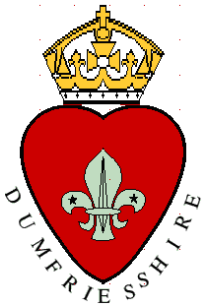




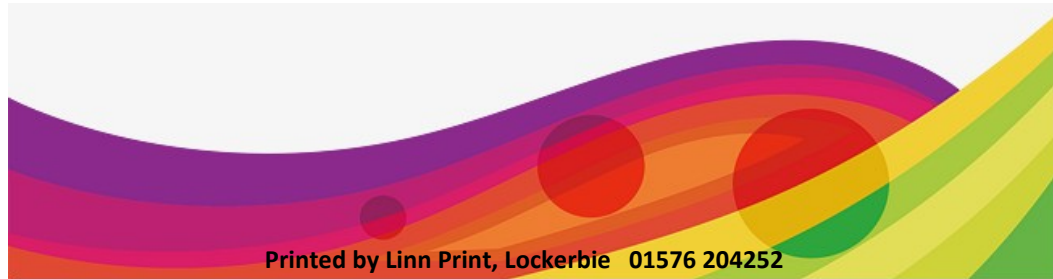
Lockerbie Scout Group

9th Dumfriesshire



Lockerbie Scout Group

Welcome Pack



Welcome to Lockerbie Scout Group 9th Dumfriesshire.

Lockerbie Scout Group 9th Dumfriesshire have taken an active part in our community in Lockerbie for over 100 years, having an active healthy membership across all sections of our Scout Group.

Our **members** are incredibly important to all of us here at Lockerbie Scout Group, we pride ourselves on:

- inclusion of all members, working together as part of a team, promoting confident individuals, supporting individual needs, developing social awareness, respecting and valuing each other in a nurturing environment, having a positive attitude and skills building to create skills for life, resilience and leadership.

All of this is done while working on different badges, and having a lot of **FUN** allowing children and young people to be themselves.

Each Section Leader will create a termly programme and focus on supporting every child to achieve their own badges. A badge ceremony will take place at certain times of the year and will be organised by The Leader Team where parents and guardians will be invited to come along and celebrate every child's success. Each Section will discover and engage in our community by taking part in local events and having lots of fun making their Section Leaders and parents extremely proud.

Fundraising and community events range from the *Annual Gang Show* which is our groups biggest fundraiser, to sponsored walks, Santa Run, January Fayre, annual Lockerbie Christmas card delivery, snow clearing. Fundraising helps us raise money for Lockerbie Group which in turn is given back to your children (Our Members).

All our sections run through **school term time** except bank holidays and The Leader Team will keep all parents fully up to date each term or via a newsletter or Facebook page.

Step 2 – Formal complaint

If the complaint is not resolved via the informal route a formal complaint can be made.

The parent/carer must write to or email the Section Leader (*see exception below) The Section Leader will check the facts and circumstances of the complaint. For example to check that the complaint isn't vexatious or malicious or is not similar to a previous complaint and already been heard. If this is the case the leader would write or email to reject the complaint.

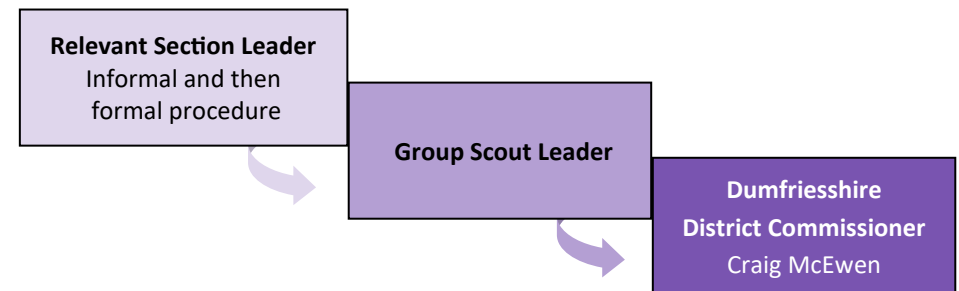
The Section Leader will acknowledge the complaint in writing within 7 days and will also inform the Lockerbie Scout Group Executive Committee.

The Section Leader would investigate the complaint or ask a third party who is better suited to investigate. The complainant will be updated at least every 4 weeks. The Section Leader will write to or email the parent/carer to explain the outcome of the investigation including any changes to be made.

*Exception - If the complaint is about the Section Leader the parent/carer could choose to make the formal complaint in writing to the Group Scout Leader rather than the Section Leader. If the complaint was about the Group Scout Leader the parent/carer could choose to make the formal complaint in writing to the Dumfriesshire District Commissioner.

If the parent/carer is not satisfied with the outcome of the formal complaint they can then raise this to the next tier. This would be the Group Scout Leader in the first instance and then the Dumfriesshire District Commissioner.

Procedure and Escalation route



Complaints Procedure

At Lockerbie Scout Group we hope that any problems or issues parents/carers have are shared, discussed and solved very easily with the local section leader. We always aim to work collaboratively with all parents/carers and children and encourage open dialogue, discussion and suggestions for improvement.

In the rare situation where a parent/carer feels the need to raise a complaint about their child's scouting experience it is important that the correct procedure is followed. This will ensure the complaint is handled by the person best suited to resolve it and a resolution is found as quickly as possible.

All complaints should be initially made at the most local level (*see exception below). The complaints procedure is set out below. If a complaint is made at the wrong level (i.e. to the Dumfriesshire District Commissioner rather than a local leader) a parent/carer may then reduce or lose their right to appeal. The complaints procedure is based on a series of levels and by going in at the lowest suitable level it then gives a parent/carer a higher level to appeal too if needed. The flow chart at the end of this shows the various levels, escalation route and named contacts.

Step 1 – Informal complaint

Parents/carers should discuss any complaints with the relevant Section Leader (*see exception below). It is hoped that most complaints can be resolved informally through discussion.

At this stage it is an informal complaint and the Section Leader would investigate the complaint or ask a third party who is better suited to investigate.

The parent/carer and Leader would reach agreement on how the complaint was resolved and what changes, if any, would be introduced.

*Exception - If the complaint is about the Section Leader the parent/carer could choose to make the informal complaint to the Group Scout Leader rather than the Section Leader. If the complaint was about the Group Scout Leader the parent could choose to make the informal complaint to the Dumfriesshire District Commissioner. In many cases discussing the issue initially with the Section Leader concerned may still be the most suitable option to find a mutually agreeable solution.



Beaver Colony

Beaver Scouts is the first and youngest section in the Scout Group for 5¼ to 8 year olds. As a Beaver, your child will join their Colony in exploring the outdoors, developing creative skills, discovering their community, playing games and making friends. After a few weeks of attending Beaver Scouts, your child will be 'invested'. This is when they commit to the Group and take their promise. At this time, they will get their uniform, necker and investiture (joining in) badges. We have children from 14 primary schools in our area, so as you can imagine we have a strong Beaver colony. At the beginning of each Beaver session we do our "Beaver Yell", this is a great way for everyone to learn each other's name. It is best to wear something comfortable and practical to Beavers. We often do activities including painting and we don't want to spoil any good clothes. Please feel free to ask any questions to the Leader Team, they are all very friendly. At the end of Beavers each member may earn the Bronze Chief Scout Award.



Cub Pack

The Cub Pack is the second section of the Scout Group following on from Beavers. Cub Scouts are young people aged between 8 and 10. Cubs enjoy exploring the outdoors at various camping activities along with helping out in their community and achieving badges as with the other sections. At the end of each members time in Cubs if they have achieved all their challenge badges they will earn the Silver Chief Scout Award.



Scouts aims to build and develop young people's confidence, sense of adventure and outdoor skills, as well as encouraging them to explore their beliefs and attitudes and be creative. Scouts offers 10 to 14 year olds the opportunities to put these skills into practice at camps and even on international trips.

Scouts are encouraged to work together and take the lead on all sorts of projects, from community-based work to planning games and activities for their meetings.

Each Leader will concentrate on a certain badge for 6 weeks or more. On a section night there are 4 bases, each base is run by a member of the Leader Team who runs their own badge work. Each base is run approximately 25 - 30 minutes and then rotated. This allows the Scouts to get a variety of Scouting activities on a section night.

There are a huge number of badges available across all sections of Scouting, some of these might be to reward proficiency or endeavour in a certain skills area, while others might be for time spent in the movement, for becoming a member of the next section, or for taking part in particular challenges or expeditions. On achieving all their challenge badges they can gain their Gold Chief Scout Award, the highest badge at Scout level.

Our Scouts can eventually move on to Districts, Explorers or Network where they can work towards more badges and awards and with a bit of hard work and effort achieve the highest award in Scouting **The Queen's Scout Award.**

Policies

To make sure that all the young people involved with Lockerbie Scout Group have a safe and positive experience we follow a set of rules and policies. Detailed information can be found on the Scout Scotland website.

Policy, Organisation and Rules (POR) – this defines the structure of Scouting in the United Kingdom and Lockerbie Scout Group follow this.

Safety policy – all our Leaders have a disclosure check before starting their role. Every Leader holds a 'Young Person First – safeguarding code of practise card' (yellow card) which sets out the Leader's code of behaviour. We also carry out risk assessments before we do any activities, have the correct insurance and have Leaders trained in First Aid. Please see 'Safe and Sound' leaflet for parents on the website.

Data Protection Act – we need to keep some information about each young person. We only keep what we need for as long as we need it, we make sure it is up to date and we keep this secure and comply with the "GDPR" regulations.

On joining Lockerbie Scout Group you will be asked to complete the **Young Persons Information form** to ensure we meet the children's additional needs ie. allergy, disabilities, emergency contacts. Some of this information is for an anonymous census for www.scouts.co.uk.

Photography – we take photographs of our members which are used in a variety of ways including the local media and social media. You can ask for your child not to be photographed and leaders will make sure this happens.

Complaints process – we do hope you have a positive experience at Lockerbie Scouts but we do have a complaints process – please see attached.



Become a member or volunteer with our Group:

Member: You can join Scouting at any stage in your life. Many young people are introduced to Scouting by joining Beavers and progressing through Cubs, Scouts and Explorers. At 18, young adults can choose to continue the Scouting adventure by joining the Scout Network or stay on as an adult volunteer. To become a member you can either contact the Group Scout Leader or the relevant Section Leader at a weekly meeting or via the website or Facebook page.

Section Leader or Assistant Section Leader or Section Assistants:

We welcome the assistance of any qualified Section Leaders or Assistant Section Leaders to our Group. Should you not have the qualifications but would like to assist the leaders on a regular or flexible basis, the Scouting Association can provide a comprehensive programme of training to build on existing skills and knowledge

Group Scout Council: When your child becomes a member of our Group, so do you. The Group Scout Council meets regularly and assists at fundraising events, supports the Section Leaders and the Group.

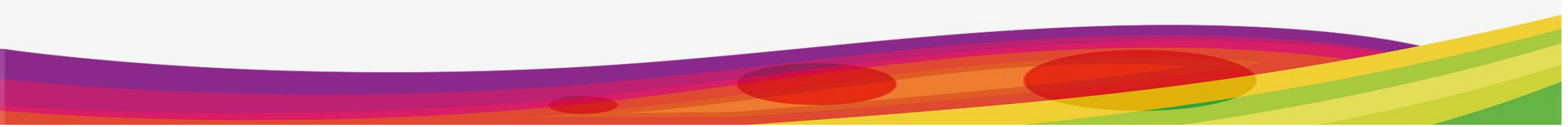
Executive Committee: is made up of parents/carers of children from our Scout Group, Section Leaders and community members. We have a **Chairperson**, Treasurer and Secretary and aim to have a parent/carer from each section in the Group on the Committee. To ensure we have a good spread of opinion and representation. **Members can also be co-opted onto the Executive by the Group Scout Leader.** Our meetings are informal, we enjoy chatting about the things going on in the Group, ensuring the Group fulfils the aims of The Scout Association, assisting in decisions regarding our Group's property and finances, and provide support to our Leaders.

There is some flexibility in age when a member moves from one group to another; parents and Group Leaders will discuss and agree when a member is ready to transition to the next section.

PARENT/GUARDIAN'S INFORMATION

As well as making sure the children/members settle well into Lockerbie Scout Group, we also want to make you feel welcome as soon as possible. We therefore have a listening ear to any of your queries at the beginning and the end of any Section night, alternatively you may contact any Section Leader via call or text. Sometimes, as you can appreciate it is busy, but we will always do our very best to help. In particular, if there is anything worrying you or your child we would like to know so that we can address the concern immediately.

Everyone settles into something new in different ways and we encourage parents and guardians to do what they feel is best for their child. Some children are happy to stay alone during their first evening and some children like to have someone to stay for a short while. The older sections may "Buddy" up with someone they know from school or a friend. We are flexible and accommodating so please just ask a Leader who will be more than happy to listen.



Cost of Membership:

Subscriptions: Currently set at £1.50 per weekly meeting for each of the sections. These fees pay for building maintenance and insurance, heating, lighting, water, waste collection and general scouting activities.

Capitation: Currently set at £29.50 for 2019, is requested in October and must be paid by January 31st. A mandatory fee paid by every member of a Scout Group to the District Scout Group. This fee covers the cost of running the Regional and Scotland Scouting Association and provides insurance for the groups, safeguarding advice, Leader training, legal services and funds public campaigns on behalf of Scouting. Capitation can be paid in instalments.

Uniform: See section on uniform for required items, optional items, prices and where the uniform can be obtained.

Local Camps: Currently £15-20 per camp to cover cost of camp site fees and food for the event.

National and International Camps/Jamborees/Travel:

Costs to attend these events are calculated by the Section Leaders, and if members and their parents/carers are in agreement with the proposed costs, the trip would be organised. A wide variety of fundraising events would be undertaken by the Group to reduce the parental contribution towards the cost of the camp.

The Benevolent Fund:

It is the policy of Lockerbie Scout Group that no one should be excluded from Scouting activities on financial grounds. A hardship fund exists to assist those having difficulty. If you feel that you might benefit from this fund, either by reducing a payment or paying over an extended period, please contact any Section Leader in complete confidence.



UNIFORM

Beavers wear a turquoise sweatshirt with a Lockerbie, black and red necker and a plastic woggle the colour identifies their Lodge. Purchased from The Section Leader once the Beaver has completed his/her promise. The cost is £22.50. Additional items of uniform i.e. cap, polo shirt can be purchased from the Section Leader. Beavers are encouraged to wear loose trousers suitable for messy and active activities. On parade days Beavers are expected to wear black school trousers or skirt and black shoes.

Cubs wear a dark green sweatshirt with a Lockerbie necker and a woggle in the colour of their Six. Jumper (£14.50) is purchased from Scout Shop, Glasgow once the Cub has completed his/her promise, The Leader provides a necker and membership badges (£7). Additional items of uniform i.e. cap, polo shirt can be purchased from www.glasgowscoutshop.com. On parade days Cubs are expected to wear black school trousers or skirt and black shoes.

Scouts wear a teal green shirt or blouse (£20), navy blue activity trousers or shorts (£29), a Lockerbie necker woggle (£1), Scout belt (£8) and black lace-up boots (£20). Purchased from www.glasgowscoutshop.com. The Leader provides a necker (£4.50) and membership badges (£2.60). On parade days Scouts can wear their uniform with activity trousers or a regimented uniform of kilt, black brogues, nude tights for girls and lovet green socks, green flashes and sporran for boys. There are links to all these items on our website.

Badges - If sewing is not a forte of your family there are plenty of willing parents to assist with the badge stitching, just ask the section leaders.

Uniform Donation Bin and Facebook swap group - Use the uniform donation bin in the Scout hall and Facebook swap page to donate old uniforms and look for new.