



3rd Gidea Park (St. Michael's) Scout Group

Section	Age Range	Regular	Weekly Meetings	Meeting Place
Beavers (Penguins):	6-8	Tuesday	5:15pm – 6:30pm	Rowswell Hall
Beavers (Polar Bears):	6-8	Friday	5:15pm – 6:30pm	St Michael's Church
Cubs (Tigers):	8 – 10 ½	Tuesday	6:30pm – 8:00pm	Main Road
Cubs (Leopards):	8 – 10 ½	Friday	6:45pm – 8:15pm	Gidea Park
Scouts:	10 ½ - 14	Thursday	7:30pm – 9:15pm	(Not a postal address)

3rd GIDEA PARK ST MICHAEL'S SCOUT GROUP BEHAVIOURAL POLICY

All youth members of 3rd Gidea Park Scout Group agree to abide by a code of conduct. These rules are explained to each member when they join. Treating each other with the utmost respect is one of the fundamental values of Scouting and the safety and happiness of all our members is of paramount importance.

Inappropriate behaviour will not be tolerated from our youth members and will always be challenged. Leaders have an important role in building up working relationships with the young people in their care and it is not expected that a parent will need to be spoken to every time a child is reprimanded. However, where appropriate, a young person's behaviour will be reported to parents or guardians and we value the support that parents/guardians give us in relation to dealing with these incidences and setting appropriate standards.

The Group has a behaviour policy that allows for the suspension or permanent exclusion of youth members in certain circumstances.

The behaviour policy applies to all youth members of the Group and is as follows:

- If a Section Leader feels that a young person's behaviour is unacceptable or dangerous then they, or their representative, will, where possible, speak to the parents/guardian/person collecting the child on the night of the incident and explain what has happened and why it is unacceptable. The young person is in effect issued a yellow card for their behaviour and will be suspended for one meeting. The child's parent/guardian will receive written details of what has taken place.
- Examples of unacceptable behaviour that warrant issuing a yellow card suspension include but are not limited to:
 - Intentionally or recklessly damaging Group property;
 - Bullying;
 - Behaving in a threatening or aggressive way;
 - Displaying offensive, racist, sexist or homophobic behaviour;
 - Persistent swearing or bad language;
 - Hitting;
 - Recklessly or deliberately injuring another person;
 - Behaving in a dangerous or irresponsible or negligent way that has injured or nearly injured someone else or themselves;
 - A deliberate or persistent failure to obey rules and instructions during any activity;
 - This list is not exhaustive and other incidences of unacceptable behaviour can be included.
- Where a young person has to be suspended for one meeting, then this will be done in writing and clear guidelines will be set for their return so that they know what target they have to meet.
- If the young person repeats the behaviour or behaves in another inappropriate way, then they can be suspended again for a further one meeting. Again, this will be done in writing and clear guidelines will be set for their return so that they know what target they have to meet.
- Once a young person reaches three yellow card suspensions then a meeting will be arranged with the parents/guardian of the child, the Section Leader and the Group Scout Leader (or their representative) to decide whether or not the young person will be allowed to stay in the Group.

- For the most serious incidences of bad behaviour i.e.(but not limited to) causing injury, endangering life, deliberately damaging property etc, a young person can be fast tracked through the process straight to the meeting with the parents of the child, the Section Leader and the Group Scout Leader (or their representative) to decide whether or not the young person will be allowed to stay in the Group.
- If the Group Scout Leader (or their representative) considers that the young person should be permanently excluded from the Group, then the child's parent/guardian will be advised of this in writing and a recommendation that the child be excluded will be sent to the District Commissioner.
- The young person has the right of appeal following any exclusion to the District Commissioner and his/her contact details will be made available as part of the exclusion process.

If you have any questions about this policy, please speak to the Group Scout Leader.

Please complete the section below to show that you have read and understood the Group Behaviour Policy and return this back to your child's section leader and keep the other copy for your reference. If you have more than one child in the group, then please fill forms in for each child.

Name of youth member: _____

I have read and understood the 3rd Gidea Park (St Michael's) Behaviour Policy. I understand and agree that my child will be bound by this policy during the lifetime of their membership with the Group.

Signed: _____

Print Name of parent / guardian: _____

Date: _____

3rd GIDEA PARK SCOUT GROUP - PRIVACY NOTICE

This Privacy Notice sets out what we do with Personal Data and what you can expect from us as part of our obligations when processing this Personal Data.

What data are we gathering?

We may hold Personal Data (including Sensitive Personal Data) about members, parents/guardians and volunteers. We believe it is important to be open and transparent about how we will use your Personal Data. Information we may hold includes the following:

- name and contact details;
- age/date of birth;
- details of any health conditions;
- race or ethnic background and native languages;
- religion.

Why do we collect this information?

We use this information to communicate with you and to carry out our obligations as Scout Leaders. We also have a responsibility to keep information about you, both during your membership and afterwards (due to our safeguarding responsibilities and also to help us if you leave or rejoin). In addition, we may collect data for registration for events, including nights away. In some cases this data will be Sensitive Personal Data, which we ask for to allow us to provide appropriate care for members whilst under our supervision. The list of activities we carry out as part of Scouting that may require the use of Personal Data include:

- To enable us to provide a voluntary service for the benefit of the public;
- To manage our volunteers;
- To manage our membership records;
- To update you on events.
- For financial accounting;
- To fundraise for the Scout Group;
- To process Gift Aid applications;
- To record accidents and learn from them;

How do we gather data?

We gather data through a variety of methods. These include: email; Printed Forms and Event Registration Forms.

When will we delete this data?

We may keep information for different periods of time for different purposes as required by law or best practice. As far as membership information is concerned, to make sure of continuity (for example leavers and then re-joiners) and to carry out our legal responsibilities relating to safeguarding young people, we keep membership information throughout the membership and after it ends. HMRC requires us to keep Gift Aid declarations for six years after your last donation.

Who has access to this data and who do we share it with?

Only those members who need membership information to carry out their role have access to that information. We may share membership data with other local Scouting Groups where this activity is required to deliver the Scouting Group obligations, such as stand in Leaders. We may also share data within The Scout Association. We do not store credit card details, nor do we share data with third parties without permission. Gift Aid declarations are never shared with other organisations except potentially the HMRC on request.

Where will the data be stored?

The original paper copy of the Member Information Form, Behaviour Policy and Gift Aid Declaration form will be stored in a locked cupboard in the Scout Hall. The information provided on the Member Information Form and the fact that Gift Aid and behaviour forms have been signed will also be stored in our secure online membership management system. We take data security seriously.

What are your rights to your Personal Data

As a Data Subject you have rights over your own data that you can exercise at any time. These are:

- Data is accurate – we must keep your data accurate
- Data is erased – we must erase data if it is not needed or if requested to do so by you if the request is not excessive and is possible.
- Data is portable – we must provide a copy of your data to you
- Data processing is limited – we must cease a processing activity if you object to it
- Consent withdrawal – we must allow you to withdraw consent at anytime

In the event that you wish to contact us to exercise these rights or for any further queries on this Privacy Notice please contact any of the Group's Leaders or the Group Scout Leader