





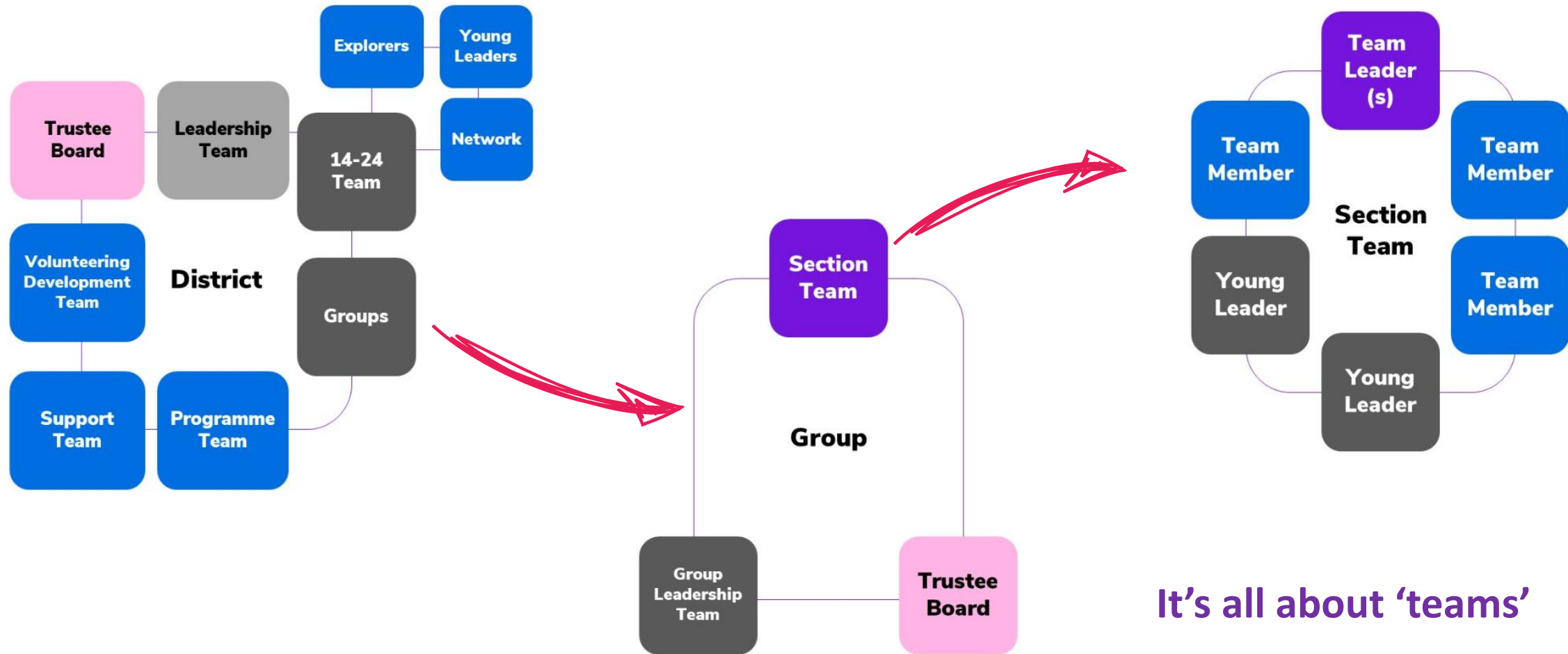
Working in teams

Richmond upon Thames

District Scouts

June 2024

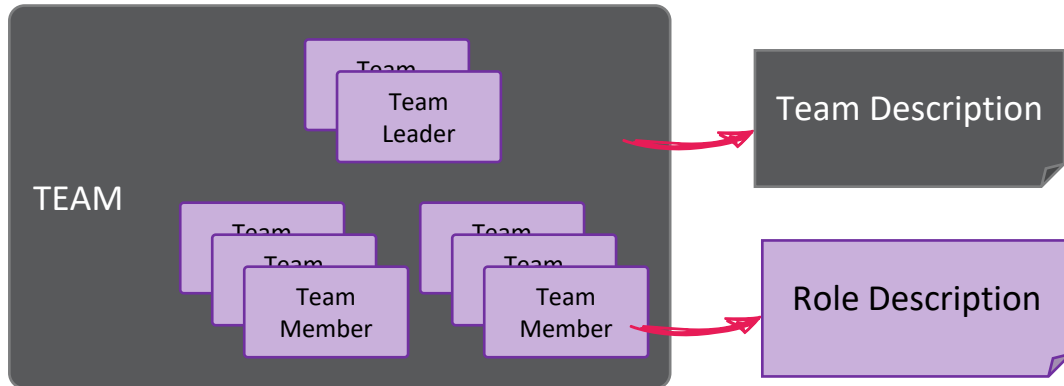
How we will organise ourselves...



It's all about 'teams'

What makes a team

At Scouts, we volunteer in teams. Each has a team description, which outlines what they do. Every team can have Team Leaders and Team Members who volunteer flexibly, sharing out tasks in a way that works best for everyone.



Role titles will take the form of:

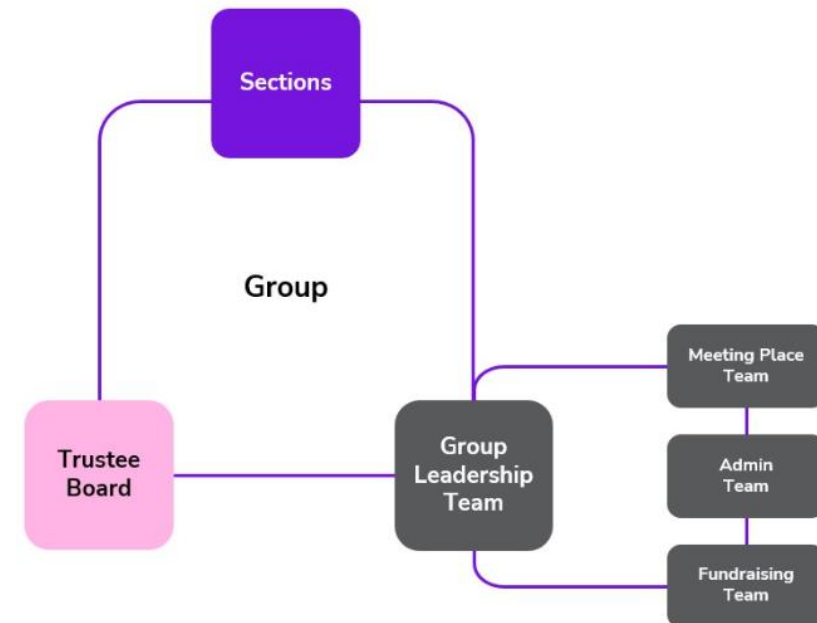
- Group Lead Volunteer – [Group Name]
- Group Leadership Team Member – [Group Name]
- Section Team Leader – [Section Name]
- Section Team Member – [Section Name]
- Team/Sub Team Leader – [Team/Sub Team Name]
- Team/Sub Team Member – [Team/Sub Team Name]

Some teams are quite large, with multiple volunteers doing similar tasks. In these cases, it might be helpful to use sub-teams.

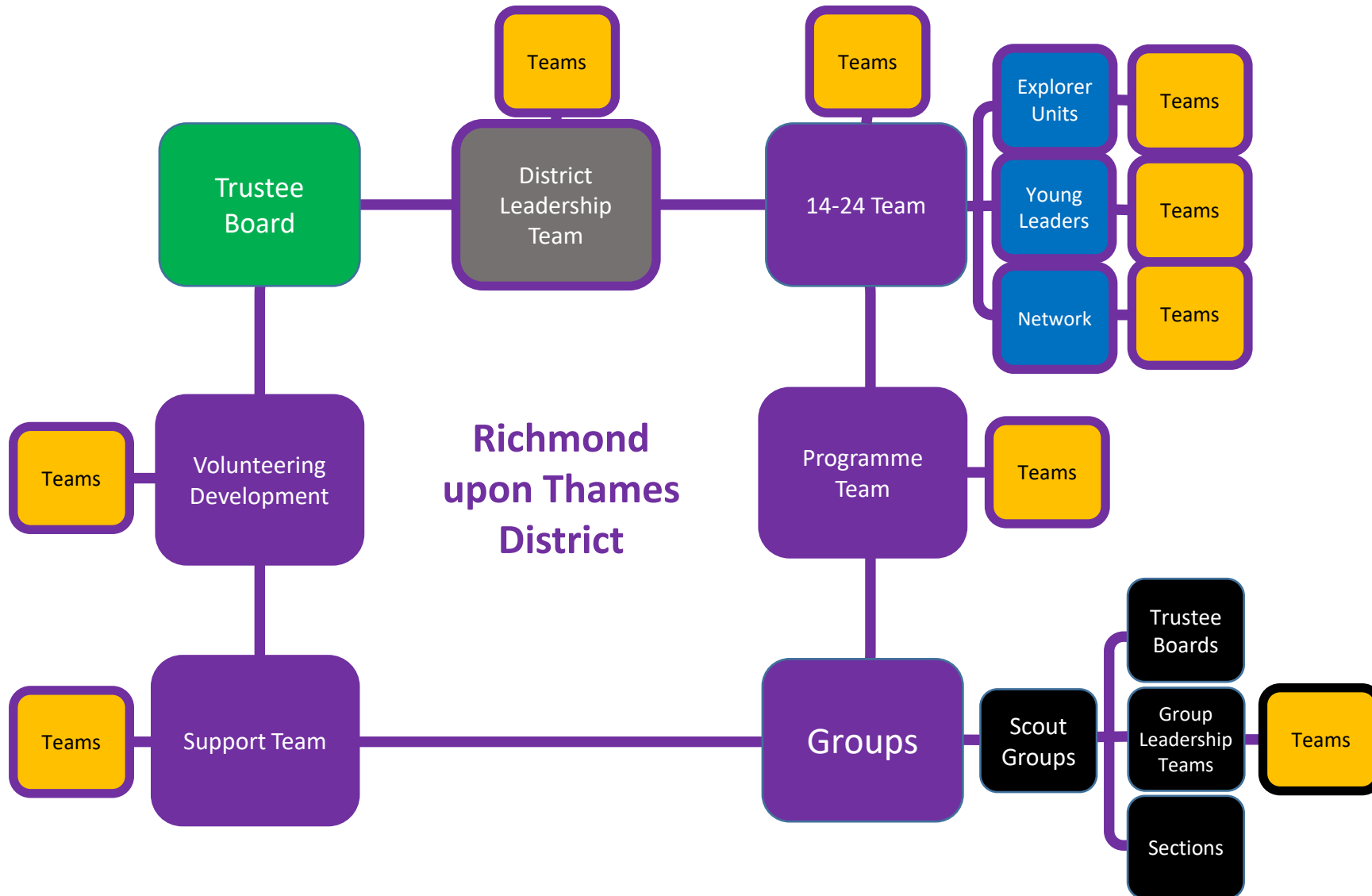
All teams (except Section Teams) can have their own sub-teams.

You can share sub-teams across Districts or Counties. And you can decide locally if sub-teams are needed, and what they're called.

It's important to remember, sub-teams are optional.



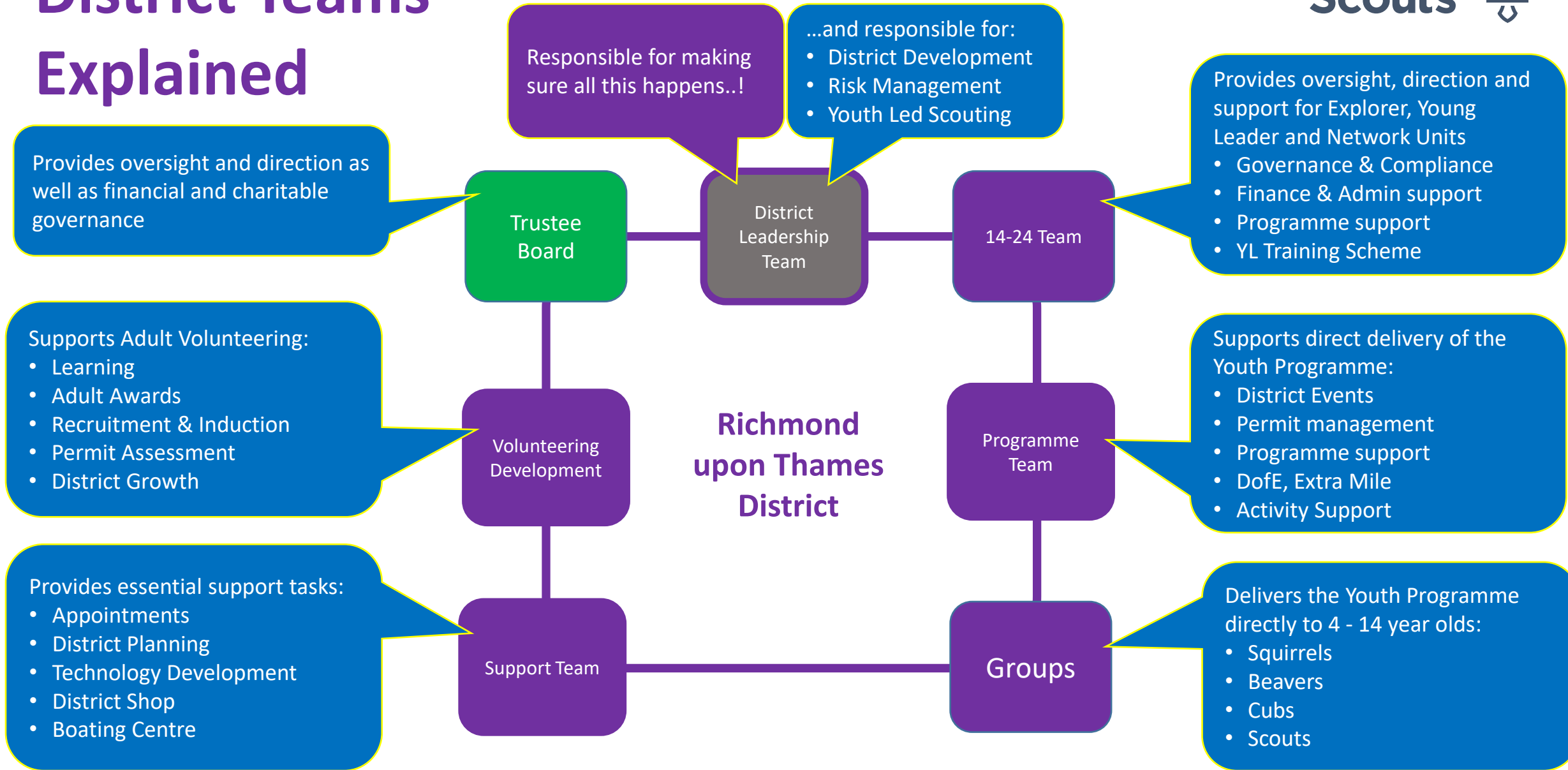
District Structure from 15th September



Points to note:

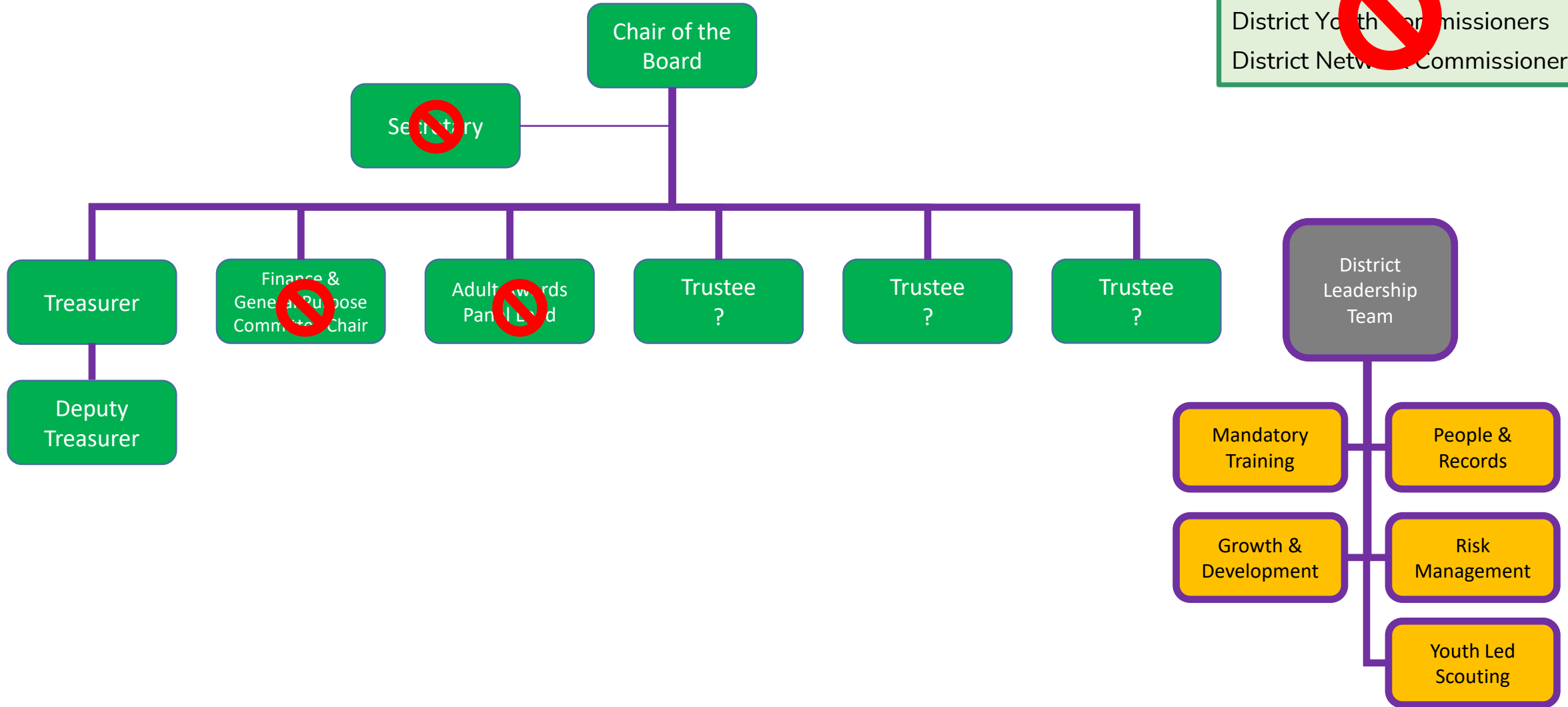
- a) Trustee Board does not have sub-teams
- b) District service teams (in purple) benefit all Groups, including any sub-teams.
- c) Scout Active Support Units won't continue in their current form, instead using the sub-team structures.
- d) Sub-teams can be shared across Districts and Counties.
- e) Specialised services (eg Safeguarding, Property Risk, Special Educational Needs) will not continue to be provided by District.

District Teams Explained

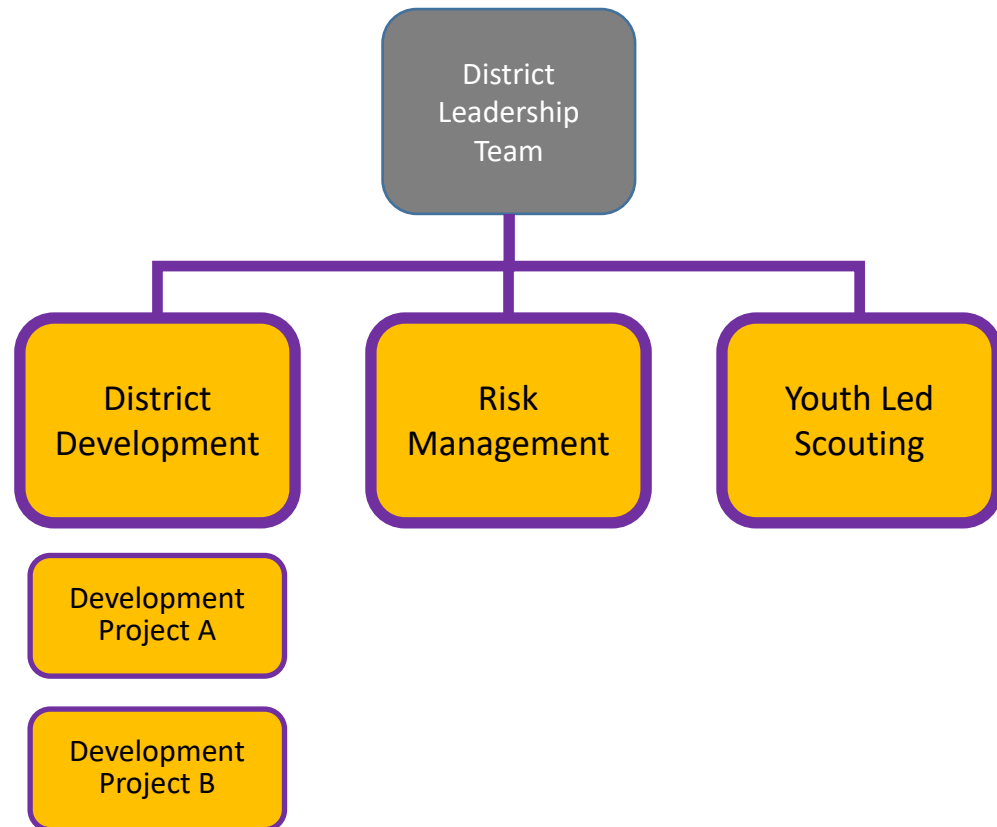


Board of Trustees 2024 -2025

Ex Officio:
District Commissioner
Deputy District Commissioner
District Youth Commissioners
District Network Commissioner



New District Leadership Team



District / County Leadership Teams make sure:

- Teams have the right volunteers in place
- Teams work well, on their own and together
- Teams are inclusive and reflect the demographics of their local area
- Teams and Sections are youth-led
- Volunteers and young people are safe
- Our Volunteering Culture is followed

Role titles will take the form of:

- District Lead Volunteer
- Team/Sub Team Leader – [Team/Sub Team Name]
- Team/Sub Team Member – [Team/Sub Team Name]
- Youth Lead – District Leadership Team

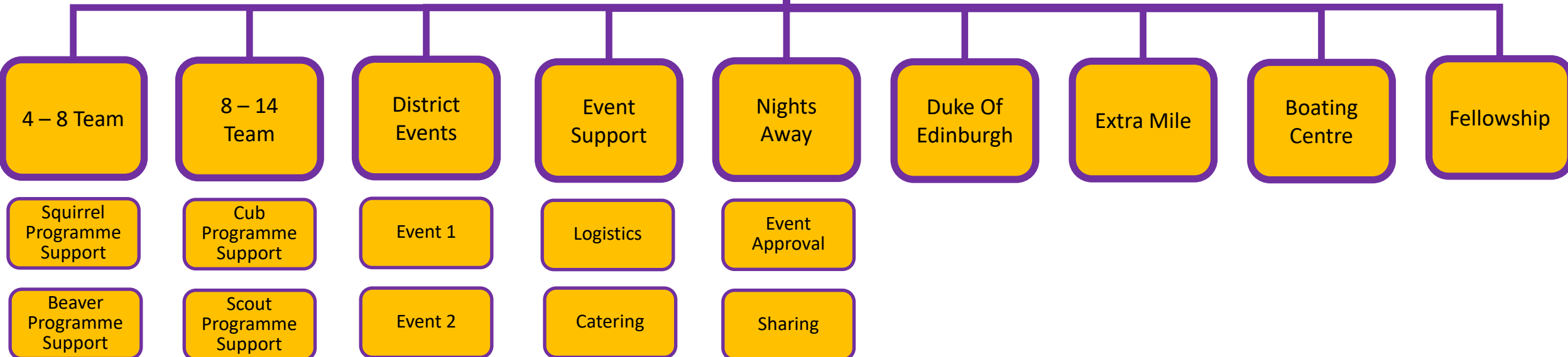
New Programme Team

Programme Team make sure:

- Volunteers have networking and development opportunities
- There's guidance on running Programmes
- Skilled people are on hand to help run adventurous activities
- Activities and permits are reviewed and approved
- Sections can work together

Role titles will take the form of:

- Team/Sub Team Leader – [Team/Sub Team Name]
- Team/Sub Team Member – [Team/Sub Team Name]



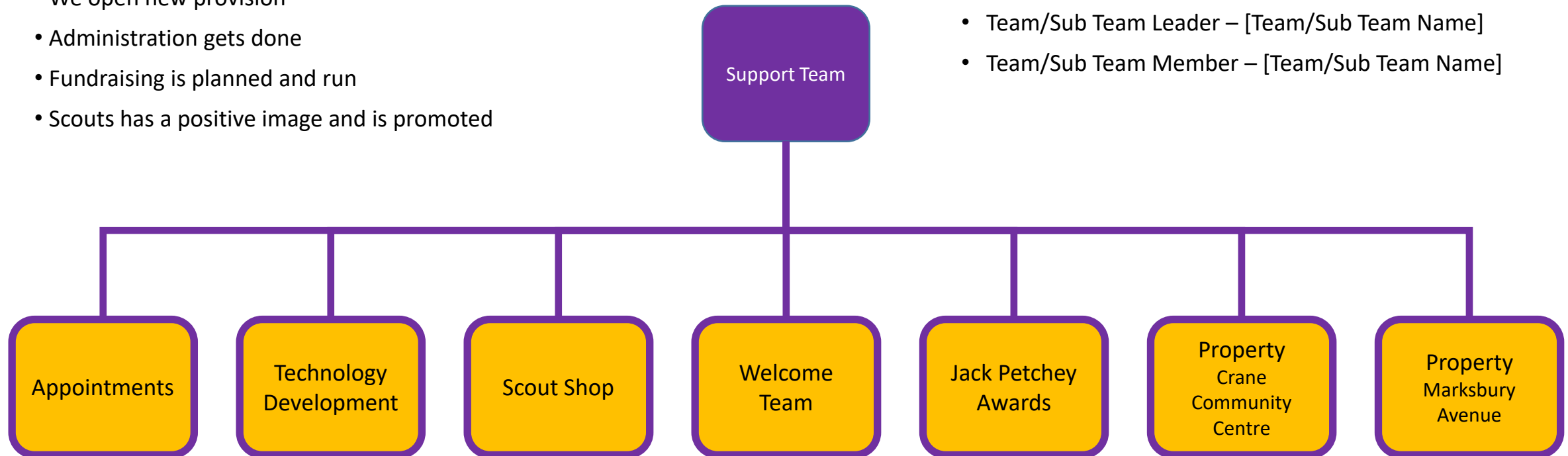
New Support Team

Support Team make sure:

- We're engaging with local communities
- We open new provision
- Administration gets done
- Fundraising is planned and run
- Scouts has a positive image and is promoted

Role titles will take the form of:

- Team/Sub Team Leader – [Team/Sub Team Name]
- Team/Sub Team Member – [Team/Sub Team Name]



New Volunteering Development Team

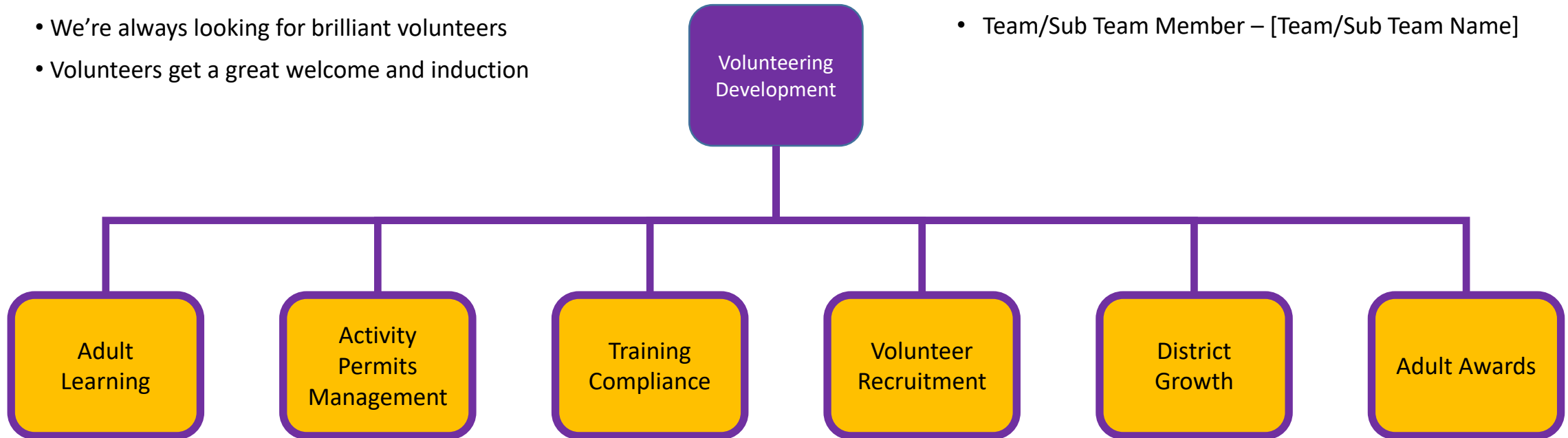


Volunteering Development Team make sure:

- Volunteers' achievements are celebrated
- Volunteers have the skills they need
- Volunteers keep motivated as they complete their learning
- We're always looking for brilliant volunteers
- Volunteers get a great welcome and induction

Role titles will take the form of:

- Team/Sub Team Leader – [Team/Sub Team Name]
- Team/Sub Team Member – [Team/Sub Team Name]



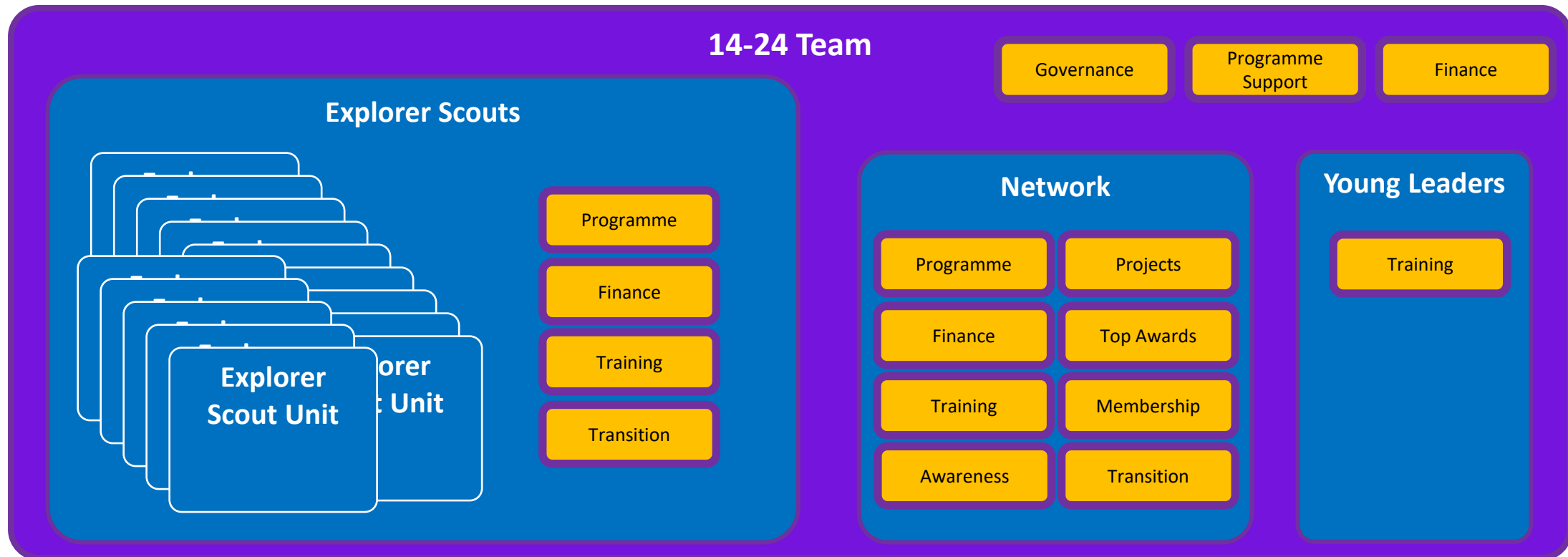
New 14 – 24 Team

14-24 Team make sure:

- Explorers and Network sections have the resources they need
- The needs of young people are met through the programme
- Young Leaders are mentored and developed
- Sections and activities are inclusive for all young people and adults

Role titles will take the form of:

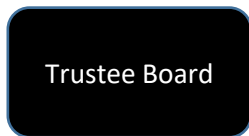
- Team Leader – 14-24 Team
- Team Leader (Explorer Scouts/Network/Young Leaders) – 14-24 Team
- Section Team Leader – [ESU Name]
- Section Team Member – [ESU Name]
- Team / Sub Team Leader – [Team / Sub Team Name]



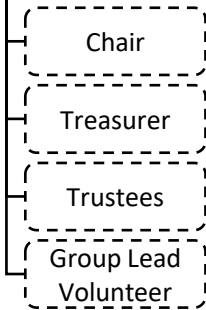
New Group Teams (example)



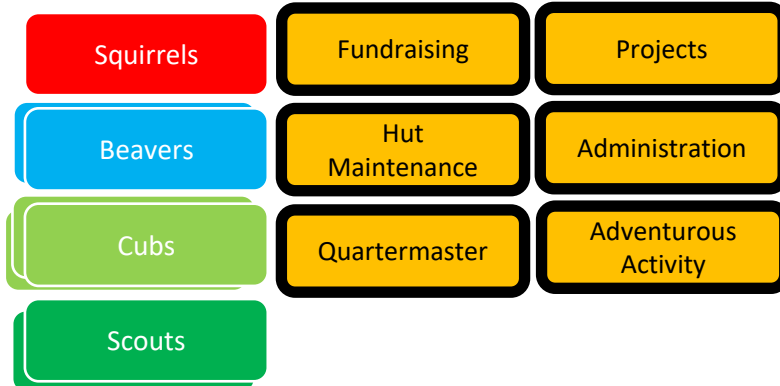
Scout Group



Min 5
Max 12



Note: DGSL and Section Leaders
no longer ex officio Trustees



Role titles will take the form of:

- Group Lead Volunteer – [Group Name]
- Group Leadership Team Member – [Group Name]
- Section Team Leader – [Section Name]
- Section Team Member – [Section Name]
- Team / Sub Team Leader – [Team / Sub Team Name]
- Team Member – [Team / Sub Team Name]

Trustee Board makes sure:

- Scouts operates safely and legally
- Volunteers have the resources to get things done
- Planning and thinking for the long term is considered
- Money, risks, and buildings are managed well
- Teams follow policies and legislation

Group Leadership Team makes sure:

- The Group's sections are supported
- Volunteers in the group can develop and share skills
- The Group is engaging with the local community, and has a positive image
- Effective processes, like finance, joining enquiries and meeting places are well managed

Section Teams make sure:

- We're planning and delivering a great programme
- There's a great culture for volunteers and members
- Scouts is a safe environment for everyone
- Admin gets done, such as keeping member records
- Everyone's kept in the loop

Sub Teams:

- All teams, (but not Section Teams) can have their own sub-teams.
- You can share sub-teams across Districts or Counties. And you can decide locally if sub-teams are needed, and what they're called.
- It's important to remember, sub-teams are optional.

What happens if one of my Sections meets on multiple evenings with different Leaders?

You can create separate Section Teams for each different meeting evening, and the naming convention would be, for example:

Where the Group is comfortable not having a person designated as being the overall Team Leader of Cubs:

Team Leader – Cubs (Monday)

Team Member – Cubs (Monday)

Team Leader – Cubs (Wednesday)

Team Member – Cubs (Wednesday)

Or where the Group prefers to have a single person designated as the overall Team Leader of Cubs:

Team Leader – Cubs

Team Member – Cubs (Monday)

Team Leader – Cubs (Wednesday)

Team Member – Cubs (Wednesday)

What happens about Occasional Helpers?

The role Occasional Helper no longer exists.

We now have **Non-Member (disclosure only)** for adults requiring a DBS so they can:

- support a section **occasionally without needing supervision**
- help out once a week (or on four occasions in a thirty-day period) or more frequently
- attend a residential experience

They **will not be covered** by Scout Associations **personal accident insurance**.

Please note, Scouting is a Member organisation so Adult Volunteers regularly helping with a Section should be actively encouraged to join a Section Team in full and therefore complete all mandatory basic training required for YP-facing roles including First Aid.

What happens with my Parent Rota?

Helpers are people, 18 or over, who are not members of the scouts but provide informal support, normally to help deliver the programme. Since they do not have a DBS check:

- **the maximum they can volunteer is three times in any thirty-day period**
- they are not members of our sections or wider teams
- they'll **always be supervised** by team members or team leaders

They also must not:

- assisting with overnight activities (nights away)
- handle money

So, a parent rota can exist, but care must be given to the frequency and supervision of this type of support.

Team Members



Team Members are volunteers who plan, deliver, and support an amazing programme for young people.

They can volunteer flexibly. Some may give their time every week, while others may give as much or as little time as they want.

To become a Team Member, a volunteer completes the necessary steps in the volunteer joining journey, these are the steps to be taken to ensure the safe, but welcoming, recruitment of new volunteers into the Scouts, to make sure Scouts is right for them, and they're right for Scouts.

Welcome Conversations

As part of the joining process a welcome conversation takes place. This is where a new volunteer meets with their volunteer 'line manager' and one other independent person. More information on welcome conversations can be found on our web site at: www.tinyurl.com/local-wel-conv

Disclosure check / Criminal records check

A DBS criminal records check will identify 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.

For England and Wales, the criminal records check process is conducted by the Disclosure and Barring Service (DBS). A criminal records check undertaken by the DBS will generate a DBS certificate as an official record.

Internal check

This is the process used by the UK Headquarters vetting team to check volunteers and staff (and helpers who will support regulated activities- see *below*), against records held at UK Headquarters. Previously known as a Confidential Enquiry or CE check.

Sometimes these combine processes may be referred to as a personal enquiry.

Declaration

Adults become members by accepting the Promise and agreeing a set of member's declarations. Adult members may make the Promise at an appropriate occasion when they first join.

Helpers and 'Non-Members'



Helpers are people, 18 or over, who are not members of the scouts but provide informal support, normally to help deliver the programme. They may be, for example, parents or local subject matter experts.

Many helpers do not need to be recorded on the membership management system at scouts.org.uk as they aren't undertaking regulated activity (see below), and therefore they don't need a criminal record check or internal check.

If a **helper** undertakes regulated activity (other than as a trustee), they must have a satisfactory criminal records check and a satisfactory internal check, and they must be recorded in the adult membership system to enable those checks to take place.

Understanding 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)
- will or may be helping out once a week on four or more occasions in a thirty-day period
- will have unsupervised access to young people*
- will handle money

Any adult or helper delivering or likely to participate in Regulated Activity must hold a satisfactory DBS and Personal Enquiry.

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

Some examples of what helpers that aren't undertaking regulated activity can and can't do
Since they do not have a DBS check:

- the maximum they can volunteer is three times in any thirty-day period
- they are not members of our sections or wider teams
- they'll always be supervised by team members or team leaders

They can:

- be put on an adult rota. This could be any adult, parent or caregiver
- run an activity with a group of young people under supervision of a member of the section team
- attend a session or event, walk young people down the road as part of a group, or prepare squash and biscuits
- be a valued extra pair of hands, eyes and ears to help run weekly meetings

They cannot:

- attend overnight events
- have access to personal data about young people or adults
- handle money
- have unsupervised access to young people
- volunteer more than three times in any thirty-day period
- be a Trustee

Some people who help us will need a disclosure check and an internal check, as their support involves regulated activity. They'll be registered on scouts.org.uk as 'Non-member – needs disclosure'. We've previously called these people 'Occasional Helper' (this will also apply to family members, over 18 that are attending a residential experience).

Some examples of what 'Non-member – needs disclosure' can and can't do

Since they have a DBS checks, they can:

- support a section occasionally without needing supervision
- help out once a week (or on four occasions in a thirty-day period) or more frequently
- attend a residential experience

As 'Non-member – needs disclosure' don't get membership status with Scouts, they will not:

- get the usual benefits members receive, such as personal accident insurance
- their time with us also won't count as volunteering time towards 'length of service' awards
- they won't have access to personal data about young people or adults

Role titles

District Commissioner becomes District Lead Volunteer

Deputy District Commissioner no longer exists

Assistant District Commissioners no longer exist

District Scouter no longer exist

Skills Instructor no longer exists

... etc.

However we can still use 'local descriptive titles where it's sensible

Examples could include:

- Training Manager
- Head of People
- Nights Away Adviser/Assessor

