



Westhill Scout Group

Waiting List Management 2018

(V2 Amendments 16th January 2018)

1. Introduction

The Purpose of Scouting - "*Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.*"

The Scout Association is open to all –regardless of race, gender, ethnicity or special needs.^{#1} Ref Equal Opportunities Policy Chapter2 of "*Policy Organisation and Rules*", issued by the Scout Association.-

However the success and attraction of the Movement may mean demand is greater than the available number of places.

The provision of Scouting in Westhill is limited by, the number of Leaders and Assistants that are available to properly and safely run their sections, and the required (minimum) adult to youth ratio. (POR –Section 9 Activities.) and by space and timeslots used by the Scout Group in the hall.

These factors mean we often run with a "**Waiting List**" of those wishing to join the 1st Westhill Scout Group.

The National Rules of the Scout Association - Ref ^{#2} Chapter 3 Membership, delegate acceptance of youth members into a section to the Group Scout Leader.

The following rules and guidance are generally followed to ensure all "applicants" are dealt with in a consistent and fair way.

2. General function of Waiting List;

Three sets of waiting lists will be held; one for Beavers, for Cubs and for Scouts.

(Explorers are not a section under the Group structure –being managed by the District- so are excluded from these arrangements.)

As new requests are received they are normally placed at the bottom of the appropriate list.

As places become available in each section -these are filled in sequence, offering the place to the name at the top of that list.

3. Moving on

The operation of the waiting list, for new entrants, can only operate after existing youngsters in the section "immediately below" who will come of age to advance up the sections are given their place first.

Where an existing youth member of the Scout Association is transferring due to a house move then they will be considered at the same time as being eligible, where spaces are available.

a. Swapping within age sections

Normally requests for existing youngsters to change from one night to another night (same age section (ie Beavers to Beavers) based on revised hobbies, travel, friend groups etc would NOT be accepted. [*This based on disruption to the youngsters progression thro awards, separate programmes/ badge timetables being run by Leaders, and administrative issues.*] A consequence of a change would mean a child on a waiting list would then not be offered at that time. So swapping is normally NOT accepted. However in exceptional conditions where a significant issue is driving a request (health related, bullying out with Scouts, external Agency advice, etc). the Group Scout Leader will have the authority to review and decide on appropriate steps and swaps.

b. Streaming members - Lyne of Skene Satellite sections.

To safeguard places in the satellite Beaver and Cub sections at Lyne of Skene(LoS) it will be the norm for those first applying to join Lyne of Skene sections (because this location is most suitable) to remain in that stream, ie moving from LoS Beavers to LoS Cubs. Transfers from LoS into Westhill sections will not be considered unless for exceptional circumstances. The Group Scout Leader will have the authority to review and decide on appropriate steps and transfers.[*Revised hobbies, travel, friendship groups etc would NOT be accepted. Older sibling in senior section, house move could be considered.*]

Transfers will be managed to ensure places are made available to moving on Beavers and Cubs, but without 'forcing' families to change locations against their wishes.

c. International and UK transfers

Where families have been living out-with UK or outwith Gordon District and they move into our Westhill catchment and wish to transfer to the Scout Group, then every effort will be taken to accept existing Beavers, Cubs and Scouts.

We would expect some letter of introduction from their current Scouting leadership, together with a record of awards and badgework progress (to allow matching into our training records.)

d. Transfers and Waiting List applications from North East Region

Where a young person is resident out-with the Gordon District Scout Council boundary then they will be recommended to apply to their nearest local Group. Places from our Group's Waiting List will be allocated to eligible Young people from Westhill catchment first, then Gordon District catchment, and if *managed places* are still available (ie allowing for foreseeable "Moving on" requirements) then to those from out-with the Gordon catchment. (*Applications for those resident in Deeside or Aberdeen City are discouraged.*)

4. Opportunities for adult volunteers

As a means of attracting more parents and guardian, where an adult offers to be a Section Leader [uniformed appointment] or a Section assistant [non uniformed] and the commitment is at least 2 weeks per month, the child on the waiting list can be elevated to the top of their list. A place can only be offered after the adult has completed the appropriate application, vetting and appointment processes are completed, and has shown willing to make the required commitment to the leadership team.

All parents are expected to offer support to the Group or section, including regular 'parent rota' or service say on a term basis. This is not considered 'leadership on a regular basis' –ie not enough for elevation on the waiting list.

Where an adult takes on a leadership role, and is undertaking the offered training, then service of over two years might be expected. We hope all Leaders and assistants enjoy their role, with considerable satisfaction for the visible outputs, and thus may stay longer.

Adults volunteering to be leaders –and taking advantage of this "accelerated placing", need not be tied to support the section their child attends.

Should the adult application prove unsuccessful, from interview or Disclosure / PVG then no escalation will be arranged.

a. Special skills

Where a parent has a particular skill of value to the Group ie committee skills and would give comparable regular service, then in these exceptional circumstances, the Group Scout Leader can consider if that service is comparable to Leadership. Similarly if a practical skill was used for a significant volume of time, (c 40hrs in a year) so comparable to other service, then the GSL can consider this relevant to these special arrangements taking advantage of "accelerated placing."

5. Communications

Parents will normally seek contact and apply through the National Scout HQ website on [www.scouts.org.uk/ Join us](http://www.scouts.org.uk/Join-us).

The Scout Group will periodically publicise its waiting list contacts within local media, plus publicise contact details on our website/ hall notice board.

No commitment to accepting youngsters will be carried in these notices.

Contacts (2018)

westhill@gordondistrictscouts.org.uk
Group Scout Leader on pinnellsc@aol.com

westhill-scouts@hotmail.com

Waiting List coordinator at jacqpop@gmail.com

Parents or Guardians making an application are responsible thereafter for updating their contact details held on the waiting lists.

6. Review and management of waiting list.

The Group Scout Leader and the Executive Committee of the Scout Group (supported by the Waiting List Co-ordinator) will maintain the lists and regularly review and monitor the operation of the waiting list to ensure best administration and fairness of approach. The Section Leaders will input their sections' 'opportunities' (ie. the numbers they can take and still remain compliant.)

Data will be held confidentially, and comply with the Data Protection Act/ GDPR-2018. Details held will only be used to keep appropriate contacts, assess progress on the list, and pass to appropriate people when membership is being coordinated. There will be no release of data to third parties.

7. Appeals.

In the event of a parent or guardian not being satisfied with the handling of their application then a review can be request to be undertaken by the Group Scout Leader. His decision on waiting list priorities and allocations in Westhill is final.

Where parents believe the handling of their application, or their situation. Is contrary to the Scout Association rules as described in detailing Policy Organisation and Rules (POR) then an appeal on that issue can be made to the District Commissioner.

8. Terms used

a- General individuals involved;

Application- a request in writing, email (or by phone followed up by email).

Section - the Beavers, Cub Scouts, Scouts, or Explorers. (Age ranges as POR - 6-8; 8-10^{1/2}; 10^{1/2} -14; 14 -18)

Leaders - Adults approved and appointed by the Scout Association. Normally in Uniform, includes Assistant Leaders and in some cases appointed Section Assistant)

Adults - Those over 18 linked to youngsters (parents, older siblings, relations in the community)

Parents/ Guardians - those with a direct legal responsibility for the youngster

Youngster/ applicant - includes all aged youngsters wishing to be members. There is no minimum age for application for a place. (*Often applications are received at age 5 for Beavers once the interests or personalities have developed!*)

The terms - 'Escalated place', or 'Accelerated placing' are used interchangeably when referring to the Adult volunteering opportunities that lead to a youngsters placing on the waiting list..

b. List of Roles in Scouting

Regional Commissioner - *Appointed and answerable to the Chief Commissioner of Scotland, responsible for all matters of policy and delivery of Scouting in the Deeside, Kincardine, Aberdeen, **Gordon**, Buchan, Deveron, Moray and Shetland Districts.(North East Region)*

District Commissioner; *Appointed by the Regional Commissioner responsible for the delivery of Scouting and management of Groups in the geographical area including Ellon, Inverurie, Alford Kintore, Kemnay, Blackburn (Kinellar) and **Westhill**.*

Group Scout Leader; *accountable to the District Commissioner, responsibility the management of the scouting sections, lay supporters, and the property and equipment in the Group. The named Trustee for the Group on the OSCR -Charities Commissioner records.*

Scout Leader/ Cub Scout Leader/ Beaver Scout Leader; *The appointed uniformed Leaders who are responsible for the planning and delivery of the regular programme and special activities and camps. Answerable to the Group Scout Leader.*

Assistant Leader; *An appointed uniformed Leaders who assists and takes shared responsible for the planning and delivery of the safe and fun activities*

Section Assistant (Beavers or Cubs or Scouts) *An appointed uniformed assistant who helps deliver programmes and takes delegated responsibilities ensuring safe and fun activities for all the section members. May take specific responsibilities for support or for themed activities within their expertise.*

Explorers *Young people invested into Scouting aged 14 to 18 years. Allocated to District.*

Explorer Scout Leader;(ExSL) *The appointed uniformed Leaders who are responsible for the planning and delivery of the regular programme and special activities and camps. Answerable to the District Explorer Scout Commissioner. Works in partnership with the hosting Group Scout Leader.*

District Explorer Scout Leader/ Commissioner; *accountable to the District Commissioner, responsibility the management of the Explorer sections of scouting, across all Explorer Units.*

The Group Council *is the Electoral body, as delegated Scouting authority consisting of Scouters, Assistants, Administrators, Parents, PLs, ExSLs, District Commissioner and District Chairman (Ex Officio) Per POR Rule 3.23.*

Group Executive Committee; *The appointed body responsible for decisions affecting the management of Scouting in the Group, all as delegated as per POR, and subject to instructions from the Group Scout Leader. Responsible for coordinating the support from the parents and community. Appointed at the Annual General Meeting. Responsible for local policies and decisions affecting the Group.*

Group Chairman; *The lead individual nominated by the GSL, responsible for the coordination of the Group Council, specially chairing Executive meetings and the AGM. A Trustee of the Group, per OSCR Charities Commissioner.*

Group Secretary; *The lead individual selected at the AGM, responsible for the coordination of the Group Council's administration, specially recording minutes, decisions at Executive meetings and the AGM, and for receiving and raising matters of correspondence/ or POR related issues.. A Trustee of the Group, per OSCR Charities Commissioner.*

c. Abbreviations;

GSL - Group Scout Leader

POR - Policy Organisation and Rules

PVG - Protection of Vulnerable Groups Legislation for Child Protection etc)

Exec. - Group Executive Committee

WL - Waiting List

DC - District Commissioner

ExSL Explorer Scout Leaders

OSCR Office of the Scottish Charities Regulator

AGM Annual General meeting

PLs Patrol Leaders (Youth members)

Appendix;

#1 Extract from Equal Opportunities Policy, "Policies Organisation & Rules" of the Scout Association. POR Chapter 2

- a. The Scout Association is committed to extending Scouting, its Purpose and Method to young people in all parts of society.
- b. No young person should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:
 - Class or socio-economic status;
 - ethnic origin, nationality (or statelessness) or race;
 - gender (including gender reassignment);
 - marital or civil partnership status;
 - sexual orientation;
 - disability (including mental or physical ability);
 - political belief;
 - pregnancy;
 - religion or belief (including the absence of belief)

All Members of the Movement should seek to practise that equality, especially in promoting access to Scouting for young people in all parts of society. The Scout Association opposes all forms of racism.

#2 Extract from Membership - POR Chapter 3

Rule 3.2 Admission to membership

- a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader subject, in the case of a *Sponsored Scout Group*, to any recruitment policy defined in any sponsorship agreement.
- b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned.

#3 POR is available on www.scouts.org.



Scottish Charity (SC017801)

POLICY reviewed and accepted;16th./ .January..../2018

Signed by the meeting Chairman

=====file ref H;Mydoc/2.2 GSL/ Westhill/ Waiting List Management 2018 POLICY - @ 16/02/2018