

Table of Contents

WELCOME!	3
The 4th Northampton Scout Group Legacy	3
The 4th Northampton Today	4
The 4th Northampton Team	5
Join the Team	5
The Group	5
The Group Council	5
The Leadership Team	5
The Executive Committee	5
What Is Scouting	6
Purpose	6
Values	6
Method	6
Inclusivity	6
The Group's Sections	7
When, Where, How Much?	8
When	8
Where	8
How Much	8
Church Activities	8
Beavers	9
The Beaver Promise	9
Awards	9
Beavers Code of Conduct	10
Trophies	11
Beavers Uniform	11
Cubs	12
The Cub Promise and Law	12
Awards	12
Cubs Code of Conduct	13
Trophies	14
Cubs Uniform	14
Scouts	15
The Scout Promise and Law	15
Awards	15
Scouts Code of Conduct	16
Trophies	17
Scouts Uniform	17
Programme of Recurring Events	18
Health, Safety, and Safeguarding	19
Health	19
Safety	19
Risk Assessments	19
Child Protection	20
Disclosure and Barring	20
Parent/Guardian Support and Adult Roles	21
The Group Scout Council	21
The Executive Committee	21
Adult Roles	21
Activities, Forms, and Equipment	22
Camping Equipment	22
Communication	24
Online Records and Data Protection	25
Data Protection Statement	25
Online Policy	25
Online Scout Manager	25
Useful Contacts	26
Membership Details Form	27

Welcome!

A very warm welcome to the 4th Northampton Scout Group. We are very happy you have joined our team of young people and adults, together bringing the values and adventure of Scouting to the heart of Northampton.

The Welcome Pack you now hold in your hands is designed to answer most of the questions you may have about the Group and Scouting in general. It is a resource for parents and guardians, providing information useful to you for your young person's entire adventure with our Group, from Beavers through to Scouts. Please keep it safe, and refer to it as needed. If you have any questions or concerns, please feel free to contact me.

Ian R Malcomson

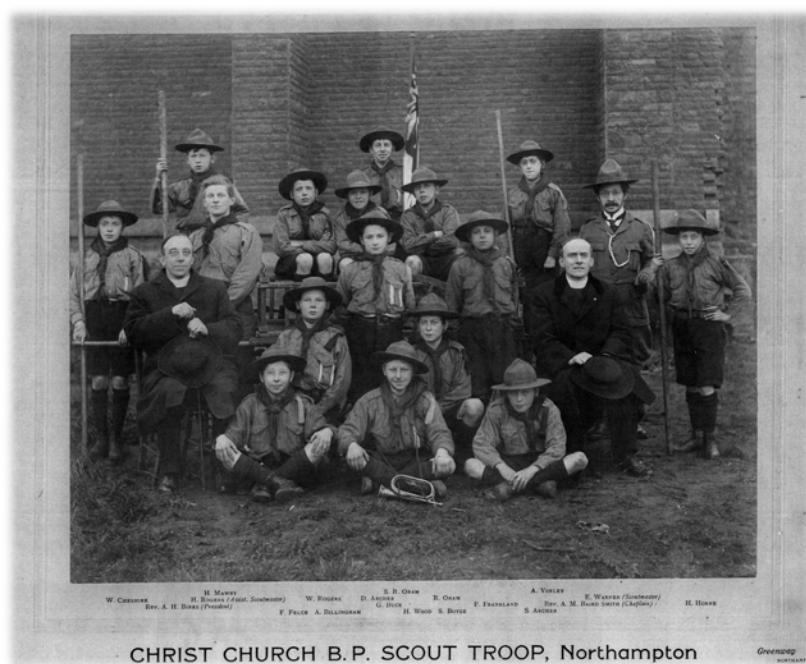
Group Scout Leader

gsl@4thnorthamptonscouts.org.uk

07840 072 849

The 4th Northampton Scout Group Legacy

The 4th Northampton Scout Group has the longest unbroken history in Northampton District. First formed in 1912, the Group celebrated its Golden Jubilee in 1962, culminating in a personal visit from Prince Henry, Duke of Gloucester, then President of the Scout Association. In 2012, the Group celebrated its Centenary, commemorated by a plaque set in the grounds of Christ Church.



4th Northampton Scout Troop, 1913

The Group has contributed to Scouting within Northampton throughout its history, with many of its members holding District and higher positions within Scouting. Several notable members have gone on to great achievements beyond Scouting. David Slinn (CMG, OBE, Companion of the Order of St. Michael and St. George) was invested as a Cub Scout with the 4th Northampton along with his brother in 1967, enrolling with the Scout Troop in 1970. During his professional life, he became the first British Ambassador to North Korea in 2002, and has also served in Kosovo, Outer Mongolia, and South Africa. In 1970, he was also chosen to read the Cub Scout Law on St. George's Day, achieving this "...in a most impressive way".

The 4th Northampton Today

The 4th today caters for boys and girls, from ages 6 through to 14, across its three Sections (Beavers, Cubs, and Scouts). We encourage a broad spectrum of backgrounds, embracing the family of Scouting regardless of beliefs, culture, or gender.

That word "family" is important to us, as can be seen within the number of siblings that are and have been members of the Group. We invite the participation of parents within our Scouting activities, both to bring the skills our parents possess into the Group for the benefit of our young members, and to strengthen the bonds of friendship and teamwork that create a vibrant environment for our young members to develop and grow.

We are outward-looking and adventurous, exploring our own community and beyond, building on our experiences and honing our skills to excel. This is leading us to success in District and County Scouting competitions, as well as forging links with organisations serving our community, such as the Friends of Abington Park and Christ Church.

Our Sections run varied, balanced programmes with the Chief Scout's Awards sitting at their very heart. These awards are the highest that can be achieved within each Section, and our goal is to provide every opportunity for our young members to attain them.

On the way, we seek fun and adventure, following the "Learn by Doing" tenet of Scouting. We don't just learn about maps - we go out into the wilds and use them! And it is not just the traditional Scouting skills (maps, compasses, knots, first aid, and so on) that we throw ourselves into. Car mechanics, electronics, radio communication, music, geocaching, and even the adventurous pursuit of button sewing are just some of the activities we have engaged in alongside camping, hiking, pioneering and many other activities that you may or may not immediately think of when you hear the word "Scouting".

As part of Northampton District and Northamptonshire County, we are lucky to have many facilities virtually on our doorstep. We make frequent use of **Overstone Scout Campsite** and its facilities, which include a rifle range, orienteering course, archery, traversing wall, and recently a climbing wall, as well as its safe outdoors environment and camping facilities. **Abington Park** is a mere street away from our main meeting place. Outside town, we are not too far from the **Sir John Lowther Centre**, a County Scout activity facility. And, of course, the picturesque rural setting that surrounds our town itself.

Being a Northampton-based Group means that we enjoy a central location within the country for stepping further afield, introducing new and exciting places to explore to our young members.

We aim to truly make every day an adventure.



The 4th Northampton Team

The Group

Group Scout Leader: Ian R Malcomson

The Group Council

The Group Council includes YOU, and all other adults associated with the Group (parents/guardians, leaders, assistants, and so on).

The Leadership Team

As of the date of this document, the Leadership Team comprises:

Beaver Leader	Rebekah Malcomson-Smith
Assistant Beaver Leaders	Mickey Scott, Aimee van-Asten
Cub Leader (Akela/Hathi)	Gwyn Roberts
Assistant Cub Leader (Bagheera)	Barry Crisp
Scout Leader	Ian R Malcomson
Assistant Scout Leader	Hazel Rayson

The Executive Committee

Group Chairman	Alan March
Group Secretary	Helen Edwards
Group Treasurer	William Shaw
Badge Secretary	(position vacant)
Parent Representatives	Chika Whitehead
Ex-Officio Members	Ian R Malcomson (GSL/SL), Gwyn Roberts (CSL), Rebekah Malcomson-Smith (BSL)
Nominated Members	Brian Tunbridge

Join the Team

If you wish to take an active role in helping to run the 4th Northampton Scout Group, please contact a Section Leader or Group Scout Leader. We will be more than happy to discuss adult role opportunities within the Group with you.

For an overview of various adult roles within the Group, please see *Parent/Guardian Support and Adult Roles* on page 21.

What Is Scouting



Scouting is a global phenomenon, active within 216 countries and territories as of 2017. In the UK, Scouting is overseen by the Scout Association, which provides structure, resources, and adult training. In turn, the Scout Association is part of the World Organisation of Scout Movements, an international body that provides a common link between all of the national Scouting organisations.

When a young person or adult joins the Scout Association, they are becoming part of a world-wide movement that actively promotes inclusion, understanding, and peace.

Scouting is defined by its **Purpose**, its **Values**, and its **Method**.

Purpose

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

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.
- **Cooperation:** We make a positive difference; we cooperate with others and make friends.

Method

Scouting takes place when 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

The Promise is different for each Section, as appropriate to the age of the young people participating within that Section.

Inclusivity

The Scout Association, and the 4th Northampton Scout Group, operates a policy of inclusivity. Anyone can be a member of the Group, regardless of religion (or lack of), gender, cultural background, or sexual identity, as long as that individual does not compromise the safeguarding of our members.

Inclusivity and The Promise

The Promise forms the foundation of who we are as Scouts. The Promise is the commitment of a member of the Scout Association to uphold the Values. The wording differs from Section to Section, but the foundation remains the same.

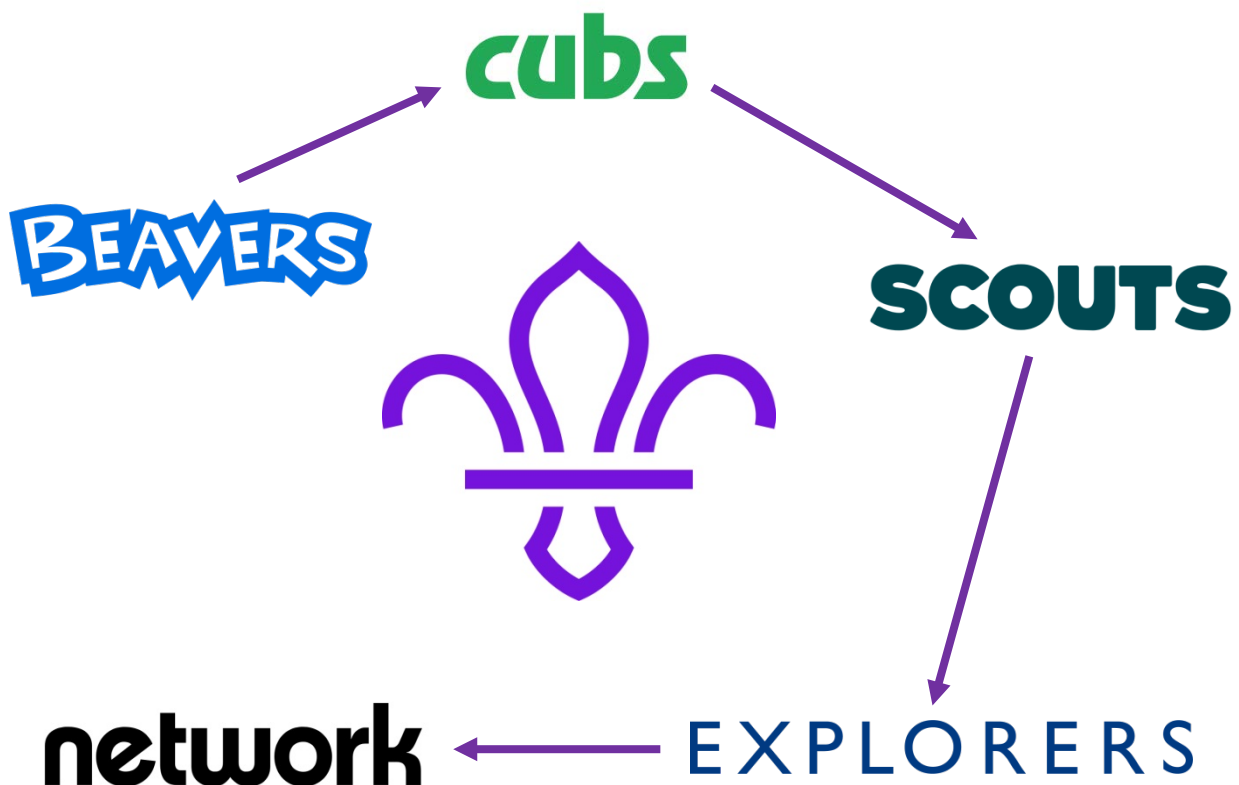
The core Promise includes a dedication to God. For members that follow religions where such a dedication is inappropriate, or for members where a religious dedication is inappropriate in general, there are alternatives. If you wish to make an alternative Promise, please talk to the Section Leader before investiture.

The Group's Sections

The Group runs three Sections, each engaging in activities appropriate to the age range of its young participants. All Sections are open to both girls and boys. The Sections are:

- **Beavers:** From ages 6 through 8
- **Cubs:** From ages 8 through 10
- **Scouts:** From ages 10 through 14

From 14 and on, a young person can continue with their Scouting activities by joining Explorer Scouts. Explorer Units are organised by the District. When a young person is approaching the age of moving from Scouts to Explorers, they will be provided with information about how to join, and will be invited to "S2E" (Scouts to Explorers) events.



When, Where, How Much?

When

The usual meeting times for each Section are as follows, but please refer to a term's programme and letters home for variations:

- **Beavers** Tuesday, 6:15 to 7:15pm
- **Cubs** Wednesday, 6:30 to 7:45pm
- **Scouts** Wednesday, 7:45 to 9:15pm

If you know you are running late, or your young person will not be attending, please let the relevant Section leader know. If we know a young person is going to be late, we can delay the start of an activity accordingly. If we do not know, we will assume non-attendance.

Please note that we record **Attendance**, **Informed Non-Attendance**, and **Not Informed Non-Attendance**.

Where

All of our Sections meet regularly at the Church Rooms, next to Christchurch, Christchurch Road, NN1 5LN.

How Much

Our term subs are **£35 per term** (with reduced fees for a new member to the Group). We run three terms per year (Spring, Summer, and Autumn), each of approximately 15 standard meetings. This makes the average cost per meeting just over £2 - a bargain, if ever there was!

Monies collected contribute towards hire of facilities, materials for activities, badges, insurance, and similar overheads. The Group is a non-profit charity - adults (including leaders) who help to run the Group volunteer their time.

Additional fees may be due for other activities, including camps and visits. We do our best to keep these as low as possible, making good use of discounts for youth groups where available. We would ask that payment is made before the activity, as the fees will contribute towards food, transport hire, and other overheads that must be paid out.

giftaid it

Please consider using Gift Aid for payments to the Group. You can opt to do so simply by completing the Gift Aid Declaration on the Membership Details Form. It does go a long way towards helping the Group to fund its activities for the benefit of its young members.

Church Activities

While we are not directly attached to Christchurch, we do receive kind support from the Church (the least of which is giving us storage space for our tents and other kit) and we like to return this support accordingly. Therefore, we engage in Church activities and services. These vary from year to year, but at the least include:

- **Mothering Sunday** Particularly within the Beavers and Cubs Sections
- **St. George's Day** Alternates between District and Group
- **Remembrance Sunday** All Sections, every year

Attendance is not compulsory, but is expected as a mark of respect.



Beavers



The Beaver Colony represents our youngest members, from the ages of 6 through 8. The Beavers are led by Rebekah, assisted by Mickey and Aimee.

Beavers:

- **Learn about themselves**, exploring their feelings and developing good habits of health and personal safety.
- **Get to know people**, finding out about people in their family, the family of Scouting, the local community, and the wider world.
- **Explore**, discovering the exciting world of science, nature, and technology, exploring the natural and man-made world.
- **Care**, growing and responding to the needs of others, the local community, and the wider world.

The Beaver Promise

THE BEAVER PROMISE

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

Awards



Beavers provides a young person with opportunities to work towards a number of diverse awards. The keys are the **Challenge Awards**, of which there are six: **My Adventure**, **My Outdoors**, **My Skills**, **My World**, **Personal**, and **Teamwork**. Achievement of these builds to the **Bronze Chief Scout's Award**, which is the highest award within Beavers.

Beavers also work towards **Activity Badges**, which cover a broad variety of subjects. These encourage young people to gain new skills, but also to bring skills they already have to the Colony and tell all of their Beaver friends about them.



Staged Activity Badges also cover areas of skill, but these badges are slightly different. They are light blue and numbered, with each number within a given badge's area representing a higher, more challenging level of skill. These badges remain with a young person throughout their Scouting, the highest level of a particular Staged Activity being worn on their Beaver, Cub, Scout, or Explorer uniform.

Beavers Code of Conduct



OUR CODE OF BEHAVIOUR



1. We are kind to each other
2. We take care of each other
3. We listen to each other
4. We include everyone in our activities
5. We look after our meeting spaces
6. We always have kind hands
7. We talk to our leaders if we are worried
8. We listen to our leaders
9. We always try our best
10. We have fun!

BEAVERS



Trophies

The Beaver Colony has three trophies that are awarded each year at the Group's AGM.

Joey Award

The Beaver Colony made links with a Colony in Melbourne, Australia (now sadly folded), who visited the Group and presented the Colony with Joey, a toy kangaroo from all the way on the other side of the world. Joey is presented each year to the Beaver that has amused, bemused, and otherwise entertained the Colony over the past year. The Joey Award has been awarded since 2009.

Beaver of the Year

Founded in 2013, the Beaver of the Year trophy is awarded for Scouting achievement within the Colony, showing attention to badgework, and holding to their Promise.

Lodge Award

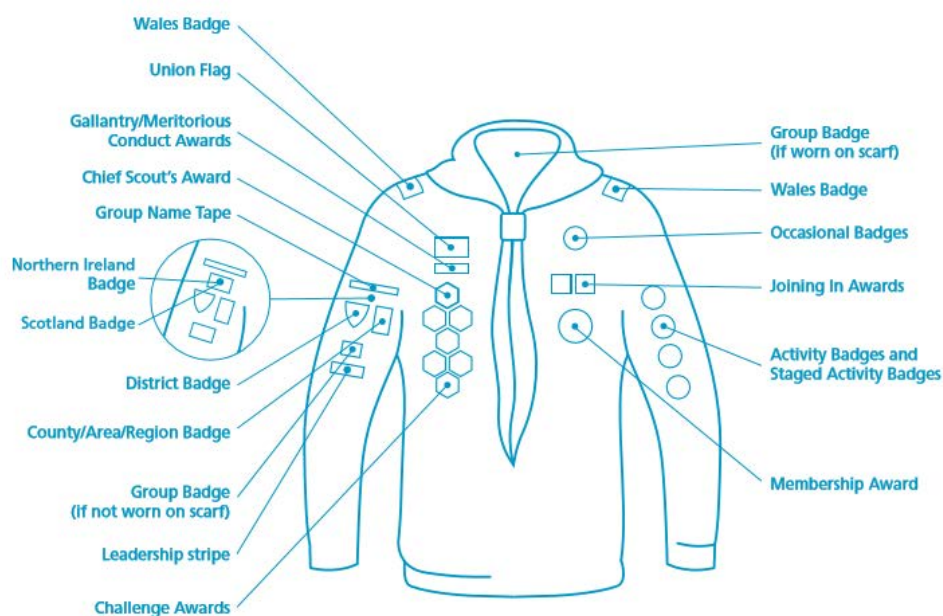
The Lodge Award is a special award presented by the Colony to an adult, in recognition of the time and effort put into helping the Beavers' activities.

Beavers Uniform

Beavers uniform comprises:

- Turquoise crew neck sweatshirt
- Group scarf (solid maroon)
- Coloured woggle identifying Lodge (provided by the Colony on investiture)
- Turquoise polo shirt (optional)

The following diagram shows where the various badges used by Beavers are located.



The Scout Shop caters for all uniform needs. Please see Useful Contacts, page 26

Cubs



Our Cub Pack caters for young people aged 8 through to 10. The Cub Pack is led by Akela aka Hathi (Gwyn) and Bagheera (Barry).

The Cub Promise and Law

THE CUB SCOUT PROMISE

I promise that I will do my best
to do my duty to God and to the Queen
to help other people
and to keep the Cub Scout Law

THE CUB SCOUT LAW

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

Awards



Cubs provides a young person with opportunities to work towards a number of diverse awards. The keys are the **Challenge Awards**, of which there are seven: **Our Adventure**, **Our Outdoors**, **Our Skills**, **Our World**, **Personal**, **Team Leader**, and **Teamwork**. Achievement of these builds to the **Silver Chief Scout's Award**, which is the highest award within Cubs.

Cubs also work towards **Activity Badges**, which cover a broad variety of subjects. These encourage young people to gain new skills, and to share skills they have developed outside of Scouting with the rest of the Pack.



Staged Activity Badges also cover areas of skill, but these badges are slightly different. They are light blue and numbered, with each number within a given badge's area representing a higher, more challenging level of skill. These badges remain with a young person throughout their Scouting, the highest level of a particular Staged Activity being worn on their Beaver, Cub, Scout, or Explorer uniform.

Cubs Code of Conduct

OUR CODE OF BEHAVIOUR



1. We are always on our best behaviour
2. We respect people and nature
3. We work together as a team
4. We listen to each other and our leaders
5. We are good winners, and good losers
6. We do not give up when something seems difficult
7. We are all friends in Cubs
8. We talk to a leader if we are worried
9. We always do our best
10. We have fun!

cubs



Trophies

The Cub Pack has three trophies that are awarded each year at the Group's AGM.

New Cub of the Year

This trophy is awarded to a young person who has joined the Pack during the year leading up to the AGM, who has embraced what it means to be a Cub Scout within the 4th Northampton Group. This trophy has been awarded since 1990.

Endeavour Trophy

The Endeavour Trophy is awarded to the Cub that has put most effort, succeed or fail, into their Scouting activities. The core of the Promise is to "do **your** best", and this award encapsulates that. It has been awarded since 2013.

Cub Scout of the Year

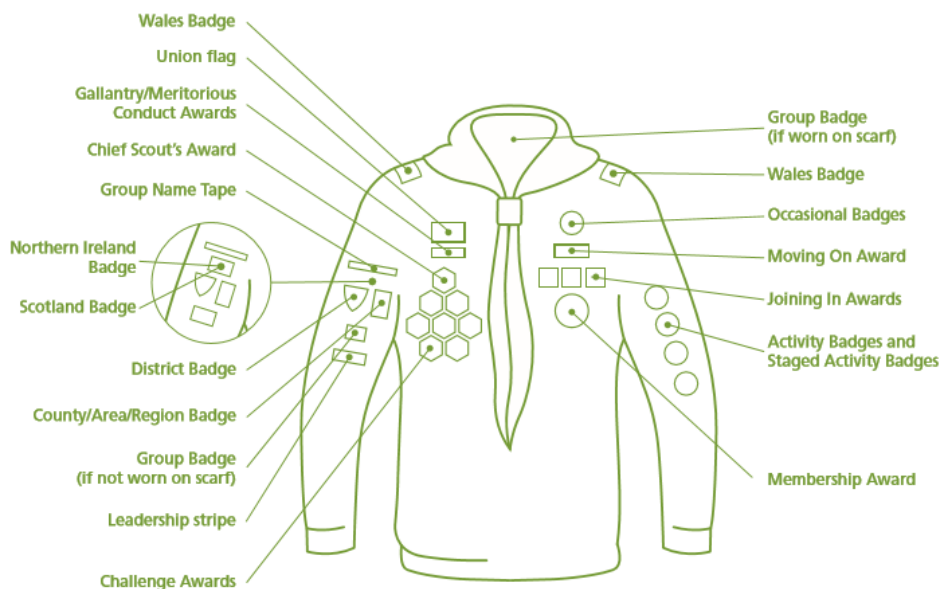
Founded in 1979, the Cub Scout of the Year trophy is awarded for Scouting achievement within the Pack, showing attention to badgework, and holding to their Promise.

Cubs Uniform

Cubs uniform comprises:

- Dark green crew neck sweatshirt
- Group scarf (solid maroon)
- Coloured woggle identifying Six (provided by the Pack on investiture)
- Dark green polo shirt (optional)

The following diagram shows where the various badges used by Cubs are located.



The Scout Shop caters for all uniform needs. Please see Useful Contacts, page 26

Scouts

The Scout Troop is the oldest in age range of the Group's Sections, catering for young people of ages 10 through to 14. The Scout Troop is led by Ian, assisted by Hazel.

SCOUTS

The Scout Promise and Law

THE SCOUT PROMISE

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

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 his time and is careful of possessions and property
7. A Scout has self-respect and respect for others

Awards



Scouts provides a young person with opportunities to work towards a number of diverse awards. The keys are the **Challenge Awards**, of which there are nine: **Adventure, Creative, Expedition, Outdoor, Personal, Skills, Team Leader, Teamwork, and World**. Achievement of these builds to the **Gold Chief Scout's Award**, which is the highest award within Scouts.

Scouts also work towards **Activity Badges**, which cover a broad variety of subjects. These encourage young people to gain new skills, and to share skills they have developed outside of Scouting with the rest of the Troop.



Staged Activity Badges also cover areas of skill, but these badges are slightly different. They are light blue and numbered, with each number within a given badge's area representing a higher, more challenging level of skill. These badges remain with a young person throughout their Scouting, the highest level of a particular Staged Activity being worn on their Beaver, Cub, Scout, or Explorer uniform.

Scouts Code of Conduct

OUR CODE OF BEHAVIOUR



1. We respect everyone
2. We respect property and equipment
3. We play when it is time to play, we listen when it is time to listen
4. We do not abuse anyone, physically or verbally
5. We set a good example to those around us
6. We do not bring unnecessary items to meetings
7. We always think before we act
8. We talk to a leader if we are worried
9. We keep the Scout Promise and Law
10. We always try our best
11. We have fun!

SCOUTS



Trophies

The Scout Troop has three trophies that are awarded each year at the Group's AGM.

New Scout of the Year

This trophy is awarded to a young person who has joined the Troop during the year leading up to the AGM, who has embraced what it means to be a Scout within the 4th Northampton Group. This trophy has been awarded since 2011.

The trophy bears the inscription "From Acorns Oak Trees Grow". It is awarded in memory of John Shrewsbury (1924-2009), who served the Group as ASL (1952-1957), SL (1957-1970), and GSL (1970-1988), as well as holding positions within Northampton Scout District.

Endeavour Trophy

The Endeavour Trophy is awarded to the Scout that has put most effort, succeed or fail, into their Scouting activities. The core of the Promise is to "do **your** best", and this award encapsulates that. It has been awarded since 2013.

Scout of the Year

Founded in 1928, the Scout of the Year trophy is awarded for Scouting achievement within the Troop, showing attention to badgework, and holding to their Promise.

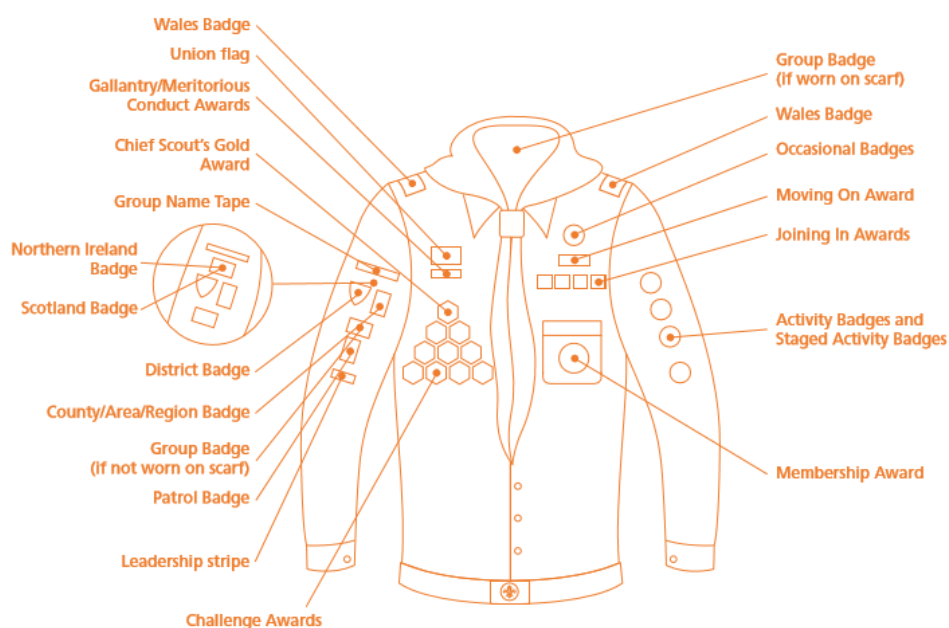
The trophy bears the inscription "In Memory of Patrol Leader A W Toms, 3rd June 1928".

Scouts Uniform

Scouts uniform comprises:

- Teal green long-sleeved shirt or blouse
- Group scarf (solid maroon) and woggle
- Navy blue activity trousers with leather Scout belt and buckle
- Teal green polo shirt and navy blue sweatshirt (both optional)

The following diagram shows where the various badges used by Scouts are located.



The Scout Shop caters for all uniform needs. Please see Useful Contacts, page 26

Programme of Recurring Events

While the programmes we run within the Group are not the same year by year, we do have a number of regular events we try and put on or attend. Please note that we have no control over the dates of District and County events - the timings shown for these are approximate, based on previous years.

Sections	When	Event
All	February	District Splash swimming competition
Beavers/All	March	Mothering Sunday
All	March	Group Challenge
All	April	St. George's Day
All	May	Group visit to the Gang Show
Scouts	May	Spring Camp
All	May	Group AGM and Prize Giving
Scouts	May/June	County Camp
Beavers	May/June	District Camp
Cubs	June/July	District Camp
All	July	Group Campfire and Scouts Own
Scouts	August	Summer Camp
Scouts/All	September/October	County Marathon Hike
Scouts	October	Skills Weekend Camp
All	November	Remembrance Sunday
All	December	St. Christopher's Carol Singing
All	December	Group End of Year Pow-Wow

Health, Safety, and Safeguarding

Health

The Scout Association Rules state that no young person is permitted to undertake any activity without a Health Information Form. To this end, when a young person joins the Group a Member Details Form will be provided for you to complete. A copy of this form can be found towards the back of this document. The information collected from these forms will be kept on file by the Group, for as long as the young person is a member of the Group.

Please inform your Section Leader when there are any changes to the information provided on this form.

Additionally, you will be asked to complete additional forms

Safety

The Scout Association takes pride in its safety record. Guidance and training is provided to leaders to ensure that Scouting activities are as safe as possible.

It is the policy of the Scout Association to provide Scouting in a safe manner without risk to health, so far as is reasonably practicable. The Association believes that this responsibility ranks equally with the other responsibilities incumbent upon those providing Scouting activities and functions.

It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that:

- all activities are conducted in a safe manner without risk to the health of participants
- the provision and maintenance of equipment and buildings for Members and others is safe and without risk to health and adequate for their welfare
- information, instruction, training, and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them
- appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage, and handling of equipment, and substances which are inherently or potentially dangerous.

Please note that many activities engaged by members of the Scout Association are not without inherent risk. Within the scope of Scouting activities and the Safety policy, we seek to provide:

EXCITEMENT but not **DANGER**

ADVENTURE but not **HAZARD**

Risk Assessments

All of the facilities we use regularly are subject to risk assessment.

All of the activities that we organise are subject to risk assessments appropriate to the nature of the activity. Events (e.g., camps) that comprise a number of separate activities may be subject to a risk assessment covering all activities, or multiple risk assessments covering each activity separately, as appropriate.

Risk assessments are carried out in accordance with the Policy, Organisation, and Rules of the Scout Association.

All of our risk assessments are kept on file, and are available to parents by request.

Child Protection

The Scout Association's child protection policy is known as the **Young People First** policy.

It is often referred to as the "Yellow Card" policy. Each adult working within the Group, and in particular leaders and others who have regular contact with our young members, are provided a Yellow Card that summarises the Young People First policy, and are asked to carry it with them.

The Young People First policy is held as an example of best practice, and praised by child protection agencies.

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

- taking into account in all of its considerations and activities, the interests and well-being of young people;
- respecting the rights, wishes, and feelings of the young people with whom it is working;
- taking all reasonable practicable steps to protect them from physical, sexual, and emotional abuse; and
- promoting the welfare of young people and their protection within a relationship of trust.

All adults aged 18 or over, regardless of their role or involvement within Scouting, are responsible for putting this policy into practice at all times.

If you would like a copy of the Yellow Card, please ask your Section leader.

Disclosure and Barring

It is the policy of the Scout Association that every adult holding a role within Scouting must complete a DBS disclosure. This includes all leaders, assistants, and members of the Executive Committee.

Any adult involved in a Scouting activity, whether they hold a role within Scouting, must also complete a DBS disclosure. This includes parents that help on a regular basis, and/or who assist leaders on events such as hikes, camps, and so on.



Disclosure & Barring Service

Parent/Guardian Support and Adult Roles

The Group Scout Council

As a parent or guardian of a young member of our Group, you are automatically a member of the 4th Northampton Group Scout Council, along with all adult members of the Group. This gives you a standing invite to the Group's AGM (usually held around mid-May), and voting rights for positions on the Executive Committee.

The Executive Committee

The Executive Committee consists of the Group Scout Leader, the Section Leaders, and members who have been elected onto the Committee by the Group Scout Council. The Exec meets more regularly than the Council. The Exec is responsible for the Group's finances, and handles the many behind-the-scenes activities that keep the Group functioning. If you would like to join the Exec, please talk to the Group Scout Leader.

Adult Roles

In addition to the Council and the Exec, adults have the opportunity to help the Group in many ways. These can be as simple as helping to set up or clear away after an activity, or helping with record keeping for an event, to taking the plunge and stepping into uniform as a leader, and many points in between.

If you are interested in helping the Group's activities, please talk to a Section Leader or the Group Scout Leader. If training is required for a role you are interested in, you will be provided that training **at no cost to yourself**. It is important to us that, should an adult volunteer to help in any capacity within the Group, that there is no cost to them but their time.

In fact, the training itself can be fun, as you get to meet new people, learn new skills, and head out on your own adventure within Scouting.

The following lists adult roles within the Group that require some measure of training and DBS check:

- **Occasional Helper:** Adults that regularly help to run activities for the young members. They are covered by the Scout Association's public liability insurance cover.
- **Section Assistant:** A formal appointment, with optional uniform, who helps to run activities. They are covered by the Scout Association's public liability and personal accident insurance, receive Scouting magazine and other communications, and undertake training relevant to their role. A Section can have more than one Section Assistant.
- **Assistant Section Leader:** A formal appointment, with mandatory uniform and training, that directly assists the Section Leader in planning and running the programme of activities for the young members. They are covered by the Scout Association's public liability and personal accident insurance, and receive Scouting magazine and other communications. A Section can have more than one Assistant Leader.
- **Section Leader:** A formal appointment, with mandatory uniform and training, responsible for the organisation, planning, and running their Section. The training and benefits for a Section Leader are the same as for Assistant Section Leaders, with some differences in emphasis. Each Section has one Section Leader.

Please feel free to talk to a Section Leader or the Group Scout Leader about any role, what training involves, or anything else with regards to adult roles and how you may be able to help.

Activities, Forms, and Equipment

For special activities, you will be provided with an overview of the activity, an equipment list, and any necessary permission forms that must be completed. Please pay extra care to these equipment lists, as a young person may have to be excluded from taking part in the activity if they are not properly equipped.

The event description will provide location, dates, and times. It will also include contact information (see *InTouch*, below). Please keep this information for the duration of the activity.

Generally, covering letters and forms are handled via our Parent Portal's event booking (see *Forms/Permissions/Contact Details* below).

Camping Equipment

The following items are common to all camping events. This list will be provided with the forms for each camp, with additional items being added as relevant to the camp's activities.

Complete uniform	Shorts/trousers or tracksuit bottoms
Rucksack/kitbag (not suitcases)	Multiple t-shirts/shirts
Sleeping bag	Multiple sweatshirts/jumpers
Foam roll/karrimat	Thermals/base layer
Blanket	Nightwear
Daysack	Swimwear and towel
Water bottle (500ml)	Personal washing kit
Lunchbox	Toothbrush and toothpaste
Waterproof rucksack liner/strong bin bag	Handkerchiefs/tissues
Plastic bag for dirty clothes	Mug, bowl, plate, and cutlery
Trainers	Tea towel
Walking boots or strong shoes	Torch and spare batteries
Walking socks	Pen/pencil and paper
Waterproof jacket	Penknife (Scouts having passed safety training only)
Waterproof trousers	Pocketmoney
Scarf, hat, and gloves	Multiple socks and underwear
Sun hat and sunglasses	Sun screen
Personal first aid kit	Personal medication

Please **do not** bring:

Aerosol deodorants (many are flammable, and can affect people with asthma)	Matches/lighters/flammable fluids/firelighters
Electronic games and similar items requiring batteries (e.g., iPods/mp3 players, radios)	Mobile phones (see below)
Penknives (if a Beaver, Cub, or Scout - see below)	

All items brought to camp remain the responsibility of the young people. The Group is not liable for loss or damage.

Please ensure that all items are clearly labelled with the young person's name.

"Multiples" will depend on the length of the camp and activities undertaken.

Pocketmoney limits will be dependent on length of camp and activities, and will be held by leaders for safekeeping.

Personal medication will be held by leaders, unless the young member is permitted to self-medicate - please provide leaders with details (dosages, timing, etc.).

The nature of UK weather means that cold, hot, and rainy weather conditions need to be considered, regardless of season.

Please note that **only** Scouts that have completed knife safety training are permitted to have knives on camp, and only at the discretion of the leaders. If a Scout has not undergone knife safety training, they will be barred from bringing a knife to camp. Knives will be kept safely by leaders when not in use. Knives that do not comply with UK knife law **will** be confiscated. In summary: a knife must have a folding, non-locking blade of no more than 7.62cm (3 inches) in length.

Mobile phones may be brought on camp, but it is recommended that they are not. Please note that (as with all items brought to camp by a young person) they are the responsibility of the young person. Mobiles brought by leaders for emergency contact use will take priority with regards to charging facilities, which are usually limited on campsites. Most phones are not suited to outdoor environments.

The Scout Association has a partnership agreement with Go Outdoors, and members of the Scout Association receive discounts accordingly. Please visit gooutdoors.co.uk/scouts for details.

Forms/Permissions/Contact Details

We do not generally use forms for our camps and events. Instead, we use our Parent Portal to record emergency contact details, medical and dietary information, and other important safeguarding and safety information such as swimming capability.

It is important that, prior to a young member attending an event, that the listed requirements for participation in the event are met, the young person has the necessary equipment, and – most importantly – the young person's details as shown on the Parent Portal, including doctor's contact, emergency contacts, medical requirements, etc. are up to date and correct. The responsibility for maintenance of a young person's information on the Parent Portal lies with the parent/guardian of that young person. Leaders cannot be held responsible for issues arising from allergies, medical conditions, etc. that are not indicated on a young person's record within the Parent Portal.

If you do not have access to the Parent Portal, please let a leader know or email gsl@4thnorthamptonscouts.org.uk so this can be remedied.

Booking onto events is done through the Parent Portal, as is payment for them. By booking onto an event, you will be providing permission for the young member to participate in that event.

Certain activities within Scouting require explicit permission. In these cases, you will be provided with a separate permission form to review and sign.

There may be several levels of permission within a single event. For example, a camp that includes a shooting activity will require a general permission to camp (implied from signing up to the event via the Parent Portal), and an explicit permission to shoot (provided as a separate form that must be signed and returned).

InTouch for Events

Also see *Communication*.

InTouch is a process system that describes communication between leaders, and between leaders and parents. It is important to the safety and safeguarding of our young members.

For events, access to the internet (and thus our general InTouch system via our Parent Portal) is not always possible. In these cases, the necessary details for all participants will be held as hardcopy by each leader for the duration of the event. These hardcopy sheets will be destroyed following the end of the event, as per our Data Protection Policy.

For a camp/event, parents will be provided details of a single point of contact. This may differ per event. The contact will not be a participant in the event. Any required communication during the event will be through this contact. This set-up is for safety (see later).

Communication

The Section Leaders communicate to parents/guardians on a general basis via email and paperwork sent back with the young people (please check pockets for these, to make sure you do not miss any!).

Additional communication is provided through our Facebook page, Facebook private group, and website. You will receive a letter inviting you to join the Facebook private group, which will ask for the email address you use for Facebook.

Our Facebook public page is [facebook.com/4thnorthamptonscouts](https://www.facebook.com/4thnorthamptonscouts).

Our website is [4thnorthamptonscouts.org.uk](https://www.4thnorthamptonscouts.org.uk).

The Group maintains the following email addresses:

- General enquiries enquiries@4thnorthamptonscouts.org.uk
- Joining (young person or adult)..... join@4thnorthamptonscouts.org.uk
- Group Scout Leader gsl@4thnorthamptonscouts.org.uk
- Beavers Section enquiries..... beavers@4thnorthamptonscouts.org.uk
- Cubs Section enquiries..... cubs@4thnorthamptonscouts.org.uk
- Scouts Section enquiries scouts@4thnorthamptonscouts.org.uk

InTouch System

Each Section runs an "InTouch" system for all meetings, in case of emergency. The primary communication resource for our day-to-day InTouch system is the Parent Portal combined with this Welcome Pack. Within the Welcome Pack, parents are provided email addresses and contact details for our Section Leaders and Group Scout Leader. Within our Parent Portal, parents/guardians provide their own contact details so that they are accessible to leaders.

For events outside of our usual meetings, an InTouch system will be put in place and the parents/guardians of all attendees will be notified of the contacts used. During an event, please use only those contacts described for the event, rather than the contacts provided on general programme forms and letters.

The purpose of an InTouch system is to limit and control lines of communication should an incident occur, enabling the leaders in situ to better handle the incident. For example, should an incident occur on a camp, the leader in charge needs only to make one phone call to explain the situation to the InTouch contact, who can then make necessary calls to parents/guardians, medical services, and so on as required. This frees up the leader in charge to be able to focus on the incident. This is an important factor in running safe, risk-managed activities.

The InTouch contact should also be used by parents/guardians should they need to contact leaders during an event. The InTouch contact will when it is safe to contact leaders in situ. This prevents, for example, leaders being distracted by contacts while running activities that carry an element of risk (e.g., training young people in safe use of axes and saws).

InTouch is part of our safeguarding and safety policy. Please follow all InTouch guidelines you are provided for a meeting or event.

Online Records and Data Protection

Data Protection Statement

The Group is subject to compliance with the General Data Protection Regulation (GDPR). In signing the member details form, **you will be agreeing** to the Group during and beyond your young person's involvement with the organisation:

- Retaining personal data to facilitate any present or potential future involvement with Scouting.
- Retaining personal data regarding religion, special needs/disabilities, ethnicity, medical information, and/or commission of offences or alleged offences.
- Allowing access to personal data to appropriate individuals within the hierarchy of Scouting.

Our Data Protection Policy document is freely available for download from our website, and can be requested on demand.

Online Policy

Along with this Welcome book, you will also receive a copy of our Online Policy. This describes how we use our online facilities (website, Facebook, Twitter, and so on), and how we expect everyone involved with the Group (including parents/guardians) to work with the Group for the online safeguarding of our young members. Please take time to read this document, especially if you use social media to share photographs and information online.

Our Online Policy is freely available for download from our website, and can be requested on demand.

Online Scout Manager

The Group uses an online application called **Online Scout Manager** (or **OSM** for short) to track badge records, attendance, programmes, and events. You will be given the option to pay for subs, camps, etc. through OSM.

If available to your young person's Section, you will also be able to view badge records, receive and accept invitations to camps and events, and view the Section's programme. If the Section supports this, you will receive an invitation to access these functions by email.

OSM takes some of the hard work out of the administration side of a leader's role in Scouting, enabling our leadership team to make full use of the time they volunteer to the Group.

Useful Contacts

The following are useful contacts, websites, and resources.

4th Northampton Group Scout Leader gsl@4thnorthamptonscouts.org.uk 07840 072 849	For any concerns or questions regarding the Group, the Sections, or Scouting in general.
4th Northampton Scout Group enquiries@4thnorthamptonscouts.org.uk 4thnorthamptonscouts.org.uk facebook.com/4thnorthamptonscouts twitter.com/MaroonScarf	For up to the minute Group information.
The Scout Association scouts.org.uk	The Scout Association's website is a mine of information about Scouting, news, badges, safety, training, and everything in between.
Northamptonshire County Scouts northantsscouts.org.uk	For what's going on around the County.
Northampton District Scouts northamptonscouts.org.uk facebook.com/NorthamptonScouts	For a what's going on around the District.
Northampton Scout Shop 97 Ivy Road Northampton NN1 4QS 01604 633 811	<p>The Shop is run by volunteers during school terms, and is open on Saturdays from 10am to 4pm, and during the week on Mondays and Wednesdays from 6:30pm to 8pm.</p> <p>The Shop stocks uniform, publications, equipment, and gifts. Apologies in advance if you end up in a queue behind leaders restocking badges!</p>
Overstone Scout Campsite Billing Lane Overstone NN6 0AF	The District's local Scout campsite. During milder months, the Group holds many of its meetings here.

