

# Next steps

on your volunteering  
journey...



**Scouts**

Wrexham

# 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...

## YOUNG PEOPLE FIRST Safeguarding – a code of practice



scouts.org.uk/safeguarding

THIS CARD IS FOR ALL ADULTS IN SCOUTING. IT CONTAINS  
ESSENTIAL INFORMATION – KEEP IT WITH YOU. Version 5  
2012

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

### WHAT DO I DO IF...?

If you suspect a young person is being abused, a young person confides in you, someone has a concern or makes a complaint about any adult or about you, it is your duty to report it.

If a young person tells you they are being abused, you should do the following.

1. Allow them to speak without interruption and accept what they say.
2. Be understanding and reassuring but do not give your opinion.
3. Tell them that you will try to offer support but that you 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 wherever possible.
6. Pass your notes to your Group Scout Leader or District Commissioner, making sure you sign and date them.
7. Make sure that Scouting activities pose no further risk to the welfare of young people.

If you are concerned about a young person's safety and well-being, or there is a concern, complaint or allegation about an adult or yourself, you should do the following.

1. Tell your Group Scout Leader or District Commissioner immediately.
2. Write careful notes of what you witnessed, heard or were told.
3. Sign, date and pass your notes to your Group Scout Leader or District Commissioner.
4. Make sure that Scouting activities pose no further risk to the welfare of young people.

If the young person is at immediate risk of significant harm, contact the police or social services. Tell your Group Scout Leader or District Commissioner when you have done this.

Any adult in Scouting has the right to report concerns or suspicions about another member in confidence and free from harassment.

You must refer any concern or complaint to your Group Scout Leader or District Commissioner. **DO NOT** investigate it yourself.

If you are in any doubt about what to do, contact the Scout Information Centre.  
0845 300 1818 or email: [safeguarding@scouts.org.uk](mailto:safeguarding@scouts.org.uk)

## CODE OF BEHAVIOUR



- Do keep to this code at all times.
- Do treat everyone with dignity and respect.
- Do set an example for others to follow.
- Do treat all young people equally – do not show favouritism.
- Do plan activities that involve more than one other person being present, or at least are within sight and hearing of others.
- Do follow the recommended adult-to-young-people ratios for meetings and activities.
- Do respect a young person's right to personal privacy.
- Do avoid unacceptable situations within a relationship of trust, for example a sexual relationship with a young person who is over the age of consent.

- Do have separate sleeping accommodation for young people, adults and Young Leaders working with a younger section.
- Do allow young people to talk about any concerns they may have.
- Do encourage others to challenge attitudes or behaviour they do not like.
- Do avoid being drawn into inappropriate attention-seeking behaviour, for example tantrums and crushes.
- Do make everyone – young people, parents and carers, Young Leaders and other helpers – aware of our safeguarding arrangements.
- Do remember this code at sensitive moments, for example when helping someone who has been bullied, bereaved or abused.
- Do tell other leaders where you are and what you are doing.
- Do remember someone else might misinterpret your actions, even if you mean well.
- Do take allegations or concerns of abuse seriously and refer them to your Group Scout Leader or District Commissioner immediately.

- Do not trivialise abuse.
- Do not form a relationship with a young person that is an abuse of trust.
- 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 allow abusive activities, for example initiation ceremonies or bullying.
- Do not take part in inappropriate behaviour or contact, whether physical, verbal or sexual.
- Do not take part in physical contact games with young people.
- Do not make suggestive remarks or threats to a young person, even in fun.
- Do not use inappropriate language when writing, phoning, emailing or using the internet.
- Do not let allegations, suspicions or concerns about abuse go unreported.
- Do not rely just on your good name 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...

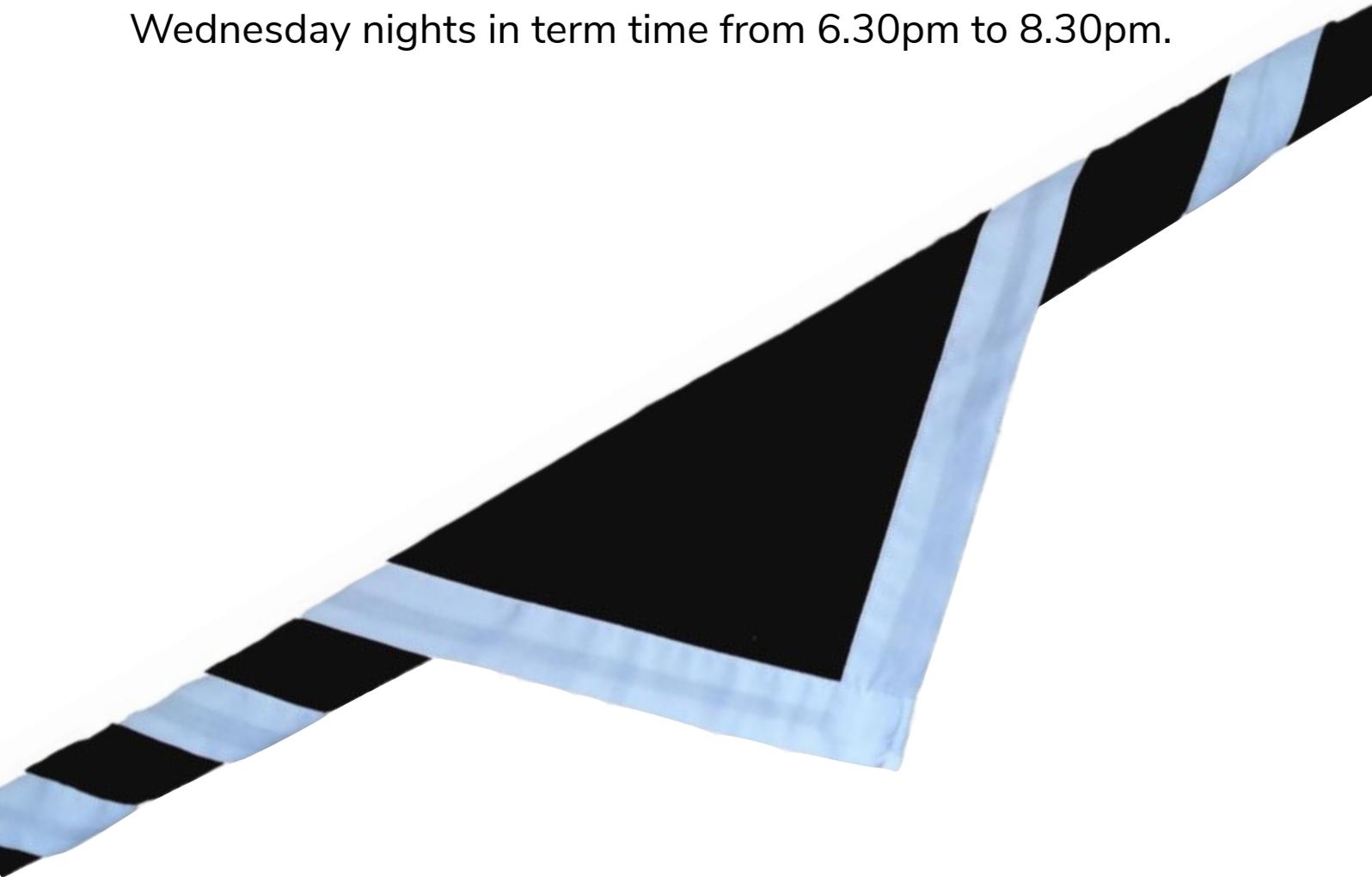
- Keep to the Yellow Card guidelines
- Make sure that every activity you do has a named Leader in charge, and that this person, the other adults, and the young people know who it is
- Be aware of the number of young people are taking part in the activity you are running and you do frequent head counts 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!

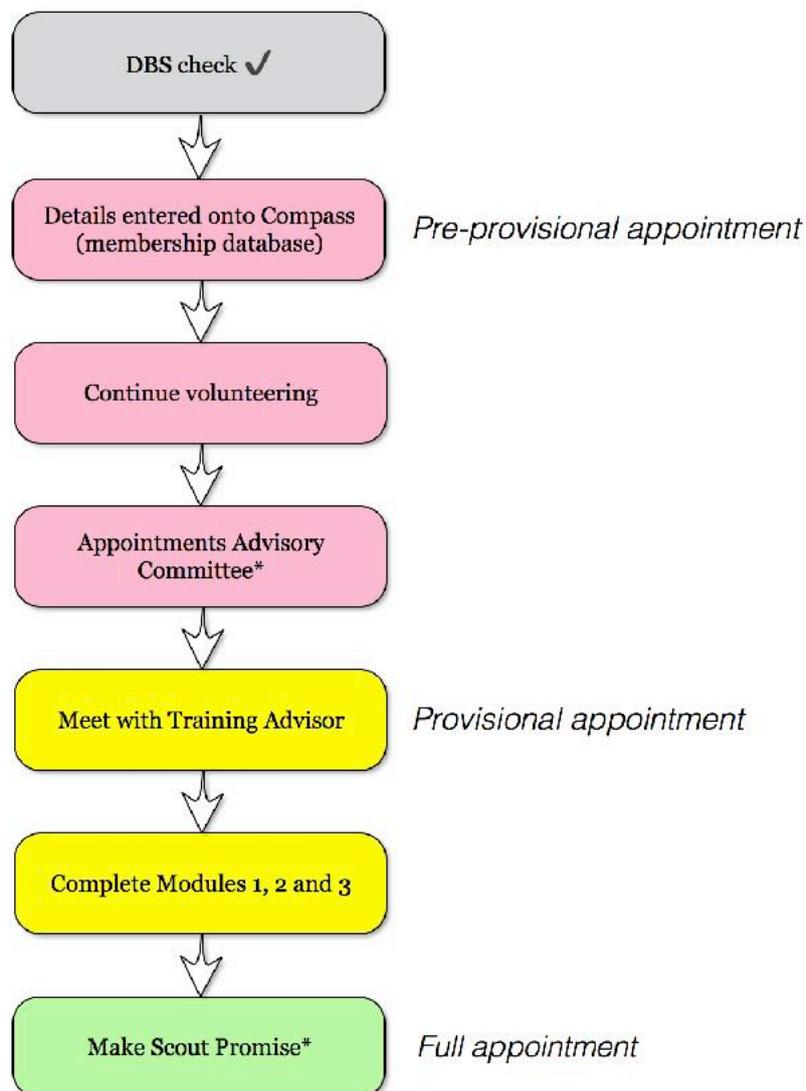
Each Group has a different coloured necker. There is a District necker which is black with a light blue border, worn by members of the District Team and all Explorer Scouts.

You can get your uniform from Wrexham Scout Shop which can be found in Wrexham District Scout HQ and is open Wednesday nights in term time from 6.30pm to 8.30pm.



# 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 & 3. Module 1 is about Essential Information: child protection, safety and fundamentals of Scouting. Module 3 is Tools for the Job and goes through how to actually run a Section. Confusingly Module 2 isn't actually a proper module, it's just completing your training plan with your Training Advisor.

**All training dates are at [wrexhamscouts.org.uk/training](http://wrexhamscouts.org.uk/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

Phone

For lots more information see our website

**[wrexhamscouts.org.uk](http://wrexhamscouts.org.uk)**

and the UK website

**[scouts.org.uk](http://scouts.org.uk)**

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!

