



Scouts



**4th Sevenoaks
(St John's)**



www.4thsevenoaks.org.uk

WELCOME!

Dear Parent/Guardian

Can I wish you a very warm welcome to our Group.

This welcome pack will hopefully answer any questions that you may have regarding the Scout Association and our Group. If you have any further queries or concerns, please do not hesitate to contact me.

Jo Brookbank

Group Scout Leader

4thgsl@sevenoaksscouts.org.uk

07806 601 995

The contact details of each Section Leader are listed towards the back of this pack

WHAT IS SCOUTING?

Scouting is an international movement with over 28 million members worldwide, spread through 216 countries and territories. The number of countries recognising the value of Scouting and accepting its principles is increasing and there are only six countries in the world who do not offer Scouting to young people.

In total there are about 500,000 people in Membership throughout the United Kingdom. This includes about 100,000 adults who have taken up appointments as voluntary leaders, administrators and supporters.

The Scout Association in the UK accepts members of all major faiths and offers equal opportunities for both boys and girls no matter what their social, religious or ethnic background may be.

During 1991, girls were admitted to the Beaver Scout, Cub Scout and Scout Sections. This complemented the admission of young women to the Venture Scout Section in 1976.

During the spring of 2002 the Scout Association launched a new programme for young people aged 6-25. This was the largest change to our curriculum for nearly 40 years. A careful strategy of change management was devised to help people move forward, delivering a totally new way of providing Scouting, to the 14-25 age range.

In September 2021 the newest and youngest section of Scouting was launched for 4 to 6 year olds, Squirrels, to help young people gain skills for life at a time when it matters most and where it's most needed.



OUR GROUP

Was formed back in 1910, we now are a busy group with ten sections and 160 young people. These young people are supported by over 50 adult volunteers and many parents.

THE PURPOSE OF SCOUTING

Scouting in the UK is organised through The Scout Association. The Scout Association has a clear purpose:

'To help young people achieve their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as Members of their local, national and international communities'.

Even if we can't solve all the problems in the world, we can help to make it a better place. We do this by helping young people to develop as active members of their community;

- who are self-reliant
- who are caring
- who are responsible
- who are show commitment.

Scouting works well when young people enjoy learning by doing in partnership with adults.

They do this by taking part in a variety of activities and new experiences exploring the outdoors participating in teams taking responsibility.

Our method for giving young people the opportunity to learn by doing is called the Programme. The Programme is a seamless progression of training, activities and awards that covers everything that young people do in Scouting from the ages of 4 to 25.

All adults in Scouting have a responsibility to make sure that the Programme is fun and exciting. We must also make sure that it is safe. The Scout Association's policies, rules, code of behaviour, advice on child protection and safety are there to help adults make sure that the young people in their care stay safe while they enjoy themselves and learn.



THE SCOUT PROMISE

Scouting has a simple and positive promise that is required to be made by all members. The Promise together with the Scout Law, gives a distinctive ethos to the practices of the Movement and acts as a bond with Scouts in other countries.

The three key principles are:

Duty to self

Duty to god

Duty to others

Everyone in Scouting expresses their membership and acceptance of the three key principles by taking the Promise and following the Scout Law. Beaver Scouts and Cub Scouts have their own special Promise and Law, suitable for their age range.

The Scout Promise

On my honour, I promise that I will do my best

Either

To do my duty to God and to the Queen,

Or

To uphold our Scout values, to do my duty to the Queen,

To help other people

And to keep the Scout Law

Other alternative wordings can be viewed
on the scouts.org.uk

The Scout Law

A Scout is to be trusted.

A Scout is loyal.

A Scout is friendly and considerate.

A Scout belongs to the worldwide family of
Scouts.

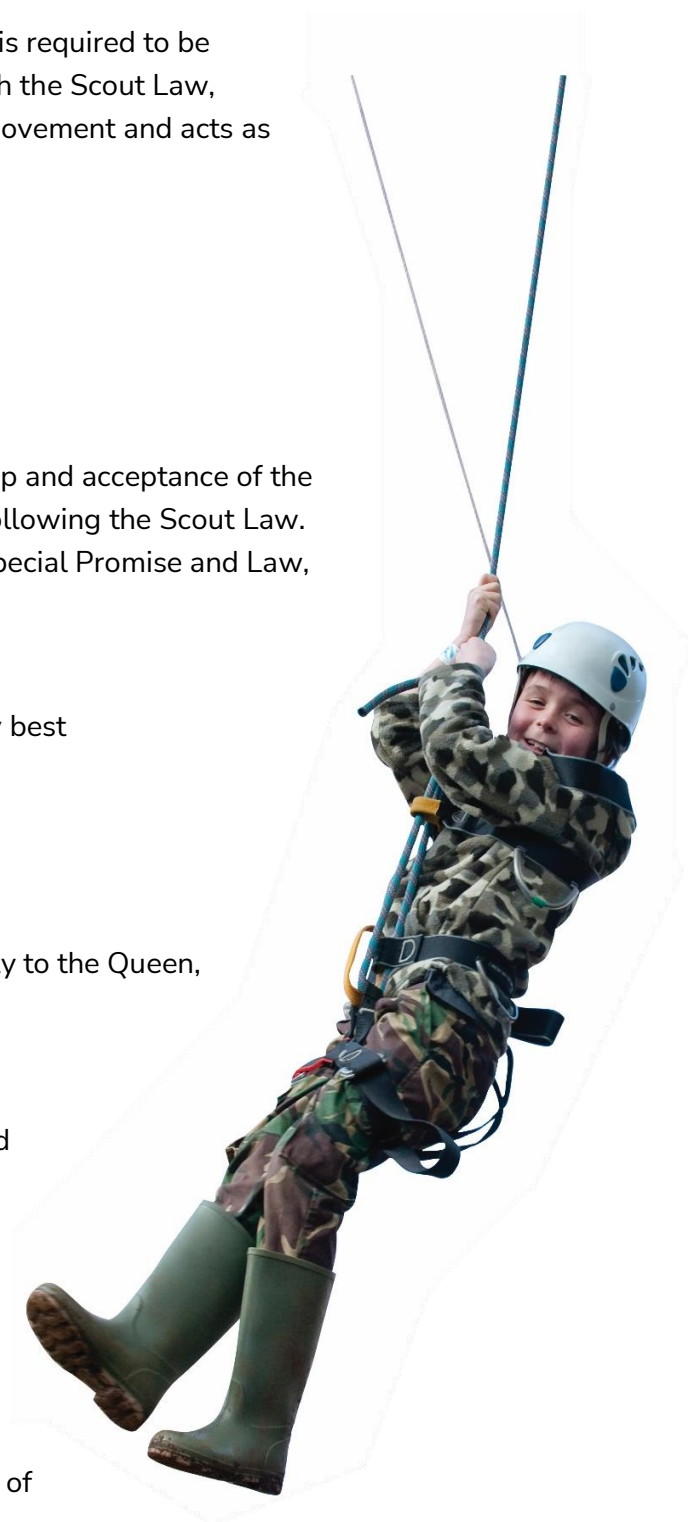
A Scout has courage in all difficulties.

A Scout makes good use of time and is careful of possessions and property.

A Scout has self-respect and respect for others.

The Scout Motto

Be prepared!



THE SIX SECTIONS

Irrespective of a member's age, a young person in the Movement is a 'Scout'.

The balanced Programme spans the 4-25 age range which is made up of five Sections. Each Section has its own identity, ethos and style. They all have adult support that varies in style across the different age groups.

A Squirrel Drey has members aged four to six years of age. Generally young people attend their first few meetings with an adult.

A Beaver Scout Colony has members aged between six and eight. (minimum age 5 $\frac{3}{4}$, maximum age 8 $\frac{1}{2}$ applies)

A Cub Scout Pack has members aged 8 – 10 $\frac{1}{2}$ (6-month flexibility applies)

A Scout Troop is for young people aged from 10 $\frac{1}{2}$ - 14 years (6-month flexibility applies)

These are all part of a **Scout Group**.

An Explorer Scout Unit is for young people from 14-18 years old (minimum age 13 $\frac{1}{2}$, maximum age 18). Explorer Scout Units are part of a Scout District (Sevenoaks District), although some are attached to Groups.

A Scout Network is for young people aged 18 - 25 years old. Scout Networks are the responsibility of the Scout County (Kent).

There are several important things, which make Scouting different from many other youth organisations:

- We are a uniformed movement

- We use 'Sixes' and 'Patrols' of about 6 young people who work together, learning from and supporting each other

- We involve young people in decision making as part of their development

The district has several **Scout Active Support** sections, comprising adults who are prepared to assist with activities and events.

In addition to a general Scout Active Support Unit, we have specialist SASUs for archery, fencing, tomahawk throwing, water-sports and air rifle shooting.

If you are happy to join the SAS mailing list and receive occasional requests for help, please contact our District Team activesupport@sevenoaksscouts.org.uk

Squirrels

THE SQUIRREL DREY

A Squirrel Drey has members aged 4 to 6 years old.

Every week, Squirrels will gather to grow and learn their way through lots of different games and activities

Squirrels will achieve anything they set their minds to, and having lots of fun along the way.

The one-hour sessions will be a brilliant opportunity for young peoples' first step into Scouting and preparing them for school years.

Outdoor activities, fun, games, badges and so much more, Squirrels is the opportunity for young people to learn skills for life. Supported by amazing leaders delivering an inspiring programme.

Squirrels gives young people the chance to:

- Make friends
- Have fun outdoors
- Learn new things
- Earn badges through fun activities

Squirrels Scouts work towards 12 Activity Badges, four Challenge Awards, a Membership Award, a Joining In Award, a Moving On Award and a Top Award, which we aim to present in a district ceremony by the Town Mayor.

Meetings

Our Drey meets on Wednesday evenings 16:15 to 17:15



BEAVERS

THE BEAVER COLONY

The core age range is from 6 to 8 years. A young person may join at 5¾ years and remain until 8½. They meet together as a Colony and work within small groups called 'Lodges'. A team of adults will run the Beaver Scout Colony. Beavers take part in a wide range of activities. These include making things, singing, playing games, going on visits, investigating nature, listening to stories etc. They do this through taking part in a programme of activities provided by the leadership team.

Beaver Scouts:

Learn about themselves – exploring their feelings and developing good habits of health and personal safety.

Get to know people – finding out about people in their family, the family of Scouting, the local community and the wider world

Explore - discovering the exciting world of science, nature and technology, exploring the natural and man-made world

Care - growing and responding to the needs of others, the local community and the wider world.

Beaver Scouts work towards challenge awards, which are awarded by taking part in the regular programme. With hard work and regular attendance Beavers can gain their Bronze Award, which we aim to present in a district ceremony by the Town Mayor.

Beavers also have the opportunity to gain Activity Badges, which they can work towards both inside and outside pack meetings.

Meetings

Our Pinewood Colony meets on Wednesday evenings 17:15 to 18:30 and Millpond Colony on Friday 16:30 – 17:45





THE CUB PACK

The core age range is from 8 to 10½ years. A young person may join at 7½ years and remain in the Pack until their 11th birthday. Cub Scouts meet together as a Pack and work within a variety of small groups called 'Sixes'. A team of adults will run the Cub Scout Pack, usually led by an Akela, some will be uniformed leaders, others maybe sectional assistants, helpers or parents.

Cubs take part in a wide range of activities that are designed to be interesting and to challenge them. At the same time they have fun, adventure and make friends along the way. They do this through taking part in a programme of activities provided by the Leadership team such as: camping, playing games, trying new things and exploring the outdoors.

Cub Scouts work towards awards and badges. The Cub Scout Membership Award is presented to new Cub Scouts once they have learnt about the traditions and history of Scouting and about being a Cub Scout today. Activity badges are specialist interest badges that can further develop a Cub Scout's interest. They can also form the basis for special events and some are geared at the whole pack working together. With hard work and regular attendance Cub Scouts can gain their Silver Award, which we aim to be presented in a district ceremony by the Town Mayor

Camps and outings are the most memorable events during the year. They are the chance to carry out activities that are not possible at the regular weekly meeting.

The Cub Scout Leader, usually Akela, has overall responsibility for the Pack and will lead the Leadership Team. It is however, very much a team effort with everyone having something to offer.

Meetings

Our Wildernesse Pack meets on Wednesday evenings 18:30 to 19:45 and Greatness Pack meets Fridays 17:45 to 19:15.



SCOUTS

THE SCOUT TROOP

The core age range is from 10½ to 14 years. A young person may join at 10 years and remain until 14½ years. Scouts meet together as a Troop and work within a variety of small groups called 'Patrols' lead by a Scout Patrol Leader.

The Patrol Leaders work with the Leadership Team in setting the programme and in decisions affecting the Troop. The Patrol system is one of the important ways that young people can take responsibility for themselves and others.

A volunteer leadership team made up of uniformed Leaders and other informal Assistants and helpers will guide the Troop.

Scouting has a reputation as an outdoor organisation based on strong traditions of camping and other outdoor pursuits.

Scouts work towards challenge awards, culminating in the Chief Scouts Gold Award, which we aim to have presented in a county ceremony by the County Commissioner. Scouts also have the opportunity to gain a wide range of activity badges by working inside and outside troop meetings. Most of the badges and awards in Scouts require independent work by the scouts themselves.

Most Troops will offer a number of events away from home during the year, and very often a summer camp. These are important to the life of the Troop, as they are the culmination of much of the training during the year.

Meetings

Our Swift Scout Troop meets on Friday evenings 19:30 to 21:15 and our Chapman Scout Troop meets on Tuesdays 18:45 – 20:30.



WHERE DO WE MEET?

Most meetings are at the Scout Hut, Mill Lane, Sevenoaks, TN14 5BU

We are lucky enough to have a purpose-built hut on a three-acre site comprising a playing field, wood, stream and camp-site. It is not always this sunny.



HOW MUCH DOES IT COST?

Scout Groups charge subscriptions to cover the cost of equipment and the resources to enable us to deliver good quality Scouting. Part of those subscriptions (subs) go towards the annual membership fee paid to headquarters for the day-to-day running of The Scout Association that includes some insurance for all members.

The termly (Sept, Jan and Apr) subscriptions are £37.00 for Squirrels, Beavers, Cubs and Scouts (correct at the time of publication – see page footer). Explorers subs are collected by the District.

Subs are collected **at the start of each term**; these payments can be (preferably) made using Direct Debit through Online Scout Manager or, only if absolutely necessary, by bank transfer, by cheque or cash as agreed with the section leader, usually by email. Please make cheques payable to **4th Sevenoaks (St John's) Scout Group**.

For young people trying out scouting, the first session is free and then either £20 for each half-term or pro-rated if only attending a few weeks or you can pay the whole term if you wish.

When the young person is invested in any section in the group, there is a joining fee of £10 to cover their badges and group scarf.

Financial Help

We appreciate that funds can sometimes be tight. If you need a bit of help with the cost of a camp etc or if you want to spread the payments, then please have a quiet chat with one of the Leaders. We are as flexible as possible and would rather know in advance than be chasing you later!

We are keen that everyone has the opportunity to attend at least one group camp each year.

It is not our policy to exclude any young person from an activity because of cost, however we do not have a bursary fund.

Gift Aid

The Group is now able to recover income tax on any donation provided a declaration has been made to cover the tax reclaim. Donations may now be of any value. The only criteria is that the individual making the donation has to pay income tax or capital gains tax of at least the amount to be recovered by the Group. If you pay by cheque, the name on the cheque must match the Gift Aid declaration.

If you complete a declaration, up to 25p in each £1 can be claimed back by the Group from the 'Tax Man'. This will really help the Groups finances and cut down the pressure on the essential fundraising!

giftaid it

Complete the Gift Aid section for each young person on Online Scout Manager is the most efficient way to do this or you can use the gift aid form included in this pack or an easy to print version under Resources on the web-site.



How do I JOIN?

Unfortunately there is a waiting list for entry into each section of the Group. Our numbers are limited by space and the number of adult volunteers that can attend regularly.

Once a member of the group, young people are guaranteed a space in the next section as they progress.

We make every effort to accommodate siblings of existing members, however there is no automatic entry for siblings – they must be added to the waiting list in the normal manner.

How do I put my name on the waiting list?

The only way to join the waiting list is to use the form on the [web-site](#) to register, under Contact Us | Join.

You will need to provide the name and date of birth of the young person and your contact details.

The Membership Secretary will be in touch when you register and a term before your young person is likely to start.

Is there anything I can do to get my young person a place?

We are glad you asked.

The group accepts people into the group depending on their age and how long they have been on the waiting list. However there is a way to move yourself up the waiting list...

Join in the fun and help us out! Not only does this help us increase the size of each section, we give priority to children of leaders and regular helpers. See the section [Parental Support & Adult Help](#) in this document.

HEALTH



The Scout Association Rules stipulate that no child is allowed to undertake any activity without a Health Information Form. Most sections do this online by sending an email reminder before each event.

Please complete the Member Details Form (towards the end of this pack), which will be kept on file by the section leader for regular week-to-week activities. For out of the ordinary activities, you will be sent a permission form which will include a health information section. Please include anything that may be relevant to the activity on that form, including dietary restrictions.

SAFETY

The Scout Association takes pride in its safety record. Guidance is provided to Leaders through their District and County support to ensure that Scouting activities are as safe as possible. Safety issues are covered extensively in our Leader Training.

For more adventurous activities such as water sports, caving and mountaineering, we have special authorisation arrangements to ensure Scouts are in safe hand



CHILD PROTECTION

The Scout Association's child protection policy is known as the 'Young People First' policy.

It's often referred to as the 'yellow card' policy because of the pocket sized reminder card all adults are asked to keep and carry with them.

The 'Young People First' policy is held up as an example of best practice and praised by the child protection agencies. The Scout Association also enjoys the confidence and trust of thousands of parents who each week place their children in our care.

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 is committed to:

- taking into account in all its considerations and activities the interests and well-being of young people;
- respecting the rights, wishes and feelings of the young people with whom it is working ;
- taking all reasonable practicable steps to protect them from physical, sexual and



- emotional abuse, and
- promoting the welfare of young people and their protection within a relationship of trust.

All adults aged eighteen or over, no matter what their role or involvement within Scouting, are responsible for putting this policy into practice at all times.

If you would like a copy of [the Yellow Card](#), please ask your Section Leader or [click on the link](#).

DISCLOSURE AND BARRING

Scouting continues to hold the safety and wellbeing of your child with utmost importance. It is therefore the policy of The Scout Association that every adult in Scouting should complete a 'DBS disclosure', every adult in Scouting means – any adult who holds a role within our organisation be it, Cub Leader, Group Executive Committee Member or regular parent volunteer. As a District (Sevenoaks and the surrounding villages) we of course follow The Scout Association and its policies to keep young people in our care safe from harm.

We have therefore adopted the policy to encourage every adult connected to Scouting in our district to complete a DBS. That means parents and guardians that are regularly involved in Scouting events. We have taken this path as some parents support Scouting in many ways other than joining in with our regular meetings, such as transporting young people in their cars or joining in group activities such as family camps etc.

Please note that completing a DBS check is **not** a condition of your young person joining and participating in Scouting, However not completing one will prevent you joining in with some activities, for example Family Camp.



Should you wish to become more involved in the group as an adult (and we encourage it – it is fun!), then we would look to record your personal details and undertake a DBS check. This can be done all online or, if necessary, using a paper form. The most up-to-date Adult Information form can be downloaded from the Scout Association website scouts.org.uk/appointmentforms.

PARENTAL SUPPORT & ADULT HELP

Scouting depends on its adult volunteers and we would welcome your involvement.

As a parent of a group member, as a minimum we expect you to help out for one evening with your young person's section each term as required, and help at one of our two termly maintenance sessions (each session is around two hours).

Maybe you could help in one of the following ways and join the adventure that Scouting offers adults as well as young people?



Did you know that we can offer you:

- Nationally recognised training, typical qualifications can include First Aid, and qualifications in activities, such as climbing, water sports, sailing, archery and even chainsaw use.
- You can also achieve tutoring qualifications in any/all of our activities.
- Offering a skill to help train or help one of the sections for a badge or award.
- Help prepare refreshments for a section of Group event.
- Help to transport some to any event away from the hall.
- Support the Scout Group at social evenings
- Support the Group's fund raising activities.
- Join the Executive committee and help manage the Scout Group
- Look after the waiting lists
- Help with the second-hand uniform and kit shop
- Or helping out maintaining the hut and grounds.

If you, your partner, a friend or relative is interested in scouting as an adult on an occasional or regular basis, please email 4thgsl@sevenoaksscouts.org.uk or speak to a leader. No previous experience is necessary, as training will be provided.

The only payment for being a leader (except basic expenses) is lots of fun and to make many friends!

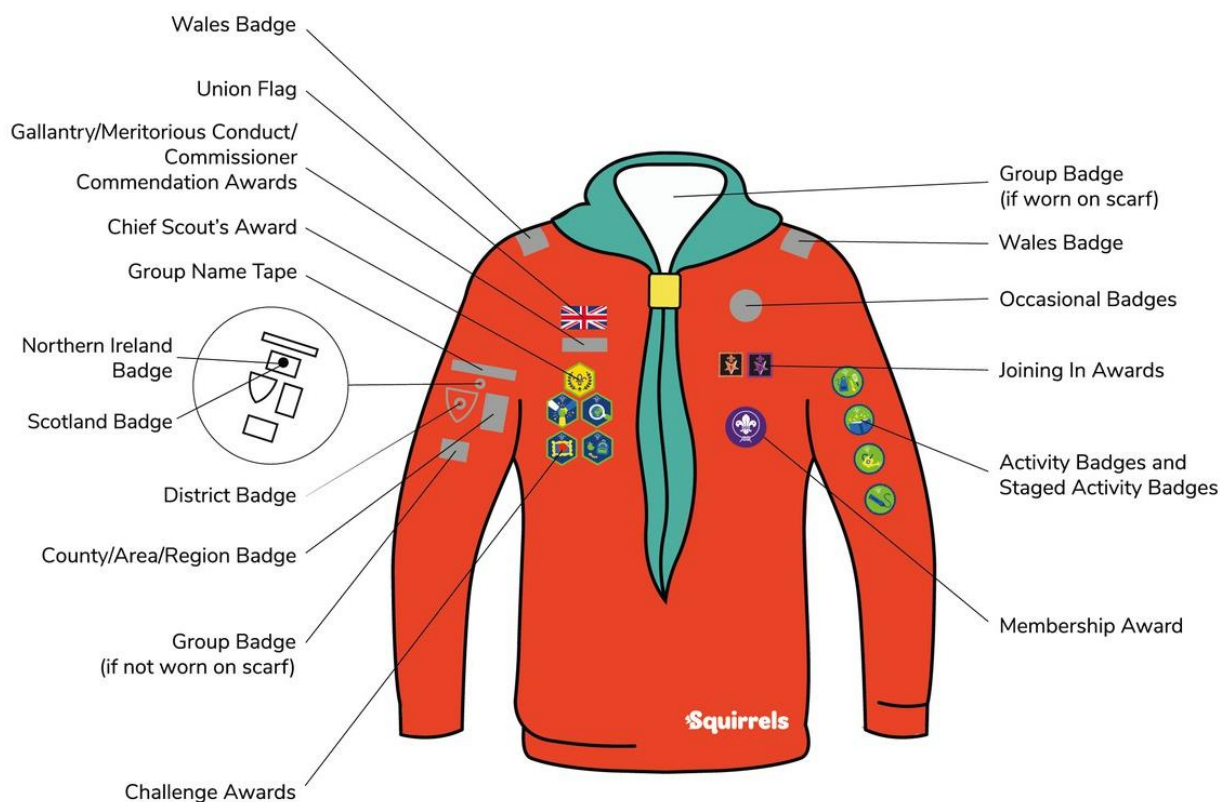
BADGES, UNIFORM AND EQUIPMENT

Each section has its own uniform, although the activity trousers are common to all sections as is the Group Scarf with a woggle. Both a scarf and first woggle will be presented on investiture (making their promise) – ours is navy with white edging.

Specific activities, such as camping or hiking, will have additional requirements. You will be notified of these in good time by your Section Leader.

Squirrels

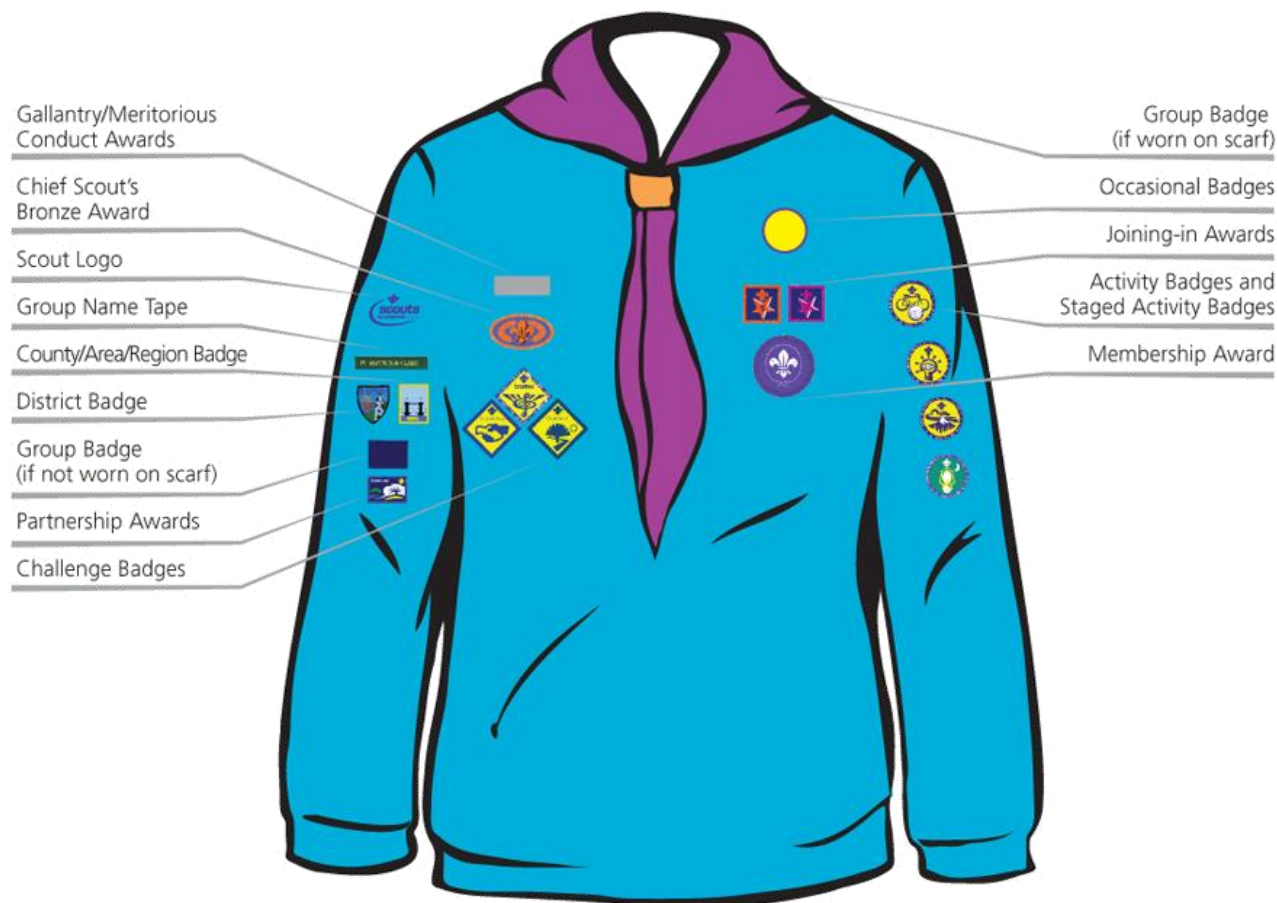
The Squirrel Scout uniform consists of a red sweatshirt and a Group scarf.



Beavers

Beaver Scout uniform consists of the following items

- A Beaver Scout jumper
 - Scout activity trousers
 - A Beavers scout polo
 - Group scarf with a woggle
- In addition to the specific uniform items each member should have a **waterproof jacket** and a **day sack** of sufficient size to carry lunch, a drink and waterproofs.



See also <http://www.4thsevenoaks.org.uk/beavers/uniform/>

Cubs

Cub uniform consists of the following items

- Green polo shirt
- Green sweatshirt
- Group scarf with a woggle
- In addition to the specific uniform items each Member should have a **set of waterproofs** (jacket and trousers), a torch and a **day sack** of sufficient size to carry lunch, a drink and waterproofs.



Scouts & Explorers

Scout uniform consists of the following items

- A scout shirt (Explorers is dark tan)
- Scout activity trousers
- Scout belt
- Group scarf with a woggle (both presented by the group on investiture – ours is navy with white edging, Explorers is black with white edging)

Scout Uniform



Scouts will need a torch, a notebook and pen, waterproof jacket and trousers and a pair of walking boots or stout shoes for many activities – check the programme. Ask a leader for advice.

Note that scouts get a discount at some stores including Go-Outdoors - ask for details.

Camping Equipment

The full camp kit list (from the website under Resources) is

- | | |
|--|--|
| <ul style="list-style-type: none"> • Complete uniform (to be worn while travelling) • Kitbag – not suitcases • Sleeping bag • Foam roll / karrimat • Blanket • Small day rucksack, water bottle and lunch box (must be large enough to hold waterproofs, drinks and lunch) • Holdall bag for kit (waterproof) • Plastic bag for dirty clothes • Trainers • Walking boots or strong shoes • Walking socks (several pairs) • Waterproof jacket & trousers • Scarf, hat and gloves (as appropriate) • Sun hat, sun-cream and sunglasses (if reqd) • Multiple socks, underwear • Shorts / Trousers or tracksuit bottoms | <ul style="list-style-type: none"> • Multiple T-shirts / Shirts • Multiple Sweatshirts / Jumper • Thermals / base layer (Christmas / survival camp only) • Nightwear • Swimwear and towel • Personal washing requirements (including toothbrush and toothpaste!) • Handkerchiefs / tissues • Mug, bowl, plate, cutlery (named and in a bag) • Tea Towel (two for summer camp) • Torch (& spare batteries) • Pen & Paper • Penknife (Scouts only, when requested) • If you wear glasses / contact lenses, please consider bringing a spare pair. • Prescribed medication should be handed to leaders with appropriate instructions (see camp permission forms). |
|--|--|

Don't panic if you haven't got all the equipment listed above, talk to one of the Leaders who will be able to give sensible advice or alternatives. Not all items are required for every camp.

Please make sure everything is labelled, it greatly increases the chances of it coming home again. It is better if the young person packs his/her own bag, as parents will not be there to find *crucial missing thing* when they need it in a hurry.

Please **DO NOT BRING**

- | | |
|---|---|
| <ul style="list-style-type: none">● Aerosol deodorants, they are often flammable, can affect those with asthma and can damage the canvas of tents● Games or similar items (i.e. music players / radio's) which require batteries to run.● Penknives, unless agreed with the leader prior to the camp. | <ul style="list-style-type: none">● Matches / lighters / flammable fluids / fire lighters● Mobile phones can be brought but must be handed in to the leader for safe keeping. Generally, there is not very much secure storage.● Additional food or sweets. |
|---|---|

Scout Shops

All of the above are available from the District Scout Shop (see scoutshop.sevenoaksscouts.org.uk) and uniforms can be delivered to the group or collected locally for ease of exchange of size. Buying locally returns profits to local scouting. We do encourage return of uniform if desired when moving up a section so do ask what we have available if you prefer second-hand.

Uniform is also available online from shop.scouts.org.uk. Please note Scout uniform is no longer available from high street shops.

PROGRAMME OF RECURRING EVENTS

Whilst every year is different, there are a number of events that tend to occur at the same time each year.

Section(s)	When	Activity
All	Spring	Quiz Night
Scouts	Beginning of March	Founders (Incident) Hike
All	Sunday pm. near the end of April	St Georges Day Parade
All	June	Group Camp (Fri-Sun am)
All	Wednesday in early July/Sept	Group AGM and prize giving
Cubs and Beavers	Summer holidays	Summer Camp (2 nights)
Scouts	Summer holidays	Summer Camp (6 nights)
All	September/October	Family Camp (Fri-Sun am)
Scouts	October	Plender Hike (District Scout Comp)
All	Friday near 5 th Nov	Fireworks Night
All	Sunday am. near 11 th Nov	Remembrance Sunday Parade
Scouts (& sometimes Cubs)	Second weekend in December	Christmas Camp

We also hold Volunteer Days mostly for parents, but young people are invited too, on a couple of weekends each term. We undertake development projects, maintenance and repairs at the hut.

MEMBERSHIP DETAILS

The Scout Association in the United Kingdom is a membership organisation. To enable it to operate - and to communicate with its Members - it is necessary to maintain accurate records.

This will include details of name; address; date of birth; contact telephone numbers along with details of your son's or daughter's progress through Scouting (eg badges gained). Information held in our Scout Group may be shared from time to time within Scouting including the National Headquarters of The Scout Association.

Legislation came into force in March 2000 that covers the protection and processing of personal data. Adults and young people have the same rights under the Data Protection Act 1998. The Act covers paper-based (as well as computer-based) information.

Certain information is classed by the law as 'Sensitive Personal Data'. In a Scouting context this may include information about your son's or daughter's:

Health (to ensure that we are prepared for medical emergencies it is important that we hold relevant information).

Additional Needs (to ensure a safe integration of your son's or daughter's participation in activities, details of any additional needs to be known).

Religious or similar beliefs and Racial or ethnic origin (these are only used for our annual census to the Scout Association for them to understand the take up of Scouting).

Images (we may use images of your son or daughter to promote scouting. These images may be used in our recruitment or in other printed publications that we produce, as well as on our website. *First names only will be published.* Our scout group may be visited by the media to take photographs or film of a visiting dignitary or other high profile event. Your son or daughter may appear in these images, which may appear in local or national newspapers or on televised news programmes).

Email addresses (will be used and shared with other members of the group to help arrange scouting activities).

To hold this 'Sensitive Personal Data' we will need your consent. This can be given by completing the sign-up in OnlineScoutManager when joining the waiting list.

All of the information will be used only in connection with your son's or daughter's membership of the Scout Movement in the United Kingdom. This will include membership management and communications. None of the information provided will be passed to any third parties outside the Scout Movement.

To help with Data Protection we have moved away from paper forms to gather information – please [join the waiting list](#) and the details will be transferred to the appropriate section.

This is a prerequisite of your young person's joining the 4th Sevenoaks Scout Group.

Notification of New Member/Change of Details

The information which you give when you join will be used by the Leader of your son's/daughter's section. The details will be used by the Treasurer (for subscription and Gift Aid purposes only).

You will be asked to check these details at least every year and prior to residential events to ensure our records are kept up to date. This is also required by data protection regulations.

You can update your or your young person's details at any time via the personal details section in Online Scout Manager.

DATA PROTECTION ACT / GDPR

As a small charity, the Group does not have to register with the Information Commissioner's Office. However, the group is still subject to compliance with the Data Protection Regulations. In signing the member details form, you will be agreeing to the Scout Group during and beyond your child's involvement with the organisation:

- a) Retaining personal data to facilitate any present or potential future involvement with Scouting;
- b) Retaining personal data regarding religion, special needs/disabilities, ethnicity, medical information and/or commission of offences or alleged offences
- c) Allowing access to personal data to appropriate individuals within the hierarchy of Scouting.
- d) We use a number of service providers to support the scout group, in particular Google (document storage and email), 34sp.com (email and web hosting), Online Scout Manager (records management and event management)

COMMUNICATING WITH PARENTS

The Scout Group generates lots of information and instructions for Members and their parents / guardians. You will find that the leaders of each Section have their own preferred mechanisms, but these include

- Online Scout Manager – this is a website that we use to keep all our scouting records, we use it to help get parents to sign up for events and activities and also take payment
- On OSM you will find
 - This term's programme
 - Any upcoming events with the ability to book when available
 - Their progress in completing badges
 - The parent rota if it is being used in your section
- Many sections also use WhatsApp to share photos and videos of activities and urgent information prior to or during an activity
- Emails giving programme updates and reminders
- The website, Twitter and Facebook for general updates, events and discussions

We make every effort to rationalise the information but it is important that you read and respond promptly to messages to ensure that your young person does not miss out.

It goes without saying that if you have any questions or concerns; please raise them with the appropriate Section Leader or with our [Group Scout Leader](#).

Polite note. If you need to talk to a leader there tends to be more time at the end of a meeting than beforehand. Often an email or a text message saying that you would like a chat helps too.

MEET THE LEADERSHIP TEAM



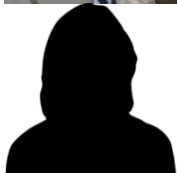
Group Scout Leader
Jo Brookbank

4thgsl@sevenoaksscouts.org.uk
07806 601 995



Beaver Leader 'Rainbow'
(Pinewood - Wednesday)
Shelley Williams

shelley.williams@sevenoaksscouts.org.uk
07526 106 322



Beaver Leader 'Bramble'
(Millpond - Friday)
Becky Sandles

becky.sandles@sevenoaksscouts.org.uk
07765 280 776



Cub Leader 'Rama'
(Wilderness - Wednesday)
Robin Coombs

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Cub Leader 'Akela'
(Greatness - Friday)
Steve Kelley

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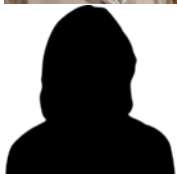
Assistant Scout Leader
(Swift - Friday)
Michael Dreksler

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Assistant Scout Leader
(Chapman - Friday)
Matt Podd

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Squirrel Scout Leader
Hollie Silver

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Group Chairman	Richard Lindsay	4thchair@sevenoaksscouts.org.uk 07979 592 156
Group Treasurer	JoAnn Etherington	4thtreasurer@sevenoaksscouts.org.uk 07895 919 632
Group Secretary	Alison Zdzykowski	4thsecretary@sevenoaksscouts.org.uk
Membership Secretary	VACANT	waiting-list@4thsevenoaks.org.uk
Site Booking Secretary	Annabelle Clarke	bookings@4thsevenoaks.org.uk

The full list of leaders is on the website <http://www.4thsevenoaks.org.uk/> under **About Us**

KEEP IN TOUCH

Group Website	4thsevenoaks.org.uk
Online Scout Manager	onlinescoutmanager.co.uk
Group Facebook Page	www.facebook.com/4thScouts
Group Twitter Account	www.twiiter.com/4thsevenoaks
District Website	www.sevenoaksscouts.org.uk
District Facebook Page	www.facebook.com/ScoutingInSevenoaks
County Website	www.kentscouts.org.uk
National Website	www.scouts.org.uk/parents

ACKNOWLEDGEMENTS

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This document was initially compiled by Michael Dreksler in 2014

CHANGE HISTORY

Version	Status	Date	Who	Change
1.03	Issued	10/02/2014	MDD	Added joining fee for badges and scarf.
1.04	Draft	15/01/2015	MDD	Added explicit consent to share email addresses to the member details form. Updated to reflect current section leaders. Added comments. Changed fees for non-invested members to half-termly.
1.05	Draft	23/03/2015	MDD	Updated logos, fixed member details pagination.. Changed cubs - > Greatness and Wildernessee packs
1.07	Draft	08/09/2015	MDD	Added Millpond and Pinewood colonies
1.08	Draft	23/02/2016	MDD	Changed some data protection details and member details form
1.09	Issued	05/05/2017	MDD	Updated section leader details
1.10	Issued	17/01/2018	MDD	Added Tuesday Scouts; changed subs payments to be at the first meeting
2.01	Draft, Issued	13/06/2018	MDD	Updated to new brand, cut down membership details form, added GDPR to data protection
2.02	Draft Issued	09/09/2021	MDD	Added Squirrels! Removed Member information form Updated Leadership Team
2.03	Draft	04/01/2021	JGB	Edited Squirrels details, shop details Removed Cub code of conduct Updated Leadership team
203	Issued	05/01/2022	MDD	Changes to the description of data collected, service providers, joining process and data protection

