

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.

Assessing learning needs

These questions follow the topics covered in the trainers notes and are directly linked to the learning objectives for this module. The questions are designed to support you when establishing what the learner already knows, and any gaps in the learner's knowledge. Once these gaps have been identified, you should work with the learner to identify ways to fill them.

Topic	Open Questions, Conversation Starters and Key Messages Checklist	Ways to fill specific gaps in learning
		Suggestions are included below for your convenience. This list is not exhaustive and you may have your own suggestions as to how a learner can fill gaps in their knowledge.

The Fundamentals of Scouting	<p>Do you know the Purpose, Values and Method of Scouting including:</p> <p>What they are? Why do we have them? How do you use them?</p>	<p>FS140099: Fundamentals Explained</p> <p>FS140004: Fundamentals of Scouting</p> <p>Fundamentals – Promise and Law video</p>
	<p>Do you know how the Promise and Law relate to the Purpose, Values and Method of Scouting?</p> <p>The Promise and Law are a simple way for young people and adults to remember and think about the Fundamentals of Scouting. The Law expresses Scouting values.</p>	<p>FS14099: Fundamentals Explained</p> <p>Accessible Scouting for young people: <u>Understanding the Scout Law and Promise</u></p>
Policy, Organisation and Rules	<p>Do you know what Policy, Organisation and Rules is, how it relates to your role as an Executive Committee Member in Scouting and where you can find it?</p> <p>Policy, Organisation and Rules (POR) is the governing document of Scouting in the United Kingdom, the Channel Isles and the Isle of Man. POR contains detailed information on all the principles, policies, governance and rules of The Scout Association.</p> <p>POR sets out the responsibilities of Executive Committee Members and the composition of an Executive Committee.</p> <p>POR can be accessed online at <u>scouts.org.uk/por</u></p>	<p><u>Policy, Organisation and Rules (POR)</u></p> <p><u>Specific information on Executive Committees can be found in POR rules 3.23, 4.25, 5.16.</u></p>
Executive Committees and trusteeship in Scouting	<p>Can you explain who are charity trustees (or who act as charity trustees) in Scouting?</p> <p>The Executive Committee Members are the trustees of the relevant Scout Group, District or County.</p> <p>In Scotland, not all Executive Committee Members are charity trustees, but are required to act as charity trustees for the purposes of POR.</p>	<p><u>Executive Committee pages</u></p>

	<p>Can you explain what the responsibilities of the Executive Committee are?</p> <p>The Executive Committee exists to support the Group Scout Leader, District Commissioner or County Commissioner in meeting the responsibilities of their appointment.</p> <p>The specific responsibilities of Executive Committees in Scouting are:</p> <ol style="list-style-type: none"> 1. Acting as Charity Trustees 2. Complying with POR 3. Protecting and maintaining property and equipment 4. Managing the finances 5. Insurance 6. Providing sufficient resources for local Scouting to operate 7. Developing local Scouting 8. Safety 9. Ensure that a positive image of Scouting exists locally 10. Appointing and managing sub-committees 11. Involving young people 12. Appointing Administrators, Advisers and Co-opted Members of the Executive Committee 13. Approving the Annual Report and accounts 14. Presenting the Annual Report and accounts 15. Maintaining appropriate confidentiality 16. Opening/closing of sections (Group and District), opening/closing Districts and Scout Active Support Units (County) 17. Acting as a responsible employer 18. Agreeing line management for staff <p>District Executive Committees are also responsible for supervising group administration - particularly relating to finance and property.</p>	<p><u>Executive Committee pages</u></p>
	<p>Can you explain who the ex-officio, elected, nominated and co-opted Executive Committee Members are at the relevant level?</p>	<p><u>Executive Committee pages</u></p>

	<p>Ex-Officio</p> <p>Members of the Executive Committee by the virtue of their appointment.</p> <p>Group: Chair, Treasurer, Secretary, Group Scout Leader, Assistant Group Scout Leader, Explorer Scout Leader, Sponsoring Authority representative, Section Leaders (if they opt in at the AGM for that year).</p> <p>District: Chair, Treasurer, Secretary, District Commissioner, District Explorer Scout Commissioner, District Scout Network Commissioner, District Youth Commissioner (in England, Wales and Northern Ireland).</p> <p>County: Chair, Treasurer, Secretary, County Commissioner, County Youth Commissioner (in England, Wales and Northern Ireland).</p> <p>Elected Members</p> <p>Elected members are chosen to represent the interests of the Group, District or County Scout Council. The elected members are the base of the Executive Committee and there should be more of them than of nominated and co-opted members.</p> <p>Nominated</p> <p>Nominated members are nominated by the Group Scout Leader, District Commissioner or County Commissioner at the relevant level.</p> <p>Nominated members might come from local community groups, local religious leaders, members of local government; as they can help to develop Scouting by bringing in a community centred view external to Scouting.</p> <p>Co-opted</p> <p>These are members selected by the Executive Committee either for the whole year, or for a period of time relating to a specific project. This might be a solicitor for legal help or an architect to help with the building of a new Group headquarters for example.</p>	
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	<p>Can you outline the duties of the Executive Committee at the Annual General Meeting (AGM)?</p> <p>Group</p> <p>Receive and consider the annual report and accounts, approve the nomination of the Chair and other nominated members, elect a Secretary and Treasurer, elect members of the Scout Council to the Executive Committee, appoint an appropriate person to carry out checks for the financial year.</p> <p>District</p> <p>Receive and consider the annual report and accounts, approve the nomination of the Chair and other nominated members, elect a Secretary and Treasurer, elect members of the Scout Council to the Executive Committee, appoint an appropriate person to carry out checks for the financial year, elect Group Scouters to represent the District on the County Scout Council.</p> <p>County</p> <p>Receive and consider the annual report and accounts, approve the nomination of the Chair and other nominated members, elect a Secretary and Treasurer, elect members of the Scout Council to the Executive Committee, appoint an appropriate person to carry out checks for the financial year, elect members of the County Scout Council to serve as nominated members on the Council of The Scout Association, elect members of the County Scout Council to serve as a nominated youth member on the Council of The Scout Association.</p>	<p><u>Executive Committee pages</u></p>
<p>The Child Protection Policy</p>	<p>Have you read the Scout Association's Child Protection Policy?</p> <p>The Scout Association has a Child Protection policy in place to protect the young people in its care; this can be accessed in POR, Chapter 2.</p> <p>Do you have a copy of the Yellow Card and have you read it?</p>	<p><u>The Yellow Card</u></p>

	<p>The Yellow Card is a code of practice to protect the welfare of all Members.</p> <p>Do you have any questions about any of the content of the policy or card?</p> <p>The card contains a list of dos and don'ts to keep adults and young people safe in Scouting.</p> <p>Does the learner understand the card's purpose?</p> <p>Can the learner remember any of the dos and don'ts on the Yellow Card?</p>	
	<p>Do you know what to do if you think a child has been abused or if someone tells you that this might be happening?</p> <p>Report suspicions of child abuse immediately to your Group Scout Leader or District Commissioner. If a young person is at immediate risk of significant harm, contact the police or social services. Tell your Group Scout Leader or District Commissioner when you have done this.</p>	
	<p>Can you list the four categories of abuse?</p> <p>Physical abuse, emotional abuse, sexual abuse and neglect.</p>	
<p>The Equal Opportunities Policy</p>	<p>Are you aware of the Scout Association's Equal Opportunities Policy and what it covers?</p> <p>The Equal Opportunities Policy applies to all Members. It states that:</p> <p>'No person should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:</p> <ul style="list-style-type: none"> ■ age ■ class ■ ethnic origin, nationality (or statelessness) or race ■ gender (including gender reassignment) ■ marital or civil partnership status ■ disability (mental or physical ability) ■ political belief 	<p><u>The Yellow Card</u></p> <p><u>Inclusion Matters video</u></p> <p><u>Special Needs directory</u></p>

	<ul style="list-style-type: none"> ■ pregnancy ■ political or religious belief (including the absence of belief) 	
	<p>How would you ensure that local Scouting is open to all adults and young people?</p> <p>Encourage the learner to use practical examples of making Scouting accessible and inclusive.</p> <p>Answers can include adapting Programme to include young people with additional needs; flexible approach to badge requirements.</p>	
<p>Safety in Scouting and risk assessment</p>	<p>Do you know that The Scout Association has a Safety policy and what it means?</p> <p>It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that:</p> <p>All activities are conducted in a safe manner without risk to the health of participants.</p> <p>The provision and maintenance of equipment and buildings for Members and others is safe and without risk to health and adequate for their welfare.</p> <p>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.</p> <p>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 that are inherently or potentially dangerous.</p>	<p><u>Scouts.org.uk/safety</u></p> <p><u>Accident Reporting and Risk Assessment videos</u></p> <p><u>Safety Checklists</u></p>
	<p>Can you describe The Scout Association's approach to risk assessment and where to find relevant rules and guidance about activities?</p>	

	<p>A risk assessment is an assessment of potential hazards so that they can be minimised and/or avoided.</p> <p>How would you carry out a risk assessment for an activity or event?</p> <p>Use the five step process:</p> <ul style="list-style-type: none"> ■ look for hazards ■ decide who might be harmed and how ■ evaluate risk ■ record findings ■ review assessment <p>Can you explain why it is important to carry out a risk assessment during an activity?</p> <p>A risk assessment during activities (dynamic risk assessment) is essential to ensure that any changes to circumstances or conditions are effectively responded to.</p> <p>Where can support and guidance for running activities can be found?</p> <p style="padding-left: 40px;">Line Manager and other Executive Committee Members</p> <p style="padding-left: 40px;">Other adults in Scouting</p> <p style="padding-left: 40px;">The Purple Card: Safe Scouting and what to do in an emergency</p> <p style="padding-left: 40px;">Safety Checklists</p> <p style="padding-left: 40px;">POR</p> <p style="padding-left: 40px;">Scout Information Centre</p> <p style="padding-left: 40px;">Scouts.org.uk/safety</p>	
Structures of Scouting and support for adult volunteers	<p>Do you know who to go to for help or support in your role?</p> <p>Your Scouting line manager, other Executive Committee members, the Scout Information Centre, the relevant Charity regulator – The Charity Commission in England and Wales, The Charity Commission for Northern</p>	<p><u>Support within Scouting Directory</u></p> <p>How it all fits together <u>video</u></p>

	<p>Ireland, The Office of the Scottish Charity Regulator.</p> <p>On-going training modules.</p>	<p><u>Scout Information Centre</u></p> <p><u>The Charity Commission</u></p> <p><u>The Charity Commission for Northern Ireland</u></p> <p><u>The Office of the Scottish Charity Regulator</u></p>
	<p>Can you describe the structure of Scouting and where my role sits within the structure?</p> <p>Scout Groups</p> <p>At local level Scouting is organised into Scout Groups, which include any combination of the three youngest age sections: Beavers, Cubs and Scouts. A Scout Group is led by a Group Scout Leader and managed by a Group Executive Committee.</p> <p>Scout Districts</p> <p>A number of Scout Groups, plus Explorer Scout Units and the Scout Network will make up a Scout District. Districts are led by a District Commissioner and managed by a District Executive Committee.</p> <p>Scout Counties/Areas/Regions</p> <p>In England, a collection of Districts is called a Scout County, run by a County Commissioner. In Wales, these are called Areas, and in Scotland they are called Regions. A County/Region/Area is led by a County/Region/Area Commissioner and is managed by an Executive Committee.</p>	

Delivery methods

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

Validation criteria

To validate this module, the learner will need to:

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

And complete one of the following:

- attend a meeting of your Executive Committee and outline how they contributed to the meeting

Evidence they could use may include one or more of the following: a written or verbal statement to their Training Adviser from another member of the Executive Committee who attended the meeting summarising their role at the meeting or meeting minutes summarising the learner's role at the meeting.

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

Evidence they 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 accompanied by a Training Adviser, communicating the risk assessment to the rest of the Executive Committee at a meeting.

- any other ideas subject to agreement with a 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 they have learnt and that they can apply the skills they have acquired to their 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 with a Training Adviser. In addition to looking at the evidence provided, Training Advisers should ask learners to review and explain some elements in order to ensure that they have applied their knowledge and understanding in their role.