



Muslim Scout Fellowship

MY FIRST 6 MONTHS
HANDBOOK



@UKMUSLIMSCOUT

Welcome

Assalaamu Alaykum and a very warm welcome to the family!

Congratulations! You've made a commitment to Scouting and are now on your way to becoming a Scout leader!

Not only will this commitment give you the opportunity to serve and develop the next generation of youth within your community, it will also allow you to experience new opportunities that you would never have imagined having! Scouting really is all about developing #SkillsForLife, and that goes for both our young people and adult leaders!

This handbook aims to help take you through your first 6 months as a Scout leader. It has been put together by people who have been in your place before, who had all the same questions that you now have. They've come together to help put all of their research and experience into one resource, in the hope that it will help make your quest for answers that much easier and support you in enjoying your Scouting journey!

There is a lot of information in this handbook, and whilst we're sure you can't wait to read it from cover to cover, we highly recommend that you refer to the contents page to help you navigate your way through the topics covered to answer any specific queries you may have.

With that said, buckle up, and get ready for the adventure of a lifetime!

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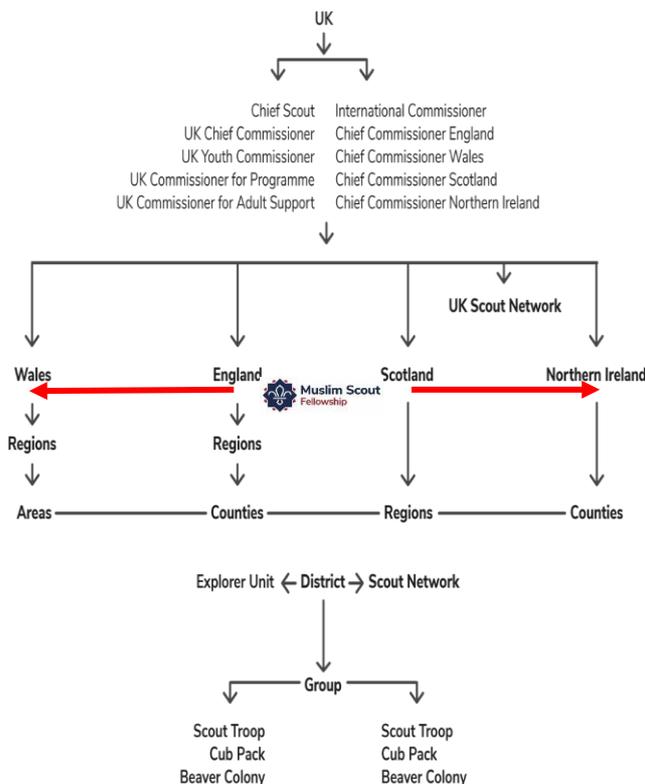


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The UK Muslim Scout Fellowship

Scouting in the UK Muslim community really began to take root in the early nineties when a few Muslim Scout Leaders who believed in the value and benefit of Scouting and wanted the UK Muslim community to share in it, took it upon themselves to support new groups with their journey into scouting. They formed the Muslim Scout Fellowship (MSF), which was officially inaugurated in 2005, and it is now the UK's official body for all Muslims who are active in Scouting.

MSF operates as part of The Scout Association, with the main aim of supporting local Muslim communities to provide young people with the opportunity to benefit physically, socially, mentally and spiritually through a proven scouting programme so that they can develop into productive and beneficial members of society. In addition, MSF provides scout groups in the Muslim community with training and advice and organises national events and international trips for Muslim scout groups to take part in throughout the year.



WHAT WE DO:

- ✓ Provide ongoing support & advice
- ✓ Provide training & resources
- ✓ Organise national and international events for all groups to take part in
- ✓ Maintain a network for all UK scout groups in Muslim communities to share best practice, learning and opportunities for collaboration

MSF aims to support the growth of Scouting within Muslim communities, to be able to encourage young people to gain skills for life that will help them become positive contributors to society.

In order to facilitate this growth, MSF representatives help communities on their journeys of joining the Scout family. From meeting with potential new groups and giving them an understanding of what Scouting is, to making introductions with the local District team, working with the District to oversee a new group in setting up, and even giving advice on uniforms and where to source.

MSF also plays a key role in organising national and regional events and camps for groups to take part in as well as international trips. Knowing that the Muslim community is still quite new to scouting, MSF takes care of all the organisation and permits and invites scout groups to take part in these events, ensuring everything is organised correctly for groups to give their young people an amazing nights away experience.



This can really ease a group's journey in Scouting and give them the confidence they need to develop their own events locally. It is also a great opportunity to meet fellow Scouts from across the country as well from around the world, all whom have been through the exact same journey of which many tips and advice can be exchanged.

Some of these events include the MSF Regional Engagement Days, the Ramadan Iftar under the Stars events, the annual MSF Summer Camps, the annual North and South Olympics, the bi-annual Explorer events and the occasional international trips. International trips include an annual Umrah trip where UK Explorer Scouts and leaders can complete their Umrah as well as develop links with the Scouts of Saudi Arabia.



MSF is always there to offer any support that is needed for groups and individuals whom have joined Scouting, however, please be aware that the role of MSF is not to be confused with the role of the District who are there as a the primary support mechanism for all groups.

If you would like more information on any of these events, or to be put in contact with an MSF representative for new groups, please email: info@ukmsf.org.uk or visit the MSF website: www.ukmsf.org.uk

Becoming a leader

Every week, through scouting, half a million 6 – 25 year olds in the UK are given the chance to learn skills they will benefit from and use in school, in college, in their careers and in life! Scouting is the largest and oldest youth movement in the world, with all backgrounds, genders and races welcome.

In the UK, there are now more than 6,000 Muslim scout members, Alhamdulillah! And with more people like you coming on board and joining the movement, this number will only continue to grow Insha'Allah, enabling more young Muslims to benefit from this proven programme of development!

Becoming a Scout leader is one of the best decisions you will ever make, it is right up there with accepting your dream job, booking your dream holiday and saying yes to that extra slice of cake! 😊

DID YOU KNOW:

Scouting has more than 50 million members worldwide, and more than 60% of these members are Muslim!

The scout motto is *'be prepared'* – and that goes just as much for leaders as it does for young people! A certain level of commitment is required - but if done right, the satisfaction and return on your investment of time and effort are immeasurable! Always remember the golden rule: 'If you're not having fun, you're not doing it right!'

"It'll only be an hour a week!" they said...

A running joke amongst Scout leaders that you are sure to hear again and again, is that when they were being recruited into the movement they were told it would only be a commitment of an hour a week.

Whilst for some assistants and occasional helpers this is true, what you will find is that leaders who truly understand the value of Scouting and the impact that it has on the next generation, willingly give it so much more in order to get the most of it!

At the beginning of your journey, you may find yourself spending a lot of time developing your session plans, shopping for activities, hitting up contacts and local links for freebies whilst your garage steadily accumulates a large pile of scouting equipment!

But once you have built a strong team, have your group infrastructure all figured out, your programme largely mapped out, established a rota that works, and everyone in your team has a clear understanding of what they all need to do, you will be able to look at your journey, not just in terms of the next month or two, but in terms of where the group will be in the next 5 – 10 years. And you will be able to visualise just how many young people you will be able to help give a positive beginning!

And that, is immensely satisfying!



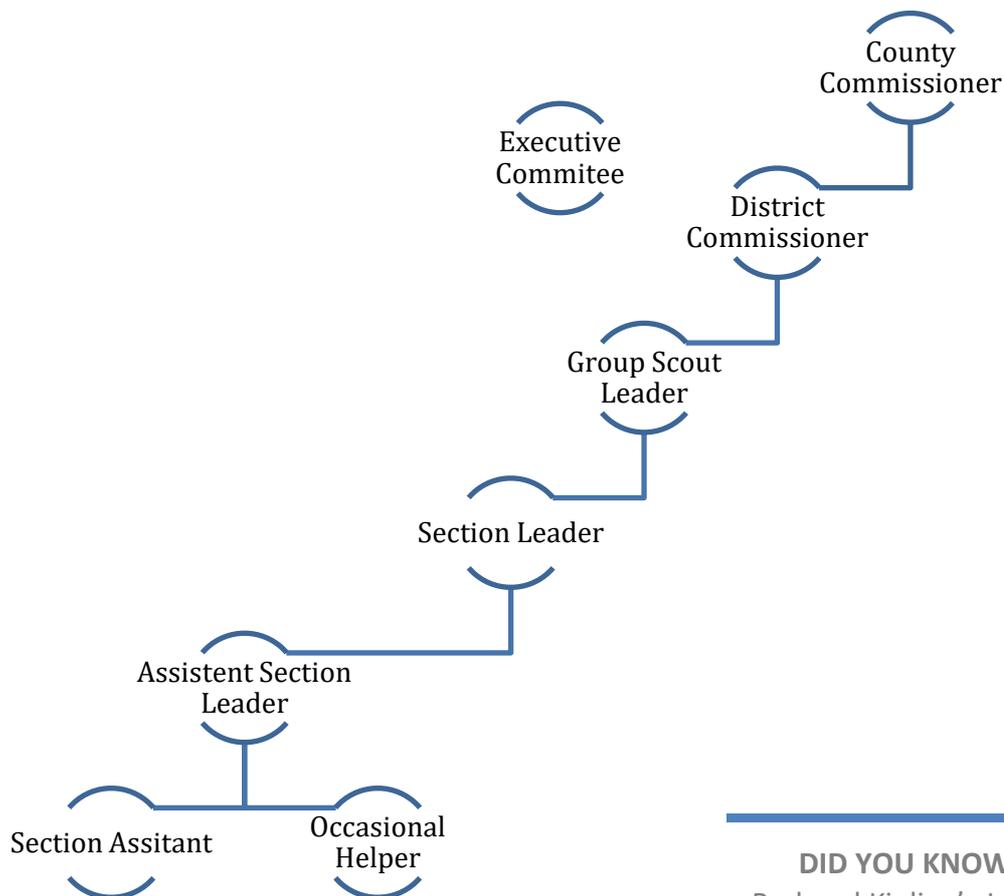
Local Structure | County, District, Group

“For the strength of the Pack is the Wolf, and the strength of the Wolf is the Pack.” - Rudyard Kipling

Your team is one of the most important parts of any Scout group. Without a team tasks can become so overwhelming but with the right team you can ensure that you go through many fun and exciting Scouting adventures, together!

Each Scout group sits under the management of a District, which sits under a County.

The following organisation chart represents the structure of the teams’ involvement within the scouting movement;



DID YOU KNOW:
Rudyard Kipling’s Jungle Book inspired Cub Scouting

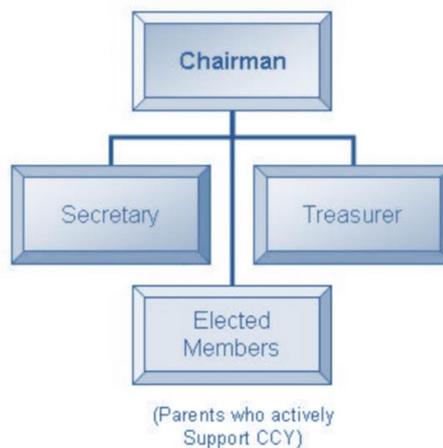
Group Management Committee Roles and Responsibilities

The Executive Committee

The Executive Committee plays a vital role in the running of a Scout Group. Scout Groups in England and Wales are considered charities by law, with most groups falling under the Scouts charity registration, although a few do register themselves individually. Members of the Group Executive Committee act as charity trustees – they are legally and financially responsible for the running of the Scout Group.

In the beginning you may find some of these positions vacant, and that is perfectly normal! However, if you begin with the end in mind you can move forward with a clear vision of what you want to achieve.

The Group management committee is a group of volunteers who are *responsible* for the running of the "business" side of the organisation; looking after finances, buildings, equipment etc.



The Executive is also made up of ex-officio members, who have a role on the Committee due to their role in Scouting. These include:

- Group Scout Leader
- Assistant Group Scout Leader *(if any)*
- All Section Leaders *(if a declaration of intent exists)*
- Explorer Scout Leader *(if stated in the partnership agreement and if a declaration of intent exists)*
- The Sponsoring Authority or its nominee *(mosque/school/CBO)*

The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment. Members of the Executive Committee must act collectively as charity trustees of the Scout Group, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of The Scout Association.
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally.
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-Committees. Sub-committees may also take responsibility for a specific fundraising event for the group, or the sourcing of sponsorship for a specific activity. Grant applications may also be organised and monitored via an Executive sub-committee.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group.
- The opening, closure and amalgamation of Sections in the Group as necessary.

The Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee.
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the District Executive Committee; and if a registered charity, to the appropriate charity regulator if the regulator's rules require it.

- Maintain confidentiality with regard to appropriate Executive Committee business.
- Where staff are employed (if registered as own charity), act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.

Key areas that the Executives can really focus on to support the group may include:

- Developing a robust payment system for term fees to monitor the payment of each child and ensure all fees are covered.
- Assigning a focal point to ensure all leaders are up to date on their safeguarding training and are aware of the process should any incidents arise.
- Developing and sharing an attendance/behaviour/reward and recognition policy- possibly aligning this with an end of term trip for the group. Rewards and behaviour standards can be unique to each group to set as they see suitable for their members.
- Ensuring all health and safety matters are taken into consideration - this may include having an Executive member being responsible for the communication to venues when outsourcing/hiring services.
- Ensuring all risk assessments are complete and submitted to ensure the safety of young people at all times. Each leader delivering an activity must also have ownership of this.
- The sourcing and maintenance of a group minibus may also fall under the Executive committees responsibility - with a robust booking system for each section and ensuring it is road-safe upon each booking and returned in a suitable condition. This will also include ensuring each driver is insured to drive the vehicle.

The Chairman

The Chairman will lead the Executive Committee, ensuring that it fulfils its responsibilities within the Group and District. The Chair will work closely with the GSL (Group Scout Leader) and District team to achieve the purpose of Scouting, in accordance with the Policy, Organisation and Rules of The Scout Association. (POR is covered later in the handbook).

Responsibilities include:

- Objectively and impartially chairing and facilitating Executive Committee meetings.
- Planning the annual cycle of Executive Committee meetings and setting the agenda for Executive Committee meetings.
- Monitoring those decisions and actions agreed at Executive Committee meetings and ensuring they are implemented.
- Working closely with the GSL and District team to ensure there are long and short term goals for the group, the Executive Committee can play a part in helping to achieve these.
- Providing direction for the Executive Committee.
- Ensuring that all members of the Executive Committee have been briefed, inducted into their roles, receive the appropriate training and are aware of their status as charity trustees.
- Addressing and resolving conflicts that arise.
- Membership and attendance of any working groups or sub-Committees set up by the Executive Committee, where appropriate.

The Treasurer

The Treasurer will provide sound financial administration, support and information to the Executive Committee, Group and District, in accordance with the Policy, Organisation and Rules of The Scout Association

Responsibilities include:

- Managing and monitoring the financial activities of the Group and its Sections and Executive Committee.
- Preparing and presenting financial reports and accounts to the Executive Committee. Lead the Executive Committee in the creation of budgets and financial planning and monitoring of these.
- Ensuring that all financial reports, annual statements of account and supporting documents (including receipts, cheque books and bank statements) are maintained accurately and in accordance with legal regulations.
- Ensuring that the Group is financially able to function, has appropriate reserves and accounting procedures and controls in place.
- Preparing the Annual Statement of Accounts for independent examination and approval by the Executive Committee and presenting these at the Annual General Meeting.
- Administering the process of Independent Examination of the Annual Statement of Accounts in accordance with Policy, Organisation and Rules.
- Membership and attendance of any finance working groups or sub-Committees set by the Executive Committee where appropriate

The Secretary

The Secretary will support the Chairman of the Executive Committee to ensure the smooth functioning and sound administration of the Scout Group in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsibilities include:

- Providing administrative support to the running of the Executive Committee.
- Working with the Chairman of the Executive Committee to set meeting agendas and arrange meeting logistics for the Executive Committee.
- Taking accurate and accessible minutes of Executive Committee meetings. Distributing agendas, minutes and supporting documents for Executive Committee meetings.
- Maintaining accurate records for the administration of the Group including meeting minutes, census details, ownership of property and equipment, insurance and financial information.
- Ensuring the safety and security of records maintained by the Executive Committee, complying with appropriate legal requirements.

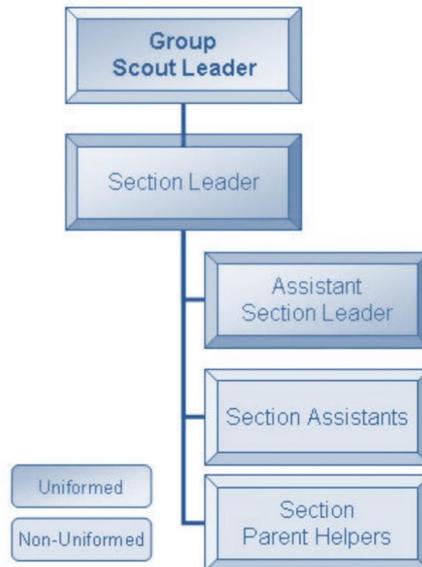
Elected Members

The Executive Committee can also have elected members, who stand for election at the Annual General Meeting and are elected by the Group Scout Council. They can be nominated or co-opted and are usually no more than four to six in number:

- Nominated members are nominated by the Group Scout Leader in partnership with the Group Chair and approved at the Annual General Meeting; there must be no more nominated members than elected members.
- Co-opted members are chosen to take on a role by the Group Executive Committee due to specific skills or knowledge useful to the committee; there must be no more co-opted members than elected members.

Scout Group Roles and Responsibilities

The Group Scout Leader is *responsible* for the "Scouting" side of of organsiation. i.e the section activities, section relationships etc. looking after finances, buildings, equipment etc.



The Group Scout Leader

The Group Scout Leader is responsible to the District Commissioner for:

- The development of Scouting in the Group's catchment area
- Promoting and maintaining the Policy of the Association
- Ensuring that all adults working within the Scout Group are 'fit and proper' persons to carry out the tasks given them
- The continuity and development of training in Sections of the Group
- Ensuring all adults in the Group are appropriately trained
- Maintaining effective communication with the District Commissioner, District Explorer Scout Commissioner, the Scout Fellowship, the local authority youth service, and other organisations whose advice and support could assist the Group
- Acting as Chairman of the Group Scouters' Meeting
- Encouraging co-operation among the Scouters of the Group
- Nominating the Group Chairman. The Group Scout Leader may not hold this appointment, nor may a Scouter be nominated.

- Matters relating to the admission and membership of young people and group members
- Agreeing the remits of any Group Scout Fellowships and reviewing them annually;
- Building and maintaining a good relationship with the Group's immediate community
- Building and maintaining a good relationship with the Sponsoring Authority in the case of a Sponsored Scout Group and with any community represented by the Sponsoring Authority
- All other matters specified in the Rules for Group Scout Leaders.

If a Group Scout Leader appointment is or becomes vacant the District Commissioner will appoint an Acting Group Scout Leader as a temporary measure or will perform these duties himself. The District Commissioner must give priority to filling the vacancy as soon as possible.

The Assistant Group Scout Leader

An Assistant Group Scout Leader may be appointed, with responsibilities as defined by the Group Scout Leader. The Group Scout Leader should have regard to the desirability of developing the Assistant's leadership potential.

The Beaver Scout Leader

The Beaver Scout Leader is responsible for planning and implementing a balanced programme for the Beaver Scout Colony, subject to the general supervision of the Group Scout Leader, with the assistance of Assistant Beaver Scout Leaders, Colony Assistants and Skills Instructors. It is a Leader's responsibility to actively encourage transfer between the Sections.

Assistant Beaver Scout Leader

The responsibilities of an Assistant Beaver Scout Leader are specified by the Beaver Scout Leader, who should have regard to the desirability of developing the Assistants leadership potential.

The Cub Scout Leader

The Cub Scout Leader is responsible for planning and implementing a Balanced Programme for the Cub Scout Pack, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Cub Scout Leaders, Pack Assistants and Skills Instructors. It is a Leader's responsibility actively to encourage effective transfer between the Sections.

Assistant Cub Scout Leader

The responsibilities of an Assistant Cub Scout Leader are specified by the Cub Scout Leader, who should have regard to the desirability of developing the Assistant's leadership potential.

The Scout Leader

The Scout Leader is responsible, in conjunction with the Troop Leadership Forum, for planning and implementing a Balanced Programme for the Scout Troop, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Scout Leaders, Troop Assistants and Skills Instructors. It is a Leader's responsibility actively to encourage transfer between Sections and to maintain links with local Explorer Scout Leaders.

Assistant Scout Leader

The responsibilities of an Assistant Scout Leader are specified by the Scout Leader, who should have regard to the desirability of developing the Assistants leadership potential.

Declaration of Intent

All Section Leaders (i.e. individuals holding a Beaver Scout Leader, Cub Scout Leader or Scout Leader role) need to indicate that they wish to sit on the Executive Committee as an ex-officio member. This can be done in writing or orally at the Annual General Meeting (AGM). A Declaration of Intent form can be used by Section Leaders to indicate in writing that they wish to sit on the Executive Committee. Once completed, the form will need to be passed to the Chair of the Executive Committee, ahead of the AGM.

AGM's

The Annual General Meeting (AGM) is a compulsory yearly meeting of the Group/District/County Scout Council with important legal aspects and key, mandatory business that must be covered. But that doesn't mean that it needs to be boring, lengthy or tedious.

Here are a few tips that may help you when organising your next AGM:

- An AGM needs to be advertised in plenty of time before the scheduled date to ensure full attendance
- Try holding the AGM in combination with another event e.g. a presentation evening, family camp, summer barbeque or at your annual Iftar under the Stars.
- Showcase montages of the events that have taken over the past year
- Allow social time so that people can get to know each other
- Get young people involved – it's great for parents to get to see what their children have been doing
- Keep the meeting focused and allow around 30 minutes for the key business
- Make sure that discussions don't digress from items scheduled on the agenda
- Invite members of the community who might be affected by or interested in Scouting
- Ask people to contribute to the agenda to avoid 'any other business'.

Leader Training

You can't teach what you don't know!

To that end, the Scout Association has developed a modular adult training scheme, delivered by your District Training Team and validated by your District Training Adviser, to ensure that all leaders have the necessary skills that they need to fulfil the requirements of their role and provide a quality programme to the young people.

Below, we've outlined some of the key things you will need to know.

Getting Started

| Getting Started To be completed within 5 months of appointment | | |
|---|---|---|
| Module | Aim | Methods |
| Personal Learning Plan (02) | To create a plan for an individual's learning based on the requirements of the job and taking into account the individual's needs. | <ul style="list-style-type: none"> ■ One to one ■ Workbook |
| Essential Information (01) Or Essential Information for Executive Committee Members (01E) | To provide all adults in Scouting with the essential information needed to get started in their role. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group ■ e-learning |
| General Data Protection Regulations (GDPR) | To provide all adults in Scouting with an understanding of what the General Data Protection Regulations (GDPR) means for them, their Scout Group, District and County and how to effectively align with it. | <ul style="list-style-type: none"> ■ e-learning |
| Tools for the Role (Section Leaders) (03) | To provide the basic information on the individual's role or area of responsibility and some practical help to get the individual started in the role. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group ■ e-learning |
| Tools for the Role (Managers and Supporters) (04) | To provide key information about the individual's role, areas of responsibility and where they can find further information and support. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group ■ e-learning |

- When you are provisionally appointed into your role, you have 5 months to complete the Getting Started adult training which is made up of 4 modules. This must be completed before you can be fully appointed.
- The Training Adviser and adult volunteer will work together to plan to meet the training requirements of the role, taking into account prior/existing knowledge and skills.
- You may complete them in any order.

Mandatory for all

The following modules are essential for all leaders and will prove to be very useful on all occasions – trust us!

| Training For All Appointments | | |
|---|---|---|
| Module | Aim | Methods |
| Delivering a Quality Programme (12A) | To provide Leaders, Managers and Supporters with information about how to deliver quality Scouting to young people, and how we ensure it meets their needs. This module is recommended as a priority. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group ■ e-learning |
| Fundamentals of Scouting (05) | To explore the Fundamentals of Scouting and the Religious Policy, and their relationship with delivering a quality Programme for young people. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group ■ e-learning |
| Scouting For All (07) | To provide an introduction to equal opportunities and practical advice about how to make Scouting inclusive for all. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group ■ Workbook |
| Administration (11) | To provide information and best practice on how to manage administrative tasks in Scouting, including responsibilities relating to the Data Protection Act/GDPR, record keeping, finances and insurance requirements. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group ■ Workbook |
| First Aid (10) | To cover the skills and knowledge necessary to enable adults to manage an incident and provide basic first aid. | <ul style="list-style-type: none"> ■ Course |
| Changes in Scouting (06) | To provide an overview of the Scouting's history, focusing on its development to meet the changing needs of society. | <ul style="list-style-type: none"> ■ Online video ■ Workbook |

| Mandatory Ongoing Learning | | |
|----------------------------|---|--|
| Module | Aim | Methods |
| Safety | To revisit the rules, guidance and responsibilities related to safety in Scouting. | <ul style="list-style-type: none"> ■ Course ■ e-learning |
| Safeguarding | To revisit the rules, guidance and responsibilities related to safeguarding in Scouting. | <ul style="list-style-type: none"> ■ Course ■ e-learning |
| First aid | To cover the skills and knowledge necessary to enable adults to manage an incident and provide basic first aid. | <ul style="list-style-type: none"> ■ Course |

Pro-Tip

Completing some of these trainings together as a team can be a great team building activity for your group leaders.

Wood Badge

All good leaders need to have a thorough understanding of the theoretical, practical and administrative nature of scouting, so the Scouts Association have devised a modular leader training that incorporates the modules shown in the following table:

- Can be undertaken within the first 3 years of being a leader. (We highly recommend that you try to get as much of this done in your first 12 months as possible so that you can feel confident to give the best experience to your scouts.

| Section Leaders and Section Supporters | | |
|--|---|---|
| The Programme | | |
| Module | Aim | Methods |
| Programme Planning (12B) | To provide Section Leaders with an opportunity to plan and review a sectional programme, using a variety of methods to generate programme ideas. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group |
| Running Safe Activities (17) | To enable adults to plan and run exciting, safe and developmental activities for the young people in their section. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group ■ Workbook |
| Practical Skills (18) | To enable adults to gain and develop practical skills for the benefit of young people in their section. | <ul style="list-style-type: none"> ■ Course ■ Small group |
| Introduction to Residential Experiences (16) | To enable Section Leaders and supporters who may support residential experiences for young people, to understand the purpose that residential experiences play in Scouting. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group |
| International (19) | To provide adults with an international focus appropriate to their section and understand the global nature of Scouting. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group |

- This training is delivered by your District, so make sure you speak to them about the service they offer.

| The People | | |
|-----------------------------------|---|---|
| Module | Aim | Methods |
| Supporting Young People (14) | To enable adults to understand and meet the needs of young people and create a supportive environment. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group ■ Workbook |
| Promoting Positive Behaviour (15) | To enable adults to promote positive behaviour and appropriately manage challenging behaviour in their section. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group ■ Workbook |
| Growing the Section (13) | To cover ways in which an adult volunteer can work with their line manager and others to plan and contribute to the growth of their Section and/or Group. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group ■ Workbook |
| Working With Adults (09) | To cover some key skills required to work effectively as a team, including communication, listening skills, decision-making structures and effectively representing others. | <ul style="list-style-type: none"> ■ Course ■ Small group |
| Skills of Leadership (08) | To cover the knowledge, skills and attitudes required to be an effective leader, including leadership styles, action-centred leadership and developing leadership skills in others. | <ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group |

- Prior learning is considered when validating some of these modules.

- The Muslim Scout Fellowship runs a validated Wood Badge training course that enables you to obtain it over two weekends. Visit our website to stay up to date on all the training offered by MSF.

Since 1919, a Wood Badge has been awarded to all leaders who successfully complete the training. Everyone who achieves their badge automatically becomes a member of the 1st Gilwell Park Scout Group – the largest scout group in the world!

Recruiting new volunteers

Adult volunteers are the bread and butter to any Scout group. The key is to using the network around you to recruit suitable individuals for roles that suit them.

Shown below is a 6-step guide on how to recruit new volunteers:



- ⇒ Try to balance the team between different areas of expertise and skill sets.
- ⇒ Remember that everyone has their own commitments and working hours. Some may find completing tasks in the day time works better for them, whereas others may only be available in the evening.
- ⇒ Always consider what works best for the whole team.

Pro-Tip

Some groups will offer priority of children on a waiting list when the parents volunteer to support the growth of the group (parent rota). Consider this as a way to recruit more leaders to support your group. You can also host Open Days, Beaver Bistros, Cub Cafés to create opportunities to speak to parents about the other ways they can support.

Recruiting new young people

When it comes to signing up more young people, or opening up a new section, it is a good idea to invite parents in for an Open Day, where you can pitch the value and impact of scouting. When preparing, always remember that we've all experienced a presentation that left us feeling inspired - well now is your chance to inspire those around you and help make a difference to our youth.

- Avoid death by PowerPoint! 😊
- Keep it short, concise and fun - cover only the most important aspects.
- Consider other ways to share information, make it interactive where possible!
- Provide additional information that they will need in a pack that they can reference back to. To save the environment, make this an online resource, but you should have a few paper copies handy just in case.
- It's not just what you say – but how you say it. Make sure that you believe in your message – that scouting really is developing the next generation for the better. Only then will this belief, energy and enthusiasm come across and inspire your audience.

The presentation should include:

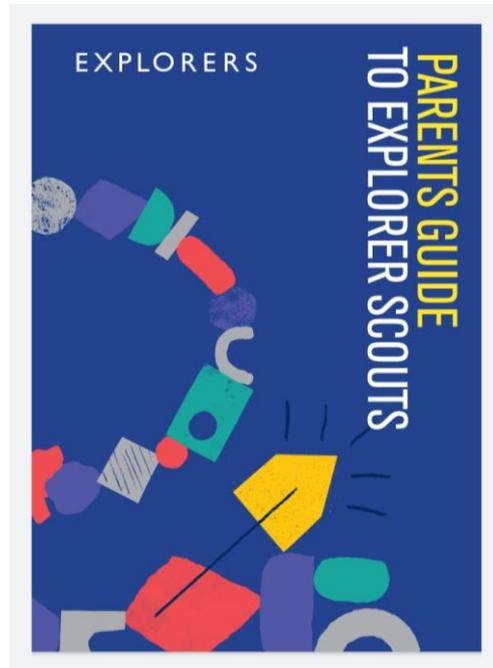
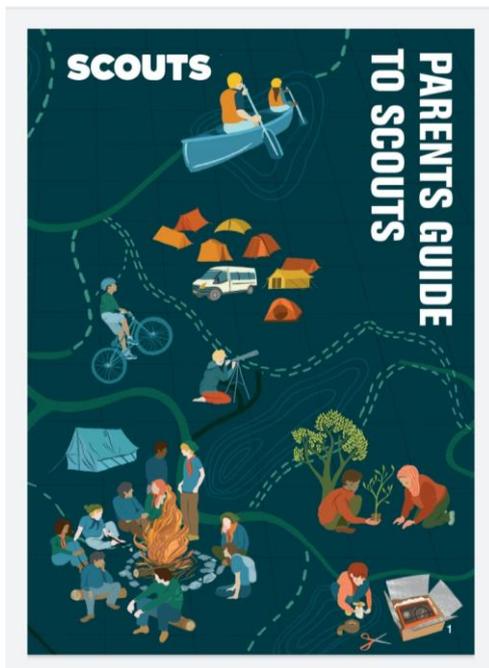
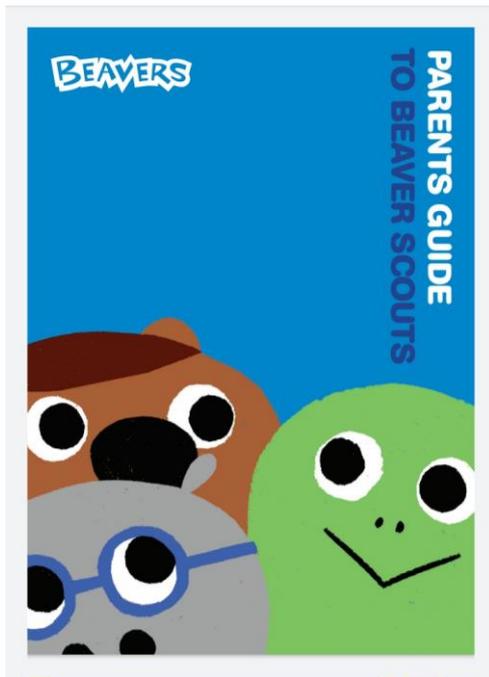
- An overview of Scouting: what it offers to their children, adults and the wider community. You may wish to describe what the Scout core values are, and how they complement our Muslim values
- The impact and benefits of Scouting
- The types of activities & badges that young people can work towards
- The structure of your group, the different roles and key contact details
- The parent rota

In addition, you should facilitate open discussion and dialogue to manage expectations by explaining what parents can expect from yourselves and what you expect from them:

- Timekeeping
- Timings of sessions
- Venue
- How often you will hold bigger activities
- Costs & Payment Schedule
- Gift Aid
- Record Keeping: Attendance, First Aid, Medical Records, Emergency Contact Info and Accident Reporting
- Safeguarding – Yellow Card
- Uniform and policy: Neckers, Badges, Hoodies, Shirts
- Consent Policies – Media: Photography, Video, Social Sharing, Medicine, Administration of Medicine
- Complaints procedures.

Parents' Guides

The Scouts Store has very handy Parents' guide to Scouting booklets. There are different ones for different sections. You can order free prints or circulate PDF copies here: <https://members.scouts.org.uk/supportresources/4640>



Open Day Activities

It's always a good idea to also showcase scouting during these open days, so that parents can see how their children take to scout activities.

Some good activities include:

- Tea light s'mores
- Make a compass using a safety pin, cork and magnet
- Indoor pioneering using breadsticks/lollipop sticks and strawberry laces/string
- Spaghetti & Marshmallow/Jelly Bean structures
- Setting up a 2 Man Tent Challenge
- Indoor archery
- Origami boats and aeroplanes
- Colouring in activity
- Paracord Keyrings
- Relay Games
- Scavenger Hunt

Social Media

It is a good idea to sign up to Facebook, Instagram, WhatsApp and Twitter as these provide great platforms to showcase your groups activities to the wider community and keeps parents informed.

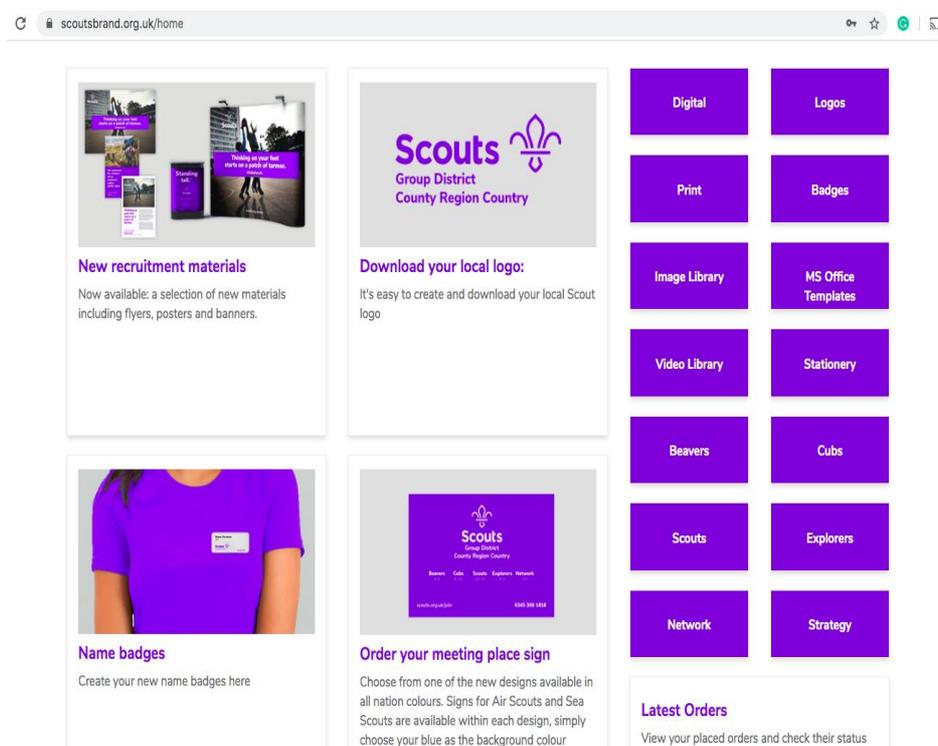
Don't forget to follow other groups also, as well as the Scouts Association and Muslim Scout Fellowship accounts, to see what they're doing and get more inspiration and ideas!

The Online Scouting Brand Centre

The Scouts Association have a great Brand Centre, for you to design and develop your own posters for any event or occasion!

All you need to do is create an account on: <https://scoutsbrand.org.uk/home>

Browse all the great products available, select a template and simply add your event details. You may even decide to use some of the premade products to jazz up your Scout hut!



Keep in mind that whatever your produce will be seen by others and give them a perception of your group so try to make your designs fun, but professional and avoid using language that could be misconstrued as exclusionary.

You can either download digital of your designs and print locally, or have items printed and delivered to you - just bear in mind this may take up to 5 days to have delivered.

[Solopress](#) and [Instantprint](#) are good online printer alternatives.

Managing waiting lists

A Beaver Scout Colony normally comprises of a maximum of 24 Beavers, while the recommended maximum size for a Pack is 36 Cub Scouts.

The decision to increase the maximum is made with the agreement of the Leadership Team and the GSL.

Something that will affect the size of the Colony is the number of adults available to run the Colony.

When a parent contacts you to add their child to the waiting list, you should collect:

- The name of the young person.
- Date of birth.
- Parent/carer's name, address, phone number and email address.
- Details of preferred Group.
- If their siblings already take part and in which Group.
- If they are children of leaders, and which Group/Unit they are leaders in.

Priorities when allocating places can depend on:

- If the parents/carers have been of assistance to the Group
- If there are already children with brothers or sisters in the Colony/Scout Group
- If same names appear on more than one waiting list in the District
- The length of time spent on the waiting list

Investitures

What is an investiture?

Making the Promise is an important act in Scouting and is common to every Section. Whether you're a young person or an adult.

Scouting has a special ceremony for making the Promise called an Investiture or being invested. When a young person or an adult makes their Promise they receive their Group Scarf, The Membership Award, District and County Badge and are welcomed as a new Member into the Scout family.

For Adults

The investiture is as important for adults as it is for young people and it is a great to have the leader investiture in front of the young people and parents. An ideal opportunity to have the leaders invested is in your pre-launch meeting with parents and young people. The investiture of leaders (especially the first investiture) normally has the District Commissioner present.

For Young people

The first investiture in your group should be a real celebration and showcase how far you have come along on your scouting journey. Groups have turned this into a celebration by putting on some food / treats. It is an ideal way to show some photographs and videos of your activities so far, how you have found the first few weeks and any exciting plans you have in the next few months.

For the groups' young people investiture, it would be great to see if the following can be present:

1. Parents
2. Executive or other members of the group
3. District or County Commissioner
4. ADC for the section you are invested
5. MSF representatives who have worked with you
6. Any other representatives who have supported you on your scouting journey.

It is also a great opportunity to make links with the wider community, showcasing your group, your vision and it's great to have wider representatives there. Consider inviting the following:

- Council Leader
- Mayor
- MP
- Contact local press and pitch the story



How to make an investiture even more special

Remember that once a Scout, always a Scout, so try to make this special moment one that is memorable for both adult and young people. In taking the promise, all should remember that they will abide by this at all times, uphold moral values that should be clearly recognisable and always strive to do their best. Consider some of the following to make the moment special for all;

- Making the children make their promise in front of an audience
- Have the children perform something they have learnt at scouts
- Have special certificates / something to mark the occasion
- Having the children come out individually and being presented their scarf and badges.
- Decorating the meeting place
- Balloon arch for the children to send underneath
- Star on the floor for the child to stand on
- If you have social media, do a Facebook / Instagram Live to showcase the event to others
- Ensure all Scouting members are in full formal uniform.

Every time a child joins the group and section, they need to be invested and there are so many ways to make an investiture memorable and fun

Young people have been invested:

- During a camp
- At Iftar Under the Stars
- Whilst Rock climbing / Kayaking / Scuba Diving

Badges

Young people love badges and from the very first day of your group they will be keen to start to achieve as many badges as possible. A good programme aims to allow young people to achieve a range of badges awarded during their time in any one section. Before you begin to plan your programme for the year it is really important to understand the different types of badges available in each section and their purpose.

Top Awards

This is often something we have noticed many new groups miss and it is one of the fundamental aspects of the badge structure. During the time in each section, young people should aim to achieve the “Top Award” badge for that section.

The Top awards are:

| | |
|------------------|--|
| Beavers | Chief Scout Bronze Award |
| Cubs | Chief Scout Silver Award |
| Scouts | Chief Scout Gold Award |
| Explorers | Chief Scout Platinum Award / Queen Scout Award |
| Network | Queen Scout Award |

In order to achieve these top awards in each section, young people must complete all the Challenge Award badges within that section.

Challenge Awards

These Badges aim to allow young people to undertake a number of activities in order to work towards the challenge badges. The challenge badges are as the name suggest a challenge and aim to allow young people to showcase the skills they have learnt; sometimes over a period of months. The challenge badges cover a range of areas including outdoor and adventure; world and skills. Explorers do not have Challenge Awards, but they do have Challenge Areas that reflect the themes.

Activity Awards

These badges are often easier to achieve than the challenge badges and allow young people to learn a variety of different skills. These activity badges help to provide a balanced programme. It is important to note that many activity badges are section specific and are designed in such a manner that young people can work on these outside of scouting too, if there is an area of special interest to them.

Staged Activity Awards

The staged Badges allow young people from Beavers through to Explorers to develop skills in a specific area. Each of the areas offers a variety of challenges i.e. time on water increases in hours 1, 2, 5, 10, 15, 20, 35, 50.

It should be noted that you do not need to work your way through the staged awards and these can be started at whatever level is deemed an appropriate challenge for that young person.

Core Badges

In addition to the activity and programme based badges there are a number of core badges which celebrate important events in a scouting journey from joining, moving on from a section or recording time spent in the movement.

Occasional Badges and Fun Badges

The occasional badges are often to mark a special event or occasion i.e. cubs 100 years and can be worn on the uniforms for a certain length of time. Fun badges are often called blanket badges and are often to mark fun activities such as group camps, activity days or birthdays

Group Badges

Traditionally groups would purchase a group name strip which would be placed above the county / district badge. However in recent years there has been a move to personalised group badges, which groups have inserted into the middle of their neckers or they replace the name strip with their group badge. Some examples of group badges of existing groups are:



Suppliers

There a number of companies who supply badges but one that has been used by a number of groups who were pleased with the service is:

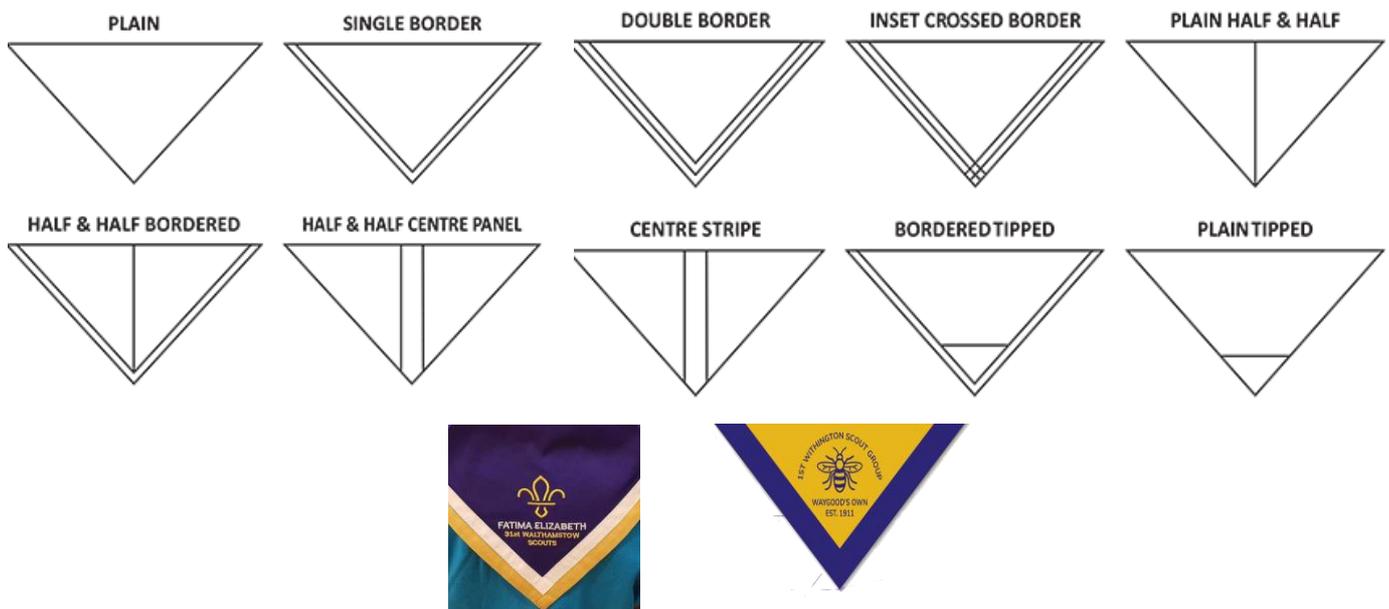
www.nottinghambadges.co.uk/scouting-and-guiding

Neckerchiefs

Colour & Design

One of the first (and exciting decisions) you will make in the first few months in the build up to the launch of your group is choosing the design and colours of neckerchiefs or neckers. The choice of colours for your necker is up to the group.

In addition to choosing the colours, there are also a number of different ways your scarf can be designed. Below are some examples of how your necker can be designed. In addition, you need to decide if you want a group badge and if this will be embroidered onto the necker.



Suppliers

There a number of companies who supply neckers but two of the ones used by a number of groups who were pleased with the quality of the neckers are:

www.neckersandbadges.com

www.mwarrens.co.uk/

Safeguarding

All allegations or suspicions of abuse, no matter how insignificant they might seem or when/where they occur, must be referred to the GSL and District Commissioner immediately. No information must be withheld or filtered. Young people's welfare is always paramount.

The Young People First (Yellow Card) process is what every leader must be aware of and follow to ensure safeguarding is abided by at all times.

You can obtain print/digital versions of these from the Scout Store:
www.shop.scouts.org.uk

Young people first

Safeguarding – a code of practice

This card contains essential information for all adults in Scouting. Please keep it with you at all times.

Version 7. Nov 2018
scouts.org.uk/safeguarding



Group Equipment

As you begin your scouting journey and begin planning your upcoming sessions, the list of equipment you would require can seem vast and costly. Fear not, below we have provided lots of tips of how to manage the first few months and if you are looking to purchase equipment what are the “essentials” you need!

Procurement Tips

- ✓ Speak with your District Commissioner and see if there are any grants or a new group equipment box they provide
- ✓ Depending on which section you are launching speak to the Assistant District Commissioners and the Deputy County Commissioner for Programme and see if they can be of assistance and provide any equipment donations to your group
- ✓ Speak to local groups to see if they can donate or loan items to your group.
- ✓ Try to borrow what you can from local groups and possibly from local activity centres as and when you require equipment.
- ✓ Speak to groups and see what equipment you can borrow and make a spreadsheet so as and when you require additional resources you know what is available
- ✓ Supermarket Sports Equipment for school vouchers can work for groups i.e. Sainsbury's
- ✓ Speak to parents and ask for donations of arts and crafts, pens, pencils etc
- ✓ Get in touch with local schools and if they are looking to replace old equipment to contact you first
- ✓ Speak to your local council, MP and see if there is any local grants aimed at supporting local community groups
- ✓ Local Outdoor Shops may be happy to donate maps and compasses
- ✓ Speak to your local climbing centre and ask them for old ropes that they are throwing away
- ✓ Speak to a forestry department or timber yard about donating pioneering poles
- ✓ Freegle / Preloved can be useful for camping equipment to be donated

Essentials:

OSM subscription (if not provided by districts / county)
 First aid kit (including accident book)
 Flag (United Kingdom)
 Group flag
 Neckers
 Badges: membership / district / group badge
 Badge container
 Clipboards for attendance register
 Hi-Vis jackets for children
 Beakers / Cups for drinks
 2 plastic jugs for drinks
 Board to write on and pens
 Small box of cleaning products
 Tarpaulins

Administration:

Metal lockable filing box
 Lockable cash box
 Receipt book
 Paper shredder
 Folder of emergency session
 Folder of game ideas

Stationary:

[Amazon / Ryman's / Vikings Direct]

Pens
 Pencils
 Erasers
 Sharpeners
 Scissors
 Rulers
 Colouring pencils
 Felt pens
 Zippy bags for storing
 Cellotape
 Masking tape
 Glue sticks
 PVA glue
 Pots and Spreaders
 Pack of plain paper
 Pack of coloured paper
 Paint/ Palettes /Brushes

Noticeboards:

Laminator
 Laminating pouches
 Stapler
 Hole punch

Desirable:

Projector
 Sound system for meetings

Games:

[Newitts / Glasgow Scout Shop / ESPO]

Parachute (3.5m or 5m)
 Hoops
 Beanbags
 Discs /cones
 Skipping rope
 Tug of war rope
 Different sized balls
 Foam balls
 Ball pool balls
 Bats
 Chalk

Programme:

[Amazon / B&M / Go Outdoors]

Paracord
 String
 Rope
 Wooden sticks
 Flint & steel
 Monopoly money
 Boxed games –giant/small
 Maps & Compasses
 Foldable fire-pits
 Pop up tents

Group Sustainability

For new groups to be successful it is really important that vital components are present from the moment you start the group. These elements will ensure that your group is strong, continues to grow and thrive. In the longer term, these will help you grow into a sustainable group, which will have the capabilities to run for decades to come. With the interest that scouting normally sparks in the Muslim community it is often tempting to launch a large group from offset, however, starting a group requires a slow and steady approach, this will allow you to lay strong foundations on which to build the group.

A shared group vision

This is often overlooked by groups but it is really useful to spend time as leaders and decide what your vision is for the group as this really helps you formulate areas that you want to work on, programme ideas which will help this and what you need to do in order for this vision to become a reality. It is always important for all the various stakeholders involved to know the vision from the start.

Your stakeholders are:

- A. The Executive**
- B. Adult Leaders**
- C. Sponsoring Authority** (e.g. a mosque, school or similar community based organisation)
- D. Parents & Young people**

Launching with 1 or 2 sections instead of all 4

You may have enough adult volunteers to potentially launch all the sections however, with scouting being relatively new in the Muslim community, to leaders running the group and even young people attending, it is a good idea to start with one or two sections, and add older sections further down the line, perhaps when the children have progressed through their two year programme. You may be in the position

where a number of leaders have children who don't fall within the section chosen but explain that the long term plan is to have all the sections.

Doing this will allow you to:

- Get to grips with running a scout group
- Understand how to establish a successful section
- Develop and deliver an excellent programme
- Understand what works and doesn't work in your group
- Train up your leaders and focus on ensuring they have training plans in place to help them work towards their wood badge
- Learn other scouting skills, both practical traditional skills but also games etc.
- Focus on building strong relations with your district and county
- Put into place systems which will ensure the smooth running of future sections – registration, risk assessments, costings, organising group trips and events
- Up- skill leaders who can then hit the ground running with sections

Launching with a smaller number of children per section

Once the word is out about a new group, you will be inundated with requests for young people to join and the potential to launch with a group at maximum capacity is often a reality for many groups within the Muslim community.

However, having a smaller number i.e. 16 beavers or 18 cubs means you have enough young people to have a fun session, play games and make them competitive and it is manageable and easier to coordinate. This will of course depend on the number of leaders you have, and your venue capacity. In addition, you can really hone the processes you have in place so in future when you have more young people your group structure is kept strong and robust.

Your leadership team

It is important that you have the right people in the key leadership positions in your group but also that you strive to bring in people with a broad range of skills from the creative, to doers, the organisers to the passionate speakers.

Also, try to bring a range of ages into the leadership also helps, so younger leaders are great role models for scouts and explorers and also have fresh and new ideas which are relevant. Older members have more professional skills and personal experiences that are required, many of which are important but often lacking in young people today.

Strong leader unity

It is also really important to have a strong sense of belonging and connection within the leaders of the group (across all the sections). It is important to bring leaders together outside of scouting and bring a social element into the adult volunteer journey experience. Adults will already have lots of other commitments but a meal together as a team or some other activity (once a term or bi-annually) is a great way to reward the leaders for their efforts, ensure that the leaders come together not only on scouting matters but socially and it really helps ensuring a strong sense of belonging.

Shadowing

In the process of setting up the group and even within the first few months, it is always useful to ask your District Commissioner to introduce you to a few different groups in your district. It is really useful for leaders to go and visit in an actual session. A strong group that is achieving top awards, has a strong leadership team and is also popular with young people would be a great start to gain this experience.

Leader motivation and retention

Increasing motivation achieves the goal of creating an environment in which Leaders feel challenged, supported, rewarded and given the opportunity to carry out projects successfully and progress to their full potential.

Ways that you can motivate leaders include:

- Creating a sense of belonging to a Scouting family
- Creating a sense of achievement for completing concrete tasks and reaching goals. For example, while working towards obtaining the Wood Badge.
- Teaching new ways of doing things and encouraging them to learn new skills.
- Increasing leader's knowledge, information and awareness of scouting.
- Enabling leaders to see that their efforts have a positive effect on others.
- Ensuring that leaders are aware of how much you value their commitment to Scouting
- Ensuring that they feel part of a much bigger movement with a far reaching impact
- Reflecting on the personal benefits they have gained. Scouting allows for life-long learning and is a productive use of free time.
- Ensuring leaders are having fun.

Young People membership fees

There are two main costs which must be taken into account. The first of which is required is the [membership fee](#) to the UK Scout headquarters which is approximately £28.00. This provides a level of insurance against claims for personal injury on Scout activities. The second cost to consider is the weekly session fees. These range from £20.00 to £50.00 per Scout per quarter. The executive committee may request for these payments to be made weekly, monthly, quarterly or yearly.

The membership fees to UK headquarters as well as the subscription fee to the group may be merged together for the convenience of parents/carers.

The executive committee is to agree on the fee required by the young people to the group taking into consideration all expenses such as hall hire and utility bills.

Fundraising & Gift Aid

It is possible to do scouting on a shoestring budget, but having funds at your disposal always makes things that much easier! Fundraising for your group does not have to be a daunting task; there are actually many ways to raise funds:

- Ask your Growth Development Officer for a start-up grant from Scouts HQ if you fall under IMD 1-4
- Local council grants
- Signing up for initiatives at local supermarkets e.g. bag packing, bucketing
- Organise sponsored challenge events with the community, such as walks, treks and cycles
- Organise Fun Days, Car Washes, Coffee mornings and Iftar under the Stars
- Approach local businesses and/or individuals for donations
- Organising a mosque/school bucket collection
- Asking for in-kind donations also – donations of items and services that you need to run activities and events

Gift Aid is a great way to bring in some extra funds to your Scout group. It allows tax to be reclaimed on any qualifying donation to charity, regardless of whether it is regular or one off. However, the parent or guardian should not fill out a Gift Aid declaration unless they are an income or capital gains taxpayer. This is because the subscription or donation will have been paid out of taxed income, the charity, due special status, can claim back the tax.

The Gift Aid declaration that the parent or guardian must provide can be written or oral. More details of Gift aid set up can be found in this very useful [Factsheet](#). It will talk you through what documents you need, how to contact HRMC and how to get parents and guardians on board.

Policy, Organisation and Rules [POR]

So you now you have the District and MSF as a point of contact for queries, you can also refer to POR. This is a 267 page resource that is routinely updated, which outlines the Scouts Association's overarching policies and rules and who is responsible for upholding them.

Here you will find answers to questions like:

- I've organised a camp for 7 beavers, but one of my leaders has had to drop out and I can't find anyone else cleared to step in – what do I do?

- If a cub wakes up in the middle of the night on a nights away, and needs to use the toilet – can they go by themselves?

You can find the most up to date version of POR [here](#).

If you still find yourself in doubt about a specific situation where you would like to understand the Scouting perspective and you want to run something over with a fellow Scout, [The Scouts info centre](#) is also available for you to use.

You can get in touch in a variety of ways:

- Call on 0345 300 1818 or 020 8433 7100 [Mon – Fri 9am to 5pm]
- Email: info.centre@scouts.org.uk

Islam and Scouting

Muslim POR

It should come as no surprise that the number of Muslims joining scouting in the UK has been growing rapidly year on year. However, you might be surprised to learn that 60% of *all* Scouts worldwide are Muslims!

One of the fundamental reasons for this is that the core values of scouting compliment the values and beliefs of Muslims around the world:

Core Values of Scouting

| | |
|---------------------|---|
| INTEGRITY | Scouts are honest, trustworthy and loyal |
| RESPECT | Scouts have self-respect and respect for others |
| CARE | Scouts support others and take care of the world in which we live |
| BELIEF | Scouts explore their faith, beliefs and attitudes |
| CO-OPERATION | Scouts make a positive difference, cooperating with others and making friends |

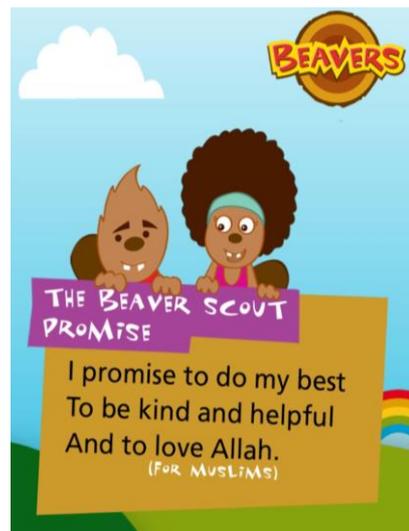
Spiritual Development Guide

MSF has also worked to develop the Spiritual Development Guide, which incorporates Islamic principles taken from Quran and Hadith, into the scouting programme, broken down into sessions and badges. Scout groups are encouraged to observe Islamic teachings as part of the youth's spiritual development such as praying in congregation during sessions and beginning and ending activities with Islamic reminders.

Email info@ukmsf.org.uk to obtain your copy of the Spiritual Development Guide.

The Promise

The Scouts Association have embraced Muslim scouts, actively allowing Muslim members to participate in scout activities without compromising their faith beliefs, such as by allowing a variation of the Scout promise that refers to ‘duty to Allah’ instead of ‘God’. In addition; a modest scout uniform is sold for female scout members on the Scout Association website.



Segregation

Additionally, in order take in cultural sensitivities when it comes to segregation, Scout leaders are free to decide if and when they would like to segregate groups. The key thing to note here is that there is a distinct difference between segregation and discrimination. So long as both genders are receiving the same opportunities, there is no issue with segregating groups at a certain age where physical contact may no longer be appropriate. When one gender has an opportunity that the other does not – there is an issue of discrimination.

The Scout Handshake

You may have already realised that within Scouts the shaking of the hand is done with the left, and if you haven't yet discovered this, you soon will! This demonstration of peace actually dates back to Medieval times. The story goes that since shields were traditionally carried in the left arm; shaking with the left hand indicates to the other person that you are putting down your (imaginary) shield to extend a hand of peace.

Now in British culture it is normal for males and females to shake hands, especially at award events and investitures. Amongst the Muslim community, some do, some don't. If you or a member of your group may find discomfort in either of the two then please do have the confidence to explain this to your District. In order for us to build understanding between communities we first need to build open lines of communication. Only when we create a platform for open conversation can trust be built between groups and communities grow together.

Flag break

Much of what we do in Scouts derives from long standing traditions and ceremonies. One such ceremony is the Flag Break. In simple terms, a flag break is to unfold a flag and hang it from a flagpole, the flag that is used in the UK is the Union Jack and this ceremony is most commonly performed at the beginning of any meeting, event or camps. You can speak to your District if a personal group flag would be more appropriate. It is not necessary to have a flag break.

For each of these, there are overarching understandings of what is acceptable and unacceptable in Islam. MSF do not dictate what you should or should not do.

Work with your Executive Committee and your key stakeholders (parents, associated organisations, and wider community) to decide what your policy will be on these things based on local considerations and sensitivities.

The one thing that MSF do advocate for is that scout groups in the Muslim community maintain an Open Group policy. That is, that if someone from a non-Muslim background wants to send their child to your group, you do not reject them. You welcome them but clearly outline that your scout group provides scouting that caters to the needs of Muslim children so there will be elements of the sessions that touch upon Islamic principles and beliefs and there will be some religious observations. If, after having this discussion, the parents still wish to send their child to your group, and you have space, then Bismillah! All groups should feel comfortable in delivering and organising regular sessions and special events for their communities and the wider community, whilst encouraging mutual respect and understanding.

Differences in regular scouting to scouting for Muslims

- ✓ Praying when it's time to pray
- ✓ Fasting when it's Ramadan
- ✓ Doing scouting within Islamic and Cultural considerations:
- ✓ Diet - Halal, Veg, Fish and Non-Alcoholic
- ✓ Lota's and Wudhu
- ✓ Modest Dress
- ✓ Music or No Music?
- ✓ Commemorating Remembrance Day/St George's Day
- ✓ Games of chance (Raffles, Lottery)

Permits

You will need to make sure you have the correct permit to suit the planned activity.

Nights Away Permit Categories:

- Indoor Permit:** For staying overnight in a building that has built in lighting and cooking facilities, toilets plumbed into a waste disposal system (i.e. a cess pit, storage tank or mains drains) and running drinking water
- Campsite Permit:** For staying at a site that has toilets plumbed into a waste disposal system, and access to running drinking water
- Green Field Permit:** For staying at any site where any of the above facilities do not exist – for example, a summer camp on a farmer’s field;
- Lightweight Expedition:** For staying at any site for not more than one night before moving on. The core activity is a form of expedition, not a residential, and all the equipment is transported with the participants. eg. QSA/DofE hikes, expedition hikes and canoe expeditions.

Nights Away Permit | Permissions & Restrictions

- Those holding a Green Field Permit may lead residential events in the other three categories.
- Those holding a Camp Site Permit may also run indoor residential events.
- Those holding a Hillwalking Permit that includes lightweight camping in remote areas may also run Lightweight Expedition events.
- Nights Away Permits are not Section specific and Districts and Counties must not operate a policy of issuing only Section specific permits.
- A permit holder may operate with Members from another District or County (subject to the normal approval of the District/County Commissioner of the Members concerned).
- Permit holders proposing to work outside their usual Section should obtain guidance from the Nights Away Adviser before the event takes place.
- Permits can only be held by Members or Associate Members of The Scout Association.

- There is no maximum age limit for the nights Away Permit.
- Permits must be renewed at intervals of not more than five years.
- Permits will expire automatically if they are not renewed.
- Assessment:
 - An applicant will be assessed by a Nights Away Adviser appointed by the District or County Commissioner, who will recommend a level of permit to be granted;
 - Assessments will be carried out in accordance with the process and content of the appropriate factsheet.
- Notification:
 - The relevant home Commissioner (or their nominee) must be notified before any nights away event takes place. It is best practice for at least seven days' notice to be given;
 - The notification must include all the information required in the [Nights Away Notification Form](#) (NAN)
 - It is the responsibility of the Permit holder to ensure that appropriate notification is made for each group they are responsible for.
 - Adult groups are required to notify their relevant Commissioner of any nights away events.

Adventurous Activities Permits:

Adventurous activities include:

- ✓ Archery
- ✓ Caving
- ✓ Climbing and abseiling, except; bouldering and climbs that use auto belay systems (systems that lower a climber to the ground without any human intervention)
- ✓ Hill walking and off road cycling (in Terrain One and Two)
- ✓ Hovercrafting
- ✓ Snowsports (except artificial slopes and nursery slopes)
- ✓ All water activities, except swimming, on class B1, B2, B3 or A waters
- ✓ All motorised water activities and SCUBA activities on class C waters

Adventurous Activities Permit | Permissions and Restrictions:

- Members or associate members of Scouting wishing to run any adventurous activity must hold the appropriate activity permit where any member of the activity group is under the age of 18 or those Scout Network members with additional needs that places their mental capacity and understanding as below the age of 18. For joint activities with under and over 18 members the activity permit scheme applies. Where these activities are being run by non-members, see Rule 9.9 Use of External Centres and Instructors.
- **Note:** This rule also applies to staff and employees operating on behalf of The Scout Association (or any Group, District, County or Country thereof).
- A Commissioner issues a permit on the recommendation of an assessor and in accordance with the process and content of the [factsheet FS120103 Adventurous Activity Permit Scheme – Commissioners’ Guide](#).
- Permits can be granted for leadership, supervisory and personal, the details of can be found in the factsheet [FS120100 Adventurous Activity Permit Scheme](#). The remit of each permit can be found in the appropriate factsheet for the specific activity, although all permits can have additional restrictions placed on them based on the skills and experience of the permit holder.
- There is no minimum or maximum age to hold a leadership or supervisory permit (except any imposed by outside agencies). There is no minimum age to hold a personal permit, but the maximum age is 17.
- Recommendations for permits may be made by County assessors or external assessors in accordance with the [factsheet FS120104 Adventurous Activity Permit Scheme – Approved Assessors](#).
- Permits must have an expiry date of not more than five years. When a permit expires the permit holder must apply for, be assessed for and be granted a new permit before they are able to run the activity again.

- Where a leadership or supervisory permit holder is under 18 their permit will expire on their 18th birthday if the required safeguarding checks for an adult holding a permit have not been carried out. When they turn 18 they can be granted a new permit, once the required safeguarding checks have been carried out, without the need for another assessment, to expire no longer than five years after their initial permit was granted.
- All groups undertaking adventurous activities must have immediate access to someone holding a relevant and current first aid qualification. This need not be the permit holder.
- The detail of the first aid skills required will be identified by the risk assessment.
- A full first aid certificate as defined at [FS120052](#) is required for all remote activities, where travelling time is 3 hours or more (in the method of travel being used) to a point of refuge including:
 - a road which carries a normal road-going ambulance
 - a building which is occupied (such as a farm or harbour)
 - or another means of calling help (such as a telephone box)
 - First Response is required for all other adventurous activities.
- Once holding a permit an activity leader may operate with Members from another District or County (subject to the normal approval of the District/County Commissioner of the Members concerned).
- When a permit holder leaves Scouting their permit(s) will automatically expire on the date that they leave.
- Where a permit holder is not following the activity rules or running the activity in an unsafe manner, their Commissioner may review and further restrict or cancel their permit.
- Each County is required to carry out a self- moderation of their management of the adventurous activity permit scheme by the end of each January in accordance with the details in [FS120106 Adventurous Activity Permit Scheme – Moderation](#).

Moderation

The County Commissioner is responsible for:

- agreeing the County self- moderation as an accurate record
- ensuring action plans are in place where any minimum standards are not met
- ensuring any agreed action plans are carried out

Where a County is selected for national sampling of their self-moderation they need to send their completed County self - moderation form to the UK Activities Team at Gilwell Park before the end of February.

Renewal, restriction, suspension or withdrawals

- Any Leader who is alleged to have broken the activity rules must have their permit(s) suspended immediately.
- The relevant Commissioner will promptly enquire into the allegation and determine whether the permit(s) are to be reinstated, modified or cancelled.
- The relevant Commissioner may at any time impose restrictions, suspend, withdraw or not renew a permit provided they have reasonable grounds to do so. Any amendment of a permit's status is only valid if the record on Compass is updated as appropriate.
- A Permit automatically expires if a member leaves the Scout Association

Risk Assessments

Everything we do in Scouts involves an element of risk so whilst we strive to provide exciting and adventurous activities we need to ensure that these are done in a safe way.

What is a Risk Assessment?

A Risk Assessment is a means of establishing what the potential risks are in any activity you undertake and what measures can be taken to control and mitigate these risks. It is important to remember that Risk Assessments will be fluid and throughout an activity you will need to be continually assessing the risk. For example, on a hike, if the weather suddenly changes, your initial risk assessment would need to be reviewed and new decisions and steps taken to limit hazards and risk based on the new circumstances.

Sessions held outside your regular meeting space

If you are undertaking an activity outside of your meeting place it is always advisable to have a full risk assessment (template of the risk assessment form and example completed risk assessments are provided below.) Once you have completed a few you will have a few templates to adapt and make current.

Sessions held within your regular meeting space

Even for sessions in your normal meeting place, you will be undertaking risk assessments for any activities you are taking and it good practice to have these risks and controls written down in bullet points so you can ensure you are passing on full information to other leaders and young people.

The following highlights the five steps to assess risk:

Step 1

- **Establish what the hazards are;**
- A hazard is anything that could cause harm. In the context of activities, a hazard could be weather, equipment, or how you are running the activity.
- Look at all your activities.
- Look at what actually happens rather than what should happen.

Step 2

- **Consider who might be harmed;**
- Think of everyone involved in the activity e.g. Young People, adult leaders, visitors, members of the public
- What could happen to cause them harm?

Step 3

- **Can any control measures be added?**
- Controls are ways of removing or reducing risk and consulting experts for their advice. Types of controls include:
- Can I get rid of the hazard altogether? e.g. not crossing a road but using a bridge or underpass? What is a less risky option? Can certain kinds of clothing be worn? What sort of instructions do participants need for the activity? A written sheet? Simple rules for a game? What do other people with experience in this activity recommend?

Step 4

- **Recording and Communicating;**
- It is really good practise to write your risk assessments down. The purpose of Risk Assessment is not for lots of paper work but to ensure that we are recording and giving information to everyone who needs this information.
- Risk assessment need to be recorded but also communicated to all the relevant people involved, i.e. other leaders and young people.

Step 5

- **Review;**
- As with any document, we need to ensure that the information contained is relevant and current. It is advisable to have these reviewed at least every 12 months if not sooner.

Risks, threats and things to consider:

The safety of youth, volunteers, staff, and employees cannot be compromised. Assessing risk in order to reduce or remove it is essential. Resources are provided on the scouting website to help provide simple and practical guidance on this issue.

These include:

- ❑ [Risk Assessment \(doc\)](#)

A simple guide to completing a risk assessment within Scouting, from identifying risk, to understanding how to reduce and control the risk.

- ❑ [Safety Checklist for Leaders \(pdf\)](#)

The document includes the key action points for organising safe programmes and list some of the regular hazards that Leaders need to consider in their planning.

- ❑ [Purple Card – Safe Scouting and What to do in an Emergency](#)

This contains essential Information to help plan safe activities and the necessary prompts to aid in the event of an accident.

Safe Scouting and what to do in an emergency...

This card is for all adults in Scouting.
It contains essential information
– keep it with you.

scouts.org.uk/safety

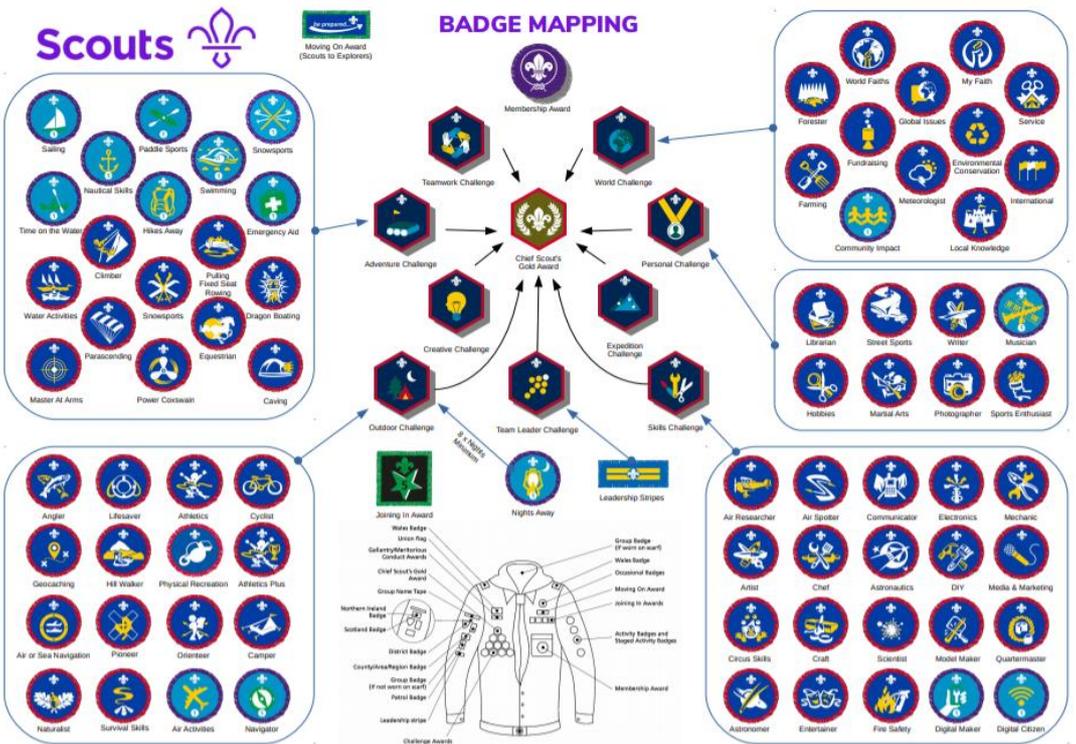
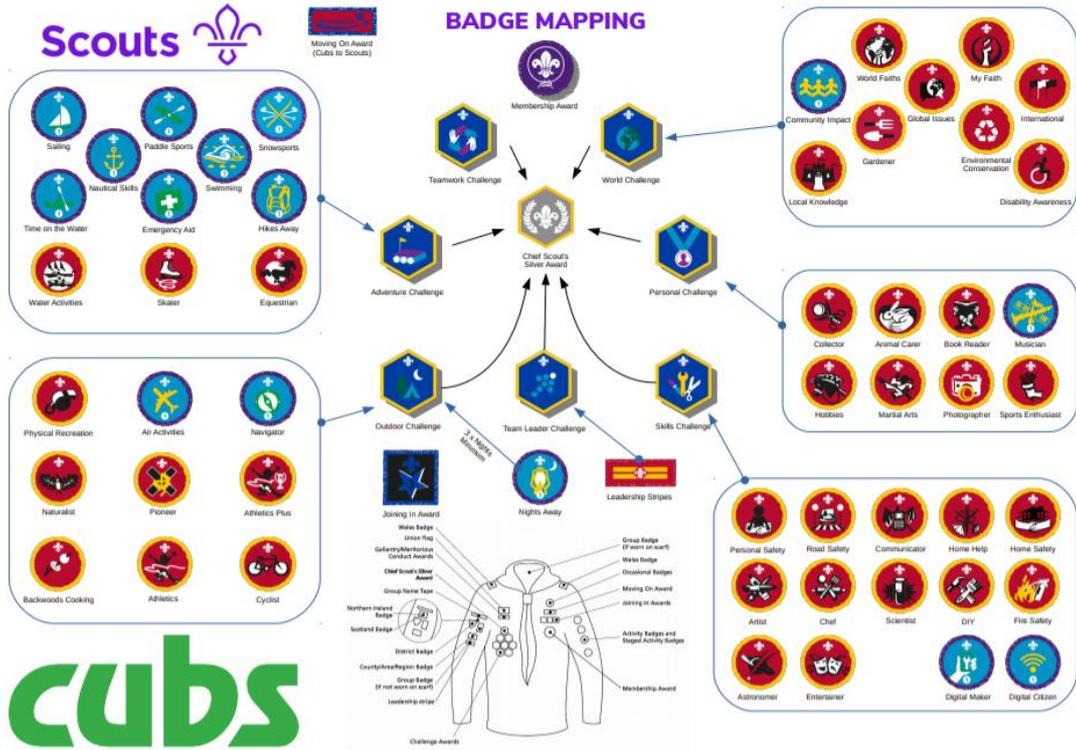


Programme Planning

As previously mentioned Scouting is based around a structured badges and awards scheme. For each section young people are expected to work through the activities achieving as many badges as they can along the way and eventually achieving their Queen Scout Award.

The following diagrams show how all the badges from activity badges, to staged activity badges, to challenge awards, are connected and with a little structure, are easy to achieve!





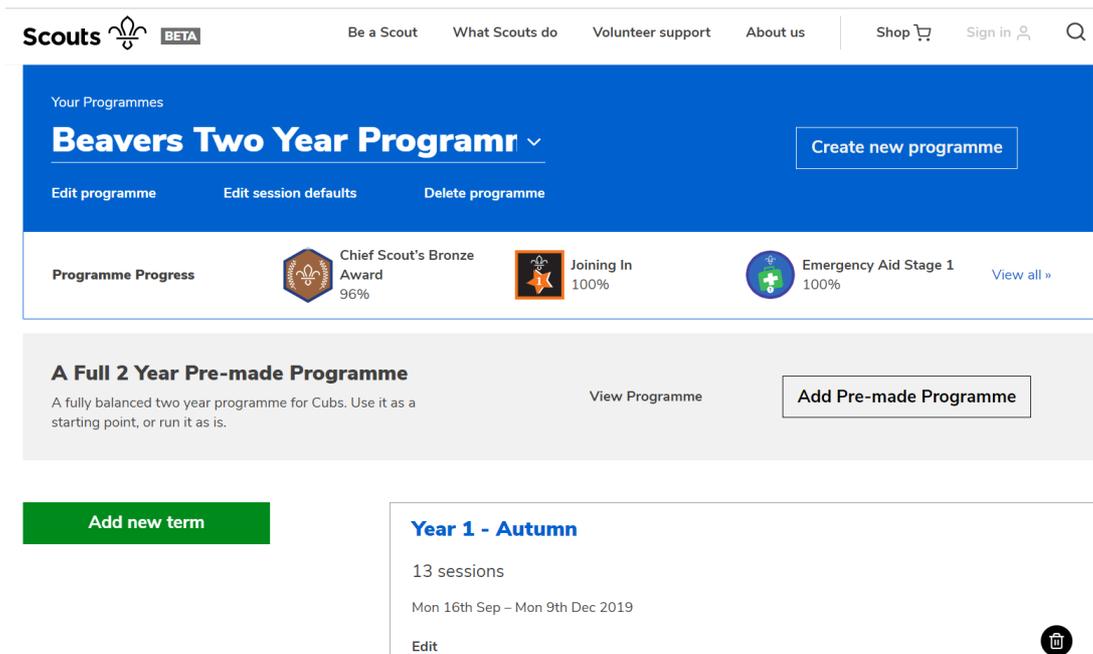
BETA Programme Planning Tool

There are a number of tools available to support leaders in developing a balanced programme.

The Scouts have an online [BETA Programme planning tool](#) for all sections which can help you plan from one session all the way through to a ready-made whole 2 year plan.

MSF have a webinar available to explain how to navigate around this, and even create your own tailored term plan online. (Please contact info@ukmsf.org for more information)

The BETA Programme planner also shows you how to work towards achieving your badges within the time frames- and connects them all together as the above images show. Once you have achieved the % needed to complete the badges you can begin to award your young people- there is nothing quite like presenting your first badges of achievement!



The screenshot shows the Scouts BETA programme planning tool interface. At the top, there is a navigation bar with links for 'Be a Scout', 'What Scouts do', 'Volunteer support', 'About us', 'Shop', 'Sign in', and a search icon. Below the navigation bar, the main content area is titled 'Your Programmes' and features a large blue header for 'Beavers Two Year Program'. Underneath this header are three buttons: 'Edit programme', 'Edit session defaults', and 'Delete programme'. To the right of the header is a 'Create new programme' button. Below the header, there is a 'Programme Progress' section with three progress indicators: 'Chief Scout's Bronze Award' at 96%, 'Joining In' at 100%, and 'Emergency Aid Stage 1' at 100%. A 'View all »' link is also present. Below the progress section, there is a 'A Full 2 Year Pre-made Programme' section with a description: 'A fully balanced two year programme for Cubs. Use it as a starting point, or run it as is.' and buttons for 'View Programme' and 'Add Pre-made Programme'. At the bottom left, there is a green 'Add new term' button. On the right, there is a card for 'Year 1 - Autumn' showing '13 sessions' and the dates 'Mon 16th Sep - Mon 9th Dec 2019', with an 'Edit' button and a trash icon.

One thing to remember when using these great resources however is that we must remember we are delivering Skills for Life, and that all that we do should be Youth led.

Give the young people involved the opportunity to share what ideas they may have for session by planning in a few planning sessions or as Beavers like to call them, 'Log Chews'.

You will be amazed at the great ideas they come up with and how easy it can be to facilitate - you may not be able to take them on a trip to the moon, but you most certainly can make the moon come to them in session, and make them feel like they are out of this world, with a little creativity!

One great place to find easy session ideas is the 1st Facebook Scout group – a group where everyone shares ideas and tips together! Pinterest is also a great resource to tap into as well as Leaders evenings run by your District. Go ready to take new ideas home with you, and to share some ideas of your own!

The MSF UK Scout WhatsApp group chat is also a great place for leaders to share session ideas, ask for clarification and support and offer opportunities for collaboration. If you wish to be added to this please email <mailto:info@ukmsf.org>

Year Planning

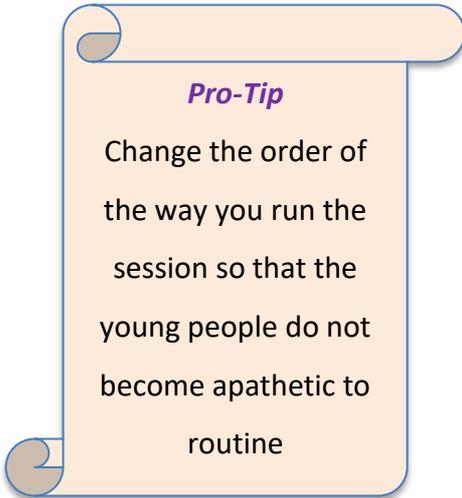
- One way to get your Scouting year started is to highlight all the key dates that fall into the calendar, from religious holidays or events, to bank holidays, and even internationally recognised days. Each group, or section should pick which dates they choose to celebrate and use this to develop a session around
- Plan out the exact number of weeks in your Autumn/Winter, Spring & Summer terms
- Consider the duration of your sessions: 1 – 1 ½ hr a week or 3 hours fortnightly
- You should aim to complete at least 3 activity badges per term
- Work smart, not hard: Can you get the same outcome by having someone else come in as a guest to deliver a session/workshops?
- Use the Spiritual Development Guide to plan in the Islamic angle with a difference
- Plan opportunities for debates / discussions
- Plan in monthly outings
- Plan at least 2 camps

Session Planning

It is highly advisable to share plans with all leaders and occasional helpers before the session so everyone can be aware of what is expected and within the group sharing of resources can be arranged. If you keep an archive of these with will also mean learning and improving year on year can be done with much ease!

Having a rotation between leaders in charge will also help create a balanced programme, giving a variety of delivery styles within session, but will also help spread out the responsibilities and keep everyone engaged. Ownership of a session to a particular leader will allow them their own opportunity to grow and develop their own new skills!

To get you started on planning you own sessions, the scouts have provided a suggested template to use, allowing you to confirm venues, equipment and time for each activity.



Pro-Tip

Change the order of the way you run the session so that the young people do not become apathetic to routine



Scouts

SESSION TEMPLATE

| | |
|-------------------------|--|
| Name of Group | |
| Meeting Place | |
| Leader in Charge | |

| Time | Activity | Equipment |
|-------------|---|------------------|
| 10 mins | Opening Ceremony | |
| | | |
| 10 mins | Energizer | |
| | | |
| 45 mins | Badge Work Exercise | |
| | | |
| 10 mins | Closing Ceremony with Islamic Reminder | |

Camp Planning

Without a shadow of a doubt, the highlight of any scout term is when the young people get to go on camp!

Read on to find out how to plan your first big adventure;

Budget Planning

Start by compiling a list all of the items and areas that you might need to spend money on in camp. This includes:

- Food (consider any equipment you will need to buy as well as ingredients to meet specific dietary requirements)
- Campsite / Activity Hire
- Camping Supplies
- Transportation
- Materials for activities
- Wood for campfires
- Equipment rental
- Leaders' expenses
- Contingency funds

Budget Forecasting

Next, break down each of these to what exactly is needed to estimate how much each item would cost for the duration of the camp. For example:

Food

- What will be prepared for each meal?
- What quantities that should be bought?
- How many meals must be prepared?

Campsite / Activity Hire

- How many rooms are needed?
- How much will it cost to rent the kitchen and hall?
- How much does it cost to book activities?

Transportation

- What method of travel will be used?
- How much will coach hire/ train tickets cost?

Other things to consider

- Some things may be cheaper or more expensive depending on the time of year – booking in advance or working around this where possible, will help keep costs lower
- Always get contractor/service provider quotes in writing beforehand with any caveats fully disclosed
- An increase or decrease in your attendance may cause the cost of your camp to go up. Work out what the minimum viable attendance is to keep the costs manageable and make sure that this is achievable. You can also use this to negotiate with activity providers based on the minimum number of attendees.

Using the quotes and quantities from the earlier exercise, you should be able to create a budget forecast of what you expect the camp to cost. From this, you can calculate what the cost per child should be. Always obtain a few quotes for the various products and services to get the best value for money and always ask yourself - is there a way to source some of these items for free?

Budget Review

Post camp, review how your forecasted budget and real budget compared.

- Did you break even, make a loss or make a profit?
- Did you have to spend any of the contingency budget?
- Keep a record of your budgets to use as reference points for future activities and events.

Camp Itinerary

Plan out how the camp day(s) will be broken down. You should include everything from arrivals and registration, travel, tent pitch ups (if outdoor), room assigning (if indoor), self-led activities, externally led activities tea breaks, prayer breaks, meal breaks, camp fire, reflections, and pack up and clean ups.

Assign different leaders to lead on different parts of the day so that the responsibility for the overall camp is equally shared amongst you all and not on any one person's shoulders.

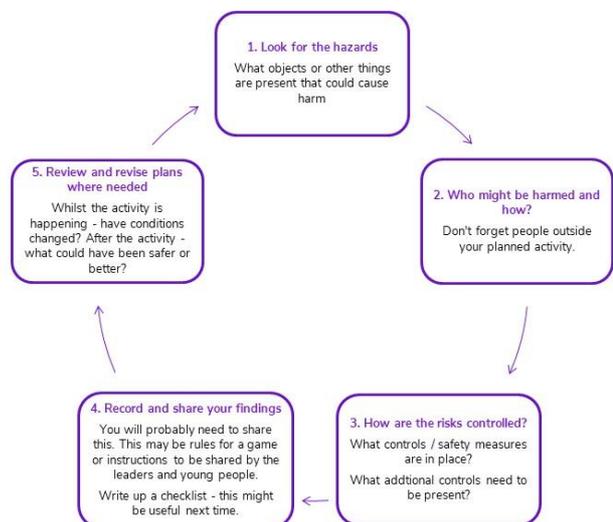
Always build in contingencies in case of sudden changes in weather, attendance, leader numbers etc.

Refer to this throughout the camp to make sure you stay on track. It is very easy to get caught up in an activity, especially when you are having fun!

Risk Assessment

Now that you know what you are doing and when – you can complete a risk assessment, also covered in more detail earlier in the Handbook.

Don't forget to identify your first aiders and how you will ensure you have an accurate record of your young people's medical history and emergency contacts.



Energizer Game Ideas

Indoor Games

- **CAR TEAM RACE**

Sixes stand in teams and are numbered. Each number is given the name of a car. When the number OR the name of the car is called out, they have to race to the end of the hall and back to their place, using the method they have been told. e.g. Volkswagen – hop, Jaguar – run, Skoda - walk sideways, BMW - skip

- **KEEP TALKING**

This is a knockout competition, and is played in two's. Each person has to keep talking at the other person. It doesn't matter what they are talking about, but there must be no repetition or pauses. You will need a referee to decide the winner of each pair. We have played this several times and it has proved very popular. Often the younger Scouts have walked all over the older Scouts in this game.

- **CRABS, CROWS AND CRANES**

Split the scouts into two teams, in two lines across the hall. There should be a gap of about ten feet between them. Near each end of the hall should be a home line for each team. Don't make it too close to the wall or they will run into it. One team are the crows, the other team are the cranes. If you shout cranes, the cranes team must run to their home line without getting tagged by the crows team. Any member of the cranes that gets tagged has to join the crows team. If you shout crows, the crows team has to run to their home line without getting tagged by the cranes team. Any member of the crows that gets tagged has to join the cranes team. If you shout crabs they must all stand still. Anyone that moves must join the opposing team. You start off each time with both teams lined up across the hall facing each other. The game ends when one team has all the players. You can have a lot of fun rolling your RRRRR'S with this: CRRRRRRRRRABS, CRRRRRRROWS, CRRRRRRANES.

- **SNAKE DODGE** You will need: A ball

This is a continuous game with no winners or losers. 5 or 6 players stand in a line, in the centre of the circle formed by the rest of the Troop or pack. Each player in the line puts their arms round the waist of the player in front. The object of the game is for the players around the circle to hit the player at the end of the line or snake, below the knees with the ball. The snake can move around inside the circle to make this more difficult. When the player at the back of the snake is struck by the ball, they leave the snake and moves into the circle of throwers and the player who threw the ball, joins on as the front man of the snake. The game carries on for as long as you wish.

- **TURN TURTLE**

If your Scouts or Cubs like rolling around on the floor then they will love this quickie. We advise activity dress, so as not to dirty uniforms. Pair the Scouts off in size. One scout in each pair lies on their back on the ground. On the word GO the other Scout has to try and turn them over onto their stomach. The Scout on the floor tries to prevent this by spreading out their arms and legs and moving around on the floor. No tickling or foul play is allowed.

- **TAIL GRAB** You will need: A rope or cloth tail for each Patrol

Each Patrol stands in a line behind their Patrol Leader. Each scout holds the belt or waist of the scout in front. The last scout has a tail tucked into his trousers. On the word 'GO' the Patrol Leaders have to move around the room and try to get as many of the other Patrols tails as possible. Any Patrols that break their chain are disqualified. The winning Patrol is the one with the most tails.

- **HUMAN BOAT RACE**

Each boat is made up of eight to ten players each in full knees-bent position. Each player has their hands on the shoulders of the player in front. Facing the line of players in each boat is a 'COX'. The Cox holds the hands of the front player in the boat. When the race starts, the boats move forwards by all players in a boat springing together off both feet. The Cox for each boat shouts encouragement for their team

and calls out the rhythm for the spring. During the race, any boat that breaks up into two or more parts is deemed to have sunk and is disqualified from the race.

- **SIGNALS** You will need: Noisemakers e.g. whistles, rattles, bells

This game is similar to the game where you shout out Port and Starboard. The players are told what action they must perform when a certain sound is heard. Play this a few times with nobody being out, then start taking out people who do the wrong action or who are the last ones to do the action.

- **SUBMARINES**

In a large, pitch black room, with light switches at each end, the Troop is split in half. Each half gets on their hands and knees near the light switch that they are protecting. On the Scout Leader's signal, the Scouts, staying on their hands and knees, attempt to turn on the light on the other end of the room while protecting their own. Like British Bulldog, this game can get a bit violent, what with kids fighting in the dark to get to the switch. This game would probably have to be modified for hard floored spaces

Wide games (Outdoor space)

- **BRASS RUBBING RACE**

You will need: A sheet of heavy duty paper or brown wrapping paper for each Six or Patrol and a thick wax crayon.

On the command Go, each Patrol leaves the hut in search of signs to rub. They have to make up the phrase "BE PREPARED" on the sheet of paper. They have to brass rub the letters onto the sheet of paper with the wax crayon. The first Patrol back with the completed phrase are the winners. This is an excellent game as it makes the Scouts think of all the road names in their locality that might contain the letters they need. You can of course use other phrases for repeated use. It is also a good idea to supply each Patrol with a damp cloth, this is to clean the road sign of wax crayon should the paper split.

- **ROCKETS AND INTERCEPTORS** You will need: a bucket or large tin, a large number of coloured balls or plastic clothes pegs all the same colour, skittles or rope to mark off the target area

This is played by two teams. The attacking team are called the rockets and the defending team are called the interceptors. The target area is marked off and the bucket or large tin is placed in the centre. Only rockets are allowed to go inside the target area. Up to four interceptors are allowed to hover around the target area. The rockets have a base at which they pick up their warheads. Each rocket can carry only one warhead to the target area. If a rocket is tagged by an interceptor before going inside the target area, they must hand over their warhead and return to their base. 20 warhead units in the bucket or tin destroy the interceptor target area. All the coloured balls count for 1 warhead unit. The five white balls are special multi warheads and count as 5 warhead units for each white ball. If the interceptor target area is not destroyed after 20 minutes then change over the teams so that everyone has a turn at attacking and defending. This game is best played where there is a bit of cover for hiding and creeping up on the target, or at night when visibility is reduced.

- **LAMP CHICANE** You will need: 4 lamps such as hurricane lamps

The game is played in the dark between two teams. Two lamps are placed about 100 metres apart. These are the home bases. Another two lamps are placed about 40 metres apart, and at right angles to the first two lamps. They should be about halfway between the first two lamps. One team is split into two, one half going to each home base lamp. Their object is to get to the other home base lamp, without being caught. They must go between the other two lamps to get there. There is no restriction on how far out they go to either side to get to the other home lamp, but they must go between the two 40 metres apart lamps. For each member who reaches the other home base, their team wins a point.

- **CAPTURE THE FLAG** You will need: 2 flags or lanterns

The players are divided into two even teams. Boundaries for the game are set out in a large rectangle or square. A line is drawn through the middle of the playing zone to divide the two teams. Each team then choose where they want their flag and jail but they have to show the other team where they are and both teams have to agree on the placement of the flags and jails. Once this is done, each team goes to their own

side of the playing field. When the game begins, the teams are free to go at the others flag. If a team member is caught on the other teams side, (To be caught you must be “tagged” by a player on the opposite side on their own territory), they will be sent to jail. This player must sit in jail until either the game ends or they are freed by a member of their own team. The freed player gets a free walk to their own side of the playing field. The person freeing the player is on their own, they may still be tagged and put in jail. To win the game you must capture the other team’s flag and return it to your own side without being captured.

Notes: For small teams, instead of a jail, create a Check Point Charlie at the centreline. Captured prisoners can then be exchanged.

- **JAIL BREAK**

Two players are designated cops, one a jailor and the rest are robbers. A central location is designated as jail. All robbers are given some designated time to go and hide. Then the cops can go looking for the robbers. The jailor must stay and guard the jail. The cops catch a robber by one the methods below. When a robber is caught, they are taken to jail by the cop. A jail-break can occur if a player manages to step into the jail without being caught by the jailor and shout Jail Break! At this point all the players in the jail are free. The jailor must give them a little time to get away. The jail should be fairly out in the open and the boundaries definite.

- **SPOTLIGHT** You will need: a small clearing with plenty of cover around the edges. It also needs to be very dark - so this game is often played after one of the other options.

One scout is selected to sit in the middle of the clearing with the torch. This is the 'watchman'. An area is marked out (drawn with a stick in the sand?) for them to 'guard'. The goal for the rest of the scouts is to get to this area without being 'killed'. The watchman can kill the scouts by shining their torch at them and calling their name. If the name is correct, the scout has been killed and must quietly walk over to the leaders. They must now be silent to avoid distracting the watchman or giving 'hints'. If the watchman shouts the wrong name, the scout is not out. The watchman must not 'pan' the torch, and must count quickly to 5 before turning the torch back on again to avoid rapid-fire! Any scouts who get back to the guarded area 'win' - and the first winner takes the torch in the next round.

- **RUG-BALL**

Scouts are divided into 2 or 4 teams depending on numbers and bases are marked out about 50M apart. If there are 4 teams, arrange the bases in a cross shape so they are equally spaced. Scouts start at their base. A ball is placed in the middle of the field. The goal is for scouts to get the ball back to their own base to win. Scouts can run with the ball, throw it, kick it etc. Scouts have to drop the ball if they are tackled, which either can be by touching both hips as in touch rugby or by simply flooring them. They have to drop the ball - they can't throw to a team mate. The game ends at the leader's discretion.

Free Activity Ideas

Here is a useful list of free places to visit with your young people:

Food

- Pizza Hut
- Nandos
- Pizza Express
- Morrisons (Pizza making)
- Wagamamas
- Dominos
- Asda (Pizza making)
- Krispy Kreme (£1 per child)
- Cadbury Factory Tour (Birmingham)
- Sainsbury's
- Tesco – Farm to Fork Tours

Health & Wellbeing

- Dementia Friends
- Age Concern
- Guide Dog Association
- Specsavers
- Local RNIB
- Free Braille alphabet (order online)
- PSCO

Animal

- Pets at Home
- Cats Protection
- Guide Dog Association

DIY / Active

- Halfords – Bike checks
- Go Outdoors – Climbing wall/ packing / tents
- Cotswolds
- B&Q DIY Workshops
- Bikeability (local authorities)
- Leisure centres
- Football clubs
- Local sports teams

Astronomy

- Astronomical Society
- Planetarium
- National Space Centre (Leicester)

Educational

- Local water companies (may be willing to come deliver in your session)
- Local museum will open exclusively on evenings they are usually shut for local uniformed groups. (education is part of their manifesto)
- Local churches, mosques, synagogues.
- Most London museums are educational and free entry

Technology / Science

- Apple store – Digital badge / photography
- Jessops
- Colleges / high school : Coding Equipment
- Geo-caching
- QR code hunt
- STEM ambassadors
- University clubs

Creative Skills

- Hobbycraft
- Drumming sessions
- Colleges / Higher Education: specific one off session
- Maker / craft days
- Warhammer (free session at store)

Scouts

- Sea scouts
- Air Scouts
- Other Scouts – groups in other cities often host other scout groups

Other Free Trips

- English Heritage Sites
- National Trust
- Fire station
- Police station
- Mayor / council visit
- Local Park / rangers
- RNLI
- Library
- Church bell towers
- Other places of worship
- Post Office
- Swimming pools
- Ikea
- Amazon (offer free tours of their distribution centres)
- Thinking Day (February)
- Youth Shaped
- Science Week (March)

- JOTA / JOTI (October)
- Parliament Week (November)
- Visit to a local sewerage works
- Local Wildlife Rangers offer bat walks, guided nature walks and more to uniformed groups. (free, or at a very low cost)
- Contact local charities to see how they can support like Shelterbox, Islamic Relief, or the RSPCA
- English Heritage Sites
- Visits to local parks free of charge

Always ask for educational /scout discount!

You will be surprised how people are willing to go out of their way to help youth development!

Another great tip is to find out what your parents do - mechanics, restaurant owner, lawyers - all whom can offer some kind of trip to their places of work and potentially more.

New Group Checklist

- Are you in touch with your Growth Development Officer?

- Are you in touch with a member of the MSF Existing Group Support team?

- Have you been in touch with your local District Commissioner and District Training team?

- Have you put an Executive together?

- Do you have enough leaders?

- Are all your leaders DBS cleared?

- Have you arranged the essential mandatory training for your team?

- Have you found a regular, accessible local space to run sessions from?

- Have you decided what days to run?

- Have you understood the costs to running a scout group?

- Have you chosen a group name?

- Have you chosen your group necker?

- Have you been set up on Compass?

- Have you decided if you will use OSM? If not, how will you register young people?

- Have you ordered uniforms?

- Have you found a local space to run sessions from?
- Have you decided what days to run?
- Have you understood the costs to running a scout group?
- Do you have a payment schedule and a refund policy?
- Have you chosen a group name?
- Have you chosen group colours?
- Have you got up to date medical, emergency contact and consent records for your adult leaders and young people?
- Have you got an agreed process for parent enquiries and complaints?
- Have you and your team understood the Safeguarding process?
- Have you chosen a group badge?
- Do you understand how badges work?
- Can you plan for a session, badge, camp, term and programme?
- Have you considered your local Muslim POR?
- Have you obtained/begun to obtain/identified a person with a Nights Away Permit?
- Have you chosen a District or MSF camp for your first nights away experience?

Key Contacts

Scouting is a voluntary role, but just like any role people undertake in life, there may be occasions where we need to call out for support. The scouting hierarchy is meant to do just that - in times of need you should be able to reach out to your section leader, GSL, District Commissioner and so on to be able to get the support that you need.

You may find it useful to complete these key contacts and keep it on file for such occasions.

| Role | Name | Contact Number | Contact Email Address |
|--|-------------|-----------------------|------------------------------|
| District Commissioner (DC) | | | |
| County Commissioner (CC) | | | |
| Assistant District Commissioner (ADC) Beavers | | | |
| Assistant District Commissioner (ADC) Cubs | | | |
| Assistant District Commissioner (ADC) Scouts | | | |
| Deputy County Commissioner (Programme) | | | |
| Assistant County Commissioner (ADC) Beavers | | | |
| Assistant County Commissioner (ADC) Cubs | | | |
| Assistant District Commissioner (ADC) Scouts | | | |



Personal Notes