



Welcome

Information for new joiners to the 3rd Banstead Scout Group

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Welcome to 3rd Banstead



Welcome to the 3rd Banstead Scout Group. My name is Adam Buckell and I am the Group Scout Leader for 3rd Banstead.

I've been involved with 3rd Banstead since I was 6 years old as a member of Huron Colony starting in 1987. I then moved up through the sections as a Cub in Elm Pack and a Scout in Marlborough Troop. I supported the group as a Young Leader prior to University and returned taking up a position as an Assistant Cub Scout Leader. Since then I've held a variety of roles within the Group, including Cub Scout Leader, Scout Leader, Premises Manager for Scout Ridge and a variety of different Adventurous Activity Instructor roles.

Through the adventure of Scouting, young people get to take risks in a safe environment and have their first taste of responsibility. We give young people experiences they'll never forget. The sort of adventure we offer is the chance to experience something different and the opportunity for young people to discover their potential. When a Beaver Scout wakes up the morning after a sleepover, or a Cub Scout has just got over her fear of heights by completing her first abseil – that's adventure.

This pack contains all the information that a new joiner to the Group requires. Further section specific information will be provided to you by your child's section leader in the first few weeks of joining.

If you have any questions or queries, please do not hesitate to contact either myself or one of the team.

Thank you

Adam Buckell

📞 07879 877619

✉ adam@3rdbanstead.co.uk

As Scouts, we believe in preparing young people with skills for life. We bring communities together and contribute to society. Above all, we aim to build better futures.

Our History

The 3rd Banstead Scout Group was first formed in 1923. After a short break it was revived in 1935 and has continued as one of the most active Groups in the Banstead Scout District ever since. In 1938 a lease was obtained for its present site at Scout Ridge on Banstead Downs. A wooden building was erected with help from the King George VI memorial fund. This was eventually replaced in 1994 by the much larger building with the superb facilities that the Group occupies now.



Our Sections

Our Group is made up of three sections: Beaver Scouts, Cub Scouts and Scouts, which cover the age range 6 years to 14 years. When a Scout reaches the age of 14 years, they can move on to one of our District Explorer Units. We operate two Beaver Scout Colonies, two Cub Scout Packs and two Scout Troops.



Beaver Scout Colony 6 – 8 years

Huron Colony: Monday's 16.30 – 18.00

Ontario Colony: Thursday's 16.30 – 18.00



Cub Scout Pack 8 – 10 ½ years

Oak Pack: Tuesday's 18.30 – 20.00

Elm Pack: Thursday's 18.30 – 20.00



Scout Troop 10 ½ – 14 years

Churchill Troop: Monday's 19.00 – 21.00

Marlborough Troop: Friday's 19.00 – 21.00

Our Leaders

Our adults have a responsibility to make our Programme fun and exciting. They also make sure that it is safe. Our policies, rules, code of behaviour and advice on child protection and safety are there to ensure our young people stay safe while they enjoy themselves and learn.

All our leaders are volunteers giving freely of their time.

Your child will get to meet the leadership team during their first meeting. We also arrange several events each year where the Group get together, allowing members to meet leaders from other sections.

Board of Trustees

Our Board of Trustees are there to provide governance and support to the operation of the Group. This includes managing the Groups finances, premises, vehicles, as well as running fundraising events and supporting Group activities.

As a registered charity, fundraising is extremely important and supports us fulfil our charitable aims. You can support us by attending our fundraising events including social and community events.

You can also support us by donating directly or by subscribing to one of the following:



Donate through our CAF webpage

Donate to 3rd Banstead here

www.cafonline.org



Join Amazon Smile and earn 0.5% every time you spend

AmazonSmile is a simple and automatic way for you to donate, at no cost to you. Visit smile.amazon.co.uk, select 3rd Banstead and when you buy eligible goods we get 0.5% of the net purchase price.



Join easyfundraising and everytime you shop,

Visit www.easyfundraising.org.uk/causes/3rdbanstead/ and register.

As well as fundraising the Board of Trustees arrange and support our Working Days at Scout Ridge. These days are used to maintain our fantastic premises and grounds.

Our Board of Trustees includes several parent representatives to ensure the views of parents and members are considered.

If you would be interested in supporting the Board of Trustees, please get in touch using the email membership@3rdbanstead.co.uk.

Scout Ridge

Our section meetings are normally held at our purpose-built Headquarters, known locally as 'Scout Ridge'; located directly opposite Banstead Railway Station. The address of our headquarters is:

3rd Banstead Scout Group
Scout Ridge
Banstead Road
Banstead
Surrey
SM7 1RB



We have a large sports hall for activities and games, meeting rooms and kitchen facilities. In addition, we have facilities to run climbing, abseiling, air rifle shooting and archery all onsite.



Scout Ridge and its facilities are available to hire to other youth organisations, clubs, groups and individuals. If you would like to hire Scout Ridge, or would like some further information please email, bookings@3rdbanstead.co.uk.

Car Parking

Our car park is shared with Galley Hill Gun Club located next door. Please be aware that there is a height barrier at the entrance to the car park. Please park safely and courteously and be aware that young people may be in the car park. Please do not park in front of the gate to Scout Ridge, as this must be kept clear in the event of an emergency.

Drop Off / Collect

When dropping off your child, please make sure they make it into the meeting before leaving. We open the main gate when we want members to come in to Scout Ridge. If the gate is closed, but the lights are on this maybe because the leader is setting up or is waiting for another member of the leadership team to arrive before members will be allowed in. Beaver Scouts should always be accompanied into Scout Ridge.

Lost Property

Lost property can be found in a box located in the hallway in Scout Ridge. Any property not collected at the end of each term will be sorted and where the owners cannot be identified, items will be given to charity or recycled.

Programme

Each section develops their own termly programme which is normally emailed out to parents and uploaded onto OSM MyScout (see later) in the first few weeks of term. We involve our youth members in the planning of the programme in the first couple of meetings of term.

In addition to our weekly programmes, we plan in a range of other activities throughout the year, including camps, sleepovers, expeditions, activity days, trips and a variety of community parades throughout the year.

Code of Conduct and Discipline

As our members cover a broad range of ages 6 yrs – 14yrs, each section has developed its own code of conduct with our members, which uses language appropriate to the age range in questions.

The Code of Conduct is enshrined in our Scouting Values and Scout Laws:

1. A Scout is to be trusted.
2. A Scout is loyal.
3. A Scout is friendly and considerate.
4. A Scout belongs to the worldwide family of Scouts.

5. A Scout has courage in all difficulties.
6. A Scout makes good use of time and is careful of possessions and property.
7. A Scout has self-respect and respect for others.

To maintain a safe and enjoyable environment for all our members (including our leaders - who are volunteers), we expect our members to follow their code of conduct. Any form of bullying will not be tolerated.

Most discipline issues will be dealt with within their section. Repetitive discipline issues will be referred to the Group Scout Leader, who will meet with the parents and child to discuss the issue.

Under serious circumstances, or where a discipline issue remains unresolved, the matter will be referred to District / County, where a formal suspension or dismissal may be determined.

Disclosures



All adults who potentially have unsupervised access to youth members are required to undergo an Enhanced Disclosure and Barring Service (DBS) check. If you would be interested in helping at a meeting, attending a family camp or other events, please speak to your child's leader, who will arrange for a check to be performed. There is no cost to you associated with doing this. Please note that these checks can take up to a couple of months to perform, so it is best to do this early.

OSM MyScout



We use a system called Online Scout Manager (OSM) MyScout to securely store and manage data relating to our members including contact details and badge progress. You should receive an email inviting you to access your child's OSM MyScout record. If you haven't received an email, please contact your child's section leader who should be able to help.

It is very important that we have a reliable method by which we can contact you in the event of an emergency. We will use the information on OSM MyScout to do this, so please make sure these details are kept up to date.

Most of our communications are sent out by email using the OSM MyScout system.

Uniform

Full uniform should be worn to every meeting. When your child is invested into the group they will receive a Group Scarf, woggle and their badges.

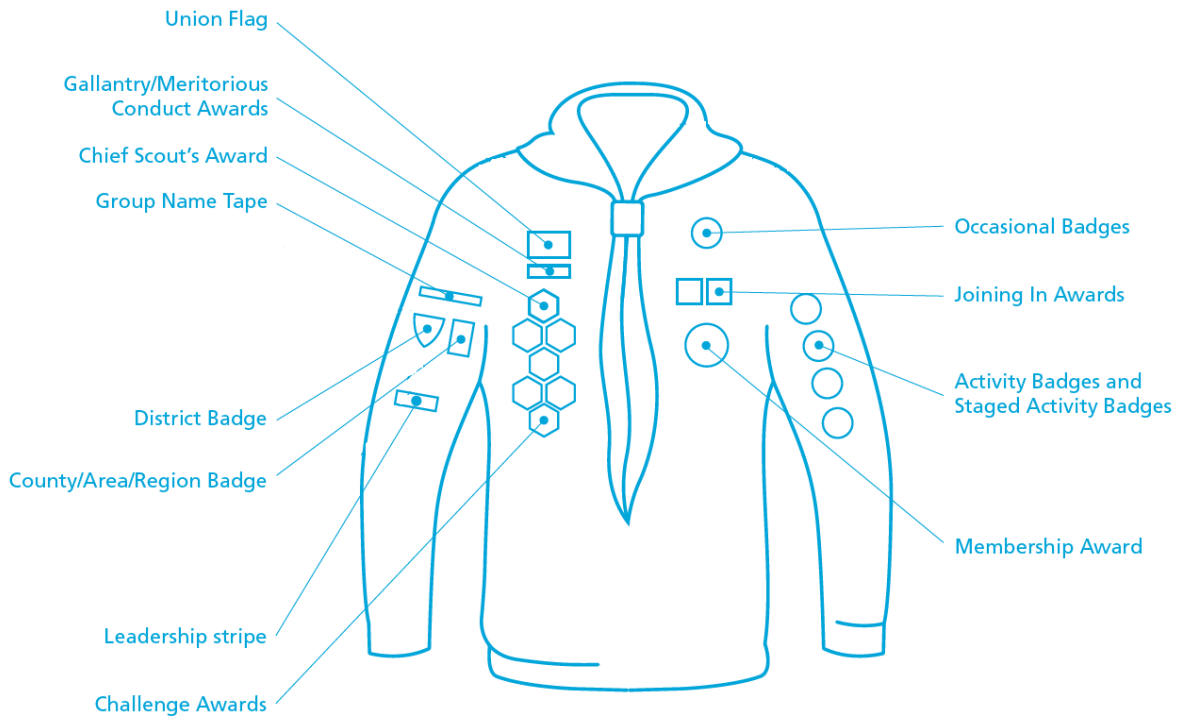
Details of the uniform that your child will need for their investiture can be found in the proceeding sections.

We have a range of uniform available at Scout Ridge to check sizes. You can purchase uniform in a number of ways. Further details of how to purchase uniform can be found at www.3rdbanstead.co.uk/members.

Recognising the cost of uniform, we run a second hand uniform scheme. If you have any well-kept old uniform, please pass these to your child's section leader. Second hand uniform when available can be purchased for a small donation. Please speak to your child's section leader for further details.

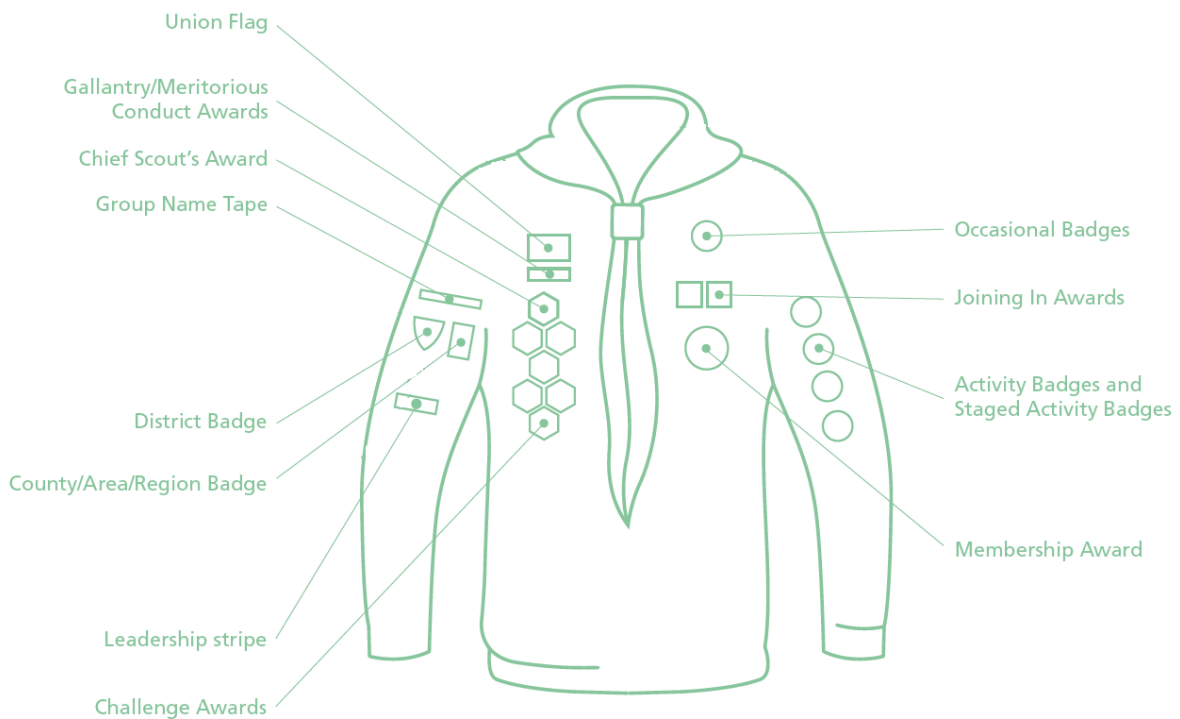
Beavers

Beavers will need Scout Activity Trousers or Shorts and a Blue Beaver Jumper. A Group t-shirt can be purchased directly from the group.



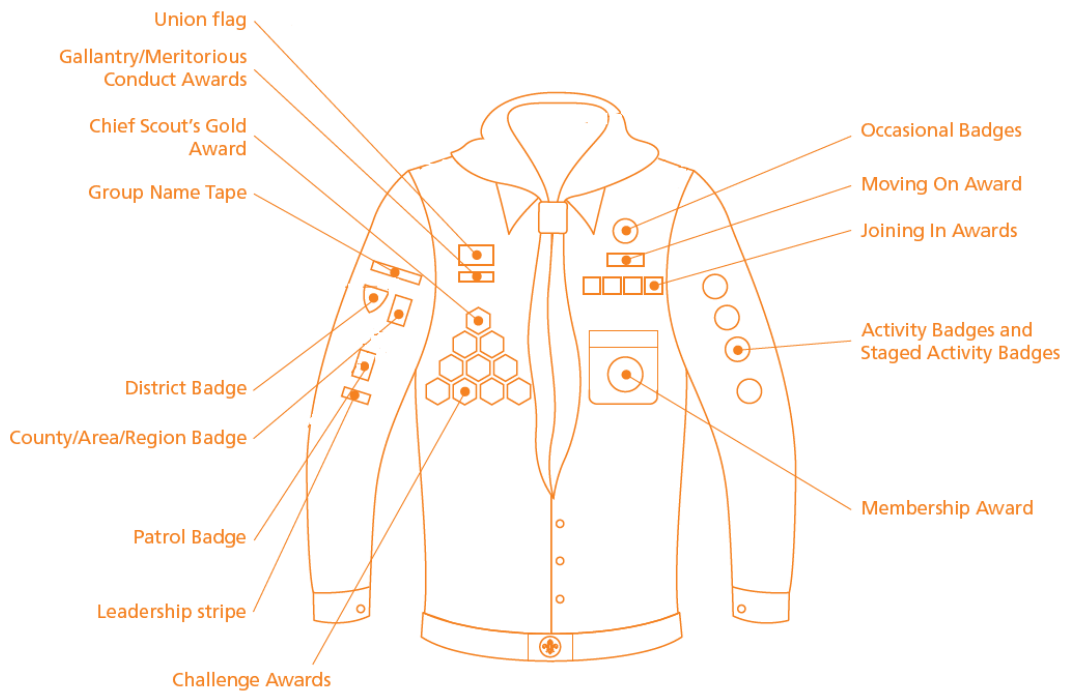
Cubs

Cubs will need Scout Activity Trousers or Shorts and a Green Cub Jumper. A Group t-shirt can be purchased directly from the group.



Scouts

Scouts will need Scout Activity Trousers; Long Sleeve Scout Shirt and Brown Scout Belt.



Badges

As your child progresses, they will receive badges for their uniform. Many badges are completed by attending weekly meetings, camps and events, while others require some independent work at home to achieve them.

When moving from one section to another the following badges should be transferred from one uniform to the other:

- Staged Activity Badges (blue with the purple border): the highest of each activity may be transferred.
- Joining in Awards (small square awards): the highest may be transferred.
- Chief Scouts Award from last section.

Badges are best sewed onto a uniform allowing the uniform to be re-purposed and badges to be transferred to either a new uniform or camp blanket (if leaving a section). This is a great opportunity for members to learn how to sew.

Ceremonies

Investiture

The investiture is a brief ceremony in the last 15 minutes of a meeting where the prospective member will be asked to make their Promise and say the relevant Law (Cubs and Scouts Only). Your child will be provided with a copy of the Promise and Law. Please ensure that they try to learn both the promise and law prior to being invested.

At the investiture ceremony the member will receive their Group Scarf (if applicable), woggle and badges. Parents, family and friends are welcome to attend this.

Moving On

When a member has completed their time in a section and are ready to move up to the next section, they undergo what is called Moving On. Moving On usually happens over a period of three weeks at the beginning of term; where the member attends both their current section and the one they are moving up into. This provides the opportunity for the member to acclimatize to the change and provide the opportunity for them to ask any questions of their current leadership team. At the end of the three-week period, there is normally a short ceremony to say goodbye to the member from the section they are leaving, and formally welcome them into the new section they are joining with their Investiture ceremony.

Members who attend for the three-week period will receive their Moving On Award.

Finances

The following section provides details of our charges:

Annual Subscriptions

As a charity, we are reliant upon a number of sources of income. The majority of this income comes from Annual Subscriptions paid to the Group by all our members. A percentage of these payments goes to the Scout District / County / HQ to pay for insurances, upkeep of local district facilities (such as Park Farm our District Campsite), and central admin functions etc. The remainder goes towards upkeep of Scout Ridge, the grounds, vehicles, equipment and supporting some events. Other sources of income include donations, as well as payments for specific camps and events.

To simplify the administration associated with collecting Annual Subscriptions and make things simpler for our members, we use the functionality of Online Scout Manager (OSM) MyScout to administer and collect these payments. If you haven't logged into your child's MyScout record, please do so as soon as possible, and check your details are up to date. If you haven't received an invite to MyScout or are unable to gain access, please contact your child's section leader who should be able to help.

Recognising the benefit of spreading out the cost of our Annual Subscriptions for our members, our Annual Subscriptions is collected in three equal payments. This also makes things easier for us when new members join or people leave. These payments are collected in the first few weeks of the school term.

For the first child in the Group our total Annual Subscription (2020) is £114 (split into three equal payments of £38). For siblings in the Group, the total Annual Subscription will be reduced by £15 to £99 (split into three equal payments of £33). If you have a financial hardship, or would like to discuss the payment of Annual Subscriptions, please in the first instance email subscriptions@3rdbanstead.co.uk including your contact details, and we'll be in touch.

You will receive an email from OSM MyScout allowing you to setup Direct Debits: one associated with Annual Subscriptions (and a second if you have more than one child in the Group allowing a discounted rate). Once this is done and in advance of any payments being collected the system will send out an invoice by email, and then collect on the stated date using your nominated account. This system is very similar to the Parentpay systems that you may use at your child's school. Note that you will need to set this up for each child you have in the Group, as well as when they move between section, but it should take no more than a few minutes. We also use this system for payments associated with large events.

Investiture

When a new member joins a section, there is a small payment to cover the cost of items such as a group scarf / t-shirt if required, badge book, badges etc. This is paid directly to the section in cash.

Termly Subs

In addition to our termly subs, each section collects a small termly payment in cash to cover day to day activities and badges.

Gift Aid

You will also receive an email from OSM MyScout asking you to make an online Gift Aid Declaration. Further details

will be provided in the email. The Gift Aid scheme enables the Group, as a registered charity, to reclaim a tax rebate from the Inland Revenue on all your donations. You may cancel the Gift Aid Declaration at any time. This is an important source of income for the Group, so please take a few minutes to fill in your details of eligible.

Camps and Other Activities

Throughout the year your child will be given the opportunity to take part in camps and other activities which may attract an additional charge. We try and keep these costs to a minimum, and where possible subsidize these activities.

Financial Hardship

We attempt to keep the cost of being a member as low as possible, but also recognize that costs can add up. If you have a financial hardship, please do not hesitate to contact our Group Scout Leader (adam@3rdbanstead.co.uk), who can provide support.

Privacy Policy

1. What is this privacy notice/policy?

This Data Privacy Notice/Policy describes the categories of personal data 3rd Banstead Scout Group (hereafter referred to as 3rd Banstead) process and for what purposes. 3rd Banstead are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR), the regulations set by the European Union, and Data Protection Act 2018 (DPA 2018), the UK law that encompasses the GDPR.

This Privacy Notice/Policy applies to members, parents/guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors and members of the public who will make contact with 3rd Banstead.

2. Who we are

3rd Banstead are a registered charity with the Charity Commission for England & Wales; charity number 305687. The Data Controller for 3rd Banstead is the 3rd Banstead Board of Trustees who are appointed at an Annual General Meeting and are Charity Trustees. The Chair of the Charity Trustees is Richard Aram (chair@3rdbanstead.co.uk).

From this point on 3rd Banstead Scout Group will be referred to as “we”.

Being a small charity, we are not required to appoint a Data Protection Officer.

3. The data we may process

The majority of the personal information we hold, is provided to us directly by you or by the parents or legal guardians of youth members verbally or in paper form, digital form or via our online membership systems Online Scout Manager and Compass. In the case of adult members and volunteers, data may also be provided by third parties, such as the England & Wales - Disclosure and Barring Service (DBS).

Where a member is under the age of 18, this information will only be obtained from a parent or guardian and cannot be provided by the young person.

We may collect the following personal information:

- Personal contact details such as name, title, address, telephone numbers and personal email address - so that we can contact you.
- Date of birth - so that we can ensure young people are allocated to the appropriate Section for their age and that adults are old enough to take on an appointment with Scouting.
- Gender – so that we can address individuals correctly and accommodate for any specific needs.
- Emergency contact information - so that we are able to contact someone in the event of an emergency.
- Government identification numbers e.g. national insurance, driving licence, passport - to be able to process volunteer criminal record checks.
- Tax status information - so that we are able to collect gift aid from HMRC where donations are made.
- training records - so that members can track their progression through the Scout programme or adult training

scheme.

- Race or ethnic origin - so that we can make suitable arrangements based on members cultural needs.
- Health records - so that we can make suitable arrangements based on members medical needs.
- Criminal records checks - to ensure Scouting is a safe space for young people and adults.

4. The lawful basis we process your data by

We comply with our obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

In most cases the lawful basis for processing will be through the performance of a contract for personal data of our adult volunteers and legitimate interest for personal data of our youth members. Sensitive (special category) data for both adult volunteers and our youth members will mostly align to the lawful basis of legitimate activities of an association. Explicit consent is requested from parents/guardians to take photographs of our members. On occasion we may use legitimate interest to process photographs where it is not practical to gather and maintain consent such as large-scale events. On such occasions we will make it clear that this activity will take place and give individuals the opportunity to exercise their data subject rights.

We use personal data for the following purposes:

- to provide information about Scout meetings, activities, training courses and events to our members and other volunteers in 3rd Banstead
- to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- to administer membership records
- to fundraise and promote the interests of Scouting
- to manage our volunteers
- to maintain our own accounts and records (including the processing of gift aid applications)
- to inform you of news, events, activities and services being run or attended by 3rd Banstead
- to ensure and evidence your suitability if volunteering for a role in Scouting
- to contact your next of kin in the event of an emergency
- to ensure you have and maintain the correct qualifications and skills.

We use personal sensitive (special) data for the following purposes:

- for the protection of a person's health and safety whilst in the care of 3rd Banstead to respect a person's religious beliefs with regards to activities, food and holidays
- for equal opportunity monitoring and reporting.

5. Our retention periods

We will keep certain types of information for different periods of time in line with our retention policy.

Youth membership information is kept until your child leaves 3rd Banstead. Personal information forms relating to specific camps or events, are kept for a period of 2 months after the event. Information relating to payments and Gift Aid are kept for a period of 7 years for audit purposes.

Adult membership information is retained in accordance with the Scout Association's Data Protection Policy, which can be found on their website at www.scouts.org.uk.

6. Sharing your information

6.1 Young people and other data subjects

We will normally only share personal information with adult volunteers holding an appointment in 3rd Banstead or Banstead District Scouts.

When your child reaches the age of 13.5 years, we will share their record with Banstead District Scouts, allowing your

child to be offered a place in one of our District Explorer units. We will transfer your child's record to another Scout Group if requested by you.

6.2 Adult volunteers

We will normally only share personal information with adult volunteers holding appropriate appointments within the line management structure of The Scout Association for the 3rd Banstead as well as with The Scout Association Headquarters as data controllers in common.

6.3 All data subjects

We will however share your personal information with others outside of 3rd Banstead where we need meet a legal obligation. This may include The Scout Association and its insurance subsidiary (Unity Insurance Services), local authority services and law enforcement. We will only share your personal information to the extent needed for those purposes.

We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so, or you request us to do so.

We will never sell your personal information to any third party.

Sometimes we may nominate a member for national awards, (such as Scouting awards or Duke of Edinburgh awards) such nominations would require us to provide contact details to that organisation.

Where personal data is shared with third parties we will seek assurances that your personal data will be kept confidential and that the third party fully complies with the GDPR and DPA 2018.

7. How we store your personal data

We generally store personal information in the following ways:

7.1 Compass - is the online membership system of The Scout Association, this system is used for the collection and storage of adult volunteer personal data.

7.2 Online Scout Manager (OSM) – is the online membership system that we use for the collection and storage of youth member personal data. You will be given access to this system (referred to as OSM MyScout) to review and update your child's records.

7.3 GoCardless – is the online payment system that is used by Online Scout Manager to process our annual subscription payments, and payments for some events.

7.4 Bookingbug – is an online system we use to allow booking and administration of certain events.

In addition adult volunteers will hold some personal data on local spreadsheets/databases.

Printed records and data held while attending events - paper is sometimes used to capture and retain some data for example:

- Event registration
- Health and contact records forms (for events)
- Events coordination with event organisers

Paper records for events are used rather than relying on secure digital systems, as often the events are held where internet and digital access will not be available. We will minimise the use of paper to only what is required for the event.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. How we provide this privacy notice

A link to this website page is provided to those whose data is being processed by us.

10. Your rights

As a Data Subject, you have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the Information Commissioner's Office (www.ico.org.uk).

Unless subject to an exemption under the GDPR and DPA 2018, you have the following rights with respect to your personal data:

- The right to be informed – you have a right to know how your data will be used by us.
- The right to access your personal data – you can ask us to share with you the data we have about you. This is a Data Subject Access Request.
- The right to rectification – this just means you can update your data if it's inaccurate or if something is missing. Adult members will be able to edit and update some information directly on The Scout Association's Compass membership system.
- The right to erasure – this means that you have the right to request that we delete any personal data we have about you. There are some exceptions, for example, some information will be held by The Scout Association for legal reasons.
- The right to restrict processing – if you think that we are not processing your data in line with this privacy notice then you have the right to restrict any further use of that data until the issue is resolved.
- The right to data portability – this means that if you ask us we will have to share your data with you in a way that can be read digitally – such as a pdf. This makes it easier to share information with others.
- The right to object – you can object to the ways your data is being used.
- Rights in relation to automated decision making and profiling – this protects you in cases where decision are being made about you based entirely on automated processes rather than a human input, it's highly unlikely that this will be used by us.

11. Website Cookies

Cookies are small files saved to your computer that track, save and store information about your interaction with a website.

Cookies send us information about your visit such as your operating system and the browser you use. Should you wish to prevent the use of Cookies from this website you should use your browser's 'Private' or 'Incognito Mode' or configure your browser to prevent Cookies. We do not pass on or sell any information collected from cookies to third parties.

12. Who to contact

If you have any queries relating to this Privacy Notice or our use of your personal data, please contact us by emailing our Group Scout Leader, Adam Buckell using the following email address: privacy@3rdbanstead.co.uk.

13. Version number and date of the last review

V1.0- 10/12/2018

Accidents & Insurance

All our leaders and assistant leaders hold first response qualifications to deal with emergency first aid situations. In the event of a cut, bump or graze, our Leaders will administer first aid. This will be recorded using our local accident book, and you will be informed upon collection of your child. In the event of a more serious accident requiring a trip to accident and emergency or a subsequent trip to a doctor or dentist, please keep us informed. In this event we are required to make a formal report to the Scout Association.

All members are covered under the Scout Associations Personal Accident and Medical Expenses insurance cover. Further details of the cover can be found at www.scoutinsurance.co.uk.

Newsletter



We publish a termly newsletter, and an annual report during the summer term. This keeps you up to date with what the Group is up to. We also use this to publish any future dates for your diary, particularly relating to camps, group, county and national events where we will be participating.

Website and Social Media

You can find information on our website and social media:



www.3rdbanstead.co.uk



@3rdBanstead



www.facebook.com/3rdbanstead

Beyond Scouts

When your child leaves our Scout section at around 14 years, this is not the end. Your child's details will be passed to our District Explorer Unit.

How to Get Involved

The Group is entirely run by volunteers. We need people with differing skills and experience to help run a scout group, from people to help maintain our premises and grounds, through to running a Beaver Colony and everything in between. If you think that you could spare a few hours, please get in touch by email, adam@3rdbanstead.co.uk.

You will see a vacancy board inside the hallway at Scout Ridge, which provides up to date information on the roles we need to fill.

Outcomes for Scouts

17%

more likely to
demonstrate
leadership skill

19%

more likely to
show emotional
intelligence

86%

Spend time with people
from backgrounds
different to their own
because of Scouting

17%

More likely to be
able to work
well in teams

13%

more likely to
demonstrate
mental
resilience

33%

more likely to help out
in their local area, feel
greater responsibility
to their local
community and
volunteer to help