



# WELCOME PACK



[14THCAMBRIDGE.ORG.UK](http://14THCAMBRIDGE.ORG.UK)

**...EVERYDAY ADVENTURE**



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## Welcome

A very welcome to the 14<sup>th</sup> Cambridge Scout Group! We are one of the oldest Scout Groups in the county. We have very active Scout, Cub and Beaver sections, providing Scouting activities to over 70 young people in the Castle area of Cambridge. This information pack is intended to give you general information regarding Scouting and our Group.

There are also several forms at the back of this pack which need to be filled in and returned to us when your child joins the Group. The purposes of these forms are explained within the pack.

## Scouting

The Scout Movement, founded in 1907, is the largest global values-based youth organisation with over 28 million members in 216 countries and territories. In the UK, Scouting is co-educational and is organised through The Scout Association and has a clear purpose:

*To actively engage and support young people on their personal development, empowering them to make a positive contribution to society.*

The Scout Association offers everyday adventure and activities to almost 400,000 boys and girls across the UK. Scouting is open to all young people aged 6 to 25 of all faiths and of none as long as they are prepared to make the Promise. A number of variations of the Promise are available to take account of different religious obligations, non-religious beliefs and nationalities of its Members.

The Values of Scouting are: *Integrity; Respect; Care; Belief; Co-operation*

Scouting makes a positive contribution to society by helping young people to develop as active members of the community:

- *Who are self-reliant*
- *Who are caring*
- *Who are responsible*
- *Who show commitment*

Most importantly this continual personal development works best 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*
- *make and live by their Promise*

**The programme** is a continuous progression of training, activities and awards. Whilst the activities they take part in will depend on their age, each Section gives young people the opportunity to **learn by doing**.

The programme of activities is planned by the sectional leadership team in partnership with young people. It is based around three main themes for all five sections:

- **outdoor and adventure**
- **world and**
- **skills**

Other underlying themes include

- **leadership**
- **teamwork and**
- **personal development**

Leaders are trained to deliver this programme, ensuring our young people stay safe while they enjoy themselves and learn.

Above all, Scouting is all about fun, friends and adventure at every age. Rather than just extreme activities, adventure encompasses the many ways that Scouting challenges and stretches the lives of young people.

## **Our Group and Sections**

The Group currently consists of:

- **Beavers.....** 6 to 8 years old, meet Wednesday between 6:00pm & 7:15pm
- **Cubs.....** 8 to 10 ½ years old, meet Tuesday between 6:45pm & 8:00pm
- **Scouts.....** 10 ½ to 14 years old, meet Friday between 7:00 pm & 9:00 pm

The beavers, cubs and scouts sections all meet at St Luke's Church, Victoria Road.

- **Explorers.....** 14 to 18 years old, meet Monday between 7:30pm & 9:00pm at 54<sup>th</sup> Cambridge St Georges Scout H.Q., Adj Chesterton Primary School, Green End Road, Cambridge CB4 1RW

With all Sections there is some flexibility in age ranges.

The Group can always benefit from assistance either as a Leader, a helper or a member of the Group's Executive or even as occasional specialist skills instructor, passing on skills or hobbies. If you would like to help, in any capacity, please contact us at [14thcambridge@gmail.com](mailto:14thcambridge@gmail.com).

## **The Promise**

We are an "open Group"; this basically means that as long as your child meets the general requirements for membership of the Scouts Association they are welcome to our Group.

To become a member of the Scout Association and our Group your child will be asked to make the Promise at an investiture ceremony. This would normally be undertaken on a normal meeting evening; however it can be carried out at any event. We try to make this a memorable occasion and it will only be done when they are ready. You are, of course,

very welcome to join this special ceremony and your Section Leader will let you know when we are going to invest your child.

The core Promise is:

*On my honour, I promise that I will do my best, to do my duty to God  
and to the Queen, to help other people and to keep the Scout Law.*

There are a number of variations of the promise to reflect the range of faiths, beliefs and attitudes; and nationalities in the UK within Scouting.

Each version is written to be appropriate to the broad level of understanding of each of the age groups within the Movement. We believe that this approach is inclusive. Celebrating and understanding difference, including difference in faiths and beliefs, is an important aspect of the educational and developmental side of Scouting.

For example, 'Duty to God' could become 'Allah' or 'My Dharma', while 'Duty to the Queen' could be 'Duty to the country in which I am now living'.

The Section Leader can generally answer any questions that you or your child may have with regard to the promise.

## Uniform

Scouting has always been a uniformed movement, and the scarf (necker, or neckerchief) is a key part of our identity. Unless specified by the Section Leader, all sections are expected to attend meetings in uniform from the waist up.

- **Beaver** ..... Turquoise sweatshirt and Group neckerchief
- **Cubs**..... Dark green sweatshirt and Group neckerchief
- **Scouts**..... Teal green shirt and Group neckerchief

Our Group wears a black and red neckerchief. This will be presented to your child during their investiture along with their badges, free of charge. Replacement neckers are available at a small cost.

### Where to buy a uniform

Uniform can be brought from a number of locations including:

- **Cambridge District Scout Shop, 195 Perne Road, Cambridge CB1 3NT**  
Open Mondays & Wednesdays, 6:45pm-8:30pm (During School Term Time)  
Also first Saturday in the month, 3:00pm-5:00pm (except Bank Holiday weekends)  
All profits are put back into Cambridge Scouting
- **Online at [www.scoutshops.org.uk](http://www.scoutshops.org.uk)**  
All profits are put back into UK Scouting
- **From John Lewis**  
Our nearest branch is on St. Andrews Street, Cambridge

## Badges and Awards

Badges and awards have always been a fundamental part of Scouting. They allow Scouts to try new things, find new interests, and demonstrate their progress. From Circus Skills and Street Sports to Imagination and Public Relations, there is a wide range of badges for all Sections.

**Activity Badges** are generally awarded for specific activities, hobbies or skills. In Beavers and Cubs they are awarded for trying your best; in Scouts some badges have specific standards which have to be met. Generally the effort required to obtain a badge will increase as your child progresses through the Sections. In addition there are six staged Activity Badges which have been designed to offer a unified approach throughout the Sections.

The **Staged Activity Badges** are: Emergency Aid, Information Technology, Musician, Swimmer, Nights Away and Hikes Away.

All the Staged Activity Badges have 5 stages, with the exception of the last two. Nights Away has 12 and Hikes Away has 6 stages. This means that a young person can gain whichever badge is appropriate to the level they have reached. Several Activity Badges will be covered in the normal Scouting Year, however, all Scouts are welcome to work towards any other badges at their own pace.

There are also **Joining in Awards**. These are presented with the number indicating how many years the member has regularly attended and participated in the programme of the Scout Association.

There are a number of **Challenge Awards**. These can either be completed individually or in groups, but most commonly a combination of the two. Scouts completing all the Challenge Awards alongside a number of activity badges will be awarded the Chief Scout Awards - the top award in their Sections. With our balanced programme, as well as some hard work and commitment most Scouts should be able to achieve the Chief Scout's Award before leaving the Section.

When your child is ready to move up to the next Section they will begin working towards the appropriate **Moving on Award**. They will be presented this on their last night with their old Section.

Occasionally your child may be asked to undertake things at home to go towards badge work. Please encourage your child to complete this work as it will help to earn the badges we are working on. Camps and trips are a great way for young people to get through badge work so we hope your child can participate in these events!



Beavers    Cubs    Scouts

### Challenge Awards



Communicator

### Activity Badges



Hike    Night    Time on Water

### Staged Badges



Joining in Award



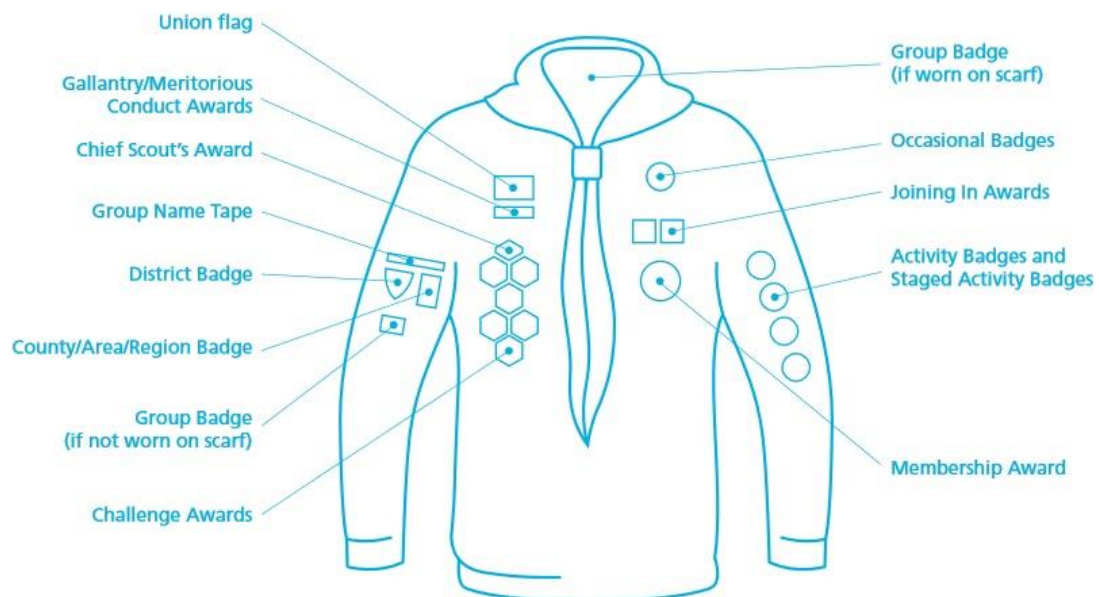
Moving on Award



Membership Award

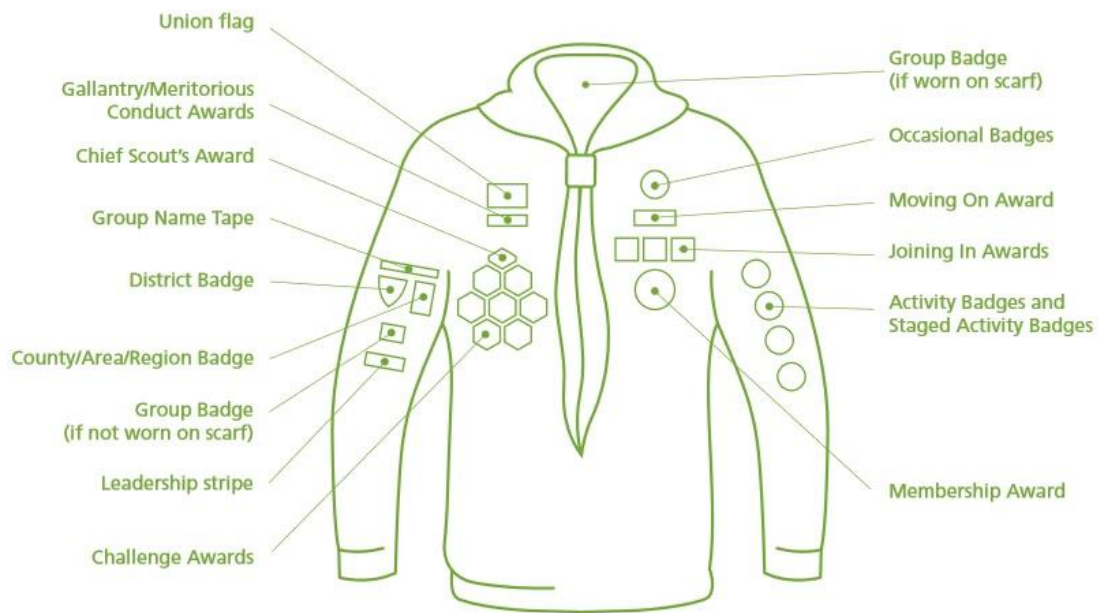
## Where do badges go on the uniform?

### Beaver Scout

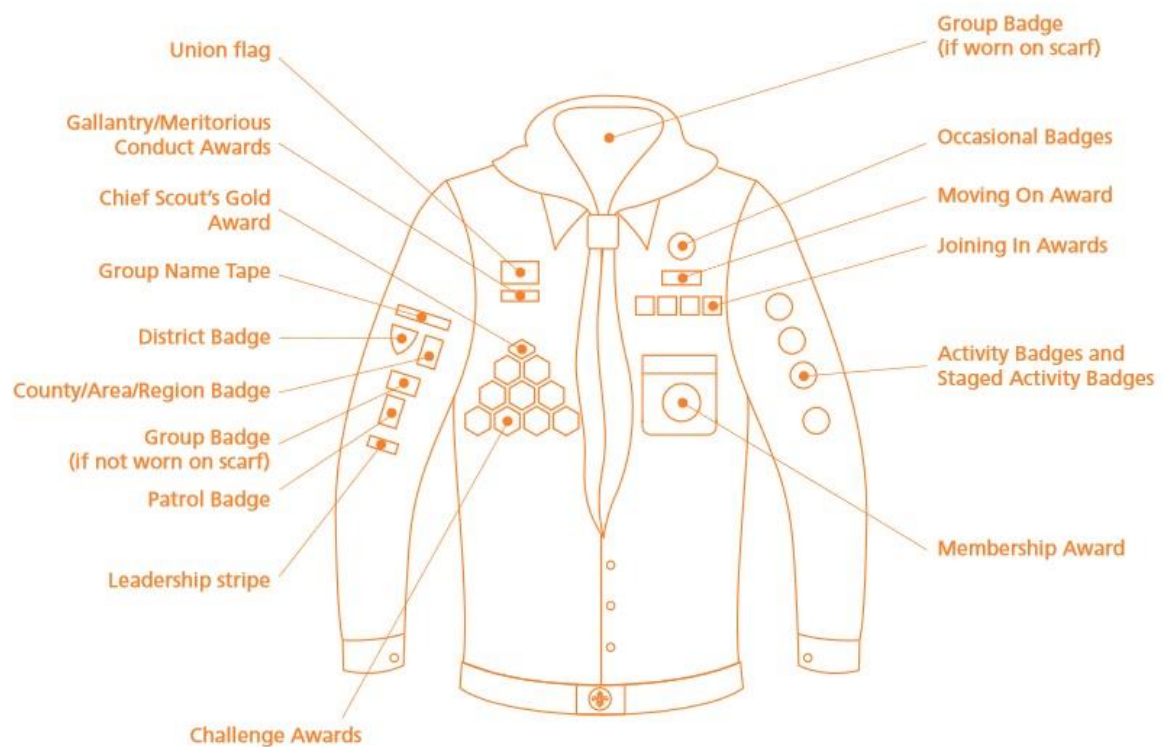




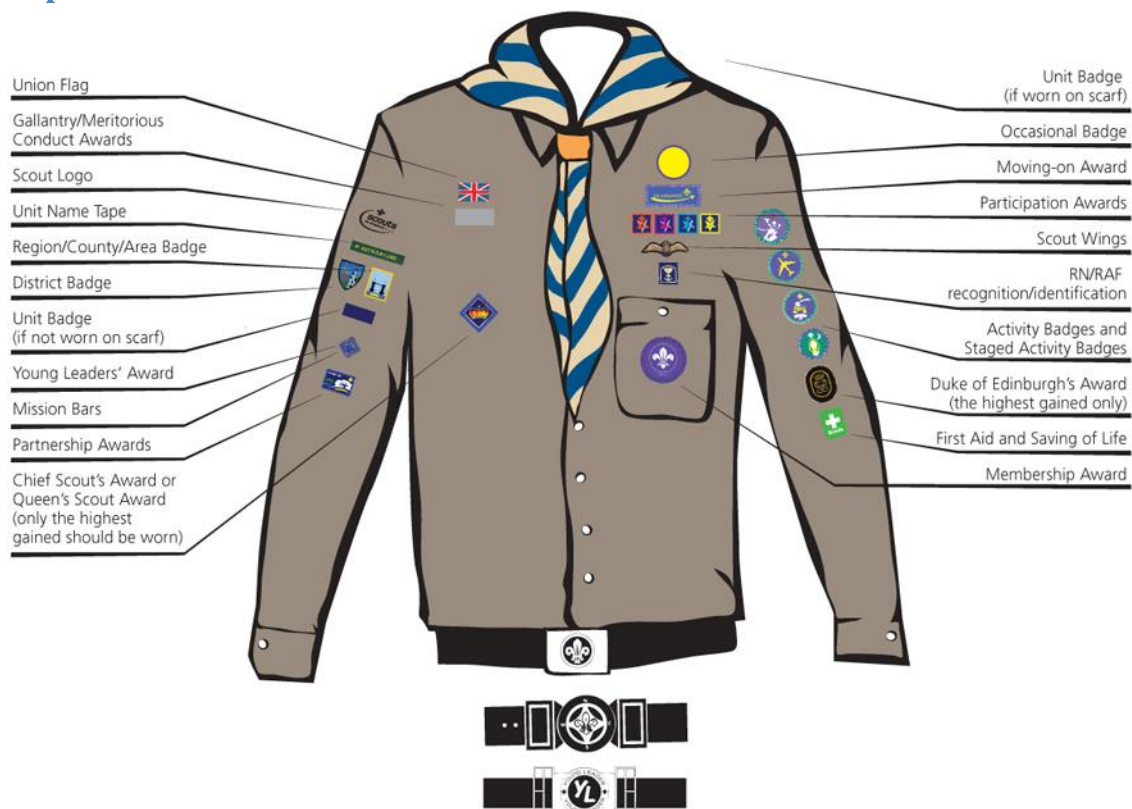
## Cub Scout



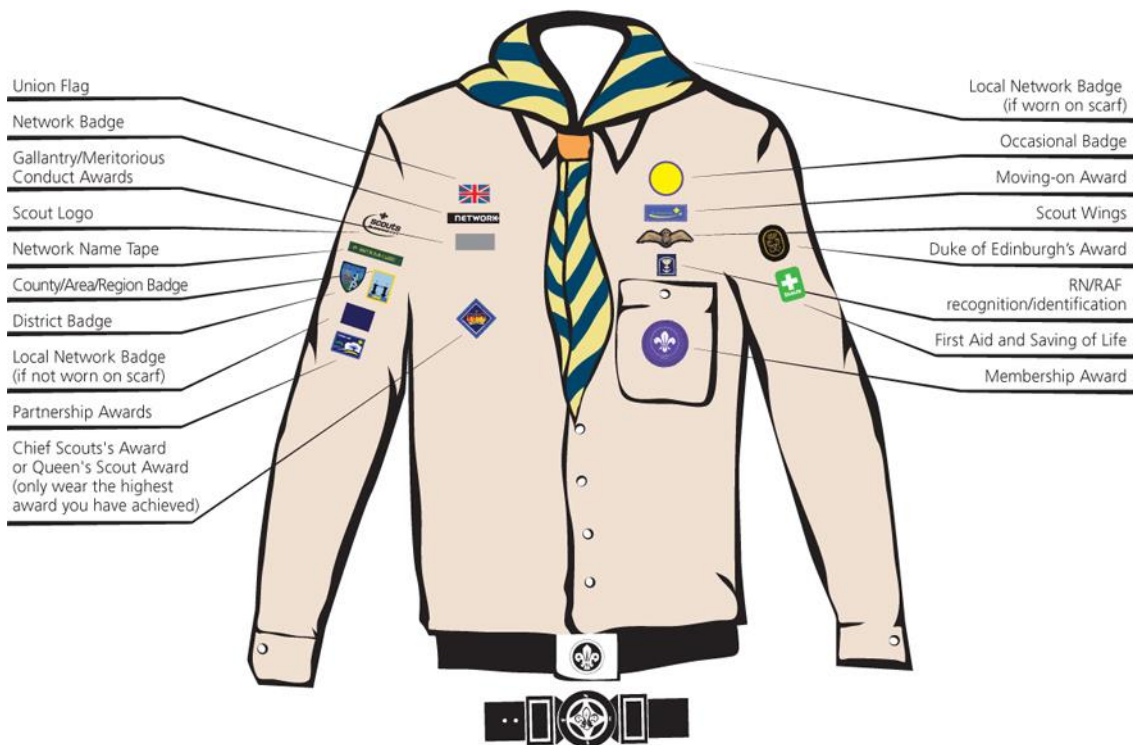
## Scout



## Explorer Scout



## Network and Adult members



## Nights Away, Trips and Activities

From its very beginning Scouting has been about getting away from home, trying new things and experiencing unusual surroundings! As a Group we run a huge range of activities every year and are always trying new things.

*Nights Away* from home are a key aspect of Scouting and offer your child an experience they are unlikely to find elsewhere! Your Section Leader will speak to you before your child's first nights away experience to give you more information.

Good kit is useful in all Sections, particularly an adequate sleeping bag. Please take note of the information issued for each event as the correct kit is essential. If you have to buy new kit as a Beaver or Cub it is worthwhile considering buying the better equipment that will last through Scouts and beyond. The leadership team can provide advice on what to buy and where to buy it, a few suggestions are below:

- *Cotswold Outdoor offer a 10% discount to Scouts - just take your neckerchief along. The nearest Cotswold Outdoor store is on Bridge Street, Cambridge;*
- *Online Cotswold Outdoor offer a 20% discount to scout leaders and 15% discount to youth members <http://fundraising.scouts.org.uk/cotswoldoutdoor>*
- *Cambridge District Scout Shop - see above for opening times. All profits are put back into Cambridge Scouting.*
- *Online at [www.scoutshops.org.uk](http://www.scoutshops.org.uk) - all profits are put back into UK Scouting*
- *Finally 10% discount at Mountain Warehouse*

Some items are not appropriate for camp, especially mobile phones, games consoles and expensive cameras. Please take note of the prohibited items listed when you are given event details.

When we are away overnight or on trips we operate the Scout Association's In Touch policy. This is to ensure that everyone involved is aware of how communication will take place between Leaders, participants, and those not on the event.

## Subscriptions

Subscriptions help us to cover the costs of the hire of our meeting place, activities in weekly meetings, badges and other general running costs of the Group. All our leaders are all unpaid volunteers. Importantly, subscriptions also cover your child's insurance. Trips, camps and some other activities are usually charged separately.

The subscription form is provided each term and it is important that this is filled in and given to the Section Leader at least once a year so that we have up-to-date contact details for all parents/guardians. The current amount each term is £27. There is a £5 discount for a second or subsequent child (i.e. £49 for two, or £71 for three members from the same family).

You can pay by:

- cash or cheque (payable to “14th Cambridge Scout Group”) direct to the relevant Section Leader; or
- direct bank transfer.

Bank transfer is most helpful because it removes the need for Section Leaders to spend time collecting, recording and looking after funds on a busy meeting night.

As a registered charity, we can claim back the income tax on all the money paid to us. To enable us to do this, if you or your partner is a UK taxpayer, please complete the Gift Aid Declaration form on page 15. For every £1 paid to the group we can claim back 25p from the Inland Revenue at no extra cost to you. For most children this amounts to about £20 on subscriptions alone! This helps us keep the activity costs of as low as possible.

## **Child Protection and Safety**

The Scout Association acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Charity Commission requirements.

It is the policy of The Scout Association (and therefore of the Group) to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm.

The Scout Association is committed to:

- *Taking into account in all its considerations and activities the interests and well-being of young people;*
- *Respecting the rights, wishes and feelings of the young people with whom it is working;*
- *Taking all reasonable practicable steps to protect them from physical, sexual and emotional abuse, and*
- *Promoting the welfare of young people and their protection within the relationship of trust.*

All adults aged eighteen or over, regardless their role or involvement within Scouting, are responsible for putting this policy into practice. All adults carry a yellow card which summarises our key responsibilities - please feel free to ask for a copy of the card. All Section Leaders, Assistants and Occasional Helpers (e.g. Parents) must have a cleared ‘Disclosure & Barring Service’ (DBS) disclosure. In addition all Section Leaders hold a basic first aid qualification (First Response).

It is best if **all parents who want to help at Scouting events start the DBS clearance as soon as their child joins**. This process can take time and should be done well in advance of any Scouting events.

All our Section Leaders must complete Getting Started training within five months of appointment and their full Wood Badge training within five years. Section Leaders running nights away events receive additional training.

It is the policy of The Scout Association (and therefore the Group) to provide Scouting in a safe manner without risk to health, so far as is reasonably practicable. It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that:

- *All activities are conducted in a safe manner without risk to the health of participants;*
- *The provision and maintenance of equipment and buildings for members and others is safe and without risk to health and adequate for their welfare;*
- *Information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them;*
- *Appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently and potentially dangerous.*

As a Group we risk assess every activity that we undertake to ensure that any risks are mitigated to a safe level. Please contact the relevant Section Leaders should you have any concerns.

Unfortunately accidents occasionally can happen, consequently in order to comply with The Scout Association's own health and safety policy we require certain information regarding emergency contacts (next of kin, emergency contact numbers etc.). If this information changes e.g. change of address, phone number please inform us as soon as possible.

Further information and consent forms may be required for specific activities. During activities and trips this contact information will be provided to a third party who will not be related to anyone on the activity or trip. This person will be the nominated 'home contact' for that particular event. In the unlikely event of an emergency the home contact will contact you while Leaders can focus on the situation on-site.

We regularly take photographs and videos of children undertaking activities. This is useful for publicity material, to validate Leader training and to give individual children a record of their achievements. All photographs and videos taken as part of a Scouting event will comply with the Scout Association's Child Protection Policy. Please ask if you have any questions about this. There is a form at the back of this pack covering photographs and videos - please complete it as appropriate and return it to your Section Leader.

Our Group is open to all young people. We encourage parents/carers of the young person to discuss with our Leaders their individual needs and plan support strategies. However, despite this and the best efforts of our Leaders, there may be situations where we do not have the capacity or resources to meet the needs of a young person or make the reasonable adjustments necessary. In such instances, we will work with the parents/carers to find an alternative Group. More information is available online about how we:

- *Safeguard your child:* [www.scouts.org.uk/childprotection](http://www.scouts.org.uk/childprotection)
- *Keep your child safe:* [www.scouts.org.uk/safety](http://www.scouts.org.uk/safety)

## Internet presence

Website: <http://www.14thcambridge.org.uk/>



Follow us on Facebook: <https://www.facebook.com/14thcambridgescouts/>



Follow us on YouTube: [14<sup>th</sup> Cambridge Scout Group](#)

## Group Contacts

General/Website inquiries: [14thcambridge@gmail.com](mailto:14thcambridge@gmail.com)

Group Scout Leader                  Chris Ward

### Section Leaders

Beaver Section                  Pascal Chapelot (Acting)

Cub Section                      Chris Scott

Scout Section                  Richard Chen

Explorer Section              David Proctor

### Executive Committee

Group Chair                      Delphine Chironi

Group Secretary              Geoff Bruce

Group Treasurer              Christine Barrie

### Cambridge District Scouting

District Commissioner      Steve Taylor (Acting) - [dc@cambridgedistrictscouts.org](mailto:dc@cambridgedistrictscouts.org)

Deputy District  
Commissioner                  Vacant



## 14<sup>th</sup> Cambridge Scout Group - Gift Aid Declaration

Group Scout leader: Chris Ward

Email: [14thcambridge@gmail.com](mailto:14thcambridge@gmail.com)

Please treat as Gift Aid donations:

☐ All gifts of money that I have made in the past four years and all future gifts of money that I make from the date of this declaration as Gift Aid donations OR

☐ All gifts of money that I make today and in the future as Gift Aid donations OR

☐ The enclosed gift of £ \_\_\_\_\_

✓ Please tick the appropriate box

*giftaid it*

### Donor's details

Title:.....Initial(s):.....Surname:.....

Home address:.....

.....

Postcode: .....Date:.....

Signature:.....

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

### Please notify The Scout Group if you:

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self-Assessment tax return if you want to receive the additional tax relief due to you.

## 14<sup>th</sup> Cambridge Scout Group - Photographic & Video Footage Permission Form

I acknowledge that during the course of Scouting events (weekly meetings, days out, camps, etc.) photographs and/or video footage may be taken, and could be used for any of the purposes outlined below. I understand that last names will not be used with any image displayed.

I understand that all photographs and/or video footage taken by or on behalf of Scouting events will comply with The Scout Associations Child Protection Policy. However, the Group has no control over the photographs and/or video footage taken by Third Parties and their proposed end use for the photographs and/or video footage.

Use	I give my permission	I withhold my permission
To be provided to you after events		
Recruitment of members or Leaders		
As a training aid and validation of Leader training		
Internal publicity (Group newsletter, promotion of future events to members of the Group etc.)		
External publicity (Group website, Group Facebook page, submission to local newspapers, 'Scouting Magazine' etc.)		
To be shown at Group events / on the Group's notice boards at St Luke' Church		

\*Failure to indicate preference will grant permission to use photograph / video footage

Child's Name: .....

Parent/Guardian Name: .....

Signature: ..... Date: .....



CONFIDENTIAL

## 14<sup>th</sup> Cambridge Scout Group - General and Emergency Contact Information Form

### General Details

Child's Name: ..... Date of Birth: .....

Home Address: .....

..... Postcode: .....

School: .....

Ethnic origin: ..... Religion: .....

### Medical

Any special needs (physical, medical or educational) that we need to be aware of:

.....

Any allergies (nuts, plasters etc.) or other medical condition that we need to be aware of:

.....

Any medication that may be required during a Scouting Activity (e.g. inhaler, epi-pen):

.....

If your child requires the above do they know how to administer it? YES / NO

Are they likely to be able to self-administer if required? YES / NO

### Parent & Emergency Contact Details

Name: ..... Relationship to the Child: .....

Tel Number: ..... Mobile Number: .....

Email Address: .....

### Doctor

Doctor's name: ..... Practice: .....

Doctor's address: .....

..... Postcode: .....

Doctor's phone number: .....

Any other information you think we should know: .....

.....

### Consent

I have read the parents' welcome pack and I am happy for the above named to join the 14<sup>th</sup> Cambridge Scout Group.

I accept that the Scout Group will be keeping information about my child's membership of The Scout Association. I accept that this information will ONLY be used for Scouting purposes.

(Signature & print name of parent/guardian and date)

## Volunteering & Parents Skills Form - Contact

You don't have to be an adventurer like Bear Grylls to get involved with Beaver Scouting. Do you have first aid knowledge? Are you good with numbers? Do you enjoy cooking and baking? Or are you a DIY whizz? Above all, an enthusiasm to help Young People in their Scouting adventure is all you will need!

If you would like to volunteer with the 14<sup>th</sup> Cambridge Beaver/Cubs/Scouts leadership team to continue to deliver an awesome **programme** please complete the following form.

Please e-mail back to the Group Scout Leader: Chris Ward - [14thcambridge@gmail.com](mailto:14thcambridge@gmail.com)

**Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

How much time can you help? Weekly ☐, Fortnightly ☐, Monthly ☐ Occasionally ☐

**Section:** *Beavers / Cubs / Scouts*

So what is a Beaver/Cubs/Scouts **programme**? Put simply, it's a range of activities, challenges and experiences in Scouting.

It aims to meet the six key areas of Scout Association's 'Needs of Young People' statement. These are:

- To enjoy a fun program
- To make friends and learn respect for others
- To develop themselves to reach their full potential
- To learn to value themselves and have confidence in who they are
- To make informed and responsible choices
- To express their opinions and values, making a positive contribution to their communities and the world.

The program is based around three main themes: **outdoor and adventure, world and skills.**

Other underlying themes include **leadership, teamwork and personal development.**

## Volunteering & Parents Skills Form - My skills

Here is an example list of skills. Please tick the ones that are relevant or add your own

Description	✓	Description	✓
Enjoy cooking		DIY whizz	
Enjoy camping and likes to help organising residential experiences		Enjoy art and craft activities	
Enjoy computer and electronic gadgets		Musician or enjoy singing	
Like organising events		Enjoy cycling	
Enjoy sport and fitness		Good with numbers	
Can do admin tasks		Finance and book-keeping skills	
Can bake cakes and cookies		Happy to collect subs	
Like running games		Enjoy running games	
Story telling			

Volunteering in Scouts is very flexible to suit your time. There are various tasks that can be done in your own time like updating the Group website and Facebook page, writing posts or helping out at a fund-raising event (e.g. jumble sale or a cake sale). We are currently looking for parents for the following jobs:

**Subs collection:** Collect subs and cheques at the end of a section meeting and drop them to our Treasurer.

**Event supporter:** You can also help us to support just one event like a beaver sleepover or a family camp.

**Beaver Section Administrator:** Collates permission forms for Beaver events and manages an updated beaver waiting list.

**Group badge purchase:** Purchase various Beavers, Cubs and Scouts badges. Beavers and Cubs usually really enjoy going to the shop and look at the badges and various other Scout items. You will, of course, be reimbursed for any purchases for the Group.

**Cambridge Scout Shop, 195 Perne Road, Cambridge**

Open Mondays & Wednesdays, 6:45pm - 8:30pm

*(During School Term Time)*

Also first Saturday of every month, 3:00pm-5:00pm

*(except Bank Holiday weekends)*