

FSE Guidelines for Setting up a Scout Group

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**THE EUROPEAN SCOUT FEDERATION
(BRITISH ASSOCIATION)
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Summary

The following is a guideline for setting up a Scout Group in a new area where a need has been identified and the local community is enthusiastic and suitable adults are willing to become involved.

It may be prudent to consider setting up one section at first then others over a period of time.

First Steps

- ❖ The Province Commissioner's advice is sought and gives guidance throughout the setting up process
- ❖ A suitable adult takes on the role of GSM
- ❖ If new GSM is new to FSE(BA) then FSE Training Team need to give that person suitable training to assist them in their new role
- ❖ If new to FSE(BA) or scouting the new GSM needs to attend other local groups meetings to get familiarised with scouting principles, and develop a relationship with other FSE(BA) leaders
- ❖ Simple job descriptions and person specifications need drawing up with a list of jobs that must be recruited before the new group can start
- ❖ Collect names of suitable adults and interested young people and maintain regular contact with them
- ❖ A Promotional Meeting is held
- ❖ The Group is registered with the National Committee of the Federation of European Scouts (UK)
- ❖ A place to meet is established (community centre, school, church hall, own property etc)
- ❖ Funds for all Group requirements are started to be raised
- ❖ Advertisements placed around area

Group Scout Master Role

Job Title: Group Scoutmaster

Term of office: 1 year renewable

Appointed by: Group Council

Description of Job:

The GSM is the backbone of the Group

However, the role is not one of a section leader, the GSM is a separate job entirely and their role is not to interfere with the running of the sections within their group (unless they consider there to be problems). Involvement should be by invitation from section leader, which should be forthcoming

Responsibilities:

- ❖ Provide support to Section Leaders
- ❖ Be aware of the activities of the Sections within the group
- ❖ Act as communication link between all Sections
- ❖ Visit Sections (with section Leader's consent)
- ❖ Attend Group/Section ceremonies and present awards (at section Leader's Invitation)
- ❖ Arbitrate, reconcile or otherwise deal with parent's complaints
- ❖ Arrange and chair Group Council meetings
- ❖ Maintain records of Group Council meetings
- ❖ Arbitrate, reconcile or otherwise deal with Leader's/helper's complaints
- ❖ Organise the Parents and Friends Committee and be part of it.
- ❖ Ensure the Group is insured
- ❖ Ensure the Group's capitation is paid
- ❖ Ensure the Group's accounts are available to HQ if requested
- ❖ Attend Province meetings
- ❖ Maintain a record of all warrant holders in the Group and ensure the warrants and CRB's are kept up to date
- ❖ Maintain a record of all 16+, adult members and helpers and ensure all CRB's are kept up to date
- ❖ Liaise with PC to update all leader information as and when a change occurs
- ❖ Collect warrant/membership cards from resigning members and return them to the ANC
- ❖ Ensure all parents attending events have a CRB less than 2 yrs old.
- ❖ Maintain training records for all leaders in the Group and encourage the take up of further training opportunities
- ❖ Ensure FSE Policy, Procedure and Practises are adhered to

- ❖ Ensure the Group presents a good public image and contributes to the local community
- ❖ Ensure First Aid Responsibilities are met as described in the FSE Policy, Procedure and Practises

Promotional Meeting

- ❖ This is the start of the new group
- ❖ It is an opportunity to explain to any interested parties how the new group works; what support and equipment is required; what support already exists in the local community
- ❖ Individuals concerns about getting involved can be allayed and a support network can be explained and the benefits of Scouting can be extolled
- ❖ The requirements needed to start the group can be honestly examined and what jobs need filling listed, which is where job descriptions are valuable
- ❖ A list can be made from the meeting that shows what other people could be approached in the local area with a view to getting them involved in the new group
- ❖ If not enough volunteers are forthcoming then another meeting should be scheduled at a different time/place

Second Steps

- ❖ A Parents and Friends Committee is set up and holds an inaugural meeting
- ❖ Group Leaders are appointed
- ❖ The group needs to adopt their own constitution, possibly the model constitution supplied by the FSE(BA)
- ❖ New section leaders need to have a Leaders Induction Course as soon as possible
- ❖ As for GSM, leaders should attend other groups meetings needs to attend other local groups meetings to get familiarised with scouting principles, and develop a relationship with other FSE(BA) leaders
- ❖ Group Insurance is taken out
- ❖ A Group treasurer is appointed
- ❖ The possibility of a start up grant, from the National Committee, needs to be investigated
- ❖ A Group Flag is designed and approved
- ❖ The Group sections uniform is decided
- ❖ The Group meeting, time and date, for each section and cost per child is decided on
- ❖ Equipment for each section and its storage location is decided on. The acquiring of same is started upon
- ❖ Advice /assistance is available from the National Leadership and members will attend when required to meetings or Section meetings

Parents and Friends Committee

- ❖ This is a committee organised by the G.S.M. with the objective of overseeing and generating funds for the group
- ❖ It consists of a Chairperson, Secretary, Treasurer, G.S.M., interested local people, all parents of group members are entitled to be members
- ❖ When a group first starts it is short of everything required to run an effective Otter/Cub/Scout/Rover group and the PFCs first role is to generate funds to allow the groups sections to get off the ground
- ❖ Until the PFC is running smoothly the Province Commissioner should be invited along to its meetings
- ❖ The PFC is responsible for group property, generating funds in order for the group to run effectively, propaganda, recruitment, provides a source of adult assistance for the group etc
- ❖ If the group owns land, property or substantial funds then The PFC shall provide Trustees in whose name such items shall be vested
- ❖ All monies must be administered by the group treasurer and deposited with a bank or other similar account in the Group name and operated by two unrelated signatories. Group accounts to be administered to F.S.E.(BA) principles

Group Leaders

- ❖ Each Section Leader i.e. Otter Leader, Cub Master, Scout Master, Rover Scout Leader or Ranger Leader takes charge of their own section with the help of any assistant leaders, subject to the general supervision of the GSM. Each leader will, however, entrust as far as possible all internal matters of discipline and administration to the appropriate members committee i.e. Sixer's Council, Court of Honour, Rover Crew
- ❖ The complete Group is led by a Group Scout Master who is responsible for the overall co-ordination of the Group
- ❖ The minimum desirable ages for leaders are as follows: GSM, AGSM and RSL: 25 years, ARSL, SM, CM and OL: 21 years, ASM, ACM and AOL: 18 years. Leaders of the same sex as the members of their section are preferred. Leaders of the opposite sex are permissible, however, they must not be left in sole charge of the section. Otter and Cub Instructors may be appointed at the age of 14, and Scout Instructors at 16; Instructor's Permits will be issued, valid for four years and two years respectively. Should they wish to continue as a leader on reaching 18, then an appropriate warrant must be applied for, see section 27 (d). Instructors are not permitted to be left in sole charge of a section

Each group leader have certain minimum standards that must be conformed to:-

- ❖ Have a current recent CRB certificate or be registered with the ISA
- ❖ Completed a Warrant Application including references
- ❖ Have certified Child Protection training either F.S.E.(BA) or other body (may be obtained after warrant issued)
- ❖ Have completed a Provisional Training Course PTC (obtained after warrant issued)
- ❖ Have completed a Leaders Induction Course PTC (may be obtained after warrant issued)
- ❖ A minimum number of leaders should be present at section meetings at all times. In accordance with FSE(BA) policies

Section Leader Role

Job Title: Scout Master, Cub Master, Otter Leader

Term of office: unlimited

Appointed by: Group Council

Description of Job:

The SM, CM, OL is in charge of their section. Under the general supervision of the GSM

Responsibilities:

- ❖ May be left in sole charge of a Section so position holder must be warranted
- ❖ Has completed a Leaders Information Course, a suitable Child Protection Course and have completed a Preliminary training Course within 4 years of the warrant issue date
- ❖ Further their own Wood Badge training
- ❖ Encourage supporting Section Leaders/instructors to further their Wood Badge Training
- ❖ Is competent in scouting to train and test to the standards required of that Section
- ❖ Provide a good balanced program to properly develop the Section members
- ❖ Ensure all Section activities are properly risk assessed and the RAs documented
- ❖ Ensure all supporting Section Leaders/instructors e.g. ASM, ACM, AOL etc are properly briefed in Sections activities
- ❖ Appoint PLs, APLs, Sixers, Seconds etc
- ❖ Ensure Section councils e.g. Court of Honour, Sixers' meetings take an active part in running the Section
- ❖ Ensure assistants are allowed to properly develop in scouting
- ❖ Provide support to other Sections as required
- ❖ Be aware of the activities of the Sections within the group
- ❖ Visit other Sections (with Section Leader's consent)
- ❖ Attend Group/Section ceremonies
- ❖ Pass on parent's complaints to the GSM
- ❖ Attend Group Council meetings
- ❖ Ensure the Sections activities conform to the group insurance policy
- ❖ Ensure the Sections financial records are passed on to GSM
- ❖ Attend Province meetings
- ❖ Ensure FSE Policy, Procedure and Practises are adhered to
- ❖ In the absence of a First Aider, be prepared to act as an Appointed Person
- ❖ Ensure the Group presents a good public image and contributes to the local Community

Assistant Section Leader

Job Title: Assistant Scout Master, Assistant Cub Master, Assistant Otter Leader

Term of office: unlimited

Appointed by: Group Council

Description of Job:

The ASM, ACM, AOL helps their respective Section leader in running that section. Under the general supervision of the Section leader

Responsibilities:

- ❖ May be left in sole charge of a Section so position holder must be warranted
- ❖ Deputise for Section Leader in their absence
- ❖ Has completed a Leaders Information Course, a suitable Child Protection Course and have completed a Preliminary training Course within 4 years of warrant issue date
- ❖ Further their own Wood Badge training
- ❖ Is competent in scouting to train and test to the standards required of that Section
- ❖ Provide support to other Sections as required
- ❖ Be aware of the activities of the Sections within the group
- ❖ Visit other Sections (with section Leader's consent)
- ❖ Attend Group/Section ceremonies
- ❖ Pass on parent's complaints to the Section Leader
- ❖ Attend Group Council meetings
- ❖ Attend Province meetings
- ❖ Ensure FSE Policy, Procedure and Practises are adhered to
- ❖ In the absence of a First Aider, be prepared to act as an Appointed Person
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Group Treasurer

Job Title: Group Treasurer

Term of office: unlimited

Appointed by: Group Council

Description of Job:

The GT takes care of administering the groups finances, could be P&FC finances, group finances or both

Responsibilities:

- ❖ Responsible to GSM for all financial matters
- ❖ Take responsibility for all money matters in the section/group that they are responsible for (subs, donations, fund raising, camp fees etc)
- ❖ Administers accounts to FSE(BA) guidelines i.e. 2 signatories etc
- ❖ Produces reports to Group Council meetings, F&PC meetings or both
- ❖ Produces annual Financial report for Group Scoutmaster

Group Insurance

- ❖ For the protection of all Group members, young and old, it is imperative that the group has adequate Group Insurance
- ❖ The policy should cover the group and provide cover for Scouters and other persons authorised to be in charge of, or to assist with, Scout activities against claims made by members under their control, or their parents/guardians, or by third parties, alleging legal liability arising out of accidents or incidents occurring during any authorised Scout activity
- ❖ Consideration should also be given to insuring group property for loss or damage

Section Equipment

- ❖ This is a large list because everything from uniform badges to tents, handbooks to first aid kits needs to be considered
- ❖ It will be best to consult other groups and prioritise equipment in the order the group will need it i.e. camping equipment will not be needed until the section actually goes camping but knotting ropes are needed from the start
- ❖ A list of starter equipment can be obtained from the HQ Commissioner of the section

Third Steps

- ❖ Group Council meets to decide actual finer details of each sections meeting e.g. ensuring adequate leaders present, program etc
- ❖ If not enough experienced leaders at meetings then leaders from other F.S.E.(BA) groups need to be asked to help
- ❖ A start date is decided upon

Start Date

- ❖ This date is decided by the leaders and helpers. Factors may be the warrants procedure or Leaders may want to wait until they are invested etc
- ❖ At first the program may not be ambitious until the leaders gain confidence but must still be exciting and challenging for the young people
- ❖ It may be better to start with a small number of young people for a period of time. This will give everybody time to get accustomed to each other and allow the new leaders to gain confidence in running the meeting and not feel out of control
- ❖ Leaders from other groups will need to attend the early meeting and the Province Commissioner needs to ensure that a number of these specialists are always present until the new group is running smoothly
- ❖ Ensure enough equipment is available for the first meeting, can be either new or borrowed from other local groups
- ❖ At the early meetings parents/adults who attend can be invited to become involved and unfilled jobs can be offered