

# 1. ESSENTIAL INFORMATION FOR EXECUTIVE COMMITTEE MEMBERS

## Aim

The basic information that all Executive Committee Members need to know.

## Topics covered

Purpose, Values and Method of The Scout Association (the Fundamentals of Scouting)

Policy, Organisation and Rules (POR)

Executive Committees and trusteeship in Scouting

The Scout Association's Child Protection Policy and your role in protecting young people from harm

Equal Opportunities Policy

The Safety Policy and your role in keeping Scouting safe

Support available to help you in your Scouting role

## Change of role

Revalidation of Essential Information for Executive Committee Members is not required for any change in role. However, please note on taking on any other role, it is required to complete the other version of Essential Information.

## Check your knowledge

These questions are designed to help you establish what you already know, and the learning you still have to complete for this module. You should work with your Training Adviser (TA) to identify any learning you have left to complete and how you can complete this. These questions will explore your knowledge on the topics covered; you will need to demonstrate practical experience to meet the requirements of the validation criteria below.

<b>Topic</b>	<b>What do you already know?</b> Questions to ask yourself	<b>Personal confidence rating</b>  After thinking about your existing knowledge, how would you rate your confidence in this area?  (1= not confident, 5= very confident)

<b>The Fundamentals of Scouting</b>	Do I know the Purpose, Values and Method of Scouting including: <ul style="list-style-type: none"> <li>■ what they are?</li> <li>■ why they are used?</li> <li>■ how they are used?</li> </ul>	
	Do I know how the Promise and Law relate to the Purpose, Values and Method of Scouting?	
<b>Policy, Organisation and Rules</b>	Do I know what Policy, Organisation and Rules is, how it relates to my role as an Executive Committee Member in Scouting and where I can find it?	
<b>Executive Committees and trusteeship in Scouting</b>	Can I explain who are charity trustees (or who act as charity trustees) in Scouting?	
	Can I explain what the responsibilities of the Executive Committee are?	
	Can I explain who the ex-officio, elected, nominated and co-opted Executive Committee Members are at the relevant level?	
	Can I outline the duties of the Executive Committee at the Annual General Meeting (AGM)?	
<b>The Child Protection Policy</b>	Have I read The Scout Association's Safeguarding Policy and do I have a copy of the Yellow Card Code, a Safeguarding Code of Practice?	
	Do I know what to do if I think a child has been abused or if someone tells me that this might be happening?	
	Can I list the four categories of abuse?	
<b>The Equal Opportunities Policy</b>	Am I aware of the Scout Association's Equal Opportunities Policy and what it covers?	
	How would I ensure that local Scouting is open to all adults and young people?	
<b>Safety in Scouting and risk assessment</b>	Do I know that The Scout Association has a Safety policy and what it means?	

	Can I describe The Scout Association's approach to risk assessment?	
<b>Structures of Scouting and support for adult volunteers</b>	Do I know who to go to for help or support in my role?	
	Can I describe the structure of Scouting and where my role sits within the structure?	
	Can I describe the structure of Scouting and where my role sits within the structure?	

## Delivery methods

- course
- one to one
- small Group
- e-learning

## Validation criteria

**To validate this module you will need to:**

- discuss your responses to the questions in the Check your Knowledge chart with a Training Adviser and reflect on the Fundamentals and key Policies of Scouting to demonstrate your understanding and confidence to act in accordance with each core area

**And complete one of the following:**

- attend a meeting of their Executive Committee and outline how you contributed to the meeting

Evidence you could use may include one or more of the following: a written or verbal statement from another member of the Executive Committee who attended the meeting summarising your role at the meeting or meeting minutes summarising your role at the meeting.

- carry out a risk assessment of a property managed or owned by their Executive Committee

Evidence you could use may include one or more of the following: a written copy of the risk assessment for the property, a verbal risk assessment at the property, communicating the risk assessment to the rest of the Executive Committee at a meeting.

- any other ideas subject to agreement your Training Adviser

Additional validation criteria can be created in consultation with a Training Adviser if necessary. Any additional validation criteria created will need to check what you have learnt and that you can apply the skills acquired to your role.

The list of evidence provided for each validation criteria is not exhaustive and there may be other forms of evidence that the learner may wish to use to validate this module. These can be agreed between you and the learner. In addition to looking at the evidence the learner provides, you will need to review and prompt them to explain some elements of the evidence in order to ensure that they have applied their knowledge and understanding in their role.