



SCOUTS

Welcome to Scouts: “Life Changing Adventure”

#SkillsforLife

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1 Introduction from your Group Scout Leader

If your child is joining us from another Group or is new to Scouting, we welcome you to 1st Claygate Scout Group, one of the largest and most successful groups in Surrey. You may also wish to read an accompanying booklet 'About the Group' which describes how the Group is set up and run. It's available on our website by selecting Group > Information > Welcome & Information Packs > READ ABOUT THE GROUP.

If your child has been a cub with us you will already know a lot about the way the Group works, but if you need reminding there are electronic copies of all of our booklets on our website <http://www.claygatescouts.org/>.

In this booklet we introduce you and your child to the Scout Section which he/she is now ready to join.

Let me take the opportunity to remind you of what Scouting is about.

It aims to appeal to a young person's desires for fun and adventure provided through attractive and active programmes. It provides opportunities for developing in young people the qualities that make good citizens: honour, self-discipline, dependability, respect for others and self-reliance.

Young people learn by doing, and Scouting offers activities to capture their imagination and enable each individual to find something in which to participate, develop skills and gain confidence. As far as possible, these activities take place outdoors as in camping, hiking, caving, sailing, mountaineering and many others, alongside a training programme which is structured from Beaver Scouts to Explorer Scouts.

Scouting teaches what is not learnt at home or at school and assists in character development. However, we rely on adult volunteers to make it all possible, either as leaders to run meetings, camps and so on, or as supporters to provide the material requirements and assist the leaders with the running of activities.

We hope your child will enjoy the new challenge and build on the skills he/she has already acquired.

As you probably know, when your child joined the Group you became members of the Group Council, which usually meets once a year at the Group AGM. Thank you for your participation so far. We hope you will continue to ensure the Group survives and flourishes by either helping with a section, helping with the general running of the Group or helping with at least two fund-raising events a year.

Could I remind parents to park sensibly when dropping off or attending events at the Scout Centre, both in the car park and in neighbouring roads.

Due to its size, the Troop is divided into two, meeting at the same time, and is led by a team of leaders, who continue to review and develop the way this section runs so you may find some of the information in this booklet gets quickly out of date! You will be informed of any major changes and can always get the latest copy of this booklet from the website should you need it.

On starting you will receive an email with a personalised link for you to check or complete your contact details on-line.

I believe 1st Claygate is a great organisation to be involved with and want everyone to feel welcome and engaged in Scouting. I am extremely proud to be Group Scout Leader and if you have any queries, please do not hesitate to contact me.

Hugh Gostling, Group Scout Leader

September 2025

2 About the Scout Section

As you probably know Scouts is the last of the sections in the Group which your child may progress through until he/she is between 14 and 15 years old. After this he/she may choose to join the District Explorer Scout Unit which is based at the Scout Centre but is run by the District.

Please ensure you read the text in red before your Scout attends their first meeting.

Your child will join one of the patrols in the Scout Section of 1st Claygate Scout Group: Badgers, Cobras, Eagles, Falcons, Kingfishers, Owls, Peewits, Stags, Tigers and Woodpeckers. Due to its size, the Troop is divided into two parts, each made up of 4 patrols. Each "half" has its own set of leaders and follows the same programme, although the activities may be in different weeks. We aim for a joint meeting at least once per term, and all camps and similar activities are also joint. The Troop operates quite differently from the Beaver Colonies and Cub Packs as the Scouts themselves take on more responsibility. However, it still needs a lot of adult support as activities are much more varied and adventurous.

Like all of the earlier sections, the Troop has Scout Leaders (aka Troop Leaders), Assistant Scout Leaders and Sections Assistants. In addition, the Troop also benefits from the assistance of Young Leaders as part of the team. These Young Leaders are usually Explorer Scouts who are volunteering as part of their service to earn their Top Scouting Awards.

The Troop meets on Mondays from 7.15 to 9pm. Any changes will be confirmed in Troop Notices and programme details which are distributed regularly.

As you already know, the leaders your child will come in contact with during his/her time in Scouting have been through a formal vetting process to ensure their suitability to work with young people. The leaders take part in a comprehensive training programme including First Aid Training. For activities such as Archery, Caving, Canoeing, Mountaineering, Hiking etc. we have a number of trained scouters to lead these events and do everything they can to ensure your child's safety.

If you have a query or wish to discuss a matter at any time, please do so via email or ask one of the Troop Leaders at the end of the meeting when there is more time available. On Troop nights leaders tend to be busy setting up activities for the evening at the beginning of the meeting and we cannot command the attention of the Troop if we are being asked questions by parents.

If you require further clarification on Scouting matters please contact Hugh Gostling, Group Scout Leader. For matters relating to the support activities of the Group please speak to David Edwards Group Chairman of The Group Trustee Board. Relevant contact details are on a separate sheet accompanying this pack.

The Group's Parent Coordinator will be glad to receive feedback on any aspect of the Group which will be discussed at the appropriate meeting.

Don't forget to visit the Scout Association website at www.scouts.org.uk if you haven't already done so. If you don't have access to the Internet and would like any specific information please ask and we will make sure you receive paper copies.

2.1 Transition from Cubs

For their first meeting your Scout can come in Cub uniform, or comfortable casual (not smart) clothes if they are new to the Group.

If your child is joining the Troop from one of the Cub packs, they can attend both Cub and Scout meetings during the "moving up" period prior to the going up ceremony. Please check

with the Cub leaders how many meetings they want your child to attend to complete their moving on award and any requirements for their Silver awards.

The moving up ceremony is where your child officially leaves Cubs and joins the Troop. Following the moving up ceremony your child will be invested. This is where your child will make their Scout promise and be presented with their woggle. You will need to have Scout uniform at investiture, which is typically held a few weeks into the first term. Parents are welcome to attend the investiture - please see this term's programme for details.

Some badges need to be moved from the Cub to the Scout uniform. There is a diagram in Section 2.5 below and also on the Group website, which shows the position of badges on the uniform.

In short, you should move the following badges from the Cub jumper to the Scout shirt:

- Purple membership badge (front left pocket)
- 1st Claygate tape + Esher/Surrey badge (right sleeve)
- Any activity badges that have a number e.g. Musician stage 1 (left sleeve).
NB. Other activity badges are specific to Cubs and should not be moved.
- Chief Scout's Silver Award. This can be worn on the top right front of the shirt.
NB. Just the final silver award, not the other challenge badges ... you will need the space on the shirt for the Scout Challenge badges!

2.2 Meeting Procedures

- a) Troop meetings take place at the Scout Centre on a Monday night from 7.15pm – 9.00pm, unless otherwise advised.
- b) Given the size of the troop it is split into two groups: one headed by Mark Woodward (Bird patrols), and the other by Paul Smith (Animal patrols). Your child will be placed in a patrol in one of the two halves at their first meeting. **If there is anything we need to take into consideration when placing your child please let us know as soon as possible, and preferably 24 hours before the first meeting.**
- c) We aim to issue a programme for the half term or term so that you have advance notice of future activities. We will usually send a reminder shortly before each meeting to confirm arrangements.
- d) Our primary communication mechanism is via email.
- e) Scouts should arrive in time for flag break and register at 7.15pm. Scouts should go with their half to the main hall or upstairs hall as indicated in the programme.
- f) Any returned forms etc. should be in an envelope labelled with the activity and Scout's name. Please hand these to a leader.
- g) Please ensure we have full contact details for your child prior to their first meeting. Please also make us aware of any allergies, medical matters or additional needs.
- h) If you change email address or move, please keep us updated so we can keep you updated.
- i) If your Scout chooses to leave Scouts, please let us know so we can update our records.

2.3 The Patrol System

The Scout Troop uses the 'Patrol System', which encourages the older Scouts to develop their abilities and be able to be responsible for others. A Patrol is made up of six or so Scouts, which is led by a Patrol Leader who has an Assistant Patrol Leader.

Some of the tasks that older Scouts can be asked to undertake are: put forward ideas for activities, help to maintain discipline, encourage team spirit, organise activities at a Troop meeting and accept responsibility for leading teams taking part in District competitions.

2.4 Aims of the Scout Programme

The Scout Troop aims to provide a range of activities which challenge young people and help them to develop a range of skills, which can include the following: management of a team, teamwork, planning, organise, leadership, show initiative and take responsibility. It also seeks to teach life skills such as cooking, navigation and generally how to look after themselves.

Our aim is to provide a balanced programme of activities during your child's time as a Scout.

The Scout programme comprises 3 programme themes:

- Outdoor and Adventure – 50% of the Programme
- World
- Skills.

This means that your child will be given the opportunity to take part in:

- Activities outdoors
- Games
- Design and creativity
- Visits and visitors
- Service
- Technology and new skills
- Team-building activities
- Activities with others
- Prayer, worship and reflection.

You can find out more at <https://www.scouts.org.uk/scouts/>.

2.5 The Uniform

The Scout Uniform comprises:

- Dark Green long-sleeved shirt
- Leather Scout belt
- Dark blue Activity Trousers (these are the same as for Cubs)
- Black School Style Shoes for formal occasions

For most meetings uniform should always be well presented, and we ask that Scouts come prepared to go outside if the opportunity arises at short notice: i.e bring a coat, and head torch / torch in winter. We also suggest that Scouts wear their walking boots to meetings if they have them as this prevents damage to other shoes, and ensures that boots are well worn in for camps and hikes where they are compulsory, but trainers are acceptable in the short term. For particularly smart occasions i.e. parades, competitions and investiture nights, uniform is to include the wearing of clean black shoes.

The programme for the term will include any specific instructions regarding what to wear on certain evenings. We will usually send out an email reminder as well. As a general rule, it is a good idea to bring a warm and waterproof coat to meetings during the winter as we may be outside in all weathers.

All Scouts are presented with a leather woggle at investiture. If you are new to the Group your Group scarf will be awarded at the same time. (Replacements can be obtained from your Troop Leader for a small sum.) You will receive a new Group Polo short at some stage depending on how fast you grow and whether or not it has worn out! They are expected to last around 2 years so will be replaced as needed.

Shirt and trousers, as well as other items such as T-shirts and caps, can be obtained from John Lewis. Alternatively items can be ordered on-line from the Scout Shop; www.scoutshops.com/. We have some second hand uniform available if you are interested, or if you wish to try for size before ordering online.

2.6 Awards

There are currently nine Challenge awards within the section as follows:-

- World Challenge Award
- Skills Challenge Award
- Creative Challenge Award
- Outdoors Challenge Award
- Adventure Challenge Award
- Expedition Challenge Award
- Teamwork Challenge Award
- Team Leader Challenge Award
- Personal Challenge Award

The highest award within the Troop section is the Chief's Scout Gold Award. In order to achieve this a Scout needs to have attained all of the challenge awards above plus six activity / staged activity badges during their time in the section. There are 61 activity badges and 14 staged activity badges in the updated programme, some of which are covered within the Scout programme and some of which a scout may earn via interests and hobbies they pursue on a personal basis. In order to achieve the Chief Scout Gold Award scouts will need to both attend Troop meetings and participate in activities such as camps, hikes and competitions which take place outside Troop meetings, mainly at weekends. The onus is on the individual scout to be aware of and take responsibility for participating in and recording their progress towards their Gold Award, although the leaders will of course give guidance and encouragement.

The Gold Award and Challenge badges are different shapes between the old and updated programme, thus you may see a mixture on uniforms.

Details of badge requirements can be found on the Scout Association Website under 'Info for Parents' > 'All about Badges' or via the following link

<https://www.scouts.org.uk/scouts/awards/>.

Many of the skills needed to pass the awards are gained through practical experience and sometimes it may appear that basic Scouting Skills are being repeated. This is to ensure that the basic knowledge is being retained and can be put to use at camp or in competitions. It is also often the difference in being able to do something oneself and to instruct others to do the same thing.

Core skills such as Camping, Navigation, Hiking and Pioneering are a theme throughout all of these awards, examples include:-

- Pitch, strike and store a tent correctly.
- Prepare, cook, serve and clear away a meal and a hot drink out of doors using an open fire.
- Complete with suitable equipment, a one-day expedition with friends by foot, navigating using map and compass.
- Demonstrate the correct use of six knots, bends or hitches used in Scouting activities.
- Take an active part in a pioneering project out of doors with your Patrol.
- Lead others on a hike, which includes setting a map, taking compass bearings, map references and knowledge of Ordnance Survey conventional signs.
- Plan and use a balanced menu for a weekend camp for your Patrol.

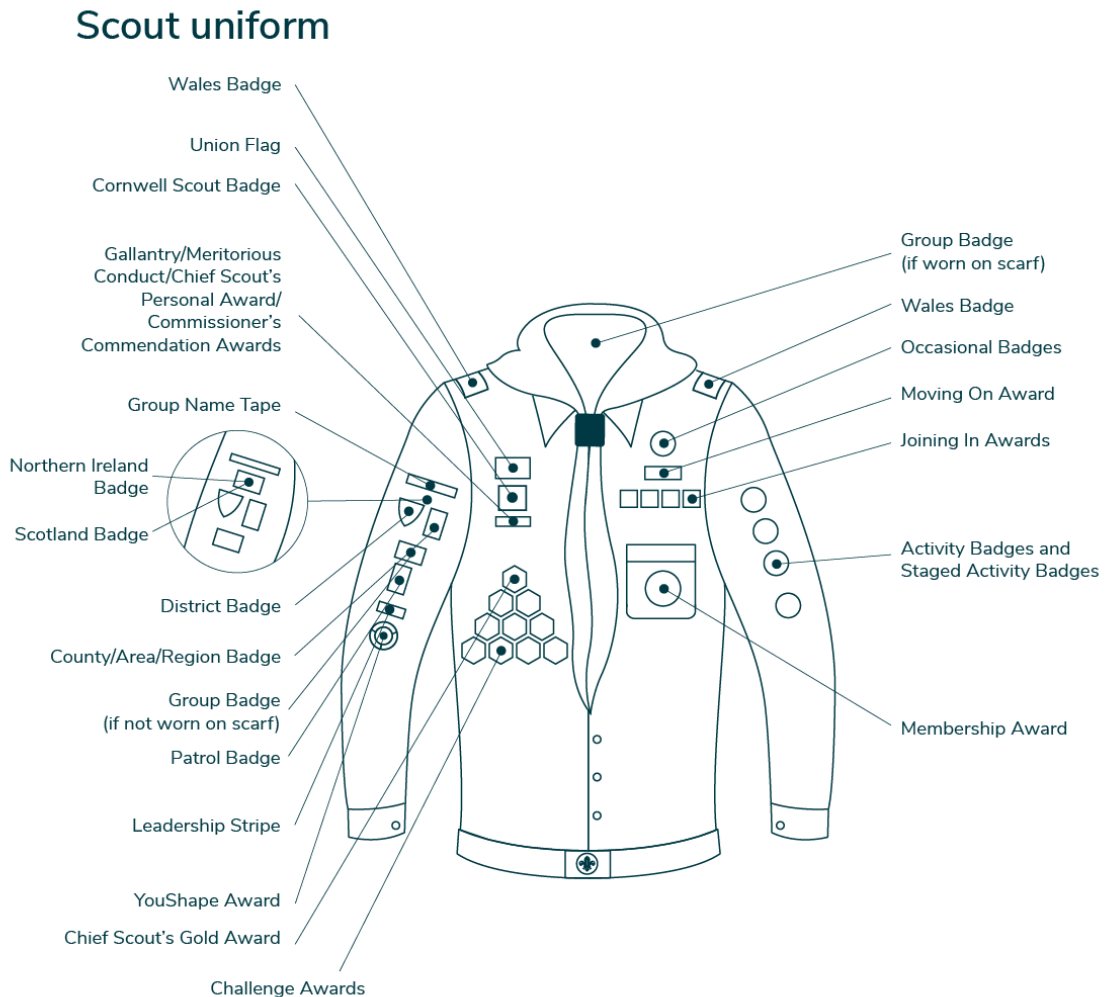
- Take a leading part in a pioneering project, which demonstrates the correct use of at least two different types of lashing.
- Plan a route for an expedition; describe by map reading what you would expect to see; go on the journey and report back to your Patrol what you saw and did.

Other aspects of scouting are covered by:-

- Participating in and leading scout teams
- Trying a number of “adventurous” activities and developing skills in one
- Participating in community projects and activities, and developing an understanding of international issues.
- Trying out different creative activities and taking part in a performance e.g a play, band concert or campfire sketch.

2.7 Positioning the Badges

The following diagram shows where badges need to be positioned on the Scout Uniform. You can find this at <https://www.scouts.org.uk/scouts/scouts-uniform-and-badge-placement/>.



A number of badges will be presented at your child's investiture. The main one is the Membership Award worn on the front pocket. We have a green Group Name Tape with yellow writing – 1st Claygate. Our County & District badges are combined into a single badge and we do not have a Group Badge.

2.8 The Scout Promise

On My Honour, I promise that I will do my best
To do my duty to God and to the King,
To help other people
And to keep the Scout Law

Alternative versions are available where appropriate. If your Scout wishes to use one of these please advise prior to investiture.

2.9 The Scout Motto

Be Prepared

2.10 The Scout Law

All Scouts are expected to act within the Scout Law. This is one of the first things they learn at Scouts prior to being invested. The Scout Law covers: Acceptable behaviour, bullying and a Scout's responsibility. Breaking the Scout Law or Troop rules will lead to disciplinary action, suspension or even expulsion. This is covered in the Group Behaviour Policy below. If a transgression occurs, a sincere apology to the parties affected will be expected at the very least.

1. A Scout is to be trusted.
2. A Scout is loyal.
3. A Scout is friendly and considerate.
4. A Scout belongs to the worldwide family of Scouts.
5. A Scout has courage in all difficulties.
6. A Scout makes good use of time and is careful of possessions and property.
7. A Scout has self-respect and respect for others.

2.11 The Investiture

This event usually takes place after your child has been with the Troop for approximately half a term. The Scout Leader will ask your child to repeat the words of the promise after him. The Scout will then be presented with a leather woggle and badges for his/her uniform. This is an important occasion and parents are invited to attend.

2.12 Camp Kit List

Your child will now be cooking his/her own food at camp and have more involvement in choosing what he/she does at camp, and to some extent during troop evenings. He/she will now be given the opportunity to attend Summer Camp which is a week long, and will therefore need to think about more serious items such as hiking boots, penknives, water bottle, plates, bowls, cups and cutlery. Optional items are head-torches, compasses and the like but I am sure your child will have his/her own list!

The Group still provides tents, groundsheets and extensive cooking materials (kept in the patrol box).

The following is a suggestion when packing for camp:

Kitbag / Rucksack* or similar
Daysack

Sleeping Bag*
Sleeping mat
Torch
Waterproof Outer Garments – Gacoule, waterproof trousers, Gore-Tex* or similar
Training shoes
Hiking boots* or strong shoes
Warm Sweater or fleece
T-Shirts
Shorts (it is traditional for Scouts to wear shorts when at camp to avoid the bottoms of trousers getting wet in the dewy grass!)
Long trousers not jeans, (denim is not permitted on camp.)
Swimming costume
Night wear
Spare underclothes and socks
Handkerchiefs and tissues
Washing kit and towel
Tea towels (old ones!)
Personal first aid kit – remember the Scout First aid kit cannot carry aspirin, paracetamol etc.
Camp Blanket for camp fires (optional)

* If you require any advice on these items, your Troop Leader will be pleased to offer help.

Note: the Group has no Insurance cover for loss or damage to personally-owned equipment. Most 'Household Comprehensive' Policies cover this type of risk.

2.13 Moving on to Explorer Scouts

Your child will be eligible to move on to Explorer Scouts between the ages of 14 and 15 years old. By this time you should be very familiar with the Scout Movement and know what to expect. We hope your child will continue to enjoy Scouting and maybe consider putting something back into the Group by becoming a Young Leader. The Explorer Unit draws its membership from a wider community.

3 Main Events in the Group Calendar

3.1 Scouting Activities

There are a number of activities which are specific to Scouts. Scouts are advised during the meeting of upcoming events and are asked to express an interest and a poster advertising the activity is placed on the Troop notice board. E-mail is then used to circulate details to all members of the Troop and to ask for confirmation of the scout's interest. Where participation is limited E-mail is also used to confirm places.

Where letters are issued this may be by e-mail only, or paper and e-mail. Paper copies are always available on request. Letters usually have a tear-off slip where you can indicate whether or not your child will be attending. Please return these as soon as possible as this is a considerable help when planning transport, food and so on. If money is required please can this be returned with the reply slip by cheque unless cash is specifically requested. Payment is also usually possible via the online payment system. Reply slips should also be returned where an online payment option is used.

Older Scouts may be involved in organising some activities, (e.g Christmas Post,) and may make telephone calls to other patrol or troop members to achieve this. In this case patrol leaders will be given the home telephone number of the Scouts in their patrol, and may be also be given the parent's contact e-mail address.

The Troop has a variety of activities each year and examples of this are set out below:-

PL/APL Weekends	A weekend activity for Patrol Leaders and Assistant Patrol Leaders
Group Activity Weekend (GAW) Camp	A Camp open to all Scouts usually held in May
Sailing	Organised on an occasional basis and can include a weekend camp
Archery	During meetings and camps and possibly via additional Archery sessions.
Canoeing	Courses are run in Kayaking for 1 and 2 Star British Canoe Union Standards and other courses for the more advanced. Letters for the courses are usually sent out around Easter time.
Climbing	We make use of the climbing wall at Chessington Sports Centre.
Orienteering	Usually 2 nd Saturday of the month between September and March, which involves attending Southern Navigators Saturday Series events as part of Esher District Orienteering Club. Transport by minibus usually from Hinchley Wood Scout Centre organised by the District
Training Events	Building the going up ceremony items or additional events arranged as the need arises.
Shooting	This is provided at the scout centre as part of the evening programme usually just prior to the District Shooting Competition. Scouts require a signed "Permission To Shoot" to take part.
Summer Camp	This is the highlight of the year and as far as the leaders are concerned it is what each year's programme should build towards.
Service Projects	Examples are the Christmas Postal Service and taking part in the village Clean-up Day.

3.2 Other events

Major annual events are listed in the 'About the Group' Welcome Pack which is available on the website but if you have been with Group for a while, by now you will probably be familiar with most of them.

The Troop takes part in a number of competitions, all of which are recorded in the Troop Log, which contribute points towards the Esher District Top Troop Trophy. Everyone who takes part in individual competitions will be awarded points which count towards the final result.

4 Subscriptions

Membership subscriptions are levied three times a year on 1st April, 1st September and 1st January. They are calculated on an annual basis and revised annually. You will receive a request for payment in the first weeks of term and will be asked to post monies to the Subscriptions Co-ordinator or use the on-line system which is accessible from our website at https://www.morpheus-solutions.com/Claygate/claygate_payment.php.

The normal subscription for Scouts will be £156 per annum (£52 per term). You will be advised of the rate when you join.

If your son or daughter is a band member an additional subscription of £20 per term is requested to cover the provision of uniform, refreshments and other band expenses.

4.1 Subscriptions – by Gift Aid

We aim to collect Gift Aid on all subscriptions. As a recognised and registered charity, The Scout Group reclaims the tax as it has already been paid through the donor's taxed income.

This means that for every £1 of subscriptions you pay, the Group is able to claim an additional 25p.

This is obviously a very advantageous way for the Group to increase its annual income and is put to good use in the equipment and activities that the Group provides.

You will be prompted to donate in this way when paying your subscription - please do so if you can.

5 Group Behaviour Policy and Code

This policy was introduced in 2011 and is 'signed up to' by parents and members over 8 years of age by completing the membership form and handing it to your Section Leader. All members and parents are asked to sign this on joining the Troop even if they have previously signed.

If any Parents have any complaints or concerns they should contact Mark or Paul directly at the earliest opportunity. This will ensure that any issue is dealt with quickly and appropriately. It will also give leaders a chance to discuss the issue and gain any relevant information from the Scouts involved.

Verbal Warnings

If the behaviour of a Beaver/Cub/Scout/Explorer is considered to have fallen well below the 'Group Code of Acceptable Behaviour', that Beaver/Cub/Scout/Explorer, or group of Beavers/Cubs/ Scouts/ Explorers, will be given a verbal warning by a Leader. The offender(s) will be told to stop whatever they are doing and warned what will happen if they don't comply.

Examples of unacceptable behaviour could be: -

- continual talking, or verbal disruption when a 'Leader' has asked for quiet;
- continuing with unacceptable or disruptive behaviour after being directly told to stop;
- persistent refusal to follow instructions, or the rules of a game.

Initial Formal Warnings (aka Yellow Card)

If a verbal warning is ignored, the Beaver/Cub/Scout/Explorer may be required to take a time out away from the other members of the sections. The form of this will vary from section to section. The Section Leader will record the name and details of the incident in the register. The parent(s) of the section member may also be contacted.

More serious bad behaviour could result in the immediate issue of an initial formal warning. Examples of this type of behaviour include:

- threatening language or behaviour – (not involving use of physical violence);
- careless disregard of property leading to its damage;
- challenging the authority of a Leader, Instructor or Helper.

Second level warnings (aka Red Card)

If the Beaver/Cub/Scout/Explorer commits a second Yellow Card offence on the same night they will receive a second level warning. Again, name and details of issue will be recorded and the Beaver/Cub/Scout/Explorer will not be allowed to take any further part in that evening's Colony/Pack/Troop/Unit meeting.

Parent(s) will be advised of the issue of a second level warning, as soon as it is practical to do so. Depending on the situation the Section Leader may send for the parent/guardian to collect their child early. Sending a Scout home, (if he makes his own way to Troop meetings) could also be an option, but only after the parent/guardian had been contacted and advised.

Certain behaviour could result in the immediate issue of a second level warning. Examples of these include:

- bullying or physical unprovoked attack on another Group Member;
- blatant vandalism to property or equipment;
- deliberate defiance of clearly given instructions - particularly where safety is threatened.

Please note that some sections will operate this system using Yellow and Red cards:

Suspension - If a Beaver/Cub/Scout/Explorer receives a Red Card, he or she will automatically be suspended from the next two meetings and will not be allowed to attend camps or outings held during that month, or the next. In some cases the Section Leader may also request a letter of apology.

Continual Offending- If a Beaver/Cub/Scout/Explorer receives four Yellow Cards in any six-month period he or she will be suspended.

Appeal – If a Beaver/Cub/Scout/Explorer feels that they have been unfairly issued with either a Red or Yellow card, he or she can appeal to the Group Scout Leader to review the incident and punishment. Any appeal must be made within seven days of the issue of the card.

Exclusion- If a Beaver/Cub/Scout/Explorer receives three Red Cards (either as a Cub or Scout), then on issue of the third Red Card, exclusion proceedings will be initiated. This is a very serious matter involving the Section Leader, Group Scout Leader and District Commissioner and would result in exclusion from all Groups in the District.