

Development Planning Toolkit - User Guide

Version 3 - Sept 2022

This Scout Group Development Planning Toolkit is one of the tools to help analyse and plan for the future. Contact your local support team for help with development planning.

[Local Support](#)

"Those who never make any plans, never make any progress either." - Lord Baden-Powell

Be SMART

Before we look at how to put a development plan together, let's ensure the targets we set are as realistic as possible; this makes the whole progress much easier in the long term. Make your targets Specific, Measurable, Achievable, Relevant and Time-bound (SMART). If you use this system for setting targets, you are far more likely to succeed. Because you have clearly identified when the target is reached, you know exactly when to close the task and will not waste extra resources by keeping it open for longer than needed. By making it time-bound you also know when to stop if you are not having any success, so the task can be reviewed and a new approach taken. Crucially, you will not be wasting your time by continuing with something that might never work.

Development Planning

Development plans do not need to be long, complicated documents that go on for pages and pages. Some of the best and most effective plans are short and simple ones. Be realistic; what can you achieve this year?

[Development Planning](#)

What goes into a Development Plan?

There are various sources that can contribute to a development plan. The SWOT and RAG review are two of those:

SWOT Analysis

This analysis helps you assess the strengths, weaknesses, opportunities and threats (SWOT) to your Group. Strengths and weaknesses are internal factors.

Opportunities and threats are external factors that can influence the future of your Group.

RAG Review

The RAG review is a simple set of criteria which you can check your group against. There are a number of categories down the left-hand side, and each one has three statements next to it. Each statement corresponds to either red, amber or green.

Read all three and decide which one is the closest match to your group. Put the corresponding colour in your 'score' column. For some questions, you may need to access census data. A link to the census site and a user guide can be found at the link below, if you are unsure you may need to speak to the group secretary or the Scout Information Centre.

[Census](#)

Please note that this a generic set of criteria and your Group's particular circumstances may slightly alter the results for one or two elements. For example, if you are in a rural area, your Group size and rate of growth may well be different to that of an inner-city group, but not always! If you can't decide which statement is the closest match for your Group, try one of the following:

- Repeat the exercise, either independently or as a group of people, and find out what the consensus of opinion is.
- Speak to one or more of your district team or the regional services team for their perspective.
- Always err on the side of caution. Only choose a statement if your Group meets it entirely, or you could meet it quite quickly.
- Remember – red isn't a sign of failure, merely an honest opinion of where you are now, and a good opportunity for development.

Glossary and definitions

STAKEHOLDERS - Any adult who benefits from, or contributes to the group and its members. This includes parents, executive members, local sponsors, members from groups inside and outside Scouting you are partnered with and other local community leaders.

MOVING IN - Joining Scouting from outside, regardless of whether a beaver, cub, scout, explorer, young leader or network member.

MOVING ON - Moving from one section in Scouting to the next section due to age.

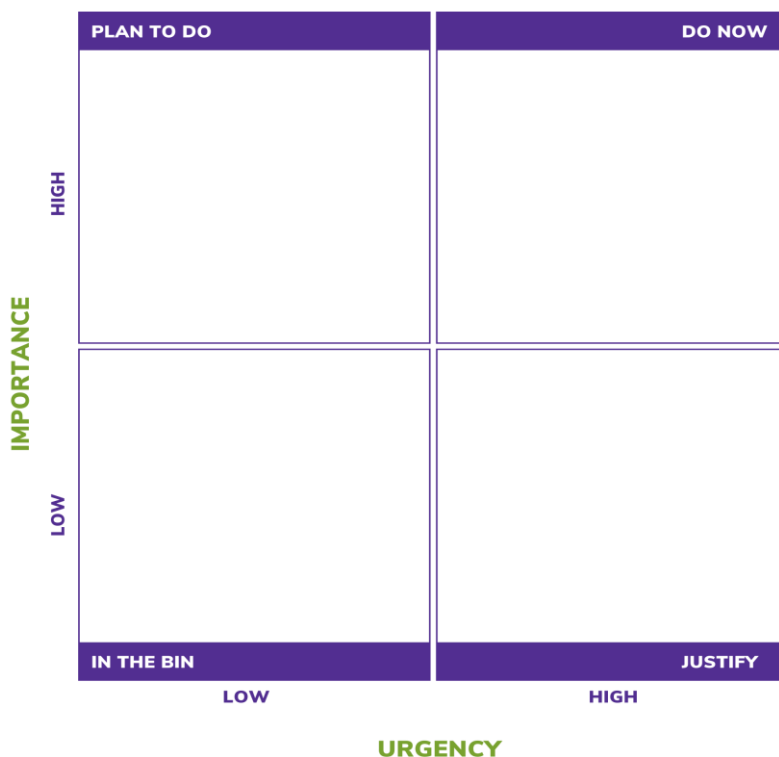
REGISTER OF INTEREST - A list of young people who are interested in joining Scouting, but are not yet old enough for the youngest section that operates locally.

WAITING LIST - A list of young people who want to join Scouting and who are the right age, but are unable to join as the section is at capacity.

Planning Matrix

Now that you've analysed the group, you will have a better understanding of which elements could do with some support. But which ones do you prioritise? You can use a 'planning matrix' to chart where you should focus your efforts. It may be worth putting the elements that you are going to work on from the RAG and SWOT analysis onto small sticky notes as they are likely to be moved around the matrix until everyone is happy.

You may also want to draw the matrix on a bigger piece of paper. Discuss with your team where they think items should be placed in the matrix, and how urgent and important everything is. Make sure there is a consensus over where items have been not ignored. Some of the items in the top, right-hand box (high importance, high urgency) will be carried forward into the development plan.



Development Plan

As mentioned before, development plans do not need to be huge, but they do need to be simple. Most Group development plans should not have more than four or five targets, which you can perhaps review annually. Take some of the elements from the high importance, high urgency box in the planning matrix, and as a team decide which ones you could work towards this year. If this is your first development plan go for the 'quick wins', that is, items you can progress across the RAG chart from red to amber or amber to green quite quickly. By doing this, your overall development plan gets smaller and you can see that good progress is being made. Also remember to make any targets SMART. A blank group development plan template can be found in this file, see 'Development Plan' tab.

Note: Although in some parts of the British Isles, scout counties are known as areas or islands – and, in one case, Bailiwick – for ease of reading this resource simply refers to county/counties. In Scotland there is no direct equivalent to county or area. In Scotland scouting is organised into districts and regions, each with distinct responsibilities. Some 'county' functions are the responsibility of Scottish regions, while others lie with Scottish districts. The focus of responsibility is outlined in Scottish variations from POR.

Group Name:

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Membership	Group culture			Behaviours, attitudes and language that is exclusionary or offensive go unchallenged	Behaviours, attitudes and language that is exclusionary or offensive is sometimes challenged	Behaviours, attitudes or language that is exclusionary or offensive is always challenged	
	Diversity of volunteers			Leadership lacks diversity regarding gender, ethnicity, disability, age, faith, sexual orientation and socio-economic status	Leadership is diverse in one or two areas e.g. age and gender	Leadership provides diverse role models regarding gender, ethnicity, disability, age, faith, sexual orientation and socio-economic status which reflects the local community	Inclusion and diversity
	Gender make up			Membership is open to boys only	Most sections are open to all genders	All sections are open to all genders and have a mixture as members.	Transgender and gender identity
	Registration of Young Leaders			None of our Young Leaders are registered with the District	Some of our Young Leaders are registered with the District but records are not up to date	All of our Young Leaders are registered with the District	Young Leaders Scheme
	Registration of Young Leaders from outside Scouts (Duke of Edinburgh or Girlguiding)			None of them have been registered	They need to be registered but haven't got around to it	All of our Young Leaders are registered with the District	
	Adults leaving membership			2 or more unplanned departures in the last 12 months	1 unplanned departure in the last 12 months	0 unplanned departures in the last 12 months	Re-engaging existing volunteers
	Growth in adults			Less volunteers than this time last year	Same number of volunteers at this time last year	More volunteers than this time last year	Ready to Recruit
	Growth in young people			Less young people than this time last year	Same number of young people than this time last year	More young people than this time last year	Recruiting, retaining and re-engaging young people
	Volunteer recruitment			No plans to recruit, only react when people leave	Some recruitment plans, inconsistently organised. Looking in the usual places	Actively recruiting, aiming to make the volunteer team representative of the local community	Recruitment toolkit
Leadership & Management	Adult Review Process			There are no reviews carries out	Formal reviews happen every 5 years (or less where appropriate)	Formal or informal reviews happen every year with all adults. No reviews are overdue	Review process
	Adult Review Outcomes			If we have reviews, no outcomes are identified	Outcomes are identified but rarely put into practice	Outcomes are clearly identified and put into practice	
	Welcoming new volunteers			New volunteers are expected to 'prove themselves' before being welcomed	New volunteers are informed where support is available and expected to seek help if needed	New volunteers are actively supported to learn their role and help is offered	First impressions
	Leaders Meeting - attendance			Not all sections represented at leaders meetings	Attended by section leaders only	Attended by all adults and young leaders	
	Leaders Meeting - frequency			No leaders meeting planned	Meetings happen less than once per school term	Meeting diarised at least once per school term (minimum 3 per year)	
	Moving On 'Overview'			No planned moving on between sections	Some planned moving on between sections	All members move into the next section when both section leaders agree	
	Waiting & Joining List 'Overview'			No management of the waiting and joining list across the Group	Section leaders manage the waiting and joining lists	Management of waiting and joining list across the group	Managing joining lists
	Group Scout Leader			No GSL in post	Acting GSL or other arrangement	GSL in post with full training	GSL Induction
	Working with Explorer Scouts			There are Explorer Scouts in the group who are not registered with the District	There is an Explorer Scout Unit linked to the group but have no partnership agreement	There is an Explorer Scout Unit linked to the group and have a partnership agreement	
	Regular internal communication			Only using email to communicate internally	Email and a website/ newsletter used to communicate internally	A good mix of email, web, conference and telephone calls and face to face meetings are used to communicate internally	Member communications

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Parental Engagement	Knowledge of flexible volunteering			We have no flexible volunteering	Limited understanding of flexible volunteering and limited information available	Good understanding of flexible volunteering, with lots of information available	
	Flexible volunteering options			No roles in the group are open to flexible volunteering	Only certain roles like assistant leaders are open to flexible options	All roles in the group are fully open to flexible options, job shares, deputies and so on	
	Involving parents			Parents are not involved in supporting the Group	Parents are actively encouraged to support, but few take part	Group receives a good level of support from parents	Four week challenge
	Adult rota (parents and carers)			No adult rota	Poorly supported / ineffective adult rota	An effective adult rota	Adult rotas
	Introducing new parents and carers			No introduction at all, no information shared	Limited introduction, welcome pack given out only	Full introduction to the section team, welcome pack and information shared	Involving parents
	Skills & interest survey of parents and carers			No skills audit undertaken	Skills audit undertaken but information not used	Regular skills audit undertaken and information used to the benefit of the Group	Adult surveys
	Support task list within the group			No task list identified	Tasks identified but not shared	Most tasks identified, shared and allocated	
	Vacancy Board			No vacancy board	Vacancy board in use but not up to date	Vacancy board in use and up to date	Advertising vacancies
	Newsletter (paper or email)			No newsletter or regular sharing of information	Newsletter is circulated less than once per term	Newsletter is circulated at least once per term	Newsletters
	Website			No website, or a website that is out of date	Website, but limited information about the Group, rarely updated	Website with up to date information	Websites
	Social media (Facebook, Twitter, etc)			No use of social media	Limited use of social media	Appropriate use of social media to communicate and recruit new members	Social media
	Direct message / Email			No use of direct electronic communication	Limited use of direct electronic communication	Appropriate use of direct electronic communication	
Social events			No social events organised	Some social events organised but poorly attended	Regular social events organised and well attended	Group get togethers	

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Learning	Core learning - Essential Info, Safety, Safeguarding, GDPR, Trustee Introduction			No adults have completed their core learning	Some adults have completed their core learning	All adults have completed their core learning	Learning modules
	Ongoing learning			Adults complete no ongoing learning	Leaders will complete less than 5 hours ongoing learning per year	Each leader will complete 5 or more hours ongoing learning per year	
	Training Advisor			Leaders with no training advisor appointed	Leaders have training advisor appointed but there is poor / no communication	All leaders have training advisor, and are working well through their modules or have completed relevant training	
	Personal Learning Plan			Leaders with no PLP in place	Some adults have PLP in place	All adults have PLP or have completed all relevant training	
	Wood Badge			Leaders with an appointment over 3 years do not have the correct Wood Badge	Leaders are working towards their Wood Badge but there are delays in training / validation	All leaders have correct Wood Badge for their role or should achieve it within 3 years of appointment	
	Access to training			No or limited access to adult training	Access to training can be inflexible at times	Easy access to adult training with flexible options	
	Specialist Training (Scout Permits & External Training)			There is demand for specialist training or permits but no opportunity to get them	There is no demand for specialist training or permits, but they are available	There is demand and opportunities to work towards specialist training / permits	Activity permit scheme
	Nights Away Permits			1 or no permit holders in the group	2 permit holders within the group	More than 2 permit holders in the Group	Nights away permit scheme
Safety	Risk Assessments - Activities			No activity risk assessments are done or shared	Activity risk assessments have been carried out and are shared	Activity risk assessments have been carried out and reviewed regularly	Risk assessments
	Accident reporting locally			There is no method of reporting accidents	There is an accident form in which accidents are written	There is an accident form in which accidents are recorded and filed. All entries are reviewed.	Emergencies and reporting
	Safeguarding information for leaders			Adults know of the yellow card but have never had the opportunity to discuss the content	All adults given a yellow card and briefly discussed content with another person	All adults given yellow card, understanding of content confirmed by discussion and regular opportunities to discuss concerns	Yellow card
	Emergency procedures			Adults are not aware of the Scouts emergency procedures or issued with purple card	All adults given a purple card and briefly discussed content with another person	All adults given purple card, understanding of content confirmed by discussion and regular opportunities to discuss concerns	Purple card
	Staying Safe - safety checklists			The Scouts safety checklists have not been distributed and are not referred to	The safety checklists have been received and read by adults	The safety checklists have been received and reviewed by all adults and frequent reference is made to them	Safety checklist
	Safeguarding information for parents			Parents do not know about or have not seen the 'safe and sound' leaflet	Adults know about the safeguarding information available for parents	Adults know of the safeguarding information that is available for parents and regularly share it with them	Staying safe information for parents
	First Aid Qualification			No adults have a valid first aid qualification	One adult per section has a valid first aid qualification	All adults have a valid first aid qualification	First Aid
	First Aid Provision			There is no accident form or first aid kit	There is an accident form and first aid kit but its contents have not been checked	There is an accident form and first aid kit, its contents are regularly checked	First aid kits
	In Touch System			There is no in touch system in place	In touch system only used for nights away events	In touch system in place for all meetings and events	Intouch
	Leader in Charge			Running of the meetings is shared, but there is no designated 'leader in charge'	Some meetings have designated 'leader in charge' and participants may or may not know who that is	All meetings have designated 'leader in charge' and all participants are made aware of who this is	Leader in charge

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Group Trustee Board	Officers (Chair, Secretary and Treasurer)			There is no Chair, Secretary or Treasurer	One of the officer roles is currently vacant	All three officer roles are in post	Recruiting new trustees
	Board Members			There are only leaders and GSL on the board	The make up between leaders and other board members is unbalanced	There is a good balance between leaders and other board members	Trustee board members
	Trustee Board Meetings			No meetings planned	Meetings happen less than once per school term. No agenda or minutes are circulated	Meeting diarised at least once per school term (minimum 3 per year) with agenda and minutes circulated in timely manner	Preparing for trustee meetings
	Gift Aid			Group isn't claiming Gift Aid	Group is registered but claims are not up to date	Group claims Gift Aid every year	Gift aid
	Finance - Communication			No report from treasurer on income, expenditure and balance	Report created for AGM only	Regular finance updates shared and opportunities to discuss	Group treasurer guide
	Finance - Budgeting (Income & Expenditure)			No annual budget agreed	Annual budget agreed, but no one monitors this during the year	Annual budget agreed and monitored	
	Finance - Flexible costs			No support in place for members from low income households with costs	Some support in place to help members from low income households but it isn't public knowledge	Our options to reduce costs for low income households are public and easy to find	
	Fundraising			No fundraising undertaken	Fundraising is poorly planned	Fundraising is well planned	Fundraising support
	Group AGM			There is no AGM	AGM is poorly attended and dull	AGM is well attended and is good celebration of the groups achievements	Annual general meetings
	AGM - Reporting			There is no reporting at the AGM	Basic written report is presented to the AGM	Full report shared prior to AGM, with highlights presented at meeting	AGM reporting for treasurers
	Venue - Suitability			Our venue is not fit for purpose	Our venue is in need of some work / undergoing improvements	Our venue is suitable with good indoor and access to outdoor space	Your Scout building
	Venue - Condition			Our venue is in poor condition and in need of major repair or renewal	Our venue is in good condition inside but the outside isn't inviting	Our venue is in really good condition inside and out	
	Venue - Accessibility			The venue is not accessible to all	The venue is accessible for some people but not all	The venue is fully accessible and useable by all	Reasonable adjustments
	Venue - Risk Assessment			No venue risk assessment	Risk assessment completed and shared	Risk assessment completed, shared and reviewed at least annually	Venue risk assessment help
	Equipment - Storage			No central storage, most equipment in volunteers homes	Some central storage but to unsuitable, too small or poorly organised	Good central well organised storage	Equipment
	Equipment - State of repair			Condition of equipment unknown. Damages not reported	Most equipment is tired and in need of repair / replacement	Equipment is well maintained and fit for purpose	
	Equipment - Management			There is no inventory and no individual takes responsibility for managing equipment	There is an out of date inventory with ad-hoc responsibility for equipment used	Managed inventory and a person or team responsible	
GDPR - Data Protection			No understanding of GDPR requirements	Started to complete the GDPR framework but actions outstanding	GDPR framework and resulting actions completed, a member of the board has been designated to monitor compliance	GDPR toolkit	
GDPR - Privacy Notice			No Group Privacy Notice	There is a draft/unapproved or out of date Group Privacy Notice	Group Privacy Notice is published and reviewed annually	Privacy notice	

Squirrel Drey Name:

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Young People	Number of Squirrels			Fewer than 12		12 or more young people	
	Young People Records			No accurate record of all current members	Records of Squirrels kept but not shared with GSL or other Squirrel volunteers	Accurate record of Squirrels kept and shared with GSL and other Squirrel volunteers	
	Introducing new Squirrels			No introduction to the section/Scouting given to parents or young people	Limited induction, welcome pack given out only	New parents and young people fully introduced to the section/Scouting, welcome pack and local information shared	Welcoming New Squirrels and Moving On
	Those leaving Squirrels			No idea of why people leave the section	Conversations held with people leaving the section	Conversations held with people leaving the section and information acted upon	Welcoming New Squirrels and Moving On
	Young Leaders			No Young Leaders	1 Young Leader	2 Young Leaders	Young Leaders: Information for Section Leaders
	Young Leaders Scheme			No knowledge of the Young Leader Scheme or how to use it.	Young Leader scheme is used, but we do not know how to use it effectively.	Young Leader Scheme used well and objectives understood	Young Leaders: Information for Section Leaders
	Young Leaders Development			Young Leaders have no opportunity to complete missions	Young Leaders are completing missions sporadically	Young Leaders have opportunity to complete missions with good support	Young Leaders: Information for Section Leaders
	Waiting list system (those old enough to join now)			No system in place for managing the waiting list	Ad-hoc system in place for managing the waiting list	A robust system in place for managing the waiting list that is consistent across the group	
	Waiting list size (those old enough to join now)			Some on the waiting list will not have a place in the next 6 months	All on the waiting list will have a place in the next 6 months	There is no-one on the waiting list	Waiting Lists
	Moving on process			No sharing of members details with the GSL and Beaver section	Moving on occurs when some leaders or GSL agree	All members move into the next section when both section leaders and GSL agree	Welcoming New Squirrels and Moving On
	Moving On Award			No knowledge of the Moving On Award and/or how it is used	Choose not to use the Moving On Award	All young people gain the Moving On Award	Squirrels Moving On Award
	Gender make up			Section is all male	Quarter of the section is female	Section is usually gender balanced	Gender
	Ethnic make up			Section is not representative of the ethnic mix of our local community	Aware of the make up of our local community and aim to be representative.	Section is representative of the ethnic mix of the local community	
	Support for LGBTQ+ members			Nothing is done to ensure that LGBTQ+ members feel comfortable being open about this in Scouting.	If a member came out as LGBTQ+, section would be supportive.	Section is proactive in supporting and welcoming LGBTQ+ members of all genders, and know where to seek further support.	LGBT+
Accessibility of the section			Section is not accessible for people with additional needs.	Section is accessible for some additional needs, but not others.	Section is accessible and welcoming to all with additional needs, and know where to seek further support.	Supporting those with additional needs	

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource	
Adults	Number of appointed volunteers in the Squirrel Team in the section			Only 1 (or less) appointed volunteer	2 appointed volunteers	3 or more appointed volunteers	Ready to recruit	
	Adult rota			No adult rota	Poorly supported / ineffective adult rota	Enough volunteers and an adult rota	Adult rotas	
	Involving parents			Parents not involved in supporting the Drey in any way	Parents are actively encouraged to support the Drey, but few take part	Drey received a good level of support from parents	Group get together	
	Skills & interest audit of parents			No skills audit undertaken	Skills audit undertaken but information not used	Regular skills audit undertaken and information used to the benefit of the group	Skills audit	
Programme	Programme Planning			Programme is planned on a weekly basis or not at all	Programme is either planned less than half termly and/or not shared with parents	Programme is planned well in advance (at least half termly) and shared with parents.	Programme Planning	
	Contribution to programme planning from volunteers			Section leader makes all programme planning decisions without consultation	Some (but not all) of the volunteers contribute to programme planning	Volunteers have an equal voice in programme planning		
	Involvement of young leaders in programme planning			Young Leaders aren't involved in programme planning	Young Leaders are not involved in planning and only supervise games	Young Leaders are involved in planning and delivery of the programme		
	Sharing tasks			Majority of tasks for running the section fall to one person.	Tasks are shared between a small number of volunteers.	Tasks are shared between all volunteers in a way that works them.	Section Roles and Tasks	
	Programme Delivery			Limited variety in the methods used; programme is not always run by adults with appropriate skills.	Use of a variety of methods; usually run by appropriately skilled adults.	Run by a range of appropriately skilled adults; using a variety of methods.	Squirrel Quality Programme Checker	
	What percentage of Squirrels gain the Chief Scout's Acorn Award?			Less than 50%	51% to 89%	More than 90%		
	Challenge Awards			All requirements are met; variety of activities and methods; delivered in an interesting and engaging way; spread throughout the programme.	All of the requirements are met; activities and methods not always engaging; concentrated over a short period of time.	Some of the requirements are met; activities and methods not always varied and engaging; do not regularly feature in the programme.	Squirrel Challenge Awards	
	Number of activity badges (including staged badges) most Squirrels gain			Less than 5	5 to 10	10 or more	Squirrel Activity and Staged Badges	
	Frequency of section forums			Young people have no opportunity to feedback to the leadership team	Forums occur less than once per term	At least once per term before the programme planning meeting	Help Squirrels to take the lead	
	Joint activities with other sections in the Group			No joint activities with other sections in the Group	1 joint activity per year	2 or more joint activities per year		
	Nights Away Experiences			This is currently being reviewed				
	Promise			All members are offered a single wording of the Promise.	Members could opt to use any wording of the Promise if they wish/ ask us to.	Members are supported to explore which wording of the Promise they wish to make.	The Squirrel Promise	
	Reasonable Adjustments			No reasonable adjustments made to support the full participation of members, including transitioning to Squirrels	Actions taken to make reasonable adjustments to support participation when asked, including transitioning to Squirrels	Routine meetings with members (and their parents/carers if relevant) who need reasonable adjustments, implemented and reviewed regularly, including transitioning to Squirrels	Reasonable Adjustments	
	Adult Ratios - Indoor Activities			No consideration given to the adult numbers. Parents are required to stay behind at short notice	It is planned for two adults to be present	Every effort is made to ensure sufficient adults are present at each meeting to carry out the programme safely	Adult to young people ratios	
	Adult Ratios - Outdoor Activities			Ratios not normally checked for outdoor activities	Ratios are checked but there are not always enough adults, most activities run anyway	Ratios of adults are always correct and there is always a leader in charge of activities	Guidance for supervision of activities	

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Safety	Headcounts			Headcounts not carried out when outside the main venue	Headcounts carried out when outside the main venue	Headcounts are carried out frequently when outside the main venue and at each change of circumstance ie. Crossing a road	
	Risk Assessments - Activities			No risk assessments are done or shared	Risk assessments have been carried out and are shared	Risk assessments have been carried out and are reviewed regularly	Risk Assessments
	Safety Training			No safety training completed	Safety training is only undertaken as part of 'Getting Started'	Safety training is undertaken as part of 'Getting Started' and ongoing learning	Safety training
	Safeguarding Training			No safeguarding training completed	Safeguarding training is only undertaken as part of 'Getting Started'	Safeguarding training is undertaken as part of 'Getting Started' and ongoing learning	Safeguarding training
	Accident reporting locally			No method of reporting accidents	Accident forms in which accidents are written	Accident forms in which accidents are recorded and filed. All entries are reviewed regularly	Emergencies and reporting
	Safeguarding Information for leaders			Adults know of the yellow card but have never had it explained or discussed the contents or have not seen the yellow card	Adults know about the yellow card and it's advice and procedures and have had it explained to them	Adults know of the yellow card, it's advice and procedures are known by all adults and is regularly reviewed	Safeguarding volunteers responsibilities
	Emergency Procedures			Adults are not aware of The Scout Association's emergency procedure	Adults are aware of the procedure but are unsure of what it is	Adults are aware of the emergency procedure and both national and local procedures are reviewed regularly	Emergencies and reporting
	Staying Safe Safety Checklists			Safety checklists have not been distributed and are not referred to	Safety checklists have been received and read by adults	Safety checklists have been received and reviewed by all adults and frequent reference is made to them	Staying safe safety checklist
	Code of Behaviour			No code of conduct	Code of conduct present	Code of conduct present which is regularly reviewed by the young people and adhered to by adults and young people	Promoting positive behaviour
	First Aid Qualifications			No adults have a valid first aid qualification	One adult per section has a valid first aid qualification	All adults have a valid first aid qualification	First aid training
	First Aid Provision			No accident form or first aid kit	Accident forms and first aid kit but its contents have not been checked	Accident forms and first aid kit, contents are regularly checked	First aid kits
	In Touch System			No knowledge of the 'in touch' system	Home contact or 'in touch' system used for nights away	In touch' system in place for all meeting and activities	In Touch System
	Leader in charge			Shared running of meetings and activities, no designated 'leader in charge'	Some meetings and activities have designated 'leader in charge' and participants may or may not know who that is	All meetings and activities have designated 'leader in charge' and all participants know who that is	Leader in charge
Learning	Getting Started			Adults take over 5 months to complete 'Getting Started'	All adults complete 'Getting Started' training within 5 months	All adults complete 'Getting Started' training within 3 months	Getting started training
	Wood Badge			Leaders with an appointment over 3 years do not have the correct Wood Badge	Leaders are working towards their Wood Badge but there are delays in training / validation	All leaders have correct Wood Badge for their role or should achieve it within 3 years of appointment	Wood Badge
	Ongoing learning			No appointed adults in the Colony complete ongoing learning or training	Appointed adults will complete less than 5 hours ongoing learning this year	Each appointed adult will complete 5 or more hours ongoing learning this year	Ongoing training for all
	Specialist Training (Scout Permits & External Training)			No opportunity for specialist training or permits but there is a need for them in the programme	No opportunity for specialist training or permits, but there is no need for them in the programme	Need in the programme for specialist training / permits, but they are present or being worked towards.	Activity Permit Scheme
	Access to training			No or limited access to adult training	Access to training can be inflexible at times	Easy access to adult training with flexible options	Learners (Access to Training)
	Nights Away Training			No adults in section have a nights away permit	Nights Away permit in section is being worked towards	At least 1 adult in section has a Nights Away permit	Nights Away Permit Scheme

Beaver Colony Name:

RAG Criteria		Score	Notes	Red	Amber	Green	Link to resource
Young People	Number of Beavers			Fewer than 12		12 or more young people	
	Young People Records			No accurate record of all current members	Records of Beavers kept but not shared with GSL or other Beaver volunteers	Accurate record of Beavers kept and shared with GSL and other Beaver volunteers	
	Introducing new Beavers			No introduction to the section/Scouting given to parents or young people	Limited induction, welcome pack given out only	New parents and young people fully introduced to the section/Scouting, welcome pack and local information shared	Welcoming New Beavers and Moving On
	Those leaving Beavers			No idea of why people leave the section	Conversations held with people leaving the section	Conversations held with people leaving the section and information acted upon	Welcoming New Beavers and Moving On
	Young Leaders			No Young Leaders	1 Young Leader	2 Young Leaders	Young Leaders: Information for Section Leaders
	Young Leaders Scheme			No knowledge of the Young Leader Scheme or how to use it.	Young Leader scheme is used, but we do not know how to use it effectively.	Young Leader Scheme used well and objectives understood	Young Leaders: Information for Section Leaders
	Young Leaders Development			Young Leaders have no opportunity to complete missions	Young Leaders are completing missions sporadically	Young Leaders have opportunity to complete missions with good support	Young Leaders: Information for Section Leaders
	Waiting list system (those old enough to join now)			No system in place for managing the waiting list	Ad-hoc system in place for managing the waiting list	A robust system in place for managing the waiting list that is consistent across the group	
	Waiting list size (those old enough to join now)			Some on the waiting list will not have a place in the next 6 months	All on the waiting list will have a place in the next 6 months	There is no-one on the waiting list	Waiting Lists
	Moving on process			No sharing of members details with the GSL and Cubs section	Moving on occurs when some leaders or GSL agree	All members move into the next section when both section leaders and GSL agree	Welcoming New Beavers and Moving On
	Moving On Award			No knowledge of the Moving On Award and/or how it is used	Choose not to use the Moving On Award	All young people gain the Moving On Award	Beavers Moving On Award
	Gender make up			Section is all male	Quarter of the section is female	Section is usually gender balanced	Gender
	Ethnic make up			Section is not representative of the ethnic mix of our local community	Aware of the make up of our local community and aim to be representative.	Section is representative of the ethnic mix of the local community	
	Support for LGBTQ+ members			Nothing is done to ensure that LGBTQ+ members feel comfortable being open about this in Scouting.	If a member came out as LGBTQ+, section would be supportive.	Section is proactive in supporting and welcoming LGBTQ+ members of all genders, and know where to seek further support.	LGBT+
Accessibility of the section			Section is not accessible for people with additional needs.	Section is accessible for some additional needs, but not others.	Section is accessible and welcoming to all with additional needs, and know where to seek further support.	Supporting those with additional needs	

RAG Criteria		Score	Notes	Red	Amber	Green	Link to resource
Adults	Number of appointed volunteers in the Beaver Team in the section			Only 1 (or less) appointed volunteer	2 appointed volunteers	3 or more appointed volunteers	Ready to recruit
	Adult rota			No adult rota	Poorly supported / ineffective adult rota	Enough volunteers and an adult rota	Adult rotas
	Involving parents			Parents not involved in supporting the Colony in any way	Parents are actively encouraged to support the Colony, but few take part	Colony received a good level of support from parents	Group get together
	Skills & interest audit of parents			No skills audit undertaken	Skills audit undertaken but information not used	Regular skills audit undertaken and information used to the benefit of the group	Skills audit
Programme	Programme Planning			Programme is planned on a weekly basis or not at all	Programme is either planned less than half termly and/or not shared with parents	Programme is planned well in advance (at least half termly) and shared with parents.	Programme Planning
	Contribution to programme planning from volunteers			Section leader makes all programme planning decisions without consultation	Some (but not all) of the volunteers contribute to programme planning	Volunteers have an equal voice in programme planning	
	Involvement of young leaders in programme planning			Young Leaders aren't involved in programme planning	Young Leaders are not involved in planning and only supervise games	Young Leaders are involved in planning and delivery of the programme	Young Leaders: Information for Section Leaders
	Sharing tasks			Majority of tasks for running the section fall to one person.	Tasks are shared between a small number of volunteers.	Tasks are shared between all volunteers in a way that works them.	Section Roles and Tasks
	Programme Delivery			Limited variety in the methods used; programme is not always run by adults with appropriate skills.	Use of a variety of methods; usually run by appropriately skilled adults.	Run by a range of appropriately skilled adults; using a variety of methods.	Beaver Quality Programme Checker
	What percentage of Beavers gain the Chief Scout's Bronze Award?			Less than 50%	51% to 89%	More than 90%	
	Challenge Awards			All requirements are met; variety of activities and methods; delivered in an interesting and engaging way; spread throughout the programme.	All of the requirements are met; activities and methods not always engaging; concentrated over a short period of time.	Some of the requirements are met; activities and methods not always varied and engaging; do not regularly feature in the programme.	Beaver Challenge Awards
	Number of activity badges (including staged badges) most Beavers gain			Less than 12	12 to 18	19 or more	Beaver Activity and Staged Badges
	Frequency of section forums			Young people have no opportunity to feedback to the leadership team	Forums occur less than once per term	At least once per term before the programme planning meeting	Example of log chew activity
	Joint activities with other sections in the Group			No joint activities with other sections in the Group	1 joint activity per year	2 or more joint activities per year	
	Nights Away Experiences			Beavers are given no nights away opportunities	Beavers are given the opportunity of 1 night away per year	2 or more nights away opportunities per year	Nights Away Permit Scheme
	Promise			All members are offered a single wording of the Promise.	Members could opt to use any wording of the Promise if they wish/ ask us to.	Members are supported to explore which wording of the Promise they wish to make.	The Scout Promise
	Reasonable Adjustments			No reasonable adjustments made to support the full participation of members, including transitioning to Cubs	Actions taken to make reasonable adjustments to support participation when asked, including transitioning to Cubs	Routine meetings with members (and their parents/carers if relevant) who need reasonable adjustments, implemented and reviewed regularly, including transitioning to Cubs	Reasonable Adjustments
	Adult Ratios - Indoor Activities			No consideration given to the adult numbers. Parents are required to stay behind at short notice	It is planned for two adults to be present	Every effort is made to ensure sufficient adults are present at each meeting to carry out the programme safely	Adult to young people ratios
	Adult Ratios - Outdoor Activities			Ratios not normally checked for outdoor activities	Ratios are checked but there are not always enough adults, most activities run anyway	Ratios of adults are always correct and there is always a leader in charge of activities	Guidance for supervision of activities

RAG Criteria		Score	Notes	Red	Amber	Green	Link to resource
Safety	Headcounts			Headcounts not carried out when outside the main venue	Headcounts carried out when outside the main venue	Headcounts are carried out frequently when outside the main venue and at each change of circumstance ie. Crossing a road	Planning an outing (headcount)
	Risk Assessments - Activities			No risk assessments are done or shared	Risk assessments have been carried out and are shared	Risk assessments have been carried out and are reviewed regularly	Risk Assessments
	Safety Training			No safety training completed	Safety training is only undertaken as part of 'Getting Started'	Safety training is undertaken as part of 'Getting Started' and ongoing learning	Safety training
	Safeguarding Training			No safeguarding training completed	Safeguarding training is only undertaken as part of 'Getting Started'	Safeguarding training is undertaken as part of 'Getting Started' and ongoing learning	Safeguarding training
	Accident reporting locally			No method of reporting accidents	Accident forms in which accidents are written	Accident forms in which accidents are recorded and filed. All entries are reviewed regularly	Emergencies and reporting
	Safeguarding Information for leaders			Adults know of the yellow card but have never had it explained or discussed the contents or have not seen the yellow card	Adults know about the yellow card and it's advice and procedures and have had it explained to them	Adults know of the yellow card, it's advice and procedures are known by all adults and is regularly reviewed	Safeguarding volunteers responsibilities
	Emergency Procedures			Adults are not aware of The Scout Association's emergency procedure	Adults are aware of the procedure but are unsure of what it is	Adults are aware of the emergency procedure and both national and local procedures are reviewed regularly	Emergencies and reporting
	Staying Safe Safety Checklists			Safety checklists have not been distributed and are not referred to	Safety checklists have been received and read by adults	Safety checklists have been received and reviewed by all adults and frequent reference is made to them	Staying safe safety checklist
	Code of Behaviour			No code of conduct	Code of conduct present	Code of conduct present which is regularly reviewed by the young people and adhered to by adults and young people	Promoting positive behaviour
	First Aid Qualifications			No adults have a valid first aid qualification	One adult per section has a valid first aid qualification	All adults have a valid first aid qualification	First aid training
	First Aid Provision			No accident form or first aid kit	Accident forms and first aid kit but its contents have not been checked	Accident forms and first aid kit, contents are regularly checked	First aid kits
	In Touch System			No knowledge of the 'in touch' system	Home contact or 'in touch' system used for nights away	In touch' system in place for all meeting and activities	In Touch System
	Leader in charge			Shared running of meetings and activities, no designated 'leader in charge'	Some meetings and activities have designated 'leader in charge' and participants may or may not know who that is	All meetings and activities have designated 'leader in charge' and all participants know who that is	Leader in charge
Learning	Getting Started			Adults take over 5 months to complete 'Getting Started'	All adults complete 'Getting Started' training within 5 months	All adults complete 'Getting Started' training within 3 months	Getting started training
	Wood Badge			Leaders with an appointment over 3 years do not have the correct Wood Badge	Leaders are working towards their Wood Badge but there are delays in training / validation	All leaders have correct Wood Badge for their role or should achieve it within 3 years of appointment	Wood Badge
	Ongoing learning			No appointed adults in the Colony complete ongoing learning or training	Appointed adults will complete less than 5 hours ongoing learning this year	Each appointed adult will complete 5 or more hours ongoing learning this year	Ongoing training for all
	Specialist Training (Scout Permits & External Training)			No opportunity for specialist training or permits but there is a need for them in the programme	No opportunity for specialist training or permits, but there is no need for them in the programme	Need in the programme for specialist training / permits, but they are present or being worked towards.	Activity Permit Scheme
	Access to training			No or limited access to adult training	Access to training can be inflexible at times	Easy access to adult training with flexible options	Learners (Access to Training)
	Nights Away Training			No adults in section have a nights away permit	Nights Away permit in section is being worked towards	At least 1 adult in section has a Nights Away permit	Nights Away Permit Scheme

Cub Pack Name:

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Young People	Number of Cubs			Fewer than 12		12 or more young people	
	Young People Records			No accurate record of all current members	Records of Cubs kept but not shared with GSL or other Cub volunteers	Accurate record of Cubs kept and shared with GSL and other Cub volunteers	
	Introducing new Cubs			No introduction to the section/Scouting given to parents or young people	Limited induction, welcome pack given out only	New parents and young people fully introduced to the section/Scouting, welcome pack and local information shared	Welcoming New Cubs and Moving On
	Those leaving Cubs			No idea of why people leave the section	Conversations held with people leaving the section	Conversations held with people leaving the section and information acted upon	Welcoming New Cubs and Moving On
	Young Leaders			No Young Leaders	1 Young Leader	2 Young Leaders	Young Leaders: Information for Section Leaders
	Young Leaders Scheme			No knowledge of the Young Leader Scheme or how to use it.	Young Leader scheme is used, but we do not know how to use it effectively.	Young Leader Scheme used well and objectives understood	Young Leaders: Information for Section Leaders
	Young Leaders Development			Young Leaders have no opportunity to complete missions	Young Leaders are completing missions sporadically	Young Leaders have opportunity to complete missions with good support	Young Leaders: Information for Section Leaders
	Waiting list system (those old enough to join now)			No system in place for managing the waiting list	Ad-hoc system in place for managing the waiting list	A robust system in place for managing the waiting list that is consistent across the group	
	Waiting list size (those old enough to join now)			Some on the waiting list will not have a place in the next 6 months	All on the waiting list will have a place in the next 6 months	There is no-one on the waiting list	Waiting Lists
	Moving on process			No sharing of members details with the GSL and Scouts section	Moving on occurs when some leaders or GSL agree	All members move into the next section when both section leaders and GSL agree	Welcoming New Cubs and Moving On
	Moving On Award			No knowledge of the Moving On Award and/or how it is used	Choose not to use the Moving On Award	All young people gain the Moving On Award	Cubs Moving On Award
	Gender make up			Section is all male	Quarter of the section is female	Section is usually gender balanced	Gender
	Ethnic make up			Section is not representative of the ethnic mix of our local community	Aware of the make up of our local community and aim to be representative.	Section is representative of the ethnic mix of the local community	
	Support for LGBTQ+ members			Nothing is done to ensure that LGBTQ+ members feel comfortable being open about this in Cubing.	If a member came out as LGBTQ+, section would be supportive.	Section is proactive in supporting and welcoming LGBTQ+ members of all genders, and know where to seek further support.	LGBT+
Accessibility of the section			Section is not accessible for people with additional needs.	Section is accessible for some additional needs, but not others.	Section is accessible and welcoming to all with additional needs, and know where to seek further support.	Supporting those with additional needs	

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Adults	Number of appointed volunteers in the Cub Team in the section			Only 1 (or less) appointed volunteer	2 appointed volunteers	3 or more appointed volunteers	
	Adult rota			No adult rota	Poorly supported / ineffective adult rota	Enough volunteers and an adult rota	Adult rotas
	Involving parents			Parents not involved in supporting the Pack in any way	Parents are actively encouraged to support the Pack, but few take part	Pack received a good level of support from parents	Group get together
	Skills & interest audit of parents			No skills audit undertaken	Skills audit undertaken but information not used	Regular skills audit undertaken and information used to the benefit of the group	Skills audit
Programme	Programme Planning			Programme is planned on a weekly basis or not at all	Programme is either planned less than half termly and/or not shared with parents	Programme is planned well in advance (at least half termly) and shared with parents.	Programme Planning
	Contribution to programme planning from volunteers			Section leader makes all programme planning decisions without consultation	Some (but not all) of the volunteers contribute to programme planning	Volunteers have an equal voice in programme planning	
	Involvement of young leaders in programme planning			Young Leaders aren't involved in programme planning	Young Leaders are not involved in planning and only supervise games	Young Leaders are involved in planning and delivery of the programme	
	Sharing tasks			Majority of tasks for running the section fall to one person.	Tasks are shared between a small number of volunteers.	Tasks are shared between all volunteers in a way that works them.	Section Roles and Tasks
	Programme Delivery			Limited variety in the methods used; programme is not always run by adults with appropriate skills.	Use of a variety of methods; usually run by appropriately skilled adults.	Run by a range of appropriately skilled adults; using a variety of methods.	Cub Quality Programme Checker
	What percentage of Cubs gain the Chief Scout's Silver Award?			Less than 50%	51% to 89%	More than 90%	
	Challenge Awards			All requirements are met; variety of activities and methods; delivered in an interesting and engaging way; spread throughout the programme.	All of the requirements are met; activities and methods not always engaging; concentrated over a short period of time.	Some of the requirements are met; activities and methods not always varied and engaging; do not regularly feature in the programme.	Cub Challenge Awards
	Number of activity badges (including staged badges) most Cubs gain			Less than 12	12 to 18	19 or more	Cub Activity and Staged Badges
	Frequency of section forums			Young people have no opportunity to feedback to the leadership team	Forums occur less than once per term	At least once per term before the programme planning meeting	Example of Pack Forum activity
	Joint activities with other sections in the Group			No joint activities with other sections in the Group	1 joint activity per year	2 or more joint activities per year	Ready to recruit
	Nights Away Experiences			Cubs are given no nights away opportunities	Cubs are given the opportunity of 1 night away per year	2 or more nights away opportunities per year	Nights Away Permit Scheme
	Promise			All members are offered a single wording of the Promise.	Members could opt to use any wording of the Promise if they wish/ ask us to.	Members are supported to explore which wording of the Promise they wish to make.	The Cub Promise
	Reasonable Adjustments			No reasonable adjustments made to support the full participation of members, including transitioning to Cubs	Actions taken to make reasonable adjustments to support participation when asked, including transitioning to Cubs	Routine meetings with members (and their parents/carers if relevant) who need reasonable adjustments, implemented and reviewed regularly, including transitioning to Cubs	Reasonable Adjustments
	Adult Ratios - Indoor Activities			No consideration given to the adult numbers. Parents are required to stay behind at short notice	It is planned for two adults to be present	Every effort is made to ensure sufficient adults are present at each meeting to carry out the programme safely	Adult to young people ratios
	Adult Ratios - Outdoor Activities			Ratios not normally checked for outdoor activities	Ratios are checked but there are not always enough adults, most activities run anyway	Ratios of adults are always correct and there is always a leader in charge of activities	Guidance for supervision of activities

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Safety	Headcounts			Headcounts not carried out when outside the main venue	Headcounts carried out when outside the main venue	Headcounts are carried out frequently when outside the main venue and at each change of circumstance ie. Crossing a road	
	Risk Assessments - Activities			No risk assessments are done or shared	Risk assessments have been carried out and are shared	Risk assessments have been carried out and are reviewed regularly	Risk Assessments
	Safety Training			No safety training completed	Safety training is only undertaken as part of 'Getting Started'	Safety training is undertaken as part of 'Getting Started' and ongoing learning	Safety training
	Safeguarding Training			No safeguarding training completed	Safeguarding training is only undertaken as part of 'Getting Started'	Safeguarding training is undertaken as part of 'Getting Started' and ongoing learning	Safeguarding training
	Accident reporting locally			No method of reporting accidents	Accident forms in which accidents are written	Accident forms in which accidents are recorded and filed. All entries are reviewed regularly	Emergencies and reporting
	Safeguarding Information for leaders			Adults know of the yellow card but have never had it explained or discussed the contents or have not seen the yellow card	Adults know about the yellow card and it's advice and procedures and have had it explained to them	Adults know of the yellow card, it's advice and procedures are known by all adults and is regularly reviewed	Safeguarding volunteers responsibilities
	Emergency Procedures			Adults are not aware of The Scout Association's emergency procedure	Adults are aware of the procedure but are unsure of what it is	Adults are aware of the emergency procedure and both national and local procedures are reviewed regularly	Emergencies and reporting
	Staying Safe Safety Checklists			Safety checklists have not been distributed and are not referred to	Safety checklists have been received and read by adults	Safety checklists have been received and reviewed by all adults and frequent reference is made to them	Staying safe safety checklist
	Code of Behaviour			No code of conduct	Code of conduct present	Code of conduct present which is regularly reviewed by the young people and adhered to by adults and young people	Promoting positive behaviour
	First Aid Qualifications			No adults have a valid first aid qualification	One adult per section has a valid first aid qualification	All adults have a valid first aid qualification	First aid training
	First Aid Provision			No accident form or first aid kit	Accident forms and first aid kit but its contents have not been checked	Accident forms and first aid kit, contents are regularly checked	First aid kits
	In Touch System			No knowledge of the 'in touch' system	Home contact or 'in touch' system used for nights away	In touch' system in place for all meeting and activities	In Touch System
	Leader in charge			Shared running of meetings and activities, no designated 'leader in charge'	Some meetings and activities have designated 'leader in charge' and participants may or may not know who that is	All meetings and activities have designated 'leader in charge' and all participants know who that is	Leader in charge
Learning	Getting Started			Adults take over 5 months to complete 'Getting Started'	All adults complete 'Getting Started' training within 5 months	All adults complete 'Getting Started' training within 3 months	Getting started training
	Wood Badge			Leaders with an appointment over 3 years do not have the correct Wood Badge	Leaders are working towards their Wood Badge but there are delays in training / validation	All leaders have correct Wood Badge for their role or should achieve it within 3 years of appointment	Wood Badge
	Ongoing learning			No appointed adults in the Colony complete ongoing learning or training	Appointed adults will complete less than 5 hours ongoing learning this year	Each appointed adult will complete 5 or more hours ongoing learning this year	Ongoing training for all
	Specialist Training (Scout Permits & External Training)			No opportunity for specialist training or permits but there is a need for them in the programme	No opportunity for specialist training or permits, but there is no need for them in the programme	Need in the programme for specialist training / permits, but they are present or being worked towards.	Activity Permit Scheme
	Access to training			No or limited access to adult training	Access to training can be inflexible at times	Easy access to adult training with flexible options	Learners (Access to Training)
	Nights Away Training			No adults in section have a nights away permit	Nights Away permit in section is being worked towards	At least 1 adult in section has a Nights Away permit	Nights Away Permit Scheme

Scout Troop Name:

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Young People	Number of Scouts			Fewer than 12		12 or more young people	
	Young People Records			No accurate record of all current members	Records of Scouts kept but not shared with GSL or other Scout volunteers	Accurate record of Scouts kept and shared with GSL and other Scout volunteers	
	Introducing new Scouts			No introduction to the section/Scouting given to parents or young people	Limited induction, welcome pack given out only	New parents and young people fully introduced to the section/Scouting, welcome pack and local information shared	Welcoming New Scouts and Moving On
	Those leaving Scouts			No idea of why people leave the section	Conversations held with people leaving the section	Conversations held with people leaving the section and information acted upon	Welcoming New Scouts and Moving On
	Young Leaders			No Young Leaders	1 Young Leader	2 Young Leaders	Young Leaders: Information for Section Leaders
	Young Leaders Scheme			No knowledge of the Young Leader Scheme or how to use it.	Young Leader scheme is used, but we do not know how to use it effectively.	Young Leader Scheme used well and objectives understood	Young Leaders: Information for Section Leaders
	Young Leaders Development			Young Leaders have no opportunity to complete missions	Young Leaders are completing missions sporadically	Young Leaders have opportunity to complete missions with good support	Young Leaders: Information for Section Leaders
	Waiting list system (those old enough to join now)			No system in place for managing the waiting list	Ad-hoc system in place for managing the waiting list	A robust system in place for managing the waiting list that is consistent across the group	
	Waiting list size (those old enough to join now)			Some on the waiting list will not have a place in the next 6 months	All on the waiting list will have a place in the next 6 months	There is no-one on the waiting list	Waiting Lists
	Moving on process			No sharing of members details with the GSL and Explorer section	Moving on occurs when some leaders or GSL agree	All members move into the next section when both section leaders and GSL agree	Welcoming New Scouts and Moving On
	Moving On Award			No knowledge of the Moving On Award and/or how it is used	Choose not to use the Moving On Award	All young people gain the Moving On Award	Scouts Moving On Award
	Gender make up			Section is all male	Quarter of the section is female	Section is usually gender balanced	Gender
	Ethnic make up			Section is not representative of the ethnic mix of our local community	Aware of the make up of our local community and aim to be representative.	Section is representative of the ethnic mix of the local community	
	Support for LGBTQ+ members			Nothing is done to ensure that LGBTQ+ members feel comfortable being open about this in Scouting.	If a member came out as LGBTQ+, section would be supportive.	Section is proactive in supporting and welcoming LGBTQ+ members of all genders, and know where to seek further support.	LGBT+
Accessibility of the section			Section is not accessible for people with additional needs.	Section is accessible for some additional needs, but not others.	Section is accessible and welcoming to all with additional needs, and know where to seek further support.	Supporting those with additional needs	

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Adults	Number of appointed volunteers in the Scout Team in the section			Only 1 (or less) appointed volunteer	2 appointed volunteers	3 or more appointed volunteers	Ready to recruit
	Adult rota			No adult rota	Poorly supported / ineffective adult rota	Enough volunteers and an adult rota	Adult rotas
	Involving parents			Parents not involved in supporting the Troop in any way	Parents are actively encouraged to support the Troop, but few take part	Troop received a good level of support from parents	Group get together
	Skills & interest audit of parents			No skills audit undertaken	Skills audit undertaken but information not used	Regular skills audit undertaken and information used to the benefit of the group	Skills audit
Programme	Programme Planning			Programme is planned on a weekly basis or not at all	Programme is either planned less than half termly and/or not shared with parents	Programme is planned well in advance (at least half termly) and shared with parents.	Programme Planning
	Contribution to programme planning from volunteers			Section leader makes all programme planning decisions without consultation	Some (but not all) of the volunteers contribute to programme planning	Volunteers have an equal voice in programme planning	
	Involvement of young leaders in programme planning			Young Leaders aren't involved in programme planning	Young Leaders are not involved in planning and only supervise games	Young Leaders are involved in planning and delivery of the programme	
	Sharing tasks			Majority of tasks for running the section fall to one person.	Tasks are shared between a small number of volunteers.	Tasks are shared between all volunteers in a way that works them.	Section Roles and Tasks
	Programme Delivery			Limited variety in the methods used; programme is not always run by adults with appropriate skills.	Use of a variety of methods; usually run by appropriately skilled adults.	Run by a range of appropriately skilled adults; using a variety of methods.	Scout Quality Programme Checker
	What percentage of Scouts gain the Chief Scout's Gold Award?			Less than 50%	51% to 89%	More than 90%	
	Challenge Awards			All requirements are met; variety of activities and methods; delivered in an interesting and engaging way; spread throughout the programme.	All of the requirements are met; activities and methods not always engaging; concentrated over a short period of time.	Some of the requirements are met; activities and methods not always varied and engaging; do not regularly feature in the programme.	Scout Challenge Awards
	Number of activity badges (including staged badges) most Scouts gain			Less than 12	12 to 18	19 or more	Scout Activity and Staged Badges
	Frequency of section forums			Young people have no opportunity to feedback to the leadership team	Forums occur less than once per term	At least once per term before the programme planning meeting	Example of Troop Forum activity
	Joint activities with other sections in the Group			No joint activities with other sections in the Group	1 joint activity per year	2 or more joint activities per year	
	Nights Away Experiences			Scouts are given no nights away opportunities	Scouts are given the opportunity of 1 night away per year	2 or more nights away opportunities per year	Nights Away Permit Scheme
	Promise			All members are offered a single wording of the Promise.	Members could opt to use any wording of the Promise if they wish/ ask us to.	Members are supported to explore which wording of the Promise they wish to make.	The Scout Promise
	Reasonable Adjustments			No reasonable adjustments made to support the full participation of members, including transitioning to Scouts	Actions taken to make reasonable adjustments to support participation when asked, including transitioning to Scouts	Routine meetings with members (and their parents/carers if relevant) who need reasonable adjustments, implemented and reviewed regularly, including transitioning to Scouts	Reasonable Adjustments
	Adult Ratios - Indoor Activities			No consideration given to the adult numbers. Parents are required to stay behind at short notice	It is planned for two adults to be present	Every effort is made to ensure sufficient adults are present at each meeting to carry out the programme safely	Adult to young people ratios
	Adult Ratios - Outdoor Activities			Ratios not normally checked for outdoor activities	Ratios are checked but there are not always enough adults, most activities run anyway	Ratios of adults are always correct and there is always a leader in charge of activities	Guidance for supervision of activities

	RAG Criteria	Score	Notes	Red	Amber	Green	Link to resource
Safety	Headcounts			Headcounts not carried out when outside the main venue	Headcounts carried out when outside the main venue	Headcounts are carried out frequently when outside the main venue and at each change of circumstance ie. Crossing a road	
	Risk Assessments - Activities			No risk assessments are done or shared	Risk assessments have been carried out and are shared	Risk assessments have been carried out and are reviewed regularly	Risk Assessments
	Safety Training			No safety training completed	Safety training is only undertaken as part of 'Getting Started'	Safety training is undertaken as part of 'Getting Started' and ongoing learning	Safety training
	Safeguarding Training			No safeguarding training completed	Safeguarding training is only undertaken as part of 'Getting Started'	Safeguarding training is undertaken as part of 'Getting Started' and ongoing learning	Safeguarding training
	Accident reporting locally			No method of reporting accidents	Accident forms in which accidents are written	Accident forms in which accidents are recorded and filed. All entries are reviewed regularly	Emergencies and reporting
	Safeguarding Information for leaders			Adults know of the yellow card but have never had it explained or discussed the contents or have not seen the yellow card	Adults know about the yellow card and it's advice and procedures and have had it explained to them	Adults know of the yellow card, it's advice and procedures are known by all adults and is regularly reviewed	Safeguarding volunteers responsibilities
	Emergency Procedures			Adults are not aware of The Scout Association's emergency procedure	Adults are aware of the procedure but are unsure of what it is	Adults are aware of the emergency procedure and both national and local procedures are reviewed regularly	Emergencies and reporting
	Staying Safe Safety Checklists			Safety checklists have not been distributed and are not referred to	Safety checklists have been received and read by adults	Safety checklists have been received and reviewed by all adults and frequent reference is made to them	Staying safe safety checklist
	Code of Behaviour			No code of conduct	Code of conduct present	Code of conduct present which is regularly reviewed by the young people and adhered to by adults and young people	Promoting positive behaviour
	First Aid Qualifications			No adults have a valid first aid qualification	One adult per section has a valid first aid qualification	All adults have a valid first aid qualification	First aid training
	First Aid Provision			No accident form or first aid kit	Accident forms and first aid kit but its contents have not been checked	Accident forms and first aid kit, contents are regularly checked	First aid kits
	In Touch System			No knowledge of the 'in touch' system	Home contact or 'in touch' system used for nights away	In touch' system in place for all meeting and activities	In Touch System
	Leader in charge			Shared running of meetings and activities, no designated 'leader in charge'	Some meetings and activities have designated 'leader in charge' and participants may or may not know who that is	All meetings and activities have designated 'leader in charge' and all participants know who that is	Leader in charge
Learning	Getting Started			Adults take over 5 months to complete 'Getting Started'	All adults complete 'Getting Started' training within 5 months	All adults complete 'Getting Started' training within 3 months	Getting started training
	Wood Badge			Leaders with an appointment over 3 years do not have the correct Wood Badge	Leaders are working towards their Wood Badge but there are delays in training / validation	All leaders have correct Wood Badge for their role or should achieve it within 3 years of appointment	Wood Badge
	Ongoing learning			No appointed adults in the Colony complete ongoing learning or training	Appointed adults will complete less than 5 hours ongoing learning this year	Each appointed adult will complete 5 or more hours ongoing learning this year	Ongoing training for all
	Specialist Training (Scout Permits & External Training)			No opportunity for specialist training or permits but there is a need for them in the programme	No opportunity for specialist training or permits, but there is no need for them in the programme	Need in the programme for specialist training / permits, but they are present or being worked towards.	Activity Permit Scheme
	Access to training			No or limited access to adult training	Access to training can be inflexible at times	Easy access to adult training with flexible options	Learners (Access to Training)
	Nights Away Training			No adults in section have a nights away permit	Nights Away permit in section is being worked towards	At least 1 adult in section has a Nights Away permit	Nights Away Permit Scheme

Group or Section Name:	
Date:	

Aim What we need to do	Action How we are going to get there	Who is responsible	Review Date	Achievement Date	Required Outcomes
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