



# Policy, Organisation and Rules

**July 2023 (September 2023 update)**

During Spring 2024, significant changes to volunteering are being introduced. This **July 2023 (updated in September 2023) edition** of POR applies until the transition date for each County/Area/Region (Scotland)/Branch and its sections, Groups and Districts.

From the date of their transition, an edition of POR that will soon be published will apply for each County/Area/Region(Scotland)/Branch.

## POR Amendments

### September 2023 update

Chapter	Rule	Outline of amendment
4	4.4	In the July edition 4.4 was reformatted, but some of the wording was incorrect in that it unintentionally appeared to introduce rule changes. This update corrects that error.
9	9.3, 9.5, 9.7	Updates to: <ul style="list-style-type: none"><li>• 9.3 (Visits Abroad) (adding GHIC cards to 9.3.1.3, and adding Squirrels into 9.3.1.4)</li><li>• 9.5 (Creative Activities) (amendments to 9.5.1.3, 9.5.1.4, 9.5.1.5 and 9.5.1.6; removal of 9.5.1.7)</li><li>• 9.7 (Adventurous Activities Permit Scheme) (change to 9.7.1.1, addition of new 9.7.1.5 [so all later paragraphs in 9.7 are renumbered], and change to 9.7.1.11 [formerly 9.7.1.10])</li></ul>
15	15.1	Addition of new 15.1. The other 4 paragraphs in the chapter are renumbered as a consequence.

### July 2023

Chapter	Rule	Outline of amendment
Introduction	Whole chapter	Updating of the wording of the complete chapter
Definitions	Whole chapter	Clarification of wording in the definition of must, should and may at the start of the chapter
1	1.13, 1.14	Removal of the word Rule from the headings at 1.1, 1.2, 1.3, etc. (the rules themselves are unchanged) Improved wording in 1.1, 1.3, 1.12.18
3	3.5	Addition of Our Volunteering Culture Subsequent sections in the chapter are renumbered
4	4.6.1.1	Correction of a referenced rule number in 4.6.1.1. Removal of the word Rule from the headings at 4.1, 4.2, 4.3, etc. (the rules themselves are unchanged)

Chapter	Rule	Outline of amendment
5	Whole chapter	<p>Removal of cross-references to January 2023 POR</p> <p>Removal of the word Rule from the headings at 5.1, 5.3, 5.5 (the rules themselves are unchanged)</p> <p>5.1.1.1 and 5.5.1.2 are both updated to clarify that Groups, Districts and Counties within the TSA federation of charities are each an unincorporated charity. This is a clarification and not a rule change.</p> <p>Reordering of items in 5.4.3.2(c)</p> <p>Minor correction in 5.5.3.2 to clarify wording</p>
9	Whole chapter	<p>Removal of cross-references to January 2023 POR</p> <p>References to the Information Centre replaced by <a href="mailto:support@scouts.org.uk">support@scouts.org.uk</a></p> <p>Removal of the word Rule from the headings at 9.nn (the rules themselves are unchanged)</p>
14	Whole chapter	<p>Some minor style corrections through the chapter</p> <p>References to the Information Centre replaced by <a href="mailto:support@scouts.org.uk">support@scouts.org.uk</a></p> <p>Removal of the word Rule from the headings at 14.1, 14.2, etc. (the rules themselves are unchanged)</p> <p>Amend executive committee to trustee board in 14.3.4.1</p> <p>Changed MAY to MUST in 14.1.3.1, 14.1.3.2,</p> <p>Changed 'is required' to 'must' in 14.2.2.10</p> <p>Some wording clarifications in 14.3.1, 14.3.2, 14.3.7.3</p> <p>Replace 'executive committee' by 'trustee board' in 14.3.4.1</p>
15	Whole chapter	<p>Chapter renamed as <b>Resolving concerns</b></p> <p>Removal of the word Rule from the headings at 15.1, 15.2, etc. (the rules themselves are unchanged)</p> <p>New 15.1 added regarding safeguarding concerns</p> <p>The word 'must' replaces the word 'should'</p> <p>Some minor style corrections</p>
16	Whole chapter	<p>Removal of the word Rule from the headings at 16.1, 16.2, etc.</p> <p>The rules themselves are unchanged other than some clarifications regarding helpers at 16.7.2</p>

Chapter	Rule	Outline of amendment
16	<b>Safeguarding &amp; vetting decision guidance</b>	Update to section 7 regarding supply or possession of controlled substances
16	<b>Roles Table</b>	<p>Acting District Commissioner added</p> <p>Also .... The role titles were updated in the Roles Table in 2023 to match the move to Trustee Boards. However, role titles on Compass won't change, so Trustees must be recorded on Compass as Executive Committee Members. Our new membership system will have Trustees and reflect the updated role titles.</p>

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## Introduction

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## Introduction

1. The Founder of the Scouts had a vision from which a movement has grown, so that the Scouts is found today across the United Kingdom, and in several overseas locations.
2. The purpose of the Scouts is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. By being in Scouts, adults and young people develop skills for life through participation in a programme, underpinned by our method, and delivered principally in Squirrel Dreys, Beaver Colonies, Cub Packs, Scout Troops, Explorer Units and Scout Networks. The function of all the other adults within our movement is to support the delivery and quality of those programmes in each of our approximately 27,000 sections. The programme in each section is delivered by a volunteer Section Leadership Team working in partnership with the young people in their section so that they can take part in fun indoor and outdoor activities. They learn by doing, by sharing in spiritual reflection and by taking responsibility. They make choices, undertake new and challenging activities, and they live their Scout Promise.
3. To deliver the programme, an organisational structure is clearly necessary. Sections are organised into Groups, which in turn are organised into Districts all managed within Counties. All of these sit within overarching regional and national structures that make up The Scout Association. Each Group, District and County is a separate charity each with their own trustee board, but within a federation of charities operating under the auspices of a Royal Charter.
4. The main purpose of Policy, Organisation and Rules is to describe how the Scouts is structured, organised, managed and governed.

It is impossible to set out in detail rules to cover every eventuality, which means that much depends upon the judgement of responsible people at every level of the movement. Everyone concerned should strive to exercise that judgement in ways that encourage the development and growth of the Scouts, and the safe delivery of programme.

5. Policy, Organisation and Rules (POR) applies in all parts of The Scout Association in the United Kingdom, the Channel Islands, the Isle of Man, Gibraltar and British Scouting Overseas. It is structured as follows:
  - a. Each Rule is distinguished by a Rule number, which references the Chapter in which it is located.
  - b. Matters of policy, information and advice on good practice are also numbered.
  - c. Policies are authoritative statements of principle governing the work of Scouts.

- d. Rules provide directives, which must be followed by all to whom the Rule is applicable. Within POR, Rules are numbered paragraphs that contain the word 'must'.
- e. There are many opportunities for local decisions to be made for a wide range of subjects. The delegation of authority to Counties, Districts and Groups is clearly indicated where appropriate.
- f. The exercise of that authority must not be frustrated by the imposition of local rules.
- g. It must also be noted that the law of the land is paramount. Following POR rules ensures that such laws, as they apply to Scouts, are complied with.
- h. POR also provides information - a statement of fact, which does not require action on the part of the reader. It is recognised that some matters may be difficult to follow in certain circumstances. For example, in some very rural areas and in some inner cities, where numbers of supporters may be small, it may not be possible to constitute Group Scout Councils and Group Trustee Boards exactly as the Rules require. However, many years of experience have shown what is good practice and what works well, and wherever advice is given it should be followed as close to the definition in POR as possible.

## Definitions

These definitions explain terms that are used in POR.

### **Must, should, and may**

POR uses key words to indicate obligations for rules.

**'Must'** means that adherence to the rule is mandatory.

**'Should'** means that the rule is strongly recommended, with an expectation of adherence. However, circumstances might justify an alternative approach. This minimum good practice guidance should be followed unless there is a good reason not to. It is good practice for such 'good reasons' to be agreed and recorded by the local governance team (Group, District, County Trustee Board or Country Board as appropriate).

**'May'** means that the rule is optional. It indicates less formal advice and recommendations which may be found helpful in the management or governance of your Group, District, County or country.

### **Adult**

A volunteer aged 18 or over. This is a person with an adult member appointment (see the Chapter 16 Roles Table) or a Scout Network member.

### **Applicant**

The person applying for a particular role.

### **Appointments advisory committee (AAC)**

The sub-committee of the relevant Trustee Board that supports the process of appointing adults in the Scouts. The appointments advisory committee is a mandatory sub-committee for all Districts and counties. Scotland, Wales, Northern Ireland, and UK Headquarters also have AACs. Each AAC should have at least two members aged between 18 and 25, and the AAC membership must comply with the Equal Opportunities Policy. To prevent conflicts of interest, these roles must not be a member of an appointments advisory committee:

- District Commissioner
- District Chair
- County Commissioner
- County Chair

### **Appointments chair**

The person appointed by the relevant Trustee Board to chair the appointments advisory committee.

## **Appointment panel**

A panel of three people drawn from the appointments advisory committee which meets with a person applying for an appointment in the Scouts. It is good practice for a member of the panel to be aged under 25, and for the panel to have a diverse mix of members, including someone currently in a programme role.

## **Appointments secretary**

The person appointed by the relevant Trustee Board to be responsible for the appointment process administration.

## **British Scouting Overseas**

British Scout Groups that operate abroad and are part of The Scout Association.

## **Bullying**

Bullying is characterised as offensive, intimidating, malicious or insulting behaviour, abuse or misuse of power through means that a recipient is:

- undermined
- humiliated
- denigrated
- injured

It is not classed as bullying if a line manager is solely making sure a person follows the rules in POR. It is more than a strong, firm or authoritarian interaction. It is:

- destructive rather than constructive
- a criticism of the person rather than their mistakes
- public humiliation rather than private correction
- where the recipient feels threatened or compromised

See also [Volunteer Anti-Bullying and Harassment Policy and Procedures](#)

## **Confidential enquiry check**

The process used by the UK Headquarters vetting team to check volunteers against records held at UK Headquarters. Also known as a CE check.

## **Conflict of interest**

A conflict of interest is when someone's judgement or actions are, or could be, affected by personal involvement or other interest relating to the matter at hand. This includes any circumstances that affect, or could be seen to affect, someone's independence or impartiality.

### **For Trustees:**

All trustees have a legal duty to act only in the best interests of their charity. If there is a decision to be made where a trustee has a personal or other interest, this is a conflict of interest.

Conflict of interest can lead to decisions that are not in the best interests of the charity and which are invalid or open to challenge. Conflicts of interest can also damage a charity's reputation or public trust and confidence in charities generally. These harmful effects can be prevented where individual trustees can identify conflicts of interest, and the trustee body can act to prevent them from affecting their decision making.

See also:

- [Conflicts of interest: a guide for charity trustees](#) (England and Wales)
- [Conflict of interest](#) (Scotland)
- [Running your charity guidance](#) (Northern Ireland)

### **Connected person**

A member or non-member of the Scouts.

### **Constitution**

Every charity must have a governing document, in the Scouts we call this a constitution.

### **Country Headquarters**

- For England (including Guernsey, Isle of Man, Jersey), British Scouting Overseas and Gibraltar: this is UK Headquarters
- For Northern Ireland: this is the headquarters of the Northern Ireland Scout Council
- For Scotland: this is the headquarters of The Scottish Council of The Scout Association
- For Wales: this is the headquarters of ScoutsCymru

### **County**

A County is a Scout unit that supports delivery of the programme within a certain geographic area. A County has various responsibilities as defined in POR, including providing support to Scout Groups and Districts. For ease of reading POR refers to 'County' in all cases, but the word County should be read as:

- a) Area (in Wales and British Scouting Overseas)
- b) Bailiwick (of Guernsey)
- c) Branch (Gibraltar)
- d) County (in England and in Northern Ireland; note that the Isle of Wight is an English County)
- e) Island (Jersey, the Isle of Man)
- f) Region (in Scotland)

## **Criminal records check**

A criminal records check will show any spent and unspent convictions, cautions, reprimands and final warnings together with any information held by local police that's considered relevant to the role.

A criminal records check will generate an official record (a 'disclosure').

For England and Wales, the criminal records check process is conducted by the [Disclosure and Barring Service \(DBS\)](#).

For Scotland, the Protecting Vulnerable Groups (PVG) scheme is managed and delivered by [Disclosure Scotland](#).

For Northern Ireland, the checks are conducted by [AccessNI](#), which is a branch in the Department of Justice.

## **District**

A District is a Scout unit that supports delivery of the programme within a certain geographic area. A District has various responsibilities as defined in POR, including providing support to Scout Groups.

## **Ex officio**

Ex officio means 'by virtue of the office' and refers to a role that comes with someone's 'main role'. For example, a Group Scout Leader is also an ex officio member of the Group Trustee Board.

## **Gross misconduct**

Gross misconduct has no strict legal definition. In the Scouts it is interpreted as observed practices that are a very clear breach of the Values of Scouting such as:

- theft
- physical violence
- gross negligence
- serious insubordination
- behaviour that destroys relationships with other volunteers or staff such as bullying and harassment

Gross misconduct can cause physical and emotional damage to individuals and reputational damage to the Scouts and any connected person.

This guidance is a general overview of the subject of gross misconduct and the examples above are to help understanding – they do not cover every eventuality.

## **Group**

A Group is a Scout unit that supports delivery of the programme within a local community. Groups are made up of sections.

## Harassment

Harassment is 'unwanted conduct that has the purpose or effect of violating people's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment' (Equality Act 2010).

Harassment may be conduct based on characteristics including:

- age
- class or socio-economic status
- ethnic or national origin, nationality (or statelessness) or race
- gender (including gender reassignment)
- marital or civil partnership status
- sexual orientation
- disability
- political belief
- pregnancy and maternity
- religion, belief or faith (including the absence of religion, belief or faith)
- sex
- colour
- language
- social background
- non-relevant criminal background

The list above is neither exhaustive nor exclusive.

Harassment can take many forms - for example verbal and/or written abuse, ignoring or subjugating colleagues to unwanted attention, ridiculing and humiliating colleagues in front of others, mocking, mimicking or belittling a person.

A person may be harassed even if they were not the intended 'target.' For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

See also [Volunteer Anti-Bullying and Harassment Policy and Procedures](#).

## Helper

A helper is a person aged 18 or over who is not a member but provides informal support to help deliver the programme. They may be, for example, parents or local subject matter

experts. A helper must have a satisfactory Personal Enquiry and recorded in the adult membership system before they can help with a regulated activity.

### **Member**

A young person in any section who has made the Promise appropriate to the first section they join. They are a member of the Scout Association and are a member of their local Group, District, County, Region, and country, where applicable.

An adult whose role requires them to be a member having completed both the appointment process and members' declaration, and made the Scout Promise. They are a member of The Scout Association and are a member of their local Group, District, County, Region, and country, where applicable.

### **Members of the Scout and Guide movements**

Members of an organisation recognised by the World Organization of the Scout Movement (WOSM) or the World Association of Girl Guides and Girl Scouts (WAGGGS).

### **Overseas Branches**

Refers to parts of The Scout Association that are established in certain territories overseas.

### **Parent**

The word parent should be interpreted as parent, guardian or carer (as appropriate for the young person concerned).

### **Personal enquiry**

Vetting checks for people aged 18 or over where they will be involved with regulated activity or are trustees. For these people, a satisfactory *criminal records check* must be held at all times, and a *confidential enquiry check* is required on starting each new role.

### **POR**

The abbreviation of *Policy, Organisation and Rules*.

### **The programme**

This describes the selection of activities and experiences provided in the Sections for youth members. It is based around three main themes:

- outdoor and adventure
- world
- skills

The programme is designed to be progressive through the sections to offer young people an appropriate level of challenge. It should be delivered in a balanced way that incorporates elements from each theme.

A range of badges and awards exists in each section, covering the three main themes as well as leadership, teamwork and personal development.

### **Quorum**

The minimum number of people necessary to make decisions.

In a charity this number is often set out in the charity's governing document.

### **Region**

A Region is a Scout unit that supports delivery of the programme within a geographic area in England or Wales. For Regions in Scotland, see definition of County.

### **Regional Commissioner**

A volunteer who leads a Region in England or Wales. This role does not exist in Northern Ireland and Scotland, so references to it in those countries should be read as Chief Commissioner. For the purposes of POR, Region (Scotland) Commissioners are County Commissioners.

### **Regional Services Team**

Staff employed by UK Headquarters to support volunteer line managers in growing and developing Scouting at a local level in England.

### **Regulated Activity**

Scouts is a regulated activity provider and must comply with the law in respect to adults engaging with children. Regulated activity with children refers to work that a barred person must not do. Regulated Activity is defined in the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012. Regulated activity in Scouts means where a person aged 18 or over meets any of these criteria:]:

- will be a member of a Trustee Board
- will be assisting with overnight activities (including Nights Away)
- may be helping out once a week (or on four occasions in a thirty-day period) or more frequently
- will have unsupervised access to young people.

Any adult or helper delivering or likely to participate in regulated activity must hold a satisfactory Personal Enquiry.

### **Relevant commissioner**

The commissioner for the Scout unit in which the role is located. For example, the relevant commissioner for an Assistant County Commissioner - Beaver Support would be the County Commissioner. For Scout Groups, the relevant commissioner is the District Commissioner, not the Group Scout Leader.

### **Role**

A volunteer role within the Scouts. The full list of the available roles is contained in the roles table.

### **Role holder**

The person who holds a given role, which has been successfully appointed under Rule 16.1.

### **Scottish Variations**

This refers to amendments to POR in Scotland to reflect the different organisational structure. Where such amendments apply, the rule is marked by a superscript <sup>SV</sup>, and Scottish readers must consult the [Scottish Variations from POR](#) for the relevant text.

### **Scout unit**

A Group, District, County, Region, country, or nations' equivalents.

### **Section**

This describes a single unit of Scouting delivering the programme to young people. These are a Squirrel Drey, a Beaver Colony, a Cub Pack, a Scout Troop, an Explorer Unit and a Scout Network. If multiple Dreys, Colonies, Packs, Troops, Units, or Networks exist within the same Group or District, each one is an independent section.

### **Structure**

Most commonly, it means either the organisational structure or the volunteer line management hierarchy. This is a key part of the federated structure of the Scouts.

The organisational structure is the structuring of Scout units: section, Group, District, County, region, country, UK. Each level of the structure is responsible for supporting the programme in a smaller area, with Districts responsible for Groups, Counties responsible for Districts, and so on.

There are some exceptions to the general structure:

- in Scotland, the structure is Group, District, Scottish region, country, UK.
- in Northern Ireland, there are no regions.
- there are a number of counties with Groups but no Districts.

The volunteer line management hierarchy refers to the volunteer manager of each of these units: Group Scout Leader, District Commissioner, County Commissioner, Regional Commissioner, Chief Commissioner (Country), UK Chief Commissioner. Each of these volunteer managers is helped by a team who work to support the delivery of the programme in their areas.

### **Sub-committee**

A sub-committee is a small group of people assigned by a Trustee Board to focus on a particular task or area, such as finance or fundraising or property maintenance. A sub-committee generally makes recommendations to the Trustee Board for decision. Any decisions made by a sub-committee remain the responsibility of the whole Trustee Board.

### **Trustee**

An adult who is a charity trustee within the Scouts, as defined in a Group, District, County, country, or UK Headquarters' constitution.

### **UK Headquarters**

This refers to the Headquarters of The Scout Association in the United Kingdom.

### **Unsatisfactory service**

Service in a role that would be grounds for ending the role under Rule 16.5.2.2. See also Rules 16.1.9.5 and 16.5.1.3.

### **Unsupervised access**

When around youth members, an adult must have a valid criminal record check or be within sight and hearing of another adult who holds a valid criminal records check.

### **Validation**

The process where a Training Adviser checks what an adult has learned, and that they can apply the skills that they have acquired to their role. Validation is essential for every training module. In some cases, the validation is conducted as part of an online module, with a validation certificate issued at the end of the learning.

### **Volunteer**

An adult who holds at least one non-paid role with the Scouts.

### **Young person**

A young member aged between their 4<sup>th</sup> and 18<sup>th</sup> birthdays.

# Chapter 1

## Our Fundamentals

**NOTE** that, in this chapter, the Promise is based upon the work of our Founder and represents a number of different theist faith traditions.

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- 1.2 Our Values
- 1.3 The Scout Method
- 1.4 The Scout Promise
- 1.5 The Scout Law
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- 1.7 The Cub Scout Law
- 1.8 The Beaver Scout Promise
- 1.9 The Beaver Scout Law
- 1.10 The Squirrel Scout Promise
- 1.11 The Squirrel Scout Law
- 1.12 Variations to the wording of the Promise

### 1.1 Our Purpose

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

### 1.2 Our Values

As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

### 1.3 The Scout Method

Our development of young people takes place when the young people, in partnership with adults, work together based on the values of scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors

- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

## **1.4 The Scout Promise**

(for Scouts, Explorer Scouts, the Scout Network and adults)

On my honour,  
I promise that I will do my best  
to do my duty to God and to The King,  
to help other people  
and to keep the Scout Law.

## **1.5 The Scout Law**

1. A Scout is to be trusted.
2. A Scout is loyal.
3. A Scout is friendly and considerate.
4. A Scout belongs to the world-wide family of Scouts.
5. A Scout has courage in all difficulties.
6. A Scout makes good use of time and is careful of possessions and property.
7. A Scout has self-respect and respect for others.

## **1.6 The Cub Scout Promise**

I promise that I will do my best  
to do my duty to God and to The King,  
to help other people  
and to keep the Cub Scout Law.

## **1.7 The Cub Scout Law**

Cub Scouts always do their best,  
think of others before themselves  
and do a good turn every day.

## **1.8 The Beaver Scout Promise**

I promise to do my best  
to be kind and helpful  
and to love God.

## 1.9 The Beaver Scout Law

There is no formal Beaver Scout Law. The concepts expressed in the Scout Law are to be presented to Beaver Scouts through games, storytelling and other informal activities.

## 1.10 The Squirrel Scout Promise

I promise to do my best  
to be kind and helpful  
and to love God.

## 1.11 The Squirrel Scout Law

There is no formal Squirrel Scout Law. The concepts expressed in the Scout Law are to be presented to Squirrel Scouts through games, storytelling and other informal activities.

## 1.12 Variations to the wording of the Promise

1.12.1.1 The Scouts is open to people of all faiths and of none and must therefore take account of the different religious obligations of its members while upholding the essential spirit of the Promise.

1.12.1.2 Alternative wordings of the Promise that young people and adults may wish to use to best reflect their own beliefs are included below, reflecting the diversity of our UK Scout community.

### 1.12.1.3 The Scout Promise

*(for Scouts, Explorer Scouts, the Scout Network and adults)*

#### **The Scout Promise for members who are atheist or of no faith background**

On my honour,  
I promise that I will do my best  
to uphold our Scout values, to do my duty to The King,  
to help other people  
and to keep the Scout Law.

#### **The Scout Promise for members who are Buddhist**

On my honour,  
I promise that I will do my best  
to seek refuge in the Triple Gem, to do my duty to The King,  
to act with compassion towards all life  
and to keep the Scout Law.

**The Scout Promise for members who are Christian**

On my honour,  
I promise that I will do my best  
to do my duty to God and to The King,  
to help other people  
and to keep the Scout Law.

**The Scout Promise for members who are Hindu**

On my honour,  
I promise that I will do my best  
to follow my dharma and do my duty to The King,  
to act with compassion towards all life  
and to keep the Scout Law.

**The Scout Promise for members who are Humanist**

On my honour,  
I promise that I will do my best  
to uphold our Scout values, to do my duty to The King  
to help other people  
and to keep the Scout Law.

**The Scout Promise for members who are Jewish**

On my honour,  
I promise that I will do my best  
to do my duty to God and to The King,  
to help other people  
and to keep the Scout Law.

**The Scout Promise for members who are Muslim**

In the name of Allah, the most beneficent and the most merciful,  
I promise that I will do my best  
to do my duty to Allah and then to The King,  
to help other people  
and to keep the Scout Law.

**The Scout Promise for members who are Sikh**

On my honour,  
I promise that I will do my best  
to do my duty to Waheguru and to The King,  
to help other people  
and to keep the Scout Law.

**1.12.1.4 The Cub Scout Promise****The Cub Scout Promise for members who are atheist or of no faith background**

I promise that I will do my best  
to uphold our Scout values, to do my duty to The King,

to help other people  
and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Buddhist**

I promise that I will do my best  
to seek refuge in the Triple Gem, to do my duty to The King,  
to act with compassion towards all life  
and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Christian**

I promise that I will do my best  
to do my duty to God and to The King,  
to help other people  
and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Hindu**

I promise that I will do my best  
to follow my dharma and do my duty to The King,  
to act with compassion towards all life  
and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Humanist**

I promise that I will do my best  
to uphold our Scout values, to do my duty to The King,  
to help other people  
and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Jewish**

I promise that I will do my best  
to do my duty to God and to The King,  
to help other people  
and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Muslim**

I promise that I will do my best  
to do my duty to Allah and then to The King,  
to help other people  
and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Sikh**

I promise that I will do my best  
to do my duty to Waheguru and to The King,  
to help other people  
and to keep the Cub Scout Law.

#### 1.12.1.5 **The Beaver Scout Promise**

##### **The Beaver Scout Promise for members who are atheist or of no faith background**

I promise to do my best to be kind and helpful and to love our world.

##### **The Beaver Scout Promise for members who are Buddhist**

I promise to do my best to be kind and helpful and to act with love towards everyone.

##### **The Beaver Scout Promise for members who are Christian**

I promise to do my best to be kind and helpful and to love God.

##### **The Beaver Scout Promise for members who are Hindu**

I promise to do my best to be kind and helpful and to love the world.

##### **The Beaver Scout Promise for members who are Humanist**

I promise to do my best to be kind and helpful and to love our world.

##### **The Beaver Scout Promise for members who are Jewish**

I promise to do my best to be kind and helpful and to love God.

##### **The Beaver Scout Promise for members who are Muslim**

I promise to do my best to be kind and helpful and to love Allah

##### **The Beaver Scout Promise for members who are Sikh**

I promise to do my best to be kind and helpful and to love Waheguru.

#### 1.12.1.6 **The Squirrel Scout Promise**

##### **The Squirrel Scout Promise for members who are atheist or of no faith background**

I promise to do my best to be kind and helpful and to love our world.

##### **The Squirrel Scout Promise for members who are Buddhist**

I promise to do my best to be kind and helpful and to act with love towards everyone.

##### **The Squirrel Scout Promise for members who are Christian**

I promise to do my best to be kind and helpful and to love God.

##### **The Squirrel Scout Promise for members who are Hindu**

I promise to do my best to be kind and helpful and to love the world.

##### **The Squirrel Scout Promise for members who are Humanist**

I promise to do my best to be kind and helpful and to love our world.

##### **The Squirrel Scout Promise for members who are Jewish**

I promise to do my best to be kind and helpful and to love God.

**The Squirrel Scout Promise for members who are Muslim**

I promise to do my best to be kind and helpful and to love Allah.

**The Squirrel Scout Promise for members who are Sikh**

I promise to do my best and to be kind and helpful and to love Waheguru.

- 1.12.1.7 Where some other form of wording is required for a member of a particular faith or religion, advice should be sought from UK Headquarters.
- 1.12.1.8 Similarly, it is accepted that persons resident in countries other than the United Kingdom, Bailiwick of Guernsey, Isle of Man, Jersey and Gibraltar who may become members of The Scout Association owe allegiance to their own country.
- To meet these circumstances the phrase 'duty to The King' should be replaced by the phrase 'duty to the country in which I am now living'.
- 1.12.1.9 In the case of young people, the decision as to which permitted form of wording should be used rests with them. However, in the younger sections, parents should be aware of the Promise chosen before the investiture ceremony.
- 1.12.1.10 In the case of adults, the decision as to which permitted form of wording should be used rests entirely with the adult concerned.

## Chapter 2

### Key policies

#### Chapter Contents

- 2.1 Equal Opportunities Policy
  - 2.1.1 Young People
  - 2.1.2 Reasonable Adjustments
  - 2.1.3 Leaders and other volunteers
  - 2.1.4 RULE: Responsibilities within the Equal Opportunities Policy
- 2.2 Privacy and Data Protection Policy
  - 2.2.2 RULE: Responsibilities within the Privacy and Data Protection Policy
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  - 2.3.4 RULE: Responsibilities within the Religious Policy
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- 2.6 Vetting Policy
- 2.7 Youth Member Anti-Bullying Policy
  - 2.7.2 RULE: Responsibility within the Youth Member Anti-Bullying Policy

**The Key Policies in this Chapter are in alphabetical order. No order of importance or priority is implied - they are all equal.**

## **2.1 Equal Opportunities Policy**

### **2.1.1 Young People**

2.1.1.1 The Scout Association is part of a worldwide educational youth movement. The values, which underpin and inspire its work, are embodied in the Scout Promise and Law and in the Purpose of The Scout Association.

2.1.1.2 Within this framework, The Scout Association is committed to equality of opportunity for all young people.

2.1.1.3 Accordingly:

- a. The Scout Association is committed to extending the Scouts, its Purpose and Method to young people in all parts of society.
- b. No young person should receive less favourable treatment on the basis of or suffer disadvantage harassment or discrimination by reason of:
  - Class or socio-economic status
  - ethnic or national origin, nationality or statelessness or race
  - gender including gender reassignment
  - marital or civil partnership status
  - sexual orientation
  - disability
  - political belief
  - pregnancy and maternity
  - religion, belief or faith including the absence of religion, belief or faith
  - sex
  - age

2.1.1.4 All members of the movement should seek to practise equality, especially in promoting equal access to the Scouts for all young people. The Scout Association opposes all forms of prejudice and discrimination, including racism, sexism, homophobia, biphobia and transphobia. All Scout Groups, as separate charities, have a duty to comply with relevant equalities legislation. All volunteers should make reasonable adjustments where possible to support all young people with disabilities to access the Scouts.

### **2.1.2 Reasonable Adjustments**

2.1.2.1 Reasonable adjustments means actions to enable young people with disabilities to access the Scouts and scouting activities, as far as reasonably possible, to the same level as young people without disabilities. This should involve working in partnership with parents/carers, to identify needs and support strategies.

2.1.2.2 Reasonable steps should also be taken to identify any young people with disabilities in the section or Group. See Chapter 3 for further guidance around reasonable adjustments.

2.1.2.3 See further information about [inclusion and diversity](#).

### **2.1.3 Leaders and other volunteers**

2.1.3.1 To carry out its work, The Scout Association seeks to appoint effective and appropriate leaders, of all backgrounds and all areas of the community, and to involve other volunteers in supporting roles, all of whom are required to accept fully the responsibilities of their commitment.

2.1.3.2 The overriding considerations in making all appointments in the Scouts shall be the safety and security of young people, and their continued development in accordance with the Purpose and Values of The Scout Association.

2.1.3.3 Accordingly, all those whom the movement accepts as volunteers must be appropriate persons to undertake the duties of the particular position to which they have been appointed including, if relevant, meeting the requirements of the Sponsoring Authority and, where appropriate, the responsibilities of membership.

2.1.3.4 In recruitment and appointments processes, volunteers should make clear that roles are open to people of all genders, ethnicities, faiths and backgrounds and encourage a diverse range of applicants to apply, particularly those currently under-represented on the team.

2.1.3.5 It may, in limited circumstances, be appropriate to consider the gender or protected characteristics of a potential appointee. This is only the case where there is a genuine occupational requirement, for example, in order to ensure that a support team on a trip includes adult volunteers of different genders.

2.1.3.6 The ability of all appointees and volunteers to understand and implement the Scouts' safeguarding policies and procedures, as set out in Rule 2.1, is an essential requirement.

2.1.3.7 Within these constraints, and those imposed by the need to ensure:

- the safety and security of young people
- the continued development of young people, and
- equal opportunities for all

2.1.3.8 No person volunteering their services should receive less favourable treatment on the basis of, nor suffer disadvantage, harassment or discrimination by reason of:

- age
- class or socio-economic status
- ethnic or national origin, nationality or statelessness, or race
- gender including gender reassignment
- marital or civil partnership status

- sexual orientation
- disability
- political belief
- pregnancy and maternity
- religion, belief or faith including the absence of religion, belief or faith
- sex

## **2.1.4 RULE: Responsibilities within the Equal Opportunities Policy**

2.1.4.1 All adults in the Scouts have a responsibility for the operation of The Scout Association's Equal Opportunities Policy. All Scout Groups, as separate charities have a duty to comply with relevant equalities legislation.

- a) The District Commissioner or the County Commissioner, as appropriate, must be satisfied that all applicants for Leader or Commissioner appointments are fully aware that they will be required by their personal example to operate The Scout Association's Equal Opportunities Policy and support Groups to comply with relevant equalities legislation.
- b) They must also be satisfied that all those whom they invite to assist them in other ways in the work of the District or County are upholding The Scout Association's Equal Opportunities Policy by the personal example that they set before the Scouts in the District or County as the case may be.
- c) Group Scout Leaders must be satisfied that all those whom they invite to assist them in the work of the Group will comply with relevant equalities legislation and uphold The Scout Association's Equal Opportunities Policy by the personal example that they set before the Scouts in the Group.
- d) Appointment Advisory Committees are required to operate The Scout Association's Equal Opportunities Policy and comply with relevant equalities legislation in their work.
- e) The District Trustee Board or the County Trustee Board, as appropriate, must be satisfied that all applicants for appointments in their gift are fully aware that they will be required by their personal example to operate The Scout Association's Equal Opportunities Policy and to support Groups to comply with relevant equalities legislation.

See further information about [inclusion and diversity](#).

## **2.2 Privacy and Data Protection Policy**

2.2.1.1 The Scout Association takes the protection of privacy and personal data very seriously and all adults operating within the Scouts, whether at UK Headquarters or within local Scout units i.e., Scout Groups, Districts, Counties, Areas, Regions

(Scotland) or Countries, must comply with data protection law which includes the EU General Data Protection Regulation (GDPR).

2.2.1.2 A copy of The Scout Association's Data Protection Policy which provides key definitions, details of how it protects personal information and also guidance to staff, members and volunteers about how to deal with personal information they handle, can be found <http://www.scouts.org.uk/dppolicy>

## **2.2.2 RULE: Responsibilities within the Privacy and Data Protection Policy**

2.2.2.1 The Scout Association at UK Headquarters level and each local Scout unit operate as separate charities in their own right. Each collects and handles personal data and is responsible, as a separate data controller, for the personal data it collects and uses.

2.2.2.2 As a larger organisation, The Scout Association is registered with the Information Commissioners Office (ICO) as a data controller. However, data protection law applies to all data controllers, whether registered with the ICO or not, and therefore applies to each local Scout unit.

2.2.2.3 All adults in the Scouts have a responsibility to comply with data protection law when handling or dealing with any personal data. However, ultimate responsibility for ensuring that adequate data protection systems are in place, lies with the relevant charity trustees as follows:

a) at UK Headquarters, the Board of Trustees of The Scout Association is responsible for ensuring that adequate data protection systems are in place in respect of The Scout Association Headquarters based at Gilwell Park, Chingford, London E4 7QW; and

b) at local level, the local Trustee Boards, as the charity's Trustees, are responsible for ensuring that adequate data protection systems are in place for their respective local Scout units.

2.2.2.4 Whilst the charity Trustees and Trustee Boards are responsible for ensuring that adequate data protection systems are in place, each adult operating within the Scouts whether as staff, members or volunteers are also responsible for ensuring that they handle all personal data in compliance with those procedures and the law.

2.2.2.5 All adult members of The Scout Association are required to have at least one unique e-mail address i.e., not one shared with another person or persons. This unique e-mail address must be recorded on Compass. This unique e-mail address

may be in addition to any shared email address, such as may be in place for shared roles.

2.2.2.6 This requirement is needed to ensure that each member receives the information relevant to them to prevent them from receiving information intended for another individual. This is in line with the Data Protection and GDPR requirements.

2.2.2.7 In compliance with the six key principles of the GDPR (Article 5), personal data in the Scouts must be:

- a) Processed lawfully, fairly and in a transparent manner.  
Clear and accessible information must be provided to individuals about what personal data is collected, how it will be processed and how they can exercise rights over it, e.g., the right to request a copy of their personal data by making a Subject Access Request (SAR) or to have incorrect data corrected or deleted. This information should be provided both at the initial point of contact in the form of a Privacy Statement or Notice and also be made regularly accessible to the individual. See The Scout Association's [Privacy Statement](#)
- b) Collected and processed for specified, explicit and legitimate purposes only. Personal data should only be collected and used for activities directly relating to the Scouts or a person's membership or association with the Scouts
- c) Adequate, relevant and limited to what is necessary for the purposes it is collected and processed
- d) Accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that the data is kept as accurate and up-to-date as possible for the purposes for which it is being held
- e) Kept for no longer than necessary for the purposes for which it was collected and processed
- f) Kept secure using appropriate technical or organisational measures to prevent the data from being used in an unauthorised or unlawful way or against accidental loss, destruction or damage.

2.2.2.8 As data controllers, the relevant charity Trustees and Trustee Boards are responsible for demonstrating compliance with the above principles.

## **2.3 Religious Policy**

2.3.1.1 The Scout movement includes members of many different faiths and religions as well as those with no formal religion. The following policy has received the

approval of the heads of the leading religious bodies in the United Kingdom. All members of the movement are encouraged to:

- make every effort to progress in the understanding and observance of the Promise to do their best to do their duty to God or to uphold the Scout's values as appropriate
- explore their faith, beliefs and attitudes
- consider belonging to some faith or religious body
- carry into daily practice what they profess.

### **2.3.2 Attendance at services**

2.3.2.1 If a Scout Group, Explorer Scout Unit or Scout Network is composed of members of several denominations, religions or beliefs, the young people should be encouraged to attend services relevant to their own form of religion or belief.

### **2.3.3 Chaplains**

2.3.3.1 Chaplains may be appointed as Advisers in Scout Groups, Districts, Counties, Countries and Nationally. A Chaplain may be a Minister of Religion or a lay person.

2.3.3.2 In a Scout Group sponsored by a religious body the religious leader may be appointed Group Chaplain.

2.3.3.3 National Chaplains may be appointed for religious bodies represented in the Scouts.

### **2.3.4 RULE: Responsibilities within the Religious Policy**

2.3.4.1 The District Commissioner or the County Commissioner, as appropriate, must be satisfied that all applicants for Leader or Commissioner appointments are fully

aware that they will be required by their personal example to implement The Scout Association's religious policy.

- 2.3.4.2 If a Sponsored Group has a policy of recruitment restricted to members of one particular form of religion or denomination, the Sponsoring Authority is responsible for the religious training of all young people in the Group.
- 2.3.4.3 In this case it is the duty of the Group Scout Leader to encourage attendance at such religious instruction and observances as the Sponsoring Authority may consider desirable.
- 2.3.4.4 Scouts' Own Services may be held for the purpose of spiritual reflection and to promote a fuller understanding of the significance of the Scout Promise and Law.
- 2.3.4.5 Such services must be regarded as supplementary to, rather than a substitute for, formal attendance at the services of the individual's own form of religion.
- 2.3.4.6 If a Squirrel Scout, Beaver Scout, Cub Scout, Scout, Explorer Scout or Scout Network Member is not allowed, by reasons of the individual's own religious obligations, to attend acts of worship other than that of the individual's own faith, the Leader must make certain that those obligations are not compromised.

## **2.4 Safeguarding Policy**

- 2.4.1.1 It is the Policy of the Scouts to safeguard the welfare of all children, young people and adults at risk by protecting them from neglect and from physical, sexual and emotional harm. The Scouts understand that individuals thrive in safe surroundings, so we are committed to ensuring that the Scouts is safe and enjoyable for everyone involved and that safeguarding practice reflects statutory

responsibilities, government guidance and complies with best practice and The Charity Commission requirements.

2.4.1.2 This policy:

- a) applies to all adults including the Board of Trustees, volunteers, paid staff, agency staff and anyone working on behalf of the Scouts
- b) recognises that the welfare and interests of children, young people & adults at risk are paramount in all circumstances, and
- c) aims to ensure that all children, young people and adults at risk have a positive and enjoyable scouting experience in a safe and person-centred environment and are protected from abuse whilst participating in the Scouts and otherwise.

2.4.1.3 It is the responsibility of all adults involved in the Scouts to have read and understood the Safeguarding Policy & Procedures.

2.4.1.4 The Safeguarding Policy & Procedures must be adhered to at all times.

2.4.1.5 All breaches of the policy and procedures will be dealt with within in line with POR and the Safeguarding Processes and Procedures.

2.4.1.6 See the Scouts Safeguarding Policy & Procedures for Young People & Adults at Risk.

## **2.4.2 RULE: Safeguarding of young people and adults at risk**

2.4.2.1 It is the responsibility of all adults involved in the Scouts to have read and understood the Safeguarding Policy & Procedures.

2.4.2.2 The **Safeguarding Policy & Procedures** must be adhered to at all times.

2.4.2.3 All breaches of the policy and procedures will be dealt with within in line with POR and the Safeguarding Processes and Procedures.

## 2.5 Safety Policy

- 2.5.1.1 The Scouts aim to provide opportunities for young people and adult volunteers to develop and appreciate what risk is and how it is managed. This vital skill for life is developed by providing opportunities to learn and experience activities that are adventurous but where risk is controlled and managed as far as is reasonably practicable.
- 2.5.1.2 The Scouts recognises that life is not risk-free, and, in its turn, scouting is not risk-free. As the Scouts, we endeavour to manage these risks to wellbeing and safety to be as low as is reasonably practicable. Identifying and proportionately managing risk is a skill for life that we wish to kindle, develop and enhance in all of our members.
- 2.5.1.3 In order to do this the Scouts will provide guidance and have a training programme available for its volunteers.
- 2.5.1.4 All those involved in the Scouts are accountable for and must demonstrate an ability and understanding of the following so far as is reasonably practicable and to the extent of their role:
- a) Ensure they are competent to undertake their task, through attending appropriate training, checking their understanding of instructions and information, and remaining current in these competencies.
  - b) Properly assess the risk of every scouting activity undertaken. This assessment should be suitable and sufficient for the activity being undertaken, and it follows that activities with higher risk should require more in-depth assessment.

- c) Provide clear instructions and information to anyone who requires this, be it adult volunteer or young person, in order to ensure any activity is conducted with safety and wellbeing in mind.
- d) Prevent accidents and cases of ill health by managing the health and safety risks in the Scouts
- e) Ensure that the environment they are working in, or using for the Scouts activities, is maintained safely and there are no risks to health. That any equipment or substances used are safe and stored safely.
- f) Review risk assessments as often as necessary when circumstances, environment or conditions change.
- g) Feel and be empowered to never be afraid to change or stop an activity if risk increases.

## **2.5.2 RULE: Responsibilities within the Safety Policy**

2.5.2.1 All those involved in the Scouts are accountable for and must demonstrate an ability and understanding of the following so far as is reasonably practicable within the extent of their role:

2.5.2.2 All members

- a) Stop any activity if they have concerns over its safety, and must be reminded of this frequently.
- b) Undertake risk assessments for the activities they undertake, documenting and communicating these with all involved including volunteers, young people and parents.
- c) Share good practice about how to apply this policy, and making sure that failures to apply this policy are brought to the attention of those involved and resolved through appropriate processes.

- d) Implement emergency procedures – evacuation in case of fire or other significant incident. Report incidents that cause injuries, or incidents that had the potential to cause injuries, at their earliest opportunity through the appropriate channels in accordance with Chapter 7.

#### 2.5.2.3 Leader in charge

- a) Take responsibility for ensuring that these requirements are met for every activity being undertaken, working closely with the team leading the activity or event.

#### 2.5.2.4 Commissioners and line managers

- a) Take responsibility for assuring that this policy is being implemented in their area of responsibility.
- b) Have the authority to undertake the requirements outlined above, or tasks required to support the requirements, and can be delegated as necessary.
- c) Have the responsibility for making sure that the policy is followed – this can never be delegated.
- d) When incidents are reported, managers must make arrangements to complete a proportionate review, and learn and share lessons from incidents in accordance with Chapter 7.

#### 2.5.2.5 Trustee Boards and Trustees

- a) Satisfy itself through appropriate assurance and monitoring activities that this policy is being put into effective use and to engage and consult with members on day-to-day health and safety conditions and ensure it is on the agenda at all meetings.

- b) Take responsibility for making sure that these requirements are met for all scouting premises or locations operated by them, and therefore deemed to be the Managing Controller of the premises.

## **2.6 Vetting Policy**

2.6.1.1 It is the policy of The Scout Association to check all adult volunteers to ensure that:

- a) only adults appropriate for a role are permitted to undertake responsibilities in the Scouts
- b) that regular reviews are undertaken of adult volunteers to ensure their continued suitability.

2.6.1.2 Accordingly, The Scout Association is committed to:

- a) following a defined process for appointing adult volunteers that establishes the applicant's suitability taking into account the fundamentals of the Scouts, the Safeguarding Policy, Youth Member Anti-Bullying Policy, Safety Policy and the Equal Opportunities Policy
- b) refusing offers from applicants that are found to be unsuitable
- c) putting in place robust vetting arrangements and ensuring that these arrangements are made clear to applicants and to the public
- d) taking into account relevant information from The Scout Association's records, police forces, relevant statutory authorities, personal references and other credible sources.

2.6.1.3 As part of the vetting arrangements, The Scout Association will undertake a personal enquiry which involves a check made against records at UK Headquarters for all adult volunteers and, for certain roles, a criminal record check. For foreign

nationals or British Overseas Territory citizens operating abroad in British Scouting Overseas and Overseas Branches, checks must be made according to arrangements authorised by the Chief Safeguarding Officer at UK Headquarters.

## **2.7 Youth Member Anti-Bullying Policy**

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

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

### **2.7.2 RULE: Responsibility within the Youth Member Anti-Bullying Policy**

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

2.7.2.2 Adults in the Scouts should:

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

f) help ensure that their Group/Section has a published anti-bullying code.

2.7.2.3 Note: Further information is available.

## Chapter 3

### Membership

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## **3.1 Membership**

### **3.1.1 Eligibility**

3.1.1.1 People living in the United Kingdom and its Crown Dependencies - including the Channel Islands, Isle of Man and Gibraltar - who are prepared to follow The Scout Association's principles by accepting the Promise, may become members of the Scouts subject to the eligibility Rules contained within Policy, Organisation and Rules.

3.1.1.2 In British Scouting Overseas, adults and young people of any nationality, other than that of the relevant host country, who are prepared to follow The Scout Association's principles by accepting the Promise, may become members of the Scout movement subject to the eligibility Rules contained within Policy, Organisation and Rules.

3.1.1.3 In line with the Equal Opportunities Policy, membership is open equally to all people unless otherwise stipulated.

3.1.1.4 The minimum age for youth membership is the 4<sup>th</sup> birthday. The maximum age for youth membership is the 25<sup>th</sup> birthday.

3.1.1.5 The minimum age for adult volunteers is the 18<sup>th</sup> birthday.

### **3.1.2 Status and rights**

3.1.2.1 On becoming a member that person becomes a member of a Group, District and County (as appropriate). They also become a member of The Scout Association and of the World Organization of the Scout Movement.

3.1.2.2 Members do not have any actual or implied rights to take part in the national management of The Scout Association or the World Organization of the Scout Movement.

3.1.2.3 Members of the movement may:

- a) wear the approved uniform (see Chapter 10)
- b) wear the World Membership badge
- c) wear the World Membership lapel badge-
- d) receive benefits provided by any Group, District, and County to which the member belongs and of The Scout Association and the World Organization of the Scout Movement

## **3.2 Members**

### **3.2.1 Who are members?**

3.2.1.1 The following are members:

- a) Squirrels
- b) Beavers
- c) Cubs

- d) Scouts
- e) Explorers
- f) Scout Network members
- g) adults listed with member status in the Chapter 16 Roles Table

3.2.1.2 All sections must be open to members of all genders, except in special situations. Single sex sections may exist within a Group or a District Explorer provision provided that membership is available for young people of all genders across all sections within that Group or District provision.

Special situations are defined as being where:

- a) there are cultural or religious requirements for single sex working
- b) scouting is offered in a single sex institution (for example a school, or young offenders institute) through a closed Group or Unit
- c) a specialist single sex provision is required to meet a clearly identified educational need (for example scouting for young mothers).

The decision whether a section meets one of these special conditions must be made by the District Commissioner in consultation with the County Commissioner.

### 3.2.2 Subscriptions

3.2.2.1 The UK Headquarters membership subscription must be paid annually for all members aged under 18.

3.2.2.2 Any Country, County, District and Group membership subscription, as determined locally, must also be paid for each member.

### 3.2.3 Become a member

3.2.3.1 Young people become members of the Scout movement by making the Promise appropriate to the first section they join.

3.2.3.2 Membership is held continuously during the transfer from one section to the next, but young people make the Promise appropriate for their new section.

3.2.3.3 Adults become members by accepting the Promise and completing the member's declarations.

### 3.2.4 Records

3.2.4.1 Groups must ensure that their Squirrel, Beaver, Cub and Scout sections hold accurate records of the names and personal details of their youth members.

Districts must ensure that their Explorer and Scout Network sections hold accurate records of the names and personal details of their youth members.

3.2.4.2 All Scout Network and adult volunteer members must be recorded on the Scouts' membership system.

### **3.3 Admission to membership**

#### **3.3.1 Youth members - Scout Groups**

3.3.1.1 The decision to admit anyone to membership of a ~~Scout~~ Group must be made by the Group Scout Leader, in accordance with The Scout Association's policies. In the case of a sponsored Group, this decision must also be subject to the recruitment policy (if any) defined in any sponsorship agreement.

3.3.1.2 For Squirrels, Beavers, Cubs and Scouts, the Group Scout Leader may delegate responsibility for admissions of young people to membership to the Section Leader of the section concerned. This decision must be made in accordance with The Scout Association's policies.

3.3.1.3 There may be situations where a section does not have the capacity or resources to meet the needs of a young person or make the reasonable adjustments necessary. In such instances, the Group Scout Leader must work with the parents or carer(s) to find or create an alternative provision.

#### **3.3.2 Youth members - Scout Districts**

3.3.2.1 The decision to admit anyone to membership of an Explorer Unit must be made by the District Explorer Scout Commissioner, in accordance with The Scout Association's policies. The District Explorer Scout Commissioner may delegate responsibility for admissions of young people to membership to the Explorer Leader of the Unit concerned. In the case of a partnership agreement with a sponsored Group, membership should also be subject to any recruitment policy defined in the sponsorship agreement.

3.3.2.2 The decision to admit anyone to membership of a District Scout Network must be made by the District Scout Network Commissioner in accordance with The Scout Association's policies.

3.3.2.3 Explorers (including Young Leaders must leave the Explorer Unit at their 18<sup>th</sup> birthday . At this point they may:

- a) join the Scout Network
- b) take on an adult role (see the Chapter 16 Roles Table)
- c) join the Scout Network and take on an adult volunteer role
- d) leave the Scouts

3.3.2.4 Scout Network membership ceases upon the individual reaching their 25<sup>th</sup> birthday.

At their 25<sup>th</sup> birthday, the Network member may only retain membership by applying to become involved in the Scouts in an adult role.

3.3.2.5 There may be situations where a section does not have the capacity or resources to meet the needs of a young person or make the reasonable adjustments necessary. In such instances, the District Commissioner must work with the parents or carer(s) to find or create an alternative provision.

### 3.3.3 **Adult members**

3.3.3.1 The decision to admit adults to membership must be made by the District Commissioner for Groups and Districts, and the County Commissioner for Counties, in accordance with The Scout Association's policies and the appointment process in Chapter 16.

### 3.3.4 **Ending membership**

3.3.4.1 Young people forfeit membership if they leave the section and do not immediately join another section.

3.3.4.2 Scout Network members who hold no other adult appointment forfeit youth membership if they leave the Scout Network and do not immediately join another Scout Network or take out an adult appointment. Note the maximum Scout Network age in 3.3.2.4.

3.3.4.3 Adult membership

See Chapter 16 for the ending of adult membership.

## 3.4 **Transferring membership**

3.4.1.1 If a member leaves a County, District, Group, Unit or Network due to moving to another locality including moving outside the UK, the relevant Group Scout Leader, District Explorer Scout Commissioner or District Scout Network Commissioner must inform the Secretary of the County or District into which the member is moving. The contact details for the new County, District, Group or section can be obtained from the Scout Information Centre.

## 3.5 **Our Volunteering Culture**

3.5.1.1 Our Volunteering Culture is a shared set of principles that outline how we behave, in line with our values. Our Volunteering Culture guides and reminds us of our goal, both as a movement and as a volunteer team: to help more young people gain Skills for Life. It is a statement of the culture and values which we seek to foster and develop.

It provides a framework for a shared understanding for what we do and say as volunteers in Scouts, supporting each other, following our values and being at our best, while acting as role models for young people.

It applies for all our volunteers and for all parts of our organisation. In addition to the actual statement of Our Volunteering Culture (below), further

information and examples are available at [Explaining Our Volunteering Culture](#)

### 3.5.1.2 The **Our Volunteering Culture** statement

#### **Why we volunteer**

As volunteers in Scouts, we're proud to help young people step up, speak up, dream big and gain the skills they need for life.

Thanks to you, young people find their place in the world, learn to believe in themselves and make a difference to their communities and society. No matter your background or experience, where you're based, or which team you're in, your time and skills help young people gain skills for life.

By working together, and living our values of integrity, respect, care, belief and cooperation, our aim is to have a positive, safe and rewarding experience as volunteers for a movement we truly believe in.

Our Culture is founded on our Values. That means that as volunteers we think carefully about the impact of our words and actions, and behave as role models for our young people. Here are the behaviours that we expect from each other in Scouts.

#### **As the Scouts we'll:**

- a) Make Scouts a welcoming place, making sure everything we do and say is led by the Values of Scouting and the Scout Promise
- b) Commit to Equity, Diversity and Inclusion in everything we do, making sure everybody has access to our activities and can thrive in Scouts
- c) Support you to be part of positive teams that resolve issues with respect and integrity
- d) Acknowledge your personal motivation for volunteering and the skills you already have
- e) Help you develop your own potential by offering learning opportunities to give you the confidence and the skills needed for your Scout role
- f) Listen to you and give you the space to share ideas and concerns so that we can improve our volunteer experience
- g) Offer meaningful, relevant, and flexible ways to volunteer, with clear guidance of what we'll require from you, and who you can ask for advice and support
- h) Accept your other commitments, that your availability may change and offer you volunteering options that'll suit you best
- i) Help you understand Scouts better and the impact we make, so you can see how your contribution makes a difference

- j) Do our best to overcome barriers to volunteering such as finance, accessibility and time

**As a volunteer in Scouts we'll trust you to:**

- a) Promote a welcoming and inclusive environment where we treat everybody fairly and with respect, making sure our values are part of everything you say and do
- b) Commit to equity, diversity and inclusion, accepting that people's beliefs, circumstances and motivations may be different to yours
- c) Be a great role model in the way you act, by following our values, purpose and policies, as well as the laws of the country you're volunteering in
- d) Communicate openly and respectfully, whether verbally, in writing or online
- e) Be open and honest with your team about your time commitments and let them know if things change
- f) Enjoy yourself and have fun while volunteering
- g) Develop yourself by engaging in learning and new opportunities depending on what you and your team needs
- h) Promptly complete any learning required to ensure you have the skills for your role

**This means that together, we'll do our best to:**

- a) Know what we expect from each other
- b) Listen to and respect everybody's ideas and concerns
- c) Feel proud to contribute to and be part of a truly equitable, diverse and inclusive movement
- d) Recognise and celebrate all volunteers for their contributions, no matter how long they volunteer for or the amount of time they give
- e) Make sure volunteering has a positive impact on your wellbeing and that you get the support you need
- f) Contribute to an environment where everyone feels comfortable to share thoughts and ideas
- g) Review how things are going, improve volunteering opportunities and resolve problems fairly

## **3.6 Suspend a member**

### **3.6.1 Suspend adults and Scout Network members**

3.6.1.1 See POR Chapter 16 (16.4.3).

### **3.6.2 Suspend Squirrels, Beavers, Cubs, Scouts, Explorers**

3.6.2.1 Formal suspension of a youth member may be appropriate where they have been accused of a serious criminal offence or of behaviour that put adults or young people at serious risk of harm. See also Guidance on the formal suspension of youth members.

3.6.2.2 Suspension is not a disciplinary sanction or an indication of guilt but ensures that no situation can arise that may cause further concern and allows a period where further information may be received and, if appropriate, the statutory agencies, such as the police or social services, may carry out their duties.

3.6.2.3 The District Commissioner has the authority to suspend a young person. However, wherever possible they should act in consultation with the relevant Group Scout Leader or Explorer Leader.

3.6.2.4 Before suspending a young person, District Commissioners should consult their County Commissioner and must inform the country headquarters.

3.6.2.5 Where a statutory authority is involved, advice must be sought from that body through the Safe Scouting team at UK Headquarters.

3.6.2.6 Where a young person's membership has been suspended, they may not participate in any activity connected with the Scouts and must not wear the uniform or badges.

3.6.2.7 The parent(s) or carer(s) of the youth member must be informed of the suspension in writing and be given a copy of Notes for the parents /carers for the young person.

3.6.2.8 They must also be offered an independent adult member to act as a supporter.

### **3.6.3 End a period of suspension of Squirrels, Beavers, Cubs, Scouts, Explorers**

3.6.3.1 At the end of a period of suspension, the District Commissioner and Group Scout Leader or Explorer Leader must determine if a return to the Scouts is appropriate. Advice should be sought from the relevant regional team or country headquarters as well as the Safe Scouting Department at UK Headquarters who must advise whether further information is required from any statutory bodies.

3.6.3.2 Possible outcomes following a period of suspension may include:

- a) reinstatement
- b) reinstatement with conditions
- c) dismissal

3.6.3.3 The dismissal of a young person, whether following a suspension or not, must follow Rule 3.6.

## **3.7 End someone's membership**

### **3.7.1 End adult volunteer or Scout Network membership**

3.7.1.1 See POR Chapter 16 (16.5.3).

### **3.7.2 End membership of a Squirrel, Beaver, Cub, Scout or Explorer**

3.7.2.1 Youth membership ends when:

- a) a Squirrel, Beaver, Cub, Scout or Explorer leaves their Group or Explorer Unit without joining another section
- b) a Scout Network Member leaves their Network provision without joining another Network
- c) there is a failure to pay the UK Headquarters, Country, County, District or Group membership subscriptions
- d) the youth member is dismissed

3.7.2.2 Notwithstanding any other means provided by these rules, youth membership may be terminated by resolution of the Board of Trustees of The Scout Association.

The Board shall be under no obligation to state its reasons for making such a resolution.

### **3.7.3 Dismissal of a Squirrel, Beaver, Cub or Scout**

3.7.3.1 No Squirrel, Beaver, Cub, or Scout can be dismissed from a Scout Group without the prior approval of the Group Scout Leader.

3.7.3.2 In a Sponsored Scout Group, the Sponsoring Authority must be consulted before any such dismissal takes place.

### **3.7.4 Dismissal of an Explorer**

3.7.4.1 No Explorer can be dismissed from an Explorer Unit without the prior approval of the District Explorer Scout Commissioner.

## **3.8 Appeal against the dismissal of a Squirrel, Beaver, Cub, Scout or Explorer**

3.8.1.1 Any Squirrel, Beaver, Cub, Scout or Explorer who is dismissed has the right of appeal to the District Commissioner with the aid of parents or guardians if so desired.

3.8.1.2 If so requested by the person dismissed, the District Commissioner must appoint a committee to hear the appeal.

3.8.1.3 Reasonable opportunity must be given for the dismissed person to attend the meeting of such a committee to state a case against dismissal.

3.8.1.4 If the dismissal is from a Sponsored Scout Group or Explorer Unit, the Sponsoring Authority, who must have been consulted prior to dismissal, has the right to attend and be heard by the committee.

3.8.1.5 Where the District Commissioner has been involved in the original decision to dismiss, the County Commissioner will conduct the appeal.

### **3.9 Annual census**

3.9.1.1 The number of members and their demographic data must be returned in an annual census of the Group or District or County.

3.9.1.2 The annual census may also collect other relevant information about the local Scout organisations.

## Chapter 4

### Local organisation of sections, Groups, Districts, Counties

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## 4.1 Our local structure

- 4.1.1.1 Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These 'units' of Scouting provide:
  - a) support
  - b) channels for communication
  - c) opportunities for youth members and adults to make decisions and take responsibility
  - d) functional units through which the design and delivery of the youth programme can be best achieved
- 4.1.1.2 A **Scout Group** must have at least one: Squirrel Drey, Beaver Colony, Cub Pack or Scout Troop.

A Group may have multiple instances of each section, for example two Beaver Colonies or three Cub Packs.

Some Groups may be Special Groups (see rule 4.5.5).

A Scout Group may partner with one or more Explorer Units (see Rule 4.2.15).

A Group may include Group Scout Active Support Units.

4.1.1.3 A **Scout District** has several Scout Groups, one or more Explorer Units, (including Explorer Young Leaders), and one District Scout Network.

An Explorer Unit may be partnered with a Scout Group (see Rule 4.2.15).

A District may have one or more District Scout Active Support Units.

4.1.1.4 A **Scout County** will usually have several Scout Districts.

Some Counties, have no Districts. In these cases, the County takes on the responsibilities of the District, including the responsibilities of the District Trustee Board with regard to governance of Explorer and Network provision.

A County may have one or more County Scout Active Support Units.

## 4.2 Sections

4.2.1.1 A section is one of:

- a) Squirrel Drey
- b) Beaver Colony
- c) Cub Pack
- d) Scout Troop
- e) Explorer Unit (including Explorers, Young Leaders)
- f) Scout Network.

### 4.2.2 Programme

4.2.2.1 All youth members should be offered a safe, high quality, balanced Programme, run in accordance with the Scout Association's programme (see also 4.3.1.1).

4.2.2.2 Other than Scout Network, the operation of each section must be overseen by a Section Leadership Team.

A Section Leadership Team comprises all Section Leaders, Assistant Section Leaders, Section Assistants, and Explorer Young Leaders working with the section.

Section Leadership Teams are responsible for planning and delivering the detailed programme of their section. To assist with that programme delivery, the Section Leadership Team may call upon the assistance of helpers.

4.2.2.3 Section Leadership Teams must take account of:

- a) the youth programme

- b) badges and awards
- c) the section's method
- d) the additional needs of the section's individual members.  
See also 4.2.3 below, and further information is available about additional needs.

4.2.2.4 Section Leadership Teams must pay attention to the requirements of safety and to the Rules in Chapter 9 governing activities.

4.2.2.5 Progressive responsibility for involvement of young people in planning and decision-making is an important element of the Programme.

Section Leadership Teams must ensure the effective operation of the Drey, Colony, Pack, Troop and Unit Forums. Troop Leadership Teams must ensure the effective operation of the Patrol System.

4.2.2.6 A District Scout Network Commissioner, working with the Programme Coordinator(s) in a District, is responsible for the detailed programme and projects undertaken by the District Scout Network.

Members of the District Scout Network should play a leading role in organising projects to facilitate participation in the programme, and where possible, take responsibility for supporting projects by taking on the position of Programme Coordinator.

### 4.2.3 Members with additional needs

4.2.3.1 As required by the Equal Opportunities Policy, young people must be treated as individuals. They must be regarded equally as members of the movement, whatever their abilities or disabilities.

4.2.3.2 Some young people have additional needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential.

4.2.3.3 Section Leadership Teams can request support and guidance from advisers within Districts, Counties and at Country and UK Headquarters for members with additional needs.

## 4.3 Age ranges and section sizes

### 4.3.1 Age ranges

4.3.1.1 The age ranges for each section are:

Section	Core age range	Minimum age	Maximum age
Squirrels	4 <sup>th</sup> to 6 <sup>th</sup> birthday	4 <sup>th</sup> birthday	6½ years
Beavers	6 <sup>th</sup> to 8 <sup>th</sup> birthday	5¾ years	8½ years
Cubs	8 <sup>th</sup> birthday to 10½ years	7½ years	11 <sup>th</sup> birthday
Scouts	10½ years to 14 <sup>th</sup> birthday	10 <sup>th</sup> birthday	14½ years

Explorers	14 <sup>th</sup> to 18 <sup>th</sup> birthday	13½ years	18 <sup>th</sup> birthday
Network	18 <sup>th</sup> to 25 <sup>th</sup> birthday	18 <sup>th</sup> birthday	25 <sup>th</sup> birthday

4.3.1.2 Under no circumstances can anyone aged 18 years or over, regardless of ability, remain in a youth section other than the Scout Network.

4.3.1.3 A young person who turns 18 during an event or residential activity of no more than one month's duration must be treated as under 18 and be subject to all rules applicable to young people who have not yet reached their 18<sup>th</sup> birthday, for the duration of that event only.

## 4.3.2 Section size

4.3.2.1 The recommended maximum section sizes are:

- a) Squirrel Dreys, Beaver Colonies: 24 young people
- b) Cub Packs: 36 young people
- c) Scout Troops, Explorer Units, Scout Network: no recommended maximum size

4.3.2.2 The recommended maximum size for a Drey, Colony or Pack may be exceeded with the agreement of the Group Scout Leader.

When deciding on the section size, the Section Leadership Team must take into account the leadership available, the needs of the young people, the capacity of the meeting venue and whether it might be more effective to run two or more sections rather than one large section.

## 4.4 Ratios

### 4.4.1 Common requirements

4.4.1.1 Leader in charge. An adult who is a member of the relevant Section Leadership Team, and who holds a full appointment, must be nominated as the leader in charge for each activity or event.

4.4.1.2 Numbers. For all meetings and activities, Leaders must assess the risk and arrange for sufficient adults to ensure a safe environment for the operation of the section, which may vary depending on the programme. Minimum ratios are defined in Rule 4.4.2.

4.4.1.3 The leader in charge of a Nights Away event does not need to be the Nights Away Permit Holder (see Rule 9.2.2) but they can be.

4.4.1.4 All adults at Nights Away events must hold a satisfactory Personal Enquiry.

4.4.1.5 Only in the event of an emergency can an adult or helper who holds a satisfactory Personal Enquiry be alone overnight with young people on a nights away experience.

4.4.1.6 **First aid.** The first aid qualification requirements of Rule 9.1.1.1 must be met in all circumstances.

#### 4.4.2 **Squirrels**

4.4.2.1 In addition to meeting the requirements of Rule 4.4.1.1, the Squirrel Section Leadership Team must ensure that the following adult to young person ratios are met:

- a) **Indoor.** The minimum ratio for regular indoor Drey meetings is **one adult or helper to six Squirrels** plus the leader in charge. As a minimum, there must be at least **three** adults or helpers present at each Drey meeting, at least one of whom must have a full adult appointment with the Drey.
- b) **Outdoor.** The minimum ratio for outdoor activities held away from the usual meeting place is **one adult or helper to four Squirrels** plus the leader in charge. As a minimum, there must be **three** adults or helpers present at the outdoor activity at least one of whom must have a full adult appointment with the Drey.
- c) **Nights away.** The minimum ratio for nights away experiences is **one adult or helper to four Squirrels** plus the leader in charge. As a minimum, there must be **three** adults or helpers present overnight at least one of whom must have a full adult appointment with the Drey.

#### 4.4.3 **Beavers**

4.4.3.1 In addition to meeting the requirements of Rule 4.4.1.1, the Beaver Section Leadership Team must ensure that the following adult to young person ratios are met:

- a) **Indoor.** There is no recommended minimum ratio for regular indoor Colony meetings but there must be at least **two** adults or helpers present at each Colony meeting at least one of whom must have a full adult appointment with the Colony.
- b) **Outdoor.** The recommended minimum ratio for outdoor activities held away from the usual meeting place is **one adult or helper to six Beavers** plus the leader in charge. As a minimum, there must be **two** adults or helpers present, at least one of whom must have a full adult appointment with the Colony.
- c) **Nights away.** The recommended minimum ratio for nights away experiences is **one adult or helper to six Beavers** plus the leader in charge. However, as a minimum there must be **two** adults or helpers, present overnight, at least one of whom must have a full adult appointment with the Colony.

#### 4.4.4 Cubs

4.4.4.1 In addition to meeting the requirements of Rule 4.4.1.1, the Cub Section Leadership Team must ensure that the following adult to young person ratios are met:

- a) **Indoor.** There is no recommended minimum ratio for regular indoor Pack meetings but there must be at least **two** adults or helpers present at each Pack meeting at least one of whom must have a full adult appointment with the Pack.
- b) **Outdoor.** The recommended minimum ratio for outdoor activities held away from the usual meeting place **is one adult or helper to eight Cubs** plus the leader in charge. As a minimum, there must be **two** adults or helpers present at least one of whom must have a full adult appointment with the Pack.
- c) **Nights away.** The recommended minimum ratio for nights away experiences, is **one adult or helper to eight Cubs** plus the leader in charge. However, as a minimum, there must be **two** adults or helpers present overnight, at least one of whom must have a full adult appointment with the Pack.

#### 4.4.5 Scouts

4.4.5.1 In addition to meeting the requirements of Rule 4.4.1.1, the Scout Section Leadership Team must ensure that the following adult to young person ratios are met:

- a) **Indoor.** There is no recommended minimum ratio for regular indoor Troop meetings but there must be at least **two** adults or helpers present at each Troop meeting at least one of whom must have a full adult appointment with the Troop.
- b) **Outdoor.** The recommended minimum ratio for outdoor activities held away from the usual meeting place **is one adult or helper to 12 Scouts**. As a minimum, there must be **two** adults or helpers present at least one of whom must have a full adult appointment with the Troop.
- c) **Nights away.** The recommended minimum ratio for nights away experiences is one adult to 12 Scouts. However, as a minimum, there must be **two** adults or helpers present overnight, at least one of whom must have a full adult appointment with the Troop.

#### 4.4.6 Explorers

4.4.6.1 In addition to meeting the requirements of Rule 4.4.1.1, the Explorer Section Leadership Team must ensure that the following adult to young person ratios are met:

- a) **Indoor.** There is no recommended minimum ratio for regular indoor Unit meetings but there must be at least **two** adults or helpers present at each Unit meeting, at least one of whom must have a full adult appointment with the Unit.

- b) **Outdoor.** There is no recommended minimum ratio for outdoor activities held away from the usual meeting place. As a minimum, there must be **two** adults or helpers present at least one of whom must have a full adult appointment with the Unit.
- c) **Nights away.** There is no recommended minimum ratio for nights away experiences. However, as a minimum, there must be **two** adults or helpers present overnight, at least one of whom must have a full adult appointment with the Unit.

## 4.5 Top Awards

4.5.1.1 There are Top Awards for each section, with criteria specified by UK Headquarters.

The sectional requirements for awards and badges are linked here:

[Squirrels](#)

[Beavers](#)

[Cubs](#)

[Scouts](#)

[Explorers](#)

### 4.5.2 The King's Scout Award<sup>SV</sup>

4.5.2.1 The King's Scout Award is the highest Top Award available. It is available for Explorers who have reached their 16th birthday and for Scout Network members.

4.5.2.2 On completion of the Award, UK Headquarters must be notified and the badge and certificate will be sent to the relevant King's Scout Award Coordinator to arrange presentation or, if none appointed, to the relevant Commissioner.<sup>SV</sup>

4.5.2.3 [Award details](#)

### 4.5.3 The Explorer Belt

4.5.3.1 The Explorer Belt is designed to enable Explorers, Scout Network members and members of the Senior section of Girlguiding aged 16 or over, working as a team, to plan, train for and undertake their own expedition abroad. If aged 16–18 years old, they may only participate in an organised expedition supported by an in-country leadership team, rather than being self-led.

4.5.3.2 The young person must register with UK Headquarters to begin working on the award and will then be assigned a mentor locally. On completion of the award, UK Headquarters must be notified and the badge and certificate will be sent to the relevant Commissioner.

4.5.3.3 Award details

#### **4.5.4 The Scouts of the World Award**

4.5.4.1 The Scouts of the World Award aims to encourage Scout Network members with their personal development and development of life skills as well as to support projects within society, locally, nationally and globally.

4.5.4.2 Scout Network members must join the project on the Scout Network website.

4.5.4.3 On satisfactory completion of the award, UK Headquarters must be notified. The badge and certificate will be sent to the relevant Scout Network Commissioner.

4.5.4.4 The award is delivered by members who have been trained by UK Headquarters as trainers for the award, according to the requirements set out by WOSM. UK Headquarters will provide support to those members wishing to become mentors who will support Scout Network members through their award journey.

4.5.4.5 Award details

#### **4.5.5 The Duke of Edinburgh's Award <sup>SV</sup>**

4.5.5.1 The Scout Association is a Licenced Organisation for the Duke of Edinburgh's (DofE) Award.<sup>SV</sup>

4.5.5.2 Each Country Headquarters is a separate Licenced Organisation.

4.5.5.3 The County Commissioner should appoint a County DofE Adviser and where one is not in post, the Programme Team at UK Headquarters will resume responsibility for the County as an interim measure. Where there are multiple people performing the tasks of a County DofE Adviser, all of these individuals must hold the correct role on Compass.<sup>SV</sup>

4.5.5.4 The County DofE Adviser must:

- a) participate in a DofE Verifier Training prior to being given verifier permissions
- b) participate in a County DofE Adviser Induction within 3 months of appointment

4.5.5.5 The District Commissioner may appoint a District DofE Adviser.<sup>SV</sup>

4.5.5.6 The District DofE Adviser must:

- a) participate in appropriate training for the role within one year of appointment
  - b) this training should include attendance at an Introduction to the DofE Course
  - c) participate in any other suitable training which may be available
- 4.5.5.7 The assessors for the various sections of the Bronze, Silver and Gold Awards must be approved by the County or District DofE Adviser
- 4.5.5.8 All expedition assessors must hold the DofE Expedition Assessor Accreditation and must have The Scout Association listed as a Licenced Organisation on their DofE training record.<sup>SV</sup>
- 4.5.5.9 Verifying and issuing the awards:
- a) Bronze and Silver Awards may be verified by an appointed verifier within the County or Country as approved by the Licenced Organisation
  - b) Gold Awards in England, Wales, the Channel Islands, the Isle of Man and British Scouting Overseas are verified by UK Headquarters
  - c) Gold Awards in Northern Ireland are verified by Northern Ireland Scout Headquarters
  - d) Gold Awards in Scotland are verified by Scottish Scout Headquarters
- 4.5.5.10 Each award has a cloth badge for wear with uniform, a lapel badge and a certificate.
- 4.5.5.11 Bronze and Silver Awards are to be presented locally by the District or County Commissioner or their nominee.
- 4.5.5.12 Gold Award Badges are to be presented locally by the County Commissioner or their nominee.
- 4.5.5.13 Gold Award Certificates are normally presented at a reception arranged in one of the Royal Palaces.
- 4.5.5.14 [Award details](#)

## 4.6 Section Leadership Teams

A Section Leadership Team comprises all Section Leaders, Assistant Section Leaders, Section Assistants and Young Leaders working with the section. Working with the Section Leadership Team, the Section Leader(s) have responsibility for the **planning** of the programme and the **management** of the section.

Explorer Young Leaders may work with Dreys, Colonies, Packs and Troops.

It is the responsibility of Section Leadership Teams to actively ~~to~~ encourage the transfer between sections and maintain effective links with other local Section Leaders and Scout Network Co-ordinators.

Where there is more than one Section Leader appointed to the section, only one of the Section Leaders may opt-in to be an ex Officio member of the Group Trustee Board.

4.6.1.1 The **delivery** of the section programme is the responsibility of the Section Leadership Team.

Additional persons aged over 18, including parents and subject experts from the community, may be used on a regular or occasional basis to support the programme delivery. All additional adults need to conform to Rule 16.7.2.2.

Explorer Scout Young Leaders who are part of a Section Leadership Team, remain the responsibility of the Section Leader and must adhere to Rule 4.6.2.

4.6.1.2 If no member of a Section Leadership Team with a full appointment is able to attend a section meeting:

- a) another adult member of the Scouts with appropriate youth leadership experience and holding a full appointment (including a completed Personal Enquiry process), not necessarily in the same section, may take their place at the meeting or event
- b) the Group Scout Leader or District Explorer Scout Commissioner as appropriate must agree to the arrangement in good time (at least 24 hours wherever possible) prior to the meeting or event.

It is expected that this situation will only occur infrequently. If that is not the case, the Group Scout Leader or District Explorer Scout Commissioner, as appropriate, must take appropriate and prompt action to strengthen the Section Leadership Team.

4.6.1.3 For all Scouting activities a risk assessment must be carried out (see Rule 9.1.1). This risk assessment cannot override the minimum requirements required by the activity rules in POR chapter 9.

4.6.1.4 Each section should have a mixed leadership team.

## **4.6.2 The appointment of Explorer Young Leaders**

4.6.2.1 Explorers can become Young Leaders in the Squirrel, Beaver, Cub and Scout Sections.

4.6.2.2 Explorer Young Leaders should undertake appropriate training as described in the Young Leaders' Scheme. Explorer Young Leaders must complete Module A within their first three months.

4.6.2.3 A young person under the age of 18 years working with a Squirrel, Beaver, Cub or Scout Section must not have unsupervised access to youth members.

4.6.2.4 All Explorer Young Leaders are members of a Young Leaders' Explorer Unit.

4.6.2.5 The following non-members may work with the Squirrel, Beaver, Cub or Scout Sections, with the agreement of the Section Leader, for a fixed period of time (as required for their level of award):

- a) Members of Girlguiding UK aged 13½ -18 undertaking a Girlguiding UK award with a volunteering requirement
- b) Young people aged 13½ -18 undertaking the Volunteering Section of the Duke of Edinburgh's Award.

Note: Non-members may not volunteer within the Scouts until they are 13½ years of age.

4.6.2.6 Non-members working with Squirrel, Beaver, Cub or Scout sections are also required to complete training similar to Explorer Young Leaders, this is outlined [on scouts.org.uk](http://on.scouts.org.uk) and in the [Young Leaders' Scheme](#).

4.6.2.7 Members of Girlguiding and other young people undertaking the Volunteering Section of the Duke of Edinburgh's Award are not members of the Scouts. They can be offered the opportunity to join in order to have access to the wider Explorer Scout provision.

### **4.6.3 Scout Networks**

4.6.3.1 District Scout Networks are part of a District's scouting provision.

4.6.3.2 All members aged 18-25 in a District may join their District Scout Network.

4.6.3.3 All District Scout Networks are required to be open to all except in special situations. Special situations include those where there are specific cultural or religious requirements for a single sex District Scout Network. (See 3.2.1.2.)

4.6.3.4 The age range of the Section is from 18<sup>th</sup> birthday to 25<sup>th</sup> birthday.

The District Scout Network should provide opportunities for the members to take part in the decision-making process. Any forum or committee should have both Scout Network Members and the District Scout Network Commissioner working together.

4.6.3.5 A District Scout Network should have a link agreement in place with the Explorer Scout provision within the District.

### **4.6.4 Uniform**

4.6.4.1 Members wear the approved uniform with distinguishing badges and scarves as described in POR Chapter 10.

### **4.6.5 Minimum standards**

4.6.5.1 The minimum standard for a Squirrel, Beaver, Cub, Scout or Explorer section is:

- a) operation overseen by a Section Leadership Team
- b) for Squirrel Dreys, three adults. For other sections two adults.
- c) the delivery of a safe, high quality balanced programme
- d) opportunities for the members to take part in the decision-making process. Any forum or committee should have youth members and volunteers working together

- e) the opportunity for every Beaver, Cub, Scout and Explorer to attend at least one nights away experience every year.

4.6.5.2 The minimum standard for a Network section is:

- a) Leadership – every District with a Scout Network must have a District Scout Network Commissioner appointed in line with Chapter 16 – Adult Roles
- b) Nights Away – every Scout Network member must have the opportunity of attending a camp every year.

4.6.5.3 The District Commissioner, with the District Team, is required to support sections to reach the minimum standards.

4.6.5.4 If a section fails to reach the minimum standard for two consecutive years, the District Commissioner, should consider closing it.

A section which fails to reach the minimum standard for three consecutive years must be closed by the District Commissioner, with the approval of the District Trustee Board.

#### **4.6.6 Integrated sections**

4.6.6.1 An integrated section may consist of one or more:

- a) Squirrels
- b) Beavers
- c) Cubs
- d) Scouts
- e) Explorers

The integrated section works together as one section.

4.6.6.2 An integrated section that includes any Squirrels, Beavers or Cubs should not meet for more than two hours.

4.6.6.3 The District Commissioner must give prior approval for the establishment of an integrated section.

4.6.6.4 Members of integrated sections take part in a balanced programme, make the Promise and wear the uniform appropriate to their sectional age group.

4.6.6.5 The operation of integrated sections must follow [integrated section guidelines](#).

#### **4.6.7 Ensure programme flexibility for individual members**

4.6.7.1 It is important that young people are seen as individuals and that they are regarded equally whatever their abilities or disabilities.

4.6.7.2 Scout units must make reasonable adjustments to support the full participation of young people with additional needs, disabilities or life-limiting conditions.

- 4.6.7.3 The Scout Group can request guidance from a network of volunteers supporting inclusion within Districts, Counties (Areas or Regions), Countries and from UK Headquarters.
- 4.6.7.4 Reasonable adjustments should be implemented to respond to the needs of the individual and aim to remove any barriers or support access, by adapting:
- a) physical features such as the meeting place
  - b) the way things are done such as age ranges, the Programme, routines
  - c) support provided such as equipment, adapting communication, level of support.
- 4.6.7.5 What is reasonable for the Scout Group is dependent upon the effectiveness of the adjustment, whether it can actually be done, the cost and the resources of the Group at that time. Similar considerations should apply for Explorer and Scout Network members.
- 4.6.7.6 Making reasonable adjustments is an on-going duty and should be regularly reviewed.
- 4.6.7.7 Note: information and guidance is available to support young people with additional needs and neurodiversity.
- There is also information to obtain funding to support additional needs.

#### **4.6.8 Joint Units**

- 4.6.8.1 A Joint Unit may consist of Rainbow Guides and Squirrels and Beavers; or Brownie Guides and Cubs; or Guides and Scouts who work together in one Unit. As a single Unit, they share leadership and facilities.
- Formal Joint Units are not permitted between Explorer Units or Scout Networks and sections of Girlguiding, though joint activities are encouraged.
- 4.6.8.2 A joint Unit is open to Members of either Association. The age group for a Joint Unit should be in accordance with Policy, Organisation and Rules and The Guiding Manual, although local Commissioners may authorise some flexibility to assist in local circumstances.
- 4.6.8.3 Members wear the relevant Scout Association or Girlguiding uniform as appropriate.
- 4.6.8.4 All other requirements and rules of each Association apply.

#### **4.6.9 Partnerships between Groups and Explorer Scout Units**

- 4.6.9.1 Explorers are a District provision and are part of the District structure, but an Explorer Unit may be partnered with a specific Group.
- Where no District Explorer Scout Commissioner is appointed, the District Commissioner must undertake the role in the context of 4.6.9.
- 4.6.9.2 Where an Explorer Unit is partnered with a Group, there must be a Partnership Agreement in place.

The purpose of the Partnership Agreement is to help an Explorer Unit and Scout Group to understand the operational relationship between the two.

Whilst many links will be informal, it is important to have a formal Partnership Agreement to ensure that links are maintained and obvious to both parties.

4.6.9.3 The District Explorer Scout Commissioner must ensure that the Partnership Agreement:

- a) sets out clearly the links between the Explorer Unit and the Scout Group and arrangements on liaison, the use of equipment, facilities, finances and resources
- b) is reviewed regularly to ensure its continuing appropriateness in changing circumstances.

4.6.9.4 Partnership Agreements are not intended to be legally binding documents so each Partnership Agreement must include the following sentence: 'This document is not intended to create legal relations'.

The Partnership Agreement must be signed by the District Explorer Scout Commissioner, the Explorer Section Leader and the Group Scout Leader.

4.6.9.5 See further information on [Partnership Agreements](#).

## 4.7 Scout Active Support Units

4.7.1.1 The Group Scout Leader, following consultation with the Group Trustee Board, may form a **Group** Scout Active Support Unit.

The purpose of the Group Scout Active Support Unit (Group ASU) is to provide a body through which adults provide active support to Scouting in the Group, as identified in the Group ASU's service agreement.

4.7.1.2 The District Commissioner, in consultation with the District Trustee Board may form **District** Scout Active Support Units (District ASUs).

The purpose of District ASUs is to provide active support to Scouting in the District, as identified in the District ASU service agreement agreed with each ASU.

4.7.1.3 The County Commissioner, in consultation with the County Trustee Board may form **County** Scout Active Support Units (County ASUs).

The purpose of County ASUs is to provide active support to Scouting in the County, as identified in the County ASU service agreement agreed with each ASU.

4.7.1.4 All adult-only support groups linked to Scouting within the District or County must be registered as Scout Active Support Units.

4.7.1.5 Further details of the [Scout Active Support method of operation](#) are available.

4.7.1.6 The Group Scout Leader must ensure that:

- a) Group ASUs are supported and co-ordinated, and

- b) Group Scout Active Support Managers are provided with line management either directly by the Group Scout Leader or from a Deputy Group Scout Leader or other nominee.

4.7.1.7 The District Commissioner must ensure that:

- a) District ASUs are supported and co-ordinated, and
- b) District Scout Active Support Managers are provided with line management either directly by the District Commissioner or from a Deputy District Commissioner or other nominee.

4.7.1.8 The County Commissioner must ensure that:

- a) County ASUs are supported and co-ordinated, and
- b) County Scout Active Support Managers are provided with line management either directly by the County Commissioner or from a Deputy County Commissioner or other nominee.

4.7.1.9 Membership of the Scout Active Support Unit is open to any person over the age of 18 years, including those holding appointments. Those holding appointments will be expected to give priority to the duties of their appointments.

4.7.1.10 The Scout Active Support Manager leads the Scout Active Support Unit and is responsible for determining the composition, organisation, programme and administration of the Unit.

4.7.1.11 The Scout Active Support Unit must have a service agreement, agreed annually with the Group Scout Leader, District Commissioner or County Commissioner as appropriate, or their nominee.

4.7.1.12 One or more Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit.

4.7.1.13 The following minimum standards are laid down for a Scout Active Support Unit:

- a) there must be an appointed Scout Active Support Manager:-
- b) the Scout Active Support Unit should provide active support to Scouting in the Group, District or County, as detailed in the service agreement with the ASU

4.7.1.14 The Group Scout Leader and the District Commissioner, with the District Team, must assist Group ASUs to reach the required standards.

The District Commissioner, with the District Team, must assist District ASUs to reach the required standards.

The County Commissioner, with the County Team, must assist County ASUs to reach the required standards.

4.7.1.15 If an Active Support Unit fails to reach the minimum standards for two consecutive years it may be closed. The authority to close rests with the Group Scout Leader, District Commissioner or County Commissioner as appropriate though there must be consultation with the District Trustee

Board, for Group and District ASUs, or the County Trustee Board for County ASUs.

- 4.7.1.16 If an Active Support Unit does not reach the minimum standard for three years it must be closed by the relevant Trustee Board.

## **4.8 Responsibilities**

- 4.8.1.1 It is important that volunteers have clear remits. Role descriptions can be found on [scouts.org.uk](http://scouts.org.uk):

[Scout Groups](#)

[Scout Districts](#)

[Scout Counties](#)

## **4.9 Scout Groups**

- 4.9.1.1 A Scout Group may be registered as an Open Scout Group (see 4.9.2), a Sponsored Scout Group (see 4.9.3), or a Joint Group (see 4.9.4).

- 4.9.1.2 A Scout Group must not formally affiliate with external bodies unless it is registered as a sponsored group (rule 4.9.3) or a joint group (rule 4.9.4).

This does not apply to partnerships between Scout Groups and Explorer Units.

### **4.9.2 Open Scout Groups**

- 4.9.2.1

Most Scout Groups have no formal relationship with any other organisation and have a policy of unrestricted recruitment. Such Groups are called Open Scout Groups.

### **4.9.3 Sponsored Scout Groups**

- 4.9.3.1 Guidance on sponsoring agreements, responsibilities of sponsoring authorities and agreements with regard to property and equipment are contained on the webpage [Community Sponsorship](#).

- 4.9.3.2 A Sponsored Scout Group can be sponsored by an organisation approved by UK Headquarters. The Group will have a policy of recruitment defined in a formal agreement with the Sponsoring Authority.

Examples of approved organisations include religious bodies, schools, industrial or commercial firms, residents' and community associations and formations of His Majesty's Forces.

- 4.9.3.3 In the case of a Sponsored Scout Group which is sponsored by a university, college or school, membership of the Group must be voluntary for the students or pupils of the Sponsoring Organisation.

- 4.9.3.4 Sponsored Scout Groups may have a policy of unrestricted or restricted recruitment as defined in a formal agreement between the District Trustee Board and the Sponsoring Authority.
- 4.9.3.5 No restriction on recruitment may be made which contravenes the provisions of any law.
- 4.9.3.6 The organisation which sponsors the Group shall appoint a person or committee to act as the Sponsoring Authority. The District Commissioner must be informed of this appointment.
- 4.9.3.7 In the event of a disagreement between the Sponsoring Authority and the Group Scout Leader, the matter must be referred to the District Commissioner. (See Chapter 16 for further information)

#### **4.9.4 Joint Scout and Guide Groups**

- 4.9.4.1 Joint Scout and Guide/Guide and Scout Groups are recognised and supported by The Scout Association and Girlguiding.
- 4.9.4.2 Joint Groups should be registered with each Association simultaneously and be fully integrated into the normal District, Division and County structures.
- 4.9.4.3 The registration of existing and new Joint Groups requires the approval of the relevant Commissioners of both Associations.
- 4.9.4.4 The detailed operating arrangements for Joint Groups are a matter for local agreement.
- 4.9.4.5 Each unit within the Group should follow the relevant Association's member programme for the section.

#### **4.9.5 Special Groups**

(Scouting for people in hospital or with severe disabilities)

- 4.9.5.1 A special provision may be developed to enable young people with a shared protected characteristic to access Scouting e.g. in a hospice or hospital. Special provisions can be used where it is not possible or appropriate for a young person to access mainstream Scouting.
- 4.9.5.2 Operations which do not follow the standard age range of sections must be approved by the District Commissioner in consultation with those providing special scouting provision e.g. hospice. Age range flexibility should meet the required standards outlined in Rule 4.6.7.
- 4.9.5.3 Youth membership is acquired through making the Promise at an investiture ceremony. The Promise needs to be meaningful for each member and flexibility in expressing the Promise may be required to meet the needs of the individual.
- 4.9.5.4 Members may wear the uniform of the appropriate section to which they belong.

4.9.5.5 The Gateway Award, as an alternative to the DofE Award, may be achieved following the successful completion of the Gateway Award programme. The cloth badge is worn on the upper left arm.

4.9.5.6 Further guidance on the formation and operation of Special Groups is available from UK Headquarters.

## **4.9.6 Leadership of the Group**

4.9.6.1 A Scout Group is led by a Group Scout Leader and managed by a Group Trustee Board. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Group Scout Leader is assisted and supported by the adults appointed within the Scout Group in the delivery of the high quality programme for young people within the Group.

4.9.6.2 Membership of the Group Leaders' Meeting consists of:

- a) the Group Scout Leader, as chair
- b) Deputy Group Scout Leaders
- c) Section Leaders
- d) Assistant Leaders
- e) Section Assistants
- f) any Group Scout Active Support Manager
- g) Explorer Scout Leaders, Assistant Leaders and Section Assistants should be included if stated in the partnership agreement.

4.9.6.3 The role of the Group Leaders Meeting is to:

- a) consider the well-being and development of each member of the Group
- b) ensure the progress of each member through the youth programme
- c) plan and co-ordinate all the Group's activities
- d) keep the Group Trustee Board advised of the financial and other resource requirements of the training programme.

## **4.10 Scout Districts**

### **4.10.1 Leadership of the District**

4.10.1.1 A Scout District is led by a District Commissioner and managed by a District Trustee Board. They are accountable to the District Scout Council for the satisfactory running of the District.

The District Commissioner is assisted and supported by:

- a) The District Team, comprising:
  - District Youth Commissioner

- Deputy District Youth Commissioners
  - Deputy District Commissioners
  - District Explorer Scout Commissioner
  - District Scout Network Commissioner
  - Assistant District Commissioners
  - District Leaders
- b) Group Scout Leaders from the District
  - c) Administrators
  - d) Advisers
  - e) the District Scout Council
  - f) the District Trustee Board
  - g) the District Scout Active Support Unit.

4.10.1.2 The District Team meets as frequently as necessary. Membership comprises:

- a) District Commissioner, as chair
- b) District Youth Commissioner
- c) Deputy District Youth Commissioners
- d) Deputy District Commissioners
- e) Group Scout Leaders
- f) District Explorer Scout Commissioner
- g) District Scout Network Commissioner
- h) Assistant District Commissioners
- i) District Leaders
- j) District Scout Active Support Managers.

4.10.1.3 The role of the District Team Meeting is to:

- a) review the progress, standards and effectiveness of programmes of Groups, Explorer Scout Units and District Scout Network in the District
- b) plan a programme of visits to Scout Groups, Explorer Scout Units and Scout Network
- c) give support and encouragement to Leaders
- d) plan the support of adults undertaking Adult Training
- e) plan any programme of District events deemed to be necessary to supplement Scouting in the Groups, Explorer Scout Units and Scout Network

- f) secure the support of District Scout Active Support Units in the work of the District
- g) keep the District Trustee Board advised of the financial requirements of the training programme in the District, including Explorer Scout Units and Scout Network.

## **4.11 Scout Counties**

### **4.11.1 Leadership of the County**

4.11.1.1 A Scout County is led by a County Commissioner and managed by a County Trustee Board. They are accountable to the County Scout Council for the satisfactory running of the County.

4.11.1.2 The County Commissioner is assisted and supported by:

- a) the County Team, comprising:
  - County Youth Commissioner
  - Deputy County Youth Commissioners
  - Deputy County Commissioners
  - County Training Manager
  - Deputy County Training Managers
  - Assistant County Commissioners
  - County Leaders
- b) County Administrators
- c) County Advisers
- d) the County Trustee Board
- e) the County Scout Active Support Units

## **4.12 The Adult Training Scheme**

4.12.1.1 The acceptance of an adult appointment involves an obligation to undertake training appropriate to that appointment.

4.12.1.2 The County Commissioner is responsible for providing and supporting the adult training scheme within the County.

4.12.1.3 For roles that require a Wood Badge, a Training Adviser must be assigned to the adult by the County Training Manager, or their nominee, to create a Personal Learning Plan, support the adult through the scheme and validate the necessary modules.

4.12.1.4 Validation is necessary for all modules identified on the Personal Learning Plan.

Validation is the process where a Training Adviser checks what an adult has learned, and that they can apply the skills that they have acquired to their

role. Validation is essential for every training module. In some cases, the validation is conducted as part of an online module, with a validation certificate issued at the end of the learning.

4.12.1.5 Adult training requirements are detailed in POR Chapter 16.

4.12.1.6 For more information about adult training see '[The Scout Association's adult training scheme](#)'.

## 4.13 Minimum training standards

4.13.1.1 In order to provide training and support to adults, County Commissioners require the assistance of suitably qualified people to perform the following functions:

- a) **Instructing Practical Skills** - helping individuals and small groups acquire practical skills
- b) **Presenting** - delivering specific training sessions which form part of the overall training experience
- c) **Facilitating** - working face to face with individuals and small groups in a learning environment
- d) **Planning a Learning Experience** - designing, planning and preparing a learning or training experience
- e) **Delivering a Learning Experience** – running or directing a learning or training experience
- f) **Planning a Learning Provision** – identifying the learning needs of an area and designing a plan to meet them
- g) **Managing a Learning Provision** – implementing a learning plan, monitoring progress and quality control
- h) **Assessing Learning** – supporting adults through the Adult Training scheme and carrying out validations.

4.13.1.2 An adult must have validated the relevant adult training scheme module before carrying out any of these functions.

4.13.1.3 For more information see [The Scout Association's Adult Training scheme](#).

## 4.14 Registrations, changes, amalgamations, suspensions and closures

### 4.14.1 Open, change, merge or close a section<sup>SV</sup>

4.14.1.1 The Group Scout Leader may register, suspend or close Squirrel, Beaver, Cub and Scout sections following agreement by the Group Trustee Board and following consultation with the District Commissioner. The sponsoring authority (if any) must also be consulted.

In the case of closure, the membership of each member of the closed Section will cease, unless membership of another Section or Group is arranged by the Group Scout Leader or the District Commissioner.

- 4.14.1.2 The District Commissioner may register, suspend or close Explorer Units following agreement by the District Explorer Scout Commissioner, the District Trustee Board and the Group Scout Leaders of the District.

In the case of closure, the membership of each member of the closed Unit will cease, unless membership of another Unit is arranged by the District Explorer Scout Commissioner or the District Commissioner.

- 4.14.1.3 The District Commissioner may register, suspend or close the Scout Network following agreement by the District Scout Network Commissioner, the District Trustee Board and the Assistant County Commissioner Scout Network.<sup>SV</sup>

In the case of closure, the membership of each member of the closed Scout Network will cease, unless alternative arrangements for membership are made by the District Scout Network Commissioner or the District Commissioner.

#### **4.14.2 Open, change, merge or close a Group, District or County**

- 4.14.2.1 The forms required for registering, changing, moving, closing Groups or Districts can be found at [Registration Forms](#). To:

- a) register a new Group, use form C
- b) change a Group name, meeting place, sponsoring authority or Group type, use form C2
- c) change a District's name or other details, use form C2
- d) move a Group to another District, apply to the District Commissioner of the current District using form C3
- e) amalgamate Groups or Districts use form C5
- f) close a Group or District use form C4
- g) open or close a Squirrel, Beaver, Cub or Scout section within a Group, no change of registration is required other than to update the membership system appropriately
- h) open or close an Explorer or Scout Network section within a District, no change of registration is required other than to update the membership system appropriately

Once a form has been downloaded and completed it should be emailed to [support@scouts.org.uk](mailto:support@scouts.org.uk).

- 4.14.2.2 A Group only exists when it is recorded on The Scout Association's membership system.

A District only exists when it is recorded on The Scout Association's membership system.

A County only exists when it is recorded on The Scout Association's membership system.

#### 4.14.2.3 **Close a Group**

The District Commissioner may recommend closure of a Group after agreement with the District Trustee Board. As part of that agreement process, all adults appointed within the Scout Group (including all members of the Group Trustee Board, and the Sponsoring Authority, if any) must have the opportunity to present their views to the District Commissioner and the District Trustee Board.

When the registration of a Group is cancelled the Group ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.

Charity law does not permit a Scout Group to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.

Individual or several members of a Group may leave and join any other organisation they wish. The Group itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.

In the event of all the members leaving, the District will close the Group and cancel its registration.

In the event that not all the members leave, it will be a decision for the District Commissioner and District Trustee Board as to whether to close the Group or try to keep it running with a reduced membership.

#### 4.14.2.4 **Close a District**

The County Commissioner may recommend closure of a District after agreement with the County Trustee Board. As part of that agreement process, the District Commissioner and District Chair must have the opportunity to present their views to the County Commissioner and the County Trustee Board.

When the registration of a District is cancelled the District ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.

Charity law does not permit a District to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.

Individual or several members of a District may leave and join any other organisation they wish. The District itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.

In the event of all the members leaving, the County will close the District and cancel its registration.

In the event that not all the members leave, it will be a decision for the County Commissioner and County Trustee Board as to whether to close the District or try to keep it running with a reduced membership.

4.14.2.5 The registration, suspension and closing of **Scout Counties** are matters for the Country Headquarters. This includes their amalgamation and changes in boundary.

4.14.2.6 **Close a County**

The Chief Commissioner may recommend closure of a County after agreement with the most senior Country Committee.

As part of that agreement process, the County Commissioner and County Chair must have the opportunity to present their views to the Chief Commissioner and the most senior Country Committee.

When the registration of a Scout County is cancelled the Scout County ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.

Charity law does not permit a County to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.

Individual or several members of a County may leave and join any other organisation they wish. The County itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.

In the event of all the members leaving, the Country Headquarters will close the County and cancel its registration.

In the event that not all the members leave, it will be a decision for the Chief Commissioner and the most senior Country Committee as to whether to close the County or try to keep it running with a reduced membership.

4.14.2.7 Before registering a new Group or District, the District or County Commissioner and the District or County Trustee Board (as appropriate) must be satisfied that:

- a) registration is desirable
- b) the proposed Group or District will be run properly
- c) suitable Leaders can be found

This agreement must also include consultation with the Sponsoring Authority in the case of a Sponsored Group.

4.14.2.8 If either or both of the District Commissioner and the District Trustee Board refuse to recommend the registration of a Group, the District Commissioner must send a full report to the appropriate Country Headquarters, with a copy to the County Commissioner.

4.14.2.9 If either or both of the County Commissioner and the County Trustee Board refuse to recommend the registration of a District, the County Commissioner must send a full report to the appropriate Country Headquarters.

4.14.2.10 Groups in which a Scout Troop is a Sea or Air Scout Troop may use the title Sea Scout Group or Air Scout Group as appropriate.

#### **4.14.3 Annual renewal of registration**

4.14.3.1 Groups and Districts must submit the UK Headquarters annual registration and census return each year.

4.14.3.2 Registration renewal also requires the payment of the UK Headquarters Membership Subscriptions and any District, County and Country Membership Subscriptions payable.

#### **4.14.4 Changes in registration**

4.14.4.1 If it is required to change the registration of a Group, Form C2 must be used  
If it is required to amalgamate a Group with another Group, Form C5 must be used:

Changes in the composition of a Group made by the addition or loss of Sections do not require a change of registration.

4.14.4.2 If it is required to change the registration of a District, Form C2 must be used  
If it is required to amalgamate a District with another District, Form C5 must be used.

Changes in the composition of a District made by the addition or loss of Sections do not require a change of registration.

4.14.4.3 There is further information available regarding Implementing Boundary Changes.

#### **4.14.5 Suspend the registration of a Group, District or County**

4.14.5.1 Suspension of registration is a purely temporary measure.

##### **4.14.5.2 Suspend a Group**

A Group may have its registration suspended by the District Commissioner, after approval by the District Trustee Board.

The suspension must also be approved by the County Commissioner. The County Commissioner approval must only be given after consultation with the County Trustee Board.

In exceptional circumstances, UK Headquarters may suspend the registration of a Group. This must be done in consultation with the County Commissioner.

Suspension of registration may also be a consequence of the suspension of the District.

In such a case the County Commissioner may direct that Groups will not be suspended but attached to a neighbouring District or to the County as appropriate.

#### 4.14.5.3 **Suspend a District**

A District may have its registration suspended by the County Commissioner after approval by the County Trustee Board.

The suspension must also be approved by the Regional Commissioner in England or Wales and the Chief Commissioner (or equivalent) elsewhere.

In exceptional circumstances, UK Headquarters may suspend the registration of a District. This must be done in consultation with the County Commissioner and the Regional Commissioner in England or Wales or the Chief Commissioner (or equivalent) elsewhere.

Suspension may also be a consequence of the suspension of the County.

In such a case the Chief Commissioner may direct that Districts will not be suspended but attached to a neighbouring County.

#### 4.14.5.4 **Suspend a County**

A County may have its registration suspended by the most senior Country Committee on the recommendation of the appropriate Chief Commissioner.

#### 4.14.5.5

In the event of suspension of a **Group**, all Group activities must cease and all adults appointed within the Scout Group must be suspended (see Chapter 16).

During suspension, no member of the Group may wear uniform or badges.

If the Group Executive Committee is included in the suspension, this must be specified and the District Trustee Board will be responsible for the administration of Group property and finance during the period of suspension.

The Group Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the County Commissioner.

#### 4.14.5.6

In the event of suspension of a District, all District, District Scout Network, Explorer Scout Unit, District and Group Scout Active Support Unit and Group activities must cease. All District Scout Active Support Unit Members, District Scout Network Members, Explorer Scout Unit leadership team members and all adults appointed with any role within the Scout Groups of the District must be suspended as if each were individually suspended.

During suspension, no member of the District, District and Group Scout Active Support Units, District Scout Network, Unit or Group may wear uniform or badges.

If the District Trustee Board is included in the suspension, this must be specified and the County Trustee Board will be responsible for the

administration of District property and finance during the period of suspension.

The District Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the County Commissioner.

- 4.14.5.7 In the event of suspension of a County, all County, District, and Group activities must cease and all adults appointed with any role within the Scout County and within the Groups and Districts of the County must be suspended as if each were individually suspended unless otherwise specified by the most senior Country Committee.

During suspension, no member of the County, District, or Group may wear uniform or badges.

If the County Trustee Board is included in the suspension, this must be specified and the most senior Country Committee will be responsible for the administration of County property and finance during the period of suspension.

The County Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the most senior Country Committee.

- 4.14.5.8 A District Commissioner or District Trustee Board who suspends a Group must report the matter with full details to the County Commissioner.

They must also notify the County Secretary, the Sponsoring Authority and the appropriate Country Headquarters.

- 4.14.5.9 A County Commissioner or County Trustee Board who suspends a District must report the matter with full details to the Country Headquarters.

The County Secretary must report the circumstances as soon as possible to the County Trustee Board.

- 4.14.5.10 The Chief Commissioner and Country Committee which suspends a County must report the matter with full details to UK Headquarters.

- 4.14.5.11 The District or County Commissioner should consult their Country Headquarters as to how best to resolve the underlying problem which led to the suspension.

The Chief Commissioner should consult UK Headquarters as to how best to resolve the underlying problem which led to the suspension.

#### **4.14.6 Suspend an Explorer Unit**

- 4.14.6.1 Suspension of registration is a purely temporary measure.

- 4.14.6.2 An Explorer Scout Unit may be suspended by the District Commissioner in consultation with the District Trustee Board and District Explorer Scout Commissioner

- 4.14.6.3 Suspension may also be a consequence of the suspension of the District.

In such a case the County Commissioner may direct that Explorer Scout Units will not be suspended but attached to a neighbouring District or to the County as appropriate.

- 4.14.6.4 In the event of suspension all Explorer Scout Unit activities must cease and all Unit leadership team members are automatically suspended as if each were individually suspended.
- 4.14.6.5 During suspension no member of the Explorer Scout Unit may wear uniform or badges.
- 4.14.6.6 A District Commissioner who suspends a Explorer Scout Unit must report the matter with full details to the County Commissioner.

#### **4.14.7 Suspend a Scout Network <sup>SV</sup>**

- 4.14.7.1 Suspension of registration is a purely temporary measure.
- 4.14.7.2 A District Scout Network may be suspended by the District Commissioner in consultation with the District Trustee Board and the District Scout Network Commissioner and reported to the Assistant County Commissioner Scout Network.
- 4.14.7.3 Suspension may also be the consequence of the suspension of the District.  
In such a case the County Commissioner may direct that the District Scout Network will not be suspended but attached to a neighbouring District or to the County as appropriate. <sup>SV</sup>
- 4.14.7.4 Suspension may also be a consequence of the suspension of the County. In such a case the County Commissioner may direct that Scout Network members will not be suspended but attached to a District or neighbouring County as appropriate.
- 4.14.7.5 In the event of suspension all District Scout Network activities must cease and all members of the District Scout Network are automatically suspended as if each were individually suspended.
- 4.14.7.6 During suspension no member of the District Scout Network may wear uniform or badges.
- 4.14.7.7 A District Commissioner who suspends a District Scout Network must report the matter with full details to the County Commissioner.

## Chapter 5

### Local governance and finance of Groups, Districts, Counties

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IMPORTANT: in this chapter, 5.1, 5.3 and 5.5 are Rules which must be followed. 5.2 provides context about constitutions. 5.4 is a model constitution which all Groups, Districts, Counties are very strongly encouraged to adopt (see 5.3.1.1 within Rule 5.3).

## 5.1 Scope<sup>SV</sup>

- 5.1.1.1 Each Group, District and County is a separate unincorporated educational charity within the Scouts' federated structure and must operate as such, regardless of whether the Group, District or County is registered with a charity regulator.
- 5.1.1.2 The members of the charity are the members of the Scout Council as defined in this chapter.
- 5.1.1.3 The governance and financial arrangements for Groups, Districts and Counties are governed by this POR chapter.
- 5.1.1.4 Chapter 13 of POR may also apply if the charity is registered, including if it has ownership of land or property.
- 5.1.1.5 For Counties that have no Districts, or have a directly administered District, or have a directly administered Group, the County Trustee Board must also enact the District-related or Group-related aspects of this chapter.
- 5.1.1.6 For Districts that have a directly administered Group, the District Trustee Board must also enact the Group-related aspects of this chapter.

## 5.2 Constitution – governance context<sup>SV</sup>

Good governance focuses on oversight and strategy and maintains focus on supporting and assuring the organisation's strategic goals. This is further explained in the team descriptions for Trustee Boards.

*[The next 2 paragraphs will be removed from POR in the October 2023 edition]*

Once the Volunteer Experience transformation has started in each County (in November 2023 or February 2024) the management of day-to-day tasks rests with the relevant Support Team (District and County), or function (within the Group Leadership Team), rather than with the Trustee Board.

To reflect this change, Chapter 5 will be further developed in autumn 2023. However, this chapter 5 reflects the requirements for the Annual General Meetings of Groups, Districts and Counties held in 2023 after publication of this edition of POR.

This chapter (and others in POR) also reflects the change from Executive Committees to Trustee Boards for Groups, Districts and Counties. And the role name change from Executive Committee Member to Trustee.

- 5.2.1.1 Every charity must adopt a governing document. In our federation of charities, and in this chapter, we refer to the governing document as a 'constitution'.

A governing document explains what the charity is set up to do, and how it should operate. It sets out the rules to be followed in the governance of the

charity. All Trustees must understand their constitution, and make sure it is kept up to date.

For ease, this chapter includes a model constitution that can be adopted by each Group, District and County.

5.2.1.2 Every Trustee Board must be clear about their charity's aims and ensures that these are being delivered effectively and sustainably.

Charities exist to fulfil their charitable purposes. Trustees must understand the environment in which the charity is operating and lead the charity in fulfilling its purposes as effectively as possible with the resources available. To do otherwise would be failing beneficiaries, funders and supporters.

5.2.1.3 Charity Trustees must collectively:

- ensure that the charity is carrying out its purposes for the public benefit
- comply with the charity's governing document and the law
- act in the charity's best interests
- manage the charity's resources responsibly
- act with reasonable care and skill

## 5.3 Constitution – requirement <sup>SV</sup>

This Rule applies to each Group, District and County, whether or not it is registered with a charity regulator.

5.3.1.1 Every charity must have an agreed constitution. Although every charity can agree its own constitution, it is very strongly encouraged that each Group, District and County adopt the constitution that is shown in 5.4 in this Chapter.

The model constitution in 5.4 describes the role, membership and operation of the Scout Council, and the Trustee Board.

5.3.1.2 In the interest of openness, especially for new members of the Scout Council, the Scout Council should re-adopt their charity's constitution at each Annual General Meeting. This must be recorded in the minutes of the Annual General Meeting.

A Group, District, or County which adopts unchanged the model constitution in 5.4 should record in their Annual General Meeting minutes that POR 5.4 is fully adopted as its constitution.

A Group, District, or County which adopts the model constitution in 5.4 but makes a local amendment to the model constitution must record in the minutes of their Annual General Meeting:

- the adoption of the model constitution in POR 5.4 as the basis of their constitution
- the specifics of the local amendment(s) that it has adopted.
- clear reasoning for the local amendment.

- 5.3.1.3 As stated in Rule 16.1.1, a person must have reached their 18<sup>th</sup> birthday before they take on a charity Trustee role in the Scouts.
- 5.3.1.4 There are four classifications of Trustee:
- a) Ex officio  
These people are Trustees by virtue of their role in the Scouts. They are a vital part of the Trustee Board, providing a clear link with the leadership and operation of Scouting by the charity.
  - b) Elected  
These Trustees are appointed by the Scout Council at their Annual General Meeting following an election process administered by the Secretary.
  - c) Nominated  
These Trustees are appointed by the Scout Council at their Annual General Meeting on the recommendation of the Group Scout Leader, District Commissioner or County Commissioner, following consultation with the Trustee Board Chair.
  - d) Co-opted  
These Trustees are appointed by the Trustee Board, normally at their first meeting following an Annual General Meeting. They provide a useful method of broadening the skills mix of the Trustee Board or to introduce potential new Trustees mid-year.
- 5.3.1.5 Certain people are disqualified from being charity trustees by virtue of the Charities Acts. (See rule 16.1.1.5). This must be determined during the appointment process through the Trustee's declaration and by Trustee eligibility checks.<sup>SV</sup>
- 5.3.1.6 All Trustees must complete training as specified in Rule 16.2.1 and the Chapter 16 Roles Table.
- 5.3.1.7 In addition to the Rules in 5.3, key parts of the model constitution in 5.4 are Rules that must be followed. This particularly applies to 5.4.3 and 5.4.4. However, to ensure good and transparent governance, reasons for any variation from 5.4 must be clearly documented in the minutes of the Annual General Meeting.

## **5.4 Constitution for a Group, District or County**

### **5.4.1 Preamble**

This constitution describes the role, membership and operation of the Scout Council, and the Trustee Board.

In the interest of openness, especially for new members of the Scout Council, the Scout Council should re-adopt their constitution at each Annual General Meeting.

### **5.4.2 The Scout Council - membership**

5.4.2.1 The Scout Council is the body which has charity responsibility for Scouting in the Group, District or County. The Trustee Board is accountable to the Scout Council for the governance of the charity. The Scout Council has no Trustee responsibilities.

5.4.2.2 Membership of the Scout Council does not provide membership of the Scouts.

5.4.2.3 There are four categories of membership of each Scout Council:

- a) Ex officio
- b) Nominated
- c) Co-opted (only for the County Scout Council)
- d) Right of attendance

5.4.2.4 A Secretary must ensure that nominated and co-opted Scout Council Members are recorded in the minutes of the Scout Council meeting which is normally the Annual General Meeting. Nominated and co-opted Scout Council members must not be recorded on The Scout Association's membership system.

Ex officio Scout Council members must not be recorded as Scout Council Members on The Scout Association's membership system.

### **5.4.2.5 Group Scout Council membership**

The ex officio members of the Group Scout Council are:

- a) all adult members of the Group – see Group roles listed in the Chapter 16 Roles Table
- b) all Patrol Leaders of the Troop(s) in the Group
- c) parents or carers of Squirrels, Beavers, Cubs and Scouts
- d) Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- e) parents and carers of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- f) the Sponsoring Authority, where there is one, or its nominee

- g) the District Commissioner
- h) the District Trustee Board Chair

The nominated members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Trustee Board. The number of nominated members must not exceed the number of ex officio members.

A nominated member of the Group Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

5.4.2.6 The County Commissioner has a right of attendance at all Group Scout Council meetings in the County.

5.4.2.7 **District Scout Council membership**

The ex officio members of the District Scout Council are:

- a) all adult members of the Scout District - see District roles in the Chapter 16 Roles Table
- b) all adults with the following appointments in the Scout Groups in the District
  - Group Scout Leader
  - Deputy Group Scout Leader
  - Group Trustee Board Chair
  - Group Trustee Board Secretary
  - Group Trustee Board Treasurer
  - Section Leader
  - Assistant Section Leader
  - Group Active Support Manager
- c) all Explorers (including Young Leaders)
- d) members of the District Scout Network
- e) parents and carers of Explorers
- f) a representative of the District Troop Leadership Forum, selected from amongst the membership of the Forum
- g) the County Commissioner
- h) the County Trustee Board Chair

The nominated members of the District Scout Council are other supporters of the District appointed by the District Scout Council on the recommendation of the District Commissioner and the District Trustee Board. The number of nominated members must not exceed the actual number of ex officio members.

A nominated member of the District Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

#### 5.4.2.8 **County Scout Council membership**

The ex officio members of the County Scout Council are:

- a) all adult members of the Scout County - see County roles in the Chapter 16 Roles Table
- b) all adults with the following appointments in the Scout Districts in the County
  - District Commissioner
  - District Youth Commissioner
  - District Trustee Board Chair
  - District Trustee Board Secretary
  - District Trustee Board Treasurer
  - District Active Support Manager
- c) a representative of the County Troop Leadership Forum, selected from amongst the membership of the Forum
- d) a representative of the County Explorer Scout Forum, selected from amongst the membership of the Forum
- e) a representative of the Scout Network, selected from amongst the membership of the District Scout Networks in the County
- f) the Regional Commissioner (in England and Wales) or the Chief Commissioner (in Northern Ireland, Scotland, Wales and Overseas)

The nominated members of the County Scout Council are drawn from these four categories:

- a) members nominated by District Scout Councils
- b) Explorer Scout members nominated by District Explorer Scout Meetings
- c) District Scout Network members nominated by the District Scout Network
- d) other supporters of the County appointed by the County Scout Council on the recommendation of the County Commissioner and the County Trustee Board. They are not required to be members of the Scouts.

The number of persons nominated annually to the County Scout Council from each of the above categories is decided by the County Scout Council at their Annual General Meeting. The number of Nominated Members must not exceed the number of ex officio members.

Nominated members of the District Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

The County Scout Council may co-opt members at their Annual General Meeting. Such co-opted members may include representatives of organisations with whom it is desired to maintain co-operation. For example Girlguiding, religious bodies, schools or Education Authorities, Parish or Local Authorities, and other youth organisations.

Co-opted members are nominated by the County Commissioner. They are not required to be members of the Scouts.

The number of co-opted members must not exceed the total of ex officio and nominated members.

Co-opted (and other) members of Council have no membership status within Scouts (see 5.4.2.2).

5.4.2.9 Membership of the Scout Council ends upon:

- a) the resignation of the Scout Council member
- b) the member no longer qualifying as a member of the Scout Council
- c) dissolution of the Scout Council
- d) the termination of membership by UK Headquarters following a recommendation by the relevant Trustee Board.

### **5.4.3 Scout Council - Annual General Meeting**

5.4.3.1 Each Scout Council must hold an Annual General Meeting within six months of the end of the charity's financial year.

5.4.3.2 The Annual General Meeting must:

- a) Undertake governance oversight
  - adopt (or re-adopt) the constitution of the charity [Group, District or County as appropriate]. See rule 5.3.
  - note the dates of charity's financial year
  - agree the number of members that may be elected to the Trustee Board
  - agree the quorum for each of:
    - meetings of the Scout Council
    - meetings of the Trustee Board
    - meetings of any sub-Committees
- b) Review the previous year
  - receive and consider the [Trustees' Annual Report](#) and the annual statement of accounts prepared by the Trustee Board.

The accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see 5.5.3).

The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor, independent examiner, or scrutineer.

c) Make appointments

- approve the Group Scout Leader's, District Commissioner's or County Commissioner's nomination of the Chair of the Trustee Board
- elect a Secretary to the Trustee Board.
- elect a Treasurer to the Trustee Board
- elect Trustees to the Trustee Board
- approve the Group Scout Leader's, District Commissioner's or County Commissioner's nomination of members of the Trustee Board
- approve the appointment (or re-appointment) of any Presidents or Vice Presidents
- appoint (or re-appoint) an auditor, independent examiner or scrutineer as [required](#)

5.4.3.3 The Annual General Meeting of a District Scout Council must:

- 1) nominate representatives of the District Scout Council to represent the District on the County Scout Council.

5.4.3.4 The Annual General Meeting of a County Scout Council must:

- 1) elect representatives of the County Scout Council following Rule 6.5 to be nominated members of the Council of The Scout Association.
- 2) elect representatives of the County Scout Council as per Rule 6.5 to be nominated members (18-24) on the Council of The Scout Association

5.4.3.5 Following each Annual General Meeting, the Secretary must ensure that:

- 1) all nominated or elected Trustees are recorded on the membership system, as required by Rule 16.1.3
- 2) the Trustee Annual Report and Accounts are filed as described in Rule 5.5

It is good practice for the Trustee Board to verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting, even though the minutes cannot be formally approved until the charity's next Annual General Meeting.

5.4.3.6 Governance roles must be distinct to help manage conflict of interest. This means that the roles of Chair and Treasurer must not be combined in any way.

#### 5.4.4 Trustee Board - purpose<sup>SV</sup>

This rule reflects the Trustee Board responsibilities until the point of the County's transition (in November 2023 or February 2024). From the point of transition, some of the Trustee Board responsibilities transfer to the appropriate Support Team or function – these changes will show in the October 2023 edition of POR.

The Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5.4.4.1 Members of the Trustee Board must act collectively as charity trustees of their charity, and in the best interests of the charity's members.

5.4.4.2 The Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a) The charity is:
  - well managed
  - carrying out its purposes for the public benefit
  - complying with the charity's governing document and the law
  - managing the charity's resources responsibly
- b) the charity is operating compliant with POR, including effective management of the Key Policies listed in chapter 2 - The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-bullying Policy.
- c) young people are meaningfully involved in decision making at all levels
- d) there are sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group, District or County (as appropriate) including delivery of the high quality programme and resource requirements of the training programme (Rule 4.2.2)
- e) the Scouts has a positive image in the local community

5.4.4.3 The Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations
- b) ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the charity
- c) maintain and manage:
  - a reserves policy for the charity (including a plan for use of reserves outside the 'minimum')

- an investment policy for the charity
  - a public benefit statement for the charity
- d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained
- e) promote and support the development of Scouting in the local area.
- f) ensure the appointment and management and operation of any sub-committees, including appointing a Chair to lead the sub-committee
- g) ensure that effective administration is in place to support the work of the Trustee Board
- h) appoint any Administrators, Advisers and co-opted members of the Trustee Board
- i) ensure transparency of operation, including:
- prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer as appropriate and as appointed by the Scout Council at their Annual General Meeting
  - prepare and approve the Trustees' Annual Report (which must include the Annual Accounts)
  - present the approved Trustees' Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting (AGM)
  - following the AGM, ensure that a copy of the Trustee Annual Report and Accounts is sent to the District or County Trustee Board administration and, if a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- j) take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor
- k) individually and collectively maintain confidentiality regarding appropriate Trustee Board business
- l) where staff are employed:
- act as a responsible employer in accordance with Scouting's values and relevant legislation
  - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
  - ensure that appropriate specific personnel insurance is in place

5.4.4.4 A Group Trustee Board must also:

- a) provide any necessary support to the Group Scout Leader, when required, to assist the opening, change, merging or closing of sections in the Group

5.4.4.5 A District Trustee Board must also:

- a) provide any necessary support to the District Commissioner, when required, to assist the opening, change, merging or closing of Groups, Explorer Units, Scout Networks and Scout Active Support Units in the District

5.4.4.6 A County Trustee Board must also:

- a) provide any necessary support to the County Commissioner, when required, to assist the opening, change, merging or closing of Districts, and Scout Active Support Units in the County

5.4.4.7 A Trustee Board may create sub-committees to manage the work it deems necessary ensuring that:

- a) the purpose of each sub-committee is clear and has been agreed by the Trustee Board
- b) each sub-committee of the Trustee Board consists of members approved by the Trustee Board
- c) the Chair of the Trustee Board is an ex officio member of each sub-committee
- d) the relevant Group Scout Leader, District Commissioner or County Commissioner is an ex officio member of each sub-committee

Members of sub-committees are not Trustees unless they are members of the Trustee Board.

5.4.4.8 In support of effective governance:

- a) the County Chair and Treasurer should create a support network amongst the District Chairs and Treasurers of the County.
- b) the District Chair and Treasurer should create a support network amongst the Group Chairs and Treasurers of the District.

## **5.4.5 Trustee Board - membership<sup>SV</sup>**

5.4.5.1 Subject to the conflict of interest rules (see Chapter 16 and the definition of 'conflict of interest' in the Definitions chapter), a Trustee may be a member of more than one Trustee Board.

5.4.5.2 Ex officio, nominated, elected and co-opted members of the Trustee Board are charity Trustees of the Group, District or County as appropriate.

People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

5.4.5.3 Certain people are disqualified from being charity trustees by virtue of the Charities Acts. (See rule 16.1.1.5).<sup>SV</sup>

- 5.4.5.4 Some Groups, Districts and Counties may also need to register as a charity. (See Rule 13.1.2) <sup>SV</sup>
- 5.4.5.5 All Trustees must complete training as specified in Rule 16.2.1 and the Roles Table.
- 5.4.5.6 At County and District, all Trustee Boards and any sub-committees should, wherever possible, have as full voting members at least two people aged between their 18<sup>th</sup> and 25<sup>th</sup> birthdays.

Groups are encouraged to follow this good practice wherever possible.

5.4.5.7 **The Group Trustee Board**

- a) The ex officio members of a Group Trustee Board are:
- The Group Chair
  - The Group Secretary (if appointed as a Trustee)
  - The Group Treasurer
  - The Group Scout Leader
  - The Deputy Group Scout Leader
  - All persons with a Section Leader role in a Squirrel, Beaver, Cub or Scout section in the Group, subject to that Section Leader stating to the AGM (in writing or orally at the meeting) that they are willing to be an ex officio member of the Group Trustee Board. (See also the introduction to Rule 4.6.)
  - The Explorer Leader (if stated in a Partnership Agreement), subject to that Explorer Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.
  - The Sponsoring Authority or its nominee

Where there are joint role holders (e.g. for Deputy Group Scout Leader), only one of the joint role holders should be an ex officio member of the Group Trustee Board. This must be decided jointly by the role holders in consultation with the Group Scout Leader and the Group Chair.

- b) The elected members of a Group Trustee Board are persons elected by the Group Scout Council at the Group Annual General Meeting. The actual number of persons elected must be the subject of a resolution by the Group Scout Council at their AGM. There must be a maximum of six elected members
- c) The nominated members of a Group Trustee Board are persons nominated by the Group Scout Leader, in consultation with the Group Chair. The nominations must be approved at the Group Annual General Meeting. The number of nominated members must not exceed the actual number of elected members.

- d) The co-opted members of a Group Trustee Board are persons co-opted annually by the Group Trustee Board. The number of co-opted members must not exceed the actual number of elected members.
- e) The District Commissioner, the District Chair and the County Commissioner each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County.

#### 5.4.5.8

#### **The District Trustee Board**

- a) The ex officio members of a District Trustee Board are:<sup>SV</sup>
  - The District Chair
  - The District Commissioner
  - The District Youth Commissioner
  - The District Secretary (if appointed as a Trustee)
  - The District Treasurer
  - The District Explorer Scout Commissioner
  - The District Scout Network Commissioner

Where there are joint role holders (e.g. for District Youth Commissioner), only one of the joint role holders should be an ex officio member of the District Trustee Board. This must be decided jointly by the role holders in consultation with the District Commissioner and the District Chair.

- b) The elected members of a District Trustee Board are persons elected at the District Annual General Meeting. The actual number of persons elected must be the subject of a resolution by the District Scout Council at their AGM. There must be a maximum of six elected members.
- c) The nominated members of a District Trustee Board are persons nominated by the District Commissioner, in consultation with the District Chair. The nominations must be approved at the District Annual General Meeting. The number of nominated members must not exceed the actual number of elected members.
- d) The co-opted members of a District Trustee Board are persons co-opted annually by the District Trustee Board. The number of co-opted members must not exceed the actual number of elected members.
- e) The County Commissioner and the County Chair have the right of attendance at meetings of each of the District Trustee Boards in the County.

#### 5.4.5.9

#### **The County Trustee Board**

- a) The ex officio members of a County Trustee Board are:<sup>SV</sup>
  - The County Chair
  - The County Commissioner

- The County Youth Commissioner
- The County Secretary (if appointed as a Trustee)
- The County Treasurer

Where there are joint role holders (e.g. for County Youth Commissioner), only one of the joint role holders should be an ex officio member of the County Trustee Board. This must be decided jointly by the role holders in consultation with the County Commissioner and the County Chair.

- b) The elected members of a County Trustee Board are persons elected at the County Annual General Meeting. The actual number of persons elected must be the subject of a resolution by the County Scout Council at their AGM. There must be a maximum of six elected members.
- c) The nominated members of a County Trustee Board are persons nominated by the County Commissioner, in consultation with the County Chair. The nominations must be approved at the County Annual General Meeting. The number of nominated members must not exceed the actual number of elected members.
- d) The co-opted members of a County Trustee Board are persons co-opted annually by the County Trustee Board. The number of co-opted members must not exceed the actual number of elected members.
- e) These members have the right to attend meetings of the County Trustee Board:
  - the Regional Commissioner in England and in Wales
  - the Chief Commissioner in Scotland and in Northern Ireland
  - the International Commissioner for British Scouts Overseas and for Gibraltar
- f) These members must be invited to attend meetings of the County Trustee Board:
  - the County's Nominated Member(s) on the Council of The Scout Association
  - the County's Nominated Youth Representative on the Council of The Scout Association

5.4.5.10 If a Trustee Board Chair, Secretary (if appointed as a Trustee) or Treasurer resigns, then rule 16.6.3 must be followed.

## **5.4.6 Trustee Board - Conduct of meetings**

5.4.6.1 Only members of a Trustee Board as defined in 5.4.5 may vote in meetings of the Trustee Board.

- 5.4.6.2 At its Annual General Meeting, the Scout Council must make a resolution defining a quorum for meetings of the Scout Council and the Trustee Board and its sub-Committees.
- 5.4.6.3 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.4.6.4 In order to discharge their responsibilities, the Trustee Board may meet by telephone and/or video conference as well as face to face when agreed by the appropriate Chair. This includes 'hybrid' meetings, where some members join by telephone or video.
- 5.4.6.5 Electronic voting (such as email) is allowed for decision making of the Trustee Board when deemed appropriate by the Chair (for example, where a pressing matter arises between meetings). In such instances at least 75% of its members must approve the decision, and the outcome of the voting must be reported and recorded in the minutes at the next Trustee Board meeting.

## **5.5 Finance**

### **5.5.1 Finance in Groups, Districts, Counties<sup>SV</sup>**

- 5.5.1.1 Certain rules in this Rule 5.5 do not apply, without modification, in parts of the British Isles outside England and Wales. <sup>SV</sup>
- 5.5.1.2 Every Group, District and County is a separate unincorporated charity and is under a statutory obligation to keep proper books of account. <sup>SV</sup>
- 5.5.1.3 The Charities Act 2011 applies directly only in England and Wales, but similar legislation applies elsewhere. <sup>SV</sup>
- 5.5.1.4 The Group, District or County Trustee Board must ensure that proper financial planning and budgetary control is operated (see 5.4.4.3.)
- 5.5.1.5 The Group, District or County Team Meeting, as appropriate, must be consulted on the financial planning of the Group's, District's or County's activities.
- 5.5.1.6 All expenditure not specifically planned within the Group, District or County Trustee Board's budget must be approved by the appropriate Trustee Board to ensure that any financial liability incurred can be met.
- 5.5.1.7 When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the charity and not in a personal capacity.

## 5.5.2 Statement of accounts<sup>SV</sup>

5.5.2.1 A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.

5.5.2.2 The Group Trustee Board must ensure that signed copies of the Trustees' annual report and accounts are sent to the District Treasurer within the 14 days following the relevant Annual General Meeting at which the annual report and accounts were received and considered.

The District Trustee Board must ensure that signed copies of the Trustees' annual report and accounts are sent to the County Treasurer within the 14 days following the relevant Annual General Meeting at which the annual report and accounts were received and considered.

For a County, PDF copies of the annual report and accounts must be sent to the Country and UK Headquarters within the 14 days following the County's Annual General Meeting at which the annual report and accounts were received and considered. When sending to UK Headquarters, email the copy of the annual report and accounts to [finance@scouts.org.uk](mailto:finance@scouts.org.uk).<sup>SV</sup>

5.5.2.3 If the Group, District or County is a registered charity a copy of the annual report and accounts must also be sent to the appropriate charity regulator if the regulator's rules require it, within ten months of the financial year end.

5.5.2.4 The annual statement of accounts must account for all monies received or paid on behalf of the Group, District or County. This will include all sections, committees and Scout Active Support Units.

5.5.2.5 [Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions](#),<sup>SV</sup>

a) If the annual gross income or expenditure is above the limits laid down in the factsheet, the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet.

b) If the annual gross income or total income is less than the limits laid down in the factsheet, an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.

5.5.2.6 If the Group, District or County is a registered charity, the Trustee Annual Report and Accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.

A permanent endowment is an asset, for example a property held by the Group, District or County which may not be sold or disposed of.

The particulars of the trustees in whom such assets are vested also must be shown.<sup>SV</sup>

5.5.2.7 The annual statement of accounts must be in the format of one of four model annual statements available for download from [Accounting and Reporting](#). These models are suitable for:

- a) receipts and payments accounts for a single fund unit, such as when there are no special funds whose use is restricted
- b) receipts and payments accounts for a multi fund unit, such as when where there are special funds in addition to a general fund
- c) accruals (SOFA) accounts for a single fund unit. Guidance and templates available from [www.charitycorp.org](http://www.charitycorp.org)
- d) accruals (SOFA) accounts for a multi fund unit. Guidance and templates available from [www.charitycorp.org](http://www.charitycorp.org)

The appropriate model will depend upon the gross annual income in the financial year and whether the Group, District or County has any special funds whose use is restricted to particular purposes rather than the general purposes of the Group, District or County.

### **5.5.3 Independent examination of accounts<sup>SV</sup>**

5.5.3.1 At each Annual General Meeting of the Group, District or County Scout Council an auditor, independent examiner or scrutineer, as appropriate, must be appointed. Each Group, District or County must decide if it needs an auditor, independent examiner or scrutineer, by reference to [Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions](#).

5.5.3.2 A report to the Trustee Board must be completed by the scrutineer, independent examiner or auditor in accordance with the appropriate model referred to in [Accounting and Reporting](#).<sup>SV</sup>

### **5.5.4 Funds administered by Sections, Scout Active Support Units and other Sections in the Group, District or County**

5.5.4.1 Subject to approval by the relevant Trustee Board, any section, unit or other activity (for example a Campsite, Scout Show or Scout Shop) that is not a separate charity must administer sums approved and allocated to it by the Trustee Board.

5.5.4.2 Subscriptions paid by members of any section, Scout Active Support Unit or other activity within a Group, District or County or on their behalf must be handed to the respective Treasurer or their nominee as soon as possible after receipt.

- 5.5.4.3 The receiving Treasurer should make the necessary records and pay the money into the Group, District or County bank account(s) as soon as practicable.
- 5.5.4.4 Each section, Scout Active Support Unit or other activity must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the respective Group, District or County Treasurer at least once in each period of three months.

### **5.5.5 Bank accounts<sup>SV</sup>**

- 5.5.5.1 All monies received by or on behalf of the Group, District or County whether directly or from supporters, must be paid into a bank account, National Savings account or building society account held in the name of the Group, District or County.
- 5.5.5.2 The account(s) will be operated by the respective Treasurer and other members authorised by the relevant Trustee Board.
- 5.5.5.3 A minimum of two unrelated persons authorised by the Trustee Board must approve all withdrawals and payments.
- 5.5.5.4 Under no circumstances must any monies received by a section or supporter on behalf of the Group, District or County be paid into a private bank account.
- 5.5.5.5 Cash received at a specific activity may only be used to defray expenses of that same specific activity if the relevant Trustee Board has so authorised beforehand and if a proper account of the receipts and payments is kept.
- 5.5.5.6 Funds not immediately required must be transferred into a suitable investment account held in the name of the Group, District or County.
- 5.5.5.7 Group, District or County funds must be invested as specified by the Trustee Act 2000.<sup>SV</sup>

### **5.5.6 Disposal of assets<sup>SV</sup>**

- 5.5.6.1 Disposal of Group, District or County assets at amalgamation
- a) If two or more Groups, Districts or Counties amalgamate, the retiring Treasurers must prepare a statement of account at the date of the amalgamation.
  - b) The statement, together with all Group, District or County assets, supported by all books of account and vouchers, must be handed to the Treasurer of the Group, District or County formed by the amalgamation.
  - c) If the receiving Treasurer considers it necessary, after consultation with the Trustee Board, they may ask the Trustee Board to appoint an appropriate person to examine the accounts.

#### 5.5.6.2 Disposal of District or County assets at Splitting

- a) This rule does not apply to Scout Groups.
- b) If a District is split into two or more separate Districts, or into parts which will be amalgamated with other Districts, the assets of the District should be divided into proportions approximately represented by the Scouting populations of each part after splitting.
- c) If a County is split into two or more separate Counties, or into parts, which will be amalgamated with other Counties, the assets of the County should be divided into proportions approximately represented by the Scout populations of each part after splitting.
- d) These proportions of the District or County assets should then be transferred to the Districts or County, which will in future be responsible for those parts of the old Districts or County.
- e) This will normally be done under the supervision of UK Headquarters.

#### 5.5.6.3 Disposal of assets at closure

- a) If a Group, District or County is closed, the Treasurer must prepare a statement of account at the effective date of closure.
- b) For a Group, the statement, together with all assets, must be handed to the District Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c) For a District, the statement, together with all assets, must be handed to the County Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- d) For a County, the statement, together with all assets, must be handed to the County and UK Headquarters as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- e) The Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.

#### 5.5.6.4 Assets or liabilities remaining after closure

- a) Any assets or liabilities remaining after the closure of a Group will automatically pass to the District Scout Council which may use or dispose of these assets at its absolute discretion.
- b) Any assets or liabilities remaining after the closure of a District will automatically pass to the County Scout Council, which may use or dispose of these assets at its absolute discretion. <sup>SV</sup>

- c) Any assets or liabilities remaining after the closure of a County will automatically pass to the Country Headquarters, which may use or dispose of these assets at its absolute discretion. <sup>SV</sup>

5.5.6.5 If there is any reasonable prospect of the Group, District or County being revived the disposal of these assets may be delayed for such a period as it thinks proper with a view to returning them to the revived Group, District or County.

5.5.6.6 The Trustee Board is responsible for preserving the statements of account and all accounting records of the Group.

## **5.5.7 Preservation of books of account**

5.5.7.1 Statements of account and all existing accounting records must be preserved for at least 6 years from the end of the financial year in which they are made, or for such longer period as may be required by HMRC or other relevant body.

## **5.5.8 Payment of the membership subscription <sup>SV</sup>**

5.5.8.1 In order to meet the costs of UK Headquarters services to the movement and the costs of organising and administering The Scout Association, and to meet The Scout Association's obligations to World Scouting, the Board of Trustees of The Scout Association requires a UK Headquarters Membership Subscription to be paid for each member aged under 18. <sup>SV</sup>

The amount of the membership subscription is decided annually by the Board of Trustees. <sup>SV</sup>

5.5.8.2 In addition, to meet local costs, the local Group, District and County may charge a membership subscription.

5.5.8.3 Every Group, District and County is responsible for the collection and payment of the UK Headquarters membership subscriptions and any Country, County and District subscriptions in accordance with the numbers returned on the annual census return.

Payments should be remitted to the District Treasurer, County Treasurer or Country/UK Headquarters not later than the date annually notified locally.

5.5.8.4 Membership subscriptions may be collected from youth members or their parents by a method decided by the relevant Trustee Board.

5.5.8.5 The Group, District and County is encouraged to use the [Gift Aid scheme](#) for subscription payments.

5.5.8.6 The amount of the UK Headquarters membership subscription decided by the UK Headquarters Board of Trustees applies to the whole of the United Kingdom, and The Scout Association members overseas.

The Board of Trustees will decide what proportion, if any, is to be retained by the Country Councils of Northern Ireland, Scotland and Wales towards the costs of their own Country Headquarters services.

## **5.5.9 Fundraising**

5.5.9.1 In order to maintain its work and to generate all that is needed to implement its training programme, the Scout movement has to support itself financially.

Groups, Districts and Counties are expected to generate sufficient funds to carry out their own programme of activities.

5.5.9.2 Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.

5.5.9.3 Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.

5.5.9.4 Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:

- a) the proceeds of the activity go wholly to the work of the Group, District or County or, in the case of joint activities with other organisations, that part of the proceeds allotted to the Group, District or County is wholly applied to the work of the Group
- b) it does not encourage the habit of gambling.

5.5.9.5 Public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.

Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

Where the reason for the fundraising is stated, the proceeds must only be used for that purpose.

5.5.9.6 Joint Fundraising Projects

- a) Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- b) Country Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.

- c) When participating in a joint project, terms should be agreed and recorded in a Memorandum of Understanding or non-legal agreement.

#### 5.5.9.7 Fundraising and the Law

- a) All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law. This will include those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons. Details can be obtained from the [Fundraising Support](#) section of the Scouts website.

#### 5.5.9.8 Lotteries and Gaming

- a) If a Group, District or County considers raising funds by means governed by any legislation as detailed at Rule 5.5.9.7, the proposed activity must have the recorded approval of the Trustee Board and Sponsoring Authority, if any, and – for a Group - the District Chair.
- b) Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.
- c) The promoter of any fundraising activity governed by legislation should be a member of the appropriate Trustee Board.
- d) Groups, Districts or Counties in the areas adjacent should be informed of the proposed activity. Care must be taken to contain the activity within as close an area to that in which the Group or District or County operates as practical.
- e) Any advertising material used must conform with the requirements of the legislation and must not contain any matter which is not in strict conformity with the standards of the Movement.
- f) If the Group, District or County (as appropriate) is a registered charity, this fact must be stated in any advertising material.

#### 5.5.9.9 Appeals for Funds

- a) Groups, Districts and Counties may not issue general appeals for funds.
- b) In exceptional circumstances:
  - Groups must seek approval from the District Trustee Board:
  - Districts must seek approval from the County Trustee Board (who must consult the Country Headquarters)
  - Counties must seek approval from UK Headquarters.
- c) Any permitted appeal must not exceed the boundaries of the District in which the Group is located, or of the District or County as appropriate.

#### 5.5.9.10 Professional Fundraisers

- a) Groups may not appoint a professional fundraiser without the approval of the District Trustee Board who must ensure that the requirements of the legislation are fully complied with.

Districts may not appoint a professional fundraiser without the approval of the County Trustee Board who must ensure that the requirements of the legislation are fully complied with.

Counties may appoint a professional fundraiser.

- b) All legislation associated with fundraising must be fully complied with.

### 5.5.10 Grant Aid and Loans

5.5.10.1 Provided that a Group raises a proportion of its own funds, it may accept financial support in the form of grant aid or loans.

5.5.10.2 Applications for grants or loans

- a) Group and District applications for grants or loans from Local Authorities must be approved by the District Chair and the County Commissioner before submission.
- b) County applications for grants or loans from Local Authorities must be approved by the County Chair and the County Commissioner before Submission.
- c) Group applications for grants or loans from UK Headquarters must have the approval of the Group Chair and the District Commissioner.
- d) District applications for grants or loans from UK Headquarters must have the approval of the District Chair and the County Commissioner.
- e) County applications for grants or loans from UK Headquarters must have the approval of the County Chair and the County Commissioner.
- f) Group applications for grants or loans from sources other than those referred to above must have the approval of the Group Chair and of the District Commissioner if the latter so directs.
- g) District applications for grants or loans from sources other than those referred to above must have the approval of the District Chair and of the County Commissioner if the latter so directs.
- h) County applications for grants or loans from sources other than those referred to above must have the approval of the County Chair and of the County Commissioner if the latter so directs.

5.5.10.3 If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

## Chapter 6

### The structure of the UK Headquarters of The Scout Association

#### Chapter Contents

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- 6.10 National Leadership
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- 6.12 The Country Scout Councils of Northern Ireland, Scotland and Wales
- 6.13 Companies and Trusts Associated with The Scout Association
- 6.14 Girlguiding UK
- 6.15 National Scout Active Support Units
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## **6.1 The Royal Charter**

- 6.1.1.1 The Scout Association exists by authority of a Royal Charter, granted by King George V in 1912 and supplemented by further Charters granted by King George VI and Queen Elizabeth II.
- 6.1.1.2 These Charters give authority to the Bye Laws of The Scout Association, which are approved by His Majesty's Privy Council.
- 6.1.1.3 The Bye Laws, in turn, authorise the making of rules for the regulation of The Scout Association's affairs, and thereby give authority for the Rules printed in *Policy, Organisation and Rules*.

## **6.2 The Patron**

- 6.2.1.1 Our Patron was Her Majesty Queen Elizabeth II. An update will be provided at the appropriate time.

## **6.3 The President(s)**

- 6.3.1.1 Her Royal Highness The Princess of Wales and His Royal Highness The Duke of Kent share the joint Presidency of The Scout Association.

## **6.4 The Council of The Scout Association**

- 6.4.1.1 The Scout Association is governed by a Council of between 400 and 600 members as determined by the Royal Charter of 1912 and the Supplemental Royal Charters of 1949, 1959, 1967 and 1991.
- 6.4.1.2 The Council appoints the Chief Scout, who becomes the Chair of the Council.

## **6.5 Membership of the Council**

The Council consists of:

- 6.5.1.1 **Ex-Officio members**
  - a) The President(s)
  - b) The Chief Scout
  - c) The Treasurer
  - d) The Deputy Chief Scout[s]
  - e) The Chief Executive
  - f) The International Commissioner
  - g) The Chairs of the national boards of The Scout Association
  - h) Any person holding appointment as a Chief Commissioner or a national Commissioner

- †) The County Commissioners and Youth Commissioners of The Scout Association
- j) The Chair and members of the Board of Trustees.

#### 6.5.1.2 **Nominated members**

- a) Each Scout County and each Overseas Branch nominates members to the Council
- b) Each County or Overseas Branch should have one nominated member for every 10,000 members or part thereof declared by the County or Branch at the time of the annual census taken prior to the nomination
- c) A nominated member serves for three years unless another is nominated in the member's place
- d) Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of UK Headquarters are not eligible for nomination.

#### 6.5.1.3 **Nominated members (18-24)**

- a) Each Scout County and each Overseas Branch nominates members aged 18-24 to the Council
- b) Each County or Overseas Branch should have one nominated member (18-24) for every 10,000 members or part thereof declared by the County or Branch at the time of the annual census taken prior to the nomination
- c) On nomination the representative must have passed their 18th birthday but must not have reached their 24th birthday
- d) A nominated member (18-24) serves for three years unless another representative is nominated in the representative's place or until the date of the annual census following the representative's 25th birthday
- e) Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of UK Headquarters are not eligible for nomination.

#### 6.5.1.4 **Elected members**

- a) The Council may include up to sixty other people of whom not more than three may be full-time employees of The Scout Association
- b) These members are elected by the Council at the Annual General Meeting of the Council
- c) Elected members serve for three years.

## **6.6 The Board of Trustees of The Scout Association**

6.6.1.1 The Board of Trustees exists to manage the business of The Scout Association in accordance with the Bye Laws of The Scout Association.

6.6.1.2 It is the body which makes the Policy and Rules of The Scout Association as published in Policy, Organisation and Rules and in the various handbooks and other official literature of The Scout Association.

## **6.7 Membership of the Board of Trustees**

The Board of Trustees consists of:

### **6.7.1 Ex-officio members**

6.7.1.1 Chief Scout or Deputy Chief Scout but not both

6.7.1.2 Chief Executive.

### **6.7.2 Elected members**

6.7.2.1 Nine members of The Scout Association, one each from Northern Ireland, Scotland, Wales, three from northern England and three from southern England, elected at an Annual General Meeting of the Council. Elected members are elected for a period of three years.

### **6.7.3 Elected youth members**

6.7.3.1 Three youth members of The Scout Association elected by the Council at an Annual General Meeting of the Council. Elected youth members are elected for a period of three years.

### **6.7.4 Appointed members**

6.7.4.1 The Chair of the Board, the Treasurer and up to three other persons who need not be, at the time of their nomination, members of The Scout Association, provided always that those so nominated accept to become members on their appointment by the Council at an Annual General Meeting. Appointed members are appointed for a period of three years.

### **6.7.5 Attending members**

6.7.5.1 The Secretary, who shall not have a vote.

### **6.7.6 Right of Attendance**

Persons holding the following roles have the right of attendance without vote at meetings of the Board of Trustees and may put forward matters for discussion on giving fourteen days' notice to the Secretary of the Board.

6.7.6.1 The Chief Scout and any Deputy Chief Scouts, if they are not Trustees.

6.7.6.2 Chief Commissioners including the International Commissioner.

6.7.6.3 The UK Commissioners for Programme and Adult Support, Regional Commissioners, County Commissioners and County Chairs.

## **6.8 Sub-Committees of the Board of Trustees**

The Board of Trustees delegates certain powers to six sub-Committees:

- a) Finance Committee
- b) Nominations and Governance Committee
- c) People and Culture Committee
- d) Safeguarding Committee
- e) Safety Committee
- f) Strategy and Delivery Committee

6.8.1.1 The membership and terms of reference of these sub-Committees is determined by the Board of Trustees. Two or more members of the Board of Trustees must serve on each.

6.8.1.2 Chairs of sub-Committees are appointed for a three-year term by the Board of Trustees subject to them remaining as Trustees and a satisfactory annual performance review.

## **6.9 Other national groups**

6.9.1.1 The Committees are advised by national groups appointed from time to time with the approval of the Board of Trustees.

6.9.1.2 The membership and terms of reference of each board or group is determined by the Board of Trustees or by a sub-committee under its delegated powers.

## **6.10 National leadership**

### **6.10.1 Chief Scout**

6.10.1.1 The Chief Scout is appointed by the Council of The Scout Association according to the terms laid down by the Council

### **6.10.2 UK Chief Commissioner**

6.10.2.1 A UK Chief Commissioner may be appointed by The Scout Association.

6.10.2.2 The UK Chief Commissioner is treated as a Deputy Chief Scout for the purposes of the Bye Laws.

### **6.10.3 Treasurer**

6.10.3.1 The Treasurer is appointed by the Council of The Scout Association according to the terms laid down by the Council.

#### **6.10.4 Chief Commissioners**

- 6.10.4.1 Chief Commissioners are appointed by the UK Chief Commissioner with the approval of the UK Headquarters Appointments Committee.
- 6.10.4.2 The appointment of a Chief Commissioner remains valid until the fifth anniversary of the date of the appointment.
- 6.10.4.3 The appointment of Chief Commissioners is subject to formal review by the UK Chief Commissioner.
- 6.10.4.4 The appointment of a Chief Commissioner may be renewed for a second period not exceeding five years.
- 6.10.4.5 Chief Commissioners are Ex-Officio members of the Council of The Scout Association.

#### **6.10.5 Regional Commissioners (England or Wales) <sup>SV</sup>**

- 6.10.5.1 Regional Commissioners (England and Wales) are appointed by the Chief Commissioner (England or Wales) with the approval of the UK Headquarters Appointments Committee.
- 6.10.5.2 The appointment of a Regional Commissioner remains valid until the fifth anniversary of the date of the appointment.
- 6.10.5.3 The appointment of Regional Commissioners is subject to formal review by the Chief Commissioner (England or Wales).
- 6.10.5.4 The appointment of a Regional Commissioner may be renewed for a second period not exceeding five years.
- 6.10.5.5 Regional Commissioners are Ex-Officio members of all County Scout Councils in their region and have Right of Attendance at all County Trustee Boards in their region.
- 6.10.5.6 Regional Commissioners (England or Wales) are treated as National Commissioners for the purposes of the Bye Laws.

#### **6.10.6 United Kingdom Commissioners**

- 6.10.6.1 UK Commissioners are appointed by the UK Chief Commissioner with the approval of the UK Headquarters Appointments Committee to undertake special responsibilities, such as the leadership and support of the Sections.
- 6.10.6.2 The appointment of a UK Commissioner remains valid until the fifth anniversary of the date of appointment.
- 6.10.6.3 The appointment of a UK Commissioner may be renewed for a second period not exceeding five years.
- 6.10.6.4 The appointment of UK Commissioners is subject to a formal review by the UK Chief Commissioner.

- 6.10.6.5 UK Commissioners are treated as National Commissioners for the purposes of the Bye Laws.

## **6.11 UK Headquarters**

- 6.11.1.1 The Board of Trustees of The Scout Association maintains a UK Headquarters staff with a departmental structure as required for the implementation of its policy and to provide services and materials necessary for the proper conduct and development of the Scouts.

- 6.11.1.2 This includes Growth and Communities Managers and Growth and Recruitment Officers who are appointed by UK Headquarters and assigned to work in support of the development of scouting in Counties and Districts in England.

### **6.11.2 Chief Executive**

- 6.11.2.1 The Chief Executive is appointed by the Board of Trustees. The Chief Executive is responsible for the co-ordination of all the work of the staff of UK Headquarters, for the implementation of the policy of the Board of Trustees and for such special tasks as may be requested by the Board.

- 6.11.2.2 The Chief Executive is an ex-officio member of the Council of The Scout Association and of the Board of Trustees.

### **6.11.3 Board Secretary**

- 6.11.3.1 The Board of Trustees appoints a Secretary to carry out the duties required of such a person by the Bye Laws.

### **6.11.4 The Scout Information Centre**

- 6.11.4.1 The Scout Information Centre provides advice, support and guidance to the movement. It can be contacted as follows:

Telephone: 0345 300 1818

Email: [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk)

Mail: Scout Information Centre, The Scout Association, Gilwell Park, Chingford, London E4 7QW

Online: <https://www.scouts.org.uk/contact-us>

### **6.11.5 The Scout Heritage Collection and Heritage Service**

- 6.11.5.1 The Scout Heritage Service is the custodian of the national Scout heritage collection which charts the history and development of the Scout movement in the UK. The aim of the service is to develop, safeguard and make accessible

UK Scouting's heritage for the benefit of the movement and wider public. The Heritage Service and Collection are registered with the Arts Council England Museum Accreditation scheme.

6.11.5.2 The Heritage Service continues to acquire new material in line with the [Collecting Policy](#). Any enquiries should be directed to [heritage@scouts.org.uk](mailto:heritage@scouts.org.uk)

6.11.5.3 Further information regarding Scout heritage can be found at [Scouting Heritage](#).

### **6.11.6 [www.scouts.org.uk](http://www.scouts.org.uk)**

6.11.6.1 [www.scouts.org.uk](http://www.scouts.org.uk) is the official website of The Scout Association and provides regular news updates, general information on Scouting, material for young people and access to a range of online member resources.

## **6.12 The Country Scout Councils of Northern Ireland, Scotland and Wales**

These Scout Councils exist to advise their respective Chief Commissioners in all matters relating to the exercise of the Commissioner's discretionary powers as specified by UK Headquarters, and to perform such administrative and executive duties as may be delegated to them by UK Headquarters, which may include management of their financial affairs. UK Headquarters makes and approves constitutions for Country Scout Councils in order to facilitate the performance of delegated duties.

### **6.12.1.1 Northern Ireland**

Under the Scout Constitution for Northern Ireland the affairs of The Scout Association are under the charge of The Northern Ireland Scout Council, with a committee for the management of its business. Under the authority of UK Headquarters, Northern Ireland Headquarters is the body responsible for matters of programme, training and administration in Northern Ireland.

Northern Ireland has separate legal and educational systems and its own system of local government.

Certain Rules concerning trusteeship, property and charitable status therefore do not apply in Northern Ireland without modification.

### **6.12.1.2 Scotland <sup>SV</sup>**

Under the Scout Constitution for Scotland, the affairs of The Scout Association are under the charge of The Scottish Council of The Scout Association, with a committee for the management of its business. Under the authority of UK Headquarters, Scottish Headquarters is the body responsible for matters of programme, training and administration in Scotland.

Scotland has separate legal and educational systems and its own system of local government.

Certain Rules concerning trusteeship, property and charitable status therefore do not apply in Scotland without modification.

#### 6.12.1.3 **Wales**

Scouting in Wales is supported by the ScoutsCymru Office. UK Headquarters in London undertakes for it many of the functions of a Country Headquarters. Scout Counties in Wales are known as Areas.

### 6.12.2 **The Overseas Branches of The Scout Association**

6.12.2.1 Branches of The Scout Association are established in certain territories overseas, with local Chief Scouts and Chief Commissioners.

6.12.2.2 Their constitutions are granted by UK Headquarters and may be withdrawn at its discretion.

6.12.2.3 Variations to the Rules of The Scout Association may be sanctioned by UK Headquarters to suit the local circumstances of an Overseas Branch.

6.12.2.4 The International Commissioner is responsible to the UK Chief Commissioner for the efficiency and well-being of Scouting in Overseas Branches and for relations with Scout Associations in Commonwealth Countries.

### 6.12.3 **British Scouting Overseas**

6.12.3.1 In a number of countries throughout the world there are British Scout Groups, which are registered by The Scout Association. They are under the Leadership of the Area Commissioner for British Scouting Overseas who is appointed by UK Headquarters under the recommendation of the International Commissioner. The Area Commissioner is responsible to the International Commissioner.

6.12.3.2 The Area receives appropriate support by UK Headquarters as agreed by the Area Commissioner.

## 6.13 **Companies and Trusts associated with The Scout Association**

6.13.1.1 **Scout Shops Limited** is a wholly owned subsidiary of The Scout Association. It is primarily involved in supporting the parent charity through the sourcing and distribution of merchandise such as the supply of uniform, badges, resources, souvenirs and camping equipment. All profits generated are returned to The Scout Association.

6.13.1.2 **World Scout Shop Ltd** is a wholly owned subsidiary of The Scout Association which is operated under licence from World Scouting. Its primary objective is the efficient sourcing and distribution of World Scout branded merchandise to the global Scouting audience. All profits generated are returned to The Scout Association.

- 6.13.1.3 **The Scout Association Trust Corporation (SATC)** is a company limited by guarantee and operates with its own separate Board of Directors. Its powers and constitution are stated in its Memorandum and Articles of Association. It was created to ease the administrative burden faced by Scout Units in having to find, appoint and retain local individual Holding Trustees to hold title to their land and to also ensure consistency by holding important land documentation securely in a central location. Where appointed, the SATC can hold title to freehold, leasehold and long-term Licence land interests as a sole Custodian Trustee on behalf of Scout Units registered with The Scout Association in the United Kingdom (excepting Scotland and Northern Ireland). It can also hold title to land held by jointly by Scout and Guide Units. As Custodian Trustee, whilst the SATC will be a party and signatory to any substantive land documentation, it cannot and does not have any responsibility for the management of a Scout Unit or its land. This responsibility remains vested in the Scout unit's local Trustee Board who also act as the Charity Trustees.
- 6.13.1.4 **Scout Products Limited** is a wholly owned subsidiary of The Scout Association. Its principal activity is the procurement and supply of products associated with The Scout Association, coordinating purchases from Scout Store. All profits generated are returned to The Scout Association.
- 6.13.1.5 **Scout Services Limited** is a wholly owned subsidiary of The Scout Association whose principal activity is that of sponsorship and marketing services for The Scout Association and other commercial activities. All profits generated are returned to The Scout Association.
- 6.13.1.6 **Scout Insurance Services Limited (trading as Unity Insurance Services)** is The Scout Association's dedicated insurance broker providing insurance support to it and to the Scout movement in the UK. Unity arranges liability insurance and personal accident and medical expenses cover for The Scout Association and its members. Unity provides additional specialist insurance cover that groups, Districts, Counties and campsites may need. Unity is authorised and regulated by the Financial Conduct Authority, and as a wholly owned subsidiary of The Scout Association all profits generated are returned to The Scout Association.

## 6.14 **Girlguiding UK**

- 6.14.1.1 The Scout Association and Girlguiding, although separate organisations, share a common Founder and have similar aims, principles and methods. Co-operation between the two organisations is encouraged at all times and at all levels.

## **6.15 National Scout Active Support Units**

- 6.15.1.1 The UK Commissioner for Programme may form National Scout Active Support Units.
- 6.15.1.2 Applications to form a National Scout Active Support Unit are made to the UK Commissioner for Programme.
- 6.15.1.3 The purpose of National Scout Active Support Units is to provide active support to Scouting at a national level.
- 6.15.1.4 All adult-only support groups linked to Scouting at a national level must be registered as National Scout Active Support Units.
- 6.15.1.5 The UK Commissioner for Programme may delegate another national appointee to act as the responsible Commissioner to support the activities and development of a National Scout Active Support Unit, to agree and review the service agreement, and to maintain effective liaison between UK Headquarters and the National Scout Active Support Unit.
- 6.15.1.6 Each National Scout Active Support Unit is led by a National Scout Active Support Unit Manager who is responsible for ensuring that the Unit meets its service agreement. One or more National Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit. All appointments of National Scout Active Support Unit Managers and Co-ordinators will take place through arrangements nominated by the UK Commissioner for Programme.
- 6.15.1.7 Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.27), membership of a National Scout Active Support Unit is open to any person aged 18 or over, including:
- a) those holding other appointments in Scouting, who will be expected to give priority to the duties of these local appointments
  - b) Scout Network Members, who will be expected to give priority to their Scout Network.
- 6.15.1.8 The National Scout Active Support Unit Manager must be a member of The Scout Association. All members of a National Scout Active Support Unit must also be members.
- 6.15.1.9 A National Scout Active Support Unit is responsible for providing active support in accordance with its service agreement, agreed every three years with the UK Commissioner for Programme or nominee.
- 6.15.1.10 The following minimum standards are laid down for National Scout Active Support Units:
- a) There must be an appointed National Scout Active Support Unit Manager. Where there is a vacant manager role, the UK Commissioner for Programme or nominee will assume that role until a new Manager is appointed

- b) A National Scout Active Support Unit must provide active support to Scouting on a national level, as detailed in the service agreement
- c) The annual census for a National Scout Active Support Unit must be completed and submitted as agreed by the UK Commissioner for Programme or nominee
- d) Annual accounts for a National Scout Active Support Unit must be submitted to UK Headquarters no later than 1st June
- e) A National Scout Active Support Unit must comply with any other operational procedures agreed with the UK Commissioner for Programme or nominee.

6.15.1.11 If a National Scout Active Support Unit fails to reach the minimum standards for two non-consecutive years in a three-year rolling period, it may be closed by the UK Commissioner for Programme with the approval of the Operations Committee.

6.15.1.12 If a National Scout Active Support Unit fails to reach the minimum standard for two consecutive years it must be closed.

6.15.1.13 If two or more National Scout Active Support Units are to merge:

- a) The person who is responsible for the Unit's annual accounts will prepare the accounts for the date agreed for the merging of Units.
- b) UK Headquarters will examine the accounts and receipts to ensure they are correct
- c) Physical resources must be returned to UK Headquarters who will redistribute or dispose of as required in agreement by the UK Commissioner for Programme.

## **6.16 UK Scout Network**

### **6.16.1 Admission to membership**

6.16.1.1 Explorer Scouts who turn 18 years of age will automatically become members of the District Scout Network. Exceptionally, where there is no District Scout Network but a County Scout Network or equivalent operates, they will automatically become Members of the County Scout Network or equivalent.

6.16.1.2 Members of District Scout Networks, or equivalents where exceptions have been made, are also members of the UK Scout Network.

6.16.1.3 Members with no District affiliation, either by being a member of a District Scout Network or having another role, can choose to be a member of the UK Scout Network only. Should a member of the UK Scout Network subsequently choose to join a District Scout Network, or take on another role in a District, they will be affiliated with that District.

6.16.1.4 The decision to admit anyone to membership of the UK Scout Network rests with the District Scout Network Commissioner or the UK Scout Network Commissioner if they are not affiliated with a District.

6.16.1.5 All members of UK Scout Network are required to undertake a Personal Enquiry without a criminal records check (by being added to Compass). If members of Scout Network assist with or supervise members of a younger Section, they must be appointed to an appropriate role (such as a-Section Assistant, Assistant Section Leader or Section Leader) and undertake the relevant appointment process (including undertaking a criminal records check).

## **6.16.2 Transfer of membership**

6.16.2.1 If a member of the UK Scout Network also joins a local Scout Network, the UK Scout Network Commissioner should inform the District Scout Network Commissioner or Assistant County Commissioner Scout Network of the County into which the member is joining.

## **6.16.3 Management of the UK Scout Network**

6.16.3.1 The UK Scout Network is managed by a team of its members and a UK Scout Network Commissioner acting together. The UK Scout Network Team is accountable to the UK Scout Network Commissioner for the satisfactory running of the UK Scout Network.

6.16.3.2 The UK Scout Network should provide opportunities for members to take part in the decision-making process through the UK Scout Network Team who will encourage and support participation in the programme and develop projects for all members.

## **6.16.4 UK Scout Network Commissioner role**

6.16.4.1 The UK Scout Network Commissioner is responsible to the UK Commissioner for Programme.

6.16.4.2 The functions of the appointment are to:

- a) Ensure that the UK Scout Network operates
- b) Provide technical advice on the operations of the UK Scout Network
- c) Support the UK Scout Network Team
- d) Encourage participation in the programme and projects devised by the UK Scout Network and other Scout Networks.

## **6.16.5 Responsibility for the Programme in the UK Scout Network**

6.16.5.1 A UK Scout Network Commissioner, working with the UK Scout Network Team, is responsible for the detailed programme and projects undertaken by the UK Scout Network.

6.16.5.2 Members of the UK Scout Network should play a leading role in organising projects to facilitate participation in the programme, and where possible, take responsibility for supporting projects by seeking to volunteer with the UK Scout Network Team.

# Chapter 7

## EMERGENCY PROCEDURES

### Chapter Contents

- Rule 7.1 Communication
- Rule 7.2 Emergency Procedures
- Rule 7.3 Overriding Controls
- Rule 7.4 Accident Reporting

### Rule 7.1 Communication

- 7.1.1.1 For all Scouting activities each party must implement an 'InTouch' system.
- 7.1.1.2 Details of what this needs to include are contained in InTouch (FS120075)

### Rule 7.2 Emergency Procedures

- 7.2.1.1 All accidents to individuals or involving damage to property must be reported. (See Rule 7.4).
- 7.2.1.2 In the case of an accident to an individual, a member of the party or their designate must:
  - a) alert the appropriate rescue services, if required
  - b) advise the home Scout authority
  - c) advise the next of kin
- 7.2.1.3 In the case of a serious accident, incident or loss of life by whatever cause call 0345 300 1818 immediately and follow the critical incident directions, to advise UK Headquarters. This support is available 24 hours a day.

Contacting UK Headquarters ensures that the appropriate incident and media support is available. UK Headquarters must be informed at the earliest opportunity.
- 7.2.1.4 In Scotland, Northern Ireland and Wales the relevant Country Headquarters must be notified, support for this will be provided through the critical incident process once UK Headquarters are notified.

7.2.1.5 Communications with the news media must not be initiated by members of the party or others involved.

All communication with the news media must be referred to UK Headquarters (0345 300 1818) or the home Scout authority.

In many cases the news media will arrive at the incident or get in touch with those involved before any communication with UK Headquarters has been established.

Take care if the news media contact you. Seek support in these situations before talking to the media by calling UK Headquarters.

The Duty Media Officer at UK Headquarters will offer advice and assistance in dealing with the news media when emergencies and accidents to individuals occur.

7.2.1.6 In the case of an accident abroad, involving a stay in hospital or loss of life, a member of the party must advise appropriate agency(ies) required by their travel insurers.

7.2.1.7 The home Scout authority must ensure that:

- a) clear communication links are maintained with a responsible person in the area of the accident, the next of kin and UK Headquarters
- b) appropriate arrangements are made for the return of the party, as necessary
- c) in cases of serious injury, every assistance is available to ensure the next of kin can visit the casualty.

7.2.1.8 UK Headquarters, when notified, will contact the Scout authority of the area in which the incident occurred.

7.2.1.9 The home District Commissioner (or County Commissioner in the case of County activities), in conjunction with the leader of the party or other responsible person, must be prepared, if required by UK Headquarters, to produce a full confidential report relating to authorisation, training, equipment, briefing and leadership of the party involved, together with their observations relating to the sequence of events and possible causes of the accident.

This report will be submitted to the home County Commissioner who will forward it to UK Headquarters accompanied by their own observations relating to the circumstances, details of County support for education and training in respect of such activities and, as appropriate, any recommendations they intend to implement in the light of experience gained.

- 7.2.1.10 In the case of a fatal incident, or an incident that UK Headquarters considers could have resulted in a fatality, the Company Secretary of The Scout Association will establish a learning review on behalf of the Board of Trustees.
- 7.2.1.11 Leaders are also required to notify the appropriate Government Agency when accidents occur during air activities or during water activities in coastal or deep sea waters.

### **Rule 7.3 Overriding Controls**

- 7.3.1.1 For safety reasons only, the District or County Commissioner (or their representatives) of the area where the activity takes place has an overriding authority (in consultation with the home Commissioner) to direct that any activity should be postponed, stopped or cancelled.

### **Rule 7.4 Accident Reporting**

- 7.4.1.1 UK Headquarters must be informed by completing the [online incident report form](#) at the earliest suitable opportunity if any person, whether a member of the Movement or not:
- a) suffers personal injury or illness where that injury or illness necessitates medical treatment (treatment by a doctor, dentist, nurse, paramedic or at a hospital). Minor injuries or illness not requiring such treatment must be recorded locally, with UK Headquarters being informed if they subsequently receive medical attention
  - b) requires rescuing where rescue involves any Emergency Service: Police, Fire, Ambulance, Mountain Rescue or Coastguard
  - c) dies

in the course of, or arising out of, a Scout activity or while on, or in conjunction with, any Scout property.

- 7.4.1.2 If an accident during a Scout activity results in third party damage, UK Headquarters must be informed at the earliest suitable opportunity.
- 7.4.1.3 On receipt of this information UK Headquarters will issue the necessary instructions and an incident report form.
- 7.4.1.4 In the event of any injury or fatality, or damage to third party property, no admission of liability must be made unless advised by UK Headquarters. (See Rule 7.2 for actions required in the event of an emergency.)

## Chapter 8

### Insurance

#### Chapter Contents

- 8.1 Insurance policies
  - 8.1.1 Personal Accident and Medical Expenses Policy
  - 8.1.2 Personal Accident and Medical Expenses Supplementary Insurance
  - 8.1.3 The Scout Association Legal Liability Policy
- 8.2 Insurance Cover
- 8.3 Indemnities
- 8.4 Compliance with Rules
- 8.5 Effecting Insurance and Reporting Claims

#### **8.1 Insurance policies**

##### **8.1.1 Personal Accident and Medical Expenses Policy**

- 8.1.1.1 This insurance is provided by Headquarters and covers the total membership as shown on the annual census return together with new members joining during the year in the British Isles, including British Scouting Overseas.

Details of the current benefits under this policy may be obtained from Unity.

Special travel insurance should be obtained for authorised Scout visits abroad.

Parties of up to five foreign Scouts visiting the British Isles to take part in Scout activities organised by a British home unit are also covered by this policy.

Larger parties can be insured by the host unit if the visiting Scouts are not already insured through their home Association.

The policy covers accidents and medical expenses in the British Isles and on the continent of Europe.

## **8.1.2 Personal Accident and Medical Expenses Supplementary Insurance**

8.1.2.1 Supplementary insurance can be arranged to provide higher benefits.

8.1.2.2 Non-members are not provided with the same automatic basic Personal Accident Insurance as members.

They can be insured under a basic policy and can have the benefit of Supplementary Insurance similar to that which is available to other adults.

Details are available from Unity on request.

## **8.1.3 The Scout Association Legal Liability Policy**

8.1.3.1 This policy, incorporating Public Liability and Property Owners Liability, covers The Scout Association and may, at its request, provide cover for Commissioners, Leaders 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 or guardians, or by third parties, alleging legal liability arising out of accidents or incidents occurring during any authorised Scout activity and fundraising events. This is covered by the Public Liability section.

This policy covers the liability which rests upon any Scout authority which owns or is responsible for land or buildings (except for liability under any agreement). This is covered by the Property Owners Liability section.

It is a condition precedent to indemnity being granted by The Scout Association that any assistance required in investigating or defending any potential litigation will be given by those involved in the incident giving rise to the claim.

The Scout Association Legal Liability Policy does not cover legal liability arising out of the ownership or driving or piloting of motor vehicles, aircraft or gliders where compulsory third party insurance is required. If you are unsure whether you require additional insurance, contact Unity.

It does not fully cover liability for injuries to third parties or for damage to third party property arising out of the ownership or operation of boats.

Unity can arrange marine liability insurance and will provide details on application.

The provision of any indemnity given by The Scout Association is subject to the terms and conditions of any legal liability insurance policy which may be in force.

## **8.2 Insurance Cover**

- 8.2.1.1 Every Scout group, District and County must maintain insurance cover, to be reviewed annually, in respect of the following risks:
- a) property and equipment, owned, hired or borrowed, including the risk of loss or damage to equipment whilst in transit or at camp or on expeditions
  - b) minibuses and other motor vehicles, including passenger risk, in the British Isles or abroad
  - c) marine and boating risks
  - d) aviation and air activity risks.
- 8.2.1.2 Insurance cover must be taken out in respect of risks incurred when undertaking travel.
- 8.2.1.3 Insurance cover must be taken out in respect of employers' liability for people a Scout group, District and County may employ.
- 8.2.1.4 The Scout Association Legal Liability Policy cover extends to cover every Scout group, district and county, subject to Rule 8.4 Compliance with Rules. There is no requirement to purchase additional Public or Property Owners' Liability policies.
- 8.2.1.5 Unity is the official insurance broker of The Scout Association and is one company that can arrange insurance cover that meets the standards described above.

## **8.3 Indemnities**

- 8.3.1.1 If a Scout group, District or County is arranging to use land, premises or other facility belonging to another authority, organisation or an individual, and is required to sign an agreement or indemnity, details must be sent to Unity as soon as possible.
- 8.3.1.2 The acceptability of the agreement or indemnity terms by Unity and the adequacy of The Scout Association's Legal Liability Policy in relation to them must be confirmed before proceeding with the arrangements or signing any agreement or indemnity.

## **8.4 Compliance with Rules**

8.4.1.1 For insurance cover by UK Headquarters to be effective, the Rules of the Association must be complied with, particularly those Rules governing the organisation of activities and safety precautions applying to activities.

8.4.1.2 Some adventurous activities carry a potentially larger third party risk than others, and appropriate insurance arrangements have therefore to be made by Unity.

For this reason, groups, Districts or Counties undertaking the following activities must notify Unity beforehand:

- a) Air activities
- b) Karting

## **8.5 Effecting Insurance and Reporting Claims**

8.5.1.1 If action is taken in relation to effecting insurance or reporting claims, injuries or fatalities, this action must be taken by the Leader or other adult responsible for the individual's or party's participation in the event or activity.

8.5.1.2 Incident report forms when received, should not be completed by any adult involved in the incident but should be handled by a suitable independent person.

## Chapter 9

### Activities

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## 9.13.10 Scout owned swimming facilities

This chapter applies to all activities carried out anywhere in the world.

A list of available guidance on activities is contained in the [general activity guidance](#).

Further advice may be available from District and County Activity Advisers, details of which may be available from your Assistant County Commissioner (Activities). You may also contact UK Headquarters at [support@scouts.org.uk](mailto:support@scouts.org.uk). In addition to the factsheets stated, others may be available to provide guidance in activity areas.

## 9.1 All activities

### 9.1.1 Before an activity

#### 9.1.1.1

Before any activity the Leader must ensure that:

- a) it is appropriate to the age and abilities of all participants
- b) any legal requirements for the activity have been complied with
- c) it complies to the general and specific activity rules set out in this chapter
- d) any other requirements of The Scout Association, including the Safeguarding Policy and Safety Policy, have been complied with
- e) if necessary, a member of the party holds a valid adventurous activity permit (see Rule 9.7)
- f) it is the leader holding the permit who is responsible for all decisions for the duration of the activity
- g) there is additional, responsible supervision as required, including for those in the locality of the activity but not actively involved, see Rules 4.4.1 to 4.4.5.
- h) a [risk assessment \(FS120000\)](#) is carried out, recorded and safety instructions are communicated to all supervising adults and participants
- i) suitable [InTouch \(FS120075\)](#) arrangements are in place
- j) POR Chapter 7 Emergency Procedures are in place
- k) all activities must have access to someone holding a relevant and current first aid qualification and access to suitable first aid materials, for adventurous activities this must be immediate access. The detail of the first aid skills required will be identified by the risk assessment, but the minimum qualifications (or equivalents) are:
  - A full first aid certificate as defined at FS120052 is required for all remote activities, where travelling time is 3 hours or more (in the method of travel being used) to a point of refuge including:

- a. a road which carries a normal road-going ambulance
- b. a building which is occupied (such as a farm or harbour)
- c. or another means of calling help (such as a telephone box)
- First Response is required for all other activities
- l) each participant has received appropriate training
- m) all equipment is appropriate for the activity
- n) all supervising adults and participants are made aware of who is in charge
- o) It has been approved by the relevant District or County Commissioner (see Rule 9.1.2).

9.1.1.2 These activities are not permitted within The Scout Association:

- towing of inflatables behind powered watercraft, such as banana boating
- bungee jumping
- hitch hiking
- knife throwing
- archery tag and other combat style archery activities

9.1.1.3 Other activities

There are many opportunities for members to take part in activities which are not specifically covered in the activity rules. Where an activity is not covered by any other rules the Leader in Charge must:

- a) assess the risks involved, document and communicate this to all involved
- b) ensure all members' physical and/or emotional well-being can meet the requirements of the activity
- c) ensure that all equipment used fits the participants and is suitable for the activity
- d) obtain the approval of the relevant District or County Commissioner, or their nominee.

## 9.1.2 **Approval of an activity**<sup>SV</sup>

9.1.2.1 The District Commissioner is responsible for approving all activities for Squirrels, Beavers, Cubs, Scouts and Explorers. This will usually be by means of a system agreed between the District Commissioner and each Group Scout Leader or District Explorer Scout Commissioner. See [Approving Activities – Guidance for Commissioners \(FS120015\)](#).

9.1.2.2 For Scout Network, the relevant Commissioner is responsible for approving all activities for Scout Network members at that level: a District Commissioner for District Scout Network Activities and the County Commissioner for

County Scout Network Activities. This will usually be by means of a system agreed between the District Scout Network Commissioner, Assistant County Commissioner Scout Network or County Commissioner.<sup>SV</sup>

- 9.1.2.3 The relevant District or County Commissioner is responsible for approving all activities for groups of adults, where each individual is aged 18 and over. This will usually be by means of a system agreed between the relevant Commissioner and the County Scout Network Commissioner for Scout Network, Scout Active Support Manager for Scout Active Support, or another person recognised by the relevant Commissioner.<sup>SV</sup>
- 9.1.2.4 Approval for special events and activities must be granted by a County, Regional or Chief Commissioner, as appropriate.
- 9.1.2.5 For safety reasons only, the District or County Commissioner, or their nominee, of the area where the activity takes place has an overriding authority, in consultation with the home Commissioner, to direct that any activity should be postponed, stopped or cancelled (see POR Rule 7.3.1.1).
- 9.1.2.6 There are additional requirements for the District and County Commissioner's approval for those activities which fall within the scope of The Scout Association's Adventurous Activity Permit Scheme (see POR rule 9.7).
- 9.1.2.7 When professional instructors or leaders from outside the movement are engaged, separate rules apply (see POR rule 9.6).

### **9.1.3 During an activity**

- 9.1.3.1 Leaders must continue to assess risk (FS120000) throughout an activity.
- 9.1.3.2 An appropriate weather forecast is acted upon to choose where the activity takes place and each participant is suitably equipped to cope with predicted extremes.
- 9.1.3.3 All activities must be undertaken in accordance with The Scout Association's Safety Policy (see POR Chapter 2) and must adhere to the relevant general and specific activity rules set out in this chapter (chapter 9).

## **9.2 Nights away**

### **9.2.1 Nights away permit scheme**

- 9.2.1.1 All camping and residential experiences within the United Kingdom are subject to Rule 9.2.
- 9.2.1.2 This includes all events where it is intended that young people will sleep overnight and arrangements are put in place for this purpose, such as sleepovers, camps, Pack Holidays and expeditions.
- 9.2.1.3 Nights away abroad are subject to Rule 9.3.

### **9.2.2 Nights away responsibilities**

- 9.2.2.1 An adult leading a camp or residential experience involving young people under 18 years old must:
- a) hold a valid Nights Away Permit
  - b) have the prior agreement of the young person's Section Leader
  - c) have parental consent in which parents are informed about the event, including which leaders are present
  - d) as a minimum, attend the event during the time that provision is made for young people to be sleeping overnight. They remain responsible for the event at all times
  - e) ensure the relevant notification is made, as per Rule 9.2.3

- 9.2.2.2 The District Commissioner is responsible for:
- a) the issue of Nights Away Permits in accordance with the application, assessment and approval process and content of the appropriate factsheet. The Commissioner can only approve the issue of a Permit following the recommendation of a Nights Away Adviser (NAA) and cannot increase the level of the permit beyond that recommended without a further assessment by an NAA.
  - b) suspension or withdrawal of Nights Away Permits as per Rule 9.2.4
  - c) ensuring that all adult members who are present overnight at a nights away activity are in date for their safeguarding and safety training which must be recorded on Compass. This rule does not apply to Occasional Helpers and other non-members attending the event. This rule also does not apply to members of the Scout Network who are attending the event as a participant and are not supporting or delivering activities for members under the age of 18
  - d) the standards of all camping and residential experiences taking place in the District and may cancel an event, if judged necessary
  - e) appointing one or more Nights Away Advisers Advisers' Guide (FS120804).

County Commissioners have these responsibilities for events and permits issued by the County.

- 9.2.2.3 For large scale events there needs to be a permit holder responsible for each residential group. There is no limit to the number of groups that a permit holder can be responsible for, but they remain responsible for the standard of the event for each group. In addition, the permit holder must ensure the home Commissioner is notified (Rule 9.2.3.13) and inform them of the total number of groups they are responsible for during the event.

- 9.2.2.4 All groups undertaking a nights away event must have immediate access to someone who has a current First Aid qualification, minimum First Response. The level of First Aid competence required for each event will be determined

by the event risk assessment. However, a full first aid certificate, as defined in [FS120052](#), is required for those operating in remote environments, where travelling time is 3 hours or more (in the method of travel being used) to a point of refuge, including:

- a) a road which carries a normal road-going ambulance
- b) a building which is occupied such as a farm or harbour
- c) or another means of calling help such as a telephone box.

9.2.2.5 The permit holder is not required to hold a first aid qualification.

9.2.2.6 The requirement to have completed a First Response course is waived for holders of a valid First Aid qualification, where the syllabus equals or exceeds that of a First Response course, including hypothermia and hyperthermia training.

### **9.2.3 Nights away permits**

9.2.3.1 There are four categories of nights away permit:

- a) indoor – for staying in a building that has built in lighting and cooking facilities, toilets plumbed into a waste disposal system (i.e., a cess pit, storage tank or mains drains) and running drinking water
- b) campsite – for staying at a site that has toilets plumbed into a waste disposal system (such as, a cess pit, storage tank or mains drains) and access to running drinking water
- c) Green Field – for staying at any site where any of the above facilities do not exist – for example, a summer camp on a farmer's field
- d) Lightweight Expedition – for staying at any site for not more than one night before moving on. The core activity is a form of expedition, not residential, and all the equipment is transported with the participants. For example King's Scout Award or Duke of Edinburgh's Awards hikes, expedition hikes, canoe expeditions.

9.2.3.2 Those holding a Green Field Permit may lead residential events in the other three categories.

9.2.3.3 Those holding a Campsite Permit may also run indoor residential events.

9.2.3.4 Those holding a Hillwalking Permit that includes lightweight camping in remote areas may also run Lightweight Expedition events.

9.2.3.5 Nights Away Permits are not section-specific and Districts and Counties must not operate a policy of issuing only section-specific permits.

9.2.3.6 A permit holder may operate with members from another District or County subject to the normal approval of the District/County Commissioner of the members concerned.

9.2.3.7 Permit holders proposing to work outside their usual section should obtain guidance from the Nights Away Adviser before the event takes place.

- 9.2.3.8 Permits can only be granted to members of The Scout Association.
- 9.2.3.9 There is no maximum age limit to gaining a Nights Away Permit.
- 9.2.3.10 Permits must be renewed at intervals of not more than five years.
- 9.2.3.11 Permits expire automatically if they are not renewed.
- 9.2.3.12 Assessment:
- a) An applicant will be assessed by a Nights Away Adviser appointed by the District or County Commissioner, who will recommend a level of permit to be granted
  - b) Assessments will be carried out in accordance with the process and content of the Nights away permit scheme.
- 9.2.3.13 Notification
- a) The relevant home Commissioner, or their nominee, must be notified before any nights away event takes place. It is best practice for at least seven days' notice to be given
  - b) The notification must include all the information required in the Nights Away Notification Form (NAN)
  - c) It is the responsibility of the Permit holder to ensure that appropriate notification is made for each group they are responsible for.
  - d) Adult groups are required to notify their relevant Commissioner of night's away events.

## **9.2.4 Renewal, restriction, suspension and withdrawal of nights away permits**

- 9.2.4.1 Any Leader who is alleged to have broken these activity rules must have their permit(s) suspended immediately.
- 9.2.4.2 The relevant Commissioner will promptly enquire into the allegation and determine whether the permit(s) are to be reinstated, modified or cancelled.
- 9.2.4.3 The relevant Commissioner may at any time impose restrictions, suspend, withdraw or not renew a permit provided they have reasonable grounds to do so. Any amendment of a permit's status is only valid if the record on Compass is updated as appropriate.
- 9.2.4.4 A Permit automatically expires if a member leaves The Scout Association.

## **9.2.5 Nights away event passports**

- 9.2.5.1 A Scout or Explorer who wishes to lead a camping or residential event can do so when issued with an event passport, this is only valid for use with members of their own section.
- 9.2.5.2 Each event passport is issued for one event only by a permit holder experienced in the category of camp or residential experience proposed.

- 9.2.5.3 Event passports cannot be given to anyone aged over 18 and cannot be used for joint Explorer/Scout Network events.
- 9.2.5.4 The permit holder has responsibility for notification (see Rule 9.2.3.12).
- 9.2.5.5 The permit holder must provide support during both the preparation and the event itself and be satisfied that the young person has the required abilities but is not required to attend the event.
- 9.2.5.6 Event passports guidance (FS120085) is available.
- 9.2.5.7 Event passports can be downloaded from the brand centre.
- 9.2.5.8 Those responsible for running Scout campsites or activity centres who hold a permit may issue site specific Event Passports for an extended period (up to a maximum of 12 months) covering multiple service events for those under 18 years working on projects on their site.
- 9.2.5.9 The home Commissioner must be informed of those under 18 years working on service team projects at Scout campsites and activity centres, but a separate NAN form for each occasion need not be completed if a range of dates is specified.
- 9.2.5.10 When leading a Scout Network residential event, a passport or permit is not required, but notification (Rule 9.2.3.12) is, and the event Leader must have first-hand experience of camping or residential events and be familiar with The Scout Association's appropriate resource material.
- 9.2.5.11 As part of the planning process parents must be informed of no leaders being present and of the supervision arrangements for a residential event using an event passport and be satisfied with them prior to consenting to their child taking part.
- 9.2.5.12 For adult / Scout ratios on Nights Away activities, see Rule 4.4
- 9.2.6 Family nights away**
- 9.2.6.1 The permit holder is responsible for the overall camp and must ensure that all The Scout Association's rules are followed regardless of the presence of parents or other adults.
- 9.2.6.2 Further information is available about Family Nights Away (FS120083). Other guidance is given in the publication Nights Away.
- 9.2.7 Expeditions and events in adventurous country and onboard craft**
- 9.2.7.1 All expeditions within the United Kingdom are covered by this Rule. Prior notification to relevant Commissioners of expeditions involving nights away must be given as described in Rule 9.2.3.12.
- 9.2.7.2 Some events will require the leader to hold an appropriate Adventurous Activity Permit: Terrain One and above or on-board watercraft. There is no additional requirement to gain a Nights Away Permit if the Activity Permit

included an assessment of the skills needed to supervise camping or other residential experiences.

## **9.3 Visits abroad**

9.3.1.1 A Visit Abroad (VA) is defined as: Any visit outside the United Kingdom, the Channel Islands and the Isle of Man on a recognised and approved scouting activity or travelling in the name of the Scouts. This applies to youth and adult members, and non-members.

Youth and adult members, and non-members located within the British Scouting Overseas area and Northern Ireland are expected to follow the Visits Abroad Process when leaving the country where their group is registered. However, exceptionally, specific alternative arrangements may be approved and documented by a relevant Commissioner.

9.3.1.2 For Northern Ireland Scouts travelling to the Republic of Ireland it is not a requirement to take out additional travel insurance, providing the trip is for no longer than 48 hours. If it is felt that cover is required for emergency medical expenses, personal possession or cancellation then it is strongly advised that travel insurance is purchased.

9.3.1.3 All members should carry a valid UK EHIC or GHIC card for travelling within many European Countries including the Republic of Ireland. UK EHIC or GHIC cards are obtainable from the [NHS website](#).

9.3.1.4 A camp or residential experience abroad which includes Beavers, Cubs, Scouts, or Explorers, must be led by an adult holding a relevant Nights Away Permit. For Scout Network visits abroad see Rule 9.2.5.

9.3.1.5 All visits abroad must follow the Visits Abroad (VA) Process and must be approved at planning stage by the relevant Commissioner to the designation of the trip:

- a) England and Northern Ireland:  
District or County Commissioner and Assistant County Commissioner for International.
- b) Scotland:  
District or Regional Commissioner and Regional International Adviser.
- c) Wales:  
District or Area Commissioner and Assistant Area Commissioner for International.
- d) BSO:  
District Commissioner and Assistant Area Commissioner for International.
- e) Countries, UK Headquarters:  
UK International Commissioner, Scottish HQ Commissioner

(International), Deputy Commissioner Wales – Programme (International).

9.3.1.6 The trip must then gain final approval and sign off by the relevant Commissioner before the visit leaves the UK. A VA Form must be submitted to the Assistant County Commissioner (International) or International Adviser who supports such events on behalf of United Kingdom headquarters. As part of this process, the Assistant County Commissioner for International (or equivalent) must complete the online VA notification form, notifying UK Headquarters of the trip.

More details are available regarding [VA Form and guidance on the process](#) or through notifying your Assistant County Commissioner (International) of your planned visit.

9.3.1.7 The UK Leader in Charge of a visit abroad must ensure that adequate travel insurance has been arranged for all members of the party, and that suitable InTouch arrangements are in place (Rule 9.1.1)

9.3.1.8 The UK Leader in Charge of any adventurous activities abroad must apply the appropriate rules and hold the appropriate adventurous activity permits, classifying the hills/mountains or waters as defined in Rules 9.12.4, 9.12.7, 9.13.4, although the altitude criteria for hills/mountains may not apply in some areas. In case of doubt, the Assistant County Commissioner (Activities) or Adviser should be consulted.

9.3.1.9 When overseas, UK members may take part in activities being run by members of the host Scout organisation following the host organisation's guidance and rules. In this context, Kandersteg International Scout Centre is deemed an independent Scout organisation. There must be a Leader from the UK present who is able to stop the activity if they have safety concerns at any point. Activities forbidden by The Scout Association remain forbidden even when overseas. If using external providers overseas see POR Rule 9.6 for further guidance.

9.3.1.10 UK members, including members of the British Scouting Overseas under the age of 18, may only take part in group based hosted hospitality experiences i.e., using group accommodation. They must not participate in home-based hospitality experiences, such as in private homes.

## **9.4 Visits to the United Kingdom**

9.4.1.1 Invitations to Scouts, Guides and adult volunteers from abroad to visit or camp in the United Kingdom should not be confirmed until approval has been obtained from the District Commissioner. The Assistant County Commissioner (International) or the County International Adviser, if there is such a County appointment, should also be informed.

9.4.1.2 In the activity rules in this chapter, where reference is made to 'Members of the Scout and Guide movements' this is taken to mean members of an

Association or Federation recognised by either the World Organization of the Scout Movement or the World Association of Girl Guides and Girl Scouts.

- 9.4.1.3 The Scout Association's Personal Accident and Medical Expenses Insurance Policy does not cover adequately foreign Scouts and Guides visiting the United Kingdom (see Chapter 8).
- 9.4.1.4 Unity (Scout Insurance Services) should be informed of visiting parties or individuals and will advise whether additional cover is required.
- 9.4.1.5 It is advised that group-based hospitality, i.e., accommodating Scouts and/or Guides from abroad in group accommodation and not in private homes, is the means of providing hospitality experiences. All of the following conditions must be met for under 18s to participate in home-based hospitality within the UK (i.e., in private homes):
- a) they are Scouts and/or Guides from abroad i.e., this specifically excludes UK members including members of British Scouting Overseas
  - b) a Hosting Agreement must be in place and signed by all parties i.e., UK Leader in Charge, leader of the Scouts and/or Guides from abroad, parents of Scouts and/or Guides from abroad and all adults who will be present overnight in the private home at the time of providing the experience
  - c) all adults who will be present overnight in the private home at the time of providing the experience must have a valid criminal record check and sign a hosting agreement
  - d) the UK Leader in Charge must confirm the suitability of a home-based hospitality experience being offered in the UK to Scouts and/or Guides from abroad, this must be done by undertaking a home visit to the host family's home prior to the home hospitality experience taking place (the home visit can be delegated to another UK leader
  - e) where the home hospitality experience is for two or more nights a visit from the UK Leader in Charge, or their nominee, and the leader of the Scouts and/or Guides from abroad, or their nominee, is required during the stay and every two nights thereafter for the duration of the stay
  - f) Scouts and/or Guides from abroad must be accommodated in at least a pair in each private home
  - g) the UK Leader in Charge must consider appropriate control measures and contingency plans, and
  - h) the host District Commissioner, or their nominee, must approve the home-based hospitality experience.

9.4.1.6 Further information and support can be found in [Home and Hosted Hospitality Guidance \(FS120821\)](#).

## **9.5 Creative activities**

### **9.5.1 Creative activities for public performance**

9.5.1.1 Creative activity intended for public performance must be approved by the relevant Commissioner, or their nominee. Public performance is defined in the relevant [Staged Performances \(FS120164\)](#) toolkit or [Musical Performances \(FS120212\)](#) toolkit.

9.5.1.2 Scout and Guide joint activities must be approved by both the relevant Scout and Girlguiding Commissioners.

9.5.1.3 Performances must be delivered following the guidance and assessment criteria as laid down in the relevant toolkit.

9.5.1.4 All staged and musical performances requiring assessment (as defined in the relevant toolkit) must undertake an assessment when any of the following apply:

- a) the agreed period has elapsed since their last assessment, or prior to their first public performance
- b) their key participants significantly change as determined by the relevant Commissioner, or their designate
- c) the relevant Commissioner or their designate has reason or concern to submit the performance for re-assessment.

9.5.1.5 High profile musical performances assessment is granted for a maximum of two years.

9.5.1.6 Staged performances assessment is granted for a maximum of six years.

## **9.6 Use of External Centres and Instructors**

9.6.1.1 External centres and instructors can be used to deliver activities following the rules below and any activity specific rules in this chapter.

9.6.1.2 When external providers are used for the delivery of activities for members of The Scout Association, the external provider must hold a relevant accreditation or qualification for the activity they are delivering such as, for example, AALA Licence, Adventure Mark Accredited Provider, Government Agency, National Governing Body qualifications, as well as adequate insurance cover. These criteria are subject to frequent change and up to date guidance on the above can be found in the [directory of activities](#).

As the standards and criteria for the delivery of activities overseas are very varied, it is not possible to provide specific guidance for each country and

activity. Leaders therefore need to check the suitability of providers themselves and this rule supports that process with additional guidance.

9.6.1.3 When using external providers overseas, the guidance for activities overseas must be followed. If the leader in charge feels that the activity is not safe, then the activity must be stopped immediately.

9.6.1.4 External activity providers must provide evidence of holding a public liability insurance policy which covers their activities to a minimum level of five million pounds.

9.6.1.5 When using external activity providers, members must follow all rules relevant to the activity as contained within Chapter 9, with the exception of any which explicitly relate to the delivery of Scout-led activities.

## 9.7 Adventurous Activities Permit Scheme

Adventurous activities are:

- a) archery
- b) caving
- c) climbing and abseiling, except:
  - bouldering
  - climbs using auto belay systems (systems that lower a climber to the ground without any human intervention)
- d) cycling in cycle environment one and two
- e) hillwalking in terrain one and two
- f) hovercrafting
- g) snowsports (except artificial slopes and nursery slopes)
- h) all water activities, except swimming, on class B1, B2, B3 or A waters
- i) all motorised water activities and SCUBA activities on class C waters.

9.7.1.1 Members of the Scouts wishing to run any adventurous activity must hold the appropriate activity permit where any member of the activity group is under the age of 18 or any adult with additional needs, disabilities or life-limiting conditions who have additional support to access scouting. For joint activities with under and over 18 members, the activity permit scheme applies. Where these activities are being run by non-members, see Rule 9.9 Use of External Centres and Instructors.

This rule also applies to staff and employees operating on behalf of The Scout Association or any Group, District, County or Country thereof.

9.7.1.2 A Commissioner issues a permit on the recommendation of an assessor and following the process and content of the Adventurous Activity Permit Scheme – Commissioners' Guide (FS120103).

9.7.1.3 Permits can be granted for personal, leadership and supervisory. Details of which are available for each activity in the Adventurous Activity Permit Scheme (FS120100). The remit of each permit can be found in the appropriate factsheet for the specific activity, although all permits can have

additional restrictions placed on them based on the skills and experience of the permit holder. There is a [list of all activities](#).

- 9.7.1.4 There is no minimum or maximum age to hold a leadership or supervisory permit except any imposed by outside agencies. There is no minimum age to hold a personal permit but the maximum age is up to, but not including, the holder's 18<sup>th</sup> birthday.
- 9.7.1.5 Members 18 years and over must hold a full role allowing them to lead regulated activity in order to hold an adventurous activity permit.
- 9.7.1.6 County assessor or external assessor, meeting the assessor requirements outlined in [Adventurous Activity Permit Scheme – Approved Assessors \(FS120104\)](#), may make a recommendation for a permit.
- 9.7.1.7 A permit must expire within five years. When a permit expires the permit holder must apply for, be assessed for and be granted a new permit before they are able to run the activity again.
- 9.7.1.8 Where a leadership or supervisory permit holder is under 18 and the required safeguarding checks and adult training for an adult holding a permit have not been carried out, their permit expires on their 18<sup>th</sup> birthday. When they turn 18 they can be granted a new permit, once the required safeguarding checks and adult training have been carried out, without the need for another assessment, to expire within five years of their initial permit being granted.
- 9.7.1.9 All groups undertaking adventurous activities must have access to someone (this need not be the permit holder) holding a relevant and current first aid qualification and access to suitable first aid materials. For adventurous activities this must be immediate access. The detail of the first aid skills required will be identified by the risk assessment, but the minimum qualifications (or equivalents) (see 9.2.2.4).
- 9.7.1.10 Once holding a permit, an activity leader may operate with members from another District or County, subject to the normal approval of the District/County Commissioner of the members concerned.
- 9.7.1.11 When a permit holder leaves the Scouts, or no longer has a role which allows them to lead regulated activity, their permit(s) automatically expire on the date that they leave.
- 9.7.1.12 Where a permit holder is not following the activity rules or running the activity in an unsafe manner, their Commissioner must review and further restrict or cancel their permit.
- 9.7.1.13 Each County is required to carry out a self-moderation of their management of the adventurous activity permit scheme by the end of each January in accordance with the details in [Adventurous Activity Permit Scheme – Moderation \(FS120106\)](#).
- 9.7.1.14 The County Commissioner is responsible for:

- a) agreeing the County self-moderation as an accurate record
- b) ensuring action plans are in place where any minimum standards are not met
- c) ensuring any agreed action plans are carried out

9.7.1.15 Where a County is selected for national sampling of their self-moderation they need to send their completed County self-moderation form to the UK Headquarters Activities Team at Gilwell Park before the end of February.

9.7.1.16 Where an adventurous activity (as defined in the introduction to Rule 9.7) involves 100 or more people, the activity must be specially approved by the home District or County Commissioner(s) and advance notice in writing must be given to the host County Commissioner(s) at least two months before the event, together with the following details:

- a) the numbers and age ranges of those involved
- b) the names and addresses of the responsible Leaders
- c) the outline programme
- d) the proposed location(s)
- e) the proposed transport arrangements, including those to be used during the event
- f) the proposed method of liaison with local landowners

9.7.1.17 In all such cases involving the activities covered in this chapter, the organisers must:

- a) carry out a risk assessment
- b) consider and document the arrangement for the supervision of participants, including non-members and the procedures to be used in the event of an emergency
- c) submit a safety plan to the home District or County Commissioner(s) for approval

9.7.1.18 For large scale adventurous activities where alternative written safety procedures are in place the County Commissioner, in consultation with the relevant County Activity Adviser, may agree to an alternative system of supervision, checking and control of participating groups.

## **9.8 Adult groups undertaking activities**

9.8.1.1 Members over the age of 18 participating in activities must follow the rules laid out in Chapter 9, with the exception of rules 9.7, 9.1.2.4-Safety, 9.11.1.1, 9.12.2, 9.12.9, 9.12.13.2, 9.12.13.3.

9.8.1.2 Where any participant in the activity group is aged under 18 or any adult with additional needs, disabilities or life-limiting conditions who have additional support to access scouting, all rules in Chapter 9 apply, including Rule 9.7 Adventurous Activity Permit Scheme.

- 9.8.1.3 When members over the age of 18 undertake activities covered by rules 9.7, 9.11.1.1, 9.12.2, 9.12.4-Safety, 9.12.9, 9.12.13.2,9.12.13.3, members can choose an appropriate management system for these activities, members may choose to follow existing systems such as the Adventurous Activity Permit Scheme or may put in place other controls.
- 9.8.1.4 Any activity that is banned applies to all age groups (see 9.1.1.2).
- 9.8.1.5 Each activity must have someone designated as leader in charge. This is not a role but a set of tasks someone must ensure are undertaken. There are full details on the leader in charge.
- 9.8.1.6 Each participant must understand and accept the risks involved in the activity and the control measure in place to manage these risks. This can be done through sharing of risk assessments and briefings, the leader in charge must be satisfied that everyone understands this before the activity can start.
- 9.8.1.7 Further guidance on the management of activities for groups over the age of 18 can be found in Adult Groups in Activities (FS120087)

## **9.9 Joint activities or joint use of facilities with other youth organisations**

A joint activity is one where youth members of both organisations are present.

- 9.9.1.1 Joint activities involving members of the Scouts with members of Girlguiding must be undertaken following the guidance in Joint Activities with Girlguiding (FS120007). Satisfaction in relation to Girlguiding policies and procedures will be monitored and maintained by Headquarters for the whole Association.
- 9.9.1.2 Joint activities involving members of the Scouts with members of other organisations (except Girlguiding) must be approved by the County Commissioner and following the guidance in Joint Activities with other organisations (FS120013). Satisfaction about policies and procedures of these other organisations is the responsibility of the County Commissioner or their representative.
- 9.9.1.3 Those responsible for accepting bookings from other youth organisations for use of Scout camp sites, activity centres or other Scout owned facilities must satisfy themselves that:
- a) the Safeguarding and Safety Policies of The Scout Association will be adhered to
  - b) all adults in the party have been deemed suitable to work with young people by their own organisation
  - c) they are aware of The Scout Association's internal rules and good practice.
- 9.9.1.4 The above should be an integral part of any booking procedure.

9.9.1.5 Scout Counties, Districts and Groups are able to make their own decisions on the use of their facilities. Much will depend on the situation locally.

## **9.10 Air activities**

This rule applies to all forms of air experience flying and flying instruction undertaken by members of the movement, including hovercrafting.

### **9.10.1 Access to airfields**

9.10.1.1 Before any member of the movement proceeds on to any private, civil or Service airfield the permission of the controlling body of the airfield must be obtained.

9.10.1.2 Any individual or party must be briefed as detailed in [Access to Airfields \(FS120702\)](#).

9.10.1.3 The above rules do not apply when visits to civil airports are confined to the spectators' enclosure or to Service establishments and civil airfields on open days or at air shows when using public enclosures.

### **9.10.2 Public liability insurance and pilot and aircraft requirements**

9.10.2.1 The pilot must comply with these, supplementing or replacing them for licensing, medical and class/type ratings:

- a) the Air Navigation Order
- b) Rules of the Air
- c) Joint Aviation Requirements – Operations
- d) any Civil Aviation Authority regulations
- e) any International Civil Aviation Organization regulations.

9.10.2.2 The aircraft must comply with these, supplementing or replacing them for registration and maintenance:

- a) the Air Navigation Order
- b) joint Aviation Requirements – Operations
- c) any Civil Aviation Authority regulations
- d) any International Civil Aviation Organization regulations
- e) requirements of the Light Aircraft Association, where they have delegated authority
- f) requirements of British Gliding Association, where they have delegated authority
- g) requirements of British Microlight Aircraft Association, where they have delegated authority.

9.10.2.3 The aircraft operator must hold insurance as per one of (a) or (b):

- a) an Aviation Liability Insurance policy with a Combined Single Limit in respect of Third Party and Passenger Liability complying with the requirements of The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof,
- b) an Aviation Liability Insurance policy with a Split Liability complying with the requirements of The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof in respect to Third Party Liability and having a minimum in respect of Passenger Liability of one million pounds.

In either case where the aircraft is a helicopter the Passenger Liability limit must be to a minimum Level of five million pounds.

Suggested Endorsement: "It is hereby noted that this policy includes the interest of The Scout Association as an additional insured in respect of flights involving members of the Scout movement."

Where this endorsement is not in place an indemnity to Principal Clause should be contained within their policy documentation. Further support regarding this can be obtained from Unity Insurance.

- 9.10.2.4 All members undertaking Air Activities (including hovercrafting) are required to notify the Scout Information Centre using the Air Notifications form before or immediately after the activity.

### **9.10.3 Flight briefings**

- 9.10.3.1 Any member of the movement engaged in any flying activity must be given prior instruction in:
- a) the use of the aircraft safety harness and other safety equipment
  - b) the purpose of the flight, the sensations likely to be experienced and the method of clearing the ears on ascent and descent
  - c) the emergency evacuation procedures including the use of an emergency parachute where appropriate.

### **9.10.4 Ballooning**

- 9.10.4.1 Where payment is involved, the flight must be under the provision of an Air Operators Certificate (Balloon) holder.
- 9.10.4.2 Where payment is not involved the pilot must hold a UK Private Pilot's Licence (Balloons and Airships) and have at least 100 hours as pilot in charge of the type of balloon (hot air or gas) being used.

### **9.10.5 Hang gliding, paragliding and parascending**

- 9.10.5.1 Hang gliding, paragliding and parascending training must only be undertaken under the supervision of a person holding a British Hang Gliding and Paragliding Association Senior Instructor Licence operating within a BHPA registered school.

- 9.10.5.2 Hang gliders, paragliders and parascending equipment purchased or used by members must comply with the British Hang Gliding and Paragliding Association airworthiness requirements as set down in their Technical Manual.
- 9.10.5.3 Hang gliding, paragliding and parascending must be undertaken only at British Hang Gliding and Paragliding Association approved sites.
- 9.10.5.4 Members must only undertake dual/tandem flights on hang gliders, paragliders or wing ascending canopies (this specifically excludes round canopies) with a pilot holding the appropriate British Hang Gliding and Paragliding Association dual licence.
- Members are not permitted to undertake dual/tandem flights using round canopies.
- 9.10.5.5 When overseas, professional instructors/pilots must hold the relevant national qualification or equivalent.
- 9.10.5.6 The flying of powered hang gliders and powered paragliders must fully comply with the appropriate rules above.

## **9.10.6 Hovercrafting**

*Hovercrafting delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.*

- 9.10.6.1 A helmet must be worn by anyone taking part in an organised Scout hovercraft activity, unless:
- a) a Sikh wearing a Turban chooses not to wear a helmet, and they ensure there is no loose fabric that could be drawn into the fan. This does not apply to a Sikh wearing a Top Knot
  - b) a medical or additional need causes challenges with wearing a conventional outdoor activity helmet, see [Activity Helmets \(FS120430\)](#) for guidance.
- 9.10.6.2 Buoyancy aids must be worn at all times when on board a hovercraft. This applies to activities both on land and water, even when water is not in sight.
- 9.10.6.3 A remote cut off device must be fitted to any craft being used for solo training.
- 9.10.6.4 Hovercrafting over water must only take place on inland waters of Class C, B1 or B2 waters (as defined in Rule 9.10.6.5).

## **9.10.7 Gliding**

- 9.10.7.1 The flight must be under the supervision of a British Gliding Association Flying Instructor at a British Gliding Association registered club. Age, weight and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.

9.10.7.2 For motor / self-launching glider requirements see Rule 9.10.9.3 Powered Aircraft Flying.

## **9.10.8 Parachuting**

9.10.8.1 Members must only undertake parachute training when supervised by a person holding an instructor rating of the British Parachute Association.

9.10.8.2 Members may undertake parachuting or skydiving through a recognised British Parachuting Association centre.

## **9.10.9 Powered aircraft flying**

9.10.9.1 Powered Flying involving payment (in accordance with the current Air Navigation Order):

- a) the flight must be provided by an Air Operators Certificate holder  
OR
- b) if the flight is of an instructive nature, it must be under the supervision of a flying instructor holding a valid JAR – FCL Flight Instructor Rating (or Part-FCL equivalent) or a Civil Aviation Authority registered training facility or International Civil Aviation Organisation (ICAO) equivalent.

The age, weight and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the facility providing the instruction.

Any Scout members who are observers in passenger seats must not pay anything.

9.10.9.2 Powered Flying where no payment is involved.

The requirement for pilot experience level is at least 200 hours total of which 100 hours are as pilot in command of an aircraft including both of these conditions:

- a) at least 20 hours as pilot in command of an aircraft of the same type as that being used to carry Scout members of which at least 3 hours must have been within the preceding 90 days
- b) at least 3 take offs and 3 landings as the sole manipulator of the controls of an aeroplane of the same type as that being used to carry Scout members within the preceding 30 days.

9.10.9.3 Motor / Self launching glider flights must be under the supervision of a flying instructor holding a British Gliding Association Motor Gliding Instructor Rating or a Flight Instructor (SLMG) Rating at a British Gliding Association registered club. Age, weight and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.

9.10.9.4 Microlighting must be under the supervision of a holder of the National Private Pilot's Licence (Microlight and Powered Parachute) or a UK PPL or JAR –FCL PPL with microlight class rating and following the guidance set out by the British Microlight Aircraft Association.

## **9.10.10 Unmanned aerial vehicles (UAVs) and drones**

These are defined as aircraft without pilots on board and fall within two categories based on the way they are controlled:

**UAVs** are flown using a remote control and are limited by the range of the transmitter, this includes all remote-controlled aerial devices such as model aeroplanes and helicopters, including devices commonly referred to as drones but operating under remote control. These devices may be electric or petrol powered.

**Drones** are devices which are programmable and/or automated using an on-board computer system.

9.10.10.1 All activities involving UAVs must follow the regulations set out by the Civil Aviation Authority.

- a) Scout led use of drones is not permitted and is not insured by The Scout Association. Members must only take part in activities using automated drones if this activity is operated by an external provider with appropriate aviation insurance cover
- b) Members may use UAVs which are operated using a remote control
- c) When operating UAVs, members must ensure that the site chosen for this activity is appropriate, consideration must be made to proximity to airfields and other similar environments as well as overhead power lines, nature reserves and/or private property
- d) Permission must be granted from the owner of the land and/or property that will be under the planned flightpath of the UAV, especially where images are being captured.

9.10.10.2 If uncertain about the insurance requirements when operating using UAVs or drones, contact must be made with Unity (Scout Insurance Services).

## **9.11 Target Sports**

### **9.11.1 Archery**

Archery delivered as a Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

9.11.1.1 Archery must be run as specified in rule 9.7 or the externally led archery page of [scouts.org.uk](http://scouts.org.uk)

9.11.1.2 Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in

the name of, the Scout movement, including Archery Tag and other combat style archery activities as per POR 9.1.1.2.

9.11.1.3 The use of crossbows as a scouting activity is in 9.6.12 Shooting.

## **9.11.2 Fencing**

9.11.2.1 All fencing activities must be carried out using the standards and controls laid down by British Fencing.

## **9.11.3 Laser games**

9.11.3.1 Participants under 18 taking part in laser games must have parental permission.

9.11.3.2 Participants under 18 taking part in laser clay pigeon shooting must have parental permission

## **9.11.4 Paintball games**

9.11.4.1 When taking part in paintballing members must:

- a) use external operators who are members of the UK Paintball Association (UKPBA), the UK Paintball Sports Federation (UKPSF) or an equivalent body
- b) have parental permission for all participants under 18s.

## **9.11.5 Shooting**

The term 'shooting' applies to shooting activities using firearms as defined in law (including air guns with energy greater than 1 Joule), and also to the use of crossbows with a draw weight of 1.4kg or greater, re-enactment guns.

The term 'shooting' does not apply to paintballing, the use of laser guns and the use of toy guns.

9.11.5.1 Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout movement.

9.11.5.2 Before planning shooting as an activity, Leaders should take account of local feelings on shooting.

9.11.5.3 The parent/guardian should be supplied with detailed information on the nature of the activity when permission is sought. An example form is available on the shooting pages of the website. Where other forms are used, they should at least include this information.

9.11.5.4 When taking part in shooting activities members must have parental permission for all under 18's taking part.

9.11.5.5 No firearms, may be bought, owned or used by any Scout unit or campsite unless the relevant line manager has made arrangements to ensure that

possession and use complies with all statutory requirements and any applicable bylaws.

- 9.11.5.6 Firearms must only be taken on to Scout premises if permission has been obtained from the owner or their representative and the person responsible for the activity (that is, site warden or manager, or District Commissioner).
- 9.11.5.7 Members operating firearms as defined in the law must do so in line with the Firearms Act 1968 (as amended) and other relevant legislation.
- 9.11.5.8 Members operating air guns and firearms in Northern Ireland must adhere to the Firearms (Northern Ireland) Order 2004.
- 9.11.5.9 Members operating in Scotland must hold a 'target shooting club's approval' issued by Police Scotland. The storage and operation of air guns must be in accordance with the Air Weapon and Licencing Scotland Act 2015.
- 9.11.5.10 Members running events involving air gun activities in Scotland must hold an Event Permit issued by Police Scotland and operate air guns in accordance with the Air Weapon and Licencing (Scotland) Act 2015.
- 9.11.5.11 Members travelling to Scotland from elsewhere in the UK and transporting their airguns in order to provide shooting activities require a Visitor Permit issued by Police Scotland. This must be acquired prior to the visit for either an individual or a group. Members must ensure that all shooting activities are carried out in line with the Air Weapon and Licencing (Scotland) Act 2015.
- 9.11.5.12 Wherever practical, shooting ranges should be out of bounds, except during the specified times for shooting, where the range and surrounding areas must be managed appropriately.
- 9.11.5.13 In every case, shooting must be supervised by a competent and appropriately qualified Range Conducting Officer who must have a knowledge of the correct use of the firearms being used and shall be responsible for ensuring compliance by all persons in the range with the relevant range safety and other rules.
- 9.11.5.14 Members may use firearms for historical re-enactment purposes as a member or guest of a club affiliated to the National Association of Re-enactment Societies and operating in accordance with their standards and codes of practice. Members using firearms under this rule remain subject to Rule 9.11.5.1 (which forbids shooting at targets representing human beings or animals).
- 9.11.5.15 The person in charge of crossbow activities where the crossbow has a draw weight in excess of 1.4kg must hold a minimum of YPS Tutor Sport Crossbow qualification from the National Small-Bore Rifle Association (NSRA). Where members taking part in the activity are under the age of 18, the Range Officer or another person supervising participants in the activity must be aged not less than 21.

- 9.11.5.16 Members may practise shooting with firearms, whether requiring a Firearms Certificate or not, as a member or guest of a club approved for this purpose by the relevant Government Department
- 9.11.5.17 Members may practise shooting with firearms, whether requiring a Firearms Certificate or not, on Service premises under the supervision of an authorised member of the armed forces
- 9.11.5.18 Members may practise shooting with firearms, whether requiring a Firearms Certificate or not, if the firearms are shotguns, clay pigeon shooting under the standards and controls of the Clay Pigeon Shooting Association (CPSA).
- 9.11.5.19 Members may practise shooting with air guns which do not require a Firearms Certificate [except that in Northern Ireland a Firearms Certificate is always required] as follows:
- a) the ranges must have been properly constructed to comply with guidelines issued by the NSRA or the National Rifle Association (NRA) and with any bye laws relevant to the location of the range
  - b) the guns used must not be of an automatic nature
  - c) the pellets used must be 'diabolo shaped' and of soft deformable metal such as lead
  - d) the Range Conducting Officer must hold one of the qualifications listed in the current issue of the factsheet and, if any of those shooting is under the age of 14, the Range Conducting Officer or another person supervising participants in the activity must be aged not less than 21
  - e) for a temporary range, the Range Officer shall prescribe appropriate range safety and other rules, taking account of the particular circumstances of the range
  - f) where the air guns being used are of greater than .177inch (4.5mm) calibre, shooting must take place outdoors on a range with a minimum distance to target of 12m.
- 9.11.5.20 Further guidance is available to support all of the above on the shooting pages of [scouts.org.uk](http://scouts.org.uk).

## **9.11.6 Tomahawk throwing**

- 9.11.6.1 The throwing of tomahawks and small hawks must follow the guidance in Tomahawk Throwing (FS120011).
- 9.11.6.2 Throwing at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout movement.
- 9.11.6.3 Throwing knives is not permitted within The Scout Association (see rule 9.1.1.2 Banned Activities).

## **9.12 Land based activities**

### **9.12.1 Aerial runways**

- 9.12.1.1 Aerial runways must only be constructed under the personal supervision of an experienced and responsible adult, who must also supervise its use and operation.
- 9.12.1.2 Aerial runways must be constructed and maintained in accordance with the [Aerial Runway Code \(FS120006\)](#).
- 9.12.1.3 The responsible adult must ensure that:
- a) all equipment is checked before use
  - b) the entire structure is checked regularly during the activity for safety.
- 9.12.1.4 The only persons who may use an aerial runway constructed by members of the Scout movement are members of the Scout and Guide movements.

### **9.12.2 Caving and mine exploration**

Caving and mine exploration delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

- 9.12.2.1 These rules apply to:
- a) all caving systems (excluding show caves)
  - b) all mine exploration (excluding working show mines)
- 9.12.2.2 The leader holding the permit must ensure that before the party sets out it must:
- a) have received adequate instruction in equipment and safety procedures
  - b) be carrying the appropriate equipment.
- 9.12.2.3 The leader holding the permit must have:
- a) taken advice on local knowledge, weather conditions and party size
  - b) considered the use of local or professional guides.
- 9.12.2.4 No underground activity must not be undertaken by a party of fewer than four.
- 9.12.2.5 A detailed plan must always be left on the surface with a responsible person in the host area. Route plans produced locally must contain at least the same information as the [UK Headquarters template \(FS120451\)](#).
- 9.12.2.6 The plan should be cancelled or collected when the activity is completed.
- 9.12.2.7 All mines used for mine exploration must have a current inspection report covering the sections used that must be accessible to, and have been read by, the permit holder.

### **9.12.3 Climbing and abseiling**

Climbing and abseiling delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

9.12.3.1 When climbing or abseiling on natural features, a climbing helmet must always be worn, unless:

- a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
- b) a medical or additional need causes challenges with wearing a conventional climbing helmet, see [Activity Helmets \(FS120430\)](#) for guidance

9.12.3.2 When climbing or abseiling on natural features, a climbing helmet must always be worn, unless:

- a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
- b) a medical or additional need causes challenges with wearing a conventional climbing helmet, see [Activity Helmets \(FS120430\)](#) for guidance

9.12.3.3 When climbing or abseiling on artificial walls using an auto belay system, the activity risk assessment must determine the use of helmets.

9.12.3.4 All climbing equipment should be used following the manufacturer's guidelines. Where it is not possible to follow manufacturer's guidelines a backup / redundancy must be built into this element of the setup.

9.12.3.5 The storing, maintenance and replacement of all climbing equipment should follow the manufacturer's guidelines.

9.12.3.6 Automatic belay systems (systems that lower a climber down to the ground when they let go of the climbing wall without any human intervention) can be led by either:

- a) A climbing permit holder (within the remit of their permit), or
- b) Following a written operating manual which must be agreed by a County Climbing Assessor

9.12.3.7 Further information about the automatic belay systems and mobile climbing walls can be found in [Climbing – auto belays and mobile walls \(FS120427\)](#).

9.12.3.8 Abseiling and climbing activities can be run for non-members, when carried out following these rules.

### **9.12.4 Cycling**

NOTE: Rule 9.12.4 is now for implementation by Counties by 31 August 2024. During this time, where the revised processes have not yet been implemented locally, reference should be made to Rule 9.7, 9.26, 9.27, 9.28, 9.29, 9.32 and 9.71 October 2022 version of POR.

Off-road cycling in Environments one and two (as defined in rules 9.12.4.7 and 9.12.4.8) delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

### **Safety**

- 9.12.4.1 A cycle safety helmet must be worn by anyone taking part in an organised Scout cycling activity, unless:
- a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
  - b) a medical or additional need causes challenges with wearing a conventional cycle safety helmet, see Activity Helmets (FS120430) for guidance
- 9.12.4.2 There must be a responsible person not taking part in the activity. They must:
- a) know the details of the journey
  - b) be informed when the activity is completed
  - c) be informed if the participants have returned safely
- 9.12.4.3 Emergency cards must be carried by the party. Any emergency cards produced locally must contain:
- a) what to do in an emergency
  - b) party name
  - c) base location and contact point if available
  - d) party leader name
  - e) InTouch system details
- 9.12.4.4 Cycling activity in cycle environment zero must follow the guidance [in Cycling \(FS120422\)](#).
- 9.12.4.5 Cycling activity in any cycle environment one or two must be under the direct control of, or supervised by, a person holding the appropriate permit (see Rule 9.7).

### **Environment definitions**

- 9.12.4.6 Cycle environment zero
- a) cycle environment zero must not meet any of the criteria for cycle environment one or two.
  - b) cycle environment zero must be no more than 2.5km, or 30 minutes walking distance, from access for an emergency vehicle, and one of:
    - a flat space constructed of a solid surface such as concrete or flat grassed areas
    - a private or public road
    - a marked cycle path or cycle route

- a bridleway
  - a family designated cycle route
- c) all cycling manoeuvres within cycle environment zero must be possible to perform:
- at a low speed, such as walking speed
  - while remaining seated
  - with both wheels of the bicycle on the ground

#### 9.12.4.7 Cycle environment one

- a) cycle environment one must not meet any of the criteria for cycle environment two.
- b) cycle environment one must be no more than 2.5km or 30 minutes walking distance from access for an emergency vehicle, and one of:
- a blue cycle run at trail centres
  - a route defined as rollable, with drop offs no higher than hub height
  - a route with an obvious line choice

#### 9.12.4.8 Cycle environment two

- a) cycle environment two meets any of the following criteria:
- red and black cycle runs at trail centres
  - drop offs greater than hub height
  - there is not always an obvious line choice
  - is over 2.5km or 30 minutes walking distance from access for an emergency vehicle

9.12.4.9 See [Cycling \(FS120422\)](#) for help to define the environment.

### 9.12.5 High ropes activities

#### 9.12.5.1 Definitions

- a) A high ropes activity is any off-ground activity, not covered by the adventurous activity permit scheme that should use a belay or similar safety system such as cow's tails or a trolley system. Examples of what activities are included within this can be found in [High ropes \(FS120423\)](#).
- b) A temporary high rope structure is a high ropes construction erected for a single event or no longer than a week, whichever is longer.
- c) A permanent high rope structure is a high ropes construction not classed as temporary.

#### 9.12.5.2 Temporary high ropes activities

- a) Construction of temporary high ropes activities must follow the guidelines contained in [High ropes \(FS120423\)](#).

- b) A temporary high ropes activity must be constructed and operated by one of:
- the holder of a climbing permit, which includes selecting anchors and setting up belay systems, operating within the limits of their permit for group size, supervision levels and so on
  - the holder of a caving or mine exploration permit, which includes vertical pitches, operating within the limits of their permit for group size, supervision levels and so on
  - using a setup, with a written operating manual and constructed by a competent person, which is all agreed by a County Climbing Assessor or a European Ropes Course Association (ERCA) instructor qualified to rescue (or equivalent or higher)

Further details of what should be included within the operating manual and how to find and check an ERCA instructor can be found in [High ropes \(FS120423\)](#).

#### 9.12.5.3 Permanent high ropes activities

- a) construction and maintenance of a permanent high ropes structure must follow the guidelines in AAIAC (Adventure Activities Industry Advisory Committee) – The UK Ropes Course Guide. This can be found in High ropes (FS120423).
- b) a permanent high ropes structure must have a written operating manual which needs to be approved by a Technical Adviser. The minimum qualification of a Technical Adviser is Mountain Instructor Award (MIA) or a European Ropes Course Association (ERCA) qualified high ropes instructor qualified to rescue (or equivalent or higher).

Further details of what should be included within the operating manual and how to find a Technical Adviser can be found in [High ropes \(FS120423\)](#).

### 9.12.6 Hill walking party size

For activities in Terrain One and Two as defined in Rule 9.12.7:

- 9.12.6.1 Parties must consist of no more than eight, but no less than four people, except as provided for in Rule 9.12.6.4 below.
- 9.12.6.2 Each party must have a leader holding a permit or a designated party leader.
- 9.12.6.3 If more than one group is formed the parties must use different routes or, if using the same route, leave a clear time and distance interval between them – so that they do not become mixed.
- 9.12.6.4 When walking directly to, and off the hills after, a multi pitch climb the party size may be less than four.
- 9.12.6.5 No leader with a permit to supervise the activity must not do so with more than three parties, including their own.

9.12.6.6 When leaders holding permits are checking on the safety of Scout parties or their routes, the party size may be less than four. All the members of such a reduced party must each have the skills and experience required to travel safely in the hills in such circumstances, must follow rules regarding route plans and should plan to spend the minimum of time on their own.

## 9.12.7 Hill walking terrains

### 9.12.7.1 Terrain zero

Terrain Zero describes terrain which meets **one** of criteria (a) or (b):

- a) is below 500 metres above sea level, AND
  - is within 30 minutes travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of summoning help (such as a telephone box)
  - AND
  - has no steep slopes or rocky terrain, where a slip may result in a fall. (Routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)
- b) terrain which is a road, or path adjacent to a road, on which you would expect to see traffic.

Activities undertaken in Terrain Zero must follow the guidance in [Terrain Zero Activities \(FS120426\)](#).

### 9.12.7.2 Terrain One

Terrain One describes terrain which meets **all** of criteria (a) and (b) and (c) and (d):

- a) is below 800 metres but more than 500 metres above sea level OR
  - is more than 30 minutes but less than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of calling help (such as a telephone box).
- b) has no steep slopes or rocky terrain, where a slip may result in a fall (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)
- c) is not a road, or path adjacent to a road, on which you would expect to see traffic.
- d) is not Terrain Two.

### 9.12.7.3 Terrain Two

Terrain Two describes terrain which meets both of criteria (a) and (b):

- a) is over 800 metres above sea level,

OR lies more than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied, such as a farm, or another means of calling help, such as a telephone box,

OR has steep slopes or rocky terrain, where a slip may result in a fall including routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This excludes the planned use of ropes, but ropes may be used to give confidence, or in an emergency situation. This also excludes climbing activities.

b) is not a road, or path adjacent to a road, on which you would expect to see traffic.

#### 9.12.7.4 **Specialist terrain**

When in terrain or using skills that have not been assessed for a Terrain Two hillwalking or a climbing permit, such as glaciers, scrambling and via ferrata, then specific approval is required for the activity from the responsible Commissioner based on advice from someone with knowledge and experience of the activity. Specific approval must only be granted a holder of a Terrain Two hillwalking or climbing permit.

### 9.12.8 **Hill walking permits**

9.12.8.1 All activities in Terrain One or Two must be under the direct control of, or supervised by, a person holding the appropriate permit (see Rule 9.7).

9.12.8.2 All activities in Terrain Zero must be approved by the relevant Commissioner (see Rule 9.1.2).

### 9.12.9 **Hill walking safety**

For activities in Terrain One and Two as defined in Rules 9.29 & 9.30:

9.12.9.1 A detailed route plan must always be left with a responsible person not taking part in the activity.

9.12.9.2 Any route planning forms produced locally must contain at least the same information as sought in the Headquarters form.

9.12.9.3 The route plan should be cancelled or collected when the activity is completed.

9.12.9.4 Emergency cards must be carried by the party.

9.12.9.5 Any emergency cards produced locally must contain the same information as sought in the Headquarters form.

9.12.9.6 When members take part in non-Scout events, the above rules may be varied at the discretion of their County Commissioner.

## **9.12.10 Horse riding and pony trekking**

9.12.10.1 Activities involving horse riding or pony trekking must be carried out using a British equestrian Federation member body approved centre or club.

9.12.10.2 A horse riding safety helmet must be worn by anyone taking part in an organised Scout riding activity, unless:

- a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
- b) a medical or additional need causes challenges with wearing a conventional horse riding safety helmet, see [Activity Helmets \(FS120430\)](#) for guidance.

## **9.12.11 Martial arts**

9.12.11.1 All martial arts must be carried out using the standards and controls laid down by the appropriate Sports Council recognised National Governing Body.

## **9.12.12 Motor sports**

9.12.12.1 Motorised activities away from public roads may be undertaken when: Participants must wear appropriate safety equipment for the activity being undertaken, this includes helmets for all off road and racing activities.

9.12.12.2 Safety briefings must be given to all participants and marshals.

9.12.12.3 The activity must take place in an area with clear separation and boundary between participants and spectators/ the public.

9.12.12.4 The maximum speed must be considered based on the age and ability of the participant, the vehicle, the supervision, the terrain and any additional factors including legal restrictions on age such as quad biking.

## **9.12.13 Snowsports**

Snowsports (except artificial slopes and nursery slopes) delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

9.12.13.1 Snowsports environment definitions:

- a) Off Piste – Outside of marked and patrolled snowsports areas
- b) On Piste – Within the marked and patrolled snowsports areas, including snowparks, except for those defined as nursery slopes
- c) Nursery slopes – on piste runs designated for beginners by the body responsible for the snowsports area
- d) Artificial slopes – either an indoor slope or an outdoor dry ski slope; except snowparks.

9.12.13.2 Short term personal permit exemptions can be granted by appropriately qualified people, as described in [snowsports \(FS120457\)](#)

- 9.12.13.3 For off piste snowsports, the relevant Terrain 1 or Terrain 2 Hillwalking Winter permit is also required.
- 9.12.13.4 A safety helmet must be worn by anyone taking part in Scout snowsports activities, unless:
- a) Cross country skiing or ski touring when in walking mode.
  - b) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
  - c) a medical or additional need causes challenges with wearing a conventional snowsports helmet, see [Activity Helmets \(FS120430\)](#) for guidance.
- 9.12.13.5 More information regarding these rules can be found in [Winter Sports \(FS120424\)](#).

## **9.13 Water based activities**

The [National Directory of Waters](#) is available online.

### **9.13.1 All water activities**

All water activities, except non-motorised and SCUBA on class C waters, delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see rule 9.7.

- 9.13.1.1 Members taking part in any water activity, i.e. those which take place on or in the water, must be able to demonstrate to a suitable person their ability to swim 50 metres in clothing and equipment appropriate to the activity (where a buoyancy aid or life jacket is worn for the activity this may be used for the demonstration) and keep afloat for five minutes. Anyone unable to meet these requirements is classified as a non-swimmer and must follow Rule 9.13.1.2.
- 9.13.1.2 A non-swimmer may take part in water activities, at the discretion of the person in charge, only if certain precautions are taken:
- a) any non-swimmer must wear a lifejacket or buoyancy aid of approved design and be in the charge of an adult. This does not apply for swimming, paddling or activities near water
  - b) there must be no more than one non-swimmer in any craft, unless a one-to-one ratio is maintained i.e. one competent adult to one non-swimmer
  - c) in the case of single-handed craft this should only be on C or B1 Waters (see Rule 9.13.4) with supervision on a one-to-one basis i.e. one competent adult to one non-swimmer.
  - d) where non-swimmers are taking part in swimming activities (as defined in Rule 9.13.10), they must be under the direct supervision

of an adult in the water. This must not exceed two non-swimmers to one adult.

9.13.1.3 The above conditions do not apply when below decks, protected in larger vessels or when using recognised forms of public transport.

### **9.13.2 Life jackets and buoyancy aids**

9.13.2.1 All members taking part in water activities, excluding scuba diving, snorkelling, surfing, swimming and paddling (as defined in rule 9.13.9) must wear an EC approved buoyancy aid or lifejacket appropriate to the activity, weather conditions, size of the participant. This does not apply when below decks. Further guidance can be found in [FS120603 Water Safety \(incorporating Lifejackets and Buoyancy Aids\)](#).

9.13.2.2 The person in charge of any water activity must ensure that the lifejackets and buoyancy aids being used are fit for purpose and suitable for the activity on each occasion that it is used.

### **9.13.3 Classification of waters**

9.13.3.1 All waters used for scouting activities must be classified as C, B1, B2, B3 or A.

<b>Water class C</b>	Safe inland waters which are less than 100m wide where flow causes little effect (including swimming pools).
<b>Water class B1</b>	Sheltered inland waters and other sheltered waters where currents and tides create no real danger.
<b>Water class B2</b>	The sea up to one mile from the shore but excluding more dangerous waters close inshore; more sheltered parts of estuaries; large inland lakes and lochs; inland waters British Canoeing Grade 2.
<b>Water class B3</b>	The sea up to three miles from the shore but excluding more dangerous waters close inshore; busy commercial ports, exposed parts of estuaries; inland waters British Canoeing Grade 3.
<b>Water class A</b>	Open sea more than three miles from the shore, and other dangerous waters close inshore; inland waters British Canoeing Grade 4 and above.

The National Directory of Waters is available online at [scouts.org.uk/waterways](http://scouts.org.uk/waterways).

### **9.13.4 Activities on class C waters**

9.13.4.1 All water activities on class C waters (excluding swimming – see Rules 9.13.8-9.13.10, SCUBA and motorised activities) must be approved by the

relevant Commissioner and delivered to the standards contained in Class C Waters (FS120623)

### **9.13.5 Boats**

9.13.5.1 All boats owned by or on long term loan to the movement must have a unique identifier clearly marked on the craft.

9.13.5.2 When members take part in scouting activities on waters controlled by the Canal and River Trust the members or group must be identifiable as part of The Scout Association to gain access to the waters within the TSA bulk license agreement.

9.13.5.3 All boats must have adequate marine insurance cover. Third party Public Liability cover is a minimum requirement.

Note: Craft which are foot or hand propelled, sailing craft or other craft not exceeding 5m in length are automatically covered for Public Liability under The Scout Association's main policy. Any other craft over 5m in length or motorised vessels etc, or those wishing to insure against damage to the Scout boat will require additional marine cover. Further guidance is available from Unity.

9.13.5.4 The person in charge of any water activity must ensure that the craft and associated equipment are fit for purpose and suitable for the activity on each occasion that it is used.

### **9.13.6 Charter vessels**

9.13.6.1 When vessels are hired or chartered, the activity rules of the The Scout Association apply.

9.13.6.2 Before entering into a hire agreement which includes an indemnity clause i.e., where it is assumed that the hirer will be responsible for damage, injury or loss, the agreement must be referred to Unity ([scouts@unityins.co.uk](mailto:scouts@unityins.co.uk)).

9.13.6.3 Where the vessel is chartered to be under the command of professional staff, the rules relating to permits do not apply.

9.13.6.4 When taking members as passengers on hired sailing or powered craft, the leader responsible must:

- a) have reasonable grounds to believe the person in charge of the craft, who must be either the owner or authorised by the owner, has the necessary knowledge, skill and experience
- b) ensure that the party understands the discipline necessary for safety including any local regulations or bye laws which may apply.

### **9.13.7 Activities near the water**

9.13.7.1 When activities take place near the water the guidance contained within the CCPR Group Safety at Water Margins document should be followed.

## **9.13.8 Paddling**

- 9.13.8.1 When in water that is, for the individual taking part, below waist height (or knee height in moving water) when standing, leaders must:
- a) conduct a risk assessment of the activity
  - b) provide appropriate individual(s) as safety cover and equipment as identified by the risk assessment
  - c) ensure any safety cover is in an appropriate position to provide effective cover
  - d) ensure the participants are clearly visible above the water level at all times

## **9.13.9 Swimming**

### **9.13.9.1 All swimming**

When in water that is, for the individual taking part, above waist height (or knee height in moving water) when standing, leaders must follow the rules on swimming except where:

- a) taking part in scuba diving or snorkelling
- b) it is a river crossing during hillwalking under the leadership of someone holding a hillwalking permit
- c) it is underground during caving or mine exploration under the leadership of someone holding a caving or mine exploration permit

### **9.13.9.2 When members of the movement take part in swimming in Class C waters including swimming pools:**

- a) there must be one responsible person in overall control who must meet the requirements of any written operating procedures
- b) this person must carry out a risk assessment for the location and activity
- c) If there are written operating procedures, this person must meet their requirements

### **9.13.9.3 If there are no written operating procedures, this person must ensure that there are enough people to provide the safety cover identified in the risk assessment and that the safety cover meets the requirements in Swimming (FS120620).**

- ### **9.13.9.4 When members take part in swimming in open waters of Class B1 or higher, there must be one responsible person in overall control who must:**
- a) meet the requirements of any written operating procedure
  - b) carry out a risk assessment for the location and activity
  - c) follow the direction of the lifeguard on duty

- d) ensure appropriate safety cover is present where no attendant lifeguard is provided.

The safety cover provided when there is no attendant lifeguard must conform to one of these two conditions:

- a) Hold the relevant elements of the RLSS National Water Safety Management Programme (NWSMP) see Swimming (FS120620), (or an equivalent or higher qualification), and work within the remit of their award:
  - Sea (beaches etc): NWSMP level 1, level 2 (beach) and level 3.
  - Flat inland water (lakes, lochs etc): NWSMP level 1, level 2 (flat water) and level 3
  - Moving inland water (rivers etc): NWSMP level 1, level 2 (river) and level 3
- b) Hold a water activity permit (leadership or supervisory), operate within the remit of their permit (class of waters, group size etc) and meet the requirements for providing safety cover for swimming activities within Swimming (FS120620).

### **9.13.10 Scout owned swimming facilities**

- 9.13.10.1 Management Committees of Scout property with a swimming pool must operate the facility in accordance with the HSE guidance contained within Managing Health and Safety in Swimming Pools (HSG179).

# Chapter 10

## Uniform, badges and emblems

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Rule 10.36 Badges of Other Organisations

Rule 10.37 Position of badges on uniform

## **Rule 10.1 Protection of uniforms**

10.1.1.1 The movement's uniforms are protected under the Chartered Associations (Protection of Names and Uniforms) Act 1926.

10.1.1.2 It is unlawful for persons not entitled as members of the movement to wear them, except for the purposes of entertainment and then only provided that they are not brought into contempt.

## **Rule 10.2 Entitlement to wear uniform**

10.2.1.1 The appropriate uniform, as described in the following Rules, may be worn by all members of the movement.

## **Rule 10.3 Safety considerations**

10.3.1.1 In the organisation of all scouting activities, priority is invariably given to considerations of safety in specifying what form of dress is to be worn.

10.3.1.2 Weather conditions and other such considerations must be taken into account. The well-being of members must take precedence over formality of dress.

## **Rule 10.4 Cultural requirements and religious needs**

10.4.1.1 When cultural requirements or religious needs require, members of recognised faith communities may wear appropriate clothing of a style and fashion in accordance with their beliefs as part of their Scout uniform.

10.4.1.2 Knives may not be worn with uniform except for religious reasons.

## **Rule 10.5 Squirrel uniform**

10.5.1.1 Items of official Uniform:

- a) Squirrels Red crew neck sweatshirt
- b) Group scarf
- c) Woggle.

## **Rule 10.6 Beaver uniform**

10.6.1.1 Items of official uniform:

- a) Turquoise crew neck sweatshirt
- b) Group scarf
- c) Maroon woggle or one of another colour that identifies the lodge or team.

## **Rule 10.7 Cub uniform**

10.7.1.1 Items of official uniform:

- a) Dark green crew neck sweatshirt
- b) Group scarf and identifying Six woggle.

## **Rule 10.8 Scout uniform**

10.8.1.1 Items of official uniform:

- a) Teal green long sleeved shirt or blouse
- b) Navy blue trousers or skirt
- c) Group scarf and woggle
- d) Leather Scout belt and buckle.

## **Rule 10.9 Sea Scout uniform**

10.9.1.1 Items of official uniform:

- a) Dark blue jersey
- b) Light blue long sleeve shirt or blouse
- c) Smart navy blue trousers or skirt
- d) Group scarf and woggle
- e) Leather Scout belt and buckle
- f) Seaman's Class 2 round cap with 'Sea Scout' tallyband.

10.9.1.2 Optional items a Group may decide to have as part of its official uniform:

- a) Lanyard (worn only with Bosun's call)

## **Rule 10.10 Air Scout uniform**

10.10.1.1 Items of official uniform:

- a) Light blue long sleeve shirt or blouse
- b) Smart navy blue trousers or skirt
- c) Group scarf and woggle
- d) Leather Scout belt and buckle
- e) Air Scout beret with cloth badge.

## **Rule 10.11 Special Groups uniform**

10.11.1.1 Items of official uniform:

- a) as appropriate to section.

10.11.1.2 Optional items a Group may decide to have as part of its official uniform:

- a) as appropriate to section.

## **Rule 10.12 Explorer uniform**

10.12.1.1 Items of official uniform:

- a) Beige long sleeve or short sleeve shirt or blouse
- b) Explorer Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement)
- c) Smart navy blue trousers or skirt
- d) Scout belt/Explorer Belt and buckle/Young Leader buckle once achieved.

## **Rule 10.13 Explorer Sea Scout uniform**

10.13.1.1 Items of official uniform:

- a) Light blue long sleeve shirt or blouse
- b) Explorer Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie
- c) Smart navy blue trousers or skirt
- d) Scout belt/Explorer Belt and buckle/Young Leader buckle once achieved
- e) Seaman's Class 2 round cap with 'Explorer Sea Scout' tallyband or peaked Officer's hat with white top and Sea Scout cap badge. Each Explorer Unit to wear the same headwear option.

10.13.1.2 Optional items an Explorer Sea Scout Unit may decide to have as part of its official uniform:

- a) Lanyard (worn only with Bosun's call)

## **Rule 10.14 Explorer Air Scout uniform**

10.14.1.1

Items of official uniform:

- a) Light blue long sleeve shirt or blouse
- b) Explorer Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie
- c) Smart navy blue trousers or skirt
- d) Scout belt / Explorer Belt and buckle / Young Leader buckle once achieved
- e) Air Scout beret with cloth badge.

## **Rule 10.15 Scout Network / adult member's uniform**

10.15.1.1

Items of official uniform:

- a) Stone long sleeve or short sleeve shirt or blouse
- b) Group scarf (or scarf for Explorer Unit, Scout Network, Gilwell or Scout Active Support Unit, as entitled) and woggle
- c) On formal occasions, a blue tie
- d) Scout belt / Explorer Belt and buckle.

10.15.1.2

Items of official uniform for which there is a personal choice:

- a) Smart navy blue trousers
- b) Smart navy blue skirt.

## **Rule 10.16 Sea Scout Network / adult member's uniform**

10.16.1.1

Items of official uniform:

- a) Light blue long sleeve shirt or blouse
- b) Smart navy blue trousers or skirt
- c) Group scarf (or scarf for Explorer Unit, Scout Network, Gilwell or Scout Active Support Unit, as entitled) and woggle
- d) On formal occasions, a blue tie
- e) Scout belt / Explorer Belt and buckle
- f) Peaked Officer hat with white top and Sea Scout cap badge
- g) Naval pattern tricorne hat option for females holding uniformed appointments.

## **Rule 10.17 Air Scout Network / adult member's uniform**

10.17.1.1

Items of official uniform:

- a) Light blue long sleeve shirt or blouse
- b) Smart navy blue trousers or skirt
- c) Group scarf (or scarf for Explorer Unit, Scout Network, Gilwell or Scout Active Support Unit, as entitled) and woggle
- d) On formal occasions, a blue tie
- e) Scout belt / Explorer belt and buckle
- f) Air Scout beret with cloth badge.

## **Rule 10.18 Marching bands** <sup>SV</sup>

### 10.18.1.1 Uniform:

- a) Members of Scout Marching Bands have two options from which the Band as a whole may choose one option:
  - youth members may wear the official uniform shirt for their Section or the approved sweatshirt (for Cubs ~~Scouts~~ and Beavers ~~Scouts~~ only). Adults wear the adult official uniform shirt
  - all members, including adults, wear the official uniform shirt i.e. the Scout, Explorer or adult official uniform shirt.
- b) Members wear a blue tie or the Group or other approved scarf and woggle
- e) Members wear smart trousers or skirt.

### 10.18.1.2 Badges:

- a) The Membership Badge and the appropriate County, District and Group name tape may be worn on the shirt selected by the band.
- b) Individual badges earned, emblems and awards may also be worn on the uniform selected by the band.

### 10.18.1.3 Additional options:

- a) Protective clothing for drummers
- b) Sashes, music pouches, white gloves, belts and socks as appropriate
- c) Berets with the arrowhead badge only, for competitions where the rules necessitate the wearing of headgear
- d) Lanyards are not permitted except as part of Sea Scout uniform.

## **Rule 10.19 The kilt & pleated tartan skirts**

- 10.19.1.1 Kilts and pleated tartan skirts may be worn as part of the appropriate uniform, subject to the following colour:

- a) in Scotland, male members who are entitled to wear uniform may wear the tartan kilt of any tartan
- b) elsewhere, male members who are entitled by descent to wear tartan may wear the kilt
- c) in Scotland, female members who are entitled to wear uniform may wear a pleated tartan skirt of any tartan
- d) elsewhere, female members who are entitled to wear tartan may wear a pleated tartan skirt
- e) outside Scotland, where members are entitled to wear tartan, male holders of appointments may wear the kilt of their own or Scout tartan and female holders of appointments may wear a pleated tartan skirt of their own or Scout tartan
- f) in Northern Ireland, male members who are entitled to wear uniform may wear the saffron kilt
- g) elsewhere, male members who are entitled by descent to do so may wear the saffron kilt
- h) in Northern Ireland, female members who are entitled to wear uniform may wear a saffron pleated skirt
- i) Elsewhere, female members who are entitled by descent to wear saffron may wear a saffron pleated skirt
- j) Outside Northern Ireland, where members are entitled to wear saffron, male holders of appointments may wear a saffron kilt and female holders of appointments may wear a pleated saffron skirt.

10.19.1.2 The following items are correct wear with the tartan kilt:

- a) plain leather sporran
- b) plain lovat green knee length socks and green garter tabs
- c) black shoes
- d) outer jacket tailored for wear with the kilt (optional).

10.19.1.3 The following items are correct wear with the saffron kilt:

- a) plain leather sporran
- b) plain knee length socks of a traditional colour (e.g. green, fawn or white)
- c) black or brown shoes
- d) outer jacket tailored for wear with the kilt (optional).

10.19.1.4 Where a Section is wearing saffron, the sock and shoe colours must be the same for the whole Section. This decision is to be taken by the Section Leader after consensus has been sought.

## **Rule 10.20 Awards and decorations - how to wear**

- 10.20.1.1 Scout awards and decorations (except the Silver Wolf, the Silver Acorn and its Bar, Award for Merit and its Bar, which are worn around the neck) and the emblems corresponding to them are worn immediately above the right breast.
- 10.20.1.2 Awards and decorations are worn in the following order from the wearer's shirt buttons to the wearer's right shirt sleeve, left to right: awards for gallantry, meritorious conduct, good service, the Chief Scout's Personal Award, Commissioner's Commendation, Chief Scout's length of service awards.
- 10.20.1.3 The Cornwell Scout Badge and its emblem are worn above this line of emblems.
- 10.20.1.4 Only the highest award received for good service and its emblem and the highest award for long service may be worn.
- 10.20.1.5 King's and Queen's medals, war medals, decorations and orders, and decorations conferred by foreign governments may be worn on Scout uniform on appropriate occasions. The ribbons of King's and Queen's medals, war medals, decorations and orders, and ribbons of decorations conferred by foreign governments may be worn on uniform above the left breast pocket.
- 10.20.1.6 Ribbons of decorations conferred by foreign National Scout Associations are worn below the emblems of United Kingdom Scout Association decorations.
- 10.20.1.7 The life-saving medals of the Order of St. John and the Royal Humane Society, together with their ribbons, may be worn with uniform.

## **Rule 10.21 Badges and emblems - how to wear**

- 10.21.1.1 A Beaver, on entering the Cub Pack, may continue to wear the Chief Scout's Bronze Award. The award must be removed when the Cub gains their Chief Scout's Silver Award. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).
- 10.21.1.2 A Cub, on entering the Scout Troop, may continue to wear their Chief Scout's Silver Award. The award must be removed when the Scout gains their Chief Scout's Gold Award.
- 10.21.1.3 A Scout on entering an Explorer Unit may continue to wear the Chief Scout's Gold Award. The award must be removed when the Explorer gains the Chief Scout's Platinum Award.

- 10.21.1.4 An Explorer on entering the Scout Network may continue to wear the Chief Scout's Platinum or Diamond Award or Queen's Scout Award or King's Scout Award. The Award will be removed when the next Award is gained.
- 10.21.1.5 Cubs, Scouts and Explorers may also wear the current Joining In / Participation and Moving On Awards.
- 10.21.1.6 The Explorer Belt and the badges for the King's Scout Award, Queen's Scout Award, Queen's Guide Award Badge, Scouts of the World Award, Scout Wings Award and Young Leader Service Award may be worn on uniform by adults so entitled.

### **Rule 10.22 Badges and awards - supply <sup>SV</sup>**

- 10.22.1.1 Badges and awards must be obtained through Scout Store, County Badge Secretaries, or District Badge Secretaries.
- 10.22.1.2 The exception to 10.22.1.1 above is the initial King's Scout Award, the Explorer Belt, the Scouts of the World Award, Good Service awards, Length of Service awards as well as Meritorious Conduct and Gallantry awards which are only available from UK Headquarters. Replacements are available from Scout Store.

### **Rule 10.23 The World Membership Badge**

- 10.23.1.1 The World Membership Badge is the symbol of membership of world scouting and of The Scout Association as a part of world scouting.
- 10.23.1.2 The World Membership Badge is the property of the World Scout Bureau and it may only be used or worn as permitted in these Rules.
- 10.23.1.3 A metal form of the World Membership Badge is available for members of the movement to wear with ordinary clothes.

### **Rule 10.24 The Scout Association Arrowhead Badge**

- 10.24.1.1 The Arrowhead Badge is the symbol of The Scout Association and is part of The Scout Association's Armorial Bearings.
- 10.24.1.2 The Arrowhead Badge may be worn on activity or special garments.

## **Rule 10.25 Identifying Name Tapes**

- 10.25.1.1 The name of the Group, Explorer Unit, Scout Network or Scout Active Support Unit may appear in red, green, blue, white or yellow lettering on a single tape no more than 12mm deep on a green background.
- 10.25.1.2 The name of Sea and Air Scout Groups may appear in the same colours, but on a dark blue background.

## **Rule 10.26 Identifying Group, District and County Badges <sup>SV</sup>**

- 10.26.1.1 Group, Unit or Network badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Commissioner to whom a drawing or specimen of the design must be submitted.
- 10.26.1.2 District and County badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Commissioner to whom a drawing or specimen of the design must be submitted.
- A manufactured example of all District and County badges should be submitted subsequently to UK Headquarters. Send to the Head of Brand and Ambassadors, Communications and Marketing Team at UK Headquarters.
- 10.26.1.3 A combined District and County badge bearing distinctive identifying emblems and/or lettering and of any size, rectangular in shape up to 50mm deep by 76mm wide may be worn after approval by the County Commissioner to whom a drawing or specimen of the design must be submitted. The District section will be on the left side of the badge, and the District and County sections are to be equal in width.
- A manufactured example of all such District and County badges should be submitted subsequently to UK Headquarters. Send to the Head of Brand and Ambassadors, Communications and Marketing Team at UK Headquarters.
- 10.26.1.4 Sponsored Scout Groups may wear, as a Group badge, an appropriate badge produced by organisations approved as Sponsoring Organisations by UK Headquarters. The decision whether to wear such a Group badge is the responsibility of the Group Scout Leader in consultation with the Group Leaders' Meeting and the Sponsoring Authority. Approval as in Rule 10.26.1.1 applies.

## **Rule 10.27 Identifying Group, Explorer Scout Unit and Scout Network Scarves**

- 10.27.1.1 Scarves worn by members of a Scout Group as part of the appropriate uniform must all be of the same colour(s).
- 10.27.1.2 For Groups, the colour(s) are chosen by the Group Leaders' Meeting, subject to the approval of the District Commissioner and the District Trustee Board.
- 10.27.1.3 Groups in the same District should wear scarves of different colours if possible.
- 10.27.1.4 For Explorer Units and District Scout Networks, the colour(s) are chosen by the Section's members, subject to the approval of the District Commissioner and the District Trustee Board.
- 10.27.1.5 Explorer Unit scarves may be chosen by the Explorer Unit members subject to the approval of the District Commissioner and the District Trustee Board.
- 10.27.1.6 District Scout Network scarves may be chosen by the Scout Network members with the approval of the District Commissioner and the District Trustee Board.

## **Rule 10.28 Air Scout Identification Badges**

- 10.28.1.1 An Air Scout identification badge may be worn by any member of an Air Scout Group.
- 10.28.1.2 Explorer members, Scout Network members or Leaders associated with an Air Scout Group may also wear the badge.

## **Rule 10.29 Royal Navy or Royal Air Force Recognition Scheme Badges**

- 10.29.1.1 Scouts, Explorers, Scout Network members and Leaders in or associated with a Group, Explorer Unit or Scout Network which is recognised by the Royal Navy or Royal Air Force may wear the appropriate R.N. or R.A.F. Recognition Badge.

## **Rule 10.30 The Duke of Edinburgh's Award Badges**

- 10.30.1.1 Cloth badges of The Duke of Edinburgh's Award are worn on uniform by members who are entitled to wear them.
- 10.30.1.2 Only the badge of the highest Award gained may be worn.

10.30.1.3 In the case of the Gold Award only, the badge may be worn on uniform by adults so entitled.

### **Rule 10.31 Occasional Badges Worn with Uniform**

10.31.1.1 Occasional badges in respect of national programmes, activities or events may be worn as directed and for such periods as decided by UK Headquarters.

10.31.1.2 Occasional badges for wear by members of a Group, a District or County in connection with a special gathering, camp, event or anniversary must be approved by the County Commissioner to whom a drawing or specimen of the design must be submitted.

10.31.1.3 Such badges must not be worn after a period of three months from the date of the conclusion of the occasion unless exceptionally authorised by the County Commissioner in respect of special circumstances for a further period not exceeding nine months.

### **Rule 10.32 The Union Flag Badge**

10.32.1.1 The Union Flag badge may be worn on uniform when going overseas on a scouting activity and indefinitely on return.

### **Rule 10.33 Mourning**

10.33.1.1 A black crepe band 50mm wide may be worn on the left arm above the elbow to denote mourning.

### **Rule 10.34 Adult Training Awards**

10.34.1.1 On completion of the Getting Started modules, uniformed adults may wear the Gilwell Turks Head woggle.

10.34.1.2 For occasions when uniform is not worn, uniformed adults may wear a metal pin badge depicting the Gilwell log and axe.

10.34.1.3 On completion of the Getting Started modules, non-uniformed adults may wear a metal pin badge depicting the Gilwell log and axe.

10.34.1.4 The Award for completion of training for Leaders, Managers and Supporters is the Wood Badge.

10.34.1.5 Leaders holding the Wood Badge may wear the Gilwell Scarf and woggle.

## **Rule 10.35 The Scout Active Support Badge**

10.35.1.1 The Scout Active Support Badge is an optional item to be worn on the adult uniform.

10.35.1.2 For occasions when uniform is not worn, members may wear a metal Scout Active Support pin badge.

## **Rule 10.36 Badges of Other Organisations**

10.36.1.1 Unless specifically mentioned elsewhere in the Rules of The Scout Association, badges of other organisations are not worn with uniform.

10.36.1.2 Explorers, Scout Network members and adult members who have gained the Queen's Guide Award may wear the badge on their uniform.

10.36.1.3 Scouts, Explorers, Scout Network members and adult members may wear with uniform the approved proficiency badges of a number of organisations involved with First Aid and the Saving of Life.

10.36.1.4 Scouts, Explorers, Scout Network members and adult members who hold approved First Aid or Life Saving qualifications for which there is no cloth badge may wear The Scout Association badge(s) as appropriate.

## **Rule 10.37 Position of badges on uniform**

10.37.1.1 See the illustrations at [Badge positioning on uniforms](#).

# Chapter 11

## Awards and recognition of service

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- Rule 11.1 Award Nominations
- Rule 11.2 Awards
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- Rule 11.4 The Thanks Badge
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### Rule 11.1 Award Nominations

- 11.1.1.1 Nominations for Scout Good Service Awards as well as Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scout's Personal Award can be initiated by any adult. Nominations must be approved and supported by the relevant Commissioner, before being submitted to UK Headquarters.
- 11.1.1.2 Nomination forms can be found on the [Awards and Recognition page](#).
- 11.1.1.3 Completed Good Service nomination forms for Chief Scout's Commendation for Good Service, Award for Merit, Bar to the Award for Merit and Silver Acorn should be submitted to the relevant Commissioner for approval and then the UK Headquarters Awards Team should be notified by the relevant Commissioner of the award decisions using the [Good Service Award Completion Form](#).
- 11.1.1.4 Completed Good Service nomination forms for Bar to the Silver Acorn and Silver Wolf as well as completed Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scout's Personal Award nomination forms should be submitted to [awards@scouts.org.uk](mailto:awards@scouts.org.uk) for approval by the National Awards Advisory Group.

- 11.1.1.5 Before completing a nomination form, individuals are advised to consult the relevant guidance notes.

## **Rule 11.2 Awards**

### **11.2.1 The Cornwell Scout Badge**

- 11.2.1.1 The Cornwell Scout Badge is awarded in respect of great heroism or pre-eminently high character and devotion to duty, together with great courage and endurance.
- 11.2.1.2 The Cornwell Scout Badge is restricted to members who have not yet reached their 25<sup>th</sup> birthday.
- 11.2.1.3 Both the bronze badge and the cloth emblem of the same design may be worn.

### **11.2.2 Gallantry Awards**

- 11.2.2.1 Awards for gallantry are for acts which would normally include an element of personal risk.
- 11.2.2.2 Awards for gallantry are made by the Chief Scout, who is advised by the National Awards Advisory Group, to Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network members, and adult members (as determined by the Chapter 16 Roles Table) and to Helpers.
- 11.2.2.3 The Gilt Cross, with a blue and red vertically patterned ribbon and emblems or brooches corresponding to them, is awarded for acts of bravery in the face of danger where life has been at moderate risk.
- 11.2.2.4 The Silver Cross, with a blue ribbon and emblems or brooches corresponding to them, is awarded for acts of bravery in the face of danger where life has been at considerable risk.
- 11.2.2.5 The Bronze Cross, with a red ribbon and emblems or brooches corresponding to them, is the highest award of The Scout Association for gallantry, is awarded for acts of bravery in the face of danger where life has been at extraordinary risk.
- 11.2.2.6 A Bar may be awarded to the holder of any gallantry award for further acts of gallantry in circumstances of similar risk.

### **11.2.3 Meritorious Conduct Awards**

- 11.2.3.1 Awards for meritorious conduct are made by the Chief Scout, who is advised by the National Awards Advisory Group, to Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network members, and adult members (as determined by the Chapter 16 Roles Table) and to Helpers.

- 11.2.3.2 Meritorious Conduct Awards are made for conduct involving a high degree of courage, endurance, initiative or dedication to the Scouts, often through difficulties, without necessarily involving any element of risk.
- 11.2.3.3 A Chief Scout's Commendation for Meritorious Conduct, on a green ribbon with a blue vertical stripe and emblems or brooches corresponding to them, is awarded for meritorious conduct of a high standard.
- 11.2.3.4 The Medal of Meritorious Conduct, on a green ribbon with a red vertical stripe and emblems or brooches corresponding to them, is awarded for meritorious conduct of an exceptionally high standard.
- 11.2.3.5 A Bar may be awarded to the holder of any meritorious conduct award for further acts of comparable outstanding conduct.

#### **11.2.4 Good Service Awards**

- 11.2.4.1 Awards for good service are made by the Chief Scout, who is advised by the National Awards Advisory Group, to adult members as determined by the Chapter 16 Roles Table in POR and, exceptionally, to others who have given valuable service to the Scouts over a considerable period.
- 11.2.4.2 A Chief Scout's Commendation for Good Service, with a white and yellow knot cloth emblem and a brooch of similar design, is awarded for good service while holding adult roles for a period of not less than five years.
- 11.2.4.3 The Award for Merit, formerly the Medal of Merit, worn with a green neck ribbon and emblems or brooches with a green knot, would normally be awarded for outstanding service. It implies keen, conscientious, imaginative and dedicated service over a sustained period, of at least 12 years duration (exceptionally 10) while holding adult roles.
- 11.2.4.4 The Bar to the Award for Merit, formerly the Bar to the Medal for Merit, worn with a green neck ribbon with a vertical yellow stripe, and emblems or brooches with a green knot and yellow fleur-de-lys, may be awarded after at least five years of further outstanding service after receiving the Award for Merit'.
- 11.2.4.5 The Silver Acorn, worn on an orange neck ribbon around the neck, and emblems or brooches with an orange knot is awarded after at least 20 years' service while holding adult roles, which should be specially distinguished and appreciably better than outstanding'.
- 11.2.4.6 A Bar to the Silver Acorn, denoted by the substitution of an orange neck ribbon with a vertical green stripe, and emblems or brooches with an orange knot and green fleur-de-lys, may be awarded after at least five years of similarly distinguished service after receiving the Silver Acorn.
- 11.2.4.7 The Silver Wolf, worn on a green and yellow neck ribbon, and emblems or brooches with a yellow and green knot, is the unrestricted gift of the Chief Scout, awarded for adult service of the most exceptional nature while holding adult roles.

## **11.2.5 The Chief Scout's Personal Award**

11.2.5.1 The Chief Scout's Personal Award, with a green arrowhead badge superimposed on a gold circular background on a dark green cloth emblem or brooch, is awarded by the Chief Scout, in consultation with the National Awards Advisory Group to recognise achievement not covered by the criteria for any other awards. It may be accompanied, where appropriate, with a suitable commemorative item.

## **11.2.6 The Commissioner's Commendation Award**

11.2.6.1 The Commissioner's Commendation Award is indicated on a cloth emblem or brooch with a purple knot.

11.2.6.2 The award may only be issued to youth members, adult members or non-members.

11.2.6.3 The award must only be issued by the UK Chief Commissioner, Chief Commissioners, UK Commissioners, International Commissioners, Regional Commissioners (England and Wales), County/Area/Island/Region (Scotland) Commissioners, District Commissioners and Youth Commissioners at their discretion.

11.2.6.4 There are no set criteria for this award.

11.2.6.5 The award is restricted and must be purchased from the Scout Store. It is only available for purchase by the UK Chief Commissioner, Chief Commissioners, UK Commissioners, International Commissioners, Regional Commissioners (England and Wales), County/Area/Island/Region (Scotland) Commissioners, District Commissioners, Youth Commissioners or Badge Secretaries.

11.2.6.6 The award may be issued locally at any time and does not affect any applications for Good Service or other National awards.

11.2.6.7 The award may be recorded on the recipient's adult record on the membership system.

## **11.2.7 Length of Service Awards**

11.2.7.1 Service in The Scout Association is recognised by the Chief Scout's Length of Service Award at 5, 10, 15, 20, 25, 30, 40, 50, 60 and 70 year intervals. A certificate and either a cloth emblem or brooch with a white knot and corresponding green number is available to all members of The Scout Association as determined by the Chapter 16 Roles Table in POR.

11.2.7.2 Qualifying service for the above awards need not be continuous.

11.2.7.3 Any service given while holding an adult appointment whilst a member of The Scout Association counts towards service. This does not cover service whilst in a youth role such as Scout Network. However, if a qualifying adult appointment was held concurrently, that service would count.

11.2.7.4 Overseas service with another Scout Association does not count towards service. However, active service whilst part of British Scouting Overseas or the Branches is recognised.

### **Rule 11.3 Award Emblems**

11.3.1.1 When not wearing uniform, the insignia of a Scout award is represented by a brooch with the same design as the cloth emblem.

11.3.1.2 The award of a Bar to a Good Service Award is indicated on the emblem or brooch by the arrowhead brooch superimposed over the centre of the knot design.

The arrowhead is green for the Bar to the Silver Acorn and gold for the Bar to the Award for Merit.

### **Rule 11.4 The Thanks Badge**

11.4.1.1 The Thanks Badge is the means of expressing the appreciation of The Scout Association to those who are not members but who have been of service to the Scouts.

11.4.1.2 There are no restrictions on who may award the Thanks Badge, and who it may be awarded to.

11.4.1.3 The metal badge is for wear with ordinary clothes and does not confer membership of The Scout Association on the recipient.

### **Rule 11.5 Method of Wear**

11.5.1.1 The method of wear of the awards described in this chapter is shown in chapter 10.

## Chapter 12<sup>SV</sup>

### Flags and ceremonial

#### Chapter Contents

##### Rule 12.1 Flags

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###### 12.1.2 Pennants

###### 12.1.3 Scout Flags<sup>SV</sup>

##### Rule 12.2 Ceremonial

###### 12.2.1 Limitation

###### 12.2.2 The Scout Sign

###### 12.2.3 The Scout Salute

###### 12.2.4 Parades

#### Rule 12.1 Flags

##### 12.1.1 Permitted Flags<sup>SV</sup>

###### 12.1.1.1 The following flags may be used:

- a) The Union Flag on land
- b) The Red Ensign at sea
- c) The World Scout Flag
- d) Group, District and County flags

12.1.1.2 Royal Navy Recognised Groups and Units may use a Red Ensign defaced with the Arrowhead Badge surmounted by an Admiralty Crown in the fly.

12.1.1.3 Royal Air Force Recognised Groups may use a light blue pennant bearing the Arrowhead Badge, the Scout motto 'Be Prepared' and the Royal Air Force roundel in the fly.

12.1.1.4 When abroad, groups may use the Union Flag and the flag of the host nation displayed equally.

12.1.1.5 Groups may use the flags of the constituent countries of the United Kingdom, together with their own corresponding flag, when in another United Kingdom country.

12.1.1.6 The use of these flags is in addition to the Union Flag rather than in place of it.

##### 12.1.2 Pennants

12.1.2.1 Green camp pennants, Explorer Scout and Scout Network pennants and blue Scout pennants may be used as appropriate to suitable occasions.

12.1.2.2 The blue pennant is the burgee to be flown with the Royal Navy Recognised Group Ensign.

### **12.1.3 Scout Flags** <sup>SV</sup>

12.1.3.1 Flags used by Scout Groups, Explorer Scout Units, Scout Networks and Scout Active Support Units (except Beaver Scout Colony flags and Squirrel Scout Drey flags) must be:

- a) uniform size
- b) mounted on poles bearing the Arrowhead Badge as a mount
- c) must bear the Arrowhead Badge, consisting of a white Arrowhead to the approved specification on a purple circle, and the Scout motto 'Be Prepared'

In addition, they may only bear the words 'Cub Scouts', 'Scouts', 'Explorer Scouts', 'Scout Network' and the appropriate group, District or County title.

12.1.3.2 Squirrel Scout Drey flags consist of a white Squirrels logo beneath a white fleur de lis on a Squirrels Red background. The flag measures 90cm x 60cm. The name of the Squirrels Drey may be added beneath the Squirrels logo.

12.1.3.3 Beaver Scout Colony flags must be 90cm x 60cm mounted on poles bearing a polished wooden pike mount and must bear the Arrowhead Badge, consisting of a white Arrowhead to the approved specification on a purple circle, and the Beaver Scout motto 'Be Prepared'. In addition, they may only bear the words Beaver Scouts and the group title.

12.1.3.4 Flags used by Scout Districts and Counties are of a similar design and may bear the name and emblem of the District or County in addition to the Arrowhead Badge as described, and the Scout motto 'Be Prepared'.

12.1.3.5 The colours to be used on flags, except in Scotland, are as follows:

- a) Squirrel Scout Dreys: white lettering on a Squirrels Red background
- b) Beaver Scout Colonies: white lettering on a turquoise background
- c) Cub Scout Packs: white lettering on a yellow background
- d) Scout Troops: white lettering on a green background
- e) Explorer Scout Units: white lettering on an olive green background
- f) Scout Networks: white lettering on a warm grey background
- g) Air Scout Troops, Explorer Air Scout Units and Air Scout Networks: yellow lettering on a light blue background
- h) Sea Scout Troops, Explorer Sea Scout Units and Sea Scout Networks: white lettering on a navy blue background
- i) Scout Active Support Units: white lettering on purple background

- 12.1.3.6 In Scotland, Scout flags are matriculated by the Lord Lyon King of Arms and consist of the St. Andrew's Cross at the hoist with green fly and the Arrowhead Badge in yellow. Scottish Region flags have the name of the Region in a bar above the badge in the colour of the Region. The colours on flags in Scotland are:
- a) Squirrel Scout Dreys: white lettering on a Squirrels Red background
  - b) Beaver Scout Colonies: white lettering on a turquoise background
  - c) Cub Scout Packs: yellow background with the badge in green and with yellow lettering on green bars
  - d) Scout Troops: green background with the badge in yellow and with the name of the Troop in black lettering on yellow bars
  - e) Explorer Scout Units: white lettering on an olive green background
  - f) Scout Networks: white lettering on a warm grey background
  - g) Scout Active Support Units: white lettering on purple background

## **Rule 12.2 Ceremonial**

### **12.2.1 Limitation**

12.2.1.1 In the conduct of normal Scouting activities, only those ceremonies described in The Scout Association's handbooks should be used.

### **12.2.2 The Scout Sign**

12.2.2.1 The Scout Sign is made during the making or reaffirming of the Squirrel Scout Promise, the Beaver Scout Promise, the Cub Scout Promise and the Scout Promise and at no other time.

### **12.2.3 The Scout Salute**

12.2.3.1 The Scout Salute is made only by members of the movement in uniform on formal Scout occasions, as a mark of respect at the hoisting of National flags, at the playing of National Anthems, to uncased Colours, Scout flags and to funerals.

### **12.2.4 Parades**

12.2.4.1 On all parades of a public nature, other than in a place of worship, the Leader calls the party to the alert and the Leader alone salutes.

## Chapter 13

### Trusteeship, property and equipment

*Certain Rules in this Chapter do not apply, without modification, in parts of the British Isles outside England and Wales.*

#### Chapter Contents

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#### Rule 13.1 Charity requirements

##### 13.1.1 Persons not allowed to act as Trustees

13.1.1.1 Members of the Group, District and County Trustee Boards are the 'charity trustees' of the Group, District or County.

13.1.1.2 No person who is disqualified from being a charity trustee by virtue of the Charities Act may be a member of a Group, District or County Trustee Board.

13.1.1.3 The appointment of any such person, whether as ex officio, by nomination, by election or by co-option shall be void.

- 13.1.1.4 It is the responsibility of each person to ensure that they are not disqualified before accepting an appointment as a trustee.
- 13.1.1.5 The Charities Acts apply to England and Wales only. Similar legislation applies to Scotland. <sup>SV</sup>
- 13.1.1.6 Some people are disqualified by law from acting as charity trustees. Subject to regulatory waiver provisions, this includes anyone for whom at least one of these conditions is true: <sup>SV</sup>
- a) has an unspent conviction for an offence involving dishonesty or deception
  - b) has unspent convictions for the offences of misconduct in a public office
  - c) has unspent convictions for bribery, or money laundering, or perjury or perverting the course of justice or terrorism
  - d) has been found guilty of attempting, aiding or abetting the above offences
  - e) has been found in contempt of court
  - f) is designated under terrorist asset-freezing legislation
  - g) is on the sex offenders' register
  - h) is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order or sequestration in Scotland) or has an individual voluntary arrangement (IVA) with creditors
  - i) is disqualified from being a company director
  - j) has previously been removed as a trustee from any charity by any charity regulator in the UK (or a court) due to misconduct or mismanagement
  - k) is disqualified from being a trustee by an order of the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator or the Charity Commission for Northern Ireland.

## **13.1.2 The Charities Acts**

- 13.1.2.1 This Rule applies in England and Wales only.
- 13.1.2.2 All Scout Units are separate charities. Scout Units are not required to register with the Charity Commission as they have been 'excepted' by a ruling of the Charity Commission. They only have to register if any of the following is true:
- a) their income is more than £100,000
  - b) they have permanent endowment (a rare interest in land or building or other assets which cannot be spent as 'income') and their income is £5,000 or over; or
  - c) they own land or buildings and their income is £5,000 or over.

It is important to note that excepted and unregistered charities still remain subject to general charity law and the rules of the Charity Commission which may investigate matters where there is proper cause for concern.

13.1.2.3 The Group, District or County Secretary must ensure that all statutory duties and obligations imposed by the Charities Acts are fulfilled.

### **13.1.3 Safe Custody of Documents** <sup>SV</sup>

13.1.3.1 The Group, District or County Secretary must ensure that documents relating to the ownership of property and equipment and all other legal and official documents, together with any documents of historical importance or interest are kept in a safe place.

13.1.3.2 Specific documents that must be safeguarded are:

- a) declarations of trust
- b) title deeds to land or buildings
- c) stock and share certificates
- d) registration documents issued by The Scout Association
- e) documents relating to motor vehicles, vessels and aircraft
- f) insurance policies.

13.1.3.3 The first three types of documents listed may be safeguarded by using the UK Headquarters' Deeds Custody Service.

13.1.3.4 The Group, District or County Secretary must keep a register of such documents with details of their location.

## **Rule 13.2 Equipment**

### **13.2.1 Motor Vehicles, Vessels and Aircraft**

13.2.1.1 The Group, District or County Treasurer must ensure that motor vehicles, vessels and aircraft owned by the Group, District or County are properly registered, licensed and insured as necessary and that all requirements as to their condition, testing or any other matters are fulfilled.

13.2.1.2 Motor vehicles must be registered either in the name of the Group, District or County or in the name of a nominee, in which case the registration must show that the person is a nominee of the Group, District or County.

## **13.2.2 Equipment**

- 13.2.2.1 The Group, District or County Treasurer must maintain proper inventories of all equipment owned, including furniture, training equipment, musical instruments or equivalent of any other kind.

## **Rule 13.3 Land and property**

### **13.3.1 Property and Equipment <sup>SV</sup>**

- 13.3.1.1 Groups and Explorer Units must be properly accommodated and equipped in order to carry out their training programmes.
- 13.3.1.2 The Group's and Unit's administrators must concern themselves with all legal requirements relevant to the ownership of all property and equipment or to the leasing or hiring of premises.
- 13.3.1.3 All freehold, leasehold or licensed land, with or without buildings, must be held by at least two and no more than four Holding Trustees appointed as specified unless title to the said land is held by a Custodian Trustee on behalf of the Scout Unit, for example The Scout Association Trust Corporation (SATC) or the Official Custodian for Charities.
- 13.3.1.4 Holding Trustees of land must be appointed under either a Declaration of Trust or named as the Trustees in the relevant Conveyance, Lease, Licence or such other Deed, Transfer or other formal agreement as may be necessary in the circumstances. The SATC will hold land upon standard trusts which have been approved by the SATC's legal advisers.
- 13.3.1.5 Investments must also be held in the manner listed above under 13.3.1.3, with the exception being that the SATC is unable to hold such investments.
- 13.3.1.6 The SATC can be appointed by Scout bodies to hold title to land as Custodian Trustee only and, as such, the SATC cannot have any responsibility for the decision-making or day-to-day management of the Scout body or its land. The SATC is also unable to negotiate land or property matters on behalf of Scout bodies.
- 13.3.1.7 The SATC must be appointed through its proper procedure for which a standard fee is chargeable. Contact the SATC in writing at Gilwell Park, Chingford, London E4 7QW or at [trust.corporation@scout.org.uk](mailto:trust.corporation@scout.org.uk).

13.3.1.8 As Custodian Trustee, the SATC must obtain instructions regarding the land or property from a member of the relevant Scout body's Trustee Board or a person or persons properly authorised by that Trustee Board to instruct the SATC.

13.3.1.9 A suggested template for a Declaration of Trust suitable for local Trustees to declare Trust when intending to hold title to land, can be provided by The Scout Association's Legal Services Department which should then be amended and checked by a local solicitor acting for the Group, District or County to reflect the particular local circumstances.

### **13.3.2 Land**

13.3.2.1 The Group, District or County Trustee Board should obtain at least a formal written licence and preferably a lease of any land, with or without buildings, which they do not own and which is to be occupied for a substantial period.

13.3.2.2 In any event, no large amount of capital should be expended on buildings or other improvements unless the Group, District or County has at least seven years uninterrupted interest remaining in the said land.

13.3.2.3 The Group, District or County Treasurer must ensure that all possible relief from rates is obtained.

### **13.3.3 Property - Sponsored Groups**

13.3.3.1 Agreements with Sponsoring Authorities identify property belonging to the Sponsoring Organisation and that belonging to the Group.

13.3.3.2 Property owned by the Group as recorded in such agreements must be administered as required by these Rules.

### **13.3.4 Disposal of Property at Amalgamation**

13.3.4.1 The Model 'Declarations of Trust' referred to, contain certain provisions for the amalgamation of Groups, Districts and Counties.

13.3.4.2 The retiring Secretaries of the Group, District or County which are amalgamating must hand to the Secretary of the new Group, District or County all documents of title and the keys to any buildings which the former had.

### **13.3.5 Disposal of Property at Closure**

- 13.3.5.1 The property of a Group, District or County which ceases to exist will automatically pass to the District Scout Council, County Scout Council or UK Headquarters as appropriate unless there is some pre-existing arrangement by which the property passes to another beneficiary.
- 13.3.5.2 Any liabilities of a Group, District or County, e.g. an outstanding loan to UK Headquarters, utility bills etc. will also become the responsibility of the District Scout Council, County Scout Council or UK Headquarters as appropriate.
- 13.3.5.3 Such property must be treated in the same way as other assets.

### **13.3.6 Joint Occupation of Premises by Scout and Guide Units**

- 13.3.6.1 A special Declaration of Trust, which must provide for the formation of a joint management committee, must be drawn up if the premises are to be owned and occupied jointly by Scout and Guide units.
- 13.3.6.2 This does not apply if the premises are used jointly under licence or if the premises are occupied by other similar arrangements.
- 13.3.6.3 A copy of an appropriate model Declaration of Trust can be provided by The Scout Association's Legal services department and which should be amended and checked by a local solicitor acting for the relevant Scout Unit to ensure it reflects local circumstances or any agreement with the said Guide Unit.

## **Rule 13.4 Investments**

- 13.4.1.1 Unless the powers of investment are specified in the formal Trust Instrument creating or governing any given Group, District or County, such powers of investment are governed by the Trustee Act 2000. Accordingly, The Scout Association's own particular powers of investment are specified by its Royal Charter. These particular powers of investment apply to The Scout Association itself and not to its entire member Groups, Districts or Counties.<sup>SV</sup>
- 13.4.1.2 Group, District and County Treasurers should reclaim from H.M. Revenue and Customs any tax deducted at source from investment income.

- 13.4.1.3 Groups, Districts and Counties are advised to make full use of special funds, which are established for investment by charities, and which pay dividends gross.
- 13.4.1.4 Investments held on behalf of Groups, Districts or Counties must be registered in such a way as to show that they are held on trust for that body and that they are not the private property of the individuals, if any, appointed as trustees.

# Chapter 14

## Other matters

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## **14.1 Citizenship**

### **14.1.1 Political Activities**

14.1.1.1 The Scout movement is not connected with any political body.

14.1.1.2 Members of the movement in uniform, or individuals when acting as representatives of the movement, must not take part in any party political meetings or activities that endorse any particular political party or candidate.

### **14.1.2 Citizenship and Participation**

14.1.2.1 The Scout Association, being concerned to help young people prepare for and take a constructive place in society, encourages, through its programme, the development of a positive attitude to the needs of the community.

14.1.2.2 In pursuance of The Scout Association's Purpose, each member of the movement shall, within the bounds of age and mental maturity, be encouraged to:

- a) become involved in the processes by which decisions are made within The Scout Association and, to that end, to understand the organisation of The Scout Association
- b) become more aware of major social issues at local, national and international level
- c) understand the processes of decision-making by organisations and by government, and to become aware of the individual's role in such processes

14.1.2.3 It is accepted that this will involve members of the movement with current social issues, some of which are controversial and may therefore have a political dimension. However, individuals representing The Scout Association must not endorse any particular political party or candidate.

14.1.2.4 If a recognised public authority makes a public request for volunteers to take action to avoid grave public danger or inconvenience, whether it arises from an industrial dispute or not, a Group Scout Leader, the Leader of an Explorer Scout Unit, or a Scout Network Leader may, with the consent of the District Commissioner, offer the services of Scouts provided that each individual participates voluntarily.

### **14.1.3 Expressions of Opinions of The Scout Association's Policy**

14.1.3.1 Members of the movement must not express opinions on matters of policy or on any matter if it will appear that they are speaking or contributing on behalf of The Scout Association when appearing on television, speaking on the radio or writing for or being interviewed by the press, unless they have previously obtained permission to do so from UK Headquarters.

14.1.3.2 Members of the movement must not address correspondence on matters relating to Scouting or as representatives of The Scout Association to any Royal personage, Department of State, Embassy or Legation at home or abroad, to any Scout Association Headquarters abroad, or to the World Scout Bureau, World Scout Committee or World Scout Conference except after consultation with and through Headquarters.

## **14.2 Associate Organisations**

### **14.2.1 Associate Organisations**

14.2.1.1 UK Headquarters may designate certain organisations whose aims and purposes relate to those of The Scout Association.

### **14.2.2 Student Scout and Guide Clubs**

14.2.2.1 A Student Scout and Guide Club may be formed in a higher education or further education institution.

14.2.2.2 A Student Scout and Guide Club is recognised through the local Scout and Guide County after its constitution has been approved by the local Scout and Guide Commissioners.

14.2.2.3 The aim of a Student Scout and Guide Club is to promote a framework within which Scout and Guide and other social activities may take place, ideas may be exchanged, and students may maintain, renew or acquire an interest in the principles of Scouting and Guiding.

14.2.2.4 The purpose of a Student Scout and Guide Club is:

- a) to provide a programme of activities for its members whether or not they are members of the Scout and Guide movements
- b) to create a wider understanding and appreciation of the work of the Scout and Guide movements, particularly among fellow students, by spreading information and by example
- c) to render service, as a Student Scout and Guide Club, to Scouting and Guiding and the community
- d) to maintain relationships with the Scout and Guide movements locally

14.2.2.5 Students who wish to establish a Student Scout and Guide Club in a higher education or further education institution must seek the approval of their Students' Union and draw up a constitution, embodying the aim and purpose of a Student Scout and Guide Club.

14.2.2.6 They must then submit it with a Student Scout and Guide Club Registration Form for approval by the local Scout and Guide Commissioners, who must forward it to their respective Headquarters for registration.

- 14.2.2.7 A registered and recognised Student Scout and Guide Club receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.
- 14.2.2.8 All Student Scout and Guide Clubs must affiliate to the Student Scout and Guide Organisation.
- 14.2.2.9 A Student Scout and Guide Club elects its own Committee from among its members and is responsible for the organisation of meetings and planning activities.
- 14.2.2.10 A Student Scout and Guide Club is self-financing and must pay the annual affiliation fee to the Student Scout and Guide Organisation.
- 14.2.2.11 All Student Scout and Guide Clubs must comply with the Camping, Activity and Safety Rules of The Scout Association and Girlguiding.
- 14.2.2.12 A member of a Student Scout and Guide Club who is also a member of the Scout or Guide movement may wear the Student Scout and Guide Club Badge on uniform.
- 14.2.2.13 Further details may be obtained from [support@scouts.org.uk](mailto:support@scouts.org.uk).

### **14.2.3 Student Scout and Guide Organisation**

- 14.2.3.1 The aim of the Student Scout and Guide Organisation is to promote Student Scout and Guide Clubs and to provide a forum for discussion on matters that affect such Clubs.
- 14.2.3.2 The Student Scout and Guide Organisation receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.
- 14.2.3.3 Further details may be obtained from [support@scouts.org.uk](mailto:support@scouts.org.uk).

## **14.3 Protected Scout logos, names, badges and awards**

We are proud of our brand and visual identity and encourage all members to use them to increase recognition and understanding of Scouting, as well as to support local fundraising. However it is important that members follow the rules below and keep within [brand guidelines](#) to ensure a consistent approach across the UK.

### **14.3.1 Definitions - protected Scout logos**

Protected logos are:

- 14.3.1.1 the Scout logo (in all brand colours and in both the stacked and horizontal versions), which is protected under [registered UK trade mark UK00003310891](#)

**Scouts** 

  
**Scouts**

- 14.3.1.2 the UK Scout fleur de lis (arrowhead), which is protected under [registered UK trade mark UK00003276645](#)



- 14.3.1.3 all section logos

**Squirrels** **BEAVERS** **cubs** **SCOUTS** EXPLORERS **network**

- 14.3.1.4 the pre-May 2018 UK fleur de lis (arrowhead), protected under [registered UK trade mark UK00000922043](#) (it must not be used on any new item by local Scouting after May 2018, except on flags as specified in Chapter 12 and in the maintenance of Scout archives. It will remain a protected mark).



- 14.3.1.5 the pre-May 2018 UK Scout logo, [registered UK trade mark UK00002252954](#) (it must not be used by local Scouting after May 2020, but will remain a protected mark).



## 14.3.2 Definitions - protected Scout names

- 14.3.2.1 These are protected Scout names:

- a) 'the Scouts'
- b) 'The Scout Association'
- c) 'Squirrels'
- d) 'Beavers'
- e) 'Cubs'
- f) 'Scouts'
- g) 'Explorers'
- h) 'Scout Network'

- i) 'Sea Scouts'
- j) 'Air Scouts'
- k) 'Scout Active Support Units'
- l) all names and appointments which incorporate the word 'Scout' or 'Scouts' or an official section of The Scout Association.

### **14.3.3 Definitions - protected Scout badges and awards**

14.3.3.1 These are protected Scout badges and awards:

- a) all UK Programme Badges
- b) all official Occasional Badges
- c) all National UK Awards
- d) the Wood Badge
- e) the Log and Axe

### **14.3.4 Usage**

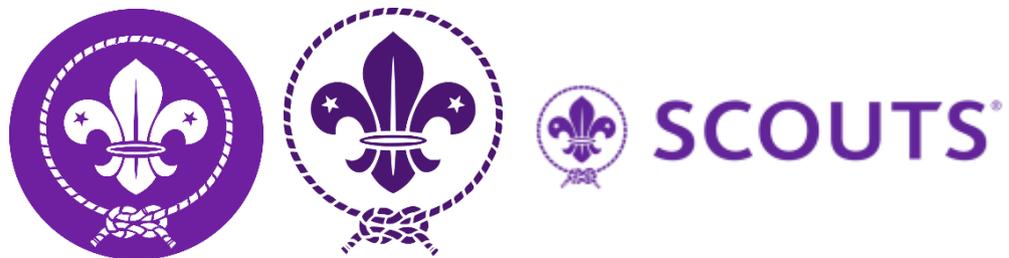
14.3.4.1 A section, Group, District or County with the permission of its relevant Trustee Board may:

- a) use their localised Scout logo on all locally produced Scout items, such as clothing and other merchandise used for fundraising purposes, or which are distributed free of charge or at cost and authorise printers and similar suppliers to reproduce these on their behalf. This includes items produced, sold or distributed at local events and locally organised international events.
- b) use the section logos on local Scout items, including merchandise for local fundraising purposes, as long as the name of their section, Group, District or County is clearly visible on the item, and authorise printers and similar suppliers to reproduce these on their behalf
- c) authorise a local business or organisation to use their localised Scout logo on printed or digital marketing materials so long as this is not a head office of a national or UK-wide company or organisation
- d) use the UK Scout fleur de lis or arrowhead in local badges as long as the name of the local section, Group, District or County or local event is clearly visible on the badge and that the badge does not resemble a UK Programme badge
- e) use UK Programme badges, Occasional badges, all Scout logos and names for the normal day-to-day running of Scouting, for example in newsletters, emails, handouts, forms, programme materials, signage, stationery, websites and social media

#### 14.3.4.2 A member, section, Group, District or County must not:

- a) use Scout logos without localisation, Scout names, badges or awards for fundraising or commercial purposes without a commercial licence from UK Headquarters
- b) offer a personalisation service to other Scout sections, Groups, Districts or counties without a commercial licence from UK Headquarters
- c) licence the use of any Scout logo, name, badge or award to any third party
- d) alter Scout logos, badges, names or awards in any way except to add personalisation to their logo in line with the Scout brand guidelines
- e) use an official UK Programme badge, Scout award or national award on any item of merchandise
- f) authorise the national head office of any business to use any Scout logos, names, badges and awards. Only UK Headquarters may contact the national head office of a national or UK-wide company and authorise them to use Scout logos, names, badges or awards
- g) apply to register any designs or trade marks which are, or may in UK Headquarters' view, be identical or confusingly similar to UK Scout trade marks or other protected logos, names, badges or awards.

#### 14.3.5 The World Scout Membership Badge and Logo



14.3.5.1 The World Membership Badge and logos are owned by the World Organization of the Scout Movement (WOSM). They may only be used or reproduced by permission of The Scout Association, acting as sole UK licensee on behalf of WOSM. They must not be used as a substitute for the UK Scout logo on local communications, signage or merchandise.

#### 14.3.6 Contact

14.3.6.1 To apply for a commercial licence to use a Scout logo or name, email [licensing@scouts.org.uk](mailto:licensing@scouts.org.uk) with a brief summary of your proposition. You will then be contacted to discuss the possibility of entering into a commercial licensing agreement.

## 14.3.7 Devolved Nation logos



- 14.3.7.1 Devolved Nation logos must only be used by written permission of the devolved Nation headquarters (for non-commercial use) or permission from the Scout licensing team in consultation with Devolved Nation headquarters (for commercial use).
- 14.3.7.2 If a member, section, Group, District or County wishes to use a devolved Nation logo for non-commercial use in print, online use, or for event branding, they must contact the relevant devolved Nation headquarters with details of the intended use, seeking written permission:
- Scouts N.I. - [enquiries@scoutsni.org](mailto:enquiries@scoutsni.org)
  - Scouts Scotland - [hello@scouts.scot](mailto:hello@scouts.scot)
  - ScoutsCymru - [admin@scoutscymru.org.uk](mailto:admin@scoutscymru.org.uk)
- 14.3.7.3 If a member, section, Group, District or County wishes to use a devolved Nation logo for commercial use on merchandise for example, they must contact [licensing@scouts.org.uk](mailto:licensing@scouts.org.uk). The licensing team will consult with the relevant devolved Nation headquarters before issuing a licence.
- 14.3.7.4 Only Nation headquarters may authorise use of the devolved Nation logos (Scouts Scotland, ScoutsCymru and Scouts N.I.) in its communications and marketing materials.
- 14.3.7.5 For local identification, sections, Groups, Districts and counties in the Nations must use their name beneath the main Scout logo and follow the advice on colour use given in the brand guidelines. An example is given here:



## **14.4 Trade marks**

14.4.1.1 The Scout Association owns a number of registered Trade Marks, which must not be used by members except as defined within this chapter of POR. Failure to comply with these rules may constitute a breach of Trade Mark law and result in legal action against individuals, members and/or Scout Units. It is therefore the responsibility of all members to ensure that these rules are followed.

## **14.5 Copyright**

14.5.1.1 The terms 'copyright', 'copyright material' and 'copyright work' includes the entire copyright, moral right, design right, rental right, right to use, authorise, use or lend any written, photographic, video or illustrative work created or owned by the Scouts. The expression 'Copyright Licensee' refers to those who have obtained the written permission of UK Headquarters to use the copyright material.

14.5.1.2 A local section, Group, District or County may reproduce Scout copyright material for use in the day to day running of Scouting activities provided that:

- a) the resulting work is not misleading or imposes or creates any liability on the Scouts or devalues the good name and reputation of the Scouts
- b) rights to Scout copyright, including all moral rights under the Copyright, Designs and Patents Act 1988, shall automatically remain with The Scout Association to the exclusion of all other parties (including the author)

14.5.1.3 A member, local section, Group, District or County must not:

- a) use Scout copyright material in any merchandise for commercial or fundraising purpose without a copyright licence from UK Headquarters
- b) grant permission to any third party to reproduce, distribute, sell, license, sub-license or assign (in whole or in part) any Scout copyright material

14.5.1.4 To apply for a copyright licence to use any Scout copyright material, email [copyright@scouts.org.uk](mailto:copyright@scouts.org.uk) with a brief description of your requirements. You will then be contacted to discuss the possibility of entering a copyright licensing agreement.

## **14.6 Transport**

- 14.6.1.1 When members or units of the movement use their personal or unit transport on Scout activities, they must be aware of the current regulations affecting motor transport. Guidance can be obtained from [support@scouts.org.uk](mailto:support@scouts.org.uk).

## Chapter 15

### Resolving concerns

#### Chapter Contents

- 15.1 Appointment concerns
- 15.2 Safeguarding concerns
- 15.3 Complaints
- 15.4 Bullying and harassment
- 15.5 Whistleblowing

#### **15.1 Appointment concerns**

- 15.1.1.1 Any concern involving the joining or appointment processes described in Chapter 16 must be resolved using only the appeal processes described in Chapter 16.

#### **15.2 Safeguarding concerns**

- 15.2.1.1 Any concern involving safeguarding matters must follow the Scouts' [safeguarding policy and procedures](#) (see chapter 2).

#### **15.3 Complaints**

- 15.3.1.1 Complaints, disagreements and disputes should be resolved informally if at all possible.
- 15.3.1.2 Where a complaint, disagreement or dispute cannot be resolved informally the [Scouts' Complaints Policy](#) must be followed.

#### **15.4 Bullying and harassment**

- 15.4.1.1 Where a concern is raised about potential bullying and/or harassment of a volunteer then this must be dealt with in accordance with the [Scouts' Complaints Policy](#) supported by the [Volunteer Anti-Bullying and Harassment Policy and Procedures](#).

#### **15.5 Whistleblowing**

- 15.5.1.1 Where a concern is raised about potential wrongdoing which is in the public interest, then these disclosures must be dealt with in accordance with the [Whistleblowing Policy and Procedures](#).

## Chapter 16

### Adult roles

#### Contents

- 16.1 Appoint an individual to a role
  - 16.1.1 Check the applicant is eligible
  - 16.1.2 Discuss the role
  - 16.1.3 Add to membership system
  - 16.1.4 Complete a personal enquiry
  - 16.1.5 Approve a governance role
  - 16.1.6 Check references
  - 16.1.7 Meet with an appointment panel
  - 16.1.8 Make a recommendation
  - 16.1.9 Approve the role
- 16.2 Complete the required training
  - 16.2.1 Getting started
  - 16.2.2 Wood Badge learning
  - 16.2.3 Additional learning
  - 16.2.4 Mandatory on-going learning
- 16.3 Review a role
  - 16.3.1 Responsibility for reviews
  - 16.3.2 Have an informal review
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  - 16.3.5 Review roles on the appointment of a Commissioner
- 16.4 Apply restrictions
  - Introduction
  - 16.4.1 Use mutually agreed restrictions
  - 16.4.2 Suspend an individual
  - 16.4.3 Safeguarding stay-away
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  - 16.5.1 Resignation from a role
  - 16.5.2 End someone else's role

- 16.5.3 End someone's membership
- 16.5.4 Obligations following the ending of a role
- 16.5.5 Appeal a non-appointment or the ending of a role
- 16.6 Acting Roles
  - 16.6.1 Group Scout Leaders
  - 16.6.2 Commissioners
  - 16.6.3 Governance
- 16.7 Available roles
  - 16.7.1 Roles table
  - 16.7.2 Helper<sup>SV</sup>
  - 16.7.3 Scout Council members
  - 16.7.4 Employees
  - 16.7.5 Scout Network members
- 16.8 Safeguarding and vetting decision guidance

This chapter includes explanations of how to:

- a) appoint someone to a new role
- b) complete and validate training for a role
- c) review a role
- d) apply restrictions on participation
- e) resign from a role
- f) end someone else's role
- g) end someone's membership
- h) appeal the end of a role or roles
- i) manage acting roles

This chapter also contains:

- a) a list of all member roles available in the Scouts (the roles table)
- b) guidance on procedures for other roles, including helpers
- c) safeguarding and vetting decision guidance

## **16.1 Appoint an individual to a role**

The rules in 16.1 explain how to appoint an individual to a volunteer role. This rule does not apply for helper, Scout Network member, staff, or Scout Council roles – for these, see Rule 16.8.

It describes a process, so should be read in order.

Within this Rule there are four appointment processes:

- Standard = the whole of 16.1, but excluding 16.1.5
- Governance = 16.1.1 to 16.1.5 inclusive
- UK HQ = the whole of 16.1 but with slight variation because of the HQ appointment process
- N/A = no appointment process (and therefore no Appointment Panel or references)

The roles table shows the process to follow for each role.

### **16.1.1 Check the applicant is eligible**

- 16.1.1.1 The applicant must be over 18 years old.
- 16.1.1.2 For youth commissioner roles, the applicant must be under 25 years old at the time of appointment.
- 16.1.1.3 The applicant must be a member, or be able to complete the membership declarations, or already be a member.
- 16.1.1.4 The applicant must have the time and capacity to be able to carry out the role.
- 16.1.1.5 If the roles table shows the role is a Trustee role, then the applicant must be eligible to be a Trustee in the relevant country:
  - a) England and Wales (Charity Commission for England and Wales)
  - b) Scotland (Office of the Scottish Charity Regulator)
  - c) Northern Ireland (Charity Commission for Northern Ireland)
  - d) See also Rule 13.1
- 16.1.1.6 The applicant must be able to recognise and manage any conflicts of interest between current roles.

### **16.1.2 Discuss the role**

- 16.1.2.1 The volunteer's line manager must meet with the applicant and discuss the:
  - a) fundamentals of Scouting
  - b) key policies
  - c) responsibilities of the role
  - d) induction for the role and how it will be personalised for the applicant
  - e) safeguarding code of practice (Young People First – Yellow Card)
  - f) time commitment of the role
  - g) training requirements of the role

### **16.1.3 Add to membership system**

16.1.3.1 The line manager must ensure that the applicant is added to the membership system.

16.1.3.2 At this stage, the applicant's role has pre-provisional status. The applicant must be supervised when with young people.

### **16.1.4 Complete a personal enquiry**

16.1.4.1 UK Headquarters automatically does a confidential enquiry check on the applicant when the role is added to the membership system.

16.1.4.2 If the roles table shows that a criminal records check is required for the role, the line manager must ensure that the applicant has a valid disclosure within the time limits.

16.1.4.3 Criminal records checks must be processed through the membership system.

### **16.1.5 Approve a governance role**

16.1.5.1 This Rule 16.1.5 only applies to governance roles as shown in the roles table and is the final stage in the appointment process for these roles. For standard process roles, this rule does not apply, and the process resumes at Rule 16.1.6.

16.1.5.2 Governance roles are those where the roles table shows the approver as a Scout Council or Trustee Board.

16.1.5.3 For governance roles, the approving body as shown in the roles table must vote to approve the applicant for the role. This means that there is no meeting with an appointment panel and references are not checked.

16.1.5.4 There is no right of appeal if a governance role is not approved by the approving body.

### **16.1.6 Check references**

16.1.6.1 Note that references for UK Headquarters roles are addressed within the search process for UK HQ Appointments.

16.1.6.2 If the applicant is not currently a member of the Scouts and the roles table shows that the approval process is 'standard', then the Appointments Secretary must obtain at least two written references.

16.1.6.3 These may be requested using the membership system.

16.1.6.4 The Appointments Secretary must ensure that the membership system is updated with the outcome of the references.

## **16.1.7 Meet with an appointment panel**

- 16.1.7.1 The applicant's line manager must ensure that a meeting with an appointment panel is requested if the roles table shows it is required. The appointments advisory committee may decide not to hold the appointment panel meeting for the applicant.
- 16.1.7.2 The appointment panel must have three members (see the Definitions chapter). The applicant's line manager must not be a member of the appointment panel. The appointments chair may allow one additional attendee at the appointment panel meeting, for example during validation of Module 37 or if the applicant requires a sign language interpreter. The appointment panel meeting must not take the form of an interview. Members of the appointment panel must only consider the applicant's:
- a) awareness and acceptance of the Scouts' values and policies
  - b) ability and willingness to carry out the requirements of the role
- 16.1.7.3 The purpose of the appointment panel does not include consideration of the outcomes of personal enquiry or references.
- 16.1.7.4 If the roles table shows that the minimum membership level for the role is "Member", the appointment panel must confirm that the applicant is willing to live by the Scout Promise.
- 16.1.7.5 The Appointments Secretary must ensure that the membership system is updated with the appointment panel's recommendation.

## **16.1.8 Make a recommendation**

- 16.1.8.1 If the references and appointment panel meeting have raised no concerns, the Appointments Secretary must ensure that the approver is informed of the appointments advisory committee's decision to recommend appointment of the applicant to the role.
- 16.1.8.2 Otherwise, after consulting with up to two other Appointments Advisory Committee Members and (where appropriate) the references received from the referees, the Appointments Chair must make a final recommendation to the approver on the suitability of appointment.
- 16.1.8.3 The Appointments Chair must ensure that the approver is informed of this final recommendation.

## **16.1.9 Approve the role**

- 16.1.9.1 The approver for the role is listed in the roles table.
- 16.1.9.2 The approver must consider the:
- a) recommendation of the appointments advisory committee

b) outcome of the personal enquiry

- 16.1.9.3 If the personal enquiry raises concerns, the approver must follow the guidance of the UK Headquarters vetting team.
- 16.1.9.4 If the approver decides to appoint, the applicant's role is provisional. The applicant must be supervised when with young people. If the roles table shows that the role has no provisional stage, the role becomes full, as explained in Rule 16.2.1.3.
- 16.1.9.5 If the approver decides not to appoint, then the reason must be recorded on the membership system by ending the role as unsatisfactory. The applicant may only appeal under Rule 16.5.5. There is no right to complain under the complaints policy (Rule 15.1).
- 16.1.9.6 If the approver disagrees with the appointments advisory committee's recommendation, then the Trustee Board chair makes the final decision on appointment.
- 16.1.9.7 UK Headquarters may exceptionally exclude individuals deemed unsuitable to participate in The Scouts.

## **16.2 Complete the required training**

These rules explain the training required for a role.

### **16.2.1 Getting started**

- 16.2.1.1 The role holder must complete the role's getting started training listed in the roles table.
- 16.2.1.2 The line manager must ensure all getting started training is validated within five months.
- 16.2.1.3 For roles with a provisional stage as shown in the roles table, once all getting started training is validated, the role will show as full on Compass. This means that the role holder:
- a) may be invested into the movement
  - b) no longer needs to be supervised when with young people
- 16.2.1.4 If getting started training has not been completed within 5 months, the relevant Commissioner must:
- a) apply appropriate restrictions (Rule 16.4)
  - b) end the role (Rule 16.5.2)

### **16.2.2 Wood Badge learning**

- 16.2.2.1 If the roles table indicates that a Wood Badge is required, a training adviser will support the role holder through the scheme:

- a) defining a Personal Learning Plan
- b) validating required modules

16.2.2.2 Once all of the modules in the Personal Learning Plan have been validated, the role holder may be awarded a Wood Badge.

16.2.2.3 After achieving a Wood Badge, the role holder must complete at least five hours of learning relevant to their role every year.

16.2.2.4 If the role holder has not completed a required Wood Badge within three years of the role start date, then a relevant Commissioner must either:

- a) apply appropriate restrictions (Rule 16.4)
- b) end the role (Rule 16.5.2)

### **16.2.3 Additional learning**

16.2.3.1 The role holder must complete the role's additional training listed in the roles table, within any indicated timeframes.

### **16.2.4 Mandatory on-going learning**

16.2.4.1 All members must re-validate safety and safeguarding training every three years, whilst in a role that the roles table shows as requiring the training.

16.2.4.2 All members in roles that require a first aid certificate must achieve one within three years of the role start date. This must be re-validated every three years, whilst in a role that the roles table shows as requiring a first aid certificate.

16.2.4.3 If the roles table shows that safety, safeguarding, or first aid training is required and the role holder has not validated it in the last three years, then a relevant Commissioner must either:

- a) apply appropriate restrictions (Rule 16.4)
- b) end the role (Rule 16.5.2)

16.2.4.4 Exceptionally, UK Headquarters may require additional learning requirements for a period of time for all or certain roles.

## **16.3 Review a role**

These rules explain how to review member's role.

### **16.3.1 Responsibility for reviews**

16.3.1.1 The role holder's line manager is responsible for formal and informal reviews. Trustee Board members are subject to informal reviews, at least annually.

16.3.1.2 For an Trustee Board Chair, a member of the Trustee Board is nominated and agreed annually by the members of the Trustee Board to carry out the review.

16.3.1.3 For ease of reading, “line manager” will be used to refer to the individual responsible for reviews in the remainder of Rule 16.3.

### **16.3.2 Have an informal review**

16.3.2.1 The role holder must have a regular informal role review, at least annually, with their line manager. This provides an opportunity to reflect on achievements, identify opportunities for development and plan for the future. Informal reviews should also be used to review on-going learning and training requirements.

### **16.3.3 Conduct a formal review**

16.3.3.1 Formal reviews should take place at least every five years. All roles should have a formal review. Some roles must have a formal review, these are shown in the roles table.

16.3.3.2 A first review date must be set during the role induction process and recorded on the membership system. After each formal review, the date of the next review must be set and recorded on the membership system.

16.3.3.3 The purpose of a formal review is to determine if:

- a) the role will be renewed for an additional term
- b) the role holder will move to a different role
- c) the role will be ended
- d) the role holder will leave the Scouts

16.3.3.4 The role holder and the line manager should agree on the outcome of the review, but the line manager must make the final decision. The Appointments Secretary must be informed of this decision, and the membership system must be updated appropriately.

16.3.3.5 Additional formal reviews may be requested at any time by the role holder or the line manager. These should have reasonable notice, normally 14 days.

### **16.3.4 Term limits**

16.3.4.1 Term limits, where specified in the Roles Table, state the maximum total time the role can be held.

16.3.4.2 Roles with term limits specified in the roles table must be held in terms of five years or less, with the consecutive time in role not exceeding the term limit.

16.3.4.3 A Youth Commissioner role must not extend past the role holder's 28th birthday.

### **16.3.5 Review roles on the appointment of a Commissioner**

16.3.5.1 When a County Commissioner is appointed, all District Commissioner and county roles will be subject to formal review. For counties that have no districts, this also includes all Group Scout Leader roles.

16.3.5.2 When a District Commissioner is appointed, all Group Scout Leader and district roles will be subject to formal review.

16.3.5.3 These reviews should be completed within six months of the relevant Commissioner's appointment.

## **16.4 Apply restrictions**

### **Introduction**

These rules explain how to restrict a member's involvement in the Scouts. Commissioners may use these restrictions to allow time to resolve issues.

The rules in 16.4 apply only to members aged 18 or over (volunteers or Scout Network members). See Chapter 3 for those aged under 18.

There may be occasions where events have led to a number of people being investigated for one incident. In this case, the focus should be on ensuring consistency of process so that all parties are assessed fairly and consistently.

### **16.4.1 Use mutually agreed restrictions**

16.4.1.1 Mutually agreed restrictions help to ensure that suspensions are only used when absolutely necessary, by providing an alternative to suspension. Such restrictions on involvement with activities in the Scouts are agreed between a connected person and the relevant Commissioner.

16.4.1.2 Mutually agreed restrictions are permitted in circumstances where suspension may otherwise be used (see 16.4.2.2), but restriction in certain scouting activities would suffice. However, mutually agreed restrictions must not be used in safeguarding cases.

16.4.1.3 The relevant Commissioner must meet with the connected person and agree the specific restrictions that will be put in place. These restrictions must not last for more than four weeks. These restrictions must be

approved by the relevant Commissioner's line manager, and the connected person must receive the restrictions in writing together with a mutually agreed action plan.

16.4.1.4 Once the period of restrictions ends, the relevant Commissioner and the relevant Commissioner's line manager must agree to:

- a) remove restrictions
- b) suspend the individual (Rule 16.4.2)
- c) review the role (Rule 16.3.3)

## **16.4.2 Suspend an individual**

16.4.2.1 Suspension of a connected person's involvement in the Scouts is intended to protect all involved. This helps to ensure that any investigation is as fair as possible by preventing situations where objectivity could be risked, or further allegations could be made.

16.4.2.2 When considering a suspension, consideration should be first given to using Mutually Agreed Restrictions (see 16.4.1.1).

16.4.2.3 Suspension must only be used:

- a) when the relevant Commissioner has decided that mutually agreed restrictions are not appropriate
- b) when an allegation of a serious criminal offence is made against a connected person. Suspensions in these circumstances must last until all police enquiries or legal proceedings have ended
- c) when a dispute between adults is unresolved 30 days after formal notification of the dispute to the relevant Trustee Board. Suspension periods in this case must be less than 90 days, although there may be multiple consecutive suspension periods
- d) where the deliberate action or inaction of a connected person could lead to serious reputational harm
- e) where the action of a connected person may form gross misconduct
- f) if a member formally challenges the decisions or policy of a local Scout unit or The Scout Association in public to a non-scouting body, seeking to change or overturn the decision or policy
- g) where a criminal records check is required as shown in the roles table, and 30 days has elapsed with no valid disclosure
- h) where the member has not completed the required learning, in the roles table, within the timescales mandated in the roles table.
- i) In the event of the suspension of a Scout Group or an Explorer Unit, in which case all adults appointed are suspended as if each were individually suspended.

- 16.4.2.4 The relevant Commissioner (suspending authority) must make the suspension, which must then be authorised by the relevant Commissioner's line manager (authoriser). For the UK Chief Commissioner, the Chair of Trustees is the suspending authority and the Board of Trustees is the authoriser.
- 16.4.2.5 The suspending authority must ensure that the suspended individual is:
- a) informed of the suspension in writing
  - b) given the notes for a person under suspension
  - c) offered an independent colleague from the Scouts to act as a liaison. This person must be given the supporting a person under suspension resources.
- 16.4.2.6 The suspending authority must inform the UK Headquarters vetting team whenever an individual is suspended or the nature of a suspension changes.
- 16.4.2.7 Suspension following a dispute between adults must be followed as soon as possible by conciliation and attempts to resolve the dispute.
- 16.4.2.8 Suspended individuals must not:
- a) participate in any activities related to the Scouts
  - b) seek to influence the business of any scout unit, through any way of communicating
  - c) contact youth members of the Scouts
  - d) enter any premises or be present at any place used by the Scouts or where scouting activities are taking place, unless given permission by the suspending authority
  - e) wear any uniform, badges or emblems of the Scouts
- 16.4.2.9 Where the suspended individual is the parent or carer of a youth member, the suspending authority and authoriser may act together to modify the list of prohibited activities. These modifications may be changed at any time during the period of suspension. Whenever modifications are made under this rule, the suspended individual must be written to with a clear list of permitted behaviours. Modifications must:
- a) follow the guidance of the UK Headquarters safeguarding team, for safeguarding cases
  - b) be minimised, and exist only to enable the role as parent or carer (for example to drop off and pick up the child, or attend award presentations)
  - c) not compromise the safety of youth members
  - d) not allow the suspended individual to engage in regulated activity, where Rule 16.4.2.2(f) applies

- 16.4.2.10 At the end of a suspension period, the suspending authority and relevant appointments advisory committee must recommend that the authoriser:
- a) re-instates the role
  - b) modifies the role
  - c) ends the role (Rule 16.5.2)
- 16.4.2.11 The authoriser's decision is final in all circumstances, including where there is no unanimous recommendation or the authoriser disagrees with the recommendation. The authoriser must ensure that the suspended individual is informed of the outcome in writing, with a copy to the UK Headquarters vetting team. There is no right of appeal against this process.
- 16.4.2.12 UK Headquarters, in consultation with the authoriser, may exceptionally refuse to re-instate roles or involvement in the Scouts. In this case, UK Headquarters is the suspending authority (as defined in 16.4.2.3) and the authoriser is the line manager of the relevant local responsible Commissioner.
- 16.4.2.13 Suspensions due to criminal records check issues may be automatically revoked by UK Headquarters once a valid criminal records check is obtained.
- 16.4.2.14 UK Headquarters may cancel membership where the member has been subject to a suspension initiated by the UK Safe Scouting Team and where the member has been suspended for 18 months or more, typically due to them being under investigation by a statutory agency.
- 16.4.2.15 Where an individual disagrees with a UK Headquarters Cancellation, the individual may raise their disagreement with the Head of Safeguarding at UK Headquarters within 14 days. All disagreements must only consider the process carried out and must not consider or review the decision made, unless new information becomes available. The Head of Safeguarding will review this in conjunction with a UK Chief Commissioner's representative at the UK Headquarters Safeguarding Committee. The individual will receive a written, final outcome after the review. No further rights to appeal are permitted.

### **16.4.3 Safeguarding stay-away**

- 16.4.3.1 Stay-away must only be used by the UK Headquarters safeguarding team.
- 16.4.3.2 A connected person's stay-away from involvement in the Scouts is intended to protect all involved. It helps to ensure that any investigation is as fair as possible by preventing situations where objectivity could be risked, or further allegations could be made.

- 16.4.3.3 Stay-away is used where at the point of referral to the UK Headquarters safeguarding team a decision to suspend or not cannot be made due to insufficient, disputed, or inconsistent information.
- 16.4.3.4 Stay-away must only be used:
- a) when an allegation is made that a connected person has behaved in a way that may be considered a breach of the Scouts' Safeguarding Policy or safeguarding code of practice (yellow card)
  - b) when a concern is raised in regard to a connected person that may suggest unsuitability for a working with youth members (including unsuitability for a position of trust)
  - c) where information is received from a statutory agency relating to concerns raised about a connected person
- 16.4.3.5 The UK Headquarters safeguarding team must ensure that the individual must stay-away from all scouting activities for two weeks. the UK Headquarters safeguarding team must ensure that:
- a) the relevant Commissioner has been consulted on the decision
  - b) a national safeguarding operations manager approves the stay-away
  - c) terms of the stay-away are sent to the individual in writing
  - d) the relevant Commissioner is asked to offer the individual an independent liaison contact for support
- 16.4.3.6 Following the stay-away period, the UK Headquarters safeguarding team and relevant Commissioner must make a decision to extend the stay-away by two weeks or end the stay-away. A stay-away must not last longer than four weeks.

## **16.5 End a role**

These rules explain how to close roles and membership, including appeals.

The rules in 16.5 apply only to members aged 18 or over (volunteers or Scout Network members). See Chapter 3 for those aged under 18.

### **16.5.1 Resignation from a role**

- 16.5.1.1 A role holder may resign from their role at any time by notifying their line manager.
- 16.5.1.2 The role end date will be agreed and recorded on the membership system.
- 16.5.1.3 If the role holder's service has been unsatisfactory, the relevant Commissioner must ensure that the role is ended as unsatisfactory on the membership system. UK Headquarters may seek further information if necessary.

## **16.5.2 End someone else's role**

16.5.2.1 A role must be ended in the following circumstances:

- a) the relevant Trustee Board passes a resolution to end the role. In these cases, there is no obligation for the Trustee Board to state its reasons.
- b) the role is in a scout unit or section that has closed
- c) a formal review under Rule 16.3.3 has led to a decision to end the role

16.5.2.2 If the role holder fails to observe the terms of a suspension under Rule 16.4.2, then the line manager and appointments chair (and for Trustee roles the relevant Trustee Board Chair) may end the role.

16.5.2.3 Acting together, the line manager and Appointments Chair (and, for Trustee roles, the relevant Trustee Board Chair) may end a role if the role holder:

- a) receives an unsatisfactory outcome from a personal enquiry
- b) is seen to no longer accept the principles of the movement
- c) has or is likely to bring the name of the Scouts into disrepute
- d) has not achieved a full status for their role within five months from the role start date
- e) has not met the training requirements listed in the roles table
- f) has not completed the required on-going learning as listed in the Roles Table

16.5.2.4 Discussions around ending roles should happen in a formal review.

16.5.2.5 In cases where the relevant Commissioner and their line manager agree it is required, roles may be ended without a formal review. The role holder must be advised of the reason for action in such cases.

16.5.2.6 Exceptionally, UK Headquarters may end a role after consulting the relevant Commissioner. The UK Chief Commissioner must ensure that processes and oversight are defined and implemented at UK Headquarters to ensure consistency in such cases. This must include a process for resolving disagreements. There may be occasions where events have led to a number of role holders being investigated for one incident. In this case, the focus should be on ensuring consistency of process so that all parties are assessed fairly and consistently. Note that it is the process that must be fair and consistent – the individual outcomes may vary appropriately to reflect the conclusions of the enquiry.

### **16.5.3 End someone's membership**

16.5.3.1 Membership of the Scouts ends when an individual no longer holds any active roles.

16.5.3.2 The relevant Commissioner may end a member's membership. This has the effect of ending all active roles.

16.5.3.3 The membership of any member of The Scout Association may be ended by resolution of the Board of Trustees of The Scout Association, which will be under no obligation to state its reasons.

### **16.5.4 Obligations following the ending of a role**

These obligations apply to the person whose role is ending.

16.5.4.1 Where a role is ended under Rule 16.5.1 or Rule 16.5.2, then the individual concerned must immediately give all assets and data related to their role to the line manager. This includes, but is not limited to:

- a) electronic and paper-based membership data for young people and adults
- b) scouts related financial information and financial assets, including cash, cheque books, bank statements, passwords
- c) equipment, digital, and physical resources owned by a scout unit
- d) keys and other security equipment or information

16.5.4.2 Any Trustee responsibilities held through the role finish at the role end date.

### **16.5.5 Appeal a non-appointment or the ending of a role**

16.5.5.1 In this rule, if there is no Appointments Chair in post then the Trustee Board Chair should request the Appointments Chair from a nearby District or County to assume the role, for the purpose of the appeal only.

16.5.5.2 In this rule, if there is no Trustee Board Chair in post then the District Commissioner or County Commissioner as appropriate should request the Chair from a nearby District or County to assume the role, for the purpose of the appeal only.

16.5.5.3 To appeal the non-approval of a role or the ending of role(s), the individual must contact the appointments chair within 14 days of being notified of the decision.

16.5.5.4 All appeals must only consider the process carried out and must not consider or review the decision made. In cases where multiple roles have been ended at once, all ended roles must be considered together for a single appeal.

- 16.5.5.5 The individual, the appointments chair, and a member of the appointments advisory committee should meet. If the appeal is for non-approval of a role, the member of the appointments advisory committee should not have been involved in the original appointments panel. This meeting is to allow the individual to explain the problem with the process and to try and agree on a resolution. The appointments chair must ensure that all attendees and the relevant Commissioner are provided with the outcome of the meeting in writing.
- 16.5.5.6 The individual may make a final appeal, if not satisfied after the first step, by contacting the relevant Trustee Board Chair within 14 days of notification of the first step's outcome.
- 16.5.5.7 The Trustee Board Chair may decide an investigation is required. If so, up to three Trustees with no previous involvement with the appointment must be asked to conduct the investigation and provide a confidential report to the Trustee Board Chair.
- 16.5.5.8 Although the report itself is confidential, it is important that any action points recorded in the report are actioned promptly. Where necessary this will require that actions (and the context of the actions) are appropriately shared by the Trustee Board Chair in order to ensure prompt delivery of each action.
- 16.5.5.9 The Trustee Board Chair's decision is final and must be provided in writing to the individual and the relevant Commissioner. There is no further right to complain or appeal, through any process.

## **16.6 Acting Roles**

These rules explain what to do if a vacancy arises in a Commissioner or charity officer role.

### **16.6.1 Group Scout Leaders**

- 16.6.1.1 If a Group Scout Leader role becomes vacant, the role's line manager should appoint an acting Group Scout Leader as a temporary measure, to enable a full recruitment process.
- 16.6.1.2 Whilst there is no acting Group Scout Leader appointed, the line manager assumes the role of acting Group Scout Leader.
- 16.6.1.3 Their line manager must prioritise filling the vacancy, ideally within six months.
- 16.6.1.4 The role of acting Group Scout Leader has all the responsibilities of the full role, including those as a Trustee for the relevant charity.

## **16.6.2 Commissioners**

16.6.2.1 If a Commissioner role becomes vacant, the role's line manager should appoint an acting Commissioner as a temporary measure, to enable a full recruitment process.

16.6.2.2 Whilst there is no acting Commissioner appointed, the line manager assumes the role of acting Commissioner.

16.6.2.3 The line manager must prioritise filling the vacancy, ideally within six months.

16.6.2.4 The role of acting Commissioner has all responsibilities of the full role, including those as a Trustee for the relevant charity.

## **16.6.3 Governance**

16.6.3.1 The Chair, Secretary and Treasurer roles for each scout unit should always be filled.

16.6.3.2 If a Chair, Secretary, or Treasurer resigns before the next annual general meeting, filling the vacancy as soon as possible should be prioritised. All actions must be taken via a majority vote of the Trustees, with vacancies of the role of Chair also requiring agreement by the relevant Commissioner. These appointments are short-term, until the next annual general meeting. The Trustees must either:

- a) appoint a current Trustee to the role, or
- b) co-opt a Trustee to take the role, subject to provisions in the charity's constitution for co-opting Trustees

16.6.3.3 There is no role of acting Chair Secretary or acting Treasurer.

16.6.3.4 In extreme circumstances the relevant Commissioner may act as Chair for a short period.

## **16.7 Available roles**

### **16.7.1 Roles table**

16.7.1.1 The roles table is the authoritative definition of all adult volunteer roles that exist to deliver, manage, support, and govern the scouts' programme and movement. Individuals must not be appointed to roles that are not listed in the roles table.

16.7.1.2 The roles table is available to download as an Excel spreadsheet and as a PDF document.

## **16.7.2 Helper<sup>SV</sup>**

16.7.2.1 A helper is a person aged 18 or over who provides Section Leadership Teams with informal support to help them to deliver the programme. They may be, for example, parents or local subject matter experts.

16.7.2.2 Helpers must have a satisfactory Personal Enquiry and be recorded in the adult membership system before they can:

- a) assist with a nights away activity
- b) support four or more times in a 30 day period
- c) have unsupervised access to young people

Helpers who do not need to meet any of the above criteria do not need a Personal Enquiry and must not be recorded on the membership system.

16.7.2.3 If a Personal Enquiry is required, the helper must be registered on the membership system as an occasional helper<sup>SV</sup>. These registrations on the membership system are not otherwise part of the appointment process and are only provided as a process to enable the necessary CE and criminal records checks to be conducted.

16.7.2.4 In England, Wales, and Northern Ireland this role is called “occasional helper.” In Scotland this role is called “PVG Only”.<sup>SV</sup>

16.7.2.5 Helpers are not entitled to membership status or any benefits for members of the Scouts including not being covered by Scouts insurance.

16.7.2.6 Where a helper is no longer providing informal support either because they have become a member or when they have stopped, the adult membership system must be updated accordingly.

## **16.7.3 Scout Council members**

16.7.3.1 The processes set out in this chapter do not apply for scout council member roles.

## **16.7.4 Employees**

16.7.4.1 A scout charity may employ staff, with salaries paid using charity funds.

16.7.4.2 The Trustee Board should seek professional advice about employment law, conditions of employment, tax requirements, and pension arrangements.

16.7.4.3 Employees must be added to the membership system and maintain a satisfactory personal enquiry.

16.7.4.4 Scout charities may choose to employ one or more Administrator(s) to undertake the role of the Secretary in supporting the work of the Trustee

Board or the charity. In all other circumstances, Trustees may not be remunerated or paid a salary by the charity. If the Secretary role is undertaken by an employee, that employee should not normally be a Trustee.

## **16.7.5 Scout Network members**

16.7.5.1 Membership of a Scout Network is not a volunteer role, and the processes set out in this chapter do not apply.

16.7.5.2 Scout Network members must be registered on the membership system. This will automatically start a personal enquiry with no criminal records check.

## **16.8 Safeguarding and vetting decision guidance**

See separate table provided with POR.

**ROLES TABLE**

Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
<b>Member roles</b>																
<b>MEMBER ROLES: SECTION LEADERSHIP TEAMS (PROGRAMME DELIVERY ROLES)</b>																
Section Leadership Teams ensure delivery of great, safe programme to young people. They do this through management of the Section together with the planning and delivery of the programme.																
<b>Scout Group Roles</b>																
<b>Squirrel Drey Leadership Team roles</b>																
Section Leader - Squirrels	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No, unless opts in to the Group Trustee Board	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate	Trustee Introduction required within 5 months if opts-in to Trustee role	Yes	
Assistant Section Leader - Squirrels	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
Section Assistant - Squirrels	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 3			Yes	
<b>Beaver Colony Leadership Team roles</b>																
Section Leader - Beavers	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No, unless opts in to the Group Trustee Board	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate	Trustee Introduction required within 5 months if opts-in to Trustee role	Yes	
Assistant Section Leader - Beavers	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
Section Assistant - Beavers	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 3			Yes	
<b>Cub Pack Leadership Team roles</b>																
Section Leader - Cubs	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No, unless opts in to the Group Trustee Board	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate	Trustee Introduction required within 5 months if opts-in to Trustee role	Yes	
Assistant Section Leader - Cubs	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
Section Assistant - Cubs	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 3			Yes	
<b>Scout Troop Leadership Team roles</b>																
Section Leader - Scouts	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No, unless opts in to the Group Trustee Board	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate	Trustee Introduction required within 5 months if opts-in to Trustee role	Yes	
Assistant Section Leader - Scouts	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
Section Assistant - Scouts	None	Leader	Group	All	Group Scout Leader	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 3			Yes	
<b>Scout District Roles</b>																
<b>Explorer Unit Leadership Team roles (may be linked with Group(s) via Partnership Agreements)</b>																
Section Leader - Explorers	None	Leader	District	All	District Explorer Scout Commissioner	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate	Trustee Introduction required within 5 months if opts-in to Group Trustee role (under the terms of a Partnership Agreement with a Group)	Yes	
Assistant Section Leader - Explorers	None	Leader	District	All	District Explorer Scout Commissioner	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
Section Assistant - Explorers	None	Leader	District	All	District Explorer Scout Commissioner	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 3			Yes	
Section Leader - Explorer Scout Young Leaders	None	Leader	District	All	District Explorer Scout Commissioner	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 3	[Section] Wood Badge and First Aid certificate		Yes	
Assistant Section Leader - Explorer Scout Young Leaders	None	Leader	District	All	District Explorer Scout Commissioner	Standard	District Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
<b>UK Headquarters - Delivery roles for major events</b>																

**ROLES TABLE**

Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
Unit Leader	Name of event	Leader	County - UK Contingents	All	As advised by Contingent Team for each event - Local Selection in County or Country	Standard	County (or equivalent) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	Role holders should have the relevant Wood Badge and First Aid Certificate prior to appointment, or be close to completing both.		No	
Deputy Unit Leader	Name of event	Leader	County - UK Contingents	All	As advised by Contingent Team for each event - Local Selection in County or Country	Standard	County (or equivalent) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	Role holders should have the relevant Wood Badge and First Aid Certificate prior to appointment, or be close to completing both.		No	
Assistant Unit Leader	Name of event	Leader	County - UK Contingents	All	As advised by Contingent Team for each event - Local Selection in County or Country	Standard	County (or equivalent) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	Role holders should have the relevant Wood Badge and First Aid Certificate prior to appointment, or be close to completing both.		No	
International Service Team Member	Name of event	Leader	UK Headquarters - UK Contingents	All	Contingent Leader	Standard	Contingent Leader	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 3			No	

**MEMBER MEMBER ROLES: LINE MANAGER ROLES**

Line Manager roles have the responsibility and authority to ensure effective operation of their charity (the Scout Group, the Scout District, etc.) so that the charitable objectives are met.

Acting roles apply where there is no Line Manager (GSL, DESC, DC, CC, etc.) appointed. See Rules 3.43(c), 4.44(a)(v), 4.44(c)(iii), 5.35(a)(vi).

**Scout Group**

**NOTE: In single-District Counties, e.g. Jersey, Guernsey & also in Wales and other nations, GSLs are appointed by the CC or equivalent role.**

Group Scout Leader	None	Commissioner	Group	All	District Commissioner	Standard	District Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Group Scout Leader (Scotland)	None	Commissioner	Group	Scotland	District Commissioner	Standard	District Commissioner	See Scottish Variations from POR	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	
Acting Group Scout Leader	None	Commissioner	Group	All	District Commissioner	N/A (Acting)	District Commissioner	Yes	Yes	Member	Yes	N/A (Acting)			N/A (Acting)	Role is a temporary role, typically for a maximum of 6 months (POR Rule 3.43(c))

**Scout District**

**NOTE: The DC role does not exist for single-District Counties, e.g. Jersey, Guernsey & also in Wales and other nations. In these cases, GSLs are appointed by CCs or equivalent role.**

District Commissioner	None	Commissioner	District	Not Scotland	County (or equivalent) Commissioner	Standard	County (or equivalent) Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
District Commissioner (Scotland)	None	Commissioner	District	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	See Scottish Variations from POR	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
Acting District Commissioner	None	Commissioner	District	Not Scotland	County (or equivalent) Commissioner	Standard	County (or equivalent) Commissioner	Yes	Yes	Member	Yes	N/A (Acting)			N/A (Acting)	Role is a temporary role, typically for a maximum of 6 months (POR Rule 4.44(a)(v))
Acting District Commissioner (Scotland)	None	Commissioner	District	Scotland	Region (Scotland) Commissioner	N/A (Acting)	Region (Scotland) Commissioner	See Scottish Variations from POR	Yes	Member	Yes	N/A (Acting)			N/A (Acting)	Role is a temporary role, typically for a maximum of 6 months (POR Rule 4.44(a)(v))
District Explorer Scout Commissioner	None	Commissioner	District	Not Scotland	District Commissioner	Standard	District Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Acting District Explorer Scout Commissioner	None	Commissioner	District	All	District Commissioner	N/A (Acting)	District Commissioner	Yes	Yes	Member	Yes	N/A (Acting)			N/A (Acting)	Role is a temporary role, typically for a maximum of 6 months (POR Rule 4.44(c)(iii))

ROLES TABLE																
Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
District Explorer Scout Commissioner (Scotland)	None	Commissioner	District	Scotland	District Commissioner	Standard	District Commissioner	See Scottish Variations from POR	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
District Scout Network Commissioner	None	Commissioner	District	Not Scotland	District Commissioner	Standard	District Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
District Scout Network Commissioner (Scotland)	None	Commissioner	District	Scotland	District Commissioner	Standard	District Commissioner	See Scottish Variations from POR	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
<b>Scout County or equivalent</b>																
County Commissioner	None	Commissioner	County	England, Northern Ireland	Regional Commissioner (England) or Chief Commissioner (Northern Ireland)	UK Headquarters	Regional Commissioner (England) or Chief Commissioner (Northern Ireland)	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
Acting County Commissioner	None	Commissioner	County	England, Northern Ireland	Regional Commissioner (England) or Chief Commissioner (Northern Ireland)	N/A (Acting)	Regional Commissioner (England) or Chief Commissioner (Northern Ireland)	Yes	Yes	Member	Yes	N/A (Acting)			N/A (Acting)	Role is a temporary role, typically for a maximum of 6 months (POR Rule 5.35(a)(vi))
Bailiwick Commissioner	None	Commissioner	County	Guernsey	Regional Commissioner	UK Headquarters	Regional Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
Island Commissioner	None	Commissioner	County	Jersey	Regional Commissioner	UK Headquarters	Regional Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
Chief Commissioner	None	Commissioner	Branch	Gibraltar	International Commissioner	UK Headquarters	International Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
Area Commissioner	None	Commissioner	County	Wales, BSO	International Commissioner (BSO) or Regional Commissioner (Wales)	UK Headquarters	International Commissioner (BSO) or Regional Commissioner (Wales)	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
Acting Area Commissioner	None	Commissioner	County	Wales, BSO	International Commissioner (BSO) or Regional Commissioner (Wales)	N/A (Acting)	International Commissioner (BSO) or Regional Commissioner (Wales)	Yes	Yes	Member	Yes	N/A (Acting)			N/A (Acting)	Role is a temporary role, typically for a maximum of 6 months (POR Rule 5.35(a)(vi))
Region (Scotland) Commissioner	None	Commissioner	County	Scotland	Chief Commissioner (Scotland)	Standard	Chief Commissioner (Scotland)	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
Acting Region (Scotland) Commissioner	None	Commissioner	County	Scotland	Chief Commissioner (Scotland)	N/A (Acting)	Chief Commissioner (Scotland)	Yes	Yes	Member	Yes	N/A (Acting)			N/A (Acting)	Role is a temporary role, typically for a maximum of 6 months (POR Rule 5.35(a)(vi))
<b>England and Wales Regions</b>																
Regional Commissioner	England, Wales	Commissioner	Region	England, Wales	Chief Commissioner (Country)	UK Headquarters	Chief Commissioner (Country)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Acting Regional Commissioner	England, Wales	Commissioner	Region	England, Wales	Chief Commissioner (Country)	UK Headquarters	Chief Commissioner (Country)	No	Yes	Member	Yes	N/A (Acting)			N/A (Acting)	
<b>Country Manager roles</b>																
Chief Commissioner (England)	None	Commissioner	Country	England	UK Chief Commissioner	UK Headquarters	UK Chief Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Chief Commissioner (Wales)	None	Commissioner	Country	Wales	UK Chief Commissioner	UK Headquarters	UK Chief Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	
Chief Commissioner (Northern Ireland)	None	Commissioner	Country	Northern Ireland	UK Chief Commissioner	UK Headquarters	UK Chief Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	
Chief Commissioner (Scotland)	None	Commissioner	Country	Scotland	UK Chief Commissioner and Scottish Trustee Board	UK Headquarters	UK Chief Commissioner and Scottish Trustee Board	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	

**ROLES TABLE**

Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
Chief Commissioner (Branch)	None	Commissioner	Country	Branches	International Commissioner	UK Headquarters	International Commissioner	As defined in Branch's constitution	Yes	Member	No	Module 1. Safety, Safeguarding (within 3 years)	[M&S] Wood Badge and First Aid certificate		Yes	
<b>Headquarters Manager roles</b>																
Chief Scout	None	Commissioner	UK Headquarters	All	Chair of the UK Board	UK Headquarters	The Council of The Scout Association	No	No	Member	Yes	No requirement			Yes	
UK Chief Commissioner	None	Commissioner	UK Headquarters	All	Chair of the UK Board	UK Headquarters	The Board of Trustees of The Scout Association	Yes	Yes	Member	Yes	Module 1. GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	

**MEMBER ROLES: GOVERNANCE ROLES**

Governance roles form the membership of each Charity's Trustee Board, together with any sub-committees. Each Trustee Board is responsible for ensuring the strategic direction of the charity is achieved.

**NOTE ++** In Scotland, PVG checks are only permitted for Trustees who are a member of a charity registered with OSCR (Office of Scottish Charity Regulator). "Trustees" of non-registered charities cannot have a PVG check. In practice, all Regions (Scotland) and the Country are registered with OSCR. But not all Scottish Groups and Districts are registered with OSCR.

**Scout Group**

Group Chair	None	Committee	Group	All	Group Scout Leader	Governance	Group Scout Council	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			Yes - see 16.3.1.2(a)	
Group Deputy Chair	None	Committee	Group	All	Group Chair	N/A (A deputy chair is optional. If required, the Trustee Board must appoint an elected or nominated Trustee to the role)	Group Trustee Board	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			No	
Group Secretary	None	Committee	Group	All	Group Chair	Governance	Group Scout Council	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Group Treasurer	None	Committee	Group	All	Group Chair	Governance	Group Scout Council	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Group Trustee (Section Leader who opts-in)	None	Committee	Group	All	Group Chair	N/A (must be recorded on Compass as ex-officio Trustee after opting-in)	None	Yes	Yes	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			No	
Group Trustee (Explorer Scout Leader who opts-in as per a Partnership Agreement with the Group)	None	Committee	Group	All	Group Chair	N/A (must be recorded on Compass as ex-officio Trustee after opting-in)	None	Yes	Yes	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			No	
Group Trustee (other than the Chair/Secretary/Treasurer roles)	Elected, Nominated	Committee	Group	All	Group Chair	Governance	Group Scout Council	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			No	
Group Trustee (other than the Chair/Secretary/Treasurer roles)	Co-opted	Committee	Group	All	Group Chair	Governance	Group Trustee Board	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			No	
Group Sub-Committee member (who are is not also a member of the Group Trustee Board)	None	Committee	Group	All	Group Chair	Governance	Group Trustee Board	No	No	Member	No	Module 1. GDPR, Safety, Safeguarding			No	

**Scout District**

District Chair	None	Committee	District	All	District Commissioner	Governance	District Scout Council	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			Yes - see 16.3.1.2(b)	
District Deputy Chair	None	Committee	District	All	District Chair	N/A (A deputy chair is optional. If required, the Trustee Board must appoint an elected or nominated Trustee to the role)	District Trustee Board	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			No	
District Secretary	None	Committee	District	All	District Chair	Governance	District Scout Council	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
District Treasurer	None	Committee	District	All	District Chair	Governance	District Scout Council	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
District Trustee Board Member (other than the Chair/Secretary/Treasurer roles)	Elected, Nominated	Committee	District	All	District Chair	Governance	District Scout Council	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			No	
District Trustee Board Member (other than the Chair/Secretary/Treasurer roles)	Co-opted	Committee	District	All	District Chair	Governance	District Trustee Board	Yes	Yes**	Member	No	Module 1. GDPR, Safety, Safeguarding, Trustee Introduction			No	
District Appointments Chair	None	Committee	District	All	District Chair	Governance	District Trustee Board	No	No	Member	No	Module 1. GDPR, Safety, Safeguarding		Module 37	Yes	
District Appointments Secretary	None	Secretary	District	All	District Appointments Chair	Governance	District Trustee Board	No	No	Member	No	Module 1. GDPR, Safety, Safeguarding		Module 37	Yes	
District Assistant Appointments Secretary	None	Secretary	District	All	District Appointments Chair	Governance	District Trustee Board	No	No	Member	No	Module 1. GDPR, Safety, Safeguarding		Module 37	Yes	

**ROLES TABLE**

Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
District Appointment Advisory Committee member	None	Committee	District	All	District Appointments Chair	Governance	District Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
District Sub-Committee member (who is not also a member of the District Trustee Board)	None	Committee	District	All	District Chair	Governance	District Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout County or equivalent</b>																
County Chair	None	Committee	County	England, Northern Ireland	County Commissioner	Governance	County Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes - see 16.3.1.2(c)	
Area Chair	None	Committee	County	Wales, BSO	Area Commissioner	Governance	Area Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes - see 16.3.1.2(c)	
Region (Scotland) Chair	None	Committee	County	Scotland	Region (Scotland) Commissioner	Governance	Region (Scotland) Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes - see 16.3.1.2(c)	
Branch Chair	None	Committee	County	Gibraltar	Chief Commissioner (Gibraltar)	Governance	Branch Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes - see 16.3.1.2(c)	
County Deputy Chair	None	Committee	County	England, Northern Ireland	County Chair	N/A (A deputy chair is optional. If required, the Trustee Board must appoint an elected or nominated Trustee to the role)	County Trustee Board	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	
Area Deputy Chair	None	Committee	County	Wales, BSO	Area Chair	N/A (A deputy chair is optional. If required, the Trustee Board must appoint an elected or nominated Trustee to the role)	Area Trustee Board	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	
Region (Scotland) Deputy Chair	None	Committee	County	Scotland	Region (Scotland) Chair	N/A (A deputy chair is optional. If required, the Trustee Board must appoint an elected or nominated Trustee to the role)	Region (Scotland) Trustee Board	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	
County Secretary	None	Committee	County	England, Northern Ireland	County Chair	Governance	County Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Area Secretary	None	Committee	County	Wales, BSO	Area Chair	Governance	Area Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Region (Scotland) Secretary	None	Committee	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Branch Secretary	None	Committee	County	Gibraltar	Branch Chair (Gibraltar)	Governance	Branch Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
County Treasurer	None	Committee	County	England, Northern Ireland	County Chair	Governance	County Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Area Treasurer	None	Committee	County	Wales, BSO	Area Chair	Governance	Area Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Region (Scotland) Treasurer	None	Committee	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Branch Treasurer	None	Committee	County	Gibraltar	Branch Chair (Gibraltar)	Governance	Branch Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
County Trustee (other than the ex-officio roles)	Elected, Nominated	Committee	County	England, Northern Ireland	County Chair	Governance	County Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	
County Trustee (other than the ex-officio roles)	Co-opted	Committee	County	England, Northern Ireland	County Chair	Governance	County Trustee Board	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	
Area Trustee (other than the ex-officio roles)	Elected, Nominated	Committee	County	Wales, BSO	Area Chair	Governance	Area Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	
Area Trustee (other than the ex-officio roles)	Co-opted	Committee	County	Wales, BSO	Area Chair	Governance	Area Trustee Board	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	
Elected Region (Scotland) Trustee excluding Secretary, Treasurer	None	Committee	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Scout Council	See Scottish Variations from POR	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	
Branch Trustee (other than the ex-officio roles)	Elected, Nominated, Co-opted	Committee	County	Gibraltar	Branch Chair (Gibraltar)	Governance	Branch Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	

**ROLES TABLE**

Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
County Sub-Committee member (who is not also a member of the County Trustee Board)	None	Committee	County	England, Northern Ireland	County Chair	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Area Sub-Committee member (who is not also a member of the Area Trustee Board)	None	Committee	County	Wales, BSO	Area Chair	Governance	Area Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Region (Scotland) Sub-Committee member (who is not also a member of the Region (Scotland) Trustee Board)	None	Committee	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Branch Sub-Committee member (who is not also a member of the Branch Trustee Board)	None	Committee	County	Gibraltar	Branch Chair (Gibraltar)	Governance	Branch Scout Council	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
County Appointments Chair	None	Committee	County	England, Northern Ireland	County Chair	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
County Appointments Secretary	None	Secretary	County	England, Northern Ireland	County Appointments Chair	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
County Assistant Appointments Secretary	None	Secretary	County	England, Northern Ireland	County Appointments Chair	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
County Appointment Advisory Committee members	None	Committee	County	England, Northern Ireland	County Appointments Chair	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Area Appointments Chair	None	Committee	County	Wales, BSO	Area Chair	Governance	Area Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Area Appointments Secretary	None	Secretary	County	Wales, BSO	Area Appointments Chair	Governance	Area Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Area Assistant Appointments Secretary	None	Secretary	County	Wales, BSO	Area Appointments Chair	Governance	Area Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Area Appointment Advisory Committee members	None	Committee	County	Wales, BSO	Area Appointments Chair	Governance	Area Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Branch Appointments Chair	None	Committee	County	Gibraltar	Branch Chair	Governance	Branch Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Branch Appointments Secretary	None	Secretary	County	Gibraltar	Branch Appointments Chair	Governance	Branch Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Branch Assistant Appointments Secretary	None	Secretary	County	Gibraltar	Branch Appointments Chair	Governance	Branch Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Branch Appointment Advisory Committee members	None	Committee	County	Gibraltar	Branch Appointments Chair	Governance	Branch Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Region (Scotland) Appointments Chair	None	Committee	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Trustee Board	See Scottish Variations from POR	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Region (Scotland) Appointments Secretary	None	Secretary	County	Scotland	Region (Scotland) Appointments Chair	Governance	Region (Scotland) Trustee Board	See Scottish Variations from POR	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Region (Scotland) Appointments Advisory Committee Members	None	Committee	County	Scotland	Region (Scotland) Appointments Chair	Governance	Region (Scotland) Trustee Board	See Scottish Variations from POR	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
<b>Countries</b>																
Country Chair	None	Committee	Country	Scotland, Wales, Northern Ireland	Chief Commissioner (Country)	Governance	Country Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Deputy Country Chair	None	Committee	Country	Scotland, Wales, Northern Ireland	Country Chair	Governance	Country Trustee Board	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Country Treasurer	None	Committee	Country	Scotland, Wales, Northern Ireland	Country Chair	Governance	Country Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Country Trustee Board Member	Elected, Nominated, Co-opted	Committee	Country	Scotland, Wales, Northern Ireland	Country Chair	Governance	Country Scout Council	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Country Sub-Committee members (who are not also members of the Country Trustee Board)	None	Committee	Country	Scotland, Wales, Northern Ireland	Country Chair	Governance	Country Scout Council	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Country Appointments Chair	None	Committee	Country	Scotland, Wales, Northern Ireland	Country Chair	Governance	Country Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
Country Appointments Secretary	None	Secretary	Country	Scotland, Wales, Northern Ireland	N/A (Staff)	N/A (Staff)				None	N/A (Staff)	N/A (Staff)	N/A (Staff)	N/A (Staff)	N/A (Staff)	
Country Appointment Advisory Committee Member	None	Committee	Country	Scotland, Wales, BSO	Country Appointments Chair	Governance	Country Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 37	No	
<b>Headquarters</b>																

ROLES TABLE																
Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
Chair of the UK Board	None	Committee	UK Headquarters	All	The Board of Trustees of The Scout Association	UK Headquarters	The Council of The Scout Association	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Vice Chair of the UK Board (this will be a current UK Trustee appointed by the Board to be Vice Chair)	None	Committee	UK Headquarters	All	Chair of the UK Board	UK Headquarters	The Board of Trustees of The Scout Association	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
TSA Secretary (Staff)	None	Committee	UK Headquarters	All	Director of Finance and Resources (Staff)	UK Headquarters	The Board of Trustees of The Scout Association	No	No	None	N/A (Staff)	N/A (Staff)	N/A (Staff)	N/A (Staff)	N/A (Staff)	
TSA Treasurer	None	Committee	UK Headquarters	All	The Board of Trustees of The Scout Association	UK Headquarters	The Council of The Scout Association	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Elected Members of UK Board	None	Committee	UK Headquarters	All	Chair of the UK Board	UK Headquarters	The Council of The Scout Association	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Nominated Members of the UK Board	None	Committee	UK Headquarters	All	Chair of the UK Board	UK Headquarters	The Council of The Scout Association	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
Co-opted Members of the UK Board	None	Committee	UK Headquarters	All	Chair of the UK Board	UK Headquarters	The Board of Trustees of The Scout Association	Yes	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			Yes	
UK Headquarters Appointments Chair (this will always be a current UK Trustee)	None	Committee	UK Headquarters	All	Chair of the UK Board	UK Headquarters	The Board of Trustees of The Scout Association	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	
UK Headquarters Appointments Secretary	None	Secretary	UK Headquarters	All	N/A (Staff)	UK Headquarters	The Board of Trustees of The Scout Association	No	No	None	N/A (Staff)	N/A (Staff)	N/A (Staff)	N/A (Staff)	N/A (Staff)	
UK Headquarters Appointment Advisory Committee Member	None	Committee	UK Headquarters	All	UK Headquarters Appointments Chair	UK Headquarters	The Board of Trustees of The Scout Association	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	
Committee Chair (this will always be a current UK Trustee)	None	Committee	UK Headquarters	All	Chair of the UK Board	UK Headquarters	The Board of Trustees of The Scout Association	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding, Trustee Introduction			No	
Committee members (who are not also members of the UK Board of Trustees)	None	Committee	UK Headquarters	All	UK Board Committee Chair	UK Headquarters	The Board of Trustees of The Scout Association	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	

## SUPPORT ROLES

Support roles are vital roles to support the line managers in the effective operation of Scouting, and particularly contributing to enabling the effective operation of each Colony, Pack, Troop, Unit and Network.

The Support Roles are listed in these groupings:

- Deputy Manager roles
- Activities roles
- Administration roles (Administrators and Supporters)
- Adult Training roles
- Adviser roles
- Assistant District, County and Regional Commissioner roles
- Camp site and Centre volunteer roles
- Chaplain roles
- Communications roles
- Contingent roles for major events
- Leader roles on District, County & Country Teams
- President and Vice President roles
- Safety and Safeguarding roles
- Scout Active Support Unit roles
- Youth Commissioner roles

### SUPPORT ROLES - Deputy Managers

#### Scout Group

Deputy Group Scout Leader	None	Commissioner	Group	All	Group Scout Leader	Standard	Group Scout Leader	Yes (in Scotland, only if Group is OSCR registered)	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	
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#### Scout District

Deputy District Commissioner	None	Commissioner	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
Deputy District Commissioner (Scotland)	None	Commissioner	District	Scotland	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	10 Years

#### Scout County or equivalent

Deputy County Commissioner	None	Commissioner	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
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**ROLES TABLE**

Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
Deputy Chief Commissioner	None	Commissioner	Branch	Gibraltar	Chief Commissioner (Gibraltar)	Standard	Chief Commissioner (Gibraltar)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 5	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
Deputy Area Commissioner	None	Commissioner	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
Deputy Region (Scotland) Commissioner	None	Commissioner	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	10 Years
Transformation Lead	None	Commissioner	County	All	County Commissioner (or nation equivalent)	Standard	County Commissioner or nominee	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
<b>Country</b>																
Deputy Chief Commissioner (Country)	None	Commissioner	Country	England, Northern Ireland, Wales	Chief Commissioner (Country)	Standard	Chief Commissioner (Country)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Deputy Chief Commissioner (Scotland)	Programme, People, Perception, Protect	Commissioner	Country	Scotland	Chief Commissioner (Scotland)	Standard	Chief Commissioner (Scotland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Commissioner Wales - Programme	None	Commissioner	Country	Wales	Chief Commissioner (Wales)	Standard	Chief Commissioner (Wales)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Commissioner Wales - Perception	None	Commissioner	Country	Wales	Chief Commissioner (Wales)	Standard	Chief Commissioner (Wales)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Commissioner Wales - Projects	None	Commissioner	Country	Wales	Chief Commissioner (Wales)	Standard	Chief Commissioner (Wales)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Commissioner Wales - Inclusion	None	Commissioner	Country	Wales	Chief Commissioner (Wales)	Standard	Chief Commissioner (Wales)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Commissioner Wales - People	None	Commissioner	Country	Wales	Chief Commissioner (Wales)	Standard	Chief Commissioner (Wales)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
<b>Headquarters</b>																
Deputy UK Chief Commissioner	None	Commissioner	UK Headquarters	All	UK Chief Commissioner	UK Headquarters	UK Chief Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
UK Commissioner	None	Commissioner	UK Headquarters	All	UK Chief Commissioner	UK Headquarters	UK Chief Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
International Commissioner	None	Commissioner	UK Headquarters	All	UK Chief Commissioner	UK Headquarters	UK Chief Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Branches Commissioner	None	Commissioner	UK Headquarters	Branches	International Commissioner	UK Headquarters	International Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Deputy Branches Commissioner	None	Commissioner	UK Headquarters	Branches	International Commissioner	UK Headquarters	International Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Volunteer Head	Various	Manager	UK Headquarters	All	UK Commissioner	UK Headquarters	UK Chief Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Programme Sponsor	Programme of work name	Supporter	UK Headquarters	All	UK Chief Commissioner	UK Headquarters	UK Chief Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
Programme Board Member	Programme of work name	Supporter	UK Headquarters	All	Programme Sponsor	UK Headquarters	UK Chief Commissioner or nominee	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding	No		Yes	
Project Sponsor	Programme of work name	Supporter	UK Headquarters	All	Programme Sponsor	UK Headquarters	UK Chief Commissioner or nominee	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding	No		Yes	
Project Board Member	Programme of work name	Supporter	UK Headquarters	All	Project Sponsor	UK Headquarters	Programme Sponsor or nominee	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding	No		Yes	
Project Lead	Programme of work name	Supporter	UK Headquarters	All	UK Chief Commissioner	UK Headquarters	UK Chief Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
Programme of work member	Programme of work name	Supporter	UK Headquarters	All	UK Chief Commissioner	UK Headquarters	UK Chief Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
Senior User	Programme of work name	Supporter	UK Headquarters	All	relevant Sponsor	UK Headquarters	UK Chief Commissioner or nominee	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding	No		Yes	
Senior Supplier	Programme of work name	Supporter	UK Headquarters	All	relevant Sponsor	UK Headquarters	UK Chief Commissioner or nominee	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding	No		Yes	
Community of practice representative	Community of practice	Supporter	UK Headquarters	All	UKLT member in relevant work area	UK Headquarters	UK Chief Commissioner or nominee	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding	No		Yes	

**SUPPORT ROLES - Activities**
**Scout Group**

ROLES TABLE																
Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
Group Skills Instructor	None	Trainer	Group	All	Group Scout Leader	Standard	Group Scout Leader	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
<b>Scout District</b>																
District Skills Instructor	None	Trainer	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
District Nights Away Adviser	None	Assessor	District	Not Scotland	District Commissioner	Standard	District Commissioner, in consultation with the County Supporter of the Nights Away Permit Scheme	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Nights Away Advisers)	Yes	
District Nights Away Adviser (Scotland)	None	Assessor	District	Scotland	District Commissioner	Governance	District Commissioner, in consultation with the Region (Scotland) Supporter of the Nights Away Permit Scheme	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Nights Away Advisers)	Yes	
<b>Scout County or equivalent</b>																
Assistant County Commissioner - Activities	None	Commissioner	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Assistant Area Commissioner - Activities	None	Commissioner	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Region (Scotland) Adviser - Activities	None	Commissioner	County	Scotland	Region (Scotland) Commissioner	Governance	Region (Scotland) Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding, 2, 4			Yes	
County Manager of the Activity Permit Scheme	None	Supporter	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding, 4			No	
Area Manager of the Activity Permit Scheme	None	Supporter	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding, 4			No	
Region (Scotland) Manager of the Activity Permit Scheme	None	Supporter	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding, 4			No	
County Supporter of the Nights Away Permit Scheme	None	Supporter	County	England, Northern Ireland	Assistant County Commissioner	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Nights Away Advisers)	No	
Area Supporter of the Nights Away Permit Scheme	None	Supporter	County	Wales, BSO	Assistant Area Commissioner	Governance	Area Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Nights Away Advisers)	No	
Region (Scotland) Supporter of the Nights Away Permit Scheme	None	Supporter	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Nights Away Advisers)	No	
County Assessor	Activity & Category	Assessor	County	England, Northern Ireland	County Manager of the Activity Permit Scheme	Standard	County Commissioner	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Activity Assessors or Scout Show Assessors)	Yes	
Area Assessor	Activity & Category	Assessor	County	Wales, BSO	Area Manager of the Activity Permit Scheme	Standard	Area Commissioner	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Activity Assessors or Scout Show Assessors)	Yes	
Region (Scotland) Assessor	Activity & Category	Assessor	County	Scotland	Region (Scotland) Manager of the Activity Permit Scheme	Governance	Region (Scotland) Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Activity Assessors or Scout Show Assessors)	Yes	
County Skills Instructor	None	Trainer	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
Area Skills Instructor	None	Trainer	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
<b>Country</b>																
Northern Ireland Manager of the Activity Permit Scheme	None	Supporter	Country	Northern Ireland	Chief Commissioner (Northern Ireland)	Standard	Chief Commissioner (Northern Ireland)	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding, 4			No	
Country Assessor	Activity & Category	Assessor	Country	Scotland, Northern Ireland	Northern Ireland Commissioner or Scotland Commissioner	Standard	Chief Commissioner (Country)	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Activity Assessors or Scout Show Assessors)	Yes	
<b>SUPPORT ROLES - Administration roles (Administrators and Supporters)</b>																
<b>Administration roles</b> provide important support to Group, District and County/Area/ Regional teams in their delivery of Scouting																
<b>Administrator</b> roles have access to Compass records for adults within their hierarchy. For administration roles that do NOT need Compass access, use the Supporter roles.																
<b>Supporter</b> roles do NOT have access to Compass records for adults (other than their own record). For administration roles that NEED Compass access, use the Administrator roles.																
<b>Administrator roles</b>																
<b>Scout Group</b>																
Group Administrator	None	Administrator	Group	All	Group Chair	Governance	Group Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout District</b>																
District Administrator	None	Administrator	District	All	District Chair	Governance	District Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	

ROLES TABLE																
Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
District Badge Secretary	None	Secretary	District	All	District Chair	Governance	District Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
District Explorer Scout Administrator	None	Administrator	District	All	District Explorer Scout Commissioner	Governance	District Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
District Awards Advisory Group Member	None	Committee	District	All	District Commissioner	Governance	District Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout County or equivalent</b>																
County Administrator	None	Administrator	County	England, Northern Ireland	County Chair	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Area Administrator	None	Administrator	County	Wales, BSO	Area Chair	Governance	Area Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
County Badge Secretary	None	Secretary	County	England, Northern Ireland	County Chair	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Region (Scotland) Badge Secretary	None	Secretary	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
County Kings Scout Award Co-ordinator	None	Co-ordinator	County	England, Northern Ireland	County Commissioner	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Area Kings Scout Award Co-ordinator	None	Co-ordinator	County	Wales, BSO	Area Commissioner	Governance	Area Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Region (Scotland) Administrator	None	Administrator	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
County Awards Advisory Group Member	None	Committee	County	England, Northern Ireland	County Commissioner	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Area Awards Advisory Group Member	None	Committee	County	Wales, BSO	Area Commissioner	Governance	Area Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Region (Scotland) Awards Advisory Group Member	None	Committee	County	Scotland	Region (Scotland) Commissioner	Governance	Region (Scotland) Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout Region (England, Wales)</b>																
Regional Administrator	None	Administrator	Region	England, Wales	Regional Commissioner	UK Headquarters	Regional Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Countries</b>																
HQ Administrator	None	Administrator	Country	Scotland	N/A (Staff)	N/A (Staff)				None	N/A (Staff)	N/A (Staff)	N/A (Staff)	N/A (Staff)	N/A (Staff)	
<b>Headquarters</b>																
Social Media Administrator	None	Administrator	UK Headquarters	All	UK Commissioner	Standard	UK Chief Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Large Events Administrator	Name of event	Administrator	UK Headquarters	All	Event Lead	Standard	UK Chief Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Supporter roles</b>																
<b>Group</b>																
Group Supporter	Quartermaster	Supporter	Group	England, Northern Ireland	Group Scout Leader	Governance	Group Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>District</b>																
District Supporter	Quartermaster	Supporter	District	England, Northern Ireland	District Commissioner	Governance	District Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout County or equivalent</b>																
County Supporter	Quartermaster	Supporter	County	England, Northern Ireland	County Commissioner	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Area Supporter	Quartermaster	Supporter	County	Wales, BSO	Area Commissioner	Governance	Area Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Region (England)</b>																
Regional Supporter	Quartermaster	Supporter	Region	England	Regional Commissioner	UK Headquarters	Regional Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Countries</b>																
Country Volunteer	Various	Supporter	Country	Scotland	Scotland Commissioner	Standard	Chief Commissioner (Scotland)	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
<b>Headquarters</b>																
HQ Volunteer	Various	Supporter	UK Headquarters	All	UK Leadership Team member	Standard	UK Chief Commissioner	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding		Other training as agreed	Yes	
<b>SUPPORT ROLES - Adult Training</b>																
<b>Scout District or equivalent</b>																
District Training Adviser	Manager & Supporter	Advisor	District	Not Scotland	County (or equivalent) Training Manager	Standard	County (or equivalent) Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25	Yes	
District Training Adviser (Scotland)	Manager & Supporter	Advisor	District	Scotland	Assistant District Commissioner (Adult Training)	Standard	District Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25	Yes	
Assistant District Commissioner - Adult Training	None	Manager	District	Scotland	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
District Training Administrator	None	Administrator	District	Not Scotland	District Commissioner, in consultation with the County Training Manager	Governance	District Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 30	No	
District Training Administrator (Scotland)	None	Administrator	District	Scotland	District Chair	Governance	District Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 30	No	

**ROLES TABLE**

Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
<b>Scout County or equivalent</b>																
County Training Manager	None	Manager	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	No	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate	Module 33, Module 34	Yes	Guideline 10 Years
Area Training Manager	None	Manager	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	No	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate	Module 33, Module 34	Yes	Guideline 10 Years
Assistant Region (Scotland) Commissioner - Adult Training	None	Manager	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Deputy County Training Manager	None	Manager	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	No	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Deputy Area Training Manager	None	Manager	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	No	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Local Training Manager	None	Manager	County	Not Scotland	County (or equivalent) Training Manager	Standard	County (or equivalent) Commissioner	No	No	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Trainer	Manager and Supporters, Trustee Boards, First Aid	Trainer	County	All	County (or equivalent) Training Manager	Standard	County (or equivalent) Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Trustee Introduction for Trustee Board Trainers One or more of the following modules (depending on role description): Module 27, Module 28, Module 29	Yes	
Training Adviser	Manager & Supporter	Advisor	County	Not Scotland	County (or equivalent) Training Manager	Standard	County (or equivalent) Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25	Yes	
Region (Scotland) Training Adviser	Manager & Supporter	Advisor	County	Scotland	Assistant Regional Commissioner (Adult Training)	Standard	Region (Scotland) Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25	Yes	
Local Training Administrator	None	Administrator	County	Not Scotland	Local Training Manager	Standard	County (or equivalent) Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
County Training Administrator	None	Administrator	County	England, Northern Ireland	County Training Manager	Governance	County Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Area Training Administrator	None	Administrator	County	Wales, BSO	Area Training Manager	Governance	Area Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Region (Scotland) Training Administrator	None	Administrator	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout Region - England</b>																
Assistant Regional Commissioner - Training	None	Manager	Region	England	Regional Commissioner	UK Headquarters	Regional Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Regional Trainer	Manager and Supporters, Trustee Boards, First Aid	Trainer	County	England	Regional Commissioner	UK Headquarters	Regional Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		One or more of the following modules (depending on role description): Module 27, Module 28, Module 29	Yes	
Regional Training Adviser	Manager & Supporter	Advisor	County	England	Regional Commissioner	UK Headquarters	Regional Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25	Yes	
<b>Scout Countries</b>																
Training Support Manager - England	None	Manager	Country	England	UK Commissioner for People	UK Headquarters	Chief Commissioner (England)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Scotland Commissioner - Adult Training	None	Manager	Country	Scotland	Deputy Chief Commissioner (Scotland)	Standard	Chief Commissioner (Scotland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Northern Ireland Commissioner - Adult Support	None	Manager	Country	Northern Ireland	Chief Commissioner (Northern Ireland)	Standard	Chief Commissioner (Northern Ireland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Commissioner Wales - Adult Training	None	Manager	Country	Wales	Deputy Chief Commissioner (Wales)	Standard	Chief Commissioner (Wales)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
<b>SUPPORT ROLES - Advisers</b>																
<b>Scout Group</b>																
Group Adviser	None	Advisor	Group	Not Scotland	Group Scout Leader	Governance	Group Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
<b>Scout District</b>																
District Adviser (except District Nights Away Adviser)	Various	Advisor	District	All	Assistant District Commissioner	Governance	District Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
<b>Scout County or equivalent</b>																
County Adviser	Various	Advisor	County	All	Assistant County Commissioner	Governance	County Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Nights Away Advisers) required for Nights Away Advisers	Yes	

ROLES TABLE																
Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
Area Adviser	Various	Advisor	County	Wales, BSO	Assistant Area Commissioner	Governance	County Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Nights Away Advisers) required for Nights Away Advisers	Yes	
Region (Scotland) Adviser	Various	Advisor	County	Scotland	Region (Scotland) Commissioner	Governance	Region (Scotland) Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 25 (Nights Away Advisers) required for Nights Away Advisers	Yes	
<b>Countries</b>																
Country Adviser	Inclusion	Advisor	Country	Scotland	Chief Commissioner (Scotland)	Standard	Chief Commissioner (Scotland)	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding		Module 7 and other modules as agreed with TA	Yes	
<b>SUPPORT ROLES - Assistant District, County and Regional Commissioners</b>																
<b>Scout District</b>																
Assistant District Commissioner - Squirrel Section Support	None	Commissioner	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant District Commissioner - Beaver Section Support	None	Commissioner	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant District Commissioner - Cub Section Support	None	Commissioner	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant District Commissioner - Scout Section Support	None	Commissioner	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant District Commissioner	Various	Commissioner	District	Not Scotland	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
<b>Scout County or equivalent</b>																
Assistant County Commissioner - Squirrel Support	None	Commissioner	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant Area Commissioner - Squirrel Support	None	Commissioner	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant County Commissioner - Beaver Support	None	Commissioner	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant Area Commissioner - Beaver Support	None	Commissioner	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant County Commissioner - Cub Support	None	Commissioner	County	All	County Commissioner	Standard	County (or equivalent) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant Area Commissioner - Cub Support	None	Commissioner	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant County Commissioner - Scout Support	None	Commissioner	County	All	County Commissioner	Standard	County (or equivalent) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant Area Commissioner - Scout Support	None	Commissioner	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant County Commissioner - Explorer Support	None	Commissioner	County	All	County Commissioner	Standard	County (or equivalent) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant Area Commissioner - Explorer Support	None	Commissioner	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant Region (Scotland) Commissioner - Section Support	Various	Commissioner	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant Region (Scotland) Commissioner - Explorer Support	None	Commissioner	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant Region (Scotland) Commissioner - Network Support	None	Commissioner	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant County Commissioner - Network Support	None	Commissioner	County	All	County Commissioner	Standard	County (or equivalent) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant Area Commissioner - Scout Network Support	None	Commissioner	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant County Commissioner	Various	Commissioner	County	All	County Commissioner	Standard	County (or equivalent) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant County Commissioner - International	None	Commissioner	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years

ROLES TABLE																
Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
Assistant Area Commissioner - International	None	Commissioner	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
Assistant Region (Scotland) Commissioner - Growth	Growth	Commissioner	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	Guideline 10 Years
<b>England Region</b>																
Assistant Regional Commissioner - Growth	None	Commissioner	Region	England	Regional Commissioner	Standard	Regional Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
<b>Countries</b>																
Assistant Country Commissioner - Squirrel Support	None	Commissioner	Country	Northern Ireland	Chief Commissioner (Northern Ireland)	Standard	Chief Commissioner (Northern Ireland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Assistant Country Commissioner - Beaver Support	None	Commissioner	Country	Northern Ireland	Chief Commissioner (Northern Ireland)	Standard	Chief Commissioner (Northern Ireland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Assistant Country Commissioner - Cub Support	None	Commissioner	Country	Northern Ireland	Chief Commissioner (Northern Ireland)	Standard	Chief Commissioner (Northern Ireland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Assistant Country Commissioner - Scout Support	None	Commissioner	Country	Northern Ireland	Chief Commissioner (Northern Ireland)	Standard	Chief Commissioner (Northern Ireland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Assistant Country Commissioner - Explorer Support	None	Commissioner	Country	Northern Ireland	Chief Commissioner (Northern Ireland)	Standard	Chief Commissioner (Northern Ireland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Assistant Country Commissioner - Network Support	None	Commissioner	Country	Northern Ireland	Chief Commissioner (Northern Ireland)	Standard	Chief Commissioner (Northern Ireland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Assistant Country Commissioner - Inclusion	None	Commissioner	Country	Northern Ireland	Chief Commissioner (Northern Ireland)	Standard	Chief Commissioner (Northern Ireland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Assistant Country Commissioner - International	None	Commissioner	Country	Northern Ireland	Chief Commissioner (Northern Ireland)	Standard	Chief Commissioner (Northern Ireland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Northern Ireland Commissioner	Various	Commissioner	Country	Northern Ireland	Chief Commissioner (Northern Ireland)	Standard	Chief Commissioner (Northern Ireland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Scotland Commissioner - Section	Beavers, Cubs, Scouts, Explorer Scouts, Scout Network	Commissioner	Country	Scotland	Chief Commissioner (Scotland)	Standard	Chief Commissioner (Scotland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Scotland Commissioner	Various	Commissioner	Country	Scotland	Chief Commissioner (Scotland)	Standard	Chief Commissioner (Scotland)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
<b>SUPPORT ROLES - Camp site and Centre volunteers</b>																
<b>Scout District</b>																
District Camp Warden	None	Supporter	District	All	District Chair	Governance	District Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Assistant District Camp Warden	None	Supporter	District	All	District Chair	Governance	District Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
District Centre Manager	None	Supporter	District	All	District Chair	Governance	District Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout County or equivalent</b>																
County Camp Warden	None	Supporter	County	England, Northern Ireland	County Chair	Governance	County Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Assistant County Camp Warden	None	Supporter	County	England, Northern Ireland	County Chair	Governance	County Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
County Centre Manager	None	Supporter	County	England, Northern Ireland	County Chair	Governance	County Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Area Camp Warden	None	Supporter	County	Wales, BSO	Area Chair	Governance	Area Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Assistant Area Camp Warden	None	Supporter	County	Wales, BSO	Area Chair	Governance	Area Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Area Centre Manager	None	Supporter	County	Wales, BSO	Area Chair	Governance	Area Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Region (Scotland) Camp Warden	None	Supporter	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Assistant Region (Scotland) Camp Warden	None	Supporter	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Region (Scotland) Centre Manager	None	Supporter	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Countries</b>																
Country Camp Warden	None	Supporter	Country	Northern Ireland	Country Chair	Governance	Country Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Country Centre Manager	None	Supporter	Country	England, Northern Ireland	Country Chair	Governance	Country Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	

ROLES TABLE																
Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
<b>SUPPORT ROLES - Chaplains</b>																
<b>Scout Group</b>																
Group Chaplain	None	Supporter	Group	All	Group Scout Leader	Governance	Group Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout District</b>																
District Chaplain	None	Supporter	District	All	District Commissioner	Governance	District Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout County or equivalent</b>																
County Chaplain	None	Supporter	County	England, Northern Ireland	County Commissioner	Governance	County Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Area Chaplain	None	Supporter	County	Wales, BSO	Area Commissioner	Governance	Area Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
Region (Scotland) Chaplain	None	Supporter	County	Scotland	Region (Scotland) Commissioner	Governance	Region (Scotland) Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Countries</b>																
Country Chaplain	None	Supporter	Country	Scotland, Northern Ireland	Chief Commissioner (Country)	Governance	Country Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>SUPPORT ROLES - Communication</b>																
<b>Scout Group</b>																
Group Communications Manager	None	Supporter	Group	Not Scotland	Group Chair	Governance	Group Trustee Board	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout District</b>																
District Communications Manager	None	Supporter	District	Not Scotland	District Chair	Governance	District Trustee Board	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout County or equivalent</b>																
County Communications Manager	None	Supporter	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
Area Communications Manager	None	Supporter	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	No	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
Assistant Region (Scotland) Commissioner - Communications	None	Supporter	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
<b>SUPPORT ROLES - Contingent roles for major events</b>																
<b>UK Headquarters - Roles for major events</b>																
Contingent Leader	Name of event	Leader	UK Headquarters - UK Contingents	All	UK Commissioner	UK Headquarters	UK Chief Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 4	Role holders should have the [M&S] Wood Badge prior to appointment, or be close to completing it.		Yes	
Deputy Contingent Leader	Name of event	Leader	UK Headquarters - UK Contingents	All	UK Commissioner	UK Headquarters	UK Chief Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 4	Role holders should have the [M&S] Wood Badge prior to appointment, or be close to completing it.		Yes	
Contingent Management Team Member	Name of event	Leader	UK Headquarters - UK Contingents	All	Contingent Leader	UK Headquarters	UK Chief Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 4	Role holders should have the [M&S] Wood Badge prior to appointment, or be close to completing it.		Yes	
Contingent Support Team Member	Name of event	Leader	UK Headquarters - UK Contingents	All	Contingent Leader	UK Headquarters	UK Chief Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 4			Yes	
<b>SUPPORT ROLES - Leader roles on District, County &amp; Country Teams</b>																
<b>Scout District</b>																
District Leader - Squirrel Support	None	Leader	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[Section] Wood Badge and First Aid certificate		Yes	
District Leader - Beaver Support	None	Leader	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[Section] Wood Badge and First Aid certificate		Yes	
District Leader - Cub Support	None	Leader	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[Section] Wood Badge and First Aid certificate		Yes	
District Leader - Scout Support	None	Leader	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[Section] Wood Badge and First Aid certificate		Yes	
District Leader - Explorer Support	None	Leader	District	Not Scotland	District Explorer Scout Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[Section] Wood Badge and First Aid certificate		Yes	

ROLES TABLE																
Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
District Leader	Various	Leader	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[Section] Wood Badge and First Aid certificate		Yes	
<b>Scout County or equivalent</b>																
County Leader - Squirrel Support	None	Leader	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
Area Leader - Squirrel Support	None	Leader	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
County Leader - Beaver Support	None	Leader	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
Area Leader - Beaver Support	None	Leader	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
County Leader - Cub Support	None	Leader	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
Area Leader - Cub Support	None	Leader	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
County Leader - Scout Support	None	Leader	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
Area Leader - Scout Support	None	Leader	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
County Leader - Explorer Support	None	Leader	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
Area Leader - Explorer Support	None	Leader	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
County Leader - Network Support	None	Leader	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
Area Leader - Network Support	None	Leader	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
County Leader	Various	Leader	County	All	County Commissioner	Standard	County (or equivalent) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 3	[Section] Wood Badge and First Aid certificate		Yes	
<b>SUPPORT ROLES - Presidents and Vice Presidents</b>																
<b>Scout Group</b>																
Group President	None	Honorary	Group	All	Group Chair	Governance	Group Scout Council	No	No	Member	Yes	No requirement			No	
Group Vice President	None	Honorary	Group	All	Group Chair	Governance	Group Scout Council	No	No	Member	Yes	No requirement			No	
<b>Scout District</b>																
District President	None	Honorary	District	All	District Chair	Governance	District Scout Council	No	No	Member	Yes	No requirement			No	
District Vice President	None	Honorary	District	All	District Chair	Governance	District Scout Council	No	No	Member	Yes	No requirement			No	
<b>Scout County or equivalent</b>																
County President	None	Honorary	County	England, Northern Ireland	County Chair	Governance	County Scout Council	No	No	Member	Yes	No requirement			No	
County Vice President	None	Honorary	County	England, Northern Ireland	County Chair	Governance	County Scout Council	No	No	Member	Yes	No requirement			No	
Area President	None	Honorary	County	Wales, BSO	Area Chair	Governance	Area Scout Council	No	No	Member	Yes	No requirement			No	
Area Vice President	None	Honorary	County	Wales, BSO	Area Chair	Governance	Area Scout Council	No	No	Member	Yes	No requirement			No	
Region (Scotland) President	None	Honorary	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Scout Council	No	No	Member	Yes	No requirement			No	
Region (Scotland) Vice President	None	Honorary	County	Scotland	Region (Scotland) Chair	Governance	Region (Scotland) Scout Council	No	No	Member	Yes	No requirement			No	
<b>Country</b>																
Country President	None	Honorary	Country	Scotland, Wales, Northern Ireland	Country Chair	Governance	Country Scout Council	No	No	Member	Yes	No requirement			No	
Country Vice President	None	Honorary	Country	Scotland, Wales, Northern Ireland	Country Chair	Governance	Country Scout Council	No	No	Member	Yes	No requirement			No	
<b>Headquarters</b>																
President	None	Honorary	UK Headquarters	All	Chair of the UK Board	N/A	The Patron	No	No	Member	Yes	No requirement			No	
Vice President	None	Honorary	UK Headquarters	All	Chair of the UK Board	Governance	The Council of The Scout Association	No	No	Member	Yes	No requirement			No	
<b>SUPPORT ROLES - Safety and Safeguarding</b>																

ROLES TABLE																
Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
<b>Scout County or equivalent</b>																
County Safeguarding Adviser	None	Advisor	County	England, Northern Ireland	County (or equivalent) Commissioner	Standard	County Commissioner	No	No	Member	Yes	Module 1, GDPR, Safety, Safeguarding			Yes	
Area Safeguarding Adviser	None	Advisor	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	No	Member	Yes	Module 1, GDPR, Safety, Safeguarding			Yes	
Region (Scotland) Safeguarding Adviser	None	Advisor	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	No	Member	Yes	Module 1, GDPR, Safety, Safeguarding			Yes	
County Safety Adviser	None	Advisor	County	England, Northern Ireland	County (or equivalent) Commissioner	Standard	County Commissioner	No	No	Member	Yes	Module 1, GDPR, Safety, Safeguarding			Yes	
Area Safety Adviser	None	Advisor	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	No	Member	Yes	Module 1, GDPR, Safety, Safeguarding			Yes	
Region (Scotland) Safety Adviser	None	Advisor	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	No	Member	Yes	Module 1, GDPR, Safety, Safeguarding			Yes	
<b>SUPPORT ROLES - Scout Active Support Units</b>																
<b>Scout Group</b>																
Group Scout Active Support Manager	None	Manager	Group	All	Group Scout Leader	Standard	Group Scout Leader	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Group Scout Active Support Co-ordinator	None	Supporter	Group	All	Group Scout Active Support Manager	Standard	Group Scout Leader	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
Group Scout Active Support Member	None	Supporter	Group	All	Group Scout Active Support Manager	N/A	None	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout District</b>																
District Scout Active Support Manager	None	Manager	District	All	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
District Scout Active Support Co-ordinator	None	Supporter	District	All	District Scout Active Support Manager	Standard	District Commissioner	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
District Scout Active Support Member	None	Supporter	District	All	District Scout Active Support Manager	N/A	None	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Scout County or equivalent</b>																
County (or equivalent) Scout Active Support Manager	None	Manager	County	All	County (or equivalent) Commissioner	Standard	County (or equivalent) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
County (or equivalent) Scout Active Support Co-ordinator	None	Supporter	County	All	County (or equivalent) Scout Active Support Manager	Standard	County (or equivalent) Commissioner	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
County (or equivalent) Scout Active Support Member	None	Supporter	County	All	County (or equivalent) Scout Active Support Manager	N/A	None	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Country</b>																
Country Scout Active Support Manager	None	Manager	Country	Scotland, Wales, Northern Ireland	Chief Commissioner (Country)	Standard	Chief Commissioner (Country)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
Country Scout Active Support Co-ordinator	None	Supporter	Country	Scotland, Wales, Northern Ireland	Country Active Support Manager	Standard	Chief Commissioner (Country)	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
Country Scout Active Support Member	None	Supporter	Country	Scotland, Wales, Northern Ireland	Country Active Support Manager	N/A	None	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>Headquarters</b>																
National Scout Active Support Manager	None	Manager	UK Headquarters - National SASUs	All	UK Commissioner	UK Headquarters	UK Chief Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	
National Scout Active Support Co-ordinator	None	Supporter	UK Headquarters - National SASUs	All	National Scout Active Support Manager	UK Headquarters	UK Chief Commissioner	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			Yes	
National Scout Active Support Member	None	Supporter	UK Headquarters - National SASUs	All	National Scout Active Support Manager	N/A	None	No	Yes	Member	No	Module 1, GDPR, Safety, Safeguarding			No	
<b>SUPPORT ROLES - Youth Commissioners</b>																
<b>Scout District</b>																
District Youth Commissioner	None	Commissioner	District	Not Scotland	District Commissioner	Standard	District Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	6 Years

**ROLES TABLE**

Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
Deputy District Youth Commissioner	None	Commissioner	District	Not Scotland	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	6 Years
Assistant District Commissioner - Youth Involvement	None	Commissioner	District	Scotland	District Commissioner	Standard	District Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	
<b>Scout County</b>																
County Youth Commissioner	None	Commissioner	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	6 Years
Deputy County Youth Commissioner	None	Commissioner	County	England, Northern Ireland	County Commissioner	Standard	County Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	6 Years
Area Youth Commissioner	None	Commissioner	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	6 Years
Deputy Area Youth Commissioner	None	Commissioner	County	Wales, BSO	Area Commissioner	Standard	Area Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	6 Years
Assistant Region (Scotland) Commissioner - Youth Involvement	None	Commissioner	County	Scotland	Region (Scotland) Commissioner	Standard	Region (Scotland) Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	
<b>Country</b>																
Country Youth Commissioner	None	Commissioner	Country	Scotland, Wales, Northern Ireland	Chief Commissioner (Country)	Standard	Chief Commissioner (Country)	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	6 Years
Deputy Country Youth Commissioner	None	Commissioner	Country	Scotland, Wales, Northern Ireland	Chief Commissioner (Country)	Standard	Chief Commissioner (Country)	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	6 Years
<b>Headquarters</b>																
UK Youth Commissioner	None	Commissioner	UK Headquarters	All	UK Chief Commissioner	UK Headquarters	UK Chief Commissioner	Yes	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4, Trustee Introduction	[M&S] Wood Badge and First Aid certificate		Yes	6 Years
Deputy UK Youth Commissioner	None	Commissioner	UK Headquarters	All	UK Youth Commissioner	UK Headquarters	UK Chief Commissioner	No	Yes	Member	Yes	Module 1, GDPR, Safety, Safeguarding, 2, 4	[M&S] Wood Badge and First Aid certificate		Yes	6 Years
<b>Adult Volunteer 'Roles' recorded on Compass but which confer no adult membership</b>																
<b>Scout Network Members</b>																
Members of Scout Network must be recorded on Compass, but are members of a Youth Section. Scout Network members may also be adult volunteers and, as such, may also have a role that appears in the Roles Table entries above.																
Scout Network Member	N/a	Youth Member	Districts in England, Northern Ireland, Scotland, Wales, BSO, Gibraltar	N/a	N/a	N/a	N/a	No	No	N/a (however they are Youth Members)	N/a	No requirement	No requirement	No requirement	No	N/a
<b>Council Members</b>																
Membership of a Scout Council (Group, District or County) does not itself bring any Membership status within Scouting.																
Scout Council Member		Committee	Group District County Area Region (Scotland) Branch Country UK Headquarters	England, Northern Ireland, Scotland, Wales, BSO, Gibraltar	All	N/a	N/a (defined in POR)	See POR	No	No	No membership status	N/a	No requirement	No requirement	No requirement	No
<b>Retired Member Role</b>																
This role is provided so that members who are no longer active may retain a link to Scouting. It is, therefore, important that these roles are recorded on Compass.																
Retired Member	None	Helper	District or County only	All	District or County Commissioner or nominee	N/a	District or County Commissioner	N/a	N/a	No membership status	N/a	N/a	N/a	N/a	N/a	
<b>Informal Administrative Roles</b>																
These roles are required so that Headquarters has local communication details to ensure that Awards, certificates, etc. are delivered to the correct local person. It is, therefore, important that these roles are recorded on Compass.																
District Award Certificate Recipient	None	Administrator	District (not Scotland)	All (not Scotland)	District Commissioner	N/a	District Commissioner	No	No	No membership status	N/a	No requirement	No requirement	No requirement	N/a	

**ROLES TABLE**

Role title	Variants	Compass role class	Hierarchy	Location	Line manager	Approval process (see Rule 16.1)	Approver	Trustee role?	Criminal Records Check Required?	Minimum Membership	Provisional Stage?	Getting Started learning (within 5 months)	Wood Badge requirement (within 3 years)	Other Training	Appointment Review Required?	Term Limit (if any)
County Award Certificate Recipient	None	Committee	England, Northern Ireland	England, Northern Ireland	County Commissioner	N/a	County Commissioner	No	No	No membership status	N/a	No requirement	No requirement	No requirement	N/a	
Area Award Certificate Recipient	None	Committee	Wales, BSO	Wales, BSO	Area Commissioner	N/a	Area Commissioner	No	No	No membership status	N/a	No requirement	No requirement	No requirement	N/a	
Branch Award Certificate Recipient	None	Committee	Gibraltar	Gibraltar	Branch Commissioner	N/a	Branch Commissioner	No	No	No membership status	N/a	No requirement	No requirement	No requirement	N/a	

**Criminal Records Check Processes**

These processes enable non-Member volunteers (or Member volunteers with no criminal records check requirement for their role) who will be undertaking regulated activity to obtain a criminal records check, if needed. See the Definitions chapter in POR for the definition of regulated activity.

Group non member PVG only	None	Helper	Groups in Scotland	Scotland	n/a	As per POR 16.7.2	n/a	No	Yes	No membership status. (This is only on Compass as a process to obtain a criminal records check. PVG only is NOT a role.)	N/a	N/a	N/a	N/a	N/a	
Non member PVG only	None	Helper	Districts in Scotland	Scotland	n/a	As per POR 16.7.2	n/a	No	Yes	No membership status. (This is only on Compass as a process to obtain a criminal records check. PVG only is NOT a role.)	N/a	N/a	N/a	N/a	N/a	
Scotland Region non-member PVG	None	Helper	Regions in Scotland	Scotland	n/a	As per POR 16.7.2	n/a	No	Yes	No membership status. (This is only on Compass as a process to obtain a criminal records check. PVG only is NOT a role.)	N/a	N/a	N/a	N/a	N/a	
Group occasional helper	None	Helper	Groups in England, Northern Ireland, Wales, BSO, Gibraltar	England, Northern Ireland, Wales, BSO, Gibraltar	n/a	As per POR 16.7.2	n/a	No	Yes	No membership status. (This is only on Compass as a process to obtain a criminal records check. Occasional helper is NOT a role.)	N/a	N/a	N/a	N/a	N/a	
District occasional helper	None	Helper	Districts in England, Northern Ireland, Wales, BSO, Gibraltar	England, Northern Ireland, Wales, BSO, Gibraltar	n/a	As per POR 16.7.2	n/a	No	Yes	No membership status. (This is only on Compass as a process to obtain a criminal records check. Occasional helper is NOT a role.)	N/a	N/a	N/a	N/a	N/a	
County occasional helper	None	Helper	Counties, Areas in England, Northern Ireland	England, Northern Ireland	n/a	As per POR 16.7.2	n/a	No	Yes	No membership status. (This is only on Compass as a process to obtain a criminal records check. Occasional helper is NOT a role.)	N/a	N/a	N/a	N/a	N/a	
Area occasional helper	None	Helper	Areas in Wales, BSO	Wales, BSO	n/a	As per POR 16.7.2	n/a	No	Yes	No membership status. (This is only on Compass as a process to obtain a criminal records check. Occasional helper is NOT a role.)	N/a	N/a	N/a	N/a	N/a	
Branch Occasional Helper	None	Helper	Gibraltar	Gibraltar	n/a	As per POR 16.7.2	n/a	No	Yes	No membership status. (This is only on Compass as a process to obtain a criminal records check. Occasional helper is NOT a role.)	N/a	N/a	N/a	N/a	N/a	

# Safeguarding and vetting decision guidance

## Updated 2023 – v1.8

### Overview

This guidance relates only to subjects who are adult volunteers. Where we refer to an adult this refers to members of The Scout Association who are 18 years old or older.

An exclusion will be considered where the total information available about the individual implies that their involvement may adversely affect the:

- a) health and welfare of young people
- b) welfare of adults, scouting operations or the individual concerned
- c) reputation of scouting

The Chief Safeguarding Officer reserves the right for the Safeguarding Team to use professional judgement to make risk based decisions.

Offences and behaviours within each section are not exhaustive.

We should recognise that our understanding of safeguarding and safer recruitment changes over time. Past decisions made by Scouts may be considered differently by future standards.

#### NOTE:

Exclusions under boxes 1 to 5 below are permanent.

Exclusions under boxes 6 to 10 below may be reconsidered in some circumstances after some period of time. For example, if the application now meets the test of “0, 1 or 2 minor offences committed more than five years ago” as given in box 12.

#### 1. On Barred or Disqualified List

Individual barred. It is a criminal offence for a person who is on the Children’s Barred List to volunteer in any capacity for Scouting.

[Safeguarding Vulnerable Groups Act 2006](#)

[Northern Ireland Order](#)

[Protecting Vulnerable Groups \(Scotland\) Act 2007](#)

[Disqualification under the Childcare Act 2006](#)

Individual is on the Vulnerable Adults Barred List. Scouts does not ask for information about the Vulnerable Adults list, but is often informed of it.

Next steps: Exclusion – no appeal

## **2. Any offence perpetrated as an adult against a child demonstrating a sexual interest in children or behaviour indicative of a sexual interest in children**

A range of threshold applied by different statutory agencies, be that an outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order.

A finding of guilt made in a criminal court ('beyond reasonable doubt') or in civil courts ('balance of probability').

This includes offences defined by the:

- a) Sexual Offences Act 2003
- b) Protection of Children Act 1978
- c) Criminal Justice Act 1988
- d) Coroners and Justice Act 2009

It includes offences of:

- a) rape and other sexual assaults
- b) indecent images of children
- c) Grooming
- d) trafficking (children)
- e) voyeurism (children)
- f) exposure of genitals with intent to distress or alarm (children)

This also includes sexual offences against children in another jurisdiction, such as outside the UK.

Where the adult is 18 or 19 years old at the time of the offence and the young person was 17 years old, and statutory agencies deemed the offence to be 'age appropriate' and consensual, it would be more appropriate to consider the offence under Section 7.

Next steps: Exclusion – no appeal

## **3. Other offences or behaviours perpetrated by an adult against a child whereby a child has suffered significant harm (physical or psychological)**

A court or police outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order in the criminal or judicial finding in another court defined by the Crown Prosecution Service as [non-sexual child abuse](#).

This should include the offence of child neglect where the adult was convicted in the criminal court or made an admission of guilt, accepted a caution or a finding was made in the civil courts.

This also includes behaviour which is assessed by statutory agencies as posing an ongoing risk of harm and is unlikely to change over time.

Where the adult is 18 or 19 years old at the time of the offence and the young person is 17 years old, it may be more appropriate to consider the offence under Section 7.

Next steps: Exclusion – no appeal

#### 4. Adverse reference from a statutory agency or other professional source

The source should be a statutory agency such as:

- a) the police
- b) children services
- c) a Local Authority Designated Officer (LADO)
- d) a [government department, agency or other public body](#)

An adverse reference must be in writing confirming that the agency advises that this person should never be allowed to hold a role that brings them into contact with children.

Next steps: Exclusion – no appeal

#### 5. Conviction for serious offences against the person (adult)

A court or police outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order.

To include:

- a) murder
- b) rape
- c) manslaughter
- d) crimes associated with organising sexual exploitation
- e) offences under the Terrorism Act(s)
- f) serious crimes of violence including grievous bodily harm (GBH)
- g) convictions for abuse or exploitation of a vulnerable adult
- h) criminal offences where the conduct is associated to domestic abuse (Domestic Violence, Crime and Victims Act 2004)
- i) drug, arms or people trafficking
- j) sexual exploitation

Next steps: Exclusion – no appeal

**Amber category:** The account from the subject will be requested and the options available are:

- a) exclusion with the right of appeal (see appeal process)
- b) decline (cancelled membership) up to a maximum period of 5 years
- c) district decision or appointments advisory committee

#### 6. Individual under 18 at time of an offence or behaviour that if committed after aged 18 would attract national attention and or fall into above 'red' criteria

The decision makers must have a clear understanding that some childhood behaviours can become more embedded rather than dissipating with age such as some child-on-child sexual offending. Each case must be considered individually, informed by the best research.

Next steps: Further consideration by UK Headquarters.

#### **7. Offence or behaviour which causes serious doubt about suitability**

For example:

- a) offences against the person (including threats of violence)
- b) supplying any controlled substance
- c) possession of controlled substances
  - o isolated incident of possession of Class A controlled substances within the past 5 years
  - o isolated incident of possession of Class B or C controlled substances within the past 2 years
- d) causing death by dangerous driving
- e) physical chastisement
- f) offences under the Public Order Act 1986
- g) offences under the Firearms Acts 1968

Some sexual offences committed against an adult victim, Public Order offences. This includes where someone has received a civil order "Sexual Risk Order" under the Sexual Offences Act 2003, as they are considered to pose a risk of harm.

An allegation of a sexual offence (adult victim) not progressed to trial.

Information held on confidential systems or an allegation of inappropriate behaviour.

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

- a) health or welfare of young people
- b) welfare or other adults, Scouting operations or the individual concerned
- c) reputation of scouting

Next steps: Further consideration by UK Headquarters.

#### **8. Offence or behaviour which causes doubt about the individual's compatibility with Scouting values**

Not an exhaustive list:

- a) harassment
- b) blackmail
- c) hate crime - **any criminal offence which is perceived by the victim, or anybody else, to be motivated by hostility or prejudice towards someone's protected characteristics**

Information held on UK Headquarters safeguarding confidential systems or an allegation(s) of a Yellow Card or Safeguarding Policy breach, breaches of POR.

Offences or behaviour which are in conflict with Scouting values, for example failure to cooperate with a safeguarding local enquiry, lack of respect to:

- a) young people
- b) volunteers
- c) parents
- d) carers

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

- d) health or welfare of young people
- e) welfare of other adults, Scouting operations or the individual concerned
- f) reputation of Scouting

Next steps: Further consideration by UK Headquarters.

#### **9. Non-conviction information provided by other sources or held on UK Headquarters confidential records**

Adverse information held on confidential systems at UK Headquarters whereby membership has been cancelled or an individual as resigned, and concerns have been alleged about an individual's behaviour or conduct.

The sources include but are not limited to:

- a) statutory agencies
- b) government departments
- c) education establishments
- d) other charities where the information is deemed to be reputable

Where required passed to medical advisor or appropriate health care professional for guidance.

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

- g) health or welfare of young people
- h) welfare or other adults, Scouting operations or the individual concerned
- i) reputation of scouting

Next steps: Further consideration by UK Headquarters.

#### **10. Barred from Trusteeship**

Only applies to individuals for roles providing trustee status where the individual is disqualified by law from acting as a charity trustee, such as an unspent conviction for an offence involving dishonesty or deception.

Where a trustee is subject of an allegation or misconduct or a safeguarding concern they would fall into the sections 1 to 9.

Next steps: Further consideration by UK Headquarters.

#### **11. Other conviction, caution or admission of guilt**

Disclosure information will be passed to relevant commissioner and appointment advisory committee with technical advice for consideration following Rule 16.1 (Appoint an individual to a role) and in line with the codes of practice of the relevant disclosure authority ensuring confidentiality.

#### **12. Minor and unrelated (to Scouting) offences**

For example: minor motoring offences, minor thefts, and criminal damage.

0, 1 or 2 minor offences, that don't fall into another category, committed more than 5 years ago.

Disclosure considered to be 'clear' for Scouting purposes.