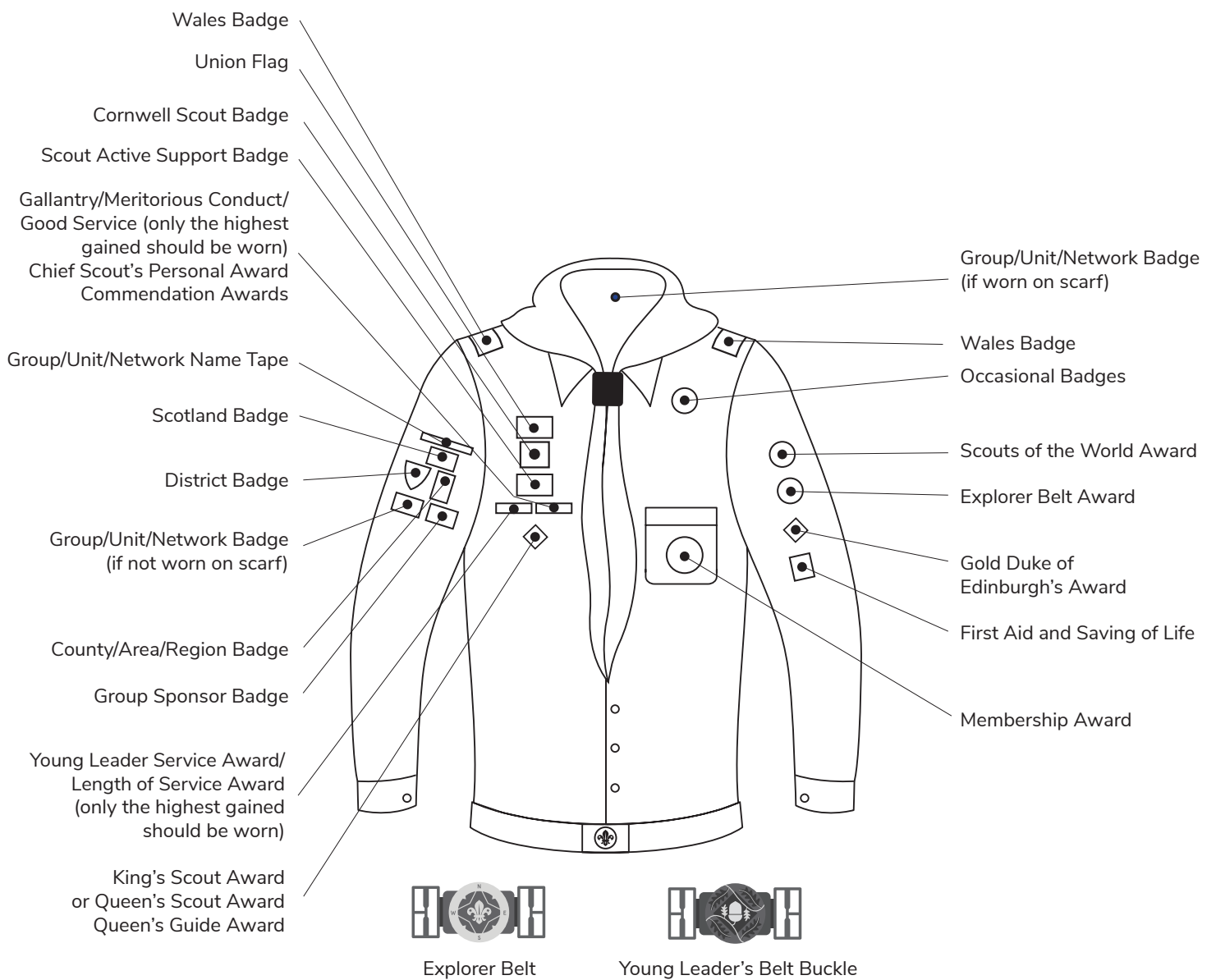
Scout Network uniform (sea)



*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge

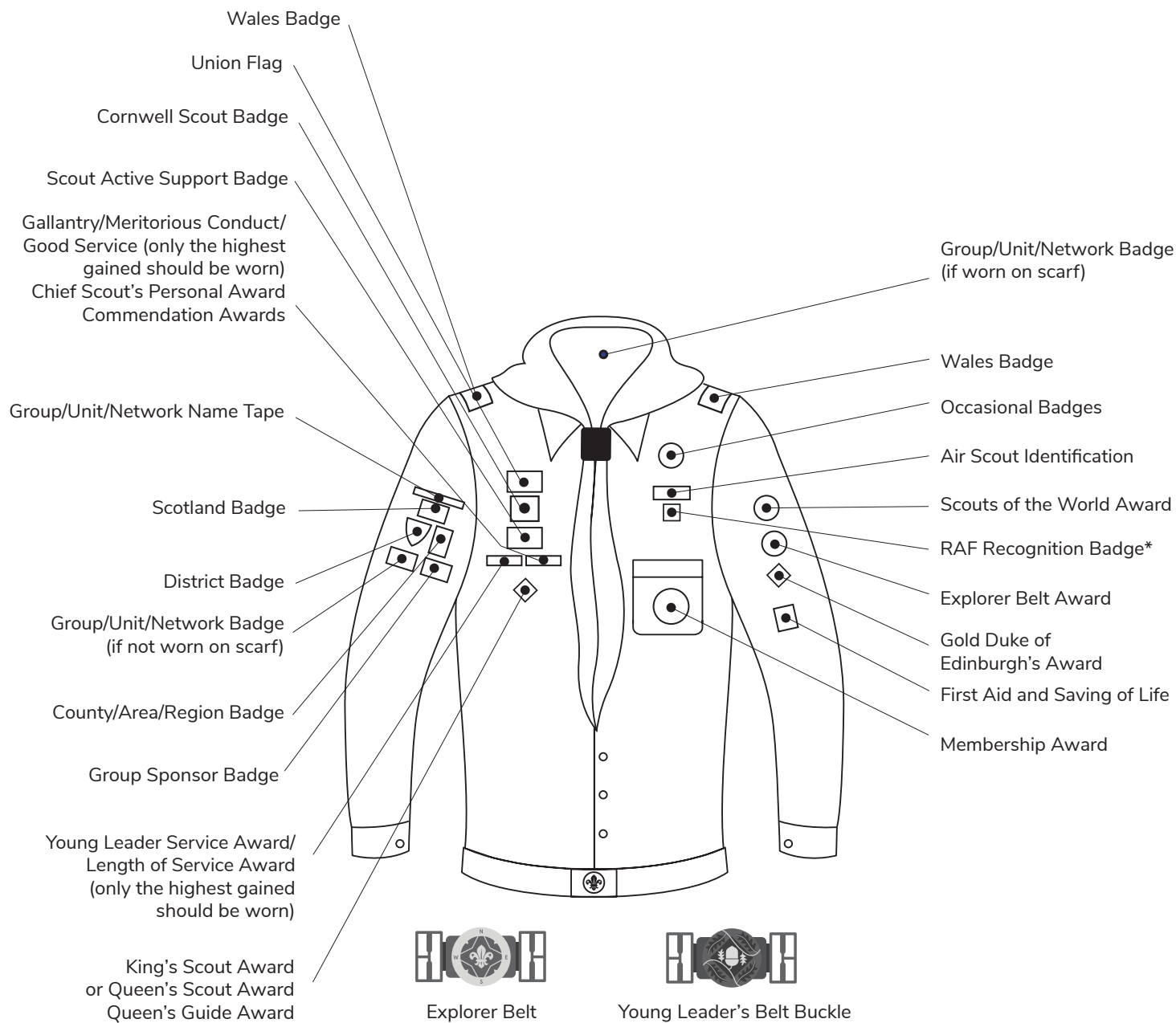
In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

Adult uniform



In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

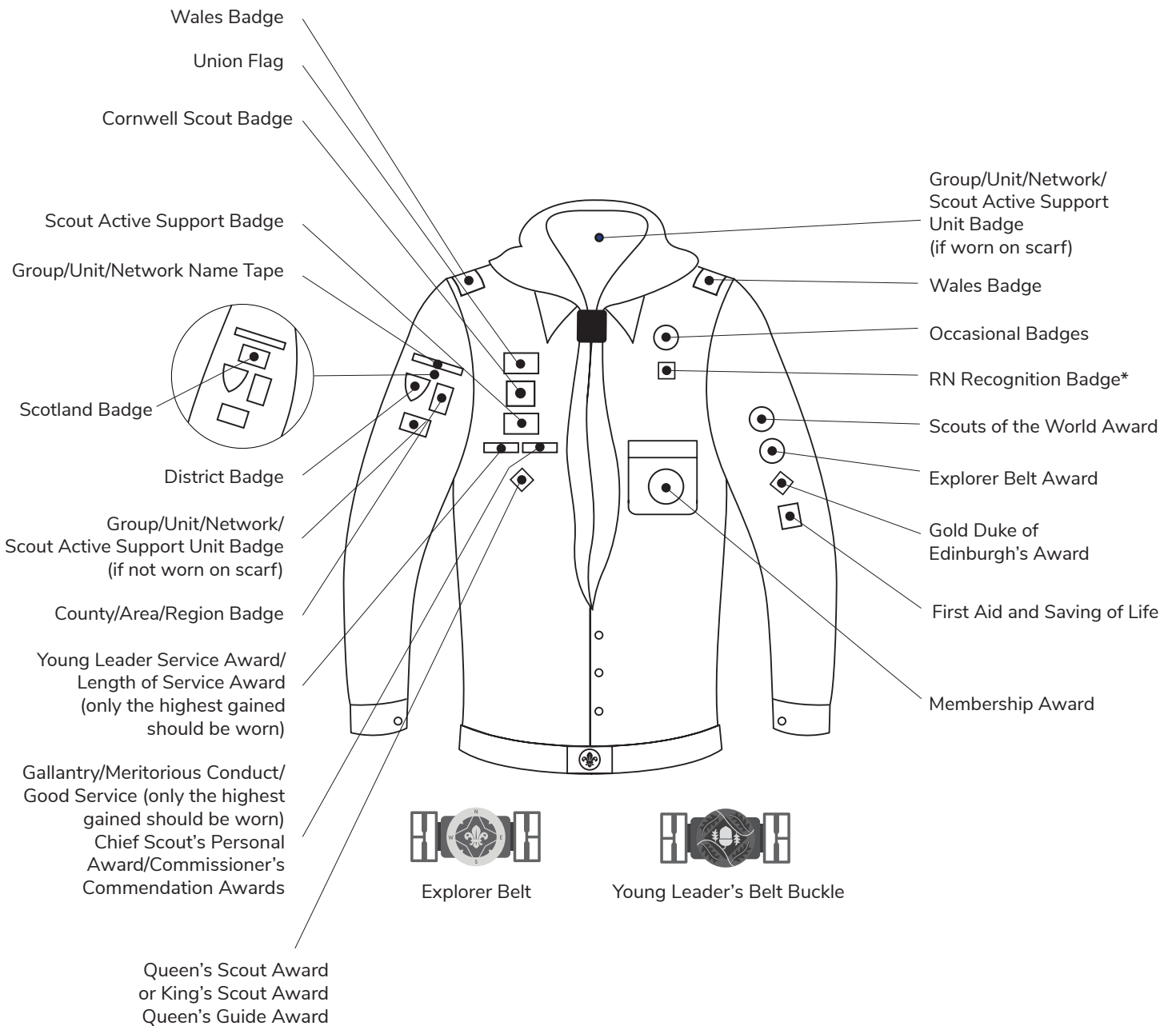
Adult uniform (air)



*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.

In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

Adult uniform (sea)



*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge.

In Northern Ireland, the Ulster badge should take the place of the County badge. The County badge should be in the District location, with the District badge placed centrally below these.

Chapter 11

Awards and recognition of service

Chapter Contents

- 11.1 Award Nominations
- 11.2 Awards
 - 11.2.1 The Cornwell Scout Badge
 - 11.2.2 Gallantry Awards
 - 11.2.3 Meritorious Conduct Awards
 - 11.2.4 Good Service Awards
 - 11.2.5 The Chief Scout's Personal Award
 - 11.2.6 The Commendation Award
 - 11.2.7 Length of Service Awards
- 11.3 Award Emblems
- 11.4 The Thanks Badge
- 11.5 Method of Wear

11.1 Award Nominations

- 11.1.1.1 Nominations for Scout Good Service Awards as well as Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scout's Personal Award can be initiated by any adult. Nominations must be approved/ supported by the relevant Lead Volunteer or the person with the Award Nominations Supporter accreditation , before being submitted to UK Headquarters.
- 11.1.1.2 Good Service Award nominations need to be submitted via the membership system. Nominations will then be passed for approval to the relevant Lead Volunteer or the person with the Award Nominations Supporter accreditation . The UK Headquarters Scout Awards Team will be notified of the Award through the membership system.
- 11.1.1.3 Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scout's Personal Award nomination forms are available on the website <https://www.scouts.org.uk/volunteers/learning-development-and-awards/awards-and-recognition/> . Completed nomination forms need to be sent to awards@scouts.org.uk for approval by the National Awards Advisory Group.

- 11.1.1.4 Before completing a nomination form, individuals are advised to consult the relevant guidance notes.

11.2 Awards

11.2.1 The Cornwell Scout Badge

- 11.2.1.0 The Cornwell Scout Badge is awarded in respect of great heroism or pre-eminently high character and devotion to duty, together with great courage and endurance.

- 11.2.1.1 The Cornwell Scout Badge is restricted to members who have not yet reached their 25th birthday.

- 11.2.1.2 Award holders may wear both the bronze badge and the cloth emblem of the same design on their uniforms. . These items are dispatched by the Scout Awards Team to the person with the Awards Parcel Recipient accreditation for presentation locally.

- 11.2.1.3 Replacement award items can be purchased from Scout Stores.

11.2.2 Gallantry Awards

- 11.2.2.0 Awards for gallantry are for acts which would normally include an element of personal risk.

- 11.2.2.1 Awards for gallantry are made by the Chief Scout, who delegates approval to the National Awards Advisory Group. Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network members, and adult members (as determined by the Chapter 16 Teams Table) and Helpers are eligible for gallantry awards.

- 11.2.2.2 The Gilt Cross, with a blue and red vertically patterned ribbon and emblems or brooches corresponding to them, is awarded for acts of bravery in the face of danger where life has been at moderate risk.

- 11.2.2.3 The Silver Cross, with a blue ribbon and emblems or brooches corresponding to them, is awarded for acts of bravery in the face of danger where life has been at considerable risk.

- 11.2.2.4 The Bronze Cross, with a red ribbon and emblems or brooches corresponding to them, is the highest award of The Scout Association for gallantry, is awarded for acts of bravery in the face of danger where life has been at extraordinary risk.

- 11.2.2.5 A Bar may be awarded to the holder of any gallantry award for further acts of gallantry in circumstances of similar risk.

11.2.2.6 These items are dispatched by the Scout Awards team to the person with the Awards Parcel Recipient accreditation for presentation locally.

11.2.2.7 Replacement award items can be purchased from Scout Stores.

11.2.3 Meritorious Conduct Awards

11.2.3.0 Awards for meritorious conduct are made by the Chief Scout, who delegates approval to the National Awards Advisory Group. Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network members, and adult members (as determined by the Chapter 16 Teams Table) and Helpers are eligible for meritorious conduct awards.

11.2.3.1 Meritorious Conduct Awards are made for conduct involving a high degree of courage, endurance, initiative or dedication to the Scouts, often through difficulties, without necessarily involving any element of risk.

11.2.3.2 A Chief Scout's Commendation for Meritorious Conduct, on a green ribbon with a blue vertical stripe and emblems or brooches corresponding to them, is awarded for meritorious conduct of a high standard.

11.2.3.3 The Medal of Meritorious Conduct, on a green ribbon with a red vertical stripe and emblems or brooches corresponding to them, is awarded for meritorious conduct of an exceptionally high standard.

11.2.3.4 A Bar may be awarded to the holder of any meritorious conduct award for further acts of comparable outstanding conduct.

11.2.3.5 These items are dispatched by the Scout Awards Team to the person with the Awards Parcel Recipient accreditation for presentation locally.

11.2.3.6 Replacement award items can be purchased from Scout Stores.

11.2.3.7

11.2.4 Good Service Awards

11.2.4.0 Awards for good service are made by the Chief Scout, who delegates approval to the National Awards Advisory Group. Adult members as determined by the Chapter 16 Teams Table and, exceptionally, to others who have given valuable service to the Scouts over a considerable period are eligible for good service awards.

11.2.4.1 A Chief Scout's Commendation for Good Service, with a white and yellow knot cloth emblem and a brooch of similar design, is awarded for good service while holding adult roles for a period of not less than five years.

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- 11.2.4.2 The Award for Merit, worn with a green neck ribbon and emblems or brooches with a green knot, would normally be awarded for outstanding service. It implies keen, conscientious, imaginative and dedicated service over a sustained period, of at least 12 years duration (exceptionally 10) while holding adult roles.
- 11.2.4.3 The Bar to the Award for Merit, worn with a green neck ribbon with a vertical yellow stripe, and emblems or brooches with a green knot and yellow fleur-de-lys, may be awarded after at least five years of further outstanding service after receiving the Award for Merit.
- 11.2.4.4 The Silver Acorn, worn on an orange neck ribbon around the neck, and emblems or brooches with an orange knot is awarded after at least 20 years' service while holding adult roles, which should be specially distinguished and appreciably better than outstanding.
- 11.2.4.5 A Bar to the Silver Acorn, denoted by the substitution of an orange neck ribbon with a vertical green stripe, and emblems or brooches with an orange knot and green fleur-de-lys, may be awarded after at least five years of similarly distinguished service after receiving the Silver Acorn.
- 11.2.4.6 The Silver Wolf, worn on a green and yellow neck ribbon, and emblems or brooches with a yellow and green knot, is the unrestricted gift of the Chief Scout, awarded for adult service of the most exceptional nature while holding adult roles.
- 11.2.4.7 These items are dispatched by the Scout Awards Team to the person with the Awards Parcel Recipient accreditation for presentation locally.
- 11.2.4.8 Replacement award items can be purchased from Scout Stores.
- 11.2.4.9
- 11.2.5 The Chief Scout's Personal Award**
- 11.2.5.0 The Chief Scout's Personal Award, with a green arrowhead badge superimposed on a gold circular background on a dark green cloth emblem or brooch, is awarded by the Chief Scout, who delegates approval to the National Awards Advisory Group to recognise achievement not covered by the criteria for any other awards. It may be accompanied, where appropriate, with a suitable commemorative item.
- 11.2.5.1 These items are dispatched by the Scout Awards Team to the person with the Awards Parcel Recipient accreditation for presentation locally.
- 11.2.5.2 Replacement award items can be purchased from Scout Stores.

11.2.6 The Commendation Award

- 11.2.6.0 The Commendation Award is indicated on a cloth emblem or brooch with a purple knot.
- 11.2.6.1 The award can be issued from a District, County, Area (Wales & British Scouting Overseas), Bailiwick, Island, Branch, Region (all nations) and UK Headquarters to youth members, adult members or non-members.
- 11.2.6.2 The award must only be issued by the Lead Volunteer or Youth Lead at their discretion.
- 11.2.6.3 There are no set criteria for this award.
- 11.2.6.4 The award is restricted and must be purchased from the Scout Store. It is only available for purchase by the UK Chief Volunteer, Chief Volunteers of England, Northern Ireland, Scotland and Wales, UK Headquarters Leadership Team members, Lead Volunteers at District, County, Area (Wales), Region (Scotland), Region (England and Wales) level and Youth Leads or **TBC**.
- 11.2.6.5 The award may be issued locally at any time and does not affect any nominations for Good Service or other National awards.
- 11.2.6.6 The award may be recorded on the recipient's adult record on the membership system.

11.2.7 Length of Service Awards

- 11.2.7.0 Service in The Scout Association is recognised by the Chief Scout's Length of Service Award at 5, 10, 15, 20, 25, 30, 40, 50, 60 and 70 year intervals. A certificate and either a cloth emblem or brooch with a white knot and corresponding green number is available to all members of The Scout Association as determined by the Chapter 16 Teams Table.
- 11.2.7.1 Qualifying service for the above awards need not be continuous.
- 11.2.7.2 Any service given while holding an adult appointment whilst a member of The Scout Association counts towards service. This does not cover service whilst in a youth role such as Scout Network. However, if a qualifying adult appointment was held concurrently, that service would count.
- 11.2.7.3 Overseas service with another Scout Association does not count towards service. However, active service whilst part of British Scouting Overseas or the Branches is recognised.
- 11.2.7.4 These items are dispatched by the Scout Awards Team to the person with the Awards Parcel Recipient accreditation for presentation locally.
- 11.2.7.5 Replacement award items can be purchased from Scout Stores.

11.2.7.6

11.3 Award Emblems

11.3.1.1 When not wearing uniform, the insignia of a Scout award is represented by a brooch with the same design as the cloth emblem.

11.3.1.2 The award of a Bar to a Good Service Award is indicated on the emblem or brooch by the arrowhead brooch superimposed over the centre of the knot design.

The arrowhead is green for the Bar to the Silver Acorn and gold for the Bar to the Award for Merit.

11.4 The Thanks Badge

11.4.1.1 The Thanks Badge is the means of expressing the appreciation of The Scout Association to those who are not members but who have been of service to the Scouts.

11.4.1.2 There are no restrictions on who may award the Thanks Badge, and who it may be awarded to.

11.4.1.3 The metal badge is for wear with ordinary clothes and does not confer membership of The Scout Association on the recipient.

11.4.1.4 The badge is purchased from Scout Stores.

11.5 Method of Wear

11.5.1.1 The method of wear of the awards described in this chapter is shown in Chapter 10.

Chapter 12

Flags and ceremonial

Chapter Contents

- 12.1 Flags
 - 12.1.1 Permitted Flags
 - 12.1.2 Pennants
 - 12.1.3 Scout Flags
- 12.2 Ceremonial
 - 12.2.1 The Scout Sign
 - 12.2.2 The Scout Salute
 - 12.2.3 Parades

12.1 Flags

12.1.1 Permitted Flags

12.1.1.1 The following flags may be used:

- a) The Union Flag on land
- b) The Red Ensign at sea
- c) The World Scout Flag
- d) Group, District and County flags

12.1.1.2 Royal Navy Recognised Groups and Units may use a Red Ensign defaced with the Arrowhead Badge surmounted by an Admiralty Crown in the fly.

12.1.1.3 Royal Air Force Recognised Groups may use a light blue pennant bearing the Arrowhead Badge, the Scout motto 'Be Prepared' and the Royal Air Force roundel in the fly.

12.1.1.4 When travelling internationally, Groups may use the Union Flag and the flag of the host nation displayed equally.

12.1.1.5 Groups may use the flags of the constituent countries of the United Kingdom, together with their own corresponding flag, when in another United Kingdom country.

12.1.1.6 The use of these flags is in addition to the Union Flag rather than in place of it.

12.1.2 Pennants

12.1.2.1 Green camp pennants, Explorer, and Scout Network pennants and blue Scout pennants may be used as appropriate to suitable occasions.

12.1.2.2 The blue pennant is the burgee to be flown with the Royal Navy Recognised Group Ensign.

12.1.3 Scout Flags

12.1.3.1 Flags used by Groups, Explorer Units, and Scout Networks (except Beaver Colony flags and Squirrel Drey flags) must be:

- a) uniform size
- b) mounted on poles bearing the Arrowhead Badge as a mount
- c) must bear the Arrowhead Badge, consisting of a white Arrowhead to the approved specification on a purple circle, and the Scout motto 'Be Prepared'

In addition, they may only bear the words 'Cub Scouts', 'Scouts', 'Explorer Scouts', 'Scout Network' and the appropriate Group, District or County title.

12.1.3.2 Squirrel Drey flags consist of a white Squirrels logo beneath a white fleur de lis on a Squirrels Red background. The flag measures 90cm x 60cm. The name of the Squirrels Drey may be added beneath the Squirrels logo.

12.1.3.3 Beaver Scout Colony flags must be 90cm x 60cm mounted on poles bearing a polished wooden pike mount and must bear the Arrowhead Badge, consisting of a white Arrowhead to the approved specification on a purple circle, and the Beaver Scout motto 'Be Prepared'. In addition, they may only bear the words Beaver Scouts and the Group title.

12.1.3.4 Flags used by Scout Districts and Counties are of a similar design and may bear the name and emblem of the District or County in addition to the Arrowhead Badge as described, and the Scout motto 'Be Prepared'.

12.1.3.5 The colours to be used on flags, except in Scotland, are as follows:

- a) Squirrel Dreys: white lettering on a Squirrels Red background
- b) Beaver Colonies: white lettering on a turquoise background
- c) Cub Packs: white lettering on a yellow background
- d) Scout Troops: white lettering on a green background
- e) Explorer Units: white lettering on an olive green background
- f) Scout Networks: white lettering on a warm grey background
- g) Air Scout Troops, Explorer Air Scout Units and Air Scout Networks: yellow lettering on a light blue background
- h) Sea Scout Troops, Explorer Sea Scout Units and Sea Scout Networks: white lettering on a navy blue background

12.1.3.6 In Scotland, Scout flags are matriculated by the Lord Lyon King of Arms and consist of the St. Andrew's Cross at the hoist with green fly and the Arrowhead Badge in yellow. Scottish Region flags have the name of the Region in a bar above the badge in the colour of the Region. The colours on flags in Scotland are:

- a) Squirrel Dreys: white lettering on a Squirrels Red background
- b) Beaver Colonies: white lettering on a turquoise background
- c) Cub Packs: yellow background with the badge in green and with yellow lettering on green bars
- d) Scout Troops: green background with the badge in yellow and with the name of the Troop in black lettering on yellow bars
- e) Explorer Units: white lettering on an olive green background
- f) Scout Networks: white lettering on a warm grey background

12.2 Ceremonial

12.2.1 The Scout Sign

12.2.1.1 The Scout Sign is made during the making or reaffirming of the Squirrel , Beaver , Cub and Scout Promise and at no other time.

12.2.2 The Scout Salute

12.2.2.1 The Scout Salute is made only by members of the movement in uniform on formal Scout occasions, as a mark of respect at the hoisting of National flags, at the playing of National Anthems, to uncased Colours, Scout flags and to funerals.

12.2.3 Parades

12.2.3.1 On all parades of a public nature, other than in a place of worship, the Leader calls the party to the alert and the Leader alone salutes.

Chapter 13

Trusteeship, property and equipment

Certain Rules in this Chapter do not apply, without modification, in parts of the British Isles outside England and Wales.

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- 13.1 Charity Requirements
 - 13.1.1 Persons not allowed to act as Trustees
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 - 13.1.3 Safe Custody of Documents ^{SV}
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 - 13.3.1 Property and Equipment ^{SV}
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13.1 Charity Requirements

13.1.1 Persons not allowed to act as Trustees

- 13.1.1.1 Members of the Group, District and County Trustee Boards are the 'charity trustees' of the Group, District or County. ^{SV}
- 13.1.1.2 No person who is disqualified from being a charity trustee by virtue of the Charities Act may be a member of a Group, District or County Trustee Board. ^{SV}
- 13.1.1.3 The appointment of any such person, whether as ex officio, appointment or by co-option shall be void.
- 13.1.1.4 It is the responsibility of each person to ensure that they are not disqualified before accepting an appointment as a trustee. However, the Scouts will conduct Trustee eligibility checks as a part of the joining journey or role change process as described in Chapter 16.

13.1.1.5 The Charities Acts apply to England and Wales only. Scotland^{SV}, Northern Ireland, Bailiwick of Guernsey, Jersey, Isle of Man and Gibraltar have similar, but not identical, legislation.

13.1.1.6 Some people are disqualified by law from acting as charity trustees. The exact requirements vary by nation but, subject to regulatory waiver provisions, the Scouts' adopts the following criteria for disqualification to a role with Trustee responsibilities. This includes anyone for whom at least one of these conditions is true: ^{SV}

- a) has an unspent conviction for an offence involving dishonesty or deception
- b) has unspent convictions for the offences of misconduct in a public office
- c) has unspent convictions for bribery, or money laundering, or perjury or perverting the course of justice or terrorism
- d) has been found guilty of attempting, aiding or abetting the above offences
- e) has been found in contempt of court
- f) is designated under terrorist asset-freezing legislation
- g) is on the sex offenders' register
- h) is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order or sequestration in Scotland) or has an individual voluntary arrangement (IVA) with creditors
- i) is disqualified from being a company director
- j) has previously been removed as a trustee from any charity by any charity regulator in the UK (or a court) due to misconduct or mismanagement
- k) is disqualified from being a trustee by an order of the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator or the Charity Commission for Northern Ireland.

13.1.2 The Charities Acts ^{SV}

13.1.2.1 This Rule applies in England and Wales only.

13.1.2.2 All Scout Units are independent charities. Scout Units are not required to register with the Charity Commission as they have been 'excepted' under The Charities (Exception from Registration) (Amendment) Regulations 2021. Scout

charities in England and Wales only have to register with the Charity Commission if any of the following is true:

- a) their annual income is more than £100,000
- b) they have permanent endowment (a rare interest in land or building or other assets which cannot be spent as 'income') and their annual income is £5,000 or over; or
- c) they own land or buildings, and their annual income is £5,000 or over.

It is important to note that excepted and unregistered charities still remain subject to general charity law and the rules of the Charity Commission which may investigate matters where there is proper cause for concern.

13.1.2.3 The Group, District or County Administration must ensure that all statutory duties and obligations imposed by the Charities Acts are fulfilled.

13.1.3 Safe Custody of Documents ^{SV}

13.1.3.1 The Group, District or County Trustee Board administration must ensure that documents relating to the ownership of property and equipment and all other legal and official documents, together with any documents of historical importance or interest are kept in a safe place.

13.1.3.2 Specific documents that must be safeguarded are:

- a) declarations of trust
- b) title deeds to land or buildings
- c) stock and share certificates
- d) registration documents issued by The Scout Association
- e) documents relating to motor vehicles, vessels and aircraft
- f) insurance policies.

13.1.3.3 Those charities who have appointed the SATC to hold title to land as custodian trustees may use this service to safeguard the first three document types.

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

13.2 Equipment

13.2.1 Motor Vehicles, Vessels and Aircraft

13.2.1.1 The Group, District or County Trustee Board must be confident that motor vehicles, vessels and aircraft owned by the Group, District or County are properly registered, licensed and insured as necessary and that all requirements as to their condition, testing or any other matters are fulfilled.

13.2.1.2 Motor vehicles must be registered either in the name of the Group, District or County or in the name of a nominee, in which case the registration must show that the person is a nominee of the Group, District or County.

13.2.2 Equipment

13.2.2.1 The Group, District or County Trustee Board must be confident that proper inventories are maintained of all equipment owned, including furniture, training equipment, musical instruments or equivalent of any other kind.

13.3 Land and property

13.3.1 Property and Equipment ^{SV}

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

13.3.1.2 The Group's and Unit's administrators must concern themselves with all legal requirements relevant to the ownership of all property and equipment or to the leasing or hiring of premises.

13.3.1.3 All freehold, leasehold or licensed land, with or without buildings, must be held by at least two and no more than four Holding Trustees appointed as specified unless title to the said land is held by a Custodian Trustee on behalf of the Scout Unit, for example The Scout Association Trust Corporation (SATC) or the Official Custodian for Charities.

13.3.1.4 Holding Trustees of land must be appointed under either a Declaration of Trust or named as the Trustees in the relevant Conveyance, Lease, Licence or such other Deed, Transfer or other formal agreement as may be necessary in the circumstances. The SATC will hold land upon standard trusts which have been approved by the SATC's legal advisers.

13.3.1.5 Investments must also be held in the manner listed above under 13.3.1.3, with the exception being that the SATC is unable to hold such investments.

13.3.1.6 The SATC can be appointed by Scout bodies to hold title to land as Custodian Trustee only and, as such, the SATC cannot have any responsibility for the decision-making or day-to-day management of the Scout body or its land. The

SATC is also unable to negotiate land or property matters on behalf of Scout bodies.

- 13.3.1.7 The SATC must be appointed through its proper procedure for which a standard fee is chargeable. Contact the SATC in writing at Gilwell Park, Chingford, London E4 7QW or at trust.corporation@scout.org.uk.
- 13.3.1.8 As Custodian Trustee, the SATC must obtain instructions regarding the land or property from a member of the relevant Scout body's Trustee Board or a person or persons properly authorised by that Trustee Board to instruct the SATC.
- 13.3.1.9 A suggested template for a Declaration of Trust suitable for local Trustees to declare Trust when intending to hold title to land, can be provided by The Scout Association's Legal Services Department which should then be amended and checked by a local solicitor acting for the Group, District or County to reflect the particular local circumstances.

13.3.2 Land

- 13.3.2.1 The Group, District or County Trustee Board should obtain at least a formal written licence and preferably a lease of any land, with or without buildings, which they do not own and which is to be occupied for a substantial period.
- 13.3.2.2 In any event, no large amount of capital should be expended on buildings or other improvements unless the Group, District or County has at least seven years unintermittent interest remaining in the said land.
- 13.3.2.3 The Group, District or County Treasurer must ensure that all possible relief from rates is obtained.

13.3.3 Property - Sponsored Groups

- 13.3.3.1 Agreements with Sponsoring Authorities identify property belonging to the Sponsoring Organisation and that belonging to the Group.
- 13.3.3.2 Property owned by the Group as recorded in such agreements must be administered as required by these Rules.

13.3.4 Disposal of Property at Amalgamation

- 13.3.4.1 The Model 'Declarations of Trust' referred to, contain certain provisions for the amalgamation of Groups, Districts and Counties.
- 13.3.4.2 The retiring Trustees of the Group, District or County which are amalgamating must hand to the Trustees of the new Group, District or County all documents

of title and the keys to any buildings which the former had.

13.3.5 Disposal of Property at Closure

- 13.3.5.1 The property of a Group, District or County which ceases to exist will automatically pass to the District Scout Council, County Scout Council or UK Headquarters as appropriate unless there is some pre-existing arrangement by which the property passes to another beneficiary.
- 13.3.5.2 Any liabilities of a Group, District or County, e.g. an outstanding loan to UK Headquarters, utility bills etc. will also become the responsibility of the District Scout Council, County Scout Council or UK Headquarters as appropriate.
- 13.3.5.3 Such property must be treated in the same way as other assets.

13.3.6 Joint Occupation of Premises by Scout and Guide Units

- 13.3.6.1 A special Declaration of Trust, which must provide for the formation of a joint management committee, must be drawn up if the premises are to be owned and occupied jointly by Scout and Guide units.
- 13.3.6.2 This does not apply if the premises are used jointly under licence or if the premises are occupied by other similar arrangements.
- 13.3.6.3 A copy of an appropriate model Declaration of Trust can be provided by The Scout Association's Legal services department and which should be amended and checked by a local solicitor acting for the relevant Scout Unit to ensure it reflects local circumstances or any agreement with the said Guide Unit.

13.4 Investments ^{SV}

- 13.4.1.1 Unless the powers of investment are specified in the formal Trust Instrument creating or governing any given Group, District or County, such powers of investment are governed by the Trustee Act 2000. Accordingly, The Scout Association's own particular powers of investment are specified by its Royal Charter. These particular powers of investment apply to The Scout Association itself and not to its entire member Groups, Districts or Counties.^{SV}
- 13.4.1.2 Group, District and County Treasurers should reclaim from H.M. Revenue and Customs any tax deducted at source from investment income.
- 13.4.1.3 Groups, Districts and Counties are advised to make full use of special funds, which are established for investment by charities, and which pay dividends gross.

- 13.4.1.4 Investments held on behalf of Groups, Districts or Counties must be registered in such a way as to show that they are held on trust for that body and that they are not the private property of the individuals, if any, appointed as trustees

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Chapter 14

Other matters

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14.1 Citizenship

14.1.1 Political Activities

- 14.1.1.1 The Scout movement is not connected with any political body.
- 14.1.1.2 Members of the movement in uniform, or individuals when acting as representatives of the movement, must not take part in any party political meetings or activities that endorse any particular political party or candidate.

14.1.2 Citizenship and Participation

14.1.2.1 The Scout Association, being concerned to help young people prepare for and take a constructive place in society, encourages, through its programme, the development of a positive attitude to the needs of the community.

14.1.2.2 In pursuance of The Scout Association's Purpose, each member of the movement shall, within the bounds of age and mental maturity, be encouraged to:

- a) become involved in the processes by which decisions are made within The Scout Association and, to that end, to understand the organisation of The Scout Association
- b) become more aware of major social issues at local, national and international level
- c) understand the processes of decision-making by organisations and by government, and to become aware of the individual's role in such processes

14.1.2.3 It is accepted that this will involve members of the movement with current social issues, some of which are controversial and may therefore have a political dimension. However, individuals representing The Scout Association must not endorse any particular political party or candidate.

14.1.2.4 If a recognised public authority makes a public request for volunteers to take action to avoid grave public danger or inconvenience, whether it arises from an industrial dispute or not, a Group Lead Volunteer, or the District 14-24 Team Leader may, with the consent of the District Lead Volunteer, offer the services of Scouts provided that each individual participates voluntarily.

14.1.3 Expressions of Opinions of The Scout Association's Policy

14.1.3.1 Members of the movement must not express opinions on matters of policy or on any matter if it will appear that they are speaking or contributing on behalf of The Scout Association when appearing in broadcast, print or online media including social media, unless they have previously obtained permission to do so from UK Headquarters.

14.1.3.2 Members of the movement must not address correspondence on matters relating to Scouts or as representatives of The Scout Association to any Royal person or members of the Royal Households, Department of State, Embassy or Legation at home or abroad, to any Scout Association Headquarters abroad, or to the World Scout Bureau, World Scout Committee or World Scout Conference except after consultation with and through Headquarters.

14.2 Associate Organisations

14.2.1 Associate Organisations

14.2.1.1 UK Headquarters may designate certain organisations whose aims and purposes relate to those of The Scout Association.

14.2.2 Student Scout and Guide Clubs

14.2.2.1 A Student Scout and Guide Club may be formed in a higher education or further education institution.

14.2.2.2 A Student Scout and Guide Club is recognised through the local Scout and Guide County after its constitution has been approved by the local Scout Lead Volunteer and Guide Commissioner or equivalent.

14.2.2.3 The aim of a Student Scout and Guide Club is to promote a framework within which Scout and Guide and other social activities may take place, ideas may be exchanged, and students may maintain, renew or acquire an interest in the principles of Scouts and Girlguiding.

14.2.2.4 The purpose of a Student Scout and Guide Club is:

- a) to provide a programme of activities for its members whether or not they are members of the Scout and Guide movements
- b) to create a wider understanding and appreciation of the work of the Scout and Guide movements, particularly among fellow students, by spreading information and by example
- c) to render service, as a Student Scout and Guide Club, to Scouts and Guides and the community
- d) to maintain relationships with the Scout and Guide movements locally

14.2.2.5 Students who wish to establish a Student Scout and Guide Club in a higher education or further education institution must seek the approval of their Students' Union and draw up a constitution, embodying the aim and purpose of a Student Scout and Guide Club.

14.2.2.6 They must then submit it with a Student Scout and Guide Club Registration Form for approval by the local Scout and Guide Lead Volunteer or equivalent, who must forward it to their respective Headquarters for registration.

14.2.2.7 A registered and recognised Student Scout and Guide Club receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.

- 14.2.2.8 All Student Scout and Guide Clubs must affiliate to the Student Scout and Guide Organisation.
- 14.2.2.9 A Student Scout and Guide Club elects its own Committee from among its members and is responsible for the organisation of meetings and planning activities.
- 14.2.2.10 A Student Scout and Guide Club is self-financing and must pay the annual affiliation fee to the Student Scout and Guide Organisation.
- 14.2.2.11 All Student Scout and Guide Clubs must comply with the Camping, Activity and Safety Rules of The Scout Association and Girlguiding.
- 14.2.2.12 A member of a Student Scout and Guide Club who is also a member of the Scout or Guide movement may wear the Student Scout and Guide Club Badge on uniform.
- 14.2.2.13 Further details may be obtained from support@scouts.org.uk.

14.2.3 Student Scout and Guide Organisation

- 14.2.3.1 The aim of the Student Scout and Guide Organisation is to promote Student Scout and Guide Clubs and to provide a forum for discussion on matters that affect such Clubs.
- 14.2.3.2 The Student Scout and Guide Organisation receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.
- 14.2.3.3 Further details may be obtained from support@scouts.org.uk.

14.3 Protected Scout logos, names, badges and awards

We are proud of our brand and visual identity and encourage all members to use them to increase recognition and understanding of Scouts, as well as to support local fundraising. However it is important that members follow the rules below and keep within [brand guidelines](#) to ensure a consistent approach across the UK.

14.3.1 Definitions - protected Scout logos

Protected logos are:

- 14.3.1.1 the Scout logo (in all brand colours and in both the stacked and horizontal versions) which is protected under [registered UK trade mark UK00003310891](#)



- 14.3.1.2 the UK Scout fleur de lis (arrowhead) which is protected under [registered UK trade mark UK00003276645](#)



- 14.3.1.3 all section logos



- 14.3.1.4 the pre-May 2018 UK fleur de lis (arrowhead), protected under [registered UK trade mark UK00000922043](#) (it must not be used on any new item by local Scouts after May 2018, except on flags as specified in Chapter 12 and in the maintenance of Scout archives. It will remain a protected mark).



- 14.3.1.5 the pre-May 2018 UK Scout logo, [registered UK trade mark UK00002252954](#) (it must not be used by local Scouts after May 2020, but will remain a protected mark).



14.3.2 Definitions - protected Scout names

- 14.3.2.1 These are protected Scout names:

- a) 'the Scouts'
- b) 'The Scout Association'
- c) 'Squirrels'
- d) 'Beavers'

- e) 'Cubs'
- f) 'Scouts'
- g) 'Explorers'
- h) 'Scout Network'
- i) 'Sea Scouts'
- j) 'Air Scouts'
- k) 'Scout Active Support Units'
- l) all names and appointments which incorporate the word 'Scout' or 'Scouts' or an official section of The Scout Association.

14.3.3 Definitions - protected Scout badges and awards

14.3.3.1 These are protected Scout badges and awards:

- a) all UK Programme Badges
- b) all official Occasional Badges
- c) all National UK Awards
- d) the Wood Badge
- e) the Log and Axe

14.3.4 Usage

14.3.4.1 A section, Group, District or County with the permission of its relevant Leadership Team may:

- a) use their localised Scout logo on all locally produced Scout items, such as clothing and other merchandise used for fundraising purposes, or which are distributed free of charge or at cost and authorise printers and similar suppliers to reproduce these on their behalf. This includes items produced, sold or distributed at local events and locally organised international events.
- b) use the section logos on local Scout items, including merchandise for local fundraising purposes, as long as the name of their section, Group, District or County is clearly visible on the item, and authorise printers and similar suppliers to reproduce these on their behalf
- c) authorise a local business or organisation to use their localised Scout logo on printed or digital marketing materials so long as this is not a head office of a national or UK-wide company or organisation
- d) use the UK Scout fleur de lis or arrowhead in local badges as long as the name of the local section, Group, District or County or local event

is clearly visible on the badge and that the badge does not resemble a UK Programme badge

- e) use UK Programme badges, Occasional badges, all Scout logos and names for the normal day-to-day running of Scouts, for example in newsletters, emails, handouts, forms, programme materials, signage, stationery, websites and social media

14.3.4.2 A member, section, Group, District or County must not:

- a) use Scout logos without localisation, Scout names, badges or awards for fundraising or commercial purposes without a commercial licence from UK Headquarters
- b) offer a personalisation service to other Scout sections, Groups, Districts or counties without a commercial licence from UK Headquarters
- c) licence the use of any Scout logo, name, badge or award to any third party
- d) alter Scout logos, badges, names or awards in any way except to add personalisation to their logo in line with the Scout brand guidelines
- e) use an official UK Programme badge, Scout award or national award on any item of merchandise
- f) authorise the national head office of any business to use any Scout logos, names, badges and awards. Only UK Headquarters may contact the national head office of a national or UK-wide company and authorise them to use Scout logos, names, badges or awards
- g) apply to register any designs or trade marks which are, or may in UK Headquarters' view, be identical or confusingly similar to UK Scout trade marks or other protected logos, names, badges or awards.

14.3.5 The World Scout Membership Badge and Logo



14.3.5.1 The World Membership Badge and logos are owned by the World Organization of the Scout Movement (WOSM). They may only be used or reproduced by permission of The Scout Association, acting as sole UK licensee on behalf of WOSM. They may not be used as a substitute for the UK Scout logo on local communications, signage or merchandise.

14.3.6 Contact

14.3.6.1 To apply for a commercial licence to use a Scout logo or name, email member.support@scouts.org.uk with a brief summary of your proposition. You will then be contacted to discuss the possibility of entering into a commercial licensing agreement.

14.3.7 Devolved Nation logos



14.3.7.1 Devolved Nation logos may only be used by written permission of the devolved Nation headquarters (for non-commercial use) or permission from the Scout licensing team in consultation with Devolved Nation headquarters (for commercial use).

14.3.7.2 If a member, section, Group, District or County wishes to use a devolved Nation logo for non-commercial use in print, online use, or for event branding, they should contact the relevant devolved Nation headquarters with details of the intended use, seeking written permission:

- a) Scouts N.I. - enquiries@scoutsni.org
- b) Scouts Scotland - hello@scouts.scot
- c) ScoutsCymru - admin@scoutscymru.org.uk

14.3.7.3 If a member, section, Group, District or County wishes to use a devolved Nation logo for commercial use on merchandise for example, they should contact member.support@scouts.org.uk. The licensing team will consult with the relevant devolved Nation headquarters before issuing a licence.

- 14.3.7.4 Only Nation headquarters may authorise use of the devolved Nation Logos (Scouts Scotland, ScoutsCymru and Scouts N.I.) in its communications and marketing materials.
- 14.3.7.5 For local identification, sections, Groups, Districts and counties in the Nations must use their name beneath the main Scout logo and follow the advice on colour use given in the brand guidelines. An example is given here:



14.4 Trade marks

- 14.4.1.1 The Scout Association owns a number of registered Trade Marks, which must not be used by members except as defined within this chapter of POR. Failure to comply with these rules may constitute a breach of Trade Mark law and result in legal action against individuals, members and/or Scout Units. It is therefore the responsibility of all members to ensure that these rules are followed.

14.5 Copyright

- 14.5.1.1 The terms 'copyright', 'copyright material' and 'copyright work' includes the entire copyright, moral right, design right, rental right, right to use, authorise, use or lend any written, photographic, video or illustrative work created or owned by the Scouts. The expression 'Copyright Licensee' refers to those who have obtained the written permission of UK Headquarters to use the copyright material.
- 14.5.1.2 A local section, Group, District or County may reproduce Scout copyright material for use in the day to day running of Scouts activities provided that:
- a) the resulting work is not misleading or imposes or creates any liability on the Scouts or devalues the good name and reputation of the Scouts
 - b) rights to Scout copyright, including all moral rights under the Copyright, Designs and Patents Act 1988, shall automatically remain with The Scout Association to the exclusion of all other parties (including the author)

- 14.5.1.3 A member, Section, Group, District or County must not:
- a) use Scout copyright material in any merchandise for commercial or fundraising purpose without a copyright licence from UK Headquarters
 - b) grant permission to any third party to reproduce, distribute, sell, license, sub-license or assign (in whole or in part) any Scout copyright material
- 14.5.1.4 To apply for a copyright licence to use any Scout copyright material, email member.support@scouts.org.uk with a brief description of your requirements. You will then be contacted to discuss the possibility of entering a copyright licensing agreement.

14.6 Transport

- 14.6.1.1 When members or units of the movement use their personal or unit transport on Scout activities, they should be aware of the current regulations affecting motor transport. Guidance can be obtained from support@scouts.org.uk.
- 14.6.1.2 Applications for Minibus Permits must be made using the membership system.

Chapter 15

Resolving concerns

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- 15.1 Appointment concerns
- 15.2 Safeguarding concerns
- 15.3 Complaints
- 15.4 Bullying and harassment
- 15.5 Whistleblowing

15.1 Appointment concerns

- 15.1.1.1 Any concern involving the joining or appointment processes described in Chapter 16 must be resolved using only the appeal processes described in Chapter 16.

15.2 Safeguarding concerns

- 15.2.1.1 Any concern involving safeguarding matters must follow the Scouts' [safeguarding policy and procedures](#) (see chapter 2).

15.3 Complaints

- 15.3.1.1 Complaints, disagreements and disputes should be resolved informally if at all possible.
- 15.3.1.2 Where a complaint, disagreement or dispute cannot be resolved informally the [Scouts' Complaints Policy](#) must be followed.

15.4 Bullying and harassment

- 15.4.1.1 Where a concern is raised about potential bullying and/or harassment of a volunteer then this must be dealt with in accordance with the [Scouts' Complaints Policy](#) supported by the [Volunteer Anti-Bullying and Harassment Policy and Procedures](#).

15.5 Whistleblowing

- 15.5.1.1 Where a concern is raised about potential wrongdoing which is in the public interest, then these disclosures must be dealt with in accordance with the [Whistleblowing Policy and Procedures](#).

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Chapter 16

Adult roles

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 - 16.1.2 Check the applicant is eligible.
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16.1 Welcome a new volunteer

16.1.1 Introduction

16.1.1.1 The rules in 16.1 explain how to welcome an applicant new to Scouts to a volunteer role. A new volunteer is anybody new to Scouts or who has not had a role in Scouts within the last 30 days.

16.1 does not apply for Scout Network members, employees, or Scout Council roles – for these, see 16.10. However (see 16.1.4) it does apply for helpers and other non-members who require a criminal records check.

16.1.2 Check the applicant is eligible.

16.1.2.1 The Team Leader or Lead Volunteer must ensure the applicant:

- a) is over 18 years old when their role starts - adult members can be added to the membership system from age 17½.
- b) for Youth Lead roles, is under 25 years old when their role starts.
- c) confirms that they have the time and capacity to carry out the role.
- d) can recognise and can manage any real or perceived conflicts of interest between current roles.

16.1.2.2 The Team Leader or Lead Volunteer must ensure that the applicant is added to the membership system with a provisional role. While the role is provisional, the applicant must be supervised when with young people and must not take any form of regulated activity. The applicant must add their personal details to the membership system.

16.1.3 Joining Journey for new volunteers

16.1.3.1 There are seven steps in the Volunteer Joining Journey – these may be completed in any order. Each step specified as required in the Teams Table (16.11.1) must be completed within six months of the applicant's personal details being entered into the membership system:

- a) Satisfactory completion of a criminal records check.

A successful criminal records check must be completed if it is indicated as a requirement in the Teams Table (16.11.1). The application for the criminal records check must be completed within 30 days of the start of the Provisional role (16.1.2.1) [60 days in Northern Ireland and Scotland].

- b) Satisfactory completion of an internal check (previously called a confidential enquiry).

This is a check of internal records held at UK Headquarters and must be completed if indicated as a requirement in the Teams Table (16.11.1).

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c) Satisfactory completion of References

Receipt of a minimum of two satisfactory references if indicated as a requirement in the Teams Table (16.11.1).

d) Satisfactory completion of Declarations

Acceptance by the applicant of the declarations relevant to their role if indicated as a requirement in the Teams Table (16.11.1).

The Teams Table (16.11.1) also indicates roles that require the Declarations for a Trustee to be completed.

Declarations will be automatically requested by the membership system.

e) Satisfactory confirmation of Trustee eligibility

Satisfactory completion of a Trustee eligibility check if indicated as a role requirement in the Teams Table (16.11.1).

f) Welcome Conversation

Satisfactory completion of a Welcome Conversation if indicated as a requirement in the Teams Table (16.11.1).

The purpose of the welcome conversation is:

- to help the new volunteer to feel part of the team and prepared for their volunteering.
- to ensure that Scouts is the right fit for them.
- to make sure new volunteers are clear on our expectations of them and to make sure they understand and commit to our values, and how we keep young people safe.

In a Group the applicant will attend the Welcome Conversation, along with two other people:

- the applicant's Group Lead Volunteer (or another member of the Group Leadership Team), must have completed the Welcome Conversation learning.
- an independent volunteer, with a Welcome Conversation Volunteer accreditation.

In a District, an applicant working with the Explorer Section will attend the Welcome Conversation, along with two other people:

- the applicant's District 14-24 Team Leader, who must have completed the Welcome Conversation learning

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- an independent volunteer, with a Welcome Conversation Volunteer accreditation.

In the other District teams, or any County team, the applicant will attend the Welcome Conversation, along with two other people:

- the applicant's Team Leader (or another member of the relevant leadership team), who must have completed the Welcome Conversation learning.
- an independent volunteer, with a Welcome Conversation Volunteer accreditation.

In each of the above scenarios, the independent volunteer must be a current active member of the Scouts, be in a similar role to the applicant, and hold a full appointment.

The independent volunteer must not hold a role in:

- the same Group where the applicant is joining a Section or Group Leadership Team
- the same District team where the applicant is joining a District team
- the same County team where the applicant is joining a County team.

An active member is someone who holds a role in a Section Team at Group level, in a District 14-24 Team or Explorer Section Team, or in a Programme, Support, or Volunteering Development Team at District and County.

g) Growing Roots Learning

Completion of Growing Roots learning appropriate to the role, as specified in the Teams Table (16.11.1).

- 16.1.3.2 Once the seven steps of the Volunteer Joining Journey are satisfactorily completed, the appointment becomes Full.
- 16.1.3.3 When the role shows as Full on the membership system and includes a criminal records check, the volunteer no longer needs to be supervised when with young people and may undertake regulated activity.
- 16.1.3.4 If the satisfactory criminal records check is not complete after six months but the application for a criminal records check was made within 30 days of the start of the Provisional role (16.1.2.1) [60 days in Northern Ireland and

Scotland] then the applicant may continue to operate supervised provided that all other steps of the Volunteer Joining Journey have been completed.

Apart from the criminal records check restriction noted above, if the seven steps of the Volunteer Joining Journey specified in the Teams Table (16.11.1) are not completed within six months, the Lead Volunteer must do one of the following:

- a) apply appropriate restrictions (see 16.7)
- b) end the role

16.1.4 Non-members who require a criminal records check

16.1.4.1 Non-members are normally referred to as helpers.

A helper is a person aged 18 or over who provides Section Teams with informal support to help them to deliver the programme. They may be, for example, parents or local subject matter experts. They are not members of Scouts, nor of any team.

16.1.4.2 Helpers (or other non-members) whose informal support involves regulated activity must have a satisfactory personal enquiry and internal check before they can participate in the regulated activity. This requires them to be recorded on the membership system. This recording on the membership system does not form part of any joining process and it is only used as part of a process to enable the necessary internal and criminal records checks to be conducted.

16.1.4.3 Regulated activity for helpers (or other non-members) means one or more of the following:

- a) having unsupervised access to young people.
- b) assisting with overnight activities (including Nights Away), including being present overnight
- c) helping out once a week (or on four occasions in a thirty-day period) or more frequently

16.1.4.4 Helpers (or other non-members) who do not meet any of the three criteria in 16.1.4.3 must not have criminal records check or an internal check and must not be recorded on the membership system.

16.1.4.5 For those helpers (or other non-members) undertaking regulated activity, there are four steps which must be completed:

- a) A new record is created on the membership system with the permission of the Lead Volunteer or their nominee and a “non-member-needs disclosure” role is added. The recording on the membership system is for the sole purpose of enabling criminal records check and internal

check processes to be undertaken. It does not confer any membership or other benefits or responsibilities (see 16.1.4.6)

- b) The new non-member can then log into the system and enter their personal data.
- c) A satisfactory criminal records check must be completed prior to undertaking any regulated activity.
- d) A satisfactory internal check must be completed prior to undertaking any regulated activity.

16.1.4.6 Helpers and other non-member roles do not have any membership status or any benefits provided for members of the Scouts including accident and medical insurance, unless provided locally. (See Chapter 8.)

16.1.4.7 Where a helper is no longer providing informal support either because they have become a member or because they have stopped being a helper, the adult membership system must be updated accordingly under arrangements made by the Lead Volunteer.

16.1.5 Term limits

16.1.5.1 The term limits described here, also apply in 16.2.

16.1.5.2 Term limits, where specified in the Teams Table (16.11.1), state the maximum length of term for which a role may be held. Unless otherwise specified in the Teams Table (16.11.1), a role may be renewed for another term following formal review subject to agreement between the line manager and the volunteer.

16.1.5.3 Roles with term limits specified in the Teams Table (16.11.1) must be held in terms of five years or less (three years or less for appointed or co-opted Trustees).

16.1.5.4 A Youth Lead role must not extend past the role holder's 28th birthday.

16.2 Join a new team, or change role within a team

16.2.1 Introduction

16.2.1.1 Members who add or change roles do not complete the Volunteer Joining Journey process described in 16.1. Instead, they follow the requirements of this Volunteer Role Change process. The role change may be within their current team or moving to a new team.

- 16.2.1.2 The Volunteer Joining Journey (see 16.1) only applies to people joining the Scouts for the first time, or where there has been a break in service for 30 days or more.

Some components of this Volunteer Role Change process are similar, but not the same, as the joining process in 16.1.

- 16.2.1.3 The volunteer's new role must be added to the membership system, after the Team Leader or Lead Volunteer has ensured that the volunteer:

- a) confirms they have the time and capacity to carry out the role
- b) can recognise and manage any real or perceived conflicts of interest between current roles

They must also ensure that the applicant's current line manager(s) is aware of the proposed role.

- 16.2.1.4 The term limits in 16.1.5 also apply to new roles managed under this 16.2 section.

16.2.2 The volunteer role change process

- 16.2.2.1 The volunteer must complete within six months any of the seven steps for the role that have not been previously completed but are required by the Teams Table (16.11.1):

- a) Criminal records check.

A satisfactory criminal records check must be in place at the time the additional role / change of team membership is added to the membership system. These are normally renewed every five years.

- b) Internal check.

Satisfactory internal check. The Scout Association carries out a check of internal records for all volunteers whenever a volunteer adds or changes a team membership on the membership system, including changing role within a team.

- c) Declarations

Every time a volunteer adds or changes a role, the volunteer must re-confirm their acceptance of the declarations current at the time of the new role/accreditation.

If the additional / change of role includes trustee responsibilities, then the trustee declaration must also be signed on the membership system.

d) References

If the new team membership (as specified in the team tables) specifies the need for references, then this must be completed if the volunteer's record does not show previous completion of references.

e) Trustee eligibility

Satisfactory completion of a Trustee eligibility check is required if indicated as a role requirement in the Teams Table (16.11.1).

f) Welcome conversation

If the new team membership (as specified in the team table) specifies the need for a welcome conversation, then this must be completed if the member's record does not show previous completion of a welcome conversation.

g) Growing Roots learning

Complete Any Growing Roots learning relevant to the new role that has not previously been completed.

h) Conversation with Team Leader

A 'change of team' conversation must happen with the relevant Team Leader.

16.2.2.2 Once the eight steps in 16.2.2.1 above are satisfactorily completed the appointment becomes Full.

16.2.2.3 When the role shows as Full on the membership system and includes a criminal records check, the volunteer no longer needs to be supervised when with young people and may undertake regulated activity.

16.3 The handling of appointment concerns

16.3.1.1 The process for managing potential unsatisfactory criminal records checks, or internal checks, rests with the Safeguarding Team at UK Headquarters. The Safeguarding Team may need to request local support as part of reaching their determination.

16.3.1.2 For British Scouts Overseas and the Branches, there may need to be some local checks carried out. Notionally these are carried out under the authority of the Safeguarding Team, but the checks may often need to be conducted locally.

16.3.1.3 Where there are concerns raised from any of the steps in 16.1 or 16.2, care must be taken as to whether they mean that the applicant is unsuitable for a

specific role or is unsuitable for any volunteering with the Scouts. If unsuitable for a specific role, an alternative role should be explored with the applicant.

- 16.3.1.4 If concerns have been raised on references, then they will be reviewed by the Volunteer Safeguarding Lead or the District Lead Volunteer (for Group or District roles) or by Volunteer Safeguarding Lead or the County Lead Volunteer (for County roles) who will make a final decision. The Lead Volunteer must ensure that the applicant is advised of the non-appointment, and that any appeal must follow 16.8.5.
- 16.3.1.5 If the two people undertaking the Welcome Conversation have concerns and cannot agree, then the Lead Volunteer at District for Group or District roles, or at County for County roles, will consult with people involved and make a final decision. The Lead Volunteer must ensure that the applicant is advised of the non-appointment, and that any appeal must follow 16.8.5.
- 16.3.1.6 If the decision is not to appoint, the Lead Volunteer is responsible for updating the membership system by ending the role as unsatisfactory. The volunteer may only appeal under 16.8.5. The Lead Volunteer must ensure that the applicant is advised of the non-appointment, and that any appeal must follow 16.8.5.
- 16.3.1.7 UK Headquarters may exceptionally exclude volunteers deemed unsuitable to participate in the Scouts.

16.4 Accreditations

16.4.1 Grant an accreditation

- 16.4.1.1 Prior to the granting of an accreditation, the volunteer must meet the requirements for the accreditation specified in the Accreditations Table (16.11.2).

16.4.2 End an accreditation

- 16.4.2.1 If the requirements for an accreditation listed in the Accreditations Table (16.11.2) are no longer met by the volunteer that holds the accreditation, it must be ended by a role shown in the 'who can give or remove an accreditation' column in the Accreditations Table (16.11.2)
- 16.4.2.2 The volunteer may end their own accreditation by informing a role holder shown in the 'who can give or remove an accreditation' column in the Accreditations Table (16.11.2).
- 16.4.2.3 A role shown in the 'who can give or remove an accreditation' column in the Accreditations Table (16.11.2) may end the accreditation at any point.
- 16.4.2.4 The ending of an accreditation may not be appealed.

- 16.4.2.5 The obligations on the volunteer in 16.8.4 apply when any accreditation is ended.

16.5 Continue learning

These rules explain the learning required for a role after completion of the Growing Roots learning.

16.5.1 First aid

- 16.5.1.1 All volunteers in roles that require a first aid certificate (see the Teams Table (16.11.1)) must achieve this within one year of the role start date.

- 16.5.1.2 All volunteers must re-validate their first aid certificate every three years whilst in a role that the Teams Table (16.11.1) shows that first aid is required.

16.5.2 Safe Scouting learning

- 16.5.2.1 All volunteers must re-validate Safe Scouting learning every three years if the Teams Table (16.11.1) shows that 'the learning everyone needs' is required.

16.5.3 Wood Badge learning

- 16.5.3.1 A volunteer in an eligible role may opt to complete a Wood Badge. All Wood Badge learning in addition to the relevant Growing Roots learning is contained in Branching Out. Some of this additional learning in Branching Out may be required for specific roles, accreditation or permits.

- 16.5.3.2 Exceptionally, UK Headquarters may require additional learning requirements for a period for all or certain roles.

16.6 Review a role

These rules explain how to review a member's role.

16.6.1 Responsibility for reviews

- 16.6.1.1 The role holder's Team Leader or Lead Volunteer is responsible for ensuring that reviews are conducted, whether formal or informal reviews.

- 16.6.1.2 There is a format for a review (a template) held on the membership system. All reviews must follow the review template. The membership system enables that volunteer and the Reviewer to see the template and complete it online.

- 16.6.1.3 The outcomes of a formal reviews must be recorded on the membership system.

- 16.6.1.4 Informal reviews should follow the format of the 'formal' review template, but the outcomes do not need to be recorded on the membership system.

- 16.6.1.5 Trustee Board members are subject to informal reviews, and these should take place at least annually.

16.6.1.6 For a Trustee Board Chair, a member of the Trustee Board is nominated, and agreed annually by the members of the Trustee Board, to carry out the review.

16.6.1.7 For ease of reading, the term “line manager” will be used to refer to the individual responsible for reviews in the remainder of 16.6.

16.6.2 Informal review

16.6.2.1 Each role holder must have a regular, short, informal role review with their line manager annually. This provides an opportunity to reflect on achievements, identify opportunities for development and plan for the future. Informal reviews should also be used to review on-going learning and other training requirements.

16.6.3 Formal review

16.6.3.1 Formal reviews must take place with every volunteer at least once every five years but may be more frequent.

16.6.3.2 A first review date must be set during the role induction process and recorded on the membership system. After each formal review, the date of the next review must be set and recorded on the membership system.

16.6.3.3 An outcome of a formal review is to determine if:

- a) the role will be renewed for an additional term
- b) the volunteer will move to a different team
- c) the role will be ended
- d) the volunteer will leave the Scouts

16.6.3.4 The volunteer and the line manager should agree on the outcome of the review, but the line manager must make the final decision. The membership system must be updated appropriately by the volunteer and by the Lead Volunteer or Team Leader.

16.6.3.5 Additional formal reviews may be requested at any time by the role holder or the line manager. Except in very urgent cases, these requests should have reasonable notice, normally at least 14 days.

16.6.4 Review roles on the appointment of a Lead Volunteer

16.6.4.1 When a County Lead Volunteer is appointed, all District Lead Volunteers and County roles will each be subject to a formal review. For Counties that have no Districts, this also applies to all Group Lead Volunteer roles.

16.6.4.2 When a District Lead Volunteer is appointed, all Group Lead Volunteers and District roles will each be subject to a formal review.

16.6.4.3 These reviews should be completed, or at least scheduled, within six months of the relevant Lead Volunteer’s appointment becoming Full.

16.7 Apply restrictions

16.7.1 Introduction

- 16.7.1.1 These rules explain how to restrict a member's involvement in the Scouts. Lead Volunteers may use these restrictions to allow time to resolve issues.
- 16.7.1.2 The rules in 16.7 apply only to members aged 18 or over (volunteers or Scout Network members). See Chapter 3 for restrictions on those aged under 18.
- 16.7.1.3 Lead volunteers should try to initially use mutually agreed restrictions where possible, and then escalate to suspensions and then consider ending a role.
- 16.7.1.4 There may be occasions where more than one person will be investigated as part of an incident. In this case, the focus should be on ensuring that the process deals with all parties fairly, constructively and consistently. Note that it is the process that must be fair, constructive and consistent – the individual outcomes may vary appropriately to reflect the conclusions of the enquiry.

16.7.2 Mutually agreed restrictions

- 16.7.2.1 Use of mutually agreed restrictions helps to ensure that suspensions are only used when absolutely necessary, by providing an alternative to suspension. Restrictions on involvement with scouting activities are to be agreed between a connected person and the relevant Lead Volunteer.
- 16.7.2.2 Mutually agreed restrictions must not be used in safeguarding cases (but see 16.7.4).
- 16.7.2.3 Mutually agreed restrictions may be used:
- a) where the volunteer's role remains at 'provisional' status more than six months after the role was added to the membership system
 - b) where the volunteer has not re-validated safe scouting learning or first aid learning (16.5) within the required three-year timescale
 - c) where a criminal records check is required as shown in the Teams Table, and 30 days has elapsed with no satisfactory criminal records check in place
 - d) where the deliberate action or inaction of a connected person could lead to serious reputational harm
 - e) when there is a dispute between adults
 - f) where the action of a connected person may form gross misconduct
 - g) if a member formally challenges the decisions or policy of a local Scout unit or The Scout Association in public to a non-scouting body or on social media, seeking to change or overturn the decision or policy

- 16.7.2.4 The relevant Lead Volunteer must meet with the connected person and mutually agree the specific restrictions to be put in place. These restrictions must not last for more than four weeks from the date the restriction is implemented, though both parties should target completion in two weeks. These restrictions must be approved by the relevant Lead Volunteer's line manager, and the connected person must receive the restrictions in writing together with a mutually agreed action plan.
- 16.7.2.5 Once the restriction period ends, the relevant Lead Volunteer and the relevant Lead Volunteer's line manager must agree to:
- a) remove the restrictions
 - b) suspend the individual (16.7.3)
 - c) review the role (16.5)
- 16.7.3 Suspend an individual**
- 16.7.3.1 Suspension of a connected person's involvement in the Scouts is intended to protect all involved. This helps to ensure that any investigation is as fair as possible by preventing situations where objectivity could be risked, or further allegations could be made.
- 16.7.3.2 Before opting for suspension, mutually agreed restrictions should be used wherever practical. (see 16.7.2).
- 16.7.3.3 Suspension may only be used:
- a) when the Lead Volunteer has decided that mutually agreed restrictions are not appropriate
 - b) when mutually agreed restrictions have ended with no satisfactory resolution
 - c) when an allegation of a serious criminal offence is made against a connected person. Suspensions in these circumstances must last until all police enquiries or legal proceedings have ended
 - d) when a dispute between adults is unresolved 30 days after formal notification of the complaint is received. Suspension periods in this case must be less than 90 days, although there may be multiple consecutive suspension periods
 - e) when a Group or an Explorer Unit is suspended, adults appointed are also suspended as if each were individually suspended
- 16.7.3.4 The relevant Lead Volunteer is the suspending authority and they must make the suspension but only after the Lead Volunteer's line manager has authorised the suspension. If the Lead Volunteer's line manager is unavailable and time is

of the essence then their line manager may authorise the suspension. For the UK Chief Volunteer, the Chair of Trustees is the suspending authority; and the Board of Trustees is the authoriser.

- 16.7.3.5 Suspension applies to all roles in the Scouts that the suspended individual holds. This means that the individual is suspended from membership of Scouting, and not just from one or more roles.
- 16.7.3.6 Once suspension has been recorded on the membership system, the following will be automatically informed by the membership system:
- a) the Safeguarding Team at UK Headquarters
 - b) the Team Leader(s) of any team(s) that the suspended individual is a member of
- 16.7.3.7 The suspending authority must ensure that the suspended individual is:
- a) informed of the suspension in writing
 - b) given the notes for a person under suspension
 - c) offered an independent colleague from the Scouts to act as a liaison. This person must be given the supporting a person under suspension resources
- 16.7.3.8 Suspension following a dispute between adults must be followed as soon as possible by conciliation and attempts to resolve the dispute.
- 16.7.3.9 Suspended individuals are prohibited from:
- a) participating in any activities related to the Scouts
 - b) seeking to influence the business of any scout unit, through any way of communicating
 - c) contacting youth members of the Scouts
 - d) entering any premises or be present at any place used by the Scouts or where scouting activities are taking place, unless given permission by the suspending authority
 - e) wearing any uniform, badges or emblems of the Scouts
- 16.7.3.10 Where the suspended individual is the parent or carer of a youth member, the suspending authority and authoriser may act together to modify the list of prohibited activities in 16.7.3.9. These modifications may be changed at any time during the period of suspension. Whenever modifications are made under this rule, the suspended individual must be written to with a clear list of permitted activities. Modifications must:
- a) follow the guidance of the UK Headquarters safeguarding team, for safeguarding cases

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- b) be minimised and exist only to enable the role as parent or carer. For example, to drop off and pick up the child, or attend award presentations
- c) not compromise the safety of youth members
- d) not allow the suspended individual to engage in regulated activity, where 16.7.2.3(d) applies

16.7.3.11 Where a person has been suspended because of 16.7.2.3(a), (b) or (c), the suspension is automatically lifted when a satisfactory criminal records check is complete, or the learning has been completed.

For other suspensions, at the end of a suspension period, the suspending authority and relevant Lead Volunteer must recommend to the authoriser that the role is:

- a) re-instated
- b) modified
- c) ended (see 16.8.2)

16.7.3.12 The authoriser's decision is final in all circumstances, including where there is no unanimous recommendation, or the authoriser disagrees with the suspending authority's recommendation. The authoriser must ensure that the suspended person is informed of the outcome in writing, with a copy to the UK Headquarters Vetting Team. There is no right of appeal against the authoriser's decision.

16.7.3.13 UK Headquarters, in consultation with the authoriser, may exceptionally refuse to re-instate roles or involvement in the Scouts. In this case, UK Headquarters is the suspending authority (as defined in 16.7.3.4) and the authoriser is the line manager of the relevant local responsible Lead Volunteer.

16.7.3.14 A person suspended due to criminal records check issues (see 16.7.2.3g) may be automatically re-instated by UK Headquarters once a valid criminal records check is obtained. UK Headquarters will inform the suspended person in writing and copy the relevant line managers.

16.7.3.15 UK Headquarters may cancel membership where the member has been subject to a suspension initiated by the UK Safeguarding Team and where the member has been suspended for 18 months or more, typically due to them being under investigation by a statutory agency.

16.7.3.16 Where an individual disagrees with a UK Headquarters cancellation, they may raise their disagreement with the Head of Safeguarding at UK Headquarters within 14 days. All disagreements must only consider the process carried out and must not consider or review the decision made unless new information becomes available. The Head of Safeguarding will review this in conjunction

with a UK Chief Volunteer's representative at the UK Headquarters Safeguarding Committee. The individual will receive a written, final outcome after the review. No further rights to appeal are permitted.

16.7.4 Safeguarding stay-away

16.7.4.1 Stay-away must only be used by the UK Headquarters Safeguarding Team.

16.7.4.2 A connected person's stay-away from involvement in the Scouts is intended to protect all involved. It helps to ensure that any investigation is as fair as possible by preventing situations where objectivity could be risked, or further allegations could be made.

16.7.4.3 Stay-away is used where, at the point of referral to the UK Headquarters Safeguarding Team, there is insufficient, disputed or inconsistent information to meet the suspension threshold.

16.7.4.4 Stay-away must only be used:

- a) when an allegation is made that a connected person has behaved in a way that may be considered a breach of the Scouts' Safeguarding Policy or safeguarding code of practice (the Yellow card)
- b) when a concern is raised about a connected person that indicates they may be unsuitable for a working with youth members including unsuitability for a position of trust
- c) where information is received from a statutory agency relating to concerns raised about a connected person

16.7.4.5 The UK Headquarters Safeguarding Team must ensure that the individual stays-away from all scouting activities for two weeks. The UK Headquarters Safeguarding Team must ensure that:

- a) the relevant Lead Volunteer has been consulted on the decision
- b) a National Safeguarding Operations Manager approves the stay-away
- c) terms of the stay-away are sent to the individual in writing
- d) the relevant Lead Volunteer is asked to offer the individual an independent liaison contact for support

16.7.4.6 Following the stay-away period, the UK Headquarters Safeguarding Team and relevant Lead Volunteer must decide to extend the stay-away by two weeks or end the stay-away. A stay-away must not last longer than four weeks.

16.7.5 Obligations following the suspension of a person

These obligations apply to the person whose membership is being suspended.

16.7.5.1 Where a membership is suspended under 16.7.3, the individual concerned must immediately give all assets and data related to their role to their line manager. This includes, but is not limited to:

- a) electronic and paper-based membership data for young people and adults
- b) scouts related financial information and financial assets, including cash, cheque books, bank statements, passwords
- c) equipment, digital, and physical resources owned by a scout unit
- d) keys and other security equipment or information

Access to Scout-administered online resources must also be suspended. This includes, but is not limited to email accounts, social media, web sites, cloud file shares or other online line systems such as Online Scout Manager.

However, the suspended person must be left with sufficient access to systems to enable the reason for suspension to be rectified if appropriate (e.g. completion of their learning obligations).

16.7.5.2 Any Trustee responsibilities held by the individual end from the time that the suspension commences.

16.8 End a role

These rules explain how to close roles and membership, including appeals.

The rules in 16.8 apply only to members aged 18 or over (volunteers or Scout Network members). See Chapter 3 for members aged under 18.

16.8.1 Resignation from a role

16.8.1.1 A role holder may resign from their role at any time by notifying their line manager.

16.8.1.2 The role end date will be agreed and recorded on the membership system.

16.8.1.3 If the role holder's service has been unsatisfactory, the relevant Lead Volunteer must ensure that the role is ended as unsatisfactory on the membership system. UK Headquarters may seek further information if necessary.

16.8.2 End someone else's role

16.8.2.1 Acting together, the line manager and Volunteering Development Team Leader (and, for Trustee roles, the relevant Trustee Board Chair) must end a role if the role holder:

- a) receives an unsatisfactory outcome from a personal enquiry
- b) is seen to no longer accept the principles of the movement
- c) has or is likely to bring the name of the Scouts into disrepute

- d) has not achieved a full status for their appointment within six months from the role start date
 - e) has not met the learning requirements listed in the Teams Table (16.11.1) or the Accreditations Table (16.11.2)
 - f) has not completed the required on-going learning as listed in the Teams Table (16.11.1)
 - g) fails to observe the terms of a suspension under 16.7. or if the period of suspension ends with a declared outcome that the role be closed.
- 16.8.2.2 For a Trustee Board Chair the relevant Trustee Board, acting together, must end the Chair's role if any of the conditions in 16.8.2.1 are met.
- 16.8.2.3 Any role must also be ended in the following circumstances:
- a) the relevant Trustee Board passes a resolution to end the role. In these cases, there is no obligation for the Trustee Board to state its reasons
 - b) the role is in a scout unit or section that has closed
 - c) a formal review under 16.6.3 has led to a decision to end the role
- 16.8.2.4 Discussions around ending roles should happen in a formal review.
However, in cases where the relevant Lead Volunteer and their line manager agree it is required, roles may be ended without a formal review. The role holder must be told by the relevant Lead Volunteer why this action has been taken.
- 16.8.2.5 Exceptionally, UK Headquarters may end a role after consulting with the relevant Lead Volunteer.
The UK Chief Volunteer must ensure that processes and oversight are defined and implemented at UK Headquarters to ensure consistency in such cases. This must include a process for resolving disagreements.
There may be occasions where events have led to more than one role holder being investigated as part of an incident. In this case, the focus should be on ensuring that the process deals with all parties fairly, constructively and consistently. Note that it is the process that must be fair, constructive and consistent – the individual outcomes may vary appropriately to reflect the conclusions of the enquiry.
- 16.8.3 End someone's membership**
- 16.8.3.1 Membership of the Scouts ends when an individual no longer holds any active roles.

16.8.3.2 The relevant Lead Volunteer may end a member's membership. This should normally be managed in conjunction with 16.8.2.

This action automatically ends all active roles.

16.8.3.3 The membership of any member of The Scout Association may be ended by resolution of the Board of Trustees of The Scout Association, which will be under no obligation to state its reasons.

16.8.4 Obligations following the ending of a role

These obligations apply to the person whose role is ending.

16.8.4.1 Where a role ends under 16.8.1 or 16.8.2 or 16.8.3, then the individual concerned must immediately give all assets and data related to their role to their line manager. This includes, but is not limited to:

- a) electronic and paper-based membership data for young people and adults
- b) scouts related financial information and financial assets, including cash, cheque books, bank statements, passwords
- c) equipment, digital, and physical resources owned by a Scout unit
- d) keys and other security equipment or information

16.8.4.2 Access to Scout-administered online resources must also be terminated. This includes, but is not limited to email accounts, social media, web sites, cloud file shares or other online line systems such as Online Scout Manager.

16.8.4.3 Any Trustee responsibilities held as part of that role finish when the role is ended.

16.8.5 Appeal a non-appointment or the ending of a role

16.8.5.1 To appeal the non-approval of a role or the ending of role(s), the individual must contact the Lead Volunteer within 14 days of being notified of the decision.

16.8.5.2 All appeals must only consider the process carried out and must not consider or review the decision made. In cases where multiple roles have been ended at once, all ended roles must be considered together for a single appeal.

16.8.5.3 The individual, the Lead Volunteer, and the Volunteering Development Team Leader should meet to allow the individual to explain the problem with the process and to try to agree on a resolution.

If the appeal is for non-approval of a role, the relevant Lead Volunteer and/or the Volunteering Development Team Leader must nominate an impartial substitute if either of them was involved in the original appointment.

The outcome of the meeting must be documented, and a copy provided to all present.

- 16.8.5.4 If not satisfied after the first step, the individual may make a final appeal by contacting the relevant Trustee Board Chair within 14 days of notification of the first step's outcome.

The Trustee Board Chair may decide that the process used needs to be investigated. If so, up to three Trustees with no previous involvement with the appointment must be asked to conduct the investigation and provide a confidential report to the Trustee Board Chair with an assessment on the process used.

Although the report itself is confidential, it is important that any action points recorded in the report are actioned promptly. Where necessary this will require that actions (and the context of the actions) are appropriately shared by the Trustee Board Chair to ensure prompt delivery of each action.

The Trustee Board Chair's decision is final and must be provided in writing to the individual and the relevant Lead Volunteer. There is no further right to complain or appeal by any party involved.

16.9 Vacancies

These rules explain what to do if a vacancy arises in a Lead Volunteer or charity officer role.

16.9.1 Lead Volunteers

- 16.9.1.1 If a Lead Volunteer role becomes vacant, the role's line manager should appoint a Lead Volunteer on a short-term appointment, to ensure that the role's responsibilities are fulfilled while a full recruitment process is undertaken. If possible, this short-term appointment should not be the line manager or Lead Volunteer.

16.9.2 Governance roles

- 16.9.2.1 The Chair and Treasurer roles for each Trustee Board should always be filled.
- 16.9.2.2 If a Chair or Treasurer resigns before the next annual general meeting, filling the vacancy as soon as possible should be prioritised by the Trustee Board. All actions must be taken via a majority vote of the Trustees including the relevant Lead Volunteer. These appointments are short-term, until the next annual general meeting. The Trustees must either:
- a) appoint a current Trustee to the role, or
 - b) co-opt a Trustee to take the role, subject to provisions in the charity's constitution for co-opting Trustees

16.9.2.3 The relevant Lead Volunteer may act as Chair for a short period but only if there is absolutely no other alternative path possible, .

16.9.2.4 There is no role of acting Chair or Treasurer.

16.10 Other roles

16.10.1 Scout Council members

16.10.1.1 The processes set out in this chapter do not apply for scout council member roles.

16.10.1.2 Scout Council members are not recorded on the membership system. (See 5.4.4.6, 5.5.4.6 and 5.6.4.6).

16.10.2 Employees

16.10.2.1 A scout charity may employ staff, with salaries and other associated costs paid using charity funds.

16.10.2.2 The Trustee Board should seek professional advice about employment law, conditions of employment including relevant health and safety obligations, tax requirements, and pension arrangements. Also, to ensure that appropriate payroll and other practical matters are addressed.

16.10.2.3 Employees must be added to the membership system and maintain a satisfactory personal enquiry.

16.10.2.4 Scout charities may choose to employ one or more Administrators to support the work of the Trustee Board or the charity. In all other circumstances, Trustees may not be remunerated or paid a salary by the charity, although reasonable expenses may of course be paid.

16.10.3 Scout Network members

16.10.3.1 Membership of a Scout Network is not a volunteer role so the processes set out in this chapter do not apply.

16.10.3.2 Scout Network members must be registered on the membership system. This will automatically start a personal enquiry with no criminal records check.

16.11 Tables

16.11.1 The Chapter 16 Teams Table

16.11.1.1 The Teams Table is the authoritative definition of all adult volunteer roles and teams that exist to deliver, manage, support, and govern the movement and the Scouts programme. Individuals must only be appointed to roles or teams that are listed in the Teams Table.

16.11.1.2 The Teams Table is available to download as an Excel spreadsheet and within the PDF document version of POR.

16.11.2 The Chapter 16 Accreditations Table

16.11.2.1 The Accreditations Table is the authoritative definition of all volunteer accreditations that can be granted to individuals to support delivery of the Scouts' programme and movement. Individuals must not be granted accreditations that are not listed in the Accreditations Table.

16.11.2.2 The Accreditations Table is available to download as an Excel spreadsheet and within the PDF document version of POR.

16.11.3 The Safeguarding and Vetting decision guidance table

16.11.3.1 See separate table provided with POR.

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Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]											
					Criminal Records Check (for first role or break of 30 days or more)	Welcome Conversation (for first role or break of 30 days or more)	Declarations (T indicates they include the Trustee Declarations)	References (for first role or after a break of 30 days or more)	Internal Check (CE check)	Growing Roots Learning				Trustee Eligibility Check	First aid needed (First Response unless indicated)	
											The learning everyone needs	Leading Scout volunteers	Delivering a great programme	Being a Scouts Trustee		
Sections (Squirrels / Beavers / Cubs / Scouts)																
Section Team	Section Team Leader	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes
Section Team	Section Team Member [1]	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes
Section Team	Designated Carer	Group Lead Volunteer		No	Yes	No	No	No	Yes	No	No	No	No	No	No	No

[1] Young Leaders are not recorded on membership system

Sections (Explorers / Young Leaders / Scout Network)																
Section Team	Section Team Leader	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes
Section Team	Section Team Member	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes
Section Team	Designated Carer	District 14-24 Team Leader		No	Yes	No	No	No	Yes	No	No	No	No	No	No	No

Groups																
Group Leadership Team	Lead Volunteer	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Group Leadership Team	Leadership Team Member	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Group Leadership Team	Sub-Team Leader	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Group Leadership Team	Sub-Team Member	Group Lead Volunteer / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Group Trustee Board	Chair [1]	Group Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
Group Trustee Board	Treasurer [1]	Group Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
Group Trustee Board	Trustee [1]	Group Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
Group Trustee Board	Chair, Treasurer, Trustee (Scotland) [2]	Group Scout Council	3 years	Yes	No^	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
Group Trustee Board	Sub-Team Leader	Group Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
Group Trustee Board	Sub-Team Member	Group Trustee Board / Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	Yes	No	No	No	No	No
N/A	President	Group Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No
N/A	Vice President	Group Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No
Non Member - Needs Disclosure [3]	A helper will be undertaking regulated activity but not a team member	Group Lead Volunteer	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No

[1] Limit of 9 years on a Trustee Board in any role other than an ex officio Trustee role

[2] In Scotland, a criminal records check may only be initiated for a Trustee of a Group, District or (Scottish) Region that is a registered charity.

[3] Not a member nor a team role. Only for use for 'helpers' who undertake regulated activity as part of their support of programme delivery in the Group and therefore need to undertake a criminal records check

Districts																
District Leadership Team	Lead Volunteer [1]	County Lead Volunteer	5 years (maximum 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No
District Leadership Team	Youth Lead [2]	District Lead Volunteer	5 years (no more than 2 terms, must finish by 28th birthday)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No
District Leadership Team	Leadership Team Member	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
District Leadership Team	Sub-Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
District Leadership Team	Sub-Team Member	District Lead Volunteer / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
District 14-24 Team	14-24 Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes
District 14-24 Team	14-24 Team Member	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
District 14-24 Team	Sub-Team Leader	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
District 14-24 Team	Sub-Team Member	District 14-24 Team Leader / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
District Programme Team	Programme Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
District Programme Team	Programme Team Member	District Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
District Programme Team	Sub-Team Leader	District Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
District Programme Team	Sub-Team Member	District Programme Team Leader / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
District Volunteering Development Team	Volunteering Development Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
District Volunteering Development Team	Volunteering Development Team Member	District Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
District Volunteering Development Team	Sub-Team Leader	District Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
District Volunteering Development Team	Sub-Team Member	District Volunteering Development Team Leader / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No

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Teams Table
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District Support Team	Support Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
District Support Team	Support Team Member	District Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
District Support Team	Sub-Team Leader	District Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
District Support Team	Sub-Team Member	District Support Team Leader / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
District Trustee Board	Chair [3]	District Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
District Trustee Board	Treasurer [3]	District Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
District Trustee Board	Trustee [3]	District Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
District Trustee Board	Chair, Treasurer, Trustee (Scotland) [4]	District Scout Council	3 years	Yes	No^	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
District Trustee Board	Sub-Team Leader	District Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
District Trustee Board	Sub-Team Member	District Trustee Board / Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	Yes	No	No	No	No	No
N/A	President	District Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No
N/A	Vice President	District Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No
N/A	Retired Member [5]	District Lead Volunteer		No	No	No	No	No	No	No	No	No	No	No	No	No
N/A	Scout Network Member [6]	Scout Network Section Team Leader	Must finish in Network no later than 25th	No												
Non Member - Needs Disclosure [7]	A helper will be undertaking regulated activity but is not a team member	District 14-24 Team Leader	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No

[1] Limit of 10 years

[2] Limit of 6 years

[3] Limit of 9 years on a Trustee Board in any role other than an ex officio Trustee role

[4] In Scotland, a criminal records check may only be initiated for a Trustee of a Group, District or (Scottish) Region that is a registered charity.

[5] Must have previously been a member

[6] Appointment requirements are not applicable - if a Network member supports programme delivery they must join the relevant section team

[7] Not a member nor a team role. Only for use for 'helpers' who undertake regulated activity as part of their support of programme delivery in an Explorer Unit and therefore need to undertake a criminal records check

Counties/Areas/Regions(Scotland)

County Leadership Team	Lead Volunteer [1] [2]	Region Lead Volunteer (in England and Wales), or Chief Volunteer (in Northern Ireland and Scotland)	5 years (maximum 10 years)	Yes	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
County Leadership Team	Youth Lead [3]	County Lead Volunteer	5 years (no more than 2 terms, must finish by 28th birthday)	Yes	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
County Leadership Team	Transformation Lead	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
County Leadership Team	Leadership Team Member [4]	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
County Leadership Team	Sub-Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
County Leadership Team	Sub-Team Member	County Lead Volunteer / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
County Programme Team	Programme Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
County Programme Team	Programme Team Member	County Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
County Programme Team	Sub-Team Leader	County Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
County Programme Team	Sub-Team Member	County Programme Team Leader / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
County Volunteering Development Team	Volunteering Development Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
County Volunteering Development Team	Volunteering Development Team Member	County Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
County Volunteering Development Team	Sub-Team Leader	County Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
County Volunteering Development Team	Sub-Team Member	County Volunteering Development Team Leader / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
County Support Team	Support Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
County Support Team	Support Team Member	County Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
County Support Team	Sub-Team Leader	County Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
County Support Team	Sub-Team Member	County Support Team Leader / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
County Trustee Board	Chair [5]	County Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
County Trustee Board	Treasurer [5]	County Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
County Trustee Board	Trustee [5]	County Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
County Trustee Board	Chair, Treasurer, Trustee (Scotland) [6]	County Scout Council	3 years	Yes	No^	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
County Trustee Board	Sub-Team Leader	County Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
County Trustee Board	Sub-Team Member	County Trustee Board / Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	Yes	No	No	No	No	No
N/A	President	County Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No
N/A	Vice President	County Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No
N/A	Retired Member [7]	County Lead Volunteer		No	No	No	No	No	No	No	No	No	No	No	No	No
Non Member - Needs Disclosure [8]	A helper will be undertaking regulated activity but is not a team member		5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No

- [1] Maximum of 10 years
- [2] Appointment subject to POR rule XX
- [3] Maximum of 6 years
- [4] District Lead Volunteers are ex officio members
- [5] Maximum of 9 years on a Trustee Board in any role
- [6] In Scotland, a criminal records check may only be initiated for a Trustee of a Group, District or (Scottish) Region that is a registered charity.
- [7] Must have previously been a member
- [8] Not a member nor a team role. Only for use for 'helpers' who undertake regulated activity as part of their support of programme delivery in an Explorer Unit and therefore need to undertake a criminal records check

Regions (England and Wales)

Leadership Team	Regional Lead Volunteer *	Chief Volunteer of England / Wales	5 years (maximum 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Leadership Team	Team Member *	Regional Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No

* Appointment follows the normal Joining process, but within the specifics described in the UK HQ Processes and Guidance document

Nations

England

Leadership Team	Chief Volunteer of England *	UK Chief Volunteer	5 years (maximum 10 years)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No
Leadership Team	Team Member *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	No
Leadership Team	Transformation Lead *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Leadership Team	Sub-Team Leader *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Leadership Team	Sub-Team Member *	Chief Volunteer of England / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Programme Team	Team Leader *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Programme Team	Team Member *	England Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Support Team	Team Leader *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Support Team	Team Member *	England Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Volunteering Development Team	Team Leader *	Chief Volunteer of England	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Volunteering Development Team	Team Member *	England Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
N/A	Retired Member	Chief Volunteer of England		No	No	No	No	No	No	No	No	No	No	No	No

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Northern Ireland

Leadership Team	Chief Volunteer of Northern Ireland *	UK Chief Volunteer	5 years (maximum 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Leadership Team	Team Member *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Leadership Team	Transformation Lead *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Leadership Team	Sub-Team Leader *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Leadership Team	Sub-Team Member *	Chief Volunteer of Northern Ireland / Sub-Team	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Youth Team	Northern Ireland Youth Lead *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Youth Team	Team Member *	Northern Ireland Youth Lead	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Youth Team	Sub-Team Leader *	Northern Ireland Youth Lead	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Youth Team	Sub-Team Member *	Northern Ireland Youth Lead / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Programme Team	Northern Ireland Lead Volunteer for Programme *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Programme Team	Team Member *	Northern Ireland Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Programme Team	Sub-Team Leader *	Northern Ireland Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Programme Team	Sub-Team Member *	Northern Ireland Lead Volunteer for Programme / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
People Team	Northern Ireland Lead Volunteer for People *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
People Team	Team Member *	Northern Ireland Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
People Team	Sub-Team Leader *	Northern Ireland Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
People Team	Sub-Team Member *	Northern Ireland Lead Volunteer for People / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Perception Team	Northern Ireland Lead Volunteer for Perception *	Chief Volunteer of Northern Ireland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Perception Team	Team Member *	Northern Ireland Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Perception Team	Sub-Team Leader *	Northern Ireland Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Perception Team	Sub-Team Member *	Northern Ireland Lead Volunteer for Perception / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No

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Board of Trustees	Chair	Northern Ireland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No
Board of Trustees	Treasurer	Northern Ireland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No
Board of Trustees	Trustee	Northern Ireland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No
Board of Trustees	Sub-Team Leader	Northern Ireland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No
Board of Trustees	Sub-Team Member *	Board of Trustees / Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No	No	No
N/A	President	Northern Ireland Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No
N/A	Vice President	Northern Ireland Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No

[1] Appointment follows the normal joining process, but within the specifics described in the UK HQ Processes and Guidance document

Scotland																
Leadership Team	Chief Volunteer of Scotland *	UK Chief Volunteer	5 years (maximum 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	
Leadership Team	Team Member *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Leadership Team	Transformation Lead *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Leadership Team	Sub-Team Leader *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Leadership Team	Sub-Team Member *	Chief Volunteer of Scotland / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Youth Team	Scotland Youth Lead *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Youth Team	Team Member *	Scotland Youth Lead	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Youth Team	Sub-Team Leader *	Scotland Youth Lead	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Youth Team	Sub-Team Member *	Scotland Youth Lead / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Programme Team	Scotland Lead Volunteer for Programme *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Programme Team	Team Member *	Scotland Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Programme Team	Sub-Team Leader *	Scotland Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Programme Team	Sub-Team Member *	Scotland Lead Volunteer for Programme / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
People Team	Scotland Lead Volunteer for People *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
People Team	Team Member *	Scotland Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
People Team	Sub-Team Leader *	Scotland Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
People Team	Sub-Team Member *	Scotland Lead Volunteer for People / Sub-Team	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Inclusion Team	Scotland Lead Volunteer for Inclusion *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Inclusion Team	Team Member *	Scotland Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Inclusion Team	Sub-Team Leader *	Scotland Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Inclusion Team	Sub-Team Member *	Scotland Lead Volunteer for Inclusion / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
International Team	Scotland Lead Volunteer for International *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
International Team	Team Member*	Scotland Lead Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
International Team	Sub-Team Leader *	Scotland Lead Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
International Team	Sub-Team Member *	Scotland Lead Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Regional Leadership Team	Scotland Lead Volunteer for Regional Leadership *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Regional Leadership Team	Team Member *	Scotland Lead Volunteer for Regional Leadership	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Regional Leadership Team	Sub-Team Leader *	Scotland Lead Volunteer for Regional Leadership	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Regional Leadership Team	Sub-Team Member*	Scotland Lead Volunteer for Regional Leadership / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Support Team	Scotland Lead Volunteer for Support *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Support Team	Team Member *	Scotland Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Support Team	Sub-Team Leader *	Scotland Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Support Team	Sub-Team Member *	Scotland Lead Volunteer for Support / Sub-Team	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	
Board of Trustees	Chair	Scotland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	
Board of Trustees	Treasurer	Scotland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	
Board of Trustees	Trustee	Scotland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	
Board of Trustees	Sub-Team Leader	Scotland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	
Board of Trustees	Sub-Team Member *	Board of Trustees / Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No	No	No	
N/A	President	Scotland Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	
N/A	Vice President	Scotland Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	

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Wales																
Leadership Team	Chief Volunteer of Wales *	UK Chief Volunteer	5 years (maximum 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	
Leadership Team	Team Member *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	

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Leadership Team	Transformation Lead *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Leadership Team	Sub-Team Leader *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Leadership Team	Sub-Team Member *	Chief Volunteer of Wales / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Youth Team	Wales Youth Lead *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Youth Team	Team Member*	Wales Youth Lead	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Youth Team	Sub-Team Leader *	Wales Youth Lead	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Youth Team	Sub-Team Member *	Wales Youth Lead / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Programme Team	Wales Lead Volunteer for Programme *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Programme Team	Team Member *	Wales Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Programme Team	Sub-Team Leader *	Wales Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Programme Team	Sub-Team Member *	Wales Lead Volunteer for Programme / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
People Team	Wales Lead Volunteer for People *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
People Team	Team Member *	Wales Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
People Team	Sub-Team Leader*	Wales Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
People Team	Sub-Team Member *	Wales Lead Volunteer for People / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Inclusion Team	Wales Lead Volunteer for Inclusion *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Inclusion Team	Team Member *	Wales Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Inclusion Team	Sub-Team Leader *	Wales Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Inclusion Team	Sub-Team Member *	Wales Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Perception Team	Wales Lead Volunteer for Perception *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Perception Team	Team Member *	Wales Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Perception Team	Sub-Team Leader *	Wales Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Perception Team	Sub-Team Member *	Wales Lead Volunteer for Perception / Sub-Team	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Support Team	Wales Lead Volunteer for Support *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Support Team	Team Member *	Wales Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Support Team	Sub-Team Leader *	Wales Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Support Team	Sub-Team Member *	Wales Lead Volunteer for Support / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Board of Trustees	Chair	Wales Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
Board of Trustees	Treasurer	Wales Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
Board of Trustees	Trustee	Wales Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
Board of Trustees	Sub-Team Leader	Wales Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes	No
Board of Trustees	Sub-Team Member *	Board of Trustees / Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	Yes	No	No	No	No	No
N/A	President	Wales Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No
N/A	Vice President	Wales Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No

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Overseas																
Leadership Team (Branches)	Lead Volunteer *	UK Lead Volunteer for International	5 years (maximum 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Leadership Team (Branches)	Team Member *	Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Leadership Team	Sub-Team Leader *	Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Leadership Team	Sub-Team Member *	Lead Volunteer / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Leadership Team (British Scouting Overseas)	Lead Volunteer *	UK Lead Volunteer for International	5 years (maximum 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Leadership Team (British Scouting)	Team Member *	Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Leadership Team	Sub-Team Leader *	Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Leadership Team	Sub-Team Member *	Lead Volunteer / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No

* Appointment follows the normal joining process, but within the specifics described in the UK HQ Processes and Guidance document

UK Headquarters																
Leadership Team	UK Chief Volunteer *	Board of Trustees	5 years (maximum 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Leadership Team	Team Member *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Leadership Team	Deputy UK Chief Volunteer for Support *	UK Chief Volunteer	5 years (maximum 10 years)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Leadership Team	Sub-Team Leader *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Leadership Team	Sub-Team Member *	UK Chief Volunteer / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Transformation Team	Deputy UK Chief Volunteer for Transformation *	UK Chief Volunteer	5 years (maximum 10 years)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Transformation Team	Team Member *	Deputy UK Chief Volunteer for Transformation	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No

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Transformation Team	Sub-Team Leader *	Deputy UK Chief Volunteer for Transformation	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Transformation Team	Sub-Team Member *	Deputy UK Chief Volunteer for Transformation / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
International Team	UK Lead Volunteer for International *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
International Team	Team Member *	UK Lead Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
International Team	Sub-Team Leader *	UK Lead Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
International Team	Sub-Team Member *	UK Lead Volunteer for International / Sub-Team	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Youth Team	UK Youth Lead *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Youth Team	Team Member *	UK Youth Lead	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Youth Team	Sub-Team Leader *	UK Youth Lead	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Youth Team	Sub-Team Member*	UK Youth Lead	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Perception Team	UK Lead Volunteer for Perception *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Perception Team	Team Member *	UK Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Perception Team	Sub-Team Leader *	UK Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Perception Team	Sub-Team Member *	UK Lead Volunteer for Perception / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Inclusion Team	UK Lead Volunteer for Inclusion *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Inclusion Team	Team Member *	UK Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Inclusion Team	Sub-Team Leader *	UK Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Inclusion Team	Sub-Team Member *	UK Lead Volunteer for Inclusion / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
People Team	UK Lead Volunteer for People *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
People Team	Team Member *	UK Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
People Team	Sub-Team Leader *	UK Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
People Team	Sub-Team Member *	UK Lead Volunteer for People / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Programme Team	UK Lead Volunteer for Programme *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Programme Team	Team Member *	UK Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Programme Team	Sub-Team Leader *	UK Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Programme Team	Sub-Team Member *	UK Lead Volunteer for Programme / Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Board of Trustees	Chair	Council of the Association	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes
Board of Trustees	Treasurer	Council of the Association	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes
Board of Trustees	Trustee	Council of the Association	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	Yes	No	No	Yes	Yes
Board of Trustees	Sub-Team Member *	Board of Trustees / Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	Yes	No	No	No	No
N/A	Chief Scout	Council of the Association		Yes	No	No	No	No	Yes	No	No	No	No	No	No
N/A	President	Patron		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No
N/A	Vice President	Council of the Association		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No

Accreditation title (A-Z)	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can give or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation?				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with:
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Adventurous Activity Assessors (See below full list of specific Adventurous Activity Assessors)	Programme Teams	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	A relevant National Governing Body qualification and meet the currency requirements (as outlined in the County Assessor Qualifications table), to make sure the person with the accreditation has the correct technical knowledge. Attend minimum two days of continued personal development in the last five years (between appointment reviews). This includes at least one day of technical learning relating to the activity, and at least	Yes	5 years	n/a

[County Assessors | Scouts / County Assessor Qualifications table](#)

Organisation Archery without Compound Bows	See above	See above	See above	See above	See above	See above	See above	See above
Archery GB Archery with Compound Bows	See above	See above	See above	See above	See above	See above	See above	See above
Bell Boating	See above	See above	See above	See above	See above	See above	See above	See above
Canoeing Open Inland B1	See above	See above	See above	See above	See above	See above	See above	See above
Canoeing Open Inland B2	See above	See above	See above	See above	See above	See above	See above	See above
Canoeing Open Inland B3 - A	See above	See above	See above	See above	See above	See above	See above	See above
Canoeing River B1	See above	See above	See above	See above	See above	See above	See above	See above
Canoeing River B2	See above	See above	See above	See above	See above	See above	See above	See above
Canoeing River B3 - A	See above	See above	See above	See above	See above	See above	See above	See above
Canoeing Sea B1	See above	See above	See above	See above	See above	See above	See above	See above
Canoeing Sea B2	See above	See above	See above	See above	See above	See above	See above	See above
Canoeing Sea B3 - A	See above	See above	See above	See above	See above	See above	See above	See above
Caving - No Vertical Pitches	See above	See above	See above	See above	See above	See above	See above	See above
Caving with Ladders	See above	See above	See above	See above	See above	See above	See above	See above
Caving with SRT for the leader	See above	See above	See above	See above	See above	See above	See above	See above
Caving with SRT for the group	See above	See above	See above	See above	See above	See above	See above	See above
Climbing and Abseiling Artificial Top Rope	See above	See above	See above	See above	See above	See above	See above	See above
Climbing and Abseiling Natural Top Rope	See above	See above	See above	See above	See above	See above	See above	See above
Climbing and Abseiling Artificial Lead Climbing	See above	See above	See above	See above	See above	See above	See above	See above
Climbing and Abseiling Natural Lead Climbing	See above	See above	See above	See above	See above	See above	See above	See above
Climbing (Multi Pitch)	See above	See above	See above	See above	See above	See above	See above	See above
Dinghy Sailing B1	See above	See above	See above	See above	See above	See above	See above	See above
Dinghy Sailing B2 - A	See above	See above	See above	See above	See above	See above	See above	See above
Dragon Boating	See above	See above	See above	See above	See above	See above	See above	See above
Hillwalking Terrain 1 & 2 Summer	See above	See above	See above	See above	See above	See above	See above	See above
Hillwalking Terrain 1 & 2 Winter	See above	See above	See above	See above	See above	See above	See above	See above
Hovercrafting	See above	See above	See above	See above	See above	See above	See above	See above
Ice Climbing Artificial Top Rope	See above	See above	See above	See above	See above	See above	See above	See above
Ice Climbing Natural Top Rope	See above	See above	See above	See above	See above	See above	See above	See above

Accreditation title (A-Z)	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can give or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation?				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with:
			The role you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation		
Ice Climbing Artificial Lead Climbing	See above	See above	See above	See above	See above	See above	See above	See above
Ice Climbing Natural Lead	See above	See above	See above	See above	See above	See above	See above	See above
Kayaking Open Inland B1	See above	See above	See above	See above	See above	See above	See above	See above
Kayaking Open Inland B2	See above	See above	See above	See above	See above	See above	See above	See above
Kayaking Open Inland B3 - A	See above	See above	See above	See above	See above	See above	See above	See above
Kayaking River B1	See above	See above	See above	See above	See above	See above	See above	See above
Kayaking River B2	See above	See above	See above	See above	See above	See above	See above	See above
Kayaking River B3 - A	See above	See above	See above	See above	See above	See above	See above	See above
Kayaking Sea B1	See above	See above	See above	See above	See above	See above	See above	See above
Kayaking Sea B2	See above	See above	See above	See above	See above	See above	See above	See above
Kayaking Sea B3 - A	See above	See above	See above	See above	See above	See above	See above	See above
Kayaking Surf B2	See above	See above	See above	See above	See above	See above	See above	See above
Kayaking Surf B3 - A	See above	See above	See above	See above	See above	See above	See above	See above
Keelboating B1 (Non-tidal)	See above	See above	See above	See above	See above	See above	See above	See above
Keelboating B1 (Tidal) & B2 - A	See above	See above	See above	See above	See above	See above	See above	See above
Kite Surfing	See above	See above	See above	See above	See above	See above	See above	See above
Mine Exploration - No Vertical Pitches	See above	See above	See above	See above	See above	See above	See above	See above
Mine Exploration with Ladders	See above	See above	See above	See above	See above	See above	See above	See above
Mine Exploration with SRT for the leader	See above	See above	See above	See above	See above	See above	See above	See above
Mine Exploration with SRT for the group	See above	See above	See above	See above	See above	See above	See above	See above
Motor Cruising C - B1	See above	See above	See above	See above	See above	See above	See above	See above
Motor Cruising B2 - A	See above	See above	See above	See above	See above	See above	See above	See above
Narrow Boating	See above	See above	See above	See above	See above	See above	See above	See above
Off road Cycling Environment 1	See above	See above	See above	See above	See above	See above	See above	See above
Off-road Cycling Environment 2	See above	See above	See above	See above	See above	See above	See above	See above
Personal Watercraft (Jet Ski)	See above	See above	See above	See above	See above	See above	See above	See above
Power Boating C - B2	See above	See above	See above	See above	See above	See above	See above	See above
Power Boating B3 - A	See above	See above	See above	See above	See above	See above	See above	See above
Pulling	See above	See above	See above	See above	See above	See above	See above	See above
Rafting (Traditional) B1	See above	See above	See above	See above	See above	See above	See above	See above
Rafting (Traditional) B2 +	See above	See above	See above	See above	See above	See above	See above	See above
Rowing and Sculling	See above	See above	See above	See above	See above	See above	See above	See above
Scuba Diving Sheltered Water	See above	See above	See above	See above	See above	See above	See above	See above
Scuba Diving Open Water	See above	See above	See above	See above	See above	See above	See above	See above
Snowsports On Piste	See above	See above	See above	See above	See above	See above	See above	See above
Snowsports Off Piste	See above	See above	See above	See above	See above	See above	See above	See above
Snorkelling	See above	See above	See above	See above	See above	See above	See above	See above
Stand Up Paddleboarding B1 (all environments)	See above	See above	See above	See above	See above	See above	See above	See above
Stand Up Paddleboarding Open Inland B2 +	See above	See above	See above	See above	See above	See above	See above	See above
Stand Up Paddleboarding River B2 +	See above	See above	See above	See above	See above	See above	See above	See above
Stand Up Paddleboarding Sea B2	See above	See above	See above	See above	See above	See above	See above	See above
Water Skiing	See above	See above	See above	See above	See above	See above	See above	See above

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White Water Rafting	See above	See above	See above	See above	See above	See above	See above	See above
Wind Surfing	See above	See above	See above	See above	See above	See above	See above	See above
Yachting	See above	See above	See above	See above	See above	See above	See above	See above
Award Nominations Supporter	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	None	None	No	n/a	Lead Volunteers at District, County, Region, Country, or UK Headquarters
Awards Parcel Recipient	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	None	None	No	n/a	Lead Volunteers at District, County, Region, Country, or UK Headquarters
Data Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member	Data Lead introduction Read and understand key TSA guidance - GDPR Toolkit and Subject Access Requests	None	Yes	5 years	Lead Volunteers at District, County, Region, Country or UK Headquarters
Disclosure Support Volunteer	Volunteering Development Team	Volunteering Development Team Leader and Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member	None	None	Yes	n/a	n/a
First Response Trainer	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	None	Holds a current first aid qualification provided by a regulated body (this should confirm their attendance at a minimum 16 hours first aid course). Have completed any additional learning to meet the Scouts first aid syllabus. Holds a recognised training / teaching qualification (level 3 award or above) or has validated the Scouts Presenting and Facilitating Skills modules	No	Expiry date of first aid qualification	n/a
International Service Team - name of event (eg. International Service Team Member - 25th World Scouts Jamboree)	UKHQ International Team	UK Headquarters staff who support International Team	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Module 19 International (additional details to follow)	None	Yes	Up to agreed date following end of event	n/a
King's Scout Award Parcel Recipient	County Programme Teams	County Lead Volunteer County Programme Team Leaders	Full member	None	None	No	n/a	County Programme Team Leader
Learning Assessor	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	Module 25 Assessing Learning	None	No	5 years	n/a
Manager of the Activity Permit Scheme	County Programme Teams	County or Nations Programme Team Leaders County or Nations Lead Volunteer	Full member	Manager of the Activity Permit Scheme learning	None	No	n/a	n/a
Nights Away Approver	Leadership Teams (except Groups)	Lead Volunteers at District, County (or equivalent), Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Safety Learning for Managers (in the future this will become Nights Away Approver Learning)	None	Yes	n/a	Lead Volunteers at District, County, Region, Country or UK Headquarters

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Nights Away Assessor (See below full list of specific Nights Away Assessors)	District or County Programme Teams	District or County Programme Team Leaders District or County Lead Volunteers	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Module 25 Assessing Learning – Nights Away Advisor (this will become Nights Away Assessor learning).	Holders of a Nights Away Permit – the level of the permit (Indoor, Campsite, Greenfield, Lightweight Expedition) will determine the highest level of assessor accreditation that can be given. To have attended at least one day of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target. Those with experience of running residential and camping experiences	No	5 years	n/a	

[Advisers' Guide | Scouts](#)

Nights Away Assessor (Indoor)	See above	See above	See above	See above	See above	See above	See above	See above
Nights Away Assessor (Campsite)	See above	See above	See above	See above	See above	See above	See above	See above
Nights Away Assessor	See above	See above	See above	See above	See above	See above	See above	See above
Nights Away Assessor (Lightweight Exhibition)	See above	See above	See above	See above	See above	See above	See above	See above
Nominated Person	Group Leadership Teams 14-24 Teams	Group Lead Volunteers* 14-24 Team Leaders* District Lead Volunteers* *with involvement of County Lead Volunteer	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Read and understand the Scouts Safeguarding Policy and Procedures Read and understand the code of conduct (Yellow Card)	They must have professional training or experience outside of Scouts to give intimate and personal care. This needs to be verified by the County Lead Volunteer (or their nominated representative) once the Individual Support Plan is created. See Guidance for Appointments. The Nominated Person should be agreed by everyone involved, particularly by the young person receiving care.	Yes	5 years	n/a
Permit Approver	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Safety Learning for Managers (content will be developed for Permit Approver learning).	None	Yes	5 years	Lead Volunteers at District, County, Region, Country or UK Headquarters
Recruiter	Volunteering Development Teams Group and 14-24 Leadership Teams	Volunteering Development Team Leaders and Lead Volunteers at Group, District, County, Region, Country, or UK Headquarters	Full member	Read and follow Our Brand (including our brand guidelines, style guide and how we talk) Read Growing Scouts guidance Read and understand the Scouts' Complaints Policy	None	No	n/a	Lead Volunteers and Team Leaders (except Team Leaders of Sections and sub-teams)
Resolutions Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Read and understand Constructive Conversations	None	Yes	5 years	Lead Volunteers at District, County, Region, Country, or UK Headquarters
Safety Adviser	County Leadership Teams	County Lead Volunteers	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Safety Policy and Procedures National Safety Adviser induction	Experience and knowledge of Safety within Scouts	Yes	5 years	n/a

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Safety Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Safety Learning for Managers	None	Yes	5 years	Lead Volunteers at District, County, Region, Country, or UK Headquarters
Safeguarding Adviser	County Leadership Teams	County Lead Volunteers	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Safeguarding Policy and Procedures National Safeguarding Adviser induction	Experience and knowledge of Safeguarding within Scouts	Yes	5 years	n/a
State Duties	Leadership Team at UK Headquarters	Nominated Leadership Team Member(s) at UK Headquarters	Full member	None	None	n/a	5 years	n/a
Suspension Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Read and understand the suspensions process Read and understand Constructive Conversations	None	Yes	5 years	Lead Volunteers at District, County, Region, Country or UK Headquarters
Trainer	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	Module 28 Facilitating Module 29 Presenting	None	No	5 years	n/a
Unit Leader - name of event (eg. Unit Leader - 25th World Scouts Jamboree)	UKHQ International Team	UK Headquarters staff who support International Team	Full member	Module 19 International	None	No	Up to agreed date following end of event	n/a
Visits Abroad Approver	Leadership Teams (except Groups and Districts)	Lead Volunteers at County, Region, Country or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Read and understand the Visits Abroad Process.	None	Yes	n/a	Lead Volunteers at County, Region, Country or UK Headquarters
Visits Abroad Recommender	Leadership Teams (except Groups and Districts)	Lead Volunteers at County, Region, Country, or UK Headquarters	Full member	Read and understand the Visits Abroad Process.	None	Yes	n/a	Lead Volunteers at County, Region, Country or UK Headquarters
Volunteer Safeguarding Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Yellow Card (Young People First Code of Practice) Safeguarding Policy and Procedures Guidance for Situation Managers (content is being developed)	Someone with experience and knowledge of safeguarding within Scouts.	Yes	5 years	Lead Volunteers at District, County, Region, Country, or UK Headquarters
Welcome Conversation Volunteer	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal records check	Welcome Conversation learning	None	Yes	5 years	Lead Volunteers and Team Leaders (except Team Leaders of Sections and sub-teams)
World Organisation of the Scout Movement Volunteer	UKHQ International Team	UK Headquarters staff who support International Team	Full member	Module 19 International	None	Yes	Up to agreed date following end of event	n/a

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Safeguarding and vetting decision guidance Updated July 2023

Overview

This guidance relates only to subjects who are adult volunteers. Where we refer here to an adult this refers to members of The Scout Association who are 18 years old or older.

An exclusion will be considered where the total information available about the individual implies that their involvement may adversely affect the:

- a) health and welfare of young people
- b) welfare of adults, scouting operations or the individual concerned
- c) reputation of scouting

The Chief Safeguarding Officer reserves the right for the Safeguarding Team to use professional judgement to make risk based decisions.

Offences and behaviours within each section are not exhaustive.

We should recognise that our understanding of safeguarding and safer recruitment changes over time. Past decisions made by the Scouts may be considered differently by future standards.

NOTE:

Exclusions under boxes 1 to 5 below are permanent.

Exclusions under boxes 6 to 10 below may be reconsidered in some circumstances after some period of time. For example, if the application now meets the test of “0, 1 or 2 minor offences committed more than five years ago” as given in box 12.

1. On Barred or Disqualified List

Individual barred. It is a criminal offence for a person who is on the Children’s Barred List to volunteer in any capacity for Scouting.

[Safeguarding Vulnerable Groups Act 2006](#)

[Northern Ireland Order](#)

[Protecting Vulnerable Groups \(Scotland\) Act 2007](#)

[Disqualification under the Childcare Act 2006](#)

Individual is on the Vulnerable Adults Barred List. Scouts does not ask for information about the Vulnerable Adults list, but is often informed of it.

Next steps: Exclusion – no appeal

2. Any offence perpetrated as an adult against a child demonstrating a sexual interest in children or behaviour indicative of a sexual interest in children

A range of threshold applied by different statutory agencies, be that an outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order.

A finding of guilt made in a criminal court ('beyond reasonable doubt') or in civil courts ('balance of probability').

This includes offences defined by the:

- a) Sexual Offences Act 2003
- b) Protection of Children Act 1978
- c) Criminal Justice Act 1988
- d) Coroners and Justice Act 2009

It includes offences of:

- a) rape and other sexual assaults
- b) indecent images of children
- c) Grooming
- d) trafficking (children)
- e) voyeurism (children)
- f) exposure of genitals with intent to distress or alarm (children)

This also includes sexual offences against children in another jurisdiction, such as outside the UK.

Where the adult is 18 or 19 years old at the time of the offence and the young person was 17 years old, and statutory agencies deemed the offence to be 'age appropriate' and consensual, it would be more appropriate to consider the offence under Section 7.

Next steps: Exclusion – no appeal

3. Other offences or behaviours perpetrated by an adult against a child whereby a child has suffered significant harm (physical or psychological)

A court or police outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order in the criminal or judicial finding in another court defined by the Crown Prosecution Service as [non-sexual child abuse](#).

This should include the offence of child neglect where the adult was convicted in the criminal court or made an admission of guilt, accepted a caution or a finding was made in the civil courts.

This also includes behaviour which is assessed by statutory agencies as posing an ongoing risk of harm and is unlikely to change over time.

Where the adult is 18 or 19 years old at the time of the offence and the young person is 17 years old, it may be more appropriate to consider the offence under Section 7.

Next steps: Exclusion – no appeal

4. Adverse reference from a statutory agency or other professional source

The source should be a statutory agency such as:

- a) the police
- b) children services
- c) a Local Authority Designated Officer (LADO)
- d) a [government department, agency or other public body](#)

An adverse reference must be in writing confirming that the agency advises that this person should never be allowed to hold a role that brings them into contact with children.

Next steps: Exclusion – no appeal

5. Conviction for serious offences against the person (adult)

A court or police outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order.

To include:

- a) murder
- b) rape
- c) manslaughter
- d) crimes associated with organising sexual exploitation
- e) offences under the Terrorism Act(s)
- f) serious crimes of violence including grievous bodily harm (GBH)
- g) convictions for abuse or exploitation of a vulnerable adult
- h) criminal offences where the conduct is associated to domestic abuse (Domestic Violence, Crime and Victims Act 2004)
- i) drug, arms or people trafficking
- j) sexual exploitation

Next steps: Exclusion – no appeal

Amber category: The account from the subject will be requested and the options available are:

- a) exclusion with the right of appeal (see appeal process)
- b) decline (cancelled membership) up to a maximum period of 5 years
- c) district decision or appointments advisory committee

6. Individual under 18 at time of an offence or behaviour that if committed after aged 18 would attract national attention and or fall into above 'red' criteria

The decision makers must have a clear understanding that some childhood behaviours can become more embedded rather than dissipating with age such as some child-on-child sexual offending. Each case must be considered individually, informed by the best research.

Next steps: Further consideration by UK Headquarters.

7. Offence or behaviour which causes serious doubt about suitability

For example:

- a) offences against the person (including threats of violence)
- b) supplying any controlled substance
- c) possession of controlled substances
 - o isolated incident of possession of Class A controlled substances within the past five years
 - o isolated incident of possession of Class B or C controlled substances within the past two years
- d) causing death by dangerous driving
- e) physical chastisement
- f) offences under the Public Order Act 1986
- g) offences under the Firearms Acts 1968

Some sexual offences committed against an adult victim, Public Order offences. This includes where someone has received a civil order “Sexual Risk Order” under the Sexual Offences Act 2003, as they are considered to pose a risk of harm.

An allegation of a sexual offence (adult victim) not progressed to trial.

Information held on confidential systems or an allegation of inappropriate behaviour.

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

- a) health or welfare of young people
- b) welfare or other adults, Scouting operations or the individual concerned
- c) reputation of scouting

Next steps: Further consideration by UK Headquarters.

8. Offence or behaviour which causes doubt about the individual’s compatibility with Scouting values

Not an exhaustive list:

- a) harassment
- b) blackmail
- c) hate crime - **any criminal offence which is perceived by the victim, or anybody else, to be motivated by hostility or prejudice towards someone’s protected characteristics**

Information held on UK Headquarters safeguarding confidential systems or an allegation(s) of a Yellow Card or Safeguarding Policy breach, breaches of POR.

Offences or behaviour which are in conflict with Scouting values, for example failure to cooperate with a safeguarding local enquiry, lack of respect to:

- a) young people
- b) volunteers
- c) parents
- d) carers

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

- d) health or welfare of young people
- e) welfare of other adults, Scouting operations or the individual concerned
- f) reputation of Scouting

Next steps: Further consideration by UK Headquarters.

9. Non-conviction information provided by other sources or held on UK Headquarters confidential records

Adverse information held on confidential systems at UK Headquarters whereby membership has been cancelled or an individual has resigned, and concerns have been alleged about an individual's behaviour or conduct.

The sources include but are not limited to:

- a) statutory agencies
- b) government departments
- c) education establishments
- d) other charities where the information is deemed to be reputable

Where required passed to medical advisor or appropriate health care professional for guidance.

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

- g) health or welfare of young people
- h) welfare of other adults, Scouting operations or the individual concerned
- i) reputation of scouting

Next steps: Further consideration by UK Headquarters.

10. Barred from Trusteeship

Only applies to individuals for roles providing trustee status where the individual is disqualified by law from acting as a charity trustee, such as an unspent conviction for an offence involving dishonesty or deception.

Where a trustee is subject of an allegation or misconduct or a safeguarding concern they would fall into the sections 1 to 9.

Next steps: Further consideration by UK Headquarters.

11. Other conviction, caution or admission of guilt

Disclosure information will be passed to relevant commissioner and appointment advisory committee with technical advice for consideration following Rule 16.1 (Appoint an individual to a role) and in line with the codes of practice of the relevant disclosure authority ensuring confidentiality.

12. Minor and unrelated (to Scouting) offences

For example: minor motoring offences, minor thefts, and criminal damage.

0, 1 or 2 minor offences, that don't fall into another category, committed more than 5 years ago.

Disclosure considered to be 'clear' for Scouting purposes.