



## 3<sup>rd</sup> Whitton Scout Group

### *Scout Group Policy*

# 3<sup>rd</sup> Whitton Scout Group Policy

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## 1 Introduction

This reference document defines Policy, Organisation and Rules for the 3<sup>rd</sup> Whitton Scout Group (the Group) and supplements the Policy, Organisation and Rules (POR) as published by the Scout Association in the UK. The current Scout Association POR, including amendments can be found on the official Scout Association website.

Group Policy, Organisation and Rules as defined in this document are owned by the Group Executive Committee. The Group Executive Committee reviews Group Policy, Organisation and Rules regularly and will make amendments through due process.

If there is any conflict between the Scout Association POR and this document, the Scout Association POR will take precedence.

This version has been approved by the Group Executive Committee.

## 2 Overall Policy

### 2.1 Governance & Compliance

- 2.1.1 3<sup>rd</sup> Whitton Scout Group is governed and regulated by the current Policy, Organisation and Rules as published and as amended from time to time by the Scout Association in the UK and other requirements as defined by the Scout County of Greater London South West and the Scout District of Richmond Upon Thames. All such current Policy, Organisation and Rules will apply to the Group as appropriate and without variation. This includes the constitution of the Group and its legal and regulatory obligations and with particular respect to the Charities Act 1992 (or any relevant future legislation).
- 2.1.2 The Group Scout Leader and the Group Executive Chairman are responsible for ensuring compliance to Group, District, County and National Scout Association Policy, Organisation and Rules (POR).

### 2.2 Constitution

- 2.2.1 The 3<sup>rd</sup> Whitton Scout Group is not a Sponsored Group as defined in POR and is therefore not answerable to other bodies outside of the Scout Movement. However, it does maintain a strong link with St. Edmund's RC Church, Whitton for mutual support. (see Section 6)
- 2.2.2 The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Executive Committee is accountable.
- 2.2.3 Membership of the 3<sup>rd</sup> Whitton Scout Group Council is open to:
- Adults holding an officially registered Appointment with the Group
  - Scout Patrol Leaders;
  - all parents of Beaver Scouts, Cub Scouts and Scouts;
  - any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader, the Group Executive Committee or the Group Council;
  - the District Commissioner and District Chairman are ex officio members of the Group Council.
- 2.2.4 Membership of the Group Council ceases upon:
- the resignation of the member;
  - the dissolution of the Council;
  - the termination of membership by Headquarters following a recommendation by the Group Executive Committee.
- 2.2.5 The 3<sup>rd</sup> Whitton Group Council must hold an Annual General Meeting (normally in July but) within six months of the financial year end to:
- approve the Annual Report of the Group Executive Committee, including the annual statement of accounts;
  - approve the Group Scout Leader's nomination of the Group Chairman and nominated members of the Group Executive Committee;
  - elect a Group Secretary and Group Treasurer;
  - elect certain members of the Group Executive Committee;

- appoint an auditor or independent examiner or scrutineer as required.
- 2.2.6 The 3<sup>rd</sup> Whitton Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment. The Committee is responsible for:
- 3<sup>rd</sup> Whitton Group policy
  - the maintenance of the Group's property and equipment;
  - the raising of funds and the administration of the Group's finance;
  - the insurance of persons, property and equipment;
  - Group public occasions;
  - assisting with the recruitment of Leaders and other adult support.
- 2.2.7 The 3<sup>rd</sup> Whitton Group Executive Committee consists of:
- The Group Chairman;
  - The Group Secretary;
  - The Group Treasurer;
  - The Group Scout Leader;
  - The Charity Trustees registered with the Charity Commission (if not otherwise a member of the Executive Committee);
  - The Assistant Group Scout Leader (if one is appointed);
  - The Group Quartermaster (if one is appointed);
  - The Active Support Unit Manager (if one is appointed); All Section Leaders;
  - Nominated Members
    - persons nominated by the Group Scout Leader
  - Elected Members
    - persons elected at the Group Annual General Meeting
  - Co-opted Members
    - persons co-opted annually by the Group Executive Committee
    - the number of co-opted members must not exceed the number of elected members.
- 2.2.8 The District Commissioner and the District Chairman have the right of attendance at meetings of the 3<sup>rd</sup> Whitton Group Executive Committee.
- 2.2.9 The Group Executive Committee may establish any sub-Committees that it deems necessary.
- 2.2.10 The Group Scout Leader and the Group Chairman will be ex officio members of any sub-Committee of the Group Executive Committee.
- 2.2.11 Any fund raising committee must include at least two members of the Group Executive Committee, in addition to the ex officio members. No Section Leader or Assistant Leader may serve on such a fund raising sub-Committee.
- 2.2.12 Only persons aged 18 and over may be full voting members of the Group Executive Committee.
- 2.2.13 The 3<sup>rd</sup> Whitton Group Executive Committee may vote on matters related to the Group with the minimum attendance at a Group Executive Committee of four members, one of which must be the chairman or the Group Scout Leader. In addition, as a minimum, a uniform leader must be present (either the Group Scout Leader, or the Assistant Group Scout Leader or one Section leader).

## 2.3 Trustees and Charity Trustees

- 2.3.1 3<sup>rd</sup> Whitton Scout Group is an educational charity and is Registered with the Charity Commission (Number 1122512)..
- 2.3.2 All members of the Group Executive Committee are the charity trustees of the Group.
- 2.3.3 The Group Executive Committee shall nominate a minimum of three persons to be the nominated Charity Trustees registered with the Charity Commission.
- 2.3.4 The 3<sup>rd</sup> Whitton Scout Group's Charity Trustees are responsible for ensuring that the Group complies with its obligations as a registered charity.
- 2.3.5 Certain people are disqualified from being charity trustees by virtue of the Charities Acts.

## 2.4 Group Name & Colours

- 2.4.1 The Group has registered its title as *3<sup>rd</sup> Whitton Scout Group* to recognise the incorporation of the Muslim group (previously operating as 6<sup>th</sup> Whitton). The title *3<sup>rd</sup> Whitton Scout Group* applies (especially when referring to the entire extended Group) on all official communications and stationery.
- 2.4.2 The Scout Group aims to operate:
- St Edmunds Beaver Colony, St Edmunds Cub Pack and St Edmunds Scout Troop,
  - Ibn Battuta Beaver Colony, Ibn Battuta Cub Pack and Ibn Battuta Scout Troop

- 2.4.3 As necessary, sections may be combined.
- 2.4.4 St Edmunds sections which continue to be supported by St. Edmunds school and parish may wear ribbons which read 3<sup>rd</sup> Whitton (St. Edmund's).
- 2.4.5 Ibn Battuta sections may wear ribbons which read 3<sup>rd</sup> Whitton (Ibn Battuta).
- 2.4.6 Alternatively the ribbon bearing 3<sup>rd</sup> Whitton only should be worn.
- 2.4.7 All sections in the Group shall bear the Group colours (emerald green with yellow border) and these colours shall apply to scarves.
- 2.4.8 Each Section shall have its own flag (Colours) to Scout Association standards which shall bear its name.
- 2.4.9 There is free movement and transfer between any Section. Members may choose which available ribbon to wear in any Section.
- 2.4.10 Following the occupation of the Group Headquarters premises in Springfield Road, Whitton in August 2006, the Group shall acknowledge that these premises were acquired, built and expanded by the 6<sup>th</sup> Whitton Scout Group which formally ceased to operate in 2002. The Group shall acknowledge, respect and keep safe the memory of the original 6<sup>th</sup> Whitton Group by ensuring for safekeeping important archives, trophies and other associated paraphernalia and use and display these items appropriately.

## 2.5 Group Programme

- 2.5.1 The Group shall support initiatives and events which are organised by the District, County or National Headquarters. The Group or individual Sections will participate at the discretion of the Group Scout Leader, the Assistant Group Scout Leader and individual Section Leaders.

## 3 Finances

### 3.1 General

- 3.1.1 The Group Executive Treasurer, acting behalf of the other Group Executive members (who are the Group Trustees), has overall operational responsibility for the governance and maintenance of Group finances.
- 3.1.2 The Group will operate one cheque/current bank account from which all payments will be made. All Group cheques shall require at least two signatures. The signatories on the Group account shall be: the Group Executive Treasurer; The Group Executive Chairman; the Group Scout Leader: the Assistant Group Scout Leader. Other Group Executive members may be appointed, subject to approval of the Group Executive Committee.
- 3.1.3 Further current or savings accounts may be opened and operated by the Group Executive Treasurer at discretion of the Group Executive Committee.
- 3.1.4 All monies payable to the Group, for whatever reason and from whatever source, including cash payments shall be duly recorded and logged and deposited into the Group account. Under no circumstances may cash be diverted.

- 3.1.5 Section Leaders are required to issue receipts for all cash received and the Treasurer is required to confirm receipt of the cash for banking.

## 3.2 Membership Fees

- 3.2.1 Membership fees are levied three times a year, based on school terms: Term 1 from September until December, Term 2 from January until April (Easter), Term 3 from April (Easter) until July.
- 3.2.2 New joiners shall pay an investiture fee approved from time to time by the Executive Committee upon investiture. This covers the cost of supplied items (Group scarf, woggle, badges & Investiture Certificate) and other possible administration costs.
- 3.2.3 Group Membership fees are set by the Group Executive Committee and are reviewed annually.
- 3.2.4 A family Membership fee discount per term for each sibling of a fully paying Member may apply. For example, a Scout will pay the full fee but his/her brothers and sisters will each enjoy a reduction on their fee per term. Sibling discounts are to be reviewed from time to time by the Executive Committee.
- 3.2.5 All Group Membership charges to the children of a uniformed Leader and any other adult who make an active and significant contribution to the Group shall be discounted or waived. However, the annual Scout Association fee (as charged by Richmond upon Thames Scout District) will be payable.
- 3.2.6 An Explorer Scout with the Group who is not actively serving the Group as a %full-time+Young Leader and who does not otherwise pay a subscription fee to a District Explorer Unit is required to pay 3<sup>rd</sup> Whitton Scout Group a fee which, at least, will cover the annual Scout Association Membership fee which the Group must forward annually.
- 3.2.7 The Group shall pay the annual Scout Association Membership fee (as charged by Richmond upon Thames Scout District) for an adult Leader who holds an Appointment and, at the discretion of the Group Scout Leader, any other adult who wishes to become a Scout Association Member and who makes an active and significant contribution to the Group.
- 3.2.8 Where required, and in recognition of service, the Group shall pay the annual Scout Association fee (as charged by Richmond upon Thames Scout District) for an Explorer Scout who, having completed at least *Module A* of the Young Leader training programme and subject to the approval of the Group Scout Leader, is actively serving the Group as a %full-time+Young Leader.
- 3.2.9 The Group reserves the right to apply other reasonable fees or charges to any Explorer Scout or Explorer Unit (for example, to cover the use of the hall) to be agreed from time to time by the Executive Committee.
- 3.2.10 The Group shall take advantage of the Gift Aid Scheme where possible, or other schemes as appropriate..



### 3.3 Expenses

- 3.3.1 The Group does not expect a uniformed Leader or supporter of the Group to be ~~out~~ of pocket as a result of providing purchased items or services for the genuine and direct benefit of the Group and its young people or as required by the Scout Association. All such expenses should be claimed in accordance with the Group policy and procedure.
- 3.3.2 In order to maintain financial control, all expenses (except petty cash items) should be approved in advance by one or more of the following: the Group Scout Leader, the Assistant Group Scout Leader the Group Executive Treasurer; the Group Executive Treasurer. There is a likelihood that non-approved expenses will not be reimbursed. Large expenses may require the advanced approval of the Group Executive Committee.
- 3.3.3 The cheque requisition procedure shall be followed.
- 3.3.4 Section Leaders or assistant section leaders may purchase small items required for colony, pack or troop weekly activities as necessary, up to a limit to be decided by the Executive Committee from time to time. Expenses should be submitted monthly for reconciliation.
- 3.3.5 Quartermasters may purchase items required for colony, pack or troop activities as necessary, up to a limit to be decided by the Executive Committee from time to time. Expenses should be submitted quarterly for reconciliation.
- 3.3.6 Petty cash (up to a sum agreed from time to time by the Executive Committee) is available to the Group Quartermaster to cover all sundry items as required. All such expenses must be logged in the Petty Cash book and receipts must be retained according to procedure.

### 3.4 Camps, activities and excursions

- 3.4.1 Camps, pack holidays, Beaver sleepovers and other residential experiences should cover its costs and aim to provide a surplus, where reasonably practicable, to fund equipment replacement in agreement with the Group Quartermaster (if one is appointed) or otherwise the Group Scout Leader. Any significant surplus shall be reported to the Group Executive by the appointed leader in charge.
- 3.4.2 Outings, excursions and expeditions should break even financially for the Group. In some circumstances, the Group Executive may approve a subsidy in advance.
- 3.4.3 Some activities may be entirely funded by the Group (such as District organised competitions and outings), others may be subsidised by the Group and others, in order to break even, may be charged for at cost price.
- 3.4.4 It is the responsibility of the Appointed Leader in charge of the event to ensure that it is properly budgeted and financed (including subsidy approvals) and that all required monies are collected prior to departure.

### 3.5 Supporting adults

- 3.5.1 The Group shall encourage adults to apply for a full uniform Leadership Appointment and will provide the necessary financial support.
- 3.5.2 The Group shall pay the annual Scout Association Membership fee (as charged by Richmond upon Thames Scout District) where appropriate.[See also 3.2.7]
- 3.5.3 The Group shall fund all training as specified by the Scout Association and will seek reimbursement from the District, County or Scout Headquarters if available.
- 3.5.4 The Group shall ensure that each adult Leader holding or applying for a Scout Association Leader Appointment has a full and proper uniform. The Group, as a one time payment, shall reimburse up to 50% of one basic set of regulation uniform which consists of:
- One uniform dress+shirt or blouse (long or short sleeve)
  - One pair of uniform trousers
  - One uniform leather belt/synthetic belt
  - One adult Group scarf and/or regulation tie (as appropriate)
  - One Scout Association approved woggle
  - Badges and regalia as specified by the Scout Association
  - One Group polo shirt

- 3.5.5 The Group will not normally be expected to pay for any other personal items including other Scout Association uniform items, personal camping equipment etc.

## **4 Buildings and Premises**

- 4.1.1 Health & safety are of paramount importance. It is the responsibility of the Group Executive to ensure that a formal risk assessment of the premises is carried out at regular intervals and that resulting actions are prioritised and dealt with promptly and efficiently.
- 4.1.2 It is the responsibility of the Group Executive to manage the maintenance and running of Group premises, including grounds, for the benefit of its Members and to acceptable standards. This includes providing facilities and utilities such as toilets, a kitchen, furniture, heating, lighting etc. security; landscaping.
- 4.1.3 It is the responsibility of the Group Executive to ensure that all legal, contractual and associated financial matters with respect to Group premises are resolved, including lease agreements, buildings & contents insurance, utility bills and other Group liabilities.
- 4.1.4 It is the responsibility of the Group Executive to ensure that Group premises are adequately secure.
- 4.1.5 The Group shall seek to improve its premises and facilities. The Group shall implement and maintain a Development Plan which will be reviewed regularly. In accordance with this Plan, the Group shall seek external funding (through grants and other charitable bodies) as appropriate.

## **4.2 Personal Property**

- 4.2.1 The Group Executive accepts no responsibility for any damage or theft of personal property whilst in or on Group premises.
- 4.2.2 The terms of the Lease allow only one vehicle to be parked on the premises overnight.

## **4.3 Key Holders**

- 4.3.1 Keys to the premises shall only be held by those who require regular access and whose access has been approved by the Group Scout Leader. This will normally be: the Group Scout Leader; the Assistant Group Scout Leader, Section Leaders; certain named Group Executive members; other named regular users.
- 4.3.2 When the building is in use, the Group Scout Leader (or if not present the Section Leader responsible for the relevant section activity), or named key holder shall be assumed to be responsible for the building and its occupants including fire evacuation procedures, health & safety issues and security.
- 4.3.3 When leaving, it is the responsibility of the relevant person (see 4.3.2) to ensure that the buildings and grounds are secured and that lights and other electrical equipment are switched off according to procedure.

## 4.4 Use of premises

- 4.4.1 The building and facilities at Group HQ, Springfield Road are provided and maintained by the Group for the direct benefit of the Group and its Members for Scouting purposes, including storage.
- 4.4.2 The use of Group premises for other Scouting purposes (for example, District meetings etc.) is encouraged as this promotes the reputation of the Group. Use of facilities for these purposes shall incur no charge, but donations towards costs will be accepted.

## 4.5 Private Hire

- 4.5.1 Subject to the terms of the Lease and approval by the Group Executive, the premises may be hired to clubs, groups or private individuals. Each hire shall be subject to a risk assessment and written agreement. The agreement should consider the following:
- Neighbours (noise & traffic)
  - Liability (damage to building or contents and accident liability to users)
  - Hire charges (hourly charge or the whole event)
  - Cleaning & rubbish removal
  - Areas out of bounds (Equipment store, Leaders office etc.)
  - Key holder & security

## 5 Other Scout Units

### 5.1 Explorer Scouts

- 5.1.1 The Group will actively encourage Group Members who are or who are approaching 14 years old to take an active role within an Explorer Scout Unit.
- 5.1.2 Explorer Scout Units are governed and administered by the District. 3<sup>rd</sup> Whitton hosts the Edmund Hillary Explorer Scout Unit. Because of the very close ties, the Unit is considered as an embedded Unit.
- 5.1.3 The Scout Group and Unit are administered separately and are governed by a Partnership Agreement. This Partnership Agreement is signed by the Group Scout Leader for 3<sup>rd</sup> Whitton, the District Explorer Scout Commissioner for the Unit and the District Commissioner. The Partnership Agreement is reviewed and formally renewed annually at the 3<sup>rd</sup> Whitton Annual General Meeting (normally held in July).
- 5.1.4 The Group will actively encourage Explorer Scouts who express an interest to take on Young Leader roles with the Group and support them in completing their Young Leader training programme.

## 5.2 Group Active Support Unit

- 5.2.1 The 3<sup>rd</sup> Whitton Active Support Unit is a Section for adults (18 years and over) which exists to provide practical support for the Group including equipment quartermaster, crew, transport, catering and other practical auxiliary services.
- 5.2.2 The 3<sup>rd</sup> Whitton Active Support Unit may operate as a separate Section within the Group and may be managed by an Active Support Manager who is accountable to the Group Scout Leader.
- 5.2.3 Detailed description of the organisation, membership, services and other details of the Group Active Support Unit are documented separately.

## 6 Faiths & beliefs

- 6.1.1 The Group is an open Scout Group, which means that the Group accepts Members in all Sections with different faiths and beliefs and in accordance with the Scout Movement's Spiritual Policy.

### 6.2 St. Edmund's Parish, Whitton

- 6.2.1 The St. Edmund's Sections of the Group are supported by St. Edmund's RC Church in Whitton; the Group and the Church support each other in achieving their spiritual aims. The Group shall encourage a community link with the parish and school where appropriate.
- 6.2.2 The St. Edmund's Sections of the Group shall encourage its Members to attend regular Church Parades at St. Edmund's except where a Member is actively worshipping elsewhere.
- 6.2.3 The St. Edmund's Sections will attend a Remembrance Sunday Church Parade each year and Members will be encouraged to wear a Poppy. The Group shall maintain a poppy wreath in remembrance of 3<sup>rd</sup> Whitton Scouts who lost their lives for their country.

## 7 Child Protection

- 7.1.1 It is the Policy of the Scout Association to safeguard the welfare of all members by protecting them from physical, sexual or physical harm. We call it Young People First+ Child Protection is of paramount importance to us. The Young People First+ code of practice in A3 format is on display at the Group HQ and a smaller Yellow Card should be carried by all adult Leaders. Young Leaders carry a similar Orange Card issued by the Scout Association.
- 7.1.2 All Adults in Scouting at 3<sup>rd</sup> Whitton, including Members of the Scout Network who wish to work with young people, must accept and understand this policy. They must also agree to put the Association's policy on child protection into practice. Leaders and Young Leaders must attend special Young People First+ training.
- 7.1.3 As part of that protection, all adults who could have unsupervised access to young people must undergo an enhanced DBS check (or any requirement which replaces DBS checks) . This certainly applies to all adults attending camping activities.
- 7.1.4 All adults will be offered the opportunity to complete a free DBS Check (or any requirement which replaces DBS checks) . Individuals may choose not to do this, but this will mean they may not be able to attend some Scouting events.
- 7.1.5 Child Protection also includes bullying. It is Scout policy that bullying in any form is unacceptable and at 3<sup>rd</sup> Whitton we strive to have in place rigorous anti-bullying strategies.
- 7.1.6 All Uniformed Leaders must receive specific Child Protection training as a condition of their Appointment Review and renewal which normally occurs every 3 years.

## 8 Valuing Diversity

### 8.1 Inclusion

- 8.1.1 No young person should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:
- class;
  - ethnic origin, nationality (or statelessness) or race;
  - gender;
  - marital or sexual status;
  - mental or physical ability;
  - political or religious belief.

- 8.1.2 All Members of Group should seek to practise that equality, especially in promoting access to Scouting for young people in all parts of society. The Scout Association opposes all forms of racism.
- 8.1.3 The Group admits boys and girls in all Sections subject to the age restrictions imposed by the Scout Association.
- 8.1.4 Section Leaders must, on accepting a new member, ensure that enquiries are made regarding a member's physical or other health requirements and ensure that these are recorded and, as necessary, advised to other Section Assistants, Section Leaders, Assistant Group Scout Leader and Group Scout Leader.
- 8.1.5 Adult Leaders should be informed if anyone attending a Scouting event has any special needs or health issues which might affect their safe enjoyment of Scouting. Subject to the safety and enjoyment of others attending the event and our ability to provide appropriate Leader resources and adult support, the Group we will do all it can to ensure these needs are catered for.
- 8.1.6 It is the responsibility of the Group Scout Leader to ensure that all Leaders and other adult volunteers with the Group are fit and proper.

## 9 Membership Records & Data Protection

### 9.1 Membership and Data Privacy

- 9.1.1 3<sup>rd</sup> Whitton Scout Group as part of the Scout Movement in the United Kingdom is a membership organisation. To enable it to operate and to communicate with its Members it is necessary to maintain records about them. This will include keeping details of name; address; date of birth; contact telephone numbers; email address.
- 9.1.2 The Group will also be keep details of Member's progress through Scouting (badges gained etc.). Information held in our Scout Group may be shared from time to time within Scouting including the Headquarters of the Association. Adults and young people have the same rights under the Data Protection Act 1998 (or subsequent relevant legislation). The Act covers paper based as well as computer based information.
- 9.1.3 Certain information is classed by the law as Sensitive Personal Data. In a Scouting context this may include information about the Member's:
- health (to ensure that we are prepared for medical emergencies it is important that we hold relevant information.)
  - disabilities (to ensure a safe participation in activities, details of any disability need to be known.)
  - religious or similar beliefs (this will help us ensure that we make appropriate arrangements when necessary.)
  - racial or ethnic origin (again this will help us ensure that we are sensitive to cultural needs of our members).

- 9.1.4 All of the information provided will only be used for Scouting purposes. It will not be passed to any third parties outside of the Scout Movement without explicit instruction and consent.
- 9.1.5 In accordance with the Data Protection Act 1998 (or subsequent relevant legislation), Leaders and other administrators appointed by the Group shall control and process records securely, records will not be kept longer than necessary and records will be destroyed or otherwise disposed of in a secure manner (in a shredder).

## 10 Photographs & Images

- 10.1.1 From time to time, the Scout Group may take photos and moving images at Scouting events and use these images for publicising and promoting the Group and Scouting. These images may be used in Group newsletters, on the Group website or other Scouting websites and newsletters, to decorate the walls in the Group HQ, be shown at AGM as well as in other appropriate locations and publications.
- 10.1.2 These images must be used responsibly. A picture must not be linked with a child's name (or other personally identifiable data) and especially not on publicly available publications, such as a website.
- 10.1.3 The Scout Group will assume consent to these conditions and use still and moving pictures adults and children for the stated purposes unless explicitly instructed otherwise in writing. Such instruction must be addressed to the Group Scout Leader.
- 10.1.4 A statement on use of photographic or other images will be agreed from time to time by the Executive Committee and displayed within the Scout Headquarters. .