



3rd Epsom (St. Martin's) Scout Group
Welcome Pack



BEAVERS

cubs

SCOUTS

EXPLORERS

Welcome

Your daughter or son has shown an interest in the joining one of the sections of the 3rd Epsom Scout Group. We are a large group in the Epsom and Ewell District and pride ourselves on the inclusiveness and friendliness of each of the sections. All sections have both girls and boys.

This document hopes to answer some of the questions you may have about Scouting and the 3rd Epsom Scout Group. As with all Scout Groups all of the leaders are volunteers and they give up their time free of charge.

The Group consists of four Sections:

- a Beaver Colony (ages 5 $\frac{3}{4}$ – 8) who meet Thursday evenings between 5.00 and 6.00pm
- a Cub Pack (ages 8 – 10 $\frac{1}{2}$) who meet Thursday evenings between 6.15 and 7.45pm
- a Scout Troop (ages 10 $\frac{1}{2}$ – 14) who meet Thursday evenings between 7.15 and 9.00pm
- an Explorer Unit (ages 14 – 18) who meet Thursday evenings between 7.45 and 9.30pm

We normally meet in our own Scout Headquarters (HQ) behind the St John Chandler Hall off Church Road in Epsom and also in the Forge behind the building (Post Code: KT17 4AB).

Contacts

The **Group** is currently headed by the Group Scout Leader, Richard Ascough.

He can be contacted on Tel: 07771 811078, Email: richard.ascough@btinternet.com

for any general information about the Group.



The **Beaver Colony** is run by Judith Sitford (called Squirrel by the Beavers).

Her contact details are Tel: 07855 822562 , Email: 3rdepsombeavers@gmail.com

She is supported by a number of assistants who take their section names from woodland and other animals: Hare, Robin and Butterfly. The colony also run a parent rota with parents asked to help at least once a term with various activities.

The **Cub Pack** is based on the Jungle Book stories by Rudyard Kipling with the leaders taking their names from these stories. The Pack is normally run by Akela (the leader of the wolf cubs) but within 3rd Epsom we have a number assistants who fill this role. The Pack is run by Richard Ascough (Rama the buffalo); Chikai the Rat, Hathi the Elephant and Mang the Bat. Like the Beaver colony the pack run a parent rota to assist with various activities.

The **Scout Troop** is run by a number Assistant Scout Leaders (there is no overall leader), who take it in turn to run activities depending on availability. Some of them have Jungle Book names as they also help the Cubs at times. They are Wayne Smith (Kaa), Richard Ascough (Rama), Peter Sitford (Baloo), John Savidge, Andrew Evers, Richard Downing, Amanda Kindred and Paul Huitson.

If you wish to talk to one of the Scouts leaders please contact:

Wayne Smith Tel: 07773 324947, Email: wayne.smith@bcf.co.uk

Peter Sitford Tel: 07886 832339, Email: psitford@hotmail.co.uk

The **Ashley Explorer Unit** is also attached to the Group. This is typically run by the Explorers themselves and overseen by Jo Danks (Jacala), Matt Tanton, Ben Johnson and Chloe Houghton.

Disclosure and Barring Service (DBS) - formerly called CRB Checks

For health and safety reasons, in order to run weekly meetings in our HQ each section needs to have at least two adults present and one of these has to be warranted by the Scout Association. All adults are DBS checked. In addition where activities take place outside then a higher ratio of adults is required depending on the age of the participants.



Where parents are able to support us we ask them to complete the online DBS check so that they can help on an occasional or rota basis. We also run occasional activities for the whole family and all adults attending need to be checked.

Law and Promise

One of the differences between the Scout Association and other youth organisations is that each member is expected to make a Promise appropriate to their age group. In addition Cubs, Scouts and Explorers are expected to keep the Cub and Scout Laws.



The Fundamentals of Scouting

Since its inception Scouting has continually adapted to remain relevant to society, whilst staying rooted to the underlying principles on which it was established more than one hundred years ago. The Fundamentals explain why we do Scouting and how we do it. Our programme with young people is based on the Fundamentals and they help to guide us in our Scouting.

The Purpose of Scouting: Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting: As Scouts we are guided by these 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.

Cooperation: We make a positive difference; we cooperate with others and make friends.

The Scout Method: Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun;
- take part in activities indoors and outdoors;
- learn by doing;
- share in spiritual reflection;
- take responsibility and make choices;
- undertake new and challenging activities; and
- make and live by their Promise.

Waiting List

The Group does currently have a large waiting list of people wishing to join. If you have any siblings of current members please sign them up on the website ('Joining' menu) so that we can offer them a place at the correct time.



Emergency Contacts

All our leaders are trained in at least basic first aid. However, very occasionally accidents do occur so we need to be aware of any medical conditions and also of your emergency contact details. We do also need to be aware of any allergies (including food) as we do cooking and other activities during our meetings. We therefore ask that all parents complete (and keep up to date) the details in the Patrol Portal of Online Scout Manager.

If your child requires regular medication, such as an inhaler, please ensure that it is brought to weekly meetings and that the leaders know where it can be found.



Your Help

All the leaders are volunteers and we do need your help at various times. Regulations mean that we need a minimum ratio of adults to children during weekly meetings and other activities. We like to get out as much as possible but this often means we need additional adults. If you are able to help occasionally please do offer your help.

In particular all sections run parent rotas and we ask parents of children to help at least once a term. You do not need to have any special skills, all help is gratefully received. This help may vary from lending a hand with various art and craft activities, being an extra helper in case of emergency or making drinks for the children.

Headquarters Committee

The land on which the HQ and Forge are situated belongs to St. Martin's Church. We pay a minimal rent each year, however we do own the building and have to pay to heat, light, clean and maintain this facility. The majority of the rent comes from letting the hall during the week/evenings. However we do have a HQ committee to oversee work on the buildings and manage our assets. If you are able to provide support to this committee please can you talk to one of the leaders. We also have working parties twice a year at which we ask parents to help weed the car park, paint the hall or make small fixes, etc...

If you wish to hire the hall or Forge for an occasion, please contact the booking secretary via our [web site](#).



Church Parade

The group are sponsored by St Martin's Church in Epsom. Twice a year we expect EVERY member to attend St George's Day Parade on the afternoon of the Sunday closest to 23rd April and Remembrance Parade on the morning of the Sunday closest to 11th November.

Online Scout Manager

Online Scout Manager (OSM), also known as My.Scout or Patrol Portal, is the tool used by the Group to record information about the members of the Group. The system allows parents to access the system meaning that they can see various details for their children such as personal details, events and awarded badges. Parents can also find out where badges go, and access our calendar (programme and events) which can be downloaded to smart phones. Parents can check and update their children's details on the system and respond to the future emails about various events throughout the year.



GDPR

The 3rd Epsom (St. Martins) Scout Group, like lots of other organisations, has published guidance to its members around how it handles data. The majority of our data is stored within Online Scout Manager (OSM) also known as My.Scout. The tool is itself [GDPR compliant](#) and allows all members of the Group to keep their information up-to-date. All this data is required for legitimate reasons to manage the various sections of the Scout Group. Other data is also requested, for example Health Forms for camps, and is handled appropriated and destroyed when no longer required.



Full details of our policies are on our [web site](#). If you have any concerns or comments please contact the Group Scout Leader, Richard Ascough.



Photos

From time to time we take photos which we put on the closed Facebook groups so that parents can see what they have been doing. We also occasion publish a photo on the external Facebook page. We do not identify any child but if you do not want your child to appear in any photos, please let us know via Online Scout Manager. If you would like copies of any of the photos, please ask one of the leaders.

Web Site and Facebook

We try to keep everyone up-to-date regarding meetings and other activities on OSM, email and Facebook. However, we will keep this to a minimum. Information about our Scout Group are available on our web site (www.3rdepsom.org.uk).



Information about each section is available from the top menu under 'Scouting'. There is also information on the website about subscriptions, uniform, the Scout Shop, other activities in the Group (e.g. the AGM report) and other useful information.

We also use a number of Facebook closed groups (one for each section) to publish last minute information about changes to the programme and photographs of activities undertaken. Please search for 3rd Epsom and request access.

Special Interests/Hobbies

We are always looking for new ideas for games and activities. If anyone in your family has any particular interest or hobby and would be willing to impart some of their knowledge, or demonstrate their skill, to any of the age groups please let one of the leaders know. The children enjoy hearing and learning from different people as opposed to it always being their leader.



Uniform

We expect each member of the Group to come to meetings wearing the correct uniform. For Beavers this is a turquoise sweatshirt and suitable trousers and shoes for walking and playing games (trainers are ideal). For Cubs this is a green Cub jumper and Scout activity trousers. Again shoes should be suitable for playing games. For Scouts this is a green Scout shirt, activity trousers and Scout belt. Shoes can be trainers unless we ask for smart uniform in which case they should be black school shoes. For Explorers this is a beige Scout shirt, activity trousers and Scout belt. Shoes can be trainers unless we ask for smart uniform in which case they should be black school shoes

Beaver, Cubs, Scouts and Explorers can also wear the Group T-shirt, however we ask that they wear the T-shirt under their uniform top. They can then remove their uniform top after the starting ceremony for games and activities and put their uniform top back on for the closing ceremony.

The Group T-shirt is available from the leaders. Official Scout activity shorts are also available as are skirts. We also have an optional Group hoodie, which can be purchased from the leaders at various times throughout the year.

Scout Shop

All uniform (apart from the Group scarf, T-shirt and hoodie) can be purchased from the Scout Shop at 22 The Broadway, Stoneleigh KT17 2HU. This is open on Mondays 2.00 – 5.00pm, Wednesdays 2.00 – 7.00pm and Saturday 9.30 – 12.00 noon.

Badges

Throughout their time with the Group, your child will earn badges for activities or combinations of activities undertaken. Full details of the tasks and activities that they need to complete in order to gain their Awards, Challenges and Activity Badges are available on the Scout Web Site (www.scouts.org.uk). Activity Badges can also be undertaken at home, please talk to one of the leaders for more details.



The position of the badges on uniform is available on our web site (www.3rdepsom.org.uk) and also a pictorial representation on OSM.

Subscriptions and Capitation

Each section in the Group charges a termly fee for subscriptions and capitation. Subscription fees are used to pay for the activities and equipment each week. In addition a proportion goes towards the Group to pay for equipment wear and tear (tents, gas, cookers, etc...) Whilst some sections (typically the Scouts and Explorers) use the equipment more than others, everyone also benefits on occasions as they also Camp and will hopefully stay in the Group as they move up through the sections.



Capitation is an annual fee charged by the Scout Association for administration (national, county and district), the upkeep of campsites and insurance of members (children and leaders). It also pays for our local campsite (Boidierhurst) at Headley which means we can use it free of charge.

In addition new members to the Group are charged a £20 joining fee which goes towards paying for the Group Scarf, a Group T-shirt and their first uniform badges.

We do ask that if you are a tax payer then you complete a Gift Aid form and return it to us with your membership fee.

We prefer at parents to pay by Bank Transfer (details are on the web site).

Group Executive Committee

Each section of the Group is represented on the Group Executive Committee by a parent. They meet three times a year to hear a report from the section leaders and also provide feedback to the leaders of the activities undertaken. If you are able to support us by representing your child's section, please contact the section leader. Also if you have any feedback on an event or activity, please let us know. In addition, the Annual General Meeting (AGM) provides a summary report of the years activities to all parents associated with the Group. This is also available on our web site.

The OUT in Scouting

As your daughter or son progress through the sections you will find we try and get out as much as possible. The Scouts and Explorers in particular go out two or three times a term for hikes, cycling, wide games, etc...



When going out please can you ensure that they are suitably clothed with footwear appropriate for the activity (trainers are no good for hiking) and warm coats and waterproofs. They are also allowed to bring torches if it will be dark.

We have also found that Scouts and Explorers, in particular, bring their mobile phones. Please note that the leaders are not responsible for any belongings or equipment, and we ask that phones and other gadgets are only used before or after the meeting.