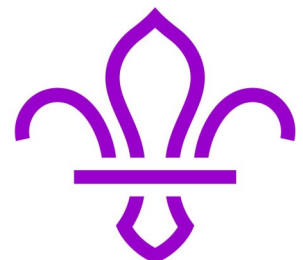
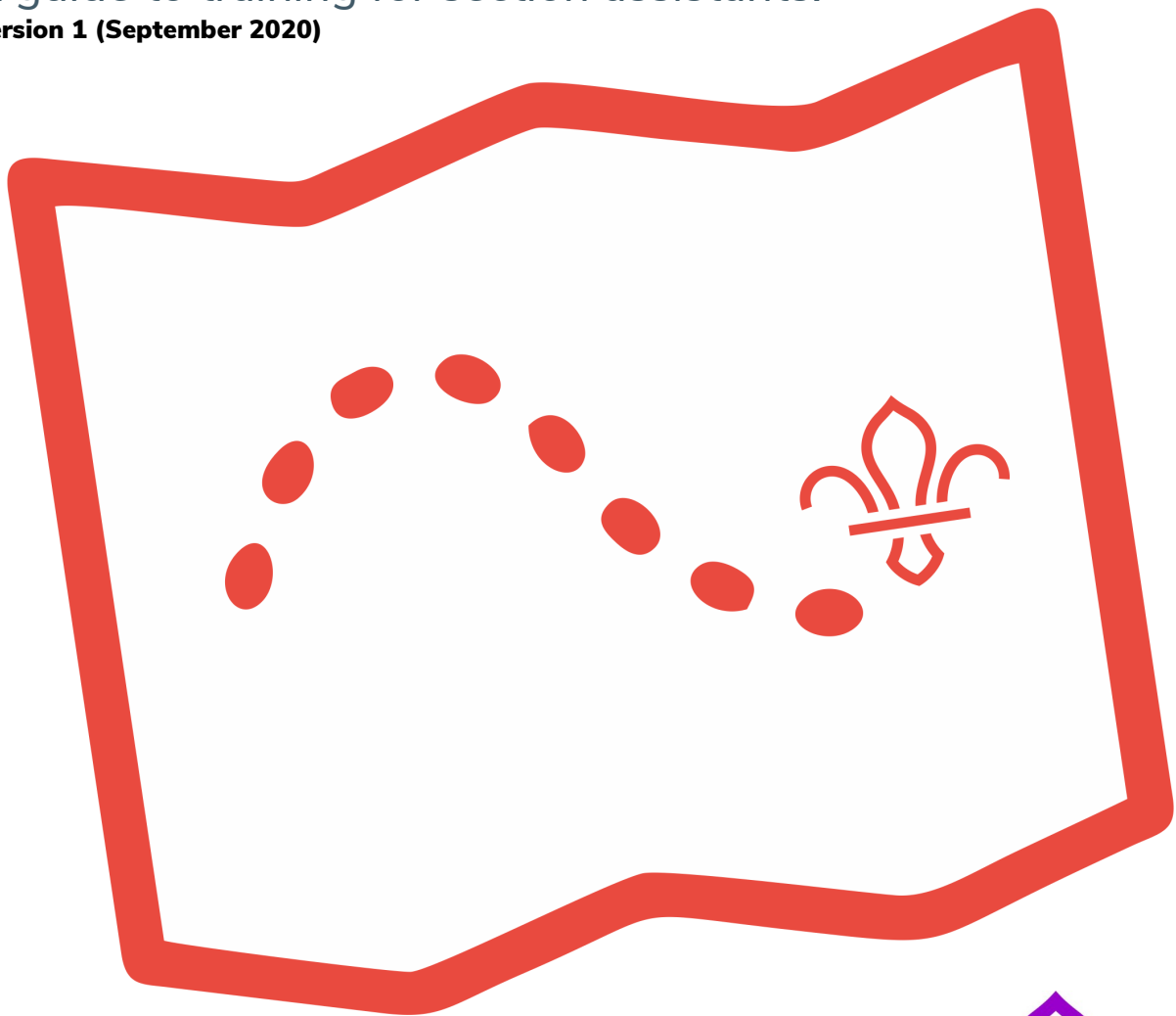


GETTING YOU STARTED

A guide to training for section assistants.

Version 1 (September 2020)



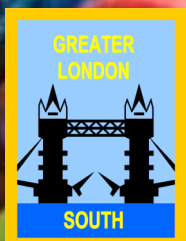
South London



Note

The original concept for this guide was provided by Greater Manchester East Scout County and has been adapted by the South London Scouts Training Scout Active Support Unit using information from The Scout Association. If information in this guide and The Adult's Personal File appears to differ, advice should be sought from our County Training Manager responsible for training delivery or our County Training Manager responsible for training management as appropriate.

The information here reflects the full standard Wood Badge for a section leaders or assistant section leaders. Other resources are available for other training requirements. Such as, manager and supporter schemes and changing sections.



Setting the scene

Adult volunteers are at the heart of scouting, every week across the UK over 110,000 adults volunteer with the movement, just like you!

They carry out a variety of roles that help us achieve our aim of helping young people develop so they succeed in life. We do this through providing exciting programmes and activities that help them develop skills for life.

Scouting is not only about young people, but also about the development of adults within the movement. With award winning training and one-to-one support, we make sure that each one of our volunteers gets to make the best use of their skills and talents. It's something different from the norm, and that's why a lot of people like it.

Getting you started

When you start in your new role you are given an provisional appointment. This lasts for a maximum of five months and during this time you will meet lots of people and learn about scouting and the leadership team you are part of. You will also receive the information and support you need to be able to hit the ground running in your new role.

We provide everyone that takes on a role in scouting with a great range of support to get them started.

Getting started training forms part of the appointment process for your role and needs to be completed within your first five months and before your appointment can move from provisional to full.

The learning can be completed in any order, and are aimed at introducing you to your new role and giving you the basic information and skills you need to hit the ground running!

Once you have completed getting started you may wear the **Gilwell woggle**. If you don't wear uniform you may wear the **Getting started pin**. Both of these can be purchased from Scout Shops (shop.scouts.org.uk).



About this guide

This record of your training achievements is designed to be used to guide you through the training you need to complete for your role as a section assistant.

The following pages will give you an overview of the modules you need to complete, information about each module and how to go about becoming a trained section assistant.



Our collective commitment to training

Words cannot express how much we value your personal dedication and commitment to scouting and the lifelong benefits you provide your young people with, which, enable them to succeed in life.

The parents and guardians of our members put unmeasurable trust in us as volunteers. This is because of their resounding belief in the benefits scouting brings to young people to help them succeed in hand with your professionalism and commitment as a volunteer and as a member of a leadership team and the exciting programmes and opportunities you provide.

Without question, they assume that the adults they are entrusting with their children to have the appropriate skills and knowledge to enable them to encompass and support the needs of young people.

When we all accepted our roles in scouting we also accepted and made a commitment to our responsibilities to complete the training necessary for our role within the required time scale for the appointment.

With this in our minds, our county training team is ready to support you and are really looking forward to seeing you complete your training. If at any time you have any questions or need help speak to your group scout leader the other members of your leadership team or email our team at training@southlondonscouts.org.uk



Your one stop shop

The adult training pages on our county website is the place to go for all your training requires!



Everything you need to easily complete your training.

southlondonscouts.org.uk/adult-training





South London Scouts Adult Training

**Our online training academy
is your one stop shop
for all your training requirements**



South London Scouts Online Training Academy



think differently  question everything

southlondonscouts.org.uk/learning-academy



Getting Started Training

Once you have attended your district welcome meeting and you have received your provisional appointment you can start your training. The first part of this is called 'getting started'. This requires you to complete a series of short online modules aimed at introducing and supporting you to your new role and to start you planning for the future, these are:

- Module 1: Essential information
- Module 2: Your personal learning plan
- Module 3: Tools for the role
- Safety
- Safeguarding
- GDPR: general data protection regulation awareness

If you are a member of an executive committee you will also need to complete:

- introduction to being a trustee

These modules can be completed in any order, and are aimed at introducing you to your role as a section leader (and if required a trustee), and give you the basic information and skills needed to get you started in scouting.

Remember that you need to complete your getting started training before your full appointment can be issued and it must be completed within five months of your provisional appointment being made.





Module 1: Essential information

This module is the first step into your training and provides you with the basic information that all adults in scouting need to know.

It's independent learning, so you don't have to attend a course to complete it. Simply visit the link below:

The training covers:

- the basics of our adult training scheme
- our movement's history
- the fundamentals of scouting and how to bring them to life.
- our safety and safeguarding policies and keeping people safe while in the scouts
- our structure, and find out where you fit within scouts
- the support that's available to you
- Our equal opportunities policy, and how to make sure every member feels included and able to fully participate in scouts



Learning checklist:

- Do you know what policy, organisation and rules of the scout association is and where you can find it?
- Have you read the scout association's child protection policy (the 'yellow card')?
- Do you know what to do if you think a child has been abused or if someone tells you that this might be happening?
- Do you know the equal opportunities policy?
- Do you know the safety policy?
- Do you know who to inform if someone is hurt during a scouting activity?
- Do you know where to find the rules and guidance about activities?
- Do you know who to go to for support?
- Do you know what the scout Information centre does and how to contact it?
- Do you know about the south London scouts county development service, the services and support available and how to contact our development officer?
- Can you explain the purpose, principles and method of scouting?

To complete this online elearning module visit southlondonscouts.org.uk/module-1-elearning

To validate this module you need to:

Complete the lessons in the module and the assessment at the end. You need to score 100% in the assessment to unlock the certificate of completion.

A copy of your certificate needs to be sent to your training adviser, local training manager or line manager who will update your training record on Compass.



Module 3: Tools for the role (section leaders)

This module provides some basic information about your role, and practical help for working within a section. Topics covered:

- the main features of your section and how it fits into scouting
- The roles and responsibilities of the different people within your section
- planning and running section meetings
- using a variety of programme ideas through different types of activities
- Youth shaped scouting
- understanding your role in Scouting
- Promoting positive behaviour in your section.

What learning do you require?

To validate this module you need to:

Plan and run a section meeting which includes at least one activity, one game and one ceremony appropriate to the section.

And discuss with a Training Adviser:

- How your sections leadership team work together to deliver the meeting
- The key ceremonies for the section
- The key features of the section
- Why different games and activities are an important part of the programme
- Important considerations for activities and games in Scouting
- Sources of relevant programme ideas
- How to include the young people's thoughts and ideas
- Ways to promote good behaviour throughout the meeting

Learning checklist:

- Can you identify the main features of the section that you support?
- Can you describe your role and responsibilities in the section you support?
- Can you describe the role and responsibilities of the other adults and young people in your section?
- Can you describe who Young Leaders are and how they form a part of the section leadership team?
- Can you explain why games and activities are an important part of the programme?
- Are you able to explain how the Scout Method guides the way Scouting is delivered?
- Can you outline the considerations for games and activities in your section?
- Do you know where to find programme ideas?
- Can you describe a game or activity that you have been involved with or planned in your role?
- Can you explain Youth shaped Scouting and where to find more information about ways to involve young people?
- Can you describe some examples of involving youth members in your section?
- Can you describe the most common causes for challenging behaviour?
- Can you describe the key principles of how to promote positive behaviour?
- Do you know where to find additional support?



Helpful hints

Evidence for the validation of this module should be kept by the leader, until after the award of the Wood Badge in case it is required for moderation.

It would be useful during the validation process if you make some brief notes to the question in the checklist overleaf – This will then count as part of the evidence for this module.

Evidence you could use to validate this module may include one or more of the following:

- An observation statement summarising your role in a section meeting.
- Programme plans you have developed or assisted in the development of including information on games, ceremonies or section meetings that you have run
- Instructions for running a game, activity or ceremony for your section including instructions for various members of the leadership team.
- Photos or videos of you running activities, games or ceremonies or section meetings.
- Notes from a youth shaped scouting activity you have run in your section.

How did you validate this module?



General Data Protection Regulation (GDPR)

This module provide you with an understanding of what the General Data Protection Regulations (GDPR) means for you in your role and to your Scout Group/Explorer Scout Unit, District and County and how to effectively align with it.

- Personal Data
- Individuals' rights
- Consent
- Accountability & Governance

To complete this elearning module visit

www.southlondonscouts.org.uk/gdpr-elearning

Learning checklist:

Personal Data

- What does 'personal data' mean?
- What is a data subject?
- What's the difference between data controllers and data processors?
- What's the role of the Information Commissioner's Office?
- What are the six Privacy Principles?

Individual Rights

- How can people have more control over how their data is processed?
- What are the main rights of individuals in GDPR?
- What steps can you take to align with these rights?

Consent

- What is consent?
- How can you ensure you provide genuine consent options?

Accountability and Governance

- What is the accountability principle?
- When should a Privacy Impact assessment be done?
- What should you do in case of a data breach?



To validate this module you need to:

Complete the lessons in the module and the assessment at the end. You need to score 100% in the assessment to unlock the certificate of completion.

A copy of your certificate needs to be sent to your training adviser, local training manager or line manager who will update your training record on Compass.



Safeguarding

Half a million young people enjoy scouting every week. Our safeguarding policy keeps young people safe from harm. The scout code of practice says 'Young People First', and it is at the centre of all that we do. This training will help you to understand your part in keeping our young people safe.

This module covers:

- understand the Safeguarding Policy and how to keep young people and adults at risk safe
- understand the Young People First Safeguarding Card Code of Practice (Yellow Card)
- know how to recognise abuse
- know how to report concerns
- know what to do to keep Scouts safe.

Learning checklist:

- I know and understand the safeguarding policy and how to keep young people and adults at risk safe
- I understand the young people first safeguarding card code of practice (known as the yellow card)
- I know how to recognise abuse
- I know how to report concerns
- I know what to do to keep scouts safe.



**To complete this online elearning module visit
southlondonscouts.org.uk/safeguarding-elearning**

To validate this module you need to:

Complete the lessons in the module and the assessment at the end. You need to score 100% in the assessment to unlock the certificate of completion.

A copy of your certificate needs to be sent to your training adviser, local training manager or line manager who will update your training record on Compass.



Safety

A sense of adventure lies at the heart of our movement and doing things safely is fundamental to everything we do. Knowing about the association's safety policy is a crucial part of keeping scouts safe,

This module covers:

- the safety policy and your responsibilities for keeping young people and adults in our movement safe
- how to assess and manage risk
- the role of the leader in charge
- what to do in an emergency
- how to report incidents and near misses
- where to access safety resources, activity rules and guidance for the safe management of activities



Checklist

- I know the safety policy and my responsibilities for keeping young people and adults in our movement safe
- I know how to assess and manage risk
- I know the role of the leader in charge
- I know what to do in an emergency
- I know how to report incidents and near misses
- I know where to access safety resources
- I know where to find activity rules
- I know where to go for guidance for the safe management of activities

To complete this online elearning module visit southlondonscouts.org.uk/safety-elearning

To validate this module you need to:

Complete the lessons in the module and the assessment at the end. You need to score 100% in the assessment to unlock the certificate of completion.

A copy of your certificate needs to be sent to your training adviser, local training manager or line manager who will update your training record on Compass.



Introduction to being a trustee in scouting

This module is for all adults involved in executive committees at all levels of scouting. It provides information on your role in managing a charity, your responsibilities as a trustee and current regulations.

It's independent learning, so you don't have to attend a course to complete it.

This module covers:

- understanding executive committee and trusteeship in scouts
- understanding scouts' key policies
- understand the roles and responsibilities of executive committee members and trustees in scouts

Who should complete this learning?

All volunteers who are part of an scout executive committee need to complete this training.

Learning checklist

- I understand my responsibilities as a trustee
- I know the structure of governance in scouting
- I understand my role as a trustee
- I know the key policies of the scout association
- I know about scouting's policy, organisation and rules document and where to access it
- I know about the importance of reporting incidents
- I understand how we involve young people in decision making
- I know why we hold an annual general meeting



To validate this module you need to:

Complete the three lessons in the module and the assessment at the end.

You need to score 100% in the assessment to unlock the certificate of completion.

A copy of your certificate needs to be sent to your training adviser, local training manager or line manager who will update your training record on Compass.

To complete this elearning module visit
www.southlondonscouts.org.uk/trustee-elearning



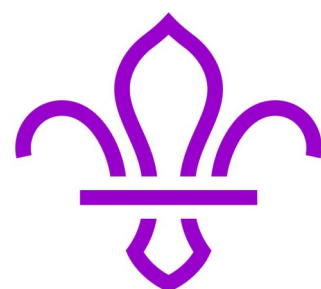
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South London Scouts

Supporting scouting in the London Boroughs of
Wandsworth, Lambeth, Southwark, Lewisham & Royal Borough of Greenwich

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