

# WELCOME PACK

## Welcome to Scouting and the 5<sup>th</sup> Woodley Scout Family



*This document gives you a brief overview of Scouting in your local area, key contacts, and an idea of what you will be doing and what resources and help you should receive.*

*Scouting aims to offer challenge and adventure to all its members. We believe in helping our young people fulfil their potential by working in teams, learning by doing and thinking for themselves. We're working to make Scouting available to all and we're passionate about what we do.*

*Through the adventure of Scouting, young people get to take risks in a safe environment, and have their first taste of responsibility. We give young people experiences they'll never forget. The sort of adventure we offer is the chance to experience something different and the opportunity for young people to discover their potential. When a Beaver*

*Scout wakes up the morning after a sleepover or a Cub Scout has just got over their fear of heights by completing their first abseil – that's adventure.*

All this is made possible by the efforts of our dedicated team of hard working voluntary adults – like you! Our training scheme and one-to-one support ensures that each of our volunteers gets to make the best use of their skills and talents. Our adults have a responsibility to make the Programme fun and exciting. They also make sure that it is safe. Our policies, rules, code of behaviour and advice on child protection and safety are there to ensure our young people stay safe while they enjoy themselves and learn.

## A BIT OF BACKGROUND

### **A little history...**

Scouting was started in 1907 by Lord Robert Baden-Powell. Baden-Powell's book, *Scouting for Boys*, established the principles upon which Scouting is based. Those core values remain, and along the way Scouting has evolved into a modern, forward looking force for good.

Today, the purpose of Scouting is to contribute to the development of young people. We help them achieve their full potential, as individuals, as responsible citizens and as members of their local, national and international communities. 5<sup>th</sup> Woodley was established in 1974.

### **The impact of Scouting**

But don't just take our word for it. An independent study of Scouting's impact on young people and volunteers highlights how Scouting delivers real benefits to our members through to the activities we run and the way that we run them. The study had three clear findings:-

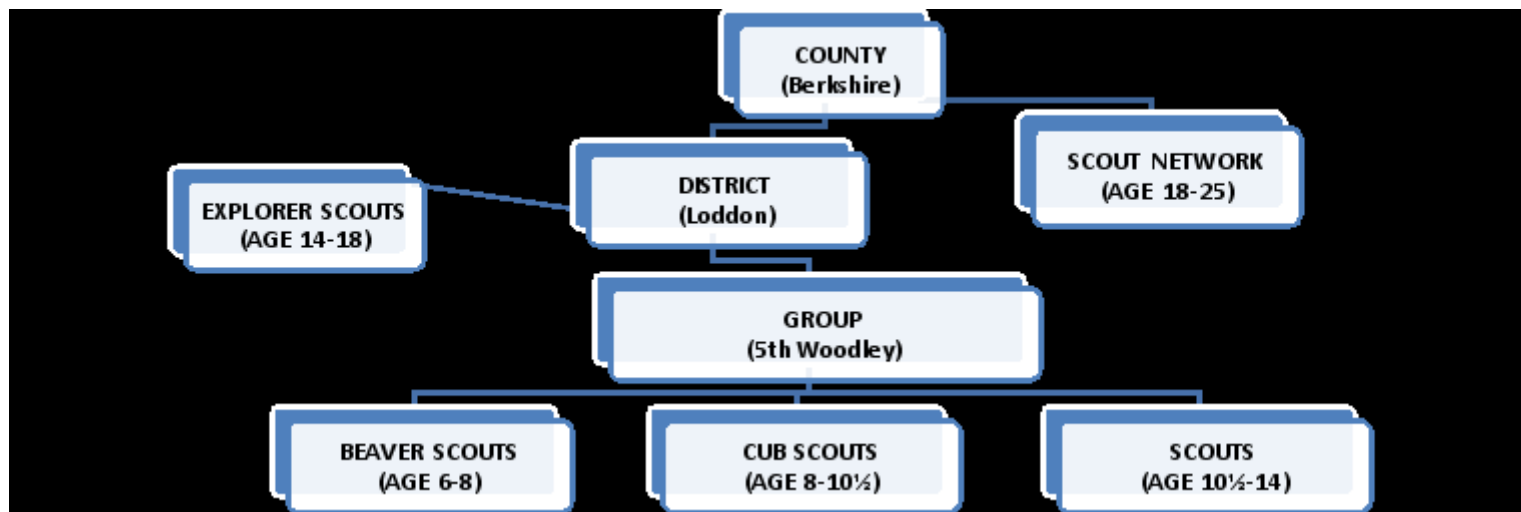
- ❖ *Scouting provides a unique package of inter-related benefits: having fun, building relationships, taking part in activities as well as the opportunity to contribute to the community.*
- ❖ *Scouting develops the leaders of today and tomorrow. External organisations said that staff who had been involved in Scouting were above average employees across a range of attributes.*
- ❖ *Scouting is an important community resource.*

*So by joining Scouting, it's giving young people the opportunity to be the best they can – and that's what we have always done...*

## So how is Scouting organised?

There are 400,000 young people in UK Scouting, spread across five age ranges: Beavers, Cubs, Scouts, Explorers and the Scout Network. Each section has its own balanced programme of activities, badges and awards - our 100,000 UK adult volunteers help deliver this.

The structure of the age groups within Scouting are shown on the diagram below:



## How is the Group set up?

Both Beaver colonies feed both Cub packs and both Cub Packs feed both Scout Troops.

We have two <b>Beaver Colonies:</b>	Grasshoppers meet on Tuesday evenings.	Time: 17:45 to 18:45
	Crickets meet on Thursday evenings.	Time: 17:45 to 18:45
We have two <b>Cub Packs:</b>	Wasps meet on Tuesday evenings.	Time: 19:00 to 20:30
	Hornets meet on Thursday evenings	Time: 19:00 to 20:30
We have two <b>Scout Troops:</b>	Darwin meet on Wednesday evenings	Time: 19:00 to 21:00
	Grenfell meet on Friday evenings.	Time: 19:30 to 21:30



**Beaver Scouts** are our youngest members. The Colony usually meets weekly to take part in a wide range of activities including games, crafts, singing, visits and good turns, along with plenty of outdoor activities. They will also have the opportunity to take part in the fun and excitement of camps and sleepovers. It may be the first time they spend a night away from home so it's a real adventure for them.



Cubs.

A **Cub Scout Pack** can have up to 36 Cub Scouts and is split into smaller groups called Sixes. Cubs take part in a wide range of activities designed to interest and challenge them. A Cubs meeting consists of games and activities with plenty of time spent outdoors. Camps are some of the most memorable events of the year for



Throughout the year, Scouts learn various skills, such as map reading, camp cooking and first aid in preparation for camp..

Each **Scout Troop** consists of small units of 6-8 scouts called a Patrol, usually led by a Patrol Leader. Outdoor activities feature prominently in the Scout Troop, with the highlight being camping.



**Explorers** are encouraged to lead themselves in deciding the programme and direction of the Unit, with the support and guidance from leaders. The section also includes the Young Leaders' Scheme, where young people are able to take on a leadership role in one of the younger sections. There is wider scope for activities like offshore sailing, campaigning, performing, parascending, mountaineering and expeditions.

### NETWORK

The **Scout Network** is a group who meet in a Scout County or District and have an interest in both Scouting and their own personal development. They lead and organise their own activities. Members will become specialists in activities, take part in expeditions and major community projects and take part in.

**How is the Group run?** The Group is managed by the Executive Committee comprising of parents and leaders – all are volunteers. Many parents help with the running of the Group. If nobody helps then the Group will disappear. If you would like to help in any way, no matter how small, then please do not hesitate to ask any Leader or member of the Executive.

**How is the Group funded?** The Group is totally self-funded. We receive no money from the Scout Association - indeed we pay them a fee based on the number of people invested in the Group. Your subscription and monies from fund raising by parents supports the Group. Additionally, we can reclaim back from the Inland Revenue 28p for every £1 you pay at no extra cost to yourself. The government has made it easier for organisations to reclaim this by parents just saying in writing that they wish to donate to the Group. All you have to do is simply fill in the Gift Aid Donation slip on the Bankers Order Form (you must be an income tax payer to sign).

**How do I pay?** We ask all parents to pay by standing order. There is a one-off £10 joining fee which includes the cost of a group T-shirt, Necker and Badges, and then a quarterly subscription of £30 taken on 31<sup>st</sup> January, 30<sup>th</sup> April, 31<sup>st</sup> July and 31<sup>st</sup> October each year.

**Please note that it is the parent's responsibility to cancel the standing order when their child leaves the Group. No refunds will be given for overpayment.** Please advise the section leader if your child stops attending.

**Please complete the Bankers Standing Order Form and return together with a cheque for £40 to 5<sup>th</sup> Woodley Scout Group (£10 joining fee plus £30 first quarter subs) and completed Membership Application Form.**

We ask that you let us know of any changes to emergency contact details or any changes in your child's medical details.

**Where does the money go?** About one third of your subscriptions covers the levy we pay to the Scout Association, half covers the cost of running the hut and the remaining goes towards equipment, badges etc. We rely heavily on fundraising to provide major items of equipment and to carry out major repairs on the hut. Leaders are voluntary and receive no payment for running the Group.

**What happens next?** Following receipt of your application, the appropriate section leader will explain when and how your child will join the Group. Each Section runs its own programme and puts on events to which parents are invited. The Group holds special activities for all the Sections throughout the year together with fundraising activities. Parents attend some of these activities which include the Family Camping Weekend and Barbeques. They also help in fundraising events including Woodley Pagoda sales, Carnival, Raffles etc.

**Uniform** Each section (Beavers / Cubs / Scouts) have their own uniform. This can be purchased from a variety of locations but we actively encourage people to use the local Scout Shop which is run by Loddon District. All profits from the shop are fed back into Scouting and returned to the Scout Groups based on their share of trade.

**Scout Shop** 1st Woodley Scouts, The Close, Southlake Crescent, Woodley RG5 3QL  
It is open on **Thursdays: 15:00 to 17:00 & 17:00 to 21:00** and **Saturdays: 10:00 to 12:00**.  
This shop is staffed by volunteers and 5th Woodley get a dividend, based on the sales to our Group members.

**5<sup>th</sup> Woodley specific clothing** You can also buy from the group a small amount of 5<sup>th</sup> Woodley specific clothing: T-shirts, caps, beanie hats and hi-visibility bags. These are useful for camps and summer activities and in particular when we attend wider Scouting events to help identify our young people. The clothing is held at the scout hut and available from the Leaders.

**Keeping up to date** Other than of course talking to the children and parents during the meetings, we use email as our primary source of communication. We do not pass email addresses to anyone that does not need it as part of looking after your child during a meeting or activity. We have a website [www.5thwoodley.org.uk](http://www.5thwoodley.org.uk), a Twitter @5thwoodley account and you can become friends of "Fifth Woodley" on Facebook, we have a closed Facebook group "5<sup>th</sup> Woodley Scout Group" as well as specific groups for camps etc.

### Your child's attendance

It is really important that you keep your Leader up to date when your child is unable to attend, whether it be because you are away on holiday or your child is sick. This helps us to monitor our numbers each week. In the situation where you have **not** been able to advise your Leader, we do in fact operate a system whereby; if we have 3 consecutive absences without good reason, we will revoke your child's subscription to 5<sup>th</sup> Woodley. We hope that this does not happen, but if it does you will be notified by a phone call and via email. It will then be that Leader's discretion as to what action to take therein.

## DBS (Disclosure Barring Service)

Dear Parents

Due to the national Child Protection Act, any adult who comes into contact with any child within the 5th Woodley Scout Group environment has to be what is called, “DBS checked”. This means a police check to make sure that no-one we let near your children has anything on record which might mean they could put your child at risk. We’re sure that plenty of you may have already come across this at work or perhaps other leisure activities and appreciate that we have to do this to ensure the safety of your child - something we all care deeply about.

If we could get every parent of every child within 5th Woodley “DBS cleared” it would mean that any parent could attend/help out at any activity we may run in the future. It would also mean that we do not have to stop and check who we can let in to help and who we cannot.

We would therefore ask that they you complete the DBS form and provide the two proofs of identity needed (sorry, even if we’ve known you for years - even leaders who have been Scouting for a long time had to do this). The form will then be sent off and we will get back notification that it is OK to have you with the children.

Please ask your child’s section leader for a form - which has to be completed at the hut - and bring your identity proofs with you (e.g. driving licence, passport, NI number and a utility bill of some sort) and a utility bill or bank statement (we don’t need to see the figures!) as we need to verify your address. Thank you.

5<sup>th</sup> Woodley Scout Group

---

## PHOTOGRAPHY AND VIDEOS

Dear Parents

We like to display photos of the children within 5<sup>th</sup> Woodley Scout Group in the hut (without names on). We also occasionally invite the press to take pictures of certain events (without names) e.g outside visits, cool camp etc.

In the specific event that a name appearing would be suitable, separate permission would be sought for this.

Please, if you would rather you did not have your child appear in such photos please notify us in writing or by email to [info@5thwoodley.org.uk](mailto:info@5thwoodley.org.uk), thank you.

If you have any concerns and wish to discuss these, please feel free to contact your child’s group leader.  
Many thanks.

5<sup>th</sup> Woodley Scout Group

## MEMBERSHIP APPLICATION FORM

<b>Start Date:</b> _____		
Joining (please circle):- <b>Cubs:</b> Wasps(Tues) / Hornets (Thurs)		<b>Beavers:</b> Grasshoppers (Tues) / Crickets (Thurs) <b>Scouts</b> Darwin (Wed) / Grenfell (Fri)
Surname:	Forename(s):	Date of Birth:
Family name if not Surname:		School :
Ethnic Origin – please tick (This information is requested by Scout HQ)		
Asian <input type="checkbox"/>	Black <input type="checkbox"/>	Mixed Race <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/>
Address:		Post Code:
Home Tel:	Parent Mobile Phone:	
Parent's Email:	Child's email:	
Emergency Contact Name:	Telephone:	
Any health problems, allergies or special needs? (speak to section leader if confidential)		
<b>If necessary continue on reverse</b>		
Any expertise you can offer the Group?		
<p>I accept that the Scout Group will be keeping information about my child's membership of the Scout Movement for Scouting purposes.</p> <p>I give explicit consent to the holding of information of my child's health; disabilities; religion/faith; race/ethnic origin again for Scouting purposes.</p> <p>I <b>give / do not give</b> consent to the disclosure of any information held to third parties associated with the Scout Movement in order that they may offer products and services which may be of interest. (Please circle.)</p>		
Signed:	Date:	

Please enclose this form along with a cheque made payable to **5<sup>th</sup> Woodley Scout Group** for **£40.00** (includes £10 joining fee and first quarter subs of £30) along with the signed Bankers Standing Order Form to a Leader. If you have more than one child at 5<sup>th</sup> Woodley, we require a banker's order form for each child.



## BANKER'S ORDER FORM

Name of your Bank:		Your Name:	
Address of Bank:		Your Address:	
	Post Code:		Post Code:

Your Bank Account Number:									
Your Bank Sort Code:			-			-			

Dear Sirs,

I, \_\_\_\_\_ (*your name*) request you to pay to BARCLAYS PLC Reading Branch, PO Box 27, Reading, RG1 2HN for the credit of '5<sup>th</sup> Woodley Scout Group'.

**Account No:** 00371416 **Sort Code:** 20-71-03 the sum of **Thirty pounds (£30) quarterly**, until this order is cancelled in writing.

The order is to start on the last day of the month of **Jan / Apr / Jul / Oct 20**\_\_

Please quote the reference: \_\_\_\_\_ (*your child's name*)

N.B - Wherever, there is more than one payment due to 5<sup>th</sup> Woodley from the same account but with different names stated as the reference, please ensure that these payments are set-up separately.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## GIFT AID DONATION

I confirm that:

- I would like 5<sup>th</sup> Woodley Scout Group to treat the subscription I pay from today's date as Gift Aid Donations, until I notify you in writing otherwise,
- I am an income tax payer.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please note:** It is your responsibility to cancel this standing order with your bank when your child leaves the Group. Please notify the section leader or membership secretary in writing when your child has stopped attending.

Office use: Bank reference: ..... Date sent: .....

Start: .....



# Privacy Statement



Berkshire Scouts takes the issue of privacy very seriously and is committed to protecting and respecting our users' privacy online. This Privacy Statement sets out our current data processing practices and should be read in conjunction with our terms and conditions. If you have any queries or concerns regarding these practices, you should contact us at [support@berkshirescouts.org.uk](mailto:support@berkshirescouts.org.uk)

This Statement should be read in conjunction with the Data Protection Policy, available at [www.berkshirescouts.org.uk](http://www.berkshirescouts.org.uk).

## 1. The information we collect

The only circumstances in which we will provide any of your personal data to a third party for non commercial purposes are those contained in this Privacy Statement.

## 2. Registration information

Registration on [berkshirescouts.org.uk](http://berkshirescouts.org.uk) is generally based on information located on The Scout Association's membership management system (currently Compass). Information captured includes your name, email address, telephone number, and roles. This process happens automatically for any member of Scouting within Berkshire who holds a full role, excluding Occasional Helpers. You may opt-out of this process by contacting the support team.

## 3. Sharing of data

We may share data supplied by you (or collected about you) with other parts of The Scout Association, or communication tools that we utilise to enhance your experience. This includes email newsletter services. For an up-to-date list of parties we may share data with, please contact the support team.

## 4. Legal jurisdiction

All personal information and details are primarily held on and processed by computers situated in the United Kingdom. Where the need arises to store information outside of the United Kingdom, precautions such as encryption, secure transfer, or anonymisation will be taken as necessary.

## 5. Email Communication

[Berkshirescouts.org.uk](http://Berkshirescouts.org.uk) will as part of its normal operation send out notifications via email. These emails may pertain to actions you have taken (such as applying for activity permits), or your role (for example the need to assess or approve an application).

## 6. Disclosure of data by order of a Court and Security

We reserve the right to communicate a Member's personal information as we hold to third parties who are empowered by regulation, statute or order of a court.

We have security measures in place to protect our customer database. Access to this database is

restricted internally. However, it remains each Member's responsibility:

- to keep their password secret
- to protect against unauthorised access to your personal details
- to log off from berkshirescouts.org.uk when not using it; and
- to ensure against use by anyone else of berkshirescouts.org.uk through the machine that Member uses while they are "logged on" to berkshirescouts.org.uk
- to search and obtain only the data specifically required and allowed for relating to their role.

## 7. Use of cookies by Berkshire Scouts

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site

The table below explains the cookies we use and why.

Cookie	Name	Purpose	More information
Google Analytics	_utma _utmb _utmc _utmz	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.	<a href="#">Click here for an overview of privacy at Google</a>
Session cookies	PHPSESSID	This cookie is used to store your username (not password) in order to keep you logged in for a period of time. This is a session cookies and only lasts as long as your browser is open.	This cookie is essential to the running of the site and member areas.
Website optimisation	__cfduid	This cookie is used by CloudFlare to speed up page loading times. It does not store user information.	This cookie is essential to the running of the site and member areas.
Social sharing	__atuvc __atufs	These cookies are associated with the AddThis social sharing widget which is commonly embedded in websites to enable visitors to share content with a range of networking and sharing	This cookie is required to allow users to share on common social media platforms.

		platforms. They store an updated page share count.	
--	--	--	--

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>

## 8. The Data Protection Act and the General Data Protection Regulation

You can obtain further information about data protection laws by visiting the Information Commissioner's website at [http://ico.org.uk/for\\_organisations/data\\_protection](http://ico.org.uk/for_organisations/data_protection)

## 9. Contacting Berkshire Scouts

If you want to contact us to raise any questions about this privacy statement, or any general matters relating to [berkshirescouts.org.uk](http://berkshirescouts.org.uk), you can contact us using this email address:

[support@berkshirescouts.org.uk](mailto:support@berkshirescouts.org.uk)

Please use this address if you wish to request from us a copy of the personal data we hold about you.

## 10. Google Analytics

Visitors to this website who have javascript enabled are tracked using Google Analytics. Google Analytics collects the following types of information from users:

- Type of user agent (web browser) used, software manufacture and version number.
- Type of operating system
- Screen colors (color processing ability of the users screen)
- Javascript support
- Flash version
- Screen resolution
- Network location and IP address
- Can include country, city, state, region, county, or any other geographic data.
- Hostname
- Bandwidth (internet connection speed)
- Time of visit
- Pages visited
- Time spent on each page of the website
- Referring site statistics
- The website (URL) the user came through in order to arrive at this website (example: clicking on a hyperlink from Yahoo.com that took the user to this website)
- Search engine query used (example: typing in a phrase into a search engine like Google, and clicking on a link from that search engine)

This data is only used to optimise our website for our visitors.

This data DOES NOT include any personalised identification information such as: names, phone numbers, email addresses or postal addresses.

Each Scout Group, District and County/Area/Region Executive is a Data Controller with overall responsibility for compliance with relevant legislation/regulation. Any terms in this policy and preferences on our website will only influence communications from Berkshire Scouts.

**September 2018**