

**Scouts**

**4th Worth  
Martlets Troop**

**Welcome Pack**



# Volunteering. It's good for you.

We rely on people like you playing their part to give young people the opportunities they need.

But volunteering's not just about giving something back. It's also about doing something that's good for you.

Volunteering gives you career-boosting skills, improves your wellbeing, and helps you make connections with friends, family and your local community.

We're always looking for adults to help run our Troop so what are you waiting for? Get in touch to find out how volunteering can help you.

[gsl@4thworthscouts.org.uk](mailto:gsl@4thworthscouts.org.uk)

**#GoodForYou**

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A warm welcome to our Scout Troop. We are pleased that your child has chosen to join us, and we look forward to working with you and them to help them develop skills for life, make lots of new friends, try new things and have a lot of fun along the way. We have put together this welcome pack to give you all the information you need so please keep it safe in case you need to refer to it later. You will also receive a separate pack with some forms we would ask you to complete and return to us.

We really look forward to you being part of our Troop and 4<sup>th</sup> Worth.

Jack Sharp, Scout Leader

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## Troop Information

Our Troop is currently run by a small team of adult volunteers who are overseen by our Scout Leader, Jack. You and your Scout will get to know all our Leaders over time but for now our Leaders are:



Jack Sharp  
Scout Leader



Jodie Forrest  
Assistant Scout Leader



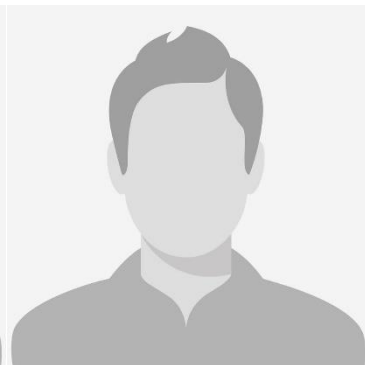
Gavin Davis  
Occasional Helper



Franklin  
Young Leader



Ben  
Young Leader



Tom  
Young Leader

We also operate a parent rota which means that every family will need to support one or two meetings per year. We will be in touch separately about this.

Our meetings take place every Tuesday evening during school term time between 7:25pm and 9pm. Sometimes, meetings may start a little earlier if the activity requires it, but we will never plan to end later than 9pm. Meetings will take place either at our HQ or somewhere in the local area depending on the activity we will be doing that evening.

At least once every term we will meet together with our Thursday Troop so a small number of meetings each year will take place on a Thursday evening instead. We aim to split these joint meetings as evenly as we can between Tuesday and Thursday evenings.

Our programme of activities is published on a half termly basis and tells you:

- The general theme of each meeting
- Where the meeting will be taking place
- Any changes to the usual start time
- The badges that Scouts will be working towards that evening

Once they have their uniform, Scouts should wear this in full to every meeting unless you are advised otherwise. For more information on uniform, please see the uniform section of this pack.

We aim to offer a variety of additional events and activities to all Scouts over the course of the year, including a seven-night summer camp in July/August each year. The majority of these are optional although we would encourage everyone to be involved in at least some of these each year. There are two events each year that all Scouts **MUST** take part in, which are the Remembrance Sunday service in November and St George's Day in April.

Scouts should make every effort to attend every week as this is the best way for them to earn their badges, be part of the Troop and get the best experience from Scouts. We appreciate that there may be weeks when they cannot attend, and we would ask that you please let us know as far in advance as possible using the contact details in the Contact Us section of this pack.

Please bear in mind that demand for places in the Troop is often high and we therefore need to make sure that everyone who has a place is using it fully. As such, Scouts who have an attendance that is regularly at or below 50% in a half term period may be at risk of losing their place.

Our Scouts put together their own Troop Code of Behaviour, the rules by which we all aim to follow when at meetings or other events. We renew this regularly with them so all Scouts will have an input in to it at some stage. Our current Troop Code of Conduct can be found on the following page. Please go through this with your child ahead of their first meeting to ensure they are aware of and understand it. This is also on display on the Troop notice board in the HQ.

# OUR CODE OF BEHAVIOUR

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1. We welcome everyone to our Troop
2. We are respectful to each other
3. We listen to each other
4. We look out for everyone in our Troop
5. We treat people how we would like to be treated
6. We are sensible, responsible and safe
7. We are resilient
8. We are prepared for all our meetings
9. We always do our best
10. We ask for help when we need it
11. We have fun!



## The First Meeting

We recognise that your child's first meeting may cause them to be nervous, particularly if they don't know anyone who is already in the Troop, while some can't wait to get started and will jump in straight away. Every child is different, but it normally helps for them to know what will happen and for them to arrive a little earlier – we recommend around 7:10pm so there are fewer Scouts around.

Before your child arrives for their first meeting, we will have assigned them a Patrol. A Patrol is smaller group within the Troop, normally made up of between 5 and 8 Scouts and they will spend most of their time working in this small group. Each Patrol is led by a Patrol Leader (PL) and an Assistant Patrol Leader (APL).

When they arrive at the HQ we will introduce your child to the Leaders who are present that evening and show them where the essential parts of the HQ are (toilets, where they can hang their coat, fire exits and so on). We will then introduce them to their PL and APL.

From there, their PL and APL will begin to introduce them to others in the Troop, concentrating on those who will be in their Patrol with them, and will make sure they're able to join in with what is happening before the meeting starts.

At 7:25pm, Scouts will be instructed to "fall in", which means they need to line up in their Patrols ready to start the meeting. Your child's PL and APL will make sure they know where to line up and what to do throughout the opening ceremony. If your child doesn't get it right, it's nothing to worry about, they'll soon pick it up.

If we have lots of new people joining the Troop at the same time, Leaders may run a quick activity designed to allow everyone to share something about themselves as a way of getting to know everyone. If this happens and your child would rather not share anything then that's not a problem. Leaders will then explain what the first activity of the evening will be and set Scouts to work on that. Throughout the evening your child's PL and APL will make sure that they're happy, know what they're doing and are included in the Patrol. If your child is unsure about anything they can ask their PL, APL or any of the Leaders/Young Leaders.

Following the end of the meeting, one of the Leaders will spend a minute or two with you and your child to find out how their first meeting went and to answer any questions that you or they may have.

## Parent Portal

Following your child's first meeting with us you will receive an email invitation to create a Parent Portal account.

Parent Portal is your version of our online record system and allows you to do and see several different things regarding your Scout's progress in the Troop and what's coming up for them. This includes:

- The Troop Programme including a calendar feed which will automatically add meetings to your phone's calendar when they are added to the system if you choose to use it.
- Upcoming Events that your Scout will have the opportunity to take part in.
- Events that your Scout is signed up for or awaiting a response.
- The badges that are available to your Scout, their progress towards them and the outstanding requirements that need to be met.
- The basic personal details we hold about your child and the option to edit them if needed – i.e. if your phone number changes.

When the Troop is invited to take part in a camp, event, or other activity that we need to know numbers for, you will be invited to sign your Scout up for this via Parent Portal. Once the details are available, you will receive an email invitation that will contain a link. Clicking on this link will take you to a page where you can either sign your Scout up or let us know that they won't be participating.

It is important that you create a Parent Portal account so that your Scout doesn't miss out on any of the additional opportunities available to them.

When you receive your invitation to create an account a quick use guide will also be attached but if you do have any questions or issues, please don't hesitate to contact us and we will do our best to assist.



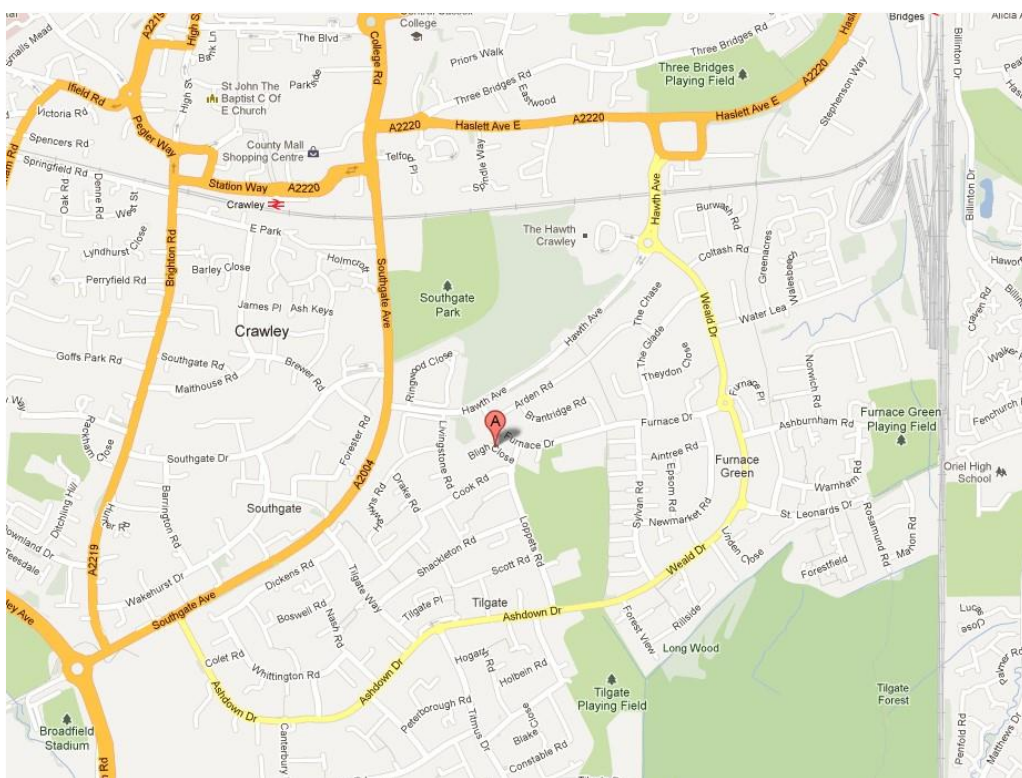
## Scout Uniform

We don't ask anyone to purchase uniform for their child until they are sure that their child is completely happy and wants to join the Troop. When this may be is different for every child – some are confident after the first week and want their uniform straight away others may take several weeks. On average, we would expect people to be in uniform by the end of their first half term in Scouts but if your child needs longer, please talk to us.

In between starting and getting their uniform, your child can wear any clothes they feel comfortable in. They only thing they are not able to wear is open footwear for safety reasons.

When you come to purchase their uniform, this can be done from either the local shop (details below) or online from the Official Scout Shop at [www.shop.scouts.org.uk](http://www.shop.scouts.org.uk). There is no cost difference between the two, but the advantages of the local shop are that you can try items for size and they know everything you will need.

You can find the local shop at 1<sup>st</sup> Southgate Scout HQ, Ron Hobbs Hall, Bligh Close, Tilgate. It can be a little tricky to find if you've never been there, as the entrance is located on a driveway between two houses as on the map below:



The shop has limited opening hours and is open between the following times:

**Tuesdays – 19:00 to 20:30**

**Saturdays – 10:00 to 12:30**

**The shop is closed throughout August as well as the Christmas and Easter weekends.**

The following items make up the full Scout uniform:

- The green Scout shirt
- Scout activity trousers (or optional activity shorts for the summer term)
- Black belt with Scout buckle
- Woggle
- Group Scarf

All the above except for the scarf can be purchased from the Scout shop. The Group Scarf will be given to you when your child is Invested (their formal welcome to the Troop) along with the Group T-Shirt.

Your child can wear their uniform as soon as they have it but we they should not wear their Group Scarf until they have been Invested into the Troop.

**Please ensure all items of uniform are named, particularly the Group Scarf** so that if it is misplaced, we can return it to you!

Scouts can choose their own footwear but please be aware that for safety we don't allow loose fitting shoes or open shoes (e.g. flip flops, sliders). Trainers are the popular choice and are fine for most activities. Where an activity may require a certain type of footwear (e.g. formal shoes for a parade, hiking boots for a hike etc.) we will let you know in advance.

Please remember that once your child has it, full uniform should be worn to all meetings unless we let you know otherwise.

We would recommend that all Scouts have a good waterproof jacket with hood along with a good pair of hiking boots and a battery powered torch in addition to their uniform. Those who choose to take part in residential events will also need a set of basic personal camping equipment (excluding tent) for use on these. Full kit lists are supplied for all residential events but if you would like any guidance please don't hesitate to get in touch.

## Badges and Awards

Your child will start working on badges and awards as soon as they come to their first meeting with us. Most badges have multiple sections to complete before they can be awarded so unless they are very lucky, your child may not earn any before they are Invested. We can only award badges to Invested Scouts so if your child does earn any badges before then, we will hold on to them until they have been Invested.

When they are Invested, your Scout will receive some badges regardless – these are core badges that all Scouts have on their uniform. They will receive the following:



Membership Badge 4<sup>th</sup> Worth



Badge



West Sussex Badge Troop



Badge



Crawley District Badge Patrol



Badge

The Patrol badge your child receives will depend on their Patrol and the above is a sample only.

You can see the badges your child has been working on, what they need to do to finish them and where they go on their uniform on your Parent Portal account under the badges section.

We encourage Scouts to choose their own Activity badges to work on themselves as there are lots of them designed to encompass a wide variety of interests. You can see all of them and what's needed for them on Parent Portal too or your child can talk to any of the Leaders who will give them guidance and support to achieve what they want to.

Ultimately, Scouts will work towards achieving their Chief Scout Gold Award, a prestigious award and the highest available to a Scout. To achieve this, Scouts must earn all 9 Challenge Awards, 6 Activity Badges, have 8 Nights Away with the Troop and complete a final interview.

## Payments & Costs

While we do everything we possibly can to keep the cost of Scouting as low as possible, we do need to make some charges to parents in order to fund the Group and allow us to pay the bills.

We are happy for your child to come along to meetings for a period, normally up to 4 weeks, to see if they enjoy it and make their decision on whether to join before we will request any payments. [Joining Fee](#)

On joining the Group, we need to charge a joining fee of £30 per child. This covers the cost of their initial registration with the Scout Association and covers the cost of their first Group T-shirt and scarf. This is paid by BACS to the account details listed below.

### Subs

We also need to charge a monthly fee for membership, known as subs. This is due on the 15<sup>th</sup> of each month and is paid by standing order. The current monthly amount is £12.50 and is collected throughout the year, including the summer holiday.

This covers the cost of running the Troop, maintaining the building, equipment, and many other costs that the Group incurs.

### Making Payments

Please set up a recurring standing order payment for £12.50 using the following details and reference:

If you are prompted when setting up the payment, we classify as a business. The reference should be your child's family name (or first 8 letters of the surname), their first name initial and their date of birth.

e.g. the Reference for Ravi Govindia born 23/10/12 will be **GOVINDIA R 231012**

### 4<sup>th</sup> Worth Scout Group

Sort Code: **60-06-20** (NatWest Bank)

Account Number: **56971052**

Reference: **XXXXXXXX X DDMMYY** (example above)

**A standing order payment should be created separately for each child you have in the Troop/Group**

Joining Fee payments should be sent to the same account with the same reference.

### Payments for Camps & Events

Payments for additional cost items such as events, camps and so on are handled differently and instructions will be sent with the information for these. Please do not send payment for these for to the above account as the Troop will not receive payment for these.

## Financial Assistance

We firmly believe that Scouting should be open to everyone regardless of finances or any other factor. If paying our joining fee, subs or for additional camps and events that your Scout would like to attend is or becomes a problem for you we will do everything we can to assist. This could be on a short-term basis to cover an unexpected change in circumstances or on a longer-term basis if required.

If you believe you may require some financial assistance at this stage or at any point in the future, please contact the Section Leader in confidence in the first instance.

## Safety & Safeguarding

Safety and safeguarding are at the heart of everything we do in Scouts and it is just as important to us that your child is kept safe while they are with us as it is to you.

All activities and events will be carried out in accordance with the requirements and rules of the Scout Association. This includes risk assessments and safety provisions for all activities, appropriate adult to child ratios and appropriate arrangements for residential activities. All risk assessments are available to view on request.

All adults involved with Scouting receive regular training, have DBS checks completed on a regular basis, are first aid trained and regularly update both safety and safeguarding training.

Adults are not permitted to be in any situation where they are alone with a young person, except where an emergency makes this unavoidable. However, we always plan to ensure that this would be an extremely rare occurrence.

Scouts is a safe place for everyone, and bullying is not tolerated in the Troop. We encourage all Scouts to talk to an adult if they witness or are the victim of bullying or anything similar within Scouts.

More information about how we keep your child safe can be found at

<https://www.scouts.org.uk/information-for-parents/stay-safe/>

## Comments, Concerns & Complaints

We welcome any comments or feedback you have regarding anything we do, whether it be positive or negative. Equally we are more than happy to address any concerns you may have regarding any aspect of Scouts.

If your Scout is having issues with other Scouts in the Troop, please talk to the Leaders in the first instance who will work with you and your Scout to establish and address the issue.

If you or your Scout have any concerns or complaints regarding an adult in the Troop, please contact the Section Leader using the details below or if you would prefer, our Group Scout Leader.

## Contacting Us

If you every have any comments, concerns, questions about anything please don't hesitate to get in touch with us and we will be happy to help. There are several ways you can get in touch with us.

Name	Role	Contact Details
David Palmer	Group Scout Leader (GSL)	<a href="mailto:gsl@4thworthscouts.org.uk">gsl@4thworthscouts.org.uk</a>
Jack Sharp	Scout Leader (Section Leader)	General: <a href="mailto:scouts@4thworthscouts.org.uk">scouts@4thworthscouts.org.uk</a> Direct: <a href="mailto:jack.sharp@4thworthscouts.org.uk">jack.sharp@4thworthscouts.org.uk</a>
Jodie Forrest	Asst. Scout Leader	Please use the Troop email address to contact our Leadership team:
Gavin Davis	Occasional Helper	

The Troop also operates a WhatsApp discussion group which parents can use to ask questions, see updates from meetings and events and to communicate with each other. You will be added to this group if you have given consent for us to do this.