

Section Team (Squirrels, Beavers, Cubs and Scouts)

Purpose

The Section Team plans, delivers, and runs quality programmes safely. They make sure all young people can take part in the programme and gain skills for life. They also help young people work towards their Top Awards.

With a brilliant programme, each young person can make a positive impact in society as they step up, speak up, and find their place in the world.

Who's in the team

- Section Team Leaders
- Section Team Members
- [Young Leaders](#) (in Squirrels, Beavers, Cubs and Scouts Section Teams)

Tasks for the whole team

Create a safe environment:

- Create a safe environment for young people by sharing the [Yellow Card](#) with parents and carers, the [Orange Card](#) with Young Leaders, and display posters in your meeting place.
- Check the programme can run safely.
- Make sure [adult:child ratios](#) are always maintained and there's a [leader in charge](#) for each session.
- Brief [helpers](#) on the practical aspects of safety and safeguarding. This includes giving them a copy of the Yellow Card and confirming they've read and understood it. Make sure helpers know who to speak to if they have any concerns.
- Create and review risk assessments.
- Check there are first aid kits or supplies for all activities.
- Review safety incidents and [report them in the right way](#).
- [Report any safeguarding concerns](#) directly to the UKHQ Safeguarding Team.

Plan and deliver a great programme:

- Work with young people to plan and deliver a great programme, including nights away and adventurous activities, to help them achieve their [Top Awards](#).
- Find ways to continue to improve the programme.
- Make good use of stakeholders in their community, including other Scout volunteers.

Make sure there's a great culture for everyone:

- Help young people and volunteers feel welcome and included, and [make changes](#) (when necessary) so the environment and activities are accessible for everyone.
- Create leadership opportunities for Young Leaders.
- Mentor volunteers in the team and help them develop, including Young Leaders.
- Check volunteers behave positively and in line with [Our Volunteering Culture](#).

Allocated tasks

Make sure admin is done correctly:

- Get contact and medical details, and demographic data for new members joining the Section.
- Keep all records up to date, including badges, attendance register, contact details and the programme (as needed).

Communicate with others:

- Regularly chat with young people and parents/carers about the programme.
- Keep social media channels up to date with the Section's activities (in line with the privacy policy).
- Help young people move between Sections.

Look after finances:

- Give the Group Trustee Board the information they need to set the budget.
- Help with collecting membership fees and other payments, when required.