

...EVERYDAY ADVENTURE

1st Berryfield Scout Group



Welcome Pack

Introduction

Welcome

Your child has expressed a wish to join us at 1st Berryfield Scout group. This information pack will provide you with basic information regarding scouting and the group. There are a number of forms at the end of this pack that we would appreciate you filling in and returning to us. The purpose and reason for these forms are explained within the pack.

Scouting

The Scout Association offers everyday (and some more unusual) adventure and activity to almost 400,000 children across the uk.

This works best when the young people are working in partnership with adults. They do this by:

- Taking part in a variety of activities and new experiences
- Exploring the outdoors
- Participating in teams
- Taking responsibility
- Taking part in the Progressive Training Program

The group and sections

The group consists of three sections and meet weekly, at Berryfield Community Centre.

- Beavers 6 to 8 years old Tuesday evenings between 6.00 -7.15
- Cubs 8 to 10 years old Tuesdays evenings between 7.00-8.15
- Scouts 10 1/2 to 14 years, we are thinking ahead and aim to open our own scout group in Summer 2016.

With all age sections there is flexibility in age ranges.

The Promise

To become a member of the scout association and our group your child will be asked to make a promise at an investiture ceremony. This would normally be undertaken on a section evening after at least 4 weeks attendance; however it can be carried out at any event.

Uniform

Details of uniform for each section, and the location of badges are on the scout website. Your child's section leader will also guide you in this.

On a section evening we would normally expect your child to attend in uniform.

- Beavers turquoise sweatshirt, group scarf and dark blue 'activity' trousers
- Cubs Dark green sweatshirt ,group scarf and dark blue 'activity' trousers
- Scouts teal green smart shirt, scout belt group scarf and dark blue 'activity' trousers .No Jeans please.

The Group's scarf / neckerchief will be presented to every member when they are invested into the group. There is a one off payment of £5.00 for this to cover the cost of the scarf and badges.

For activities there is a choice of optional polo shirts or hoodies, available in each sections colours. These optional items can be purchased through scout shops on line.

Badge work

Members of all ages work towards attaining badges both in their chosen activities, and in group activities. A list of badges is available on the scout website. Section leaders hold hard copies of the badge requirements. Please encourage your child to complete badge work at home. Badges earned are presented free of charge after investiture. Please ensure badges are sewn on to uniforms as soon as possible.

Subscriptions

Subscriptions are £12.50 per month and are due at the start of each month. Payment is by standing order direct from your bank (form attached).

The subs help to cover the cost of hall rental each week, and the cost of delivering a balanced programme, badges and materials for activities. Some activities or camps will incur extra costs.

During January we have to fulfil the Scout Associations census and pay membership fees for each member of the group .Failure to pay this will result in your child not being allowed to partake in scout activities, as scout insurance will not cover them.

If at any point paying either the subscriptions or activities become difficult please speak to your child's section leader or the scout leader in charge of the group. We can't help unless we are aware of any problems.

We can claim the income tax paid on all the monies that are paid to us. This means that the group can claim money back from the Inland Revenue. To enable us to do this there is a 'Gift Aid Declaration' form attached.

Waiting Lists

So that we don't keep young people waiting too long to join the group we have a four week rule policy. This is where any member of the group, if they are going to be away for more than four weeks at a time they need to make sure they inform their section leader so that they are not removed from the section. This then gives the opportunity to let another young person join quickly instead of trying to find out when someone has left but forgotten to inform us.

Forms

All forms must be completed and returned to the section leader within 10 days or before your child is able to be invested so that we have all the vital information to process and for the health and safety of your children.

Trips and activities

Letters are sent out concerning trips, activities, etc. Permission forms and reply slips need to be returned ASAP. This is generally due to the purchasing tickets, completing all of the necessary risk assessments and making arrangements with the "home contact" for the event.

These cut off dates will be strictly adhered to. Consequently, if subsequent to your child being accepted on a trip or activity, if they are unable to attend for any reason. Please let us know as soon as possible, so that we can offer the place to another member.

Child Protection and Health and Safety

The scout association's policies, rules, code of behaviour, advice on child protection and safety policy are there to ensure our young people stay safe whilst the programme of activities that we provide is fun, exciting and challenging. Most importantly we must also make sure that all activities undertaken are safe.

It is the policy of the scout association (and therefore of the group) to safeguard the welfare of all members by protecting them from neglect and from physical, sexual and emotional harm.

All leaders and regular helpers have an enhanced criminal record check, known as DBS disclosure. In addition all section leaders have passed a basic first aid qualification.

Safety Information

All activities will be run in accordance with the scout association's PORs. No responsibility for personal equipment, clothing and effects can be accepted by the

Activity Organisers, and the association does not provide insurance cover in respect of such items.

Accidents can happen. To comply with the scout Associations own health and safety policies we require certain information regarding emergency contacts(next of kin ,emergency contact numbers etc).if this information changes eg change of address or phone number please let us know. A general information contact form is attached.

Further information and consent forms may be required for specific activities.

The group can cope with members that have different needs, however we do need to know of any special requirements, allergies etc that you child may have.

All information provided is kept in complete confidence and will be updated regularly. No information will be passed to anyone outside of the Scout Association, and information is stored as directed by the Associations Policy Organisation and Rules.

Photographs / video footage

The various sections regularly take part in a wide range of activities, organised at a group, District or County level. Many of these involve challenging activities, which the youngsters involved often like evidence to prove they have taken part.

In addition images of the youngsters enjoying themselves can be extremely useful for publicity purposes, internally (eg for use on a group website),externally (sent to local newspapers, "Scout Magazine"(which is provided to Leaders in Scouting) etc), and on display boards etc.

At Group events it is relatively easy for leaders in charge to take suitable and agreeable photographs of the children involved. At larger events such a District or County events, it is not necessarily possible for the leader to dictate what photographs might be taken or the specific end use of the photographs. However as the photographs would be taken as part of a scouting event they would need to comply with the Scout Association's Child Protection Policy, as would photographs or video images taken during Group events.

Please ask if you have any questions concerning this. If we wish to use photos for any other purposes we will seek your permission. There is a form at the rear of pack, please fill it in as appropriate, sign to say that you accept it and return.

Letters, Documents, Newsletters

We are emailing all those parents who have an email account and ask that you help us to support the environment as well as help you receive all the information about what is going on in the sections as well as the group by making sure we have your correct details.

If you have any questions at all please contact your child section leader or speak to the scout leader in charge.

Ways to support the scout group

There are many ways you can support your children and the scout group. New leaders are always welcome – but we realise that the commitment needed for this may deter some people. However, help is always needed with the organisation and running of fundraising events or perhaps you could assist with jobs like delivering and collection of camp equipment to enable us to join in camping activities.

Supporting the leaders in the preparation and cooking of meals at camps mean that leaders can concentrate on delivering activities at camps, and not stop them to prepare food.

Parent rotas will be developed as we grow which enables us to have a higher ratio of adults to children at weekly meetings, which in turn means more exciting programs. The expectation is that all parents assist one in a while, you may have a skill to support the children to complete badge work. What ever skills you have we can use them; or we can help you develop new skills you didn't realise you had.

Executive Committee

The Scout Group has to elect an Executive Committee each year consisting of a number of parents and various leaders of the scout group. The committee has the responsibility for the day to day tasks such as account keeping, secretarial support as well as fundraising. They play an essential part in maintaining an effective and successful Scout Group and are required under scouting rules to be in place, otherwise the scout group has to close.

Parents Fundraising Committee

Our parents committee is responsible for the management of the group. This includes supporting the leaders to run a section by providing practical help and organising Fund Raising Events during the year to provide extra finances to run activities and purchase equipment. We at Berryfield are a very new group and need to raise sufficient funds to enable us to purchase tents, cooking equipment, in fact all things enabling us to camp independently from other members of the district teams.

Or

How about, taking an active role, in one of the sections either as a regular helper or full time warranted leader. If interested please discuss further with any leader. All help is valued and no experience is necessarily needed. Full support and training can be arranged.

Emails to group

The scout group now has an active email address which is checked daily by the executive team. All emails will be replied to within 24 hours. This email address should be used for all group correspondence.

1stberryfieldsscoutgroup@gmail.com

If you need to contact the section leaders directly and confidentially, please use their direct emails enclosed.

The group is currently in the process of setting up the 1st Berryfield web site, details to follow shortly.

Group contacts 1st Berryfield Scout Group

Group Scout Leader

Celia Riordan Mobile 07876717502 Email celiariordan@live.co.uk

Chairperson

Claire Umpleby Turner

Secretary

Karen Cornes

Acting Treasurer

David Riordan Mobile 07950465130 Email davidriordan@live.co.uk

Beaver Scout Leader

Celia Riordan (Grey Beaver) Mobile 07876717502 Email: celiariordan@live.co.uk

Beaver Section Assistant

Currently vacant

Cub Scout Leader

Suzzie Morriss (Akela) Mobile 07917468436 Email: suemorrissuk07@aol.com

Assistant Cub Scout Leader

David Riordan Mobile 07950465130 Email davidriordan@live.co.uk

Cub Section Assistant

Gary Ribeck

Assistant Scout Leader

Andrew Kingdom Mobile

Assistant Scout Leader

Daniel Nicklin Mobile

All enquires please direct to Celia Riordan

National contacts

Uk the scout association headquarters

Gillwell Park

London E4 7QW

Scouts Information Centre 0845 3001818- local rate

Info.centre@scouts.org.uk



Photographic & video footage Permission

I acknowledge that during the course of Scouting events (weekly meetings ,days out, camps, etc) photographs and /or video footage may be taken, and could be used for any of the following purposes: to be provided after events; Recruitment of Members or Leaders; As a training aid in validation of Leaders training :Internal publicity (Group Newsletter, promotion of future events to members of the Group etc);External publicity (submission to local newspapers, “scouting magazine”, Website etc); to be shown at Group events /on the Group notice boards.

I also acknowledge that on larger events photographs and / or video may be taken that the Group’s Leaders have no control over. I understand that all photographs and /or video forage taken by or on behalf of scouting events will comply with the Scout Associations Child Protection Policy.

Name of child _____

Name of parent _____

Signature _____

Date _____

1st Berryfields Scout Group



Gift Aid Declaration

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Please treat as Gift Aid donations:

The enclosed gift of £ _____ OR

All gifts of money that I make today and in the future as Gift Aid donations OR

All gifts of money that I have made in the past four years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.

✓ *Please tick the appropriate box*

Donor's details

Title: _____ Initial(s): _____ Surname: _____

Home address:

Postcode: _____ Date: _____

Signature: _____

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs), that I donate to, will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

Please notify 1st Berryfields Scout Group if you:

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.



Standing Order Mandate 1st Berryfields Scout Group

Please complete this standing order mandate and hand it into your bank
If you are setting this up electronically please use the details below

To the Manager
Name of Bank:
Address:
Postcode:

Please pay : **1st Berryfields Scout Group:**

The sum of: **£12.50** (twelve Pounds 50 pence) per month

On the **1st** day of the month, starting on ___/___/___

And there after every month until further notice.

National Westminster Bank Aylesbury

Sort Code: 60-01-31

Account Number: 51703033
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Reference:

(So that we can identify your payment, please quote your child's full name as a reference)

Your Bank Account Details:

Name of Account Holder:

Sort Code:

Account Number:

Signed: _____ Date: _____

1st Berryfields Scout Group
Update of personal information.



(Mandatory Field) (Non-Mandatory Field)

Beaver/Cub or Scouts information

Membership No: _____
Title: _____
First Name: _____
Surname: _____
Date of Birth: _____
Address: _____

Postcode: _____
Telephone: _____
Email: _____
Nationality: _____
Ethnicity: _____
Faith/ religion: _____

Emergency Contact info

First Name: _____
Surname: _____
Relationship to child: _____
Telephone 1: _____
Telephone 2: _____
Doctor/Surgery
Name: _____
Surgery Address: _____

Postcode: _____
Surgery Telephone
No: _____

NHS Number: _____

Dietary needs: _____

Medical Information: _____

Parent 1

Title: _____

First Name: _____

Surname: _____

Date of Birth: _____

Gender: _____

Relationship to child: _____

Email 1: _____

Email 2: _____

Telephone 1: _____

Telephone 2: _____

Other Information: _____

Parent2

Title: _____

First Name: _____

Surname: _____

Date of Birth: _____

Gender: _____

Relationship to child: _____

Email 1: _____

Email 2: _____

Telephone 1: _____

Telephone 2: _____

Other Information: _____

Confirmation and acceptance of the welcome Pack

I hereby confirm that I have received and read the welcome pack and accept the information within it and I have completed all the forms and returned them to the Scout Group.

Name of Child:

(Printed) Name of Parent / Guardian

Signature of Parent /Guardian:

Date _____
