

3rd Kildare (1st Celbridge) Scout Group

Group Policy Document

Purpose

The purpose of this document is to define certain policies in relation to the operation of our Scout Group.

Scope

The Group policies at present include policies on [Uniform](#), [Attendance](#), [Admissions](#), [Medication](#) and [Alcohol](#).

Review

All Group policies will be reviewed at least annually and at any other time if required.

Date of last review: 8th March 2011

Group policy on Uniform

Scouting is defined in the Constitution of Scouting Ireland as a uniformed organisation. This is common to all Scout associations throughout the world. It is an assertion of our identity and a reminder of our Scout ethos which is expressed in the Scout Promise and Law.

All members – youth and adult – are expected to wear the Scout uniform. The uniform for youth members is different for each section. The uniform is composed of the Section top, trousers and the Group neckerchief.

The Uniform can be purchased from the Outdoor Adventure Store at Liffey Street, Dublin 1. The telephone number is 01-872 6501.

The neckerchief and name tape are the same for all members. The neckerchief is lemon and purple. The name tape is blue with our full name, 3rd Kildare (1st Celbridge), in yellow. Please do not purchase these items from the Outdoor Adventure Store as they are provided by the Group. Neckerchiefs, woggles, nametags, as well as badges are given to the youth member on investiture. Replacements are available from the relevant Section Leader.

Uniform should be worn to meetings or travelling to activities unless the Section Leader has indicated otherwise. In the Scout and Venture sections, the Section Leader may send anyone home to get their uniform.

If your son or daughter is coming to Scouts direct from school or another activity, please make arrangements to bring the uniform to the meeting. There is room for one or two to change into uniform. The general rule is that all members should arrive to their meeting in uniform.

Beavers and Cubs may continue to wear their previous uniform after they 'go-up' to the next section, until they are invested.

Where Scouts have parents or other relatives who were in Scouts, they may wear items such as woggles or belts that may have been given to them (provided that they do not conflict with the basic uniform).

The Group has a uniform re-use scheme. When uniform or other useful items of scouting gear have been out grown they may be donated to the scheme and will be available free to any youth member. This scheme is administered by our Parents & Friends Committee.

Date of last review: 8th March 2011

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Group Policy on Attendance

The following is the policy for all Scouts in all sections (Beavers, Cubs, Scouts, or Ventures) regarding absences.

Where a youth member misses two consecutive meetings (including activities) the youth member's home will be contacted. This contact may be by phone, text, or email. Where a youth member misses four consecutive meetings (including activities) without an acceptable explanation, that youth member will be deemed to have left and his/her place offered to the next person on the waiting list (space permitting).

Contact details will be taken from the information given at the registration and information evening.

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Group Policy on Admissions

POLICY STATEMENT

3rd Kildare (1st Celbridge) Scout Group is committed to maintaining a policy and process for allocation of places in each Section of the group that will promote continuity within in the sections and be fair, transparent and equitable.

PURPOSE

The purpose of this document is to state the policy and criteria which will be followed in the allocation of places.

SCOPE

This document is in relation to the allocation of youth member places in all sections of the 3rd Kildare (1st Celbridge) Scout Group only.

DEFINITIONS

Youth member

A registered member of any section of the Scout Group who is under 18.

Leader

A registered Leader or Support Staff of any section of the Scout Group.

Admissions Officer

A person appointed by the Group to maintain the Waiting list and Admissions.

Transition

Where a youth member moves from one section to the next section at the appropriate age.

Registration

Completion of Section registration form and payment of Annual Subscription Fee.

RESPONSIBILITIES

Parents or guardians must complete sign and return a waiting list application form to the Admissions Officer.

The Admissions Officer will maintain and administrate the admissions and waiting list in line with the agreed and published policy and in conjunction with the Section Leaders.

Section Leaders will liaise with Admissions Officer in regards to transitions and registration and their current numbers.

The Group Leader will arbitrate in the event of any question arising from the Admissions Policy and that decision will be final.

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Criteria for application to waiting list

Waiting List application form is to be completed, signed by a parent or guardian and returned to the Admissions Officer. If an application does not meet the age requirement for the section the Application form will be returned to the originator.

The child for whom a place is being requested must reach the appropriate age for that section within the calendar year of application.

If a place has not been offered in a suitable timeframe, the child's name will either be moved to the waiting list for the next section or removed from the list as requested by their parent or guardian.

If a place is offered and not taken up, the child's name will be removed from the waiting list.

Minimum ages are:

Beavers – 6 years, Cubs – 9 years, Scouts – 12 years and Ventures – 15 years.

Criteria for offering places.

Places are offered in each section in the following order:

1. Places are offered to youth members coming up from another section i.e. Beavers who are going up to Cubs, Cubs who are going up to Scouts and Scouts going up to Ventures.
2. Children of existing or new Leaders.
3. Siblings of existing youth members, in date order (i.e. first come, first served). Siblings must be on the waiting list already.
4. Next name on waiting list for that section, in date order (i.e. first come, first served).
5. Youth members will not start in the last year of programme in any Section unless it is considered to be in the youth member's interest to do so. Any such exception will be agreed with the Group Leader.

Transition and Registration

Generally transitions from the younger section will be done in June. Registration will take place in early September. If places are available following registration they will be offered based on the Criteria defined.

Family Commitment

The 3rd Kildare (1st Celbridge) Scout Group is a completely voluntarily led and managed group. Everyone from the Group Leader, Section Leaders, Assistant Leaders, Parents and Friends Committee etc., is a volunteer; giving up their time and energies to make the Scout Group the success it is today.

We expect that new families joining the group will support the group by giving their time to support events throughout the year. This might be in fundraising, selling tickets, gardening, DIY, cake sales etc., Each year, every family is expected to assist at an event or by giving of their expertise or time as appropriate.

Not only does this help the Group, but you will find that your child also benefits and appreciates the support you give to *their* scout group.

Date of last review: 8th March 2011

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Group Policy on Medication

POLICY STATEMENT

3rd Kildare (1st Celbridge) Scout Group is committed to maintaining a policy and process for Administration of medication to youth members that is in line with Scouting Ireland's Code of Good Practice and takes into account the needs and abilities of both youth members and Scout Leaders.

It must be noted that Scout Leaders are not obliged to administer medication to youth members and there may be circumstances where the Leader-in-Charge is unable to facilitate a Request for Medication.

PURPOSE

The purpose of this document is to state the policy and criteria which will be followed in the Group in regards to Medication.

SCOPE

This document is in relation to all Sections of the 3rd Kildare (1st Celbridge) Scout Group only. The policy encompasses both prescription and non-prescription ('over-the-counter') medication.

DEFINITIONS

Youth member

A registered member of any section of the Scout Group who is under 18.

Leader

A Scout Leader registered with Scouting Ireland.

Medication

Any medication prescribed or non-prescribed.

Self-Medicate

A process whereby a youth member makes a choice to use their medication and administers it themselves.

REQUEST FOR MEDICATION

1. The Request for Medication must be completed for any type of medication (prescription or non-prescription) which is required to be taken by the Youth Member either by self-medicating or by administration by a Leader during the activity.
2. Parents or guardians must fully complete, sign and return the required Medication Request Form at least two weeks prior to the activity.
3. The Leader-in-Charge will review the Form and confirm with the Parents or Guardians if their Medication Request can be accommodated at the activity.
4. If the Leader-in-Charge has agreed that the Medication Request can be accommodated, parents or guardians must ensure that the Medication is handed to the Leader-in-Charge at least two days before the activity. The Medication must be packaged and labelled as described in the Medication Request. If the youth member is self-medicating the Medication will be recorded by the Leader-in-Charge and given to the youth member.
5. Under no circumstances will Medication be accepted or administered by a Leader from a Parent/Guardian or Youth Member if this process has not been followed.
6. Where self-medication is frequently required to be carried by the youth member (e.g. Asthma inhalers); it may be appropriate for a Request for Medication to be completed to cover a longer time frame than one activity. Parents should contact their Section Leader to discuss. Item 4 will still apply in this case.

REFUSAL

If the youth member is not self-medicating and refuses to take medication as designated in the Request for Medication, parents/guardians will be contacted immediately and the youth member will leave the activity.

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Group Policy on Alcohol

All leaders act in loco parentis in respect of the children left in our care. It is vitally important that the behaviour of all leaders reflect the values and ethos of Scouting, particularly Duty, Trust, and Respect. It is with this in mind that this policy on alcohol on activity is drafted.

1. All activities run by the Group will be alcohol free.
2. At the discretion of the Group Council, some activities such as a Parents' evening or BBQ may have alcohol.
3. Youth members are prohibited from drinking or purchasing drink while in the care of the Troop.
4. No Adult member will bring alcohol to an activity, or drink alcohol while on activity.
5. Leaders on an activity may leave site for a "social evening", and be considered to be 'off-duty' until the following morning, provided that sufficient leaders are left on duty.
 - a. Social evening here can mean a drink, a meal, cinema, etc.
 - b. Sufficient leaders means sufficient to look after all Scouts: this means in practice one male leader, one female leader, and at least one other.
6. Association rules regarding ratios of leaders to scouts will at all time apply.
7. Leaders who leave site for a social evening shall NOT return in an inebriated state.
8. In the case of Jamborees where an evening event with alcohol is being held off the Troop's campsite (e.g. in the sub-activity HQ) items 5 and 6 will apply.

Any member in breach of this policy will be asked to leave the activity.

Definitions

The duration of an activity lasts from the time the Section leaves the Scout Hall until the Section returns to the Scout Hall.

In the case of multi-troop activities, off-site means beyond the site allocated to the 3rd Kildare (1st Celbridge) Scout Group.