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# Volunteers Guide to Scouting

**#SkillsForLife**



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# About

This Volunteers Guide will hopefully give an insight into what being a Volunteer within Scouting is all about.

It will cover a wide variety of things from your role within the Group, to the benefits you get as a Volunteer.

# About the Group

As a Volunteer you will need to know how the group runs so you can understand where you will be able to help.

## About us

1<sup>st</sup> Howden-le-Wear Scouts is a well establish group with a fantastic team of Volunteers that work together to provide skill for live to young people aged 6-8 (Beavers), 8-10 (Cubs) and 10-14 (Scouts), we also have Explorers (14-18) come to help us out.

We strive for greatness!

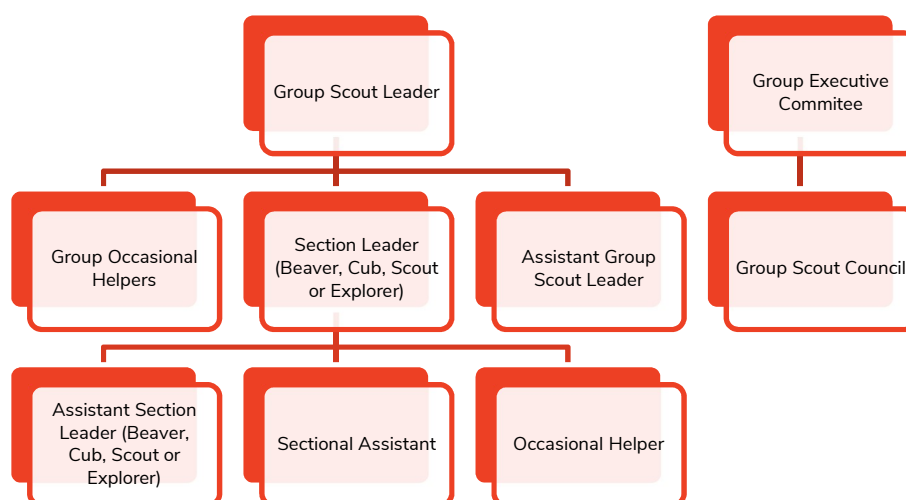
We are always looking at ways we can improve and deliver the best quality programme and opportunities for our Young People and our Volunteers. Every one of our members has the chance to gain new skills and to improve on those they already have.

## Section Meeting Times

We meet at **Howden-le-Wear Village Hall** on a **Thursday Night**:

Section	Meeting Time
<b>BEAVERS</b>	5pm – 6pm
<b>cubs</b>	6pm – 7.30pm
<b>SCOUTS</b>	7.30pm – 9pm

## Structure



# A Volunteers Journey

As a new volunteer there is a fun filled journey you must travel. Not everyone's Journey is the same but should be equally rewarding for those following the same path.

## Picking Your Role

Firstly, you must pick your path!

Your role within Scouting will be the biggest deciding factor for how long your Journey may be, but remember, the longer the Journey the bigger the rewards.

A little further on in this document you will be able to see what roles are available to you and a rough idea of the commitment involved in each.

## DBS Check

Due to the nature of our organisation, Safeguarding is paramount.

Everyone that wishes to become a volunteer must complete a DBS Check before they can be given responsibility for our Young People.

TSA (The Scout Association) understands that Adults may have done things in a previous life that they may not be proud of, and that may come up on a DBS Check. If you are not a risk to our young people you don't need to worry!

If something does come up on a DBS Check that may put our Young People at risk, then they will most likely stop you from volunteering.

However, if it does not have anything to do with Young People TSA will write to you asking for two Character references. Preferably one of the references should be from within Scouting and the other from outside of Scouting, this helps them get a sense of what you are like now. If the references are good, then it is often passed to the District Commissioner and the Appointments Approval Committee to decide whether to allow you to continue your Volunteers Journey or not (this is sometime decided after the "Interview").

## Appointments Committee "Interview"

This is not as bad as it sounds, the "interview" is just a chance for us to get a better idea of the kind of person you are, what skills you may have and what you can bring to Scouting.

We already want you as a Volunteer, we are just making sure you have the right role.

This "Interview" is carried out by Three (no more, no less) of our District Appointments Approval Committee Team, who will ask you a few questions about yourself, your previous experiences and a little on what you already know about the Scouts. They may also give you a couple of scenarios to see what you would do in certain situations, again this is nothing to worry about as long as there are no Safeguarding issue as information on TSA Guidelines will be part of your training.

Once the "interview" is over then they will have a chat about their thoughts and will let you know what they have decided, this is usually that you can help us out in the role you have chosen, though sometimes they may see somewhere that could be a better fit for your skills and suggest this to you.

## "On the Job" Training

Once you have been approved by all of these then the next part of your journey is Training.

Depending on your role you could have quite a bit of training to do to ensure you are able to provide the Quality Balanced Programme we need in Scouting, or you could just have Module 1 (Essential information) and Safeguarding to complete. You can find out the training requirements of each role from the role descriptions that can be provided by the Group Scout Leader.

Learning can be done in many ways; Courses, Online Training, Workbooks, Research, On the Job Learning, One to One or Group Sessions, and Previous Experience also counts. There are courses available through County HQ which may be beneficial to your role and are free to our Volunteer, so the more you can go on the better as they are a great way to learn about what to do in Scouting and to meet more people that can support you along your Journey.

Training Modules need to be validated by proving that you can put in to practice the skill you have learnt. This can be done by providing evidence to your Training Advisor who can then sign it off on Compass (TSA's Adult Membership Management System). However, if the Training Advisor feels there is not enough evidence then they may ask you questions about it or possibly ask for more evidence to back up what you have done.

## Fulfilling your Role

Being able to fulfil your role is essential to the smooth running of the Group.

There should be plenty of support available from Training Advisors, Group Scout Leaders and any other Volunteer, since we are a team we should help each other as much as we can. If you are struggling with anything for any reason, be it your role, the commitment you can give, who you are working with (Volunteers/section), or anything else then please, speak to someone, we will try our best to help and resolve any issues you may be having.

Whatever your role, there will be changes over the course of your Scouting Journey. These may come from a Group, District, County or even National Level, but as a Volunteer we ask that you are flexible and help to support positive change.

Your role will be reviewed on a regular basis (Informally every year, Formally every 5 years) to see how you are getting on and to see if you need any additional support.

# Your Role

As with any organisation there is a lot to do to keep things running as smoothly as possible.

There are lots of roles to choose from within Scouting, some requiring more commitment than others, but there is something to suit everyone.

Can only give an hour a month? Great... Can only do the occasional Weekend? That's great too... Want Scouting to be your whole life? You must be crazy, me too, come on in!

We appreciate any help you can give, in any way you can.

To help fit in with your schedule we have different roles to help suit. To make deciding what would be best for you easier, we have different categories; Official, Unofficial and Executive Roles.

Have a look through and if you see one you think you may be able to help with, ask one of Our Leaders for more information and the Role Description.

For a few of these roles there will be a limited number of spaces available in the Group, however if you see yourself aspiring to that role you can still undertake the training so when it becomes available you will be ready.

## Official Roles

These are the official roles that TSA have and will be on Compass as your Role. This list is in no way exhaustive as there are so many different things that you can do within Scouting, so we have narrowed it down to what we use at our Group.

Role	Commitment**	Brief Description
Group Scout Leader	Daily/Weekly	Manages and Supports the Scout Group and its Leaders to ensure it runs effectively and that Scouting within the Group Develops in accordance with the rules and policies of TSA
Assistant Group Scout Leader	Daily/Weekly	Supports the Group Scout Leader with the above, taking on additional tasks are required
Section Leader (Beavers, Cubs, Scouts and Explorer)	Weekly	Planning the programme, ensuring the safe participation of Young People and maintaining good relationships with parents and other third parties.
Assistant Section Leader (Beavers, Cubs, Scouts and Explorer)	Weekly	Supports the Section Leader with the above, taking on additional task are required
Section Assistant* (Beavers, Cubs, Scouts and Explorer)	Weekly/Fortnightly	Supports the Section meeting nights, running games/activities under instruction from Leaders
Occasional Helper*	Whenever Possible	Supports when possible at meeting nights, events, activity days and camps
Scout Active Support Member	Supporting Activities	People with Specific Skills that are willing to run/help with running specific activities during the programme with support from Leaders
Group Administrator	Weekly	Support and Assist in the smooth running and sound administration of the Scout Group. Often working with the Section Leaders and Executive Committee.

\*For these roles we suggest taking on an Unofficial role too, this will give you something to do during meeting nights if you find you are not needed by the Section Leaders, but you would still like to come down to help out

\*\*Commitment is a rough guide, more or less time can be given depending on circumstances and continued fulfilment of the role.

## Unofficial Roles

Unofficial roles are used by our Group to help our Volunteers fit in to our team a little easier. They can be used as additional responsibilities for those that would like to help out that little bit more or can in some cases be your main responsibility when you are at meeting nights or other events.

Photographer	IT Support / Administrator	Website/ Social Media Editor
Catering Support	Fundraising / Events Team	Growth and Development Team
SEND Advisor	Uniform/Badge Administrator	

There may be more added to this as things change and grow, so if you think there is something we are missing of this list or you think you can help with one of these, let us know.

## Executive Roles

These Volunteers make up the Executive Committee along with the Group Scout Leader and any Leaders that wish to be part of the Committee, and that can be under the Policy, Organisation and Rules of The Scout Association (TSA)

Role	Commitment**	Brief Description
Chair	Monthly	Leads the Executive Committee, ensuring that it fulfils its responsibilities within the Group. Will work Closely with the Group Scout Leader to achieve the purpose of TSA through the development of local Scouting, in accordance with the policy, Organisation and Rules of TSA
Secretary	Monthly	Support the Chair of the Executive Committee to ensure the smooth functioning and sound administration of the Scout Group in accordance with the Policy, Organisation and Rules of TSA
Treasurer	Weekly	Provide sound financial administration, support and information to the Executive Committee and Group in accordance with the Policy, Organisation and Rules of TSA.

\*\*Commitment is a rough guide, more or less time can be given depending on circumstances and continued fulfilment of the role.

## Responsibilities

As Adults within Scouting we all have responsibilities, no matter what role you choose.

### Safeguarding and Safety

Safeguarding and Safety are the biggest responsibilities that we all have within Scouting and if you have any concerns, let someone know.

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**It is the policy of The Scout Association to safeguard the welfare of all members by protecting them from neglect and from physical, sexual and emotional harm.**

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Our Young People need to be in a safe environment where they can experience new things, develop new skills and have fun doing so. Safeguarding young people is paramount as we have a duty of care and responsibility for our members to protect them from any form of abuse or miss treatment. As a Volunteer you should be given a Yellow Card called “Young People First” this is the Scouts code of practice when it comes to safeguarding, if you haven’t got one speak to your Group Scout Leader.

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**To Provide Scouting in a safe manner without risk to health, so far as is it reasonably practicable.**

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Safety is also a big concern when it comes to Scouting as we do a lot of things that many places don’t offer. Providing Skills for Life can be challenging when every activity could be potentially dangerous, but don’t let that stop you! Activities planned well using the Purple Card – “Safe Scouting and What to do in an Emergency” – can still be safe.

## Setting an Example

Adults in Scouting have a responsibility to set an example to our Young People.

Most behaviour Young People exhibit is learnt through seeing and hearing other people do the same thing be it their friends, people at school, people on the street, at home or even at Scouts.

If you are shouting at people all the time, our young people will start to shout, if you swear within hearing range of Young People they will start to swear too.

If we set the example they will follow, so be that person they look up to, **DON'T** swear, **DONT** do things you wouldn't want them to do, but **most importantly - DO take part in activities, DO be enthusiastic about events and activities, DO smile all the time, laugh, joke, make friends and BE AN ALL-ROUND AWESOME PERSON!**

## A Standard of Behaviour

Obviously not everyone in Our Young People's lives will be setting a good example, so we need to give them a set standard of behaviour that we expect in Scouting.

We have a Behaviour Management Policy that outlines what we will do should someone's behaviour become unacceptable during Scout meetings and activities. As a Volunteer you have a responsibility to follow this procedure should you feel it necessary. If you have not seen this then you should ask the Group Scout Leader for a copy.

Some people may have additional needs that may mean they act out in a certain way should they not understand something or if things aren't going their way they want them too. This may require a different approach to help deter this behaviour, however if there is any doubt follow the Behaviour Management Policy and we can investigate additional solutions should they be needed.

Also, not all behaviour is bad behaviour; some of our Young People may display courageous, kindness, caring, consideration and more that go beyond even good behaviour. Should anyone stand out for this kind of thing let people know! Give them praise, tell everyone else in the section what they have done, tell the other Leaders and most importantly let their parents know (either tell them or get the Group Scout Leader to speak to them). We should encourage this kind of behaviour as that is what being a Scout is all about.

# Volunteer Benefits

As a volunteer in Scouting there is a lot of responsibility and no pay, so there has to be benefits to Scouting or no one would do it.

The main benefit to Scouting is seeing the faces of our Young People achieve something new, having fun taking part in the activities we have planned, smiling from ear to ear because they made something themselves. Having a group of young people look up to you and respect you, listen to you, learn from you and most importantly become amazing people because of you, is all the benefit some of us need. There are also additional things that we try to do to make things a little bit easier for you as Volunteers.

## Uniform

For our Volunteers a Uniform is essential. A uniform gives you that feeling of belonging as well as the respect you deserve as an Adult Volunteer. We will cover the cost of one Shirt / T-shirt, a Necker and woggle, to get you started and we will replace it if damaged through general wear and tear. Should you want a spare, purposefully damage it or damage it through negligence then you will have to pay for the replacement.



## Camps & Activity Days

Camps and Activity Days for Volunteers coming to help is Free!

Obviously, you give up your free time to come and support these events, so we do not expect you to pay to help out.

We do on occasion ask for a small donation to help keep the costs down for our young people, this is usually in the form of an activity and the Equipment needed for it (within reason of course), Kitchen/ Camp supplies (Bin Bags, Foil, Tea Bags, Etc) or prizes for activities.... Or anything else the organiser may ask for, again within reason.

## Fundraisers

Fundraisers are used to increase the Group Funds from time to time, to help us subsidise events for our Young People and to cover the costs of our Volunteer at Camps, etc.

This means that if we run a Fundraising Event then unfortunately everything at the event will still need to be paid for by the Volunteer taking part at the same price as everyone else is paying.

At the end of these events, including Camps and Activity Days, any leftover perishable food will be offered to our Volunteers first (free of charge, as would otherwise be wasted), and any none perishables will be put into the next event to help reduce costs.

## New Skills for Life

Not only our Young People gain Skills for Life but our Volunteers do too.

The Scout Association Adult Training Scheme is recognised and sought after by employers, not only does it show what skills you have gained but also shows your willingness to learn and participate in things outside of working hours. It shows you commitment and integrity as well as your ability to work with others.

Also, once you have completed your Training for your role then there may be the possibility to undertake additional training courses too. These could include learning a practical skills such as, Crafts, Pioneering, etc, or even certificates to run Adventurous Activities for the Scouts that may even be Nationally recognised.

So really you can do anything when it comes to Scouting and new skills.

## Friendships

Finally, in Scouting you make lots of new friendships though your Volunteers Journey and some will stay with you for a lifetime.

Not only will your new Scout Group become your new family, but you will also meet new people from different Groups, different Districts, different Counties and even different Countries.

We are a worldwide family of Scouts and you are now a part of this massive, and ever growing, Family.