

8th Hornchurch St. Andrews Scout Troop

Welcome Pack



Welcome to the '8th' St Andrews

Within this pack you will hopefully find the answers to any questions about the Troop that you might have, as well as a wealth of information about the Troop, its members, what we do, and when and how we do it. This is a reasonably long document but please do take the time to read it and fill in any relevant forms and return them to the Leaders, as this will assist them in the running of the Troop.

The aim of Scouts is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals and as responsible citizens as members of their local, national and international communities. This is achieved by providing an enjoyable and attractive scheme of training, based on the Scout law and Promise.

Scouting and the Troop does not operate without the co-operation and assistance of parents, and most importantly the leaders who voluntarily give up their own time in order to make the Troop successful. It is hoped that everyone can help out in some fashion, more on this later. All parents automatically become members of the Group Council and should attend the Annual General Meeting, which is usually held in July.

Most of the uniformed Leaders hold a formal document issued by the Scout Association, called a Warrant, to evidence the appointment. These are known as Warranted Leaders. There are also others known as instructors who often don't hold a Warrant but hold additional qualifications that allow the Scouts to take part in certain activities. All Warranted Leaders and instructors have been CRB'd, as has everyone over the age of 18 who has regular contact with the Scouts.

We hope that your son/daughter will enjoy his involvement with Scouting and after he has reached maturity will want to contribute to the enjoyment of others; some of the older Scouts already assist with the younger sections.

Once again, welcome.

Promise and Law

Scout Promise

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

Scout Law

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

Subscriptions (subs)

The very first term subscription is £40 which includes our unique group scout polo shirt which can be worn under the uniform shirt on troop meeting nights. After the first term subscriptions are £30, payable at the **beginning** of each school term and is used to pay a Capitation Fee to the Scout Association and a donation to the Group, (to help pay for tentage and other equipment, the maintenance of the HQ and the cost of running the minibus), and for the activities of the Troop. Please endeavour to pay these at the 1st meeting of every term otherwise the leaders have to spend time chasing subs, when they could spend their time better on other Scouting activities. Please make cheques payable to **8th Hornchurch St. Andrews Scout Troop**.

Fund Raising

Fund Raising is necessary to finance all other costs of the group. Remember that everyone involved with the group does so voluntarily (they do NOT get paid). If there wasn't any fund raising it is estimated that subscriptions would have to more than double to cover the running costs of the Group and the Hall, which presently exceeds £8,500 pa. Please do your best to support these activities when they occur so that we may continue to provide the very best that Scouting has to offer.

Uniform

We are a uniformed organisation and every member is expected to wear the appropriate uniform, which can be purchased from the District Scout Shop, at the Group Headquarters in Chelmsford Drive, on Mondays 5pm – 8pm (term times only).

The uniform consists of: -

- A Scout Shirt
- Navy activity Scout trousers
- Scout Belt
- Scarf and woggle
- Black shoes

Church Parade

We are a church sponsored group and as such your son/daughter will be required to attend Church Parade Services. For our Troop they are held at St Andrews church in Hornchurch around the 4th Sunday of every month, during term time. The Scouts should meet at the church at 10.00am and will be ready to be collected at 11.15am. The services are family services and all are welcome to attend. As well as the regular monthly services there are also special Parade Services for St Georges day, as he is the Patron Saint of Scouting, as well as England, which will be on the Sunday closest to St Georges Day (23rd April) and a special Scouts Own Service which is usually in February, to commemorate Baden Powell's Birthday.

Website / Facebook Group

As you are probably aware, the 8th Hornchurch website can be found at <http://www.8thhornchurch.org.uk> and is a useful source of information about the group as a whole. The 8th Hornchurch Scouts St Andrews Scouts Facebook Group is now up and running. The Group page will be used as an additional source of information and a reference point. Please note that this Group is for Leaders and Parents to keep updated with news and pictures of the exciting events the scouts have done and any future events that are being planned. Please note that this a secret group so membership will be by invitation only, therefore if you would like to join the group speak to a leader. Please note that this group is for strictly for adults and young leaders, and is not appropriate for **under 14s**. This year we aim to post more photos of the activities and trips that are due to take place.

Scouts 'Code of Conduct'

As we are starting a new year we have updated and revised our 'Code of Conduct'. This is explained to every new joiner and explains the minimum standards we expect from all of our members. Here are the 12 points:

1. Listen to leaders at all times and follow their instructions.
2. Speak to others in a respectful manner.
3. Correct uniform each week unless advised.
4. Please arrive on time and in full uniform, ready to start at 7.30.
5. No mobile phones to be used during meeting times.
6. No screaming.
7. It is expected that you tidy up after yourselves, this includes equipment after activities, cups and helping clean the hall at the end of the evening.
8. Please inform a leader if you are leaving the main hall.
9. Please ensure you leave the toilet as you found it.
10. Respect others at all times.
11. **No Bullying, swearing or play fighting.**
12. **Remember scouting is about team work and that everyone has strengths and weaknesses.**

School Letters

This can be provided upon request but will only be supplied for Scouts who have demonstrated a commitment to the troop and who regularly attend the St. Andrew's church parades services and special scouting events as described above. We do not insist that Scouts attend camps but this is an important part of scouting and always provides valuable lessons in the development of our young people.

Badges

Throughout your son/daughter's Scouting life he will work towards various different awards and badges, hopefully culminating with the gaining of the Chief Scouts Gold Award, which is the highest award that a Scout can achieve. Please ensure that when we present badges to your son/daughter that they are attached to the uniform in the correct place, as they are not cheap and are purchased out of your subs. There is a picture at the back of this pack as to where all the different badges should go. Please ask if unsure. (Badge glue is available from the Scout Shop). Once earned Badges are usually issued to Scouts free of charge but replacements can be bought from the Scout Shop on Mondays.

Helping Out

You may be surprised at how many different jobs there are involved with running a Scout Troop. These range from admin to heavy labour! Here are a few examples: -

Help to run the tuck shop at the end of Scouts, and keeping it stocked
Helping to chase up unpaid subs
Helping to load and unload all the equipment required for camps
Helping with the Scouts badge and testwork
Plus many, many more

If you feel that you can help with any of the above jobs or in any other way then please let us know, there is a tick box form at the back of this document. Should you feel that you would like more information about becoming a Warranted leader, or an instructor then please see one of the existing leader team who will be happy to help.

Camping

Camping is one of the main areas of Scouting and we as a Troop like to participate in as many camps as the leaders have the time for. Certain camps are run by ourselves and are just for the members of our Troop and others are run by the District and are a chance to meet other Scouts from all around the area. When attending camps your son/daughter will need the following additional equipment: -

Hiking Boots
Sleeping Bag
Rucksack
Groundsheet
Unbreakable cutlery and crockery

Wherever possible we like to run one Troop camp per term as well as attending Group and District events. On average this works out to being one camp per month, most of them being over a weekend. We also try to run one week long camp in the summer holidays. We will always endeavour to get the information about the camps out to you as quickly as possible to avoid any clashes with other holidays and events, and we hope that you will encourage your son/daughter to attend these activities, as camping is the oldest tradition in Scouting.

Photography & Camcorders

On special occasions like Investitures and Moving-On ceremonies you will be invited to join us to see your son/daughter on these occasions. Up until now we have said that camera's and camcorders are allowed so you can record the event as a keepsake. As there are now guidelines introduced under the 'Child Protection Act' which state that we should obtain your permission to allow your son/daughter to be included in public photographs, we believe it would be fitting to request your permission giving consent to other parents to photograph their son/daughter's as there is a likelihood that your son/daughter could be included in their photo's and camcorder footage. Therefore please could you read, sign and return the form later in this document accordingly.

Contact Details

Should you need to contact any of the leader team for any reason then please use the details contained within the footer of this document, and indeed all of our correspondence.

Lots and lots of bits of paper

There follows a lot of forms that are all required to be filled out and returned to the leaders a.s.a.p. This may take a little while to work through but it is for the safety and well-being of your son/daughter that we must have all the completed forms returned.

The forms you should have are

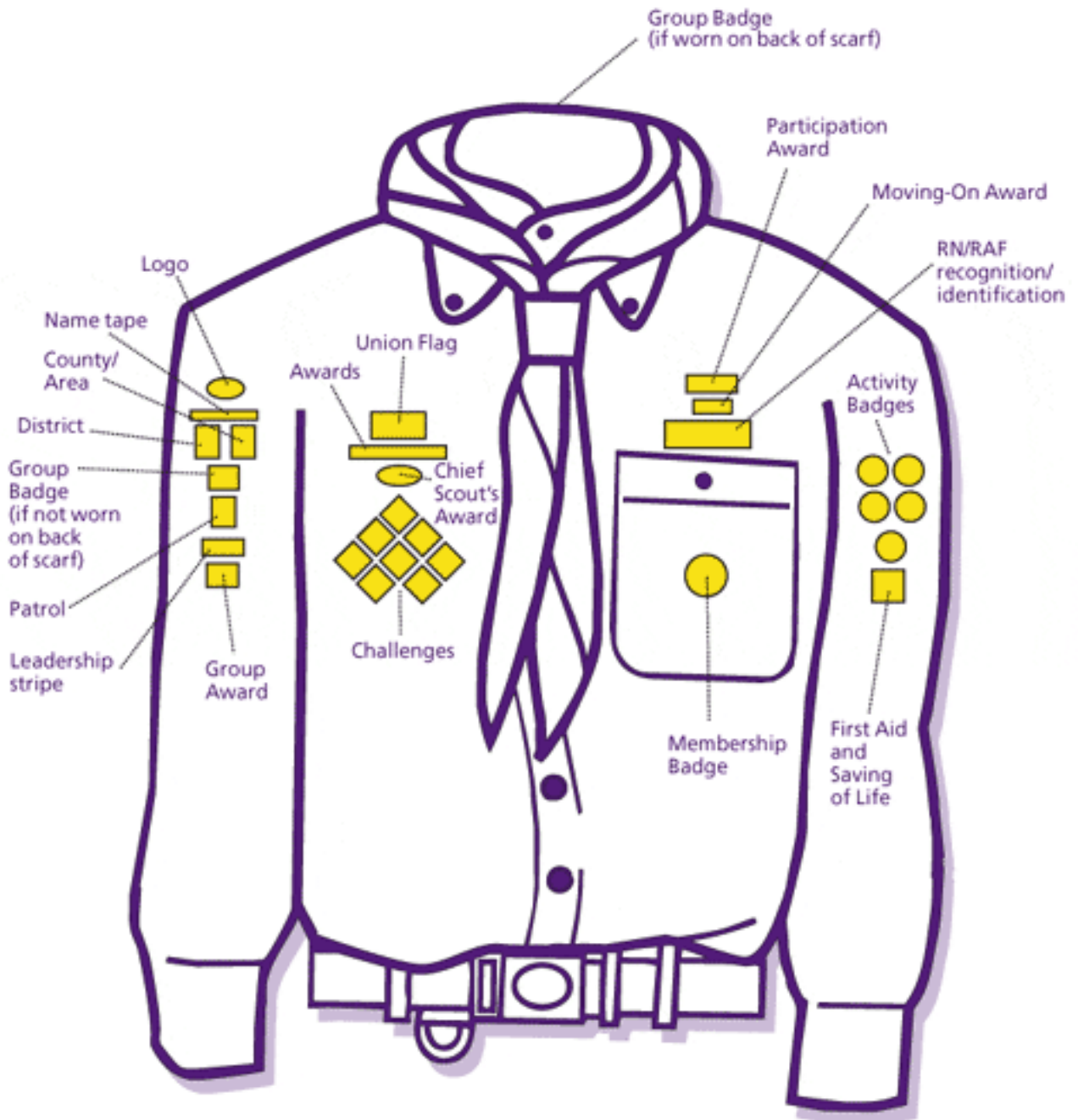
Data protection/Membership record/Photos declaration form
Gift aid form
Shooting form
The firearms act 1968 "Section 21" declaration form
Health form
Helping out form
Database form

Thank You

Thank you for reading this pack and filling out these forms, it really is a big help to the leaders and instructors at the Troop. Should you still have any queries about any aspects of the Troop or Scouting in general please feel free to talk to us.

The St Andrews Leadership Team

Badge Positions



Membership Records/Data Protection/Photos

I accept that the Scout Troop will be keeping information about my son/daughter's membership of the Scout Movement for Scouting purposes.

I give explicit consent to the holding of information of my sons/daughters' health, disabilities, religion/faith, and race/ethnic origin again for Scouting purposes.

I accept that while participating in Scouting activities my son/daughter may have photos taken of him that will be used to document the history of the Troop and may be used in a promotional manner.

I give/do not give* consent to the disclosure of any of the information held to third parties associated with the Scout Movement in order that they may offer products and services which may be of interest.

Signed _____(Parent/Guardian) Date_____

Members name _____

*please delete as appropriate

Gift Aid Declaration

8th Hornchurch Scout Group

(Please print carefully)

Scout's Name _____

Tax Payers details

Title (Mr/Miss/Mrs) _____

Forename _____ Surname _____

Address _____

Postcode _____

I want the Scout Group to treat
All payments I make on or after the 6th April 2002 in
respect of the member subscription for the Group
As Gift Aid Donations

Signature _____ Date _____

Notes

1. You may only sign if you pay an amount of income tax or capital gains tax equal to the tax we reclaim on payments (currently 28p for every £1 you give)
2. You can cancel this declaration at any time by notifying the Scout Group
3. Please notify the Scout Group if you change your name or address

Parental Consent Form – Additional Permissions

Please give specific permission for your child to undertake the following activities run by a trained instructor in accordance with Scouts Policies and Rules?

Name of section	8 th Hornchurch St Andrews Scout Troop
Proposed activity	Air rifle shooting
	Air pistol shooting
	Axe Throwing
	Cork gun shooting

During your sons/daughters membership with the Troop at certain specified times and under adequate supervision with qualified instructors.

Home contact and telephone number: provided before activity

Leader: TBA before activity

Date

If any additional information is required please do not hesitate to contact the leader of the activity.

Parent or Guardian's consent

I have noted the information provided and give permission for _____
To take part in air rifle/axe throwing/pistol or cork gun shooting.

Please state if your son/daughter has a disability or condition that may be affected by this activity.

Please indicate details of any medical treatment they are receiving at the moment.

Contact details _____

Name _____ Signature _____ Date _____

Please also read and sign the Firearms Act 1968 Section 21 Declaration

Firearms Act 1968 Section 21

Please read the following extract before signing the declaration

Section 21 prohibits the possession of a firearm and ammunition (under any circumstances), by any person who has been convicted of a crime and sentenced to a term of imprisonment (or its equivalent for young persons) of 3 months or more. The prohibition applies in all circumstances, including handling and firing at an approved shooting club or at a clay pigeon shoot where a certificate is not ordinarily required. It also applies to the possession or use of other categories of firearms and ammunition such as airguns or shot gun cartridges for which a certificate is not needed.

A sentence of 3 months to 3 years attracts a 5 year prohibition, shorter ones no prohibition but a longer one means a life ban.

Now please complete the declaration slip

Parental permission and declaration

In respect of (name) _____ Age _____

I, being the parent/guardian of the person named above declare that he/she is not subject to the restriction by virtue of the regulations set out in Section 21 of the Firearms Act 1968. I hereby give my permission for him/her to take part in the NSRA Youth Proficiency Scheme in Air Rifle Target Shooting under qualified supervision.

Name (print) _____ Date _____

Address _____

Signature _____



Health Form

This Health form is '**strictly confidential**' and is intended to be your opportunity to inform the Scout Leaders of any physical, mental or medical condition we need to know to ensure that your son/daughter enjoys his Scouting safely and gets the most out of his membership of the St. Andrews Troop.

SCOUT'S NAME

Address.....

.....

.....

Tel. No

Date of Birth National Health Number

.....

Doctors Name..... Doctors Phone Number

.....

Below are a series of questions. The examples given are by no way exhaustive but merely represent common complaints amongst young people. Please answer the questions as fully as possible by writing the answers in the spaces provided, attaching an extra sheet of paper if needed.

Date of last anti-tetanus injection (if known)

Does he have any allergies to:

foods e.g.
peanuts
preservatives
E numbers

YES/NO If yes please state which.

.....

.....

.....

Does he have any allergies to:

medicines e.g.
penicillin
plasters

YES/NO If yes please state which.

.....

.....

.....



Does he have any allergies to:

- bites e.g.
- bees
- wasps
- gnats

YES/NO If yes please state which.

.....
.....
.....

Are there any physical or mental disorders that the Scout Leader should be aware of?

YES/NO If yes please state which.

.....
.....
.....

Are there any medical conditions or recurring complaint that the Scout Leaders should be aware of?

- e.g.
- Travel sickness
- Asthma
- Hay Fever
- Dyslexia
- Bed wetting
- Migraine

YES/NO If yes please state which.

.....
.....
.....

Does he have any particular dietary needs?

YES / NO If yes please state which.

.....
.....
.....

Signed Date
(Parent/Guardian)

* Delete throughout that which does not apply.



Which role would you like to help with?

Parents name

Role	Please tick those you can help with
Running the Tuck Shop	
Buying stock for the Tuck Shop	
Chasing up subscriptions	
Helping to pack gear for camp	
Buying the food for camp	
Helping on Troop nights away from the HQ	
Helping at camps	
Running Activity Badges	
HQ Maintenance	
Group Chairman	
Group Treasurer	
Group Secretary	
Assistant Scout Leader / Troop Assistant	
Executive Committee Member	
Fundraising Committee Member	
Co-ordinate Grant Applications	
General assistance	

8th Hornchurch St Andrews Scout Troop
 (Part of the 8th Hornchurch Scout Group <http://www.8thhornchurch.org.uk>)



Personal Info.	Name	
	Telephone	
	Address	
	Town	
	Post Code	
	Email Address	
	Distribution Order	
	D/O/B	
Scout Info.	Patrol	
	Rank	
	Invested	
	Date Joined Scouting	
	Date Joined the Troop	
	Nights Camped as at 18-Nov-16	
	Scout History	Delete as appropriate (Beavers then Cubs / Cubs / Direct Entrant)
Forms	Gift Aid Form Received?	
	Data Protection Form Received?	
	Health Form Received?	
	Rifle Shooting Form Received?	
Health Info.	Nation Health Number	
	<u>Date of Last Tetanus Injection</u>	
	Doctors Name and Contact Details	
	Medical conditions / recurring Complaints	
	Allergies to Food and Dietary Needs	
	Allergies to Medicines and Insect bites	
Other Info.	Mum / Female Carers Name	
	Dads / Male Carers Name	
	Next of Kin	
	Other Next of Kin Emergency Contact Info	
	Other Comments	