

1st Ermington Scout Group Policy Handbook

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Attendance

CUBS and JOEYS

Arrival

On arrival the parent/guardian must accompany the Cub/Joey to the door of the Hall and be acknowledged by a Joey Scout Leader or Cub Scout Leader.

Collection

Your Joey/Cub should be collected by a person authorised by you on the enrolment form. If anyone else will be collecting your cub on any occasion you should notify the Joey/Cub Scout Leader in advance.

The person collecting your Joey/Cub must come to the door of the Hall and be acknowledged by a Joey/Cub Scout Leader.

Access Rights

Parents should notify the Joey/Cub Scout Leader if there is a court order relating to custody of or access to a Joey/Cub and the Joey/Cub Scout Leader should sight and be provided with a copy of any court order affecting the custody of or access to children in their care.

The copy of the order will be kept with your child's other important documents in accordance with The Scout Association of Australia, Privacy Policy. All such documents are treated in and remain in the strictest confidence.

A parent cannot be refused access if there is no court order applicable to the child or where the Joey/Cub Scout Leader has not sighted the order or been advised of its existence.

Notification of Absence

Please advise the Joey/Cub Scout Leader of the reason for a child's absence where possible.

SCOUTS

Attendance

Scouts will usually be dropped off and collected by their parents but they can bring themselves to and from Scouts upon the Scout Leader receiving written notice from the parent/guardian. Such notice may be given at any time and will operate until further notice to the contrary is received.

Please advise the relevant Patrol Leader/ Scout Leader of the reason for any absence where possible.

Fees

Scout Association registration fees are payable on joining (plus a one off joining fee). Group fees, which include a portion of the following years registration fee are payable at the beginning of each Term thereafter.

Envelopes will be issued for payments and a receipt given for payment received.

Non-payment of fees may result in suspension from activities or expulsion from the Group. If you feel that you have a special case to put, then please consult with the Scout/Group Leader.

Communications

Parent - Leader Liaison

Leaders are available to talk to parents at Meetings and will announce activities, news, investitures and the like at closing Parade.

Notes will also be given to the Joeys, Cubs and Scouts whenever activities, rosters, changes in venue etc are coming up and circumstances dictate.

Parents are required to attend Committee's Annual General Meeting and are welcome at monthly Committee meetings and the Minutes of Previous Meetings will be available to interested parents

The Group Leader and/or Section Leaders will contact or visit families from time to time, to keep the lines of communication open and to discuss, for example the progress of your child, the needs of the Group and any concerns.

Problems

You are sincerely invited to contact the Leaders or Group Leader to discuss any problems, difficulties or concerns that you may have. Please do not hesitate to do so as these discussions will be treated in complete confidence.

Please do not try to discuss these problems at Joey, Cub or Scout meetings, as the Leaders cannot give the appropriate time or attention that the issue may require. Arrangements can and will be made to meet with you at a more appropriate time and place.

Leaders Code of Conduct / Duty of Care

Leaders are bound by and adhere to the Code of Conduct/ Duty of Care requirements as laid down in the Scout Association of Australia's guidelines.

All Leaders and members of the Scout Association are also required to comply with the Associations current Privacy Policy.

Prohibited Employment Declaration Form

As required by legislation aimed at protecting children from unsuitable attention by adults, all Leaders must sign a declaration that they are not prohibited from working with children. The NSW Police then conduct a formal check as to any criminal convictions. Leaders are also subjected to police checks from time to time, after the initial satisfactory inquiries.

In line with that same legislation, all parents and guardians are requested to sign the PED form annually, if they are in a position to do so. Inability to sign the form, because of a conviction, will be noted, confidentially, but those parents/ guardians will not be permitted to be alone with other than their own children on Scout-arranged activities. For example, that would preclude the person from transporting children to and from events, and from participating in sleepovers and camps.

Discipline

Discipline will generally be not be a serious issue as Scouts and Cubs usually abide by their Law and Promise, and are busy learning and doing activities rather than engaging in serious misconduct.

However, 1st Ermington has developed a discipline policy so that should there be a problem, it can be resolved as quickly and simply as possible. It should be remembered that all Leaders are volunteers, meetings are relatively short, and other Scouts, Cubs and Leaders should not be disadvantaged by the serious unacceptable behaviour of one or more children or parents.

Minor misbehaviour is bound to occur and will be dealt with by the Leaders using appropriate methods such as requests to stop, time out, etc.

Serious Unacceptable Behaviour

Examples of unacceptable behaviour which would be considered serious are:

- Deliberate violence toward Leaders, Scouts, Cubs or parents, causing, or with very real potential to cause, actual injury
- Offensive language or swearing at Leaders, Scouts, Cubs or parents
- Deliberate damage to Hall or 1st Ermington property (in which case parents will pay for repair/ replacement as well as disciplinary action being taken)
- Leaving the Hall without permission
- Misconduct on off-site activities – any of the categories listed above, actions that may cause serious danger, inconvenience (eg. missing connecting trains), conduct which offends the public, or conduct which brings disgrace to the Scouting movement, etc.
- Other behaviour which seriously offends, insults, frightens, threatens, intimidates, harasses or hurts another or others
- Deliberate and repeated behaviour which disrupts the program of meetings, or which distracts or prevents other members from participating.

Notification and Counselling - Warning Procedure

First offence – Scouter in Charge/ Group Leader will be notified, the issue will be discussed with the Scout/Cub/parent in the light of their Law and Promise, and a note will be sent to the parent/guardian(s) advising of the problem.

Second offence – As above plus the parent/guardian(s) will be contacted to discuss the issue.

Third offence -- Attendance at Scouts or Cubs will be suspended at the conclusion of the Meeting or activity (unless the seriousness requires immediate collection by the parent or other responsible person). The matter will then be discussed at a Special Committee Meeting where a decision will be made on immediate expulsion or conditions of return, and the parent/guardian notified of the decision.

In exceptional circumstances, and at the discretion of the Leader(s), instant suspension or dismissal may be deemed appropriate.

We hope never to have to implement this policy, but it is ready if necessary for the benefit and protection of all concerned.

Health issues

Injuries and Falling Ill during Meetings and Activities

- Most Leaders have First Aid Certificates,
- A First Aid kit is located in the Hall,
- Disposable gloves are worn when administering first aid.

Serious Injuries

Parents will be contacted (if possible) prior to medical assistance being sought (eg ambulance) when necessary.

Contagious Infections

Same rules apply as for school.

The Cub Leaders and Patrol Leaders/Leader should be contacted immediately a diagnosis of a contagious infection is confirmed or suspected.

Medication

All medication must be labeled with child's name and instructions for administering. Parents/guardians must give written permission and instructions to Leaders.

Asthma medication must be carried by any Scout or Cub who needs it and the child must be trained in how and when to use it. The Leaders must also be made aware of the child's asthma.

Medical Conditions

Pre-existing medical conditions must be listed on enrolment on the registration form. Should circumstances change, it is the parent's/guardian's responsibility to notify the Leaders.

Outings, Activities and Camps

Notices

Advance warning will usually be given of Camps and Activities. The information will include times, dates, destinations, transport arrangements, costs involved, food, clothing and other gear required, Leaders attending, and whether parent participation is required, invited, or not.

Gear and Preparation

Please observe the requirements listed on the notice.

Cubs

Please remember that your Cub or Joey is a growing child who is likely to be very active on the outing. Ensure that your Cub has **at least one litre of water for a day's outing** in a refillable plastic bottle, as well as **morning tea, lunch and afternoon tea**. There may not be anywhere to buy food or drink

Please ensure your Cub is carrying and knows to apply sunscreen.

Ensure adequate clothing -- one sloppy joe, even on a hot day, can be useful if a southerly comes through, sunburn or mosquitos are a problem, or even as rain protection.

Finally let the Cub or Joey think that all of the above is his or her very own responsibility – if they refuse to take a sloppy joe and get cold, and everyone else is OK, they won't forget it next time!

Scouts

Scouts are to pack their own gear requirements, and consider all reasonable possibilities. Other Scouts should not have to go cold or hungry because one or more of their number has come unprepared for extra time away, or sudden changes in weather conditions, etc. Advice on requirements will be given by Leaders and Patrol Leaders.

Behaviour

All the normal rules as per the discipline policy apply, as well as any particular additional rules appropriate for the activity or pertinent to the location.

Fees and Permission Notes for Outings, etc

Please provide these to Leaders in good time – no Cub or Scout will be allowed to attend any activity unless the appropriate permission and medical information (when required) is provided. Fees must also be paid in advance unless Leaders have approved special arrangements.

Activity forms must be returned whether or not the child is participating in the event. This is critical for transport, provisions and notification of relevant authorities where appropriate.

Parent Involvement

Lawn Mowing Roster

All families will be rostered on for lawn mowing duties -- a fortnight is assigned at a time and will usually only come around a couple of times a year.

Parent Helper at Joey, Cub and occasionally Scout Meetings

Parents are rostered to be “Kanga” at Joey meetings or “Rikki” at Pack Meetings each term. You are welcome to help with activities, help with administrative tasks, and/or lead an activity if you have special skills or hobbies which are appropriate. The Leader will fill you in on your role for the night and rather than being a chore it’s a great time to participate in a meeting with your Joey/Cub and their pack mates.

Participation in Committee

The Committee meets once a month to discuss matters relevant to running 1st Ermington Scout Troop, and to maintaining the property and equipment. Parent involvement is absolutely vital and necessary so as to:

- share the load of the volunteer Leaders
- ensure the Group is financially stable
- ensure that parents are happy with the Leaders and activities
- ensure the building and equipment is properly maintained
- assist with the recruitment of youth members, Leaders, committee.

Participation in Outings and Camps

Such participation is valuable and necessary in the case of Cubs and Joeys. In the case of Scouts, perhaps only 1 or 2 volunteer parents may be needed, while in other instances, the older Scouts may go it alone.

Getting Seriously Involved by having Fun as a Leader

It is rare for a Scout Troop to have too many Leaders, so your involvement in training to become a Leader will be valuable, not only for your own self-development but for the Group and its children.

There is certainly a considerable time commitment, and some financial costs involved, but the rewards are very real – new skills, new confidence, having fun with new activities ... the list goes on!

Please talk to the Group Leader and Section Leaders about any aspect of the job and to find out how to get started.

Personal Possessions

Labelling

Please ensure that all gear and clothing is labelled with name and Troop. You are responsible for your own gear.

Valuables and Electronic Games

Please do not allow valuable items, aggressive toys, or electronic games to be brought to Meetings or on activities unless specifically permitted.

Scout Group Property

Items such as cub books, and Group equipment on loan to members will remain the property of the Group. The member's family will pay for equipment deliberately lost or damaged.

Uniform, clothing and footwear

The Scout uniform is currently in a 5-year change over stage. 1st Ermington adheres to Scout Uniform, and the minimum required is hat, shirt, scarf (supplied by the Group), woggle. Whichever uniform is being worn, it must be worn correctly.

We recommend and strongly prefer that for the old uniform, Scout shorts, trousers, or culottes be worn with the Scout belt. Khaki or sage cargo pants or long shorts may be acceptable, but please check with the Leader. School shoes, or boots in black or brown are required for uniformed occasions with Scout socks.

The new uniform consists of navy blue shirt with section-related colour sections, Scout hat, scarf (supplied by the Group) and woggle. The Group has voted to strongly recommend that the "Official optional" stone trousers/shorts with "zip-off" legs be worn with the new Scout belt. Shoes should be clean, fully enclosed, eg school shoes or joggers.

For non-uniformed events, fully enclosed footwear is required at all times, including old joggers or aqua shoes for canoeing events. The only exception is swimming carnivals or similar – Leaders will advise. Hats or caps are required also. Clothing must afford reasonable protection from sun, scratchy bush, mosquitoes, etc. A **1st Ermington activity shirt** is available from Committee. Collared shirts or T-shirts are required, as singlets and midriff outfits do not provide adequate protection.

Videos

When a video is hired for entertainment at sleepovers, care will be taken to ensure that it has a censorship rating appropriate for the age group concerned, as well as suitable content.