

Next steps

on your volunteering
journey...



Scouts

Central Norfolk

centralnorfolkscouts.org.uk

How's it going...?

Still with us? Fantastic! Hopefully you're still enjoying your time with the Scouts, and everything has been fine so far. Some stuff may still seem a bit confusing - yes, we do like our abbreviations & acronyms don't we - but you'll get there.

This final part of our Welcome Pack (you should have had part one already, see the back cover if not) is here to lay out in detail the next stages as you settle in with us.

Remember, while this may be a useful guide, it can't beat one-to-one support from a real human being. We are realistic though: the person who is your line manager is a volunteer too, and is likely a very busy person who will forget things from time to time.

If you do feel you're not getting the personal support you need however, please do let us know. See the Key District contacts in Well Done You Survived.

Finally for now, a massive THANK YOU, for all you are doing, and all you are about to do!

Young People First

First of all - a reminder of the most important thing: keeping young people safe. This comes as paramount in all we do.

You will have been given a Yellow Card, but here it is again. Please carry it with you and refer to it frequently...

Scouts Version 7, Nov 2018
scouts.org.uk/safeguarding

Young people first
Safeguarding – a code of practice

This card contains essential information for all adults in Scouting. Please keep it with you at all times.

What do I do if...?
If a young person tells you they are being abused, you must:

1. Allow them to speak without interruption, and accept what they say
2. Be understanding and reassuring – do not give your opinion
3. Tell them you will try to help but must pass the information on
4. Tell your Group Scout Leader or District Commissioner immediately
5. Write careful notes of what was said using the actual words
6. Include the time and date and full names of those involved
7. Sign and pass your notes to your Group Scout Leader or District Commissioner
8. Make sure that Scouting poses no further risk to their welfare

If you are concerned about the welfare of a young person or there is a concern, complaint or allegation about an adult or yourself, inside or outside Scouting, you must:

1. Tell your Group Scout Leader or District Commissioner immediately
2. Write careful notes of what you witnessed, heard or were told
3. Include the time and date and full names of those involved
4. Sign and pass your notes to your Group Scout Leader or District Commissioner
5. Make sure that Scouting poses no further risk to their welfare

It is your duty to report ALL safeguarding concerns as a matter of urgency following the correct process.

If a young person is at immediate risk of significant harm call **999** and request Police. Inform your Group Scout Leader or District Commissioner once you have done this.

You must refer any concern or complaint to your GSL or DC as a matter of urgency. DO NOT investigate it yourself.

If you are in any doubt about what to do, contact the Scout Information Centre on **0345 300 1818** or **safeguarding@scouts.org.uk**
You can also contact the NSPCC on **0808 800 5000** or **help@nspcc.org.uk**

There are other organisations that you can also go to for further information and advice, such as the NSPCC. Other organisations can be found on our website.

It is the policy of the Scouts to safeguard the welfare of all young people by protecting them from neglect and from physical, sexual and emotional harm.

All members have a duty to report concerns or suspicions and a right to do so in confidence and free from harassment.

Code of behaviour

Crystal Mark 20289
Clearly approved by Plain English Campaign

Do remember that you are a role model at ALL times, inside and outside Scouting. Set a good example for others to follow.

Do treat everyone with dignity and respect in line with the Scouting Values

Do treat all young people equally - do not show favouritism

Do follow the adult-to-young person ratios at all times

Do remember that you have been placed in a position of trust - do not abuse this

Do report all allegations, suspicions and concerns immediately

Do remember that someone may misinterpret your actions

Do respect a young person's right to personal privacy

Do act within appropriate boundaries, even in difficult circumstances

Do encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours

Do make everyone (young people, parents and carers, Young Leaders and other helpers) aware of our safeguarding arrangements and share our Yellow Card - our Code of Behaviour

Do create an environment where young people feel safe to voice their concerns

Do have separate sleeping accommodation for young people, adults and Young Leaders working with a younger section

Do plan activities that involve more than one other person being present, or at least within sight and hearing of others. Do not plan to be alone with a young person.

Do not drink alcohol when you are directly responsible for young people and never allow young people on Scouting activities to drink alcohol

Do not trivialise abuse or let it go unreported

Do not join in physical contact games with young people

Do not overstep the boundaries between yourself and young people by engaging in friendships or sexual relationships

Do not allow activities that encourage bullying behaviour including initiation ceremonies, dares or forfeits

Do not use inappropriate, suggestive or threatening language, whether verbal, written or online

Do not rely on your reputation or position to protect you

A few house rules!

We don't want to go on about rules & regulations, we're all here to have fun after all, but there are a couple of things we'd like you to remember ...

- Keep to the Yellow Card guidelines
- Make sure that every activity you do has a named Leader in charge, and that this person, the other adults, and the young people know who it is
- Be aware of the number of young people are taking part in the activity you are running and you do frequent head counts to ensure nobody is missing
- Do a risk assessment for every activity you do, even if it's just a mental one
- If you are taking the young people away from the normal meeting place, or are meeting outside of your usual hours, you have let the District Commissioner know
- Only adults with the appropriate permits may run adventurous activities and events which involve a young person having a night away from home
- Young Leaders are young people and must be treated as such, including adults not being alone with them, and providing separate sleeping accommodation from both the Beavers, Cubs and/or Scouts, and the adults
- Please don't go to the media about getting press coverage for your Section, instead contact our Media Development Manager who will coordinate this for you
- If you're not sure ASK!

It's NOT a toggle!

The adult uniform is a stone coloured shirt worn with a necker. Some leaders use a 'woggle' to hold their necker on, others are more cool and tie it in a friendship knot!

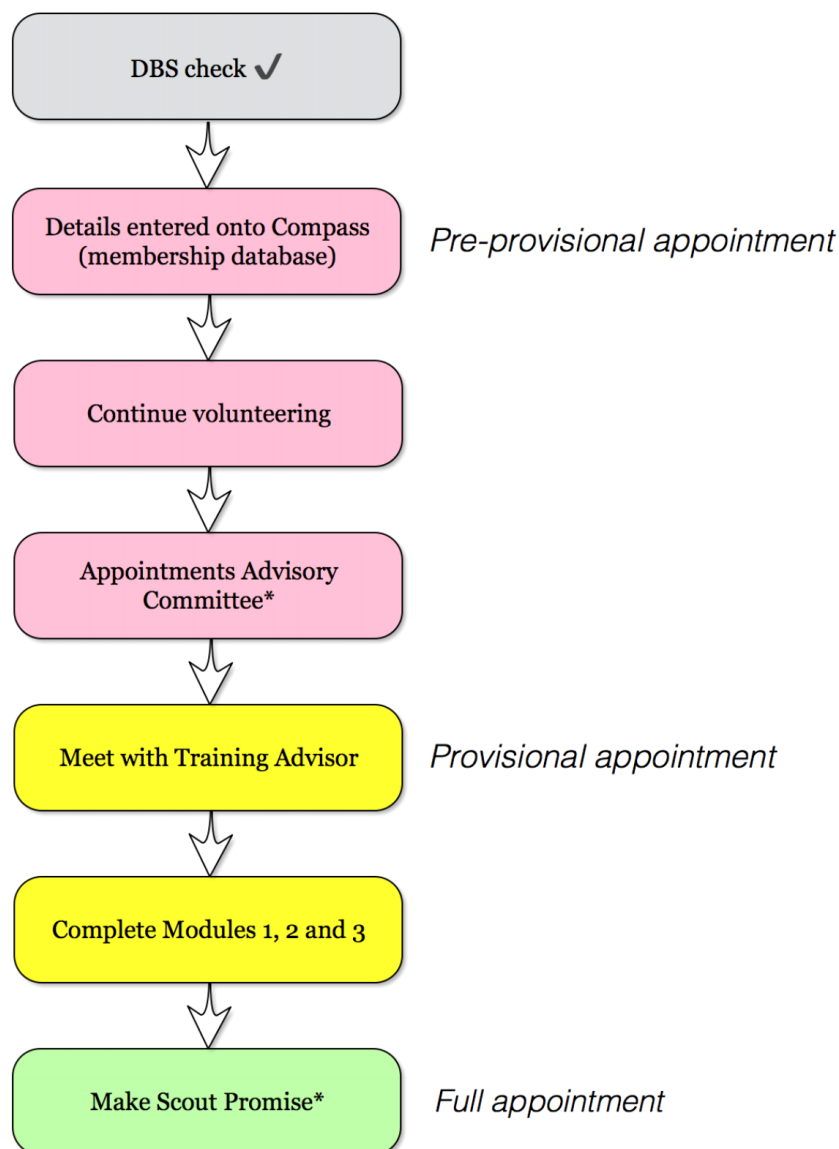
Each Group has a different coloured necker. There is a District necker which is black with a light blue border, worn by members of the District Team and all Explorer Scouts.

You can get your uniform from Norfolk Scout Shop which can be found online at www.norfolkscoutshop.co.uk and can be contacted on sales@norfolkscoutshop.co.uk



Do you have an appointment?

You'll hear the word 'appointment' a lot. We use the word to mean that an adult has been properly assigned, or appointed to, a role. Here's the stages in the appointment process, showing pre-provisional, provisional and full appointments:



NB — an adult with a FULL Section Leader or Assistant Section Leader appointment must be present or responsible for every activity

Job Interview!?

The next stage for most roles* is to meet the Appointments Advisory Committee. This is a small group of people who meet with new volunteers to make sure they are suitable for their role. It's a very friendly, informal chat, but you'll understand that for role which will be responsible for young people it's important we have this conversation.

You will receive an invitation to meet the Committee from our Appointments Secretary. Please do all you can to attend as the Committee members are volunteers too and will have given up an evening to come together to meet several new volunteers.

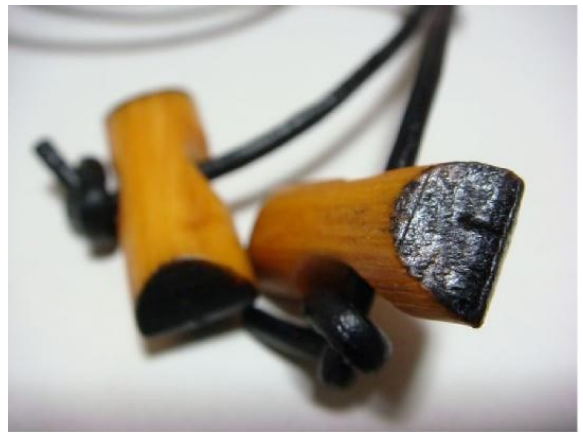
Once the committee has met you, in most cases they will contact the relevant Commissioner who will approve your appointment.

***all Section Leaders, Assistant Section Leaders and Managers need to attend Appointments Advisory Committee. Section Assistants don't need to, nor do they need to make the Promise but they may wear uniform**

Getting Started

Training is there to make sure you are confident doing the role you've been appointed to. It's split into Modules — how many you do depends on your role.

You will have a Training Advisor - your line manager will introduce you to them - who you should meet with as soon as you can after starting. They will explain the training scheme to you and go through the Modules with you. We recognise prior



knowledge and experience, so there may be Modules you won't have to do the training for — just demonstrate to your Training Advisor that you meet the criteria for that topic.

The first step for most roles is to complete Modules 1, 2 & 3, GDPR, Safety and Safeguarding.

Module 1 is about Essential Information: child protection, safety and fundamentals of Scouting.

Module 2 is just completing your training plan with your Training Advisor.

Module 3 is Tools for the Job and goes through how to actually run a Section.

Safety and Safeguarding is all about keeping the young people safe.

GDPR covers Data Protection

Details for your training can be found at scouts.org.uk/training

All training dates are at norfolkscouts.org.uk/members/training

I Promise

For Section Leaders and Assistant Section Leaders you will need to be a Member of the Scout Association, to become a Member you just need to accept our fundamentals and make the Scout Promise. This will usually be done in an informally in front of your Section by your line manager. We encourage people to do this in a fun, active, memorable way rather than a stuffy ceremony.

**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**

Section Assistants only need to be Associate Members and so don't need to make the Promise, but of course they can if they would like.

Scouting is available to people of all faiths as well as people who are humanist, atheist or have no affirmed faith and therefore must therefore take account of the different religious obligations or non religious beliefs of its Members.

Similarly, people of other nationalities resident in the United Kingdom, who may become Members of the Association, owe allegiance to their own Country. To meet these circumstances, there are different variations of the Beaver Scout, Cub Scout and Scout Promise that can be made, allowing for the individuals obligations while upholding the essential spirit of the Promise.

That's it!

So hopefully once you've completed the above you'll be all sorted and ready to get properly stuck in.

We encourage line managers to have regular informal reviews with volunteers to check they are OK and happy with their roles.



If nobody asks you these questions, please ask if you can have an informal review, or let us know. Every five years we do a formal review where we double check you're happy.

Finally, thank you so much for actually reading all this - let along doing all what it talks about. We hope it's not too complicated, but we do have to do things properly to ensure Scouting works safely and for the benefit of the young people!

Notes & contacts....

My line manager is	
Phone	
My training adviser is	
Phone	
My District Commissioner is	Simon Lonsdale
Phone	0775 287 4074

For lots more information see our website

centralnorfolkscouts.org.uk

and the UK website

Scouts.org.uk

Notes & contacts....

The first part of our Welcome Pack should have been given to you before you received this - if you didn't get it please let your line manager know, and perhaps give it a read before you have a look at this one!

