



# Scouts

## 1st Billingshurst

Lower Station Road, Billingshurst, West Sussex, RH14 9SX

[gsl@1stbillingshurst.org.uk](mailto:gsl@1stbillingshurst.org.uk)  
[www.1stbillingshurst.org.uk](http://www.1stbillingshurst.org.uk)

# Welcome

Firstly, welcome to the Scouting adventure and thank you for expressing an interest in joining 1<sup>st</sup> Billingshurst Scout Group. By becoming part of the Scouting Movement your child is joining some 28 million young people around the world involved in Scouting. The Scout Association in the UK provides adventure, fun and challenge to around 400,000 young people aged between six and twenty-five.

Starting any new group can be a bit confusing so we have produced this pack to explain how things work at 1st Billingshurst. At the back of this pack, you will find our membership form, all data we hold is kept secure on the Scout approved online tool, Online Scout Manager (OSM). Please hand the membership form to your section leader (they will then transfer the data to OSM, destroy the paperwork and send you any email to join My.SCOUT where you will have full access to view the data we hold on your child.

It isn't just your child that joins us - we hope that this will be the start of a close relationship with the whole family. We've always got room for extra regular helpers, so if you'd like to take a more active role in our group just ask. Your skills and new ideas could be just what we need, and you might find that you enjoy it too.

Even if you cannot give us any of your time you can still help us by raising money - just sign up to our Easyfundraising account and raise money for us when you shop online

Please take the time to read through this pack and if you have any questions don't hesitate to email me. [gsl@1sbillingshurst.org.uk](mailto:gsl@1sbillingshurst.org.uk)

It just leaves me to say once again thank you for choosing 1<sup>st</sup> Billingshurst and welcome to the Scouting adventure.

Yours in Scouting

**Zoë Jenkins**

**Group Scout Leader**



## Group Contacts

### EXECUTIVE COMMITTEE

#### Group Scout Leader (GSL)

Zoë Jenkins (Kaa)

[gsl@1stbillingshurst.org.uk](mailto:gsl@1stbillingshurst.org.uk)

#### Assistant Group Scout Leader (AGSL)

(Vacant)

#### Group Chairman

Graeme Acraman

[graeme.acraman@gmail.com](mailto:graeme.acraman@gmail.com)

#### Group Secretary

Clare Colyer

[clare.colyer@gmail.com](mailto:clare.colyer@gmail.com)

#### Group Treasurer

Sandy Duck

[sandyduck@btinternet.com](mailto:sandyduck@btinternet.com)

### SECTION LEADERS

#### Scout Leaders (SL)

Stuart Sexton - Arun Troop

[Arun.Scouts@gmail.com](mailto:Arun.Scouts@gmail.com)

Allan Brown – Downlands Troop

[DownlandsScouts@gmail.com](mailto:DownlandsScouts@gmail.com)

#### Cub Scout Leaders (CSL)

Sam Waters (Akela) – Parbrook Pack

[Cubs.Parbrook@gmail.com](mailto:Cubs.Parbrook@gmail.com)

Tracy Evans (Raksha) – Dauxwood Pack

[DauxwoodCubs@gmail.com](mailto:DauxwoodCubs@gmail.com)

#### Beaver Scout Leaders (BSL)

Tracey Parker – Oaklands Colony

[oaklandsbeavers@gmail.com](mailto:oaklandsbeavers@gmail.com)

xxxx - Cedars Colony

[cedars.beavers@gmail.com](mailto:cedars.beavers@gmail.com)

### DISTRICT CONTACTS

#### District Commissioner (DC)

Glyn Pullen

[dc@pandpscouts.org.uk](mailto:dc@pandpscouts.org.uk)

#### Phoenix Explorer Unit

Matt Pike

## Developing young people

In Scouting, we believe that young people develop most when they are 'learning by doing', when they are given responsibility, working in teams, take acceptable risks and think for themselves. Development is guided by the Scout programme, a continuous progression of training, activities, badges and awards for all young people aged 6 to 25.

The programme is designed to suit five core age groups:

Beaver Scouts	6 to 8 years	Group based
Cub Scouts	8 to 10½ years	Group based
Scouts	10½ to 14 years	Group based
Explorer Scouts	14 to 18 years	District based
Network Scouts	18 to 25 years	District / County / Area based

In addition to section meetings your child should have the opportunity for outings, indoor residential and camping experiences and other challenges suited to their age and ability.

The programme is tailored to the interests, needs and pace of everyone, but also recognises group achievement. The highest personal achievement is that of Queen Scout award. From age 14 it is also possible to register, through Scouting, for the Duke of Edinburgh's award scheme

## Our Responsibilities

In Scouting, all adults must operate responsibly in accordance with our policies on child protection, equal opportunities, and safety in Scouting. The Scout Association apply stringent vetting procedures including criminal record checks, for all adult appointments. All adults must abide by our Young People First code of behaviour. Our policies and procedures are designed to keep young people safe from harm whilst they enjoy the fun and excitement of their Scouting adventure.

## Youth Membership

Membership of the Scout Association is voluntary and open to young people, aged 6 to 25, regardless of faith, nationality, race, culture, mental or physical ability, or other circumstances. Membership is confirmed by making a simple promise. While uniform and language may vary, Scouts around the world all wear the same purple membership badge

## The Promise



All members make this simple promise and become part of the worldwide Scout movement:

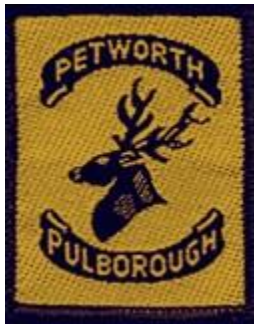
**On my honour**  
**I promise that I will do my best**  
**To do my duty to God and the Queen**  
**To help other people**  
**And keep Scout law**

The promise is made easier for younger children and is also available in the different forms that recognise the country of origin that an individual belongs to and their God.

Across the UK, young members are supported by almost 100,000 adult volunteers. Adult members of the Scout Association serve as Commissioners (volunteer managers), leaders, sectional assistants, administrators and in many other roles. The support of non-member adults is also welcomed particularly from parents and guardians of our young members.

## 1st Billingshurst Scout Group

The group belongs to the [Petworth and Pulborough Scout District](#). Together with other Districts from East Grinstead and Haywards Heath in the east to Chichester in the west, we form the Scout County of West Sussex. If you are interested in Scouting elsewhere in West Sussex you can get more information via the [West Sussex Scouts](#) website; <http://westsussexscouts.org.uk/>



The whole district assembles for St George's Day parade on the nearest Sunday to the 23 April and all members of the group are expected to attend. Throughout the year there are various other district and county camps, events and competitions run for the different sections. Children should be encouraged to take part in these, as it is important for them to realise that the "Family of Scouting" extends far beyond the four walls of Billingshurst Scout HQ.

1st Billingshurst is honoured to be included in the town's annual Remembrance Day parade on the closest Sunday to 11 November. Again, all members of the group are expected to attend this parade. **The St Georges Parade and Remembrance Parade form the only two events in the year where attendance is mandatory.**

Today, we run two Beaver Scout Colonies (Oaklands & Cedars), two Cub Scout Packs (Parbrook & Dauxwood) and two Scout Troops (Arun & Downlands). The different sections meet at the following times and days:

Day	Section	Start	End
Monday	Beavers (Oaklands)	17.15	18.30
	Scouts (Arun)	19.00	20.30
Tuesday	Beavers (Cedars)	16.30	18.00
	Cubs (Parbrook)	18.30	20.00
Wednesday	Cubs (Dauxwood)	18.15	19.45
	Explorers (Phoenix)	20.00	21.30
Friday	Scouts (Downlands)	18.30	20.00

## What do members need?

For the first few meetings, your child needs nothing at all to experience the magic of Scouting. Please don't feel you have to rush into buying your child uniform, especially if they are not sure that Scouting is for them. Casual activity clothes can be worn until they make up their mind. They will have about 4 to 6 weeks to decide, during which time they will get to know their leaders and other members of their section

Also, during those first few meetings, your child will complete the requirements for the membership badge and once completed you will be invited to their investiture at a section meeting or event. They will need their uniform for their investiture. This is a proud moment for children and parents alike (and unfortunately involves some work as all their badges will need to be sewn on!)

Our leaders try to put the "out" in Scouting as much as possible, so not all meetings take place at the HQ. Because of this it is important that you complete and sign all the forms at end of this pack in full, with contact phone numbers and alternative contact phone numbers. It is extremely important that you let us know any changes immediately to ensure the safety and welfare of your child.

## Buying a uniform

The Scout Association produces a range of uniforms for all age groups as well as an extensive range of books to support the development of members as they progress from the Beaver Scout section through to Scout Network. They can be found online at [shop.Scouts.org.uk](http://shop.Scouts.org.uk)

You can also find uniform at the Camping World shop in Horsham, Broadbridges, Horsham and DW Camping in Chichester.

The section leader will let you know when your child is to be invested, so that you can purchase a uniform in readiness. The leader will also advise you as to what parts of the uniform are mandatory and which are optional



Beaver Scout Uniform



Cub Scout Uniform



Scout Uniform



All members of the Group wear the Group scarf or necker (pictured above) which is presented along with a woggle when your child is first invested into the group. Should you need to replace the necker or woggle one can be purchased via your young person's section leader.

You cannot buy the group scarf as this is presented as part of the investiture ceremony when your child formally joins the Scout movement

## How much does it cost?

1<sup>st</sup> Billingshurst Scout Group charges subscriptions to cover the running costs of the Group. These are for example the cost of meeting materials, the bills involved in the upkeep of the Scout HQ, and insurance premiums. The subscription also covers the young person's membership fee to the Scout Association (currently £62.50 per year) which is paid on their behalf by the group to Scout headquarters at Gilwell. ***Each section will ask for Subs at the start of each term, currently subscriptions (subs) are £35 per term.***



An extra charge is normally required for special events, camps, or other outings and you will receive notification of these. All badge costs are covered by the Group.

If you register for Gift Aid, we can claim back the tax you have paid on your Subs. We have included a form in this pack so please consider filling it in.

## Changing sections

When a young person reaches an age of which they are required to change sections (8 for beavers, 10½ for Cubs, and 14 for Scouts) they would usually take part in a four-week transition period. During this transition period, they should attend both their current section meeting, and their new section meeting. Their current section uniform should be worn until they are invested in the new section. The section leader will arrange with parents of when this transition period could start and when the young person is likely to be invested in the new section.



## Online Scout Manager (OSM) & My.Scout



Within 1<sup>st</sup> Billingshurst we use a system called Online Scout Manager to securely store your child personal details, emergency contact details, medical information, maintain badge records, attendance. Attached to OSM, we have a feature called My.Scout where you will be invited to create your own login so you can update personal details; see your child's section programme, badge progress and upcoming events.

## Leadership

The adults who run our Scout group are called Scouters. Contrary to popular belief, they are unpaid volunteers who give up their time freely for the benefit of our young people and fully support the aims of the Scout Association. The leaders of each section are uniformed and are helped by non-uniformed Sectional Assistants. Help may also be given by Explorer Scouts, aged 14 to 18, who wish to give service to another section by becoming Young Leaders.

All leaders, Sectional Assistants and Young Leaders are required to undertake training or learning appropriate to their role. This training normally takes place in their own time; the vast majority of our adult leaders and assistants have full-time jobs and family commitments. Training and the cost of adult uniforms are funded by the group.

Section leaders are responsible to our Group Scout Leader who, in turn, is responsible to the District Commissioner for Petworth and Pulborough Scout District. If you have any questions, concerns or complaints please speak to your young person's section leader. If your concern is about the section leader, please contact the Group Scout Leader. If they are not available or you are still not satisfied, please refer to the District Commissioner. Contact details are listed at the front of this welcome pack.

## How the Group Operates - Leaders

All leaders at 1<sup>st</sup> Billingshurst Scout Group are volunteers who give their time for free. They are organised in a hierarchy of roles that include:

- |                                    |   |
|------------------------------------|---|
| <b>Group Scout Leader (GSL)</b>    | The Group Scout Leader is a uniformed leader responsible for managing and supporting the Scout Group and its Leaders to ensure it runs effectively. They are assisted by a uniformed Assistant Group Scout Leader |
| <b>Sectional Leaders</b>           | This is the uniformed leader responsible for managing and leading a section. This includes the planning and delivery of the Balanced Programme to the Section.  |
| <b>Assistant Sectional Leaders</b> | Uniformed leader tasked with helping the Section Leader run the section.  |

<b>Sectional Assistants</b>	Sectional Assistants help the Section Leader run the section. They are entitled to wear the full uniform or just the group scarf
<b>Occasional Helpers</b>	This is a non-uniformed leader who helps with the section on a semi regular basis i.e. a parent helper.
<b>Young Leaders</b>	A young person, normally an Explorer Scout, who helps with a section. They are aged between 14 and 18 years old

## How Can I help the Group?

As a voluntary organisation, the Scout Association encourages parents and guardians to assist in the leadership team on a regular or occasional basis. Thank you in advance for any support that you or your family can offer 1<sup>st</sup> Billingshurst Scout Group.

### Parent Helpers:

Some sections will ask that all parents sign up to the Parent Rota. Within the Scout Association there are strict guidelines regarding adult to child ratios for meetings and activities. In order to keep the sections, open and to facilitate the variety of activities run it is likely that you will need to be a part of the parent rota once or twice a term. Along with giving the practical help needed this role enables you to see the different type of activities your child is getting involved in. If you have a skill or interest and are happy to come in and demonstrate, share or be part of an evening meeting we would love to know, your skills and new ideas could be just what we need.

Rotas for parent help will be distributed at the start of each term. If you are unable to help on the day allocated to you, please arrange a swap with others on the rota when you collect your young person from their sectional meeting. It is important that we have enough adults at each meeting. For data protection reasons, the group will not give out an individual's contact details.

It is part of the Scout Association policy that any adult volunteering in Scouting that comes into contact with young people on a regular or semi-regular basis needs to complete the necessary checks with the DBS. This is to help safeguard all involved in Scouting. If you are only going to help occasionally the DBS check does not need to take place. (The GSL will arrange for any required DBS checks)

### Sectional Assistant:

This role is the next step up from being a parent helper. The role involves supporting the Section Leader and other uniformed leaders in delivering a balanced programme for that section. The Scout Association provides two 'Getting Started' training modules for this role, from its Adult Training Scheme, to help you understand more about Scouting. Although this role is not entitled to wear a uniform the group scarf can be worn.

### Uniformed Leaders:

Becoming a uniformed leader is a natural step up from a Sectional Assistant but you can also go straight into a uniformed position. Every uniformed leader is enrolled onto the Scout Association's Adult Training Scheme. On completion of training each leader is awarded the wood badge.

Knowledge of Scouting is not a prerequisite to be a leader. All that is required is the willingness to join in and help to enable young people to grow and achieve from their Scouting experience. Scouting is an adventure for all involved both young people and leaders.

### Group Executive:

The Group Executive committee is there to assist in the effective operation of the Scout Group along with acting as trustees for the group. The three required positions in the executive committee are Chair, Secretary and Treasurer. These are nominated at the group AGM each year.



The executive committee often comprises of other positions designed to support the group. These are positions such as Membership Secretary – responsible for new applications, waiting lists and members moving between sections; Quarter Master – responsible for the maintenance and repair of equipment owned by the Group; Parent representatives for each section; Fundraising Secretary – responsible for raising additional funds for the group.

No matter what skills you have or how much time you can afford to give Scouting it is likely that there will be some way that you can help us. Do please ask for more information and join the team.



Did you know that whenever you buy anything online - from your weekly shop to your annual holiday - you could be collecting free donations for 1st Billingshurst Scouts and Guides?

There are over 3,000 shops and sites on board ready to make a donation, including Amazon, John Lewis, Aviva, the trainline and Sainsbury's – it doesn't cost you a penny extra!

It's as easy as 1, 2, 3...

1. Head to <https://www.easyfundraising.org.uk/causes/1stbillingshurst/> and join for free.
2. Every time you shop online, go to easyfundraising first to find the site you want and start shopping. You can also install the donation reminder onto your internet browser <https://www.easyfundraising.org.uk/donation-reminder/> or use the mobile app <https://www.easyfundraising.org.uk/easyfundraising-app/>
3. After you've checked out, that retailer will make a donation to your good cause for no extra cost whatsoever!

There are no catches or hidden charges and 1st Billingshurst Scouts and Guides will be really grateful for your donations.

## Medical and dietary information

It is essential that you inform the section leader if your child suffers from any medical condition or if they require any specialist medicines for treatment. This includes things like allergies, behavioural difficulties such as ADHD or dyspraxia, physical or mental disabilities, and other medical conditions.

It is also necessary for information to be supplied to the section leader about any dietary needs of your child. In the first instance, you should provide this information on the membership form at the back of this pack and thereafter update leaders if circumstances change

## Child protection

It is the policy of the Scout Association to safeguard the welfare of all members by protecting them from physical, sexual, and emotional harm. The Scout Association takes all reasonable steps to ensure that, through relevant procedures and training, members and adults taking part in Scouting activities do so in a safe environment. Every leader and helper carry a Scout Association Yellow Card which gives the code of good practice that must be followed. A copy of this card is available for inspection on request.

## Supporting your child

Scouting is a team effort; leaders only see the young people for a short time each week, so they rely on parents and guardians to do the rest!

- Encourage your child to prepare themselves for meetings – don't do everything for them
- Please ensure that you deliver and collect your child at the appropriate times and place as advised by the Section Leader. Always check that an adult leader has arrived, and one other adult is present before leaving

your child. Please do not bring or allow your child to arrive more than 10 minutes before the start of their section meeting. Please tell Section Leader if someone different from usual will be collecting your child.

- Make sure your young person's uniform is always clean, smart and ironed. This includes their group scarf.
- Our members wear uniforms to distinguish themselves. The wearing of our uniform also serves to instil a sense of pride in the group and in Scouting in general as well as showing their individual achievements in the form of badges. Please ensure, unless advised otherwise by your Section Leader, that your young person wears their uniform and sensible footwear to every meeting.
- Please ensure that you return any activity forms and any payment on time. If you have difficulties completing forms or making payments, then please speak in confidence to the Section Leader.
- If your child cannot attend the meeting, please phone/text/email/instant message and let the section leader know; contact details are listed in this welcome pack.
- Children are not generally known as remembering things so after meetings please ask if they had a letter; is there a message; or is there anything to do for next time? Again, it's all part of being independent. Most messages will be e-mailed from OSM and added to section Facebook sites.
- We recognise that some children may require additional help at times. If your young person has a school statement or IEP, please make this information known to us so that we can work with you and your young person to ensure that any suggestions are supported during their time with us.
- Badges – each section has a number of badges they can work towards at meetings or at home. Full details of the badges can be found under the members section in the Scout website <https://members.Scouts.org.uk/supportresources> - just select your child's section, Badges and awards and look at Challenge Awards and Activity Badges.

## Useful websites

<http://www.1stBillingshurst.org.uk> – 1<sup>st</sup> Billingshurst official website

<http://www.Scouts.org.uk> - The Scout Association official website

<http://shop.Scouts.org.uk/> - The official Scout Shop website

<http://westsussexScouts.org.uk/> - The home page for West Sussex Scouting

<http://pandpscouts.org.uk/> - Petworth & Pulborough Scout District

## More Information

You can get more information by one of the following methods:

- The Group Scout Leader; Zoë Jenkins [gsl@1stbillingshurst.org.uk](mailto:gsl@1stbillingshurst.org.uk)
- The Scout Association's Information Centre can be contacted on **0845 300 1818 (local rate) or 0208 433 7100**

## Beaver Scout Information

Promise	I promise to do my best To be kind and helpful And to love God
Motto	Be prepared
Uniform	Turquoise blue polo shirt and jumper Navy blue activity trousers Group scarf and woggle Black shoes & socks
Section	Colony divided into Lodges, with Lodge Leaders
Age range	Start at 6 must leave before 8.5
Awards	Membership Award (Purple) Joining in Award Challenges Awards Activity Badges Staged Activity Badges Chief Scout's Bronze Award – Highest award for Beaver Scout



## Cub Scout Information

Promise	I promise that I will do my best To do my duty to God and to the Queen To help other people And to keep the Cub Scout law
Law	Cub Scouts always do their best Think of others before themselves And do a good turn every day
Motto	Be prepared
Prayer	Make me a good cub Scout I pray, Help me to do my best each day Do my duty, lord to thee Be the best that I can be Amen
Uniform	Green Polo shirt and Jumper Navy Blue activity trousers Group Necker and coloured six woggle Black shoes / socks
Section	Pack divided into sixes, with Sixers and Seconders
Age range	Start at 8 must leave before 11
Awards	Membership Award (Purple) Moving on Award – Beavers to Cubs Participation Award x 2 Challenge Awards Activity Badges Staged Activity Badges Joining In Awards Chief Scout's Silver Award – Highest award for Cub Scout



Scout Information	
Promise	On my honour, I promise that I will do my best To do my duty to God and to the Queen To help other people And to keep the Scout law
Law	A Scout is to be trusted, A Scout is loyal A Scout is friendly and considerate A Scout belongs to the world-wide family of Scouts A Scout has courage in all difficulties A Scout makes good use of time and is careful of possessions and property A Scout has self-respect and respect for others
Motto	Be prepared
Uniform	Teal green long sleeved shirt Navy Blue activity trousers Group Necker and leather woggle Black shoes/ socks
Section	Troop divided into Patrols with Patrol Leaders (PL's) and Assistant Patrol Leaders (APL's)
Age range	Start at 10½ must leave before 14 ½
Awards	Membership Award (Purple) Moving on Award – Cubs to Scouts Joining In Award Challenge Awards Activity Badges Staged Activity Badges Chief Scout's Gold Award – Highest award for Scout



## Parent Rota: Responsibilities

To help you settle in and be part of the team we have outlined some information below that we feel will be useful.

We have a Safeguarding policy and there is a "Yellow Card" reference card which will be handed out to you at the start of your allotted evening. Please read through the do's and don'ts on the Yellow Card. I am sure you will understand this policy keeps our young people and adults safe.

- Our Bullying policy is visible on the notice board in the hall; feel free to have a read.
- Listen to the children and encourage them to participate in the activities.
- Interact with the children, helping them with activities and generally encouraging them to try their best. Encourage them to find the solutions to tasks themselves by working in a team.
- Encourage children to join in the games and help to referee and ensure fair play!
- Try to avoid staying close to your own child – encourage them to work away from you, both of you will have more fun!
- If you are asked to get out tables or chairs, they are found in the small meeting room to the rear of the hall.
- Tea, coffee and juices are stored in the kitchen
- **Last, but not least, have FUN and enjoy the activities.**

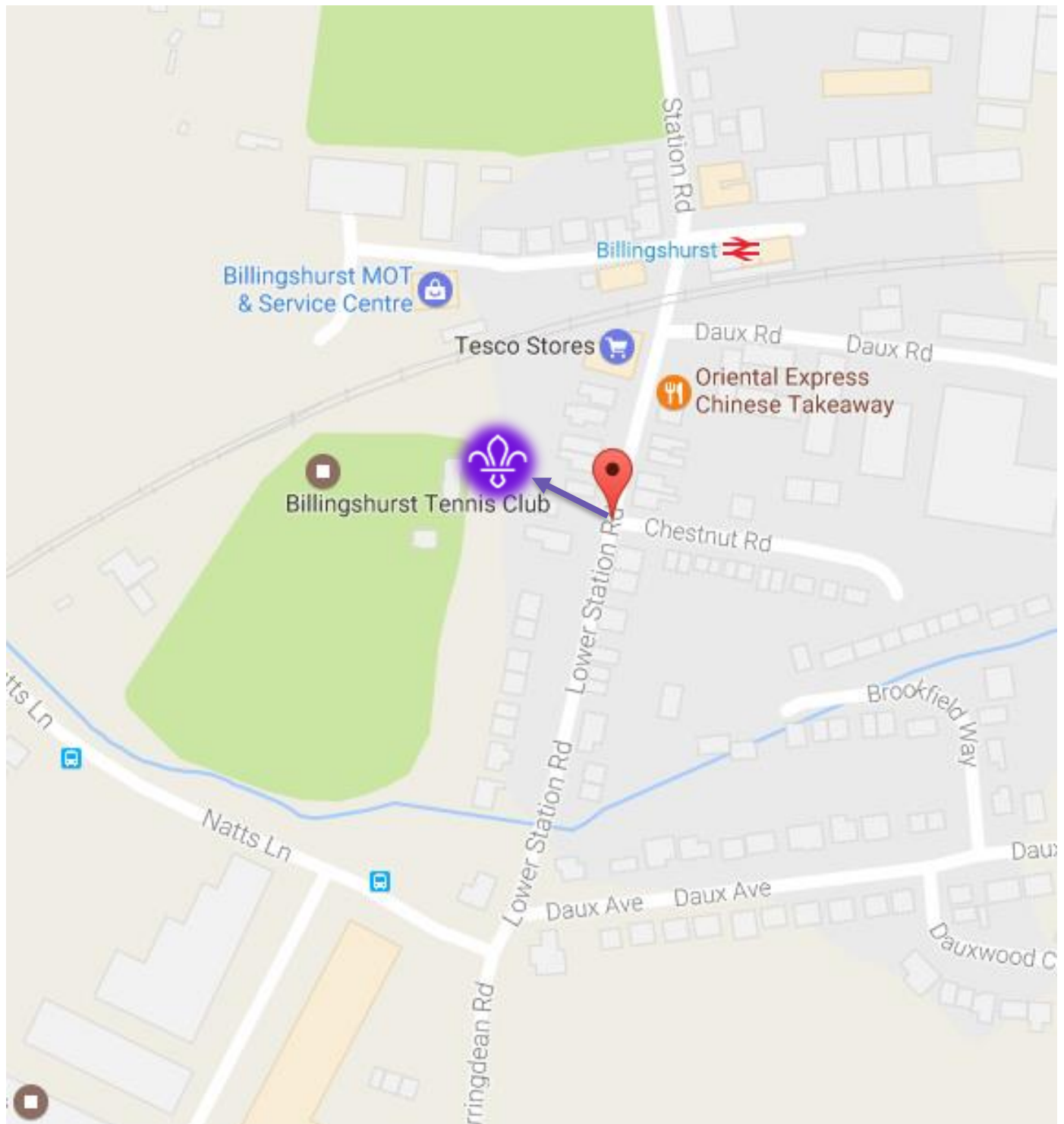
If you are unable to help on the day allocated to you, please arrange a swap with others on the rota when you collect your young person from their sectional meeting. For data protection reasons, the group will not give out an individual's contact details.

This is your copy to keep; a copy will be placed on the notice board in the entrance hall for reference.

If you have any queries or concerns at all don't hesitate to contact the leadership team –

Zoe Jenkins (GSL) [gsl@1stbillingshurst.org.uk](mailto:gsl@1stbillingshurst.org.uk)

## How to find us



Lower Station Road,  
Billingshurst,  
West Sussex  
RH14 9SX

[gsl@1stbillingshurst.org.uk](mailto:gsl@1stbillingshurst.org.uk)  
[www.1stbillingshurst.org.uk](http://www.1stbillingshurst.org.uk)

# 1<sup>st</sup> Billingshurst Scout Group – Membership Form

Childs Full Name		Date of Birth	
Parent Name 1		Parent Name 2	
Address & Postcode		Address & Postcode	
Home Phone Number		Home Phone Number	
Mobile Phone Number		Mobile Phone Number	
Email Address		Email Address	
Emergency Contact		Address & Postcode	
Home Phone Number		Mobile Phone Number	
Doctors Name		Dr's Address & Postcode	
Dr's Phone Number		Date of tetanus jab	
Medical Info*		Dietary Info**	
Allergies		Swim 50m unaided?	Yes / No

<p><b>PHOTOGRAPH CONSENT</b></p> <p>"I give consent for photos/videos of my child to be taken, stored and shared internally in the meeting location, local press, Scout websites and social media. I understand that if I later withdraw consent, previously published photos will not be able to be removed. (Regardless of this consent, the group/unit is not responsible for photos taken by other parties.)"</p>	Yes / No
<p><b>SENSITIVE DATA CONSENT</b></p> <p>"I give consent for the storage and processing of sensitive personal information, including medical details (these are required for the safety of your child). I understand these may be shared with other Scout groups/organisers if/when my child moves sections or attends external events"</p>	Yes / No

Parent Signature		Date	
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\*Please add details of any medical details you feel we should be aware of when responsible for your child

\*\* Vegetarian, Vegan, no Dairy, No Gluten Free