

# Section Team

## Purpose of the Section Team

The Section Team plans and delivers the Scout programme, enabling all young people to take part in Scouts and work towards their Top Awards.

As a result, each young person can make a positive impact in society as they step up, speak up and find their place in the world. As part of a Section Team, you help each young person to gain skills for life.

## Outcomes for the Section Team

The Section Team should ensure that:

- You are delivering a challenging, relevant and rewarding programme, consistently scoring 'green' for Top Awards and Youth Involvement on the Quality Programme Checker.
- You have enough volunteers and young people to enable you to run a quality programme.
- Your Section Team includes Young Leaders (for Squirrels, Beavers, Cubs and Scouts).
- The activities you organise are inclusive of any additional needs and members can take part regardless of their background socio-economic status.
- Your team (including Young Leaders) are all appropriately skilled for the tasks they undertake and meet their Core Learning requirements.

## Tasks for the Section Team

| <b>Tasks for the whole team</b><br>All Section Team members take part in these tasks and must have – or develop - the skills associated with these tasks.<br>The tasks below are not limited and should be added to in order to suit local needs.   | <b>Allocated Tasks</b><br>The Section Team must ensure that one or more members has responsibility – and the skills - for each of these tasks; it may be that some of these tasks can be delegated outside of the Section Team.<br>The tasks below are not limited and should be added to in order to suit local needs.  |
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| <b>Ensuring a good culture for volunteers and members</b> <ol style="list-style-type: none"> <li>1. Create a welcoming and accessible environment, promoting positive behaviour for all.</li> <li>2. Support the mentoring and development of volunteers in the team, including Young Leaders.</li> </ol> <b>Ensuring a safe environment</b> <ol style="list-style-type: none"> <li>3. Safely deliver the programme.</li> <li>4. Ensure <a href="#">adult:child ratios</a> are maintained and that there is a <a href="#">leader-in-charge</a> for each meeting.</li> <li>5. Create and review risk assessments.</li> <li>6. Ensure suitable first aid materials are available</li> </ol> | <b>Planning a quality programme</b> <ol style="list-style-type: none"> <li>1. Work in partnership with young people to plan a quality programme, including nights away and adventurous activities.</li> <li>2. Support the moving on process between Sections.</li> <li>3. Make good use of stakeholders in the community, including other local Scout Groups.</li> </ol> <b>Ensuring effective administration</b> <ol style="list-style-type: none"> <li>4. Collect contact and medical details for new members joining the section.</li> <li>5. Keep records up-to-date in Online Scout</li> </ol> |

for all activities.

7. Report and review safety and safeguarding incidents appropriately.

Manager, including badges, contact details and the programme (as required).

**Communicating with our stakeholders**

6. Regularly communicate with young people and parents/carers about the programme.
7. Keep social media up to date with the Section's activities.

**Managing the finances**

8. Request budget from the Group Trustee Board to enable programme delivery.
9. Collect membership fees unless otherwise arranged by the Group Trustee Board.

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