



Service Agreement Between Dringhouses Scout Active Support Team & Dringhouses (PC) Scout Group

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Version Control

Version	Author/ Editor	Release Date
1.0	Phil Bennett	31 st December 2019
2.0	David Thorne	4 th July 2020
3.0	David Thorne	29 th July 2023



Introduction and Membership Conditions

Dringhouses Scout Active Support Team (SAST) is a Group Section which exists to support Dringhouses Scout Group in various activities throughout the year, using their knowledge, skills, spare time and enthusiasm to allow the SAST to function in a way that supports the Group's ability to offer young people Skills for Life. The SAS Team are not expected to wear uniform nor commit to regular weekly activities, but to support events, meetings and activities on an adhoc basis as requested by other members of the Group.

From this point forward in this document Dringhouses (PC) Scout Group will be referred to as "The Group", the Group Scout Active Support Unit will be referred to as the "SAS Team" or just "SAST".

Membership conditions

Members must:

- be aged 18 years or over.
- Have received a satisfactory DBS disclosure from The Scout Association
- complete getting started modules of the adult training scheme
- become either a member or associate member of The Scout Association.
- take part in a minimum of 2 events or activities per year.
- complete the Scout Association's ongoing Safety and Safeguarding Training every 3 years as mandated by the Scouts Policy Organisation and Rules (POR)
- not be an existing Scouter in The Group

Optionally members may

- complete any training modules available in the Adult Training Scheme that they wish to

Where required, members will follow Group procedures for the booking of rooms, equipment and vehicles.

Members will also follow The Scout Association's Policy Organisation and Rules (POR) and adhere to Group policies (which do not contradict POR), which can be found here:


<http://dringhousescouts.org.uk/group-policies/>

Where equipment is required to be purchased a request will be made to the Group Quartermaster, equipment will not be purchased by SAS Team members directly without approval of the Quartermaster.

Where reasonable out-of-pocket expenses are incurred by SAS Team members these will be reimbursed in line with the Group's expenses procedure.

Outline of support

All SAS Team members must make themselves familiar with The Scout Association's and The Group's policies and procedures which are relevant to the activity they are undertaking. Training will be coordinated by The Group's Training Team Leader and may be provided online or in person by The Group, District or County trainers. Note that some mandatory training elements are delivered by online elearning and assessment.

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Organisational Structure

The SAS Unit Manager will hold a position on both the Group Management Team and Group Trustee Board. They will be responsible for maintaining the connection between the leadership and non-leader volunteer members of the SAST, to offer occasional support to the Group. The SAS Team Leader will be expected to be invested into the Group and wear a uniform at official events.

Communication will be undertaken via a dringhousescouts.org.uk email address, that will be issued to SAST members upon joining the team and The Group will also grant access to its Workplace platform. It is, therefore, vital that all members have access to a computer, tablet or smartphone (this will not be provided by The Group).

Regular meetings will be held with all SAST members to review requests for support from The Group, support needed to support the SAST, training and other discussion topics. As a minimum these will be once per term.

Requests for Support

1. Requests for SAS Team support will give as much notice as possible and not less than two weeks (unless in exceptional circumstances and agreed by the Group Lead Volunteer and Group Active Support Team Leader).
2. Requests for SAST support will be made in writing by direct email to the SAS Team Leader and supported by a Workplace post if needed.
3. Activities will not be arranged by The Group which are dependant on the use of SAS Team members, unless agreed in advance by the Group Lead Volunteer and Group Active Support Team Leader or Co-Ordinator.

Support to be Provided by the Group

1. The Group Quartermaster to provide equipment as requested by the SAS Team (dependant on availability).
2. The Group Transport Manager to provide vehicles as requested by the SAS Team (dependant on availability) via the online booking form.
3. The Group will facilitate, arrange or provide the training of members of the SAS Team as required.
4. The Group Lead Volunteer will be responsible for the appointment of the Group Active Support Team Leader.
5. The Group Active Support Team Leader shall be an ex-officio member of the Group Trustee Board.
6. Any other support as requested by the Group Active Support Team Leader and agreed by the Group Lead Volunteer..

This service agreement should be reviewed every five years or upon change of any of the signatories below and presented to the Group Scout Council for approval at the Annual General Meeting (AGM).



Example SAS Team Activities

Requirements	Examples	Goals
Provide additional support to group events.	<ol style="list-style-type: none"> 1. Group Camp – Event Ownership, run bases, support catering, driving, service team, build team, etc. 2. Service Days – support in the maintenance of the building and camping equipment. 	Allow adults to volunteer their time and skills flexibly while providing additional resources to the Group, freeing up uniformed volunteers to concentrate on their weekly commitments.
Provide support to the Group in the organisation of and attendance at Fundraising events.	<ol style="list-style-type: none"> 1. Spring Fair – Support the organisation and running of the event. 2. Tin Rattles – Attendance and supervision at Tin Rattles 3. Bag Packs – Attendance and supervision at Bag Packs 	Support the Group's fundraising efforts through a mixture of organising, owning or supporting fundraising activities to maximise return on investment, safety and security.
Organise social events open to all adults involved with the Group.	<ol style="list-style-type: none"> 1. Quiz Night 2. Volunteer Camp 3. Other social events 4. Etc. 	Provide events open to all adults and volunteers to promote collaboration between the sections, parents and SAST, away from regular commitments.
Provide Specialist support	<ol style="list-style-type: none"> 1. Run a night: Deliver a specialist subject to our young people (1st Aid, Engineering, Art, Hobby, etc.) 2. Support a night: Ad Hoc support to a leader at a section meeting to offer additional adult supervision. 3. Driving: Drive, vans or minibus (and trailer where licence permits) to support evening and weekend activities. 4. Mentoring: provide support and guidance on a regular or ad-hoc basis to a leader who is new to the role 	<p>Use individual skills, hobbies and interests to support group activities, including evening section meetings and weekend camps. E.g. teach new skills or simply offer safeguarding through adult supervision.</p> <p>Driving a minibus with trailer has licence restrictions which may limit the leaders who are permitted to drive. The SAST may make more camps or events possible by providing a driver to transport our young people.</p>
General Support as requested by the group or offered by SAS	Provide support of any other Group activities as requested by the Group Lead Volunteer and with the agreement of the Group Active Support Team Leader or Co-Ordinator.	Ad-hoc as needed and agreed between the Group Lead Volunteer and the SAS Team Leader




Signatures


Justin Moss (Oct 17, 2023 20:28 GMT+1)

Date: Oct 17, 2023

Justin Moss, Group Scout Active Support Co-Ordinator


David Thorne (Oct 17, 2023 22:13 GMT+1)

Date: Oct 17, 2023

David Thorne, Group Lead Volunteer


Annie Bennett (Oct 17, 2023 20:22 GMT+1)

Date: Oct 17, 2023

Annie Bennett, Group Chair













Dringhouses Scout Active Support Unit- Service Agreement-v3 July 2023

Final Audit Report

2023-10-17


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