Welcome to the team

Your volunteer welcome pack

Scouts

Introduction

Welcome to Scouts! This welcome pack has been designed with Section Teams in mind, providing all the essential information you'll need to navigate the start of your volunteering journey.

Thank you for volunteering with us. It's your kindness and commitment that helps create bright futures for young people.

Everyone was new to Scouts at some point, and we all remember that helpful bit of advice and encouragement when we first started out. Never be afraid to ask for help – we're a friendly bunch here!

We hope your first weeks and months at Scouts are wonderful. Don't worry if you don't understand everything straight away – there's plenty of time for that. What's more important is that you get to know your team and they get to know you. You might even find the young people know as much, if not more, than the adults. After a while, you'll feel like you've always been part of Scouts.

Thank you once again for playing your part. It's brilliant people like you who make all the difference.

Dwayne Fields
Chief Scout

Carl Hankinson
UK Chief Volunteer

Your role in the team

We're thrilled to welcome you to our team of volunteers. You'll be part of a team who works together to create amazing experiences for our young people. Each team will play a unique role in helping young people gain skills for life.

Your role in the team depends on which tasks you choose to take on. You'll discuss this during your induction. Alongside other volunteers, you'll plan and deliver engaging activities, manage resources, and look out for the safety and wellbeing of everyone in Scouts. As a team member, you'll also have the opportunity to share your ideas and learn something new. Young people in your community will look back and say what a positive impact you had on their lives. You'll make amazing new memories and learn plenty of skills along the way.

There are lots of different ways you can get involved in a team. Visit **scouts.org.uk** to learn more about what each team does, and how you can get involved.

General expectations

As a volunteer at Scouts, there are a few important things to keep in mind.

We want everyone at Scouts to feel included and respected. At Scouts, we're always learning and growing so we can be the best we can be. Teamwork is key to getting on well with fellow volunteers and making sure everything's working as it should. Following our rules and guidelines is a must to keep everyone safe.

The Yellow Card is our Safeguarding Code of Conduct for Adults. It tells you how to keep children and young people safe by reporting safeguarding concerns. The Purple Card provides guidance on Safe Scouting and emergency procedures. The Green Card sets out our policy on alcohol for adults involved in Scouts. You'll be given the Safety and Safeguarding cards when you start volunteering.

You're also here to have fun, do good and feel good. You'll get to help young people grow and learn, guided by our culture and values.

As Scouts, we're guided by our 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.

As a new volunteer in Scouts, get to know **Our Volunteering Culture.** This culture outlines our values, The Scout Law and behaviours for all volunteers to follow, so we can create a welcoming and supportive environment for everyone. Be sure to check out our video and activities on **scouts.org.uk** and chat about Our Volunteering Culture with your team to make sure it's reflected where you volunteer.

What we wear

As an adult volunteer, you can choose to wear uniform. Your standard uniform includes a shirt or blouse. There are optional items such as Scout activity trousers, but you aren't expected to wear these all the time.

The reason we wear a shirt or blouse is to show we're part of a team and proud to represent Scouts. We display our badges and achievements on our shirts or blouses too, so wearing a uniform can reflect our Scouts journey and make us even more proud to wear it.

All Scout Groups wear a scarf too (also known as a neckie or a necker), which is unique to your Group or District. It's a significant part of our uniform and represents our identity. All members of a Group wear the same scarf.

You may find your Group or District has their own branded casual clothing, which is fine to wear casually and at local activities.

There are different versions of the uniform available to suit your preferences and needs. You can check out the full range in Scout Stores.

Expenses and expectations

Volunteering is about giving your time and skills, not your money. We want to make sure everyone can get involved with Scouts, regardless of their financial situation.

You can claim expenses for Scouts-related costs in line with your local policy. This could be things like car parking, buying materials to run programme activities or printing. No volunteer should be out of pocket for doing their role. Speak to your Team Leader to find out more.

The volunteer joining journey

Joining anywhere new can be daunting. We want to make sure you feel equipped and ready to get stuck into volunteering at your own pace.

Begin your volunteer joining journey.

Within 30 days

- Safety (Growing Roots learning)
- Safeguarding (Growing Roots learning)
- Criminal record check

Within six weeks

- Welcome Conversation
- Internal check
- Declarations
- References

Within six months

Growing Roots

Learning everyone needs

- Data Protection in Scouts
- Creating inclusion
- Who we are and what we do

Learning some people need

- Leading Scout volunteers
- Being a Trustee in Scouts
- Delivering a great programme

Other things you can do

- Uniform, promise, necker
- Talk to local volunteers
- Join in
- Welcome pack
- Find a buddy

Learning tree

Adventure and opportunity this way

Congratulations you're now a full member!

Here's what you can expect when you first join:

Welcome Conversation
Within six weeks of joining Scouts, you'll have a Welcome Conversation with your Team Leader and a Welcome Conversation Volunteer.

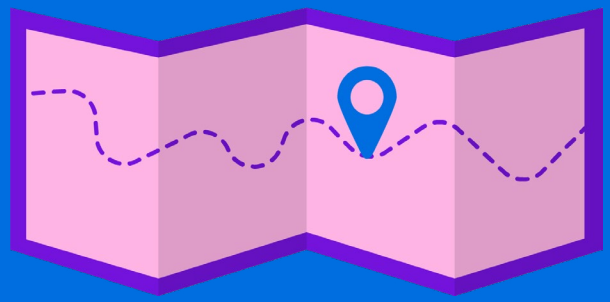
Safety and Safeguarding learning
The safeguarding of young people at Scouts is our number one priority. You'll need to complete your Safety and Safeguarding learning in your first 30 days. You'll also receive a copy of our Safe Scouting Cards.

Criminal record check
The safeguarding of young people at Scouts is our number one priority. We have a few steps to follow to make sure only appropriately checked adults can volunteer with us, including a criminal record check. If you're in England or Wales, submit your criminal record check within 30 days of joining, or within 60 days if you're in Scotland or Northern Ireland.

Declaration
You'll need to complete a declaration. It involves accepting Scout values, and agreeing to follow Scout policies and complete the learning required. You'll have to agree to the declaration when you first sign into **scouts.org.uk**.

References
We'll ask you for contact information of people who can vouch for your character and suitability to work with children when you first join. This is one of our measures we take to keep young people safe. When you're asked to provide their details, you'll then have six weeks to do so.

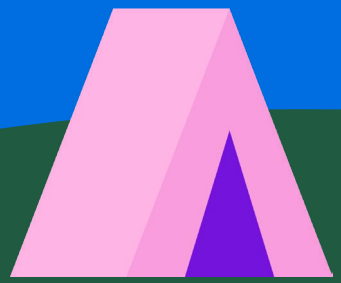
Growing Roots
This is the learning you'll need to do within your first six months as a new volunteer or when you start a new role. It covers the basics of Scouts, data protection and creating an inclusive environment.



Internal check
This is when our UK Headquarters will automatically check a new volunteer's name against internal records.

Timelines
There are certain things you'll need to do in your first few weeks at Scouts, but you can complete them at the pace and in the order that works for you.

When you sign in, our system will show what you need to complete and when it's due by. After about a year, or at a point agreed with your Team Leader, you'll have a quick review, just to see how you're getting on.



Getting a buddy

As a new volunteer, you'll have the opportunity to get support from a buddy. They'll be matched to you based on what you want to get out of volunteering at Scouts. You'll be able to ask them any questions you may have. They'll also share their helpful experiences and wise pearls of Scouts wisdom with you.

They can:

- Listen to your thoughts and feelings as you begin your journey as a volunteer.
- Signpost and direct you to more information/specialist support.
- Offer advice if they feel it's needed.
- Give ideas and support for running activities.

To learn more or find a buddy, just reach out to your Volunteering Development Team or Team Leader and they'll point you in the right direction. You can also use the interactive buddy flowchart on **scouts.org.uk** to see where to find the support you need as a new volunteer.

A supportive Scouts community

You'll find a supportive network of Scouts volunteers ready to guide you on your journey.

- A buddy can be there every step of the way to offer a friendly face and share their experiences.
- Your Lead Volunteer or Team Leader will give you valuable guidance and make sure you're warmly welcomed into the Group.
- Your team members will be fellow volunteers working together to create amazing experiences for young people.
- Your recruiting volunteer and Welcome Conversation Volunteer will work together to help answer your questions and get you settled in.
- The District Team are there to offer you support and connect you to the wider Scouts community.

Together, everyone will help make sure your journey into Scouts is enjoyable, rewarding and filled with incredible opportunities.

Structure of Scouts locally

At Scouts UK, we're proud to be one big family. To make sure everyone gets the support they need, we're arranged in different Groups and Units across our Regions and Nations.

At the centre are Scout Groups, where young people go to gain skills for life. Districts are made up of a number of Groups. Teams at District level provide guidance, organise events and look after the 14-24 provision.

A number of Districts form a County/Area/Region. Teams at this level offer support and learning opportunities for all volunteers in Districts.

Nationally, volunteers at UK Headquarters provide leadership and management across Scouts. This includes setting policies for everyone to follow and providing specialised support in areas like programme and safety.

Go through the following form and add the key information about your team and local area. If there is anything you're not sure of, ask your Team Leader.

About your Group/Unit

Group/Unit name Pamber Heath, Squirrels

When your Section or team meets

Wednesdays at 5.15-6.15pm

Meeting place

Pamber Heath Scout Hall, 48 Pelican road

Team Leader's name Keith Hawkins

District Basingstoke West

County/Area/Region Hampshire

Key contacts

Jargon buster

Here's a quick guide to some of the terms, names and acronyms you might come across. But remember, if anything's said that you don't understand, don't hesitate to ask!

Squirrel Scout Our youngest members who are aged 4 and 5, and meet together in a Squirrel Drey.

Beaver Scout Beaver Scouts are aged 6 to 8 and meet together in a Beaver Colony.

Cub Scout Cub Scouts are aged 8 to 10 and a half and meet together in a Cub Pack.

Scout We are all Scouts, but our 10 to 14-year-olds are called Scouts too, and meet together in a Scout Troop.

Explorer Scout Explorer Scouts are aged 14 to 17 and meet together in an Explorer Unit. They can also help out with Squirrels, Beavers, Cubs and Scouts as Young Leaders.

Network Member Network Members are aged 18-24, and fully run their own programme. Network is our final youth Section, and while Network Members don't have to be volunteers, many of them are, too.

Section Squirrel Dreys, Beaver Colonies, Cub Packs, Scout Troops, Explorer Units, and Scout Networks are all Sections.

Group A Scout Group is made up of Squirrel Dreys, Beaver Colonies, Cub Packs, Scout Troops and all the adult volunteers who support them. A Group is led by a Group Lead Volunteer, supported by a Leadership Team and a Trustee Board.

District A Scout District is made up of Scout Groups, and the 14-24 provision. A Scout District is led by a District Lead Volunteer, supported by a Leadership Team, Programme Team, Volunteering Development Team, Support Team and a Trustee Board.

County/Area/Region A Scout County is made up of Scout Districts – in Wales, they're called Areas, in Scotland and Northern Ireland, Regions, and in England, Counties. A County is led by a County Lead Volunteer supported by a Leadership Team, a Programme Team, a Volunteering Development Team, Support Team and a Trustee Board.

UKHQ UK Headquarters are based at Gilwell Park. Here, teams of volunteers and staff support the movement to deliver a safe and inspiring programme to young people.

Team Member At Scouts, we volunteer in teams, sharing our tasks so we use our volunteers' skillsets in the most effective ways. Most volunteers in a team will be a Team Member – they'll agree their tasks as a team.

Team Leader Each team has a Team Leader – they make sure tasks are shared out and the team runs smoothly. Most volunteers in a team will be a Team Member – they'll agree their tasks with their Team Leader.

Lead Volunteer The Team Leader of a Leadership Team is called the Lead Volunteer. They're responsible for their Group/District/County, and also sit on the Trustee Board.

Trustee Trustees are volunteers who act as charity Trustees on a Trustee Board. Every Scout Group, District, County, Area or Region is a charity and so has its own Trustee Board. Trustees focus on strategy, performance and assurance, and they make sure Scouts operates safely and complies with the law.

Investiture Soon after you start at Scouts, you'll be invested. This is when you first make your Promise. You'll usually do this with your Section, or Team that you're in. At this point, you'll also get some badges for your uniform and a scarf if you haven't already got one.

Scout Promise The Promise is a simple way to help young people and adults celebrate their shared Scout values. When you make your Scout Promise, you promise to do your best, to do your duty, to help other people and keep the Scout Law. There are variations of the Promise for each of our Sections, and for our members of different faiths and beliefs.

Purple Card The Purple Card provides support for Safe Scouting and guidance for dealing with an emergency.

Yellow Card The Yellow Card is a clear code of conduct and procedure everyone must follow to make sure young people and children remain safe. It's been designed to keep with you at all times during Scout activities. Everyone has a duty to report safeguarding concerns.

Opportunities for learning

We want to make sure our volunteers have the skills and knowledge they need to feel confident in helping young people stay safe and gain skills for life.

We organise the learning at Scouts in what we call the Learning Tree. It's made up of our Growing Roots and Branching Out learning. Growing Roots is key learning to help you get started at Scouts. It includes Safety and Safeguarding training, to be completed in your first 30 days, and other key modules for your first six months. Branching Out is optional learning to further develop your skills and knowledge, covering a wide range of topics. Specific learning is required if you want to do certain things, like learning for our accreditations. There's other learning to engage with if and when it's helpful for you.

Of course, most of what you'll learn is probably through doing. So, don't be afraid to get stuck in. Learn from your fellow volunteers and keep trying new things.

Supporting resources

The **Info for volunteers** area of our website has lots of useful information, which you may want to look at to from time to time. It includes practical tools for your meetings, guidance on running things locally, and information on other teams at Scouts, such as Safeguarding at UK Headquarters. You can also access our important policies and documents – they'll be mentioned in your Welcome Conversation.

More support available

If you need support at any time, you can:

- Find info for volunteers on our website.
- Contact the Scouts Support Centre by clicking the 'Support' button on the website or emailing **support@scouts.org.uk**
- Talk to your fellow local volunteers. They'll know lots about how volunteering works in your patch.