

Group Welcome Pack



Claygate Scout Centre
Oaken Lane
Claygate
Esher
Surrey
KT10 0RQ

Contents

1	Introduction.....	3
2	About the Group Membership	3
2.1	Group Scout Leader (GSL)/(Group Lead Volunteer)	3
2.2	Leaders/(Leadership Team)	3
2.3	Group Trustee Board	4
2.4	Scout Active Support Unit/(Group Support Activities)	4
2.5	Fundraisers	4
2.6	1st Claygate Scout and Guide Band	4
2.7	Parent Representation	5
2.8	Occasional Helpers	5
3	Running the Group	6
3.1	Governance	6
3.2	Finance	6
3.3	Estate Management	6
3.4	Fundraising	7
4	Schedule of Activities	7
4.1	Regular Section Meetings	7
4.2	Regular Events	7
4.3	Annual Events	7
5	Practical Information	8
5.1	Procedures for entering and leaving the Scout Centre	8
5.2	Contacting Scouters	8
5.3	Instructions for making a Payment	9
5.4	Instructions for completing Permission Forms	9
5.5	Contributing to the Group	10
5.6	Additional Information	10
5.7	Data Protection	10

Appendices

A Safety Policy

B Child Protection/Safeguarding Policy

C Anti-Bullying Policy

D Group Behaviour Policy

E Photographic and Social Media Policy

1 Introduction

1st Claygate Scout Group was founded in 1909 so is now well over 100 years old. 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 any unanswered questions about the Group or Scouting do not hesitate to ask.

David Edwards, Group Chairman

September 2026

2 About the Group Membership

Requirements for your membership of the Group are on our website under Group > Membership Requirements. We are always looking for assistance from parents of participating young people. The following sub-sections explain the key voluntary roles that currently exist. It is worth noting, however that the Scout Association has made some changes, mainly in the titles some of which are included in italics below.

2.1 Group Scout Leader (GSL)/(Group Lead Volunteer)

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 Trustee Board with responsibility for nominating the Group Chairman. He has a Deputy Scout Leader.

2.2 Leaders/(Leadership Team)

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 ongoing training programme exists to augment the knowledge and experience gained whilst working with all sections. Scouters of all sections meet together periodically to plan activities, and discuss the progress of the young people in their charge.

2.3 Group Trustee Board

The management of the Group is the responsibility of the Trustee Board and its membership is made up of parents and supporters appointed at our Annual General Meeting. Sub-Committees are set up to address specific topics as required. We operate as a charity and therefore members are charity trustees and follow Scout Association advice to ensure compliance with Charity Commission requirements.

2.4 Scout Active Support Unit/(Group Support Activities)

These adult volunteers include those leaving the Explorer Scout unit and ex-Leaders, but also parents who have been active volunteers. Together they have a real determination to help with local Scouting in a flexible way. The members of the unit jointly and individually assist with section meetings, organise special activities, attend 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 have found through experience that people prefer to organise specific or one-off fundraising events rather than be a member of a fundraising committee. So, for example, we have a team led by Sandra Fox who, for many years, has organised our regular jumble sales. This means that we rely on parents to volunteer their services to organise a specific event on a regular or one-off basis – e.g. the Beer Festival, Christmas Trees etc. **We expect parents to volunteer for at least two events every year.** Fundraising is crucial 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 us know via gsl@claygatescouts.org.

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. In 2018 the Scout and Guide Band had the honour of being invited to take part in the Remembrance Parade at the Cenotaph celebrating 100 years since the end of the First World War.

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. We have a system whereby parents are given a passcode to register to help at a specific event (see under section 3.4 Fundraising). Parents are encouraged to feed back any common concerns or endorsements through the Parent Coordinator via phone or email: parent_coordinator@claygatescouts.org.

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 comparable in size with a small business, it is essential that there is a strong back-up team. The Trustee Board works with the Leadership Team to ensure that they are able to deliver the programme to all of the young people in the Group. As previously stated this has been subject to change over the last year.

The Trustee Board meets regularly to maintain and improve the way the Group is run. Details of some of the topics covered by them are given below. A list of contact details is provided with the relevant section Welcome Pack when members join or move up to the next section.

3.1 Governance

Trustees are responsible for ensuring that the policies published by the Scout Association are followed. These can be read in full at <https://www.scouts.org.uk/por/> or alongside our own Group policies which are included as Appendices to this document and are available on our website.

3.2 Finance

The aim is to manage the funds which we have in order to enable:

- the continuance of an active Scouting Programme
- the maintenance and, if necessary, replacement of Group property and equipment including vehicles

In an entirely voluntary organisation such as this Scout Group, which has no regular 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 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.

3.3 Estate Management

In a building as modern as ours there is a lot to be done in terms of cleaning, grounds maintenance and repairs. We are proud to make use of solar panels to

generate power for use in lighting and heating. We run regular maintenance days where we invite parents to assist in various tasks to help keep the building and grounds tidy and safe.

3.4 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 a Social Event. Our Chairman is always happy for any offers or ideas to raise funds via chair@claygatescouts.org.

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 – 8.30 pm
Friday	Beavers (Willow Colony) Band	5.30- 6.45 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.	Trustee Board 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 but these are subject to change from year to year so please refer to our Group Calendar.

January	Jumble Sale
February	District Cross Country
March	Social Event
April	St George’s Day Parade (nearest Sunday to 23 rd at 15:00 approx.) & Jumble Sale
May	Plant Sale & Group Activity Weekend Camp
June/July	Claygate Flower Show, Group AGM & Section Awards Evenings,

Sept/Oct	Beer Festival, Jumble Sale, Social Event
November	Firework Display, Remembrance Parade – nearest Sunday at 10:30 approx.
December	Village Christmas Lights, Christmas Post, Christmas 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. If your section meets in the upper hall to the rear of the building you will be expected to enter via the side gate (to the right of the main entrance) and via the stairs and door at the back. Likewise for picking up. 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 but please do not enter the main meeting hall, or go upstairs, until the prior section meeting has formally ended, unless the leaders invite you to. If your section meets in the upstairs extension to the rear of the building, please walk through the side gate to the right of the building and wait for your child to leave from the rear door and stairs.

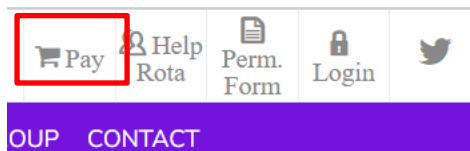
If you drive into the Centre, please take special care as there may be young people in the vicinity. There is a one-way system so you must turn left on entering the car park area.

5.2 Contacting Scouters

The Centre has pigeon holes for Scouters in the Scouters' Room downstairs 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. The phone will ring upstairs too if your section meets in the upstairs hall. You will have received a Contact List with key phone numbers for your section when you joined. If you need a copy please contact groupsecretary@claygatescouts.org.

5.3 Instructions for making a Payment

The majority of payments to the Group are made on-line although there is an option to pay by cash or cheque which you will be notified of at the time. If you wish to pay for anything on-line, go to the main website at <http://www.claygatescouts.org/> and select the 'Pay' option from the menu bar at the very top right-hand side of the screen as shown below.



It is very important that you know which section your Child attends so you use the correct drop down, when paying for activities. This means the payment and permission details are directed to the correct leader. If your child moves sections or you have children in different sections, please ensure your computer does not autofill the boxes with the incorrect information. You can use the table in paragraph 4.1 above to check this.

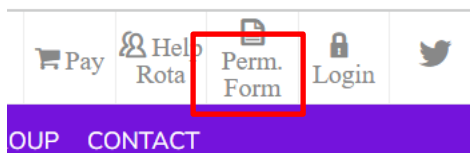
You will be presented with a screen asking for your details followed by sections for making payments (as below). Use the dropdowns (the down arrow) to select what you are paying for, and for Subscriptions, the term to which it applies. Please make sure you enter your child's name in the third dropdown for any section event which they are attending. The Amount payable will be completed automatically.

Subscriptions/Activity/Event		Term (Subs Only)	Young persons Name (or family name for group events)	Amount Payable (GBP)
Select Payment Type from dropdown	▼	Select Term ▼		
Select Payment Type from dropdown	▼	Select Term ▼		
Select Payment Type from dropdown	▼	Select Term ▼		

If you have any problems with payments please contact our Group Treasurer on treasurer@claygatescouts.org.

5.4 Instructions for completing Permission Forms

Many of the events we organise for the young people are off-site and we therefore require your permission to enable them to attend. You can complete this form by selecting the 'Perm. Form' option from the menu bar at the very top right-hand side of the screen as shown below.



Please take care when selecting the event from the dropdown menu ensuring that you select the correct section as there are often section entries for the same event. It is very difficult for the leader in charge of the event if you do not complete your form accurately. In particular, and especially if you have more than one child in the Group, please make sure you enter the Young Person details correctly and

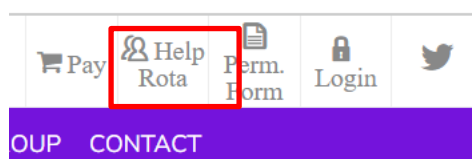
notify us of any issues that may be relevant. We must have a form for every young person or they may not be able to attend.

5.5 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. Most sections operate an on-line Help Rota accessed as described below.

For any event or section meeting requiring volunteers, you will be sent a six-figure number as part of the request telling you to go to the website where you will be able to add your name to the list of volunteers for an event. At the top of the Home Page for 1st Claygate Scouts you will see an icon as pictured below. By clicking on 'Help Rota' and entering the number you will be given access to a spreadsheet where you can enter your name.

This is particularly beneficial for organisers and the Parent Coordinator(s) who need 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.



5.6 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.

5.7 Data Protection

When you joined the waiting list, you consented to the collection and processing of data (including sensitive personal data) in accordance with our privacy policy. This policy is available on our website.

Appendices

Appendix A - Safety Policy

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 and to the extent of their role, ability and understanding to:

- Ensure they are competent to undertake their task, through attending appropriate training, checking their understanding of instructions and information, and remaining current in these competencies.
- Properly assess the risk of every scouting activity undertaken. This assessment should be suitable and sufficient for the activity being undertaken, and it follows that activities with higher risk should require more in-depth assessment.
- Provide clear instructions and information to anyone who requires this, be it adult volunteer or young person, in order to ensure any activity is conducted with safety and wellbeing in mind.
- Prevent accidents and cases of ill health by managing the health and safety risks in the Scouts.
- Ensure that the environment they are working in, or using for the Scouts activities, is maintained safely and there are no risks to health. Also that any equipment or substances used are safe and stored safely.
- Review risk assessments as often as necessary when circumstances, environment or conditions change.
- Feel and be empowered to never be afraid to change or stop an activity if risk increases.

This can be read in more detail at <https://www.scouts.org.uk/por/2-key-policies/25-safety-policy/>.

Appendix B – Child Protection/Safeguarding Policy

It is the policy of The Scout Association and therefore of 1st Claygate Scout Group to safeguard the welfare of all members by protecting them from neglect and from physical, sexual and emotional harm.

The Scout Association and therefore 1st Claygate Scout Group are committed to:

- Taking the interests and well-being of young people into account, in all our considerations and activities.

- Respecting the rights, wishes and feelings of the young people with whom we work.
- Taking all reasonable practicable steps to protect them from neglect, physical, sexual and emotional abuse.
- Promoting the welfare of young people and their protection within a position of trust.

All adults in Scouting, including members of the Scout Network who wish to work with young people, are responsible for putting this policy into practice at all times.

An adult in Scouting has a responsibility to ensure that young people are protected from harm. It is the responsibility of each adult in Scouting to ensure that:

- Their behaviour is appropriate at all times.
- They observe the rules established for the safety and security of young people.
- They follow the procedures following suspicion, disclosure or allegation of child abuse.
- They recognise the position of trust in which they have been placed.
- In every respect, the relationships they form with the young people under their care are appropriate.

The Scout Association publishes information for parents at <https://www.scouts.org.uk/information-for-parents/stay-safe/>.

The full Safeguarding Policy & Procedures can be found here: <https://www.scouts.org.uk/por/2-key-policies/24-safeguarding-policy/>.

Appendix C - Anti-Bullying Policy

Scout Association Policy – the following are extracts from the Policy, Organisation and Rules of the Association current at the date in document footer.

Ref: 2a.9.1.1 United Nations Convention on the Rights of the Child

States: “Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.”

[The United Nations Convention on the Rights of the Child, Article 19]

Ref: 2a.9.1.2 Scouts’ Commitment to Preventing Bullying

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 Scout activities for all ages should have in place rigorous anti-bullying strategies.

Ref 2.a.9.2 Responsibility within the Youth Member Anti-Bullying Policy

Ref: 2a.9.2.1 All adults must foster a caring and supportive atmosphere

It is the responsibility of all adults in Scouts to help develop a caring and supportive atmosphere, where bullying in any form is unacceptable.

Ref: 2a.9.2.2 Adult Responsibilities for Anti-Bullying Practice

Adults in Scouts must:

- a. be aware of the potential problems bullying may cause
- b. be alert to signs of bullying, harassment or discrimination
- c. take action to deal with such behaviour when it occurs, following The Scout Association's policy guidelines
- d. provide access for young people to talk about any concerns they may have
- e. encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- f. help ensure that their Group or section has a published anti-bullying code.

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 section 2.7.

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.

The Scout Association publishes information at: [Youth Member Anti-Bullying Policy | Scouts](#)

Appendix D - Group Behaviour Policy

This policy was introduced in 2011 and is 'signed up to' by parents and members over 8 years of age. As Scouts, we're guided by our values and we're committed to creating a positive experience for everyone.

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 E – Photographic and Social Media Policy

Background

The use of images to positively promote the activities undertaken by our members is important to maintaining the perception of Scouting locally and beyond, indeed there are badges for members to achieve in media relations and marketing. When we showcase Scouting it increases engagement with current members, potential members and the wider community.

The photographing and videoing of young people whilst on Scouting activities has increased over the years and is subject to Data Protection legislation since images are categorised as personal data.

It is in the interests of all of us in 1st Claygate Scout Group and the Scout Movement as a whole, to promote our achievements through the use of appropriate and positive images. The Group will actively manage the use of photographs and video to publicise the Group and its activities. Images may be published in places such as the Group website, local newspapers, the Group Newsletter, and noticeboards at the Scout Centre (where they may be seen by visitors and other users of the Scout Centre).

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

The Group has an X (formerly Twitter) account which it uses mainly to promote fundraising events.

This policy has been prepared 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.

There is a need to protect any vulnerable individuals from being identified using image searching which is now easily done, and from images becoming out-of-date.

This policy seeks to set out clear guidelines to our members and volunteers as to how we will manage images which we believe are pragmatic, and are reasonable measures for the Group to administer.

The Policy

Leaders and adults in the Group will:

- Never identify children appearing in Group or other media by name, without seeking additional prior consent.
- Endeavour to remove any identifying metadata from images used (e.g. location, comments etc).
- Ensure parents are made aware of this policy by including it in the welcome pack(s), posting it on the Group web site and initially sending to all current members for consent.
- Only use photos/videos of members in appropriate situations
- Use images to encourage and recognise the achievements of our members and promote Scouting (including in the wider press) providing the above criteria have been met.
- Remove any material published on our website which causes concern to a member as quickly as possible after it is brought to our attention.

- Enable members/parents to sign up to receive a notification when the website has been updated. This is done via the [Contact Us] button on the side menu of the website, also on the Home Page or on any Photo Page of the web site <http://www.claygatescouts.org/>
- Only retain photos and video on our website for up to 3 years after which time they will be archived.
- Only take photographs on their own devices or Group owned devices, on the basis of uploading them to the Group network and subsequently deleting from their device.
- Issue the Group Newsletter as a hard copy to members and their parents and if no feedback is received after 4 weeks, it will then be distributed to a wider circulation of former members and posted on the Group website.

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 or at larger Scouting event not directly organised by 1st Claygate Scout Group. 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 (Facebook, TikTok, Flickr, Instagram, X (formerly Twitter), YouTube etc) by members of the public or the Press. In addition, this form of social media may be used by parents or youth members, in doing so 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/media 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.

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we request the following:

- Understand that you as parents, carers and children do not have consent to take images of other children, that photos taken during the event are not to be shared on social media,
- If you have concerns at an event they should be raised with the Group Scout Leader.

Failure to follow this guidance could potentially lead to a safeguarding concern, in which case the incident may be reported to the Scout Association.'

Photography and Social Media Policy (1st Claygate Scout and Guide Band)

The Band is recognised by the Scout Association, to be at the National Standard. This means that the Band can be asked to represent the Scout Association at a variety of functions and may well be accepted for other significant events.

To this end, Band members and their parents need to be aware that it is inevitable that the Band will be photographed and videoed in a wide variety of situations.

Promoting Scouting is important and it is in the interests of all to advertise the Scout Movement through the use of appropriate and positive images. We therefore have to manage how we publicise these materials. The use of the images may include (but not inclusive of) the group, district, county or national websites, local newspapers, the newsletter, the noticeboard at the Scout Centre, the local and national press. Photos or Videos may appear on social media sites such as YouTube or Twitter.

The Group therefore needs members and their parents to understand that if their child becomes a member of the 1st Claygate Scout and Guide Band he/she will be included in photographs and video of the Band. By being a member, you and your parents accept that Band members will appear in published media and have agreed to the terms of this policy. This means that option A in the consent process is applicable.