

About the Group



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1 Introduction

1st Claygate Scout Group was founded in 1909 so is now well over 100 years old but despite our age, which brings with it a distinguished history, we are blessed with an excellent, purpose-built facility and have a modern outlook suited to the needs of today's young people.

I hope you find this Introduction to the Group of use, and that it will herald a long association with us for you, your child and other members of your family. We value very much our family and community ties regarding ourselves as part of the hub that is Claygate.

Keep this resource handy as I'm sure you'll find it of considerable use but if you have unanswered questions about the Group or Scouting do not hesitate to ask.

Stuart Ballard, Group Chairman

September 2018

2 About the Group Membership

In addition to parents of participating young people, the following key voluntary roles exist:

2.1 Group Scout Leader (GSL)

The Group Scout Leader is responsible for the links between the Beaver Colonies, the Cub Packs, the Scout Troop, the District Explorer Scout Unit of the Group, the uniformed and non-uniformed members of the Group, and the Group and local community. He chairs the regular Scouters meetings and is a member of the Group Executive for which he is responsible for nominating the Group Chairman.

2.2 Leaders

All leaders are over 18 and are also known as 'Scouters'. In this and every Scout Group, all leaders are unpaid and offer their service for no reward other than the satisfaction of knowing that it is their help which makes the Scouting that the young people enjoy, possible. The qualifications required to be a Scouter are straightforward: namely an acceptance of the aims and methods of the Scout Association and a willingness to accept the Scout Promise. A comprehensive training programme exists to augment the knowledge and experience gained whilst working with all sections. Every month the Scouters of all sections meet together to plan activities, and discuss the progress of the young people in their charge.

2.3 Group Executive

The management of the Group is the responsibility of the Group Executive Committee (GEC) and its membership is made up of parents and supporters appointed at our Annual General Meeting, including some Senior Scouters. Sub-Committees are set up to address specific topics as required. We operate as a charity and therefore members are also Charity trustees and comply with Charity Commission advice

2.4 Scout Active Support Unit

These are men and women of 25 and over including those leaving the Network Scout unit and ex-Leaders but also parents who have been active volunteers and who have a real determination to help the local Scouting. As authorised instructors, the members of the unit jointly and individually assist with section meetings, organise special activities, staff summer camps, run fundraising events and help in many other ways. They also have a programme of their own activities, which ranges from the social to the very adventurous.

2.5 Fundraisers

We used to have a Fundraising Sub-Committee to organise our fundraising activities. However we have found that these days, people prefer to organise specific or one-off events. So, for example, we have a team led by Sandra Fox who organise our regular jumble sales. This means that we rely on parents to get together and volunteer their services to organise a specific event on a regular or one-off basis. It is hoped that all parents will take part in these events either as organisers or supporters at some time

during their child's membership of 1st Claygate Scout Group. Fundraising is crucial to us if we are to continue to provide Scouting for all young people in the village who wish to join. If you have an idea which you would be willing to share and support please let someone on the Group Exec know.

2.6 1st Claygate Scout and Guide Band

The band is an activity of the Group, not a section. It is however a major activity, which unlike any other, includes young people from the three older sections of the Group. All band members are members of the Scout Group from Cubs upward or a local Brownie or Girl Guide. They must be actively involved in Scouting/Guiding and cannot be a Band member unless regularly attending section meetings. Subject to the above, anyone can join the band – from total beginners through to accomplished players. The Group has a selection of instruments which can be loaned out to band members. The band rehearses on Friday evenings during term time (from 7pm to 9.15pm, although younger band members can be collected at 8pm). The band regularly plays at village events, including the Claygate Flower Show and Christmas celebrations as well as supporting the Group at scout events. Having achieved grade A status, the band was honoured to be chosen to play at the Windsor St Georges Day parade in 2015.

2.7 Parent Representation

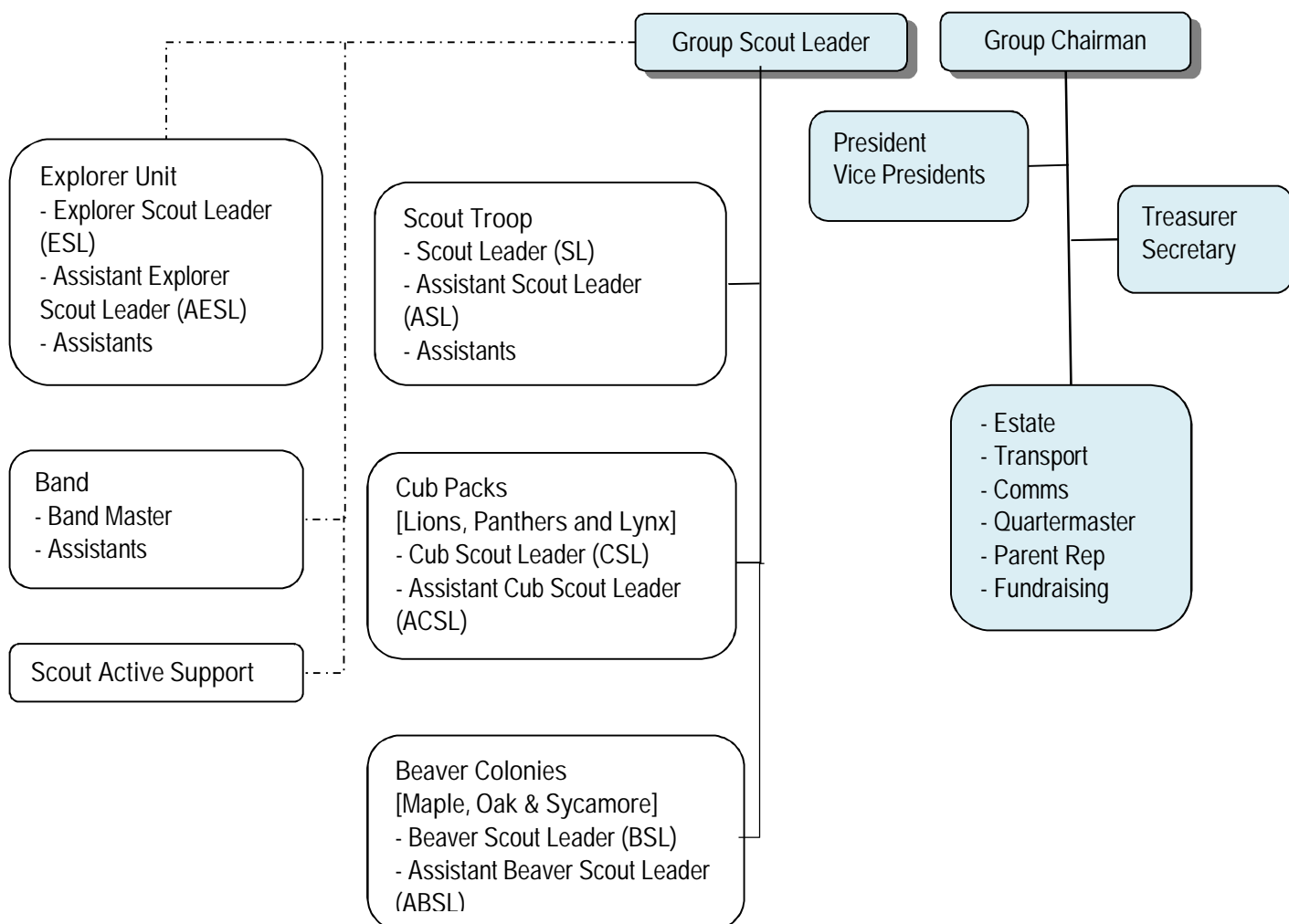
The Group has an electronic mailing system which means that parents of each of the section units (colony, pack etc.) can be emailed when there is a requirement for parental help at any event. The Parent Coordinator is responsible for this and sits on the Group Executive. We have a system whereby parents are given a link to a shared spreadsheet on Google Drive where they can register to help at a specific event. Parents are encouraged to feed back any common concerns or endorsements through the Parent Coordinator via phone or email.

2.8 Occasional Helpers

There are many opportunities for parents to help out. Please indicate in your on-line application if you are willing to help or let your section leader or our GSL know. You will be required to complete a DBS Check for this. Hopefully this is a way most parents can join in the fun!.

3 Running the Group

For a Group as large as 1st Claygate, which is now comparable in size with a small business, it is essential that there is a strong back-up team, led by the Group Chairman. The following diagram shows how this team (the Group Executive - shaded) works alongside the leaders to ensure that they are able to deliver the programme to all of the young people in the Group.



The Group Executive meets regularly to maintain and improve the way the Group is run. Details of some of the topics covered by them are given below and policies which the Group follows are provided in the Appendices. A list of contacts for each section is provided with the relevant section Welcome Pack when members join or move up to the next section.

3.1 Finance

The aim is to manage the funds which have to be sufficient to enable:

- The continuance of an active Scouting Programme
- The maintenance of Group property and equipment

In an entirely voluntary organisation such as this Scout Group, which has no income from external sources, a healthy programme of fundraising activities is essential. Without it, the training and activity programmes would be severely restricted and it is doubtful if we could afford even to maintain our premises and equipment let alone improve and replace. The positive support and new ideas of parents and leaders is consequently crucial to us at all times.

The contributions made to our finances by fundraising activities also enable us to maintain a reasonable subscription charge to parents - a level which, it is hoped, is within the means of all. It is Scout Association policy that no member should be prevented from joining the Group, or participating in its

activities, because of their family's financial circumstances, so where circumstances are such that a young person's membership or, say, his/her attendance at camp is at risk for financial reasons, parents are earnestly requested to speak to the appropriate section leader or the GSL about the difficulty. Whatever decisions are subsequently taken, the identity of the family concerned remains totally confidential to the section leader and the GSL.

3.2 Estate

In a building as modern as ours there is a lot to be done in terms of cleaning, grounds maintenance and repairs. We are pleased to make use of solar panels to generate power for use in lighting and heating and a room with computers providing Internet access to useful information. We run regular maintenance days where we invite parents to assist in various tasks to help keep the building and grounds tidy and safe.

3.3 Fundraising

We are always on the lookout for parents to help with our fundraising activities and are happy to take offers to run a one-off event on one of the dates we allocate to Social Event. Our Chairman is always happy for any offers or ideas to raise funds.

We have a system on the website whereby by following a link as indicated you will be able to add your name to the list of volunteers for an event. This is particularly beneficial for organisers and the Parent Coordinator who needs to ensure that there is sufficient adult help available on the day and also helps us to ensure that everyone meets their commitment to support the Group.

4 Schedule of Activities

4.1 Regular Section Meetings

Monday	Beavers (Maple Colony) Scout Troop	5.40 – 6.55 pm 7.15 – 9 pm
Tuesday	Cubs (Lion Pack) Explorer Unit	6.45 – 8.15 pm 8.30 – 10 pm
Wednesday	Beavers (Oak Colony) Cubs (Lynx Pack)	5.45 – 7 pm 7.15 – 8.30 pm
Thursday	Beavers (Sycamore Colony) Cubs (Panther Pack)	5.45 – 7 pm 7.15 – 8.45 pm
Friday	Band	7 – 9.15 pm

4.2 Regular Events

2 nd Sunday (February, May, October)	Scouts Own – 'Going up' ceremony
Wednesday (every 6 weeks or so)	Group Scouters Meeting
3 rd Wednesday bimonthly i.e. Jan, Mar etc.	Group Exec Meeting

4.3 Annual Events

A full calendar of events is available on our website www.claygatescouts.org. A summary of the most important ones is given below.

January	Jumble Sale
February	District Cross Country
March	Social Event & Swimming Gala (two-yearly)
April	St George's Day Parade(nearest Sunday at 15:00 approx.) & Jumble Sale
May	Group Activity Weekend & Plant Sale
June/July	Summer Event, Group AGM & Section Awards Evenings
September	Jumble Sale

October	Social Event
November	Remembrance Parade – nearest Sunday at 10:30 approx.
December	Village Christmas Lights, Christmas Post, Tree Sale & Carols around the Campfire

5 Practical Information

5.1 Procedures for entering and leaving the Scout Centre

You won't usually be able to get into the Centre until a key holder arrives to open the gates. The pedestrian gate can be reached via a tarmac path that leads from the road crossing point adjacent to the entrance to the Oaken Lane Sports Ground Please take care as this road can be quite busy.

Once the gates have been opened, you should come in through the pedestrian gate and cross carefully to the main entrance under the porch. You may drive into the Centre to drop off children, however if you need to park, use the parking bays available. Parking is limited but you can park in Cavendish Drive and enter the Centre on foot. However if you do so please park safely without obstructing other road users.

When picking up children you can come to the Centre either on foot or by car, parking either in the available parking bays or in Cavendish Drive. If the main doors are unlocked come into the entrance lobby rather than wait outside but please do not enter the main meeting hall, or go upstairs until the section meeting has formally ended, unless the leaders invite you to.

If you drive into the Centre, please take special care as there may be young people in the vicinity. There is a one way system so you should turn left on entering the car park area.

5.2 Contacting Scouters

The Centre has pigeon holes for Scouters in the Scouters' Room which may be used if for any reason you wish to contact another leader. The phone number for the Centre is **01372 461770**. This may be used in an emergency, but please be aware that adults may be fully occupied if there is a meeting going on and may not be able to take your call, however you may leave a message.

5.3 Contributing to the Group

The Group is run by a team of over 50 volunteers but cannot survive without parental support. There are all sorts of ways parents can help, either formally by signing up as a leader or assistant, or by taking part in other activities such as fundraising or maintenance. When you complete the on-line application on joining a section you can decide how you are able to help and if you wish to update it there is a there will be an electronic spreadsheet on the website for each event to enable you to volunteer.

5.4 Additional Information

Members of 1st Claygate Scout Group are proud to be able to wear a khaki coloured scarf to show that we were one of the first groups to join the Scouting Movement. The other groups have more colourful scarves but it is worth remembering why we are different.

Members of the Scout Association always shake hands with their left hand. This is a sign of trust which originates from Baden Powell's meeting with Zulu warriors who laid down their shield (held in their left hand) to greet him.

Appendices

Appendix A - Our History

Less than a year after the birth of Scouting in 1908, Mr. Eric Barratt, the son of the then Vicar of Claygate, held the first meetings of a Claygate Scout Troop. 1st Claygate, registered with headquarters on 6th October 1909, is the oldest Group in the Kingston area and still wears its original colour khaki scarf.

From 1909 until at least 1915 the Claygate Troop, under the leadership of Eric Barratt met in the old Church Hall. The first summer camp was held at Stokes Farm, Oxshott in 1910, and in 1911, the Troop attended the first Scout Rally, held in Windsor Great Park at which King George V took the salute. The Troop is reputed to have travelled to the Rally by river boat from Kingston.

The first overseas trip took place in 1913 when the Claygate Troop camped in Holland at The Hague, travelling from Harwich to Rotterdam in a cattle boat, taking all their camping gear with them. This was the first occasion that British Scouts had camped in that country, although others had done so previously but had slept in billets. The cost of the two week camp in Holland was £1 10s 0d.

Mr Tom Barnfield, a founder member of the Group, was appointed Assistant Scoutmaster on his return from active service during the First World War in which he was seriously wounded and in 1919 he was appointed Scoutmaster. He also became the Group Scoutmaster when Groups were formed in 1925. He was to continue as Group Scoutmaster and Scoutmaster until his retirement in 1970.

On 9th February 1921 a Cub Pack was formed with Miss Dorothy Barnfield, sister of Mr Tom Barnfield, as Cub Mistress, a position she was to hold until her retirement in 1970.

Between 1920 and 1924 the Group held its meetings on the site of the present Christian Science Church in Hare Lane. The first headquarters of our own was an ex-army wooden building erected by the parents in 1924 on a piece of land in Stevens Lane leased from the nearby brickfield. This was to remain our headquarters until it was dismantled in 1957 when land at the end of Station Road was purchased (freehold for £400) and was our headquarters until 2006. Meetings were first held there in February 1960 and the site was officially opened on 13th July the same year.

Scout shows were held regularly during the 1920s and 1930s often held in the Lantern Hall in Common Road or the Comrades (British Legion) Hall.

In the years between the wars, the Troop camped on many occasions at the Surrey County Rally held at the Whitsun week-end on Ranmore Common; on one occasion they met Lord Baden-Powell. The only methods of transport used to get boys and equipment to these camps were cycle and trek-cart. A Rover Crew, formed in the 1920s with Eric Barratt as the Rover Crew Leader, was very active in local and district Scouting until its abandonment at the outbreak of the Second World War.

The Group continued its activities during the war on a somewhat reduced scale, but still held regular Summer Camps although not travelling so far afield as previously. In the late 1940s the Group appointed its first Group Committee and Supporters Committee with responsibility for the financial and other 'non – uniformed' affairs of the Group.

The first post war World Jamboree was held in northern France and Dennis Bristow, a member of the Troop was selected to join the Kingston District Group of the Surrey contingent. In 1948 the Kingston Scouting District was split to form four independent Districts and thus 1st Claygate became one of the original Groups of the Esher District.

In 1969 the services of Mr Tom Barnfield and Miss Dorothy Barnfield were recognised in the Chief Scout's St. George's Day Awards by their receipt of the Silver Wolf and Silver Acorn respectively. The Scout Association's two highest awards for service. A year later they retired from Scouting and Mr Jeremy Salter was appointed Group Scout Leader.

Under the enthusiastic leadership of Jem Salter the Group expanded rapidly in numbers and activities. A second cub pack was formed in 1971 and a third in 1972. The substantial increase in the size of the Group necessitated the headquarters being extended and in 1975 two training rooms and an equipment store were added to the building. In 1975 the Venture Unit was formed followed by the Service Crew in 1977 and the Scout Active Support Unit in 2009.

The first of the 'modern' Group Shows in 1975 was masterminded by Jem Salter and his Assistant Group Scout Leader Ken Mallery. The success of this event led to the staging of Group Shows every two or three years up to the present time.

The first minibus was purchased by the Group – an elderly ex- Age Concern ambulance, in 1979. This was replaced in 1982 by a more modern vehicle at the cost of £2,500. Also in 1982 a garage was donated to the Group and this was erected in the grounds for use as a canoe store and by 1986 the Group had acquired 10 canoes. Canoeing and sailing remain popular and other Scout and Explorer Scout activities include caving and rock climbing.

In 1986 the Scout Troop took 28 boys to Norway under the leadership of Eoin Redahan which included one week at a Norwegian National Sea Scout jamboree at Grimstad, near Kristiansand with some 600 Norwegian Sea Scouts. The Christmas Postal Delivery within the Claygate Parish boundaries was set up in 1985 to raise funds for 'Operation Norway' and has continued every December since that time.

In 1984 Jem Salter was awarded the Silver Acorn, but in 1985 due to work pressures he stood down as Group Scout leader after 15 years building up the Group until it was the largest in the Esher District and County of Surrey. John Baldwin then became the third Group Scout Leader in over seventy five years of unbroken Scouting in Claygate.

In June 1986 the first Beaver Colony – Maple was started for 6 – 8 year olds with 24 members. Their programme was based on the motto 'Fun & Friends'.

In 1987 the Venture Unit went to Iceland to explore and map a previously uncharted underground lava cave complex. The terrain was extremely rugged and desolate but the members of the expedition completed their task and also discovered a previously unknown cave which they named after their Unit – Selachii. They were given much help by the Young Explorers Trust of Great Britain, and were presented with an award by the Trust in relation to their survey of the caves.

Following the success of the 1986 Norwegian Camp, the Group hosted the 7th Kristiansand Troop from Norway in 1988 and some 136 Scouts, Venture Scouts, Norwegian Scouts, Leaders and local Claygate and Hinchley Wood Guides and Rangers joined together for a superb camp of multi-outdoor activities at Staverton, Devon. The Norwegian Scouts were given home hospitality in Claygate which included two days of London trips.

Due to the popularity of the Beavers a second Colony named Sycamore was formed in 1989, and a new activity for the Group – the 1st Claygate Scout Band - was started in the autumn. This proved very popular and in 1991 the Band achieved its first major achievement winning the Novice Class at the Kingston Youth Band Competition at Tolworth with an average age of 11years.

The Group returned to Norway in 1990 enjoying home hospitality with 7th Kristiansand as well as joining a Sea Scout Jamboree of some 1,100 at Risør. In 1992 there was a second Norwegian return visit and an excellent camp including 40 of our Troop to Appletreewick in the Yorkshire Dales.

Tom Barnfield had held the post of Group President from 1971 until his death in 1980 and in 1993 the Group Scoutmaster, John Baldwin invited Jem Salter to take up this appointment – a post that he still holds.

Mark Brittle, a member of the Venture Unit attended the 1995 World Jamboree in the Netherlands as one of the two representatives of the Esher District. He was later given home hospitality in Denmark and at the same time twenty Japanese Scouts who had also been attending the Jamboree were hosted in Claygate. The visitors spent a week in the village and were taken on several trips to London and other places of interest. Also in 1995 the Venture Unit organised their Summer expedition to go mountain walking in the Czech Republic.

The Band continued to build on its success and attended many Group and District events as well as taking part in National Competitions. Ann Etheridge, the founding Bandmaster resigned in 1995 and was replaced by Ian White and later in 1997 Daraius Master became the Bandmaster.

In 1999 the group marked its 90th Anniversary with a variety of events : a Group Show, a Group Camp with firework display, Anniversary Dinner, publication of 'The Group'- a history of 1st Claygate Scout Group, and a Service of Dedication at Holy Trinity Church as well as photographs of all the Group Sections and Leaders.

And so to the new millennium. Mark Aulds succeeded John Baldwin as Group Scout Leader in March 2000. The Claygate Scout & Guide Band reformed in 2001 under the expert direction of bandmaster

Robin Wilkinson, and a Group Show "Around the World in 95 Years" was staged in March 2004. To cope with a boom in numbers in 2003 Jaguar Cub Pack was closed and Oak Colony began, followed by the opening of Lynx Pack in 2007 to cope with the ripple which included the intake of girls from January 2007.

After many years of planning the Group moved to its present site at the Claygate Scout Centre in Oaken Lane in January 2006 with the official opening performed by the Lord Lieutenant of Surrey Mrs Sarah Goad on Saturday 4th March 2006 in the presence of the Chief Scout Peter Duncan, members of the Group and many other local dignitaries. In February 2008 Mark Aulds was succeeded as Group Scout Leader by Hugh Gostling who had led the Scout Troop for 21 years until July 2007.

The Group celebrated its centenary in 2009 and there is a display of images and text describing this on show on the wall of the balcony at the Scout Centre. Also worthy of note is the celebration of ten years of the Scout and Guide Band which was highlighted by a performance to thousands lining the street of Disneyland Paris in October 2011.

2014 was a year of international travel for Explorers who went to India to do voluntary work and Scouts who went to Kanderstag in Switzerland. 2015 was momentous for a the Band playing at the St George's Day parade in Windsor and celebrating 15 years with a trip to play in the Disney New Year's Eve parade.

In 2016 the Group celebrated 100 years of Cub scouting with special events including Carols around the Campfire during which all Cubs renewed their promise.

Over the years many Scouting honours have been awarded to members of the Group and the 1st Claygate Scout Group continues to be one of the largest and most successful, providing boys and girls with exciting and appropriate activities whilst upholding the fundamental principles of Scouting.

In 2017 we began plans to extend our premises to allow us to hold multiple meetings simultaneously and thereby address the over-subscription within the Group.

Appendix B - Health & Safety Policy of 1st Claygate Scout Group

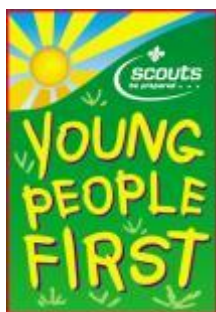
It is the policy of 1st Claygate Scout Group, in accordance with the policy of The Scout Association, that Scouting will be provided in a safe manner without risk to health, so far as is reasonably practicable.

The 1st Claygate Scout Group accepts that this responsibility ranks equally with the other responsibilities incumbent upon those providing Scouting activities and functions.

It is the responsibility of all those involved with Scouting in 1st Claygate Scout Group to seek, so far as is reasonably practicable, to ensure that:

- all activities are conducted in a safe manner without risk to the health of the participants;
- the provision and maintenance of equipment and buildings for Members of the Scout Association and others is safe and without risk to health and adequate for their welfare;
- information, instruction, training and supervision are provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them;
- appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.

Appendix C - Young People First Policy



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

The Scout Association is committed to:

- taking into account in all its considerations and activities the interests and well-being of young people;
- respecting the rights, wishes and feelings of the young people with whom it is working
- taking all reasonable practicable steps to protect them from physical, sexual and emotional abuse, and
- promoting the welfare of young people and their protection within a relationship of trust.

All adults aged eighteen or over, no matter what their role or involvement within Scouting, are responsible for putting this policy into practice at all times.

Appendix D - Anti-Bullying Policy

Scout Association Policy – the following is an extract from the Policy, Organisation and Rules of the Association

"Children have the right to protection from all forms of violence (physical or mental). They must be kept safe from harm and they must be given proper care by those looking after them". [*The United Nations Convention on the Rights of the Child, Article 19*]

The Scout Association is committed to this ethos and seeks to ensure, as far as is reasonably practicable, the prevention of all forms of bullying among Members. To this end all Scouting activities should have in place rigorous anti-bullying strategies.

Rule 2.5 Responsibility within the Anti-Bullying Policy

It is the responsibility of all adults in Scouting to help develop a caring and supportive atmosphere,

where bullying in any form is unacceptable and will not be tolerated.
Adults in Scouting should:

- be aware of the potential problems bullying may cause;
- be alert to signs of bullying, harassment or discrimination;
- take action to deal with such behaviour when it occurs, following Association policy guidelines;
- provide access for young people to talk about any concerns they may have;
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;
- help ensure that their Group/Section has a published policy or charter to promote good behaviour.

Group policy on bullying

Definition of bullying:

Bullying is defined as a deliberate attempt to intimidate or persecute another person, by physical or psychological means.

Any such behaviour is clearly at variance with the Scout Law.

All members of the Group, young and old, have a plain duty to avoid acting in an overbearing way. However, it must also be recognised that:

- it is necessary for good order and safety, and entirely in keeping with the Scout ethos, for clear instructions to be given by those in charge of activities, which can include other youngsters, and for appropriate action to be taken if these instructions are not followed.
- it is particularly important for the effective operation of the Patrol system in the Scout Troop that the ability of Patrol Leaders to organise their Patrols should not be allowed to be undermined by misconceived complaints of bullying. Allowances must be made for the relative inexperience of Patrol Leaders in carrying out their duties.
- whilst it is normal and healthy for youngsters playfully to tease each other, this must not be confused with bullying and if this is suspected then the leaders will take appropriate action.
- whilst it is quite possible for a person wrongly to perceive a threat which is not intended, each situation will need to be dealt as and when it arises and any action taken will be based on the outcome of an investigation.

Any member of the Group who feels he/she is being bullied in any form should inform the most appropriate adult (Section Assistant, Section Leader Group Scout Leader) who will take the matter to whomever he/she feels is an appropriate person within the Group. That person must act in accordance with POR Rule 2.5 above.

Any member of the Group who becomes aware that another member is being bullied should take suitable action to deal with this situation, as above, or report it to the Group Scout Leader.

The Group Scout Leader will take the ultimate responsibility for listening to all grievances within the Group, advising, and where he/she considers it desirable, taking action to remedy any situation. If the Group Scout Leader is unable to resolve the situation, he/she will refer to the District Commissioner.

Appendix E - Group Behaviour Policy

This policy was introduced in 2011 and is 'signed up to' by parents and members over 8 years of age.'

Verbal Warnings

If the behaviour of a Beaver/Cub/Scout/Explorer is considered to have fallen well below the '**Group Code of Acceptable Behaviour**', that Beaver/Cub/Scout/Explorer, or group of Beavers/Cubs/ Scouts/ Explorers, will be given a verbal warning by a Leader. The offender(s) will be told to stop whatever they are doing and warned what will happen if they don't comply.

Examples of unacceptable behaviour could be: -

- continual talking, or verbal disruption when a 'Leader' has asked for quiet;
- continuing with unacceptable or disruptive behaviour after being directly told to stop;
- persistent refusal to follow instructions, or the rules of a game.

Initial Formal Warnings (aka Yellow Card)

If a verbal warning is ignored, the Beaver/Cub/Scout/Explorer may be required to take a time out away from the other members of the sections. The form of this will vary from section to section. The Section Leader will record the name and details of the incident in the register. The parent(s) of the section member may also be contacted.

More serious bad behaviour could result in the immediate issue of an initial formal warning. Examples of this type of behaviour include:

- threatening language or behaviour – (not involving use of physical violence);
- careless disregard of property leading to its damage;
- challenging the authority of a Leader, Instructor or Helper.

Second level warnings (aka Red Card)

If the Beaver/Cub/Scout/Explorer commits a second Yellow Card offence on the same night they will receive a second level warning. Again, name and details of issue will be recorded and the Beaver/Cub/Scout/Explorer will not be allowed to take any further part in that evening's Colony/Pack/Troop/Unit meeting.

Parent(s) will be advised of the issue of a second level warning, as soon as it is practical to do so. Depending on the situation the Section Leader may send for the parent/guardian to collect their child early. Sending a Scout home, (if he makes his own way to Troop meetings) could also be an option, but only after the parent/guardian had been contacted and advised.

Certain behaviour could result in the immediate issue of a second level warning. Examples of these include:

- bullying or physical unprovoked attack on another Group Member;
- blatant vandalism to property or equipment;
- deliberate defiance of clearly given instructions - particularly where safety is threatened.

Please note that some sections will operate this system using Yellow and Red cards:

Suspension - If a Beaver/Cub/Scout/Explorer receives a Red Card, he or she will automatically be suspended from the next two meetings and will not be allowed to attend camps or outings held during that month, or the next. In some cases the Section Leader may also request a letter of apology.

Continual Offending- If a Beaver/Cub/Scout/Explorer receives four Yellow Cards in any six-month period he or she will be suspended.

Appeal – If a Beaver/Cub/Scout/Explorer feels that they have been unfairly issued with either a Red or Yellow card, he or she can appeal to the Group Scout Leader to review the incident and punishment. Any appeal must be made within seven days of the issue of the card.

Exclusion- If a Beaver/Cub/Scout/Explorer receives three Red Cards (either as a Cub or Scout), then on issue of the third Red Card, exclusion proceedings will be initiated. This is a very serious matter involving the Section Leader, Group Scout Leader and District Commissioner and would result in exclusion from all Groups in the District.

Appendix F – Photographic and Social Media Policy

This policy was introduced in Summer 2015 to address the photographing and videoing of young people whilst on Scouting activities.

Background

Promoting Scouting is important as it is in the interests of all to promote the Scout Group and its achievements, and the Scout Movement as a whole, through the use of appropriate and positive images. This means that we have to manage how we use photographs and video to publicise the Group and its activities. The use of the images may include locations such as; the group website, local newspapers, the newsletter and the noticeboard at the Scout Centre.

The Group may use YouTube as a way to display video using links on the Group's website.

The Group has a Twitter account which it mainly uses to promote fundraising events and that is not intended to change at present.

This policy has been prepared in 2015 due to the high profile of the Group locally and also in recognition of the way in which modern technology has developed. The use of modern technology makes it very easy and accessible for people to photograph and video our members. We need to also point out that as a Scout Group we attend/participate in many District and County organised events (District Camps. Scoutabout, Bazzaz etc) and during the event photographs may be taken by others at the event and used without checking with us as the young people may not be in uniform at the time.

This policy seeks to set out clear guidelines to our members as to how we will manage images which we believe are pragmatic and are not overly burdensome for the Group to administer.

Thus, for ease of administration 1st Claygate Scout Group is adopting a policy that unless the Group is otherwise informed, it is deemed that the Parent/Guardian has no objection to their child or children appearing in published media and agrees to the terms of this policy. If there are particular reasons that photographs/video of your child may not be used, please contact the Group Scout Leader (Hugh Gostling) directly for a discussion using contact details in your section welcome pack or via email using the [Contact Us] button on the left hand side of the 1st Claygate Scouts Web Site:
http://www.claygatescouts.org/site_map.htm .

Concerns about our Web Site Content should be made directly to the Group Scout Leader, initially by email to: gsl@claygatescouts.org.

There is a separate extension of this policy which applies to members of the 1st Claygate Scout and Guide Band which includes members of the Guide Association who are members of the band.

For this reason the assumption is that by taking part in Scouting as part of 1st Claygate Scout Group you have accepted that appropriate and positive images of your child can be used by the Scout Group on the basis set out below:

It is our policy to:

- Never identify children appearing in our media by name.
- Endeavour to remove any identifying metadata from graphics (e.g. location, comments etc.).
- Ensure parents are aware of this policy by including it in the Group welcome pack and posting it on the Group web site.
- Only use photos/videos of members in appropriate situations.
- Only encourage the use of photos/videos in materials promoting Scouting (including the wider press) providing the above criteria have been met.

If we publish material on our website which causes concern to a member then we will remove it as quickly as possible after it is brought to our attention. Members can sign up on the website to receive a notification when the website has been updated. This can be done by following the link on the right of the Home page or at the top of any page displaying photos or by going directly to http://www.claygatescouts.org/mailling_list.htm.

Please be aware that we are unable to control members of the public or the press taking photos when Scouts are appearing in a public place (such as parades). In these situations they require no invitation or permission. Photographs taken by Press photographers without invitation or permission are subject to the normal Press Complaints Commission Code of Practice.

Social Media

The Group does not have any control over the private use of social media sites such as Facebook, Flickr, Instagram, Twitter YouTube etc., by a member of the public or the press. These forms of social media may be used by parents or youth members - they are acting as individuals and are therefore responsible for the content of their own social media account. However, we would request that youth members and parents are mindful of any content that you or your child may post to this type of site and that any pictures that are set in a Scouting context should not bring the Group or movement into disrepute or put young people at risk. We would also ask that you respect the wishes of other parents if they ask for their child's picture to be removed.