



**Notes for Group Scout Leaders:** From meeting held at District HQ on Thursday 10<sup>th</sup> Feb 2011, 7:30pm

**In attendance:** Pat Griffin, Jonathan Liver, Judith Duncalf, John Baily, Val Foster, Helen Plumb, John Nelson, Velma Keating, David Greene, Darren Phillips, Kieron Ryan, Paul Sargent, Val Vose

**Apologies:** David Wilkinson, Frank Rice, Jim Holland

## Adult Application Forms

Please be familiar with the **full** range of adult application forms for different roles, and when to use each one. They are colour coded, for the different times to use them, and are available in HQ. Please send and/or contact Kris Preddy for any queries, and sending completed forms.

**Kris Preddy, 26 Marine Drive, Hest Bank, LA2 6EB, 01524 823488, [kris.buster@googlemail.com](mailto:kris.buster@googlemail.com)**

Adult Application form (AA) – BLUE, for adults starting a **NEW** role. Make sure it is the form which has the CRB bit as part of the form. You should be using version 2 September 2010 (stated on the front of the form)



<http://www.scoutbase.org.uk/library/hqdocs/facts/pdfs/103947.pdf>

Occasional Helper form (OH) – GREEN, Use the OH form for a parent or other adult who will help less than once per month, or a Network member who has no other appointment. Again make sure it is the latest form you are using. It should say version 3, November 2010



<http://www.scoutbase.org.uk/library/hqdocs/facts/pdfs/103949.pdf>

Change of Role (CR) – PINK, as it says used for **existing** members who are changing role or adding a role.



<http://www.scoutbase.org.uk/library/hqdocs/facts/pdfs/103948.pdf>

Repeat CRB Check (RCRB), for **existing** members to use to obtain a new CRB disclosure. Check My Backpack to see when your leaders CRBS run out. CRB must be in date when appointment review is done.



<http://www.scoutbase.org.uk/library/hqdocs/facts/pdfs/103946.pdf>

Which form(s) should be used?

**For a person who is not already on the system or who are returning to Scouting after a break of service:** Use the OH or AA form as appropriate. Use the OH form for a parent or other adult who will help less than once per month, or a Network member who has no other appointment. Use the AA form for all other appointments - Leaders, Commissioners, Trustees, Sectional Assistants, and so on.

**For a person who already has a record on the system and does not have a break in service:** Use the RCRB and CR forms as relevant. Use the RCRB form to obtain a new CRB Disclosure. Use the CR form when a new role is being added (whether or not the old role is being retained).

References: When a leader fills in an AA form, you should follow up the reference using the RF form (blue to match AA form) which you will send to each of the references, and get them to send back to you. Once you have the references back you should send the AA form, with CRB details completed within the form, and the references to Kris.

<http://www.scoutbase.org.uk/library/hqdocs/facts/docs/rf.doc>

## Census

Good feedback. A training date will be considered for November, as preparation for next year's Census. Thank you for all your efforts with this. Capitation fee is £29.55 per head, and is due to **Mr S Clarke, District Treasurer, 75 Spruce Avenue, Lancaster, LA1 5LB, tel 01524 64053**. Requests for capitation fee has been sent to GSL's, please make sure the ONE OFF PAYMENT (not split) is made by the deadline **18<sup>th</sup> March**.

**Reminder also at this point that receipts and paperwork for Sharpes bequest must be in as soon as possible, as this year ends at the end of February, and we can't have the treasurer running around paying out cheques on this day.**

## Festival of Scouting

<http://www.lonsdalescouts.org.uk/new/new9.htm>

Letter sent out my email, hard copies produced for those not on email. Letter and flyers are also in the link above.

Date: 8<sup>th</sup> May. Outdoor service in Williamsons Park. Meeting 11:45am at Wyresdale Road Car Park, in Uniform with flags. Short Service, no presentations, and renew promise. Activities will run from 12:30/1pm until 4pm.

## Media

Media Manager: Sarah Cruickshank – [cruickshank35@gmail.com](mailto:cruickshank35@gmail.com)

<http://www.lonsdalescouts.org.uk/media/media.htm>

At the link above you can see the latest Newsletter, and message from Sarah. She needs stuff to put in the Newsletter. Email her news at the email address above to include in the Newsletter.

Promoting news – when the Newsletter emailed to you, or you download it off the Lonsdale website, print it off and hand to one other member to read and spread the word and all the good scouting we are doing.

Developments for Newsletter – campsites news, highlighting what's going on at the campsites, what's on offer and encouraging people to use the sites.

Website Calendar – make sure you are using the very good, up to date website on the district website -

<http://www.lonsdalescouts.org.uk/new/calendar.htm>

## Trip Protocols

Make sure you know who is on your trips. You must have a list of names of young people, leaders and adults on the trip. One day activity forms must be completed for all on the trip, and all parents should be CRB checked, and you should be using OH forms with parents [make it part of your welcome pack]. With the new eCRB system this can be done very quickly.

One day activity form – [www.scouts.org.uk/fs120081p2](http://www.scouts.org.uk/fs120081p2).

OH helper form - <http://www.scoutbase.org.uk/library/hqdocs/facts/pdfs/103949.pdf>

Leaders should **not** be using own personal bank accounts for banking trip money, and should not write personal cheques.

## Beavers

<http://www.scoutbase.org.uk/library/hqdocs/facts/pdfs/fs155053.pdf>

This factsheet explains all the new guidelines for Beaver Scout Residential experience – DO YOUR BEAVERS GET ATLEAST ONE RESIDENTIAL EXPERIENCE A YEAR? In a nutshell the 24 hour away from home rule has been relaxed. Please read this document about training which Beaver Leaders and or other leaders should consider in light of these changes. <http://www.lonsdalescouts.org.uk/nights/leader%20camping%20permits.doc>

## Induction/Welcome Pack

Pat came back from GSL/District Commissioner workshop day with some places to go for and use for creating induction packs and tool kits. There is a template called you have joined a winning team, and a leaflet called where did all the mud come from which can be given to parents. Also look at the following link and the resources here:

<http://www.scouts.org.uk/supportresources/search/?cat=268,376>

## Appointment Reviews

Please get familiar with the appointment review process, and the new forms. Also available at District HQ. My Backpack will tell you when all leaders' reviews are due, AND ALSO YOUR OWN!

The form - <http://www.scoutbase.org.uk/library/hqdocs/facts/pdfs/ar.pdf>

<b>First aid certificate</b> Date of expiry <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<b>Approved safeguarding training</b> Date of completion <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
<b>Ongoing learning</b> Number of hours undertaken since last formal review <input type="text"/>	<b>Method</b> Course / online / other <input type="text"/>
<b>Valid disclosure</b> Date of expiry <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	

You will see from this small part of the form above leaders who are due for review **must have:**

- **Up to date first aid certificate**
- **Up to date safeguard training – which must be redone every 5 years at warrant review**
- **A Valid CRB disclosure**
- **Undertaken on-going learning**

Therefore it is vital you and your leaders are making the most of training that is being put on (see training below) especially **first aid** and **safeguarding**, that you are using that pink RCRB form for renewing your CRB when it runs out and that leaders are completing on going learning.

## Training

There are a great number of leaders in Lonsdale District whose First Aid certificates are now out of date and others whose are soon to expire. Can I please encourage you the check these dates with all your leaders and encourage them to enrol on courses as they become available. Warrants cannot be renewed without a valid First Aid certificate in place and is it good practice for all leaders to hold one, especially when out and about with their section and when

camping. This is part of the training for all Leaders. There is a further course booked for Sunday 27th March. Forms available on Lonsdale website to be sent to me with payment (cheque to be payable to Northwest First Aid Ltd).

If you have any further queries, please do not hesitate to contact me.

Carolyn Blyth, LTM, - 57 South Road, Lancs, LA1 4XJ, 01524 67846, [blythcarolyn@gmail.com](mailto:blythcarolyn@gmail.com)

<http://www.lonsdalescouts.org.uk/training/district%20courses.htm> – up to date course list, and forms

Validation – when you validate your leaders training please make sure this validation form is filled in <http://www.lonsdalescouts.org.uk/training/Training%20Advisers%20TRAINING%20VALIDATION%20FORM-1.doc> and not just the tick box one. Please send completed training validation forms to Tony Barker – 2, The Beeches, Overton, LA3 3HU

Minutes by J.liver

26/02/11