

HANDBOOK & GROUP POLICIES 20thstalbansscouts.org



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1. Welcome

Assalam Alaikum,

We are delighted that you and your child(ren) have joined our group. This Handbook will provide you with information regarding Scouting and our group – the 20th St Albans Ansar. Sets out values, ethos, code of conducts Polices, and general guidance.

Please read and discuss this document with your children who will be taking part in the group. There is a form to fill out at the end of the document which sets out your agreements to key polices on page 17.

2. Introduction to the Scout Movement & Muslim Scouting

The Scout Movement is a global co-educational youth organisation, the largest in the world, with over 28 million Members in 216 countries and territories. In the UK Scouting is organised through The Scout Association and which has a clear purpose:

To help young people achieve their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as Members of their local, national and international communities.

More information on the scouts can be found at the parents information page at www.scouts.org.uk

We aim to promote the following principles of Muslim scouts:

- Fulfilling our duty to Allah
- Friendship and brotherhood
- Serving others
- Fulfilling the promise and laws
- Establishing your identity
- Duty to country

The main values we strive to instil within our Scouts include:

3. The 20th St Albans Ansar Scouts - overview

Our group is part of the **St Albans District Scouts**, located within the **Hertfordshire County Scouts**. Our group is also Supported by **The Muslim Scout Fellowship**, a Scouts Active Support Unit The Scouts Association.

The 20th Ansar Scouts remains the newest group in the County. all under the watchful eye of our Group Scout Leader (GSL) and The Group Trustees.

The young people take part in several activities throughout the year including Camping, Abseiling, Geo-caching, Canoeing, Climbing, Rifle Shooting, Archery, Hiking, Fire Lighting, Backwoods Cooking and many more, as well as our weekly meetings where badges are earned.

Our main ethos is applying Islamic principles to the skills we teach. In all sections, sessions start with a prayer, and with a DUA normally written by the young people as part of their faith badge.

During Sessions, camps, activities we make time for salah, if they fall within our sessions times. Prayers at that time are not compulsory and young people and leaders have the option to sit out or take part. For camps etc we will run a halal kitchen and make allowances for diary requirements like Veg, Vegan, GF.

As a member of our Group we hope and will endeavour to ensure that your child can help to make the world a better place for all. Scouting makes a positive contribution to society by helping young Muslim people to develop as active members of the community who:

- Are self-reliant,
- Are caring,
- Are responsible,
- Show commitment.

With the outcome to strive to instil in our scouts

- Belong to the Worldwide Scouting family
- Develop a strong relationship with Allah
- Be trustworthy, loyal and considerate
- Be a valuable member of society
 - Strive to do good
 - Be active
- Show leadership qualities
 - Uphold strong morals
 - Be self-motivated
 - Be courageous
 - Be confident and humble
 - Confident presentation and public speaking skills
- Have self-respect and respect to others
- Be confident to be Muslim
 - Be confident in your identity
 - Understand what it means to be Muslim
 - Be of value to society
 - Be Modest
- Know the importance of prayer and worship
 - Understand the importance of good deeds
- Appreciate the beauty of creation

Importantly this continual personal development works best when the young people are working in partnership with adults, they do this by:

- Taking part in a variety of activities and new experiences,
- Exploring the outdoors,
- Participating in teams,
- Taking responsibility,
- Taking part in the Progressive Training Programme

The Programme is a continuous progression of training, activities and awards that covers everything that young people do in Scouting from the age of 4 to 18.

The Muslim Scout Fellowship also run events that we take part in. These include summer camps, Umrah Trips, and annual Olympics, and we plan to do more with your support. The group are also involved in a number of community projects from planting trees, local festivals, litter picking to fundraising.

To find out more and stay in touch with our activities bookmark:

W: 20thstalbansscouts.org

F: /20thansarscouts T: @20thansarscouts I: @20thansarscouts

4. The Sections

The Group currently consists of 5 sections, Squirrels, Beavers, Cubs, Scouts, Explorers. Our Headquarters is at Cotton Mill Community Centre, Cottonmill Ln, St Albans AL1 2EF Albans, and all our sections meet there. The meeting times for each section are as follows:

<u>IBN HAYTHAM Squirrels (4 to 6 years old)</u> Wednesday 5.45pm – 7pm

<u>IBN BATTUTA - Beavers (6 to 8 years old)</u> Wednesday 5.45pm – 7pm

IBN SENA - Cubs (8 to 10 ½ years old) Thursdays 6:00pm - 7.20pm

IBN FIRNAS - Scouts (10 ½ to 14 years old)
Thursdays 7:30pm - 9:00pm

Al Fihri Explorers (14 to 18 years old)
Thursdays 6:00pm - 7:30pm

Whilst the activities they take part in will depend on their age, each Section gives young people the opportunity to learn by doing. The main programme areas are:

- Outdoor and Adventure
- Global
- Community
- Fit for Life
- Creative and Beliefs
- And Attitudes

Each section meets weekly and includes special occasions and events such as swimming galas, football matches, camps and expeditions. Some off the additional activities are compulsory for to achieve badges that go towards their ultimate award the Chief Scouts Badge.

To find out more about what they will take part in please visit

- What they do
- Badges & Awards

5. Badge Work

Members of all ages work towards attaining awards both in their chosen activities, and are awarded badges. From Circus Skills and Street Sports to Imagination and Public Relations, there is a wide range of choice of Activity Badges for all Sections. Hobbies that your child has can also be used to help both 'Activity Badges' and progressive training awards. These are generally awarded for trying new activities and doing their best at them for the younger sections whilst Scouts do have some badges that specific standards have to be met. Generally the effort needed to obtain the badge or the standard required increases as your child progresses through the sections. In addition though, there are fourteen 'Staged Activity Badges' these have been designed to provide a unified approach throughout the Sections.

Most of the Staged Activity Badges have about 6 stages. This means that a young person can gain whichever badge is appropriate to the level they have reached. It is possible, for example, for a Beaver Scout who is an excellent swimmer to gain a higher-level badge than a Scout who has just taken up the activity.

There are 'Joining In' awards which are presented with the numbering indicating how many years the Member has regularly attended and participated in the balanced programme across the whole Scout Movement.

Each section has a number of 'Challenge Badges'; these can either be done individually or in groups. On completion of a number of these your child can earn the relevant Chief Scouts Award, the highest award earned worn on their uniform.

BeaversChief Scout's Bronze AwardCubChief Scout's - Silver AwardScoutsChief Scout's - Gold Award

Explorers Chief Scout's Diamond Award, Platinum Award and Queen's Scout Award

When your child is ready to move onto the next section there are moving on awards for each section.

Occasionally your child may be asked to undertake things at home to go towards badgework or challenges being undertaken at their meeting.

As well as the groups mentioned above which are aimed mainly at the younger ages groups, there are further support units which are established for the running of the organisation. These are:

AL FIHRI - Explorer Scout Unit (14-16 Year olds) based at District Headquarters.

As older Scouts progress to the District Explorer Scout Unit, we like to welcome them back at the Group as "Young Leaders" with any of the sections. We look to operate a termly rotation for Young Leaders initially, then the YL can decide which section they wish to attend weekly thereafter.

The Scout Active Support Unit - Parents Division

Share The Adventure – fun for the family

As we are a "Family Led" group. All parents are part of Parents Division also known as the SASU. Think of it like the School PTA.

This means that you will have the opportunity to get involved in the growth and support of the group and section via simple things like being on the termly parents rota and being a parent volunteer at things like our external events, camps, fundraisers.

The minimum requirement is to be on the parents Rota for at least 1 Session per Term. You will be added to the rota Via OSM – and will let you know which session you will be helping at.

Ideally we would like you to take up a more active role such as Team member (Leader). All Leaders are trained to deliver the Scouts programme, ensuring our young people stay safe while they enjoy themselves and learn.

As part of that commitment to safety and safeguarding all parents are encouraged to complete a couple of learning modules which are:

Essential Information

<u>Safety</u>

<u>Safeguarding</u>

All parents who are on parents rota are required to get a DBS by Scouts (we arrange and pay for this) Please contact your Section Leader to get this stared they will tell you what you need to provide. (A DBS is also necessary if you want to support at camps and residentials)

More information here

6. Uniform Policy & Appearance

"The Messenger of God (peace and blessings be upon him and his family) would look in the mirror, straighten and comb his hair. Sometimes he would look (at his reflection) in water to straighten his hair. He would beautify himself for his companions as well as for his family and he would say, 'Verily, God loves for his servant to prepare himself and beautify himself when he sets out (to meet) his brothers (in faith)"

At sessions, Events and official ceremonies all young people and leaders are we would expect your child to attend in uniform. Wearing a uniform is comfy and practical. It means no one feels uncomfortable or left out and helps everyone feel part of the group. Details of uniform for each section, and the location of badges are attached. However, for specific activities full or suitable uniform activity-wear may be more suitable. Guidance on the expected uniform for each activity would be provided with details of the proposed event or activity.

Squirrels Red Sweatshirt & Group Neckercheif

Beavers Turquoise sweatshirt and Group neckerchief

Cubs Dark green sweatshirt, Dark Activity trousers and Group neckerchief

Scouts Teal green smart shirt, Dark Activity Trousers and Group neckerchief

ExplorersBeige shirt, Scouts Utility Trousers, District Neckerchief



The Scout Association produce dark blue uniform 'activity' trousers. Navy blue coloured Regatta walking trousers are the same. For Scouts, full uniform also includes a brown leather Scout belt.

The Group neckerchief is provided on investiture into each section at a cost of £7.00, with the Group's badges provided free of charge at investiture.

For activity wear there is a choice of optional polo shirts, available in turquoise for Beaver Scouts and green for Cub Scouts and Scouts from the local scout shop. We will also be producing Group T-Shirts at a cost with the group name and logo that can be worn at sessions and outdoor activities.

The uniforms can be purchased from:

- 1. The District Scout Shop Oak Yard, Chene Drive, Waverley Road, St. Albans, AL3 5PE (Open on Mondays and Thursdays only 6.30pm to 8.30pm)
- 2. Scouts Shop online https://shop.scouts.org.uk/
- 3. Stevensons, 133-135 Victoria St, St Albans AL1 3XS
- 4. John Lewis, www.johnlewis.com

7. Attendance Policy

We offer membership to as many young people as we can from Squirrels, Beavers, Cubs,

Scouts and Explorers as we can accommodate with our current facilities and team of adult volunteers. But we have a long waiting list of local young people wishing to join the group.

Because of this, it is important that young members attend regularly and don't deprive another child of the opportunity to enjoy scouting. Poor attendance also makes it difficult for young people to earn badges, can have a detrimental effect on their team and creates problems for the leaders in organising activities.

Please let us know if your child can't attend

We are aware that many of our young members are involved in Madrassas, Quranic Studies Sports and other activities and do not expect them to forego these in place of scouting. But we request that the section leaders are informed in advance when a young person will not be able to attend a meeting, and please let us know why.

If a parent knows in advance that their child will often have to miss meetings, they should discuss this with their Section Leader; they may need to relinquish their membership.

How we handle unexplained absences

If a young person misses four or more meetings in a term, without timely communication of a valid reason, they may be asked to leave the group at the end of that term. If a young person misses three consecutive meetings without any explanation, we will assume they have left the group and will offer their place to another young person on our waiting list.

We are looking for around 90% attendance – we also take into consideration termly attendance when it comes to camps, residentials and other extra circular activities., if its below the expected recruitment the young person will not be able to attend.

Additional Events we attend

As well as regular weekly meetings, there are three annual events at which the attendance of all members is encouraged, these are

- Saint George's Day Parade, on a Sunday in April
- Remembrance Sunday service and war memorial parade, on a Sunday in November
- Annual Iftar under the Stars

All these and other camps and events are optional, but all members are encouraged to participate as fully as possible in the group and district activities.

8. Adab, Code of Conduct & Behaviours

Our code of conduct is based on the Scouts Promise, the Scout law and the teachings of our prophet, manners are a way of doing something or way of behaviour, etiquette or it could be a person's outward way of behaving toward others. The issue of good manners is very important In Islam; it is the basis success in daily life through which someone could make a distinctive place in the Islamic community. Dealing others with good manners means to put them at ease the way that Islam recommended us to deal with. It is not just the important part of our religion Islam but also makes our social life more pleasant.

Scout Values

Integrity - We act with integrity; we are honest, trustworthy and loyal.

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Co-operation - We make a positive difference; we co-operate with others and make friends.

Scout Law

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

At 20th St Albans Anasar Scouts we have a zero tolerance bullying or discrimination of any sort any young person or adult found in breach of this will lead to dismissal from the group.

Combined these make up our code of conduct, each section will also add to these in their own sections and will be asked top abide by these.

Sanctions for breaking the Code

Any breaking of the code of Adab, will be dealt with in the following ways:

- First offence, Verbal Warning
- Second offence, Yellow Card, exclusion from that part of the evening.
- Third offence, Red Card, exclusion from the following week's meeting or activity.
- More than 2 red card may result at any time during the academic year may result in young person being asked to leave the group.

Parents will be informed of all yellow & red card offences.

Attendance at camps, events and trips is also dependent on good behaviour, if leaders feel

9. The Promises

The Promise and Law are the simple way in which we help young people and adults to remember and think about the fundamentals of Scouting. It is therefore vital that every member considers the Promise and discusses its meaning before making the Promise and being invested into Scouts .These are made at the beginning of all sessions as part of the opening for each section. We close each session with a DUA or Sural Our opening the circle consists of

Surah Al-Fatihah The Promise The Scout Law

The Squirrel Promise In the name of Allah

I promise to do my best and to be kind and helpful

and to love Allah

The Beaver Promise In the name of Allah

I promise to do my best and to be kind and helpful

and to love Allah

The Cub Promise In the name of Allah I promise that I will do my best

To do my duty to Allah and to the Queen,

To help other people

And to keep the Cub Scout Law

Cub Law

The Cub Scout LawCub Scouts always do their best.

think of others before themselves and do a good turn every day

The Scout Promise In the name of Allah, the most beneficent and most merciful

On my honour, I promise that I will do my best, To do my duty to Allah and the country I live in,

To help other people, And to keep the Scout Law

The Scout LawA Muslim Scout is to be trusted

A Muslim Scout is loyal

A Muslim Scout is friendly and considerate

A Muslim Scout belongs to the worldwide family of Scouts

A Muslim Scout has courage in all difficulties

A Muslim Scout makes good use of time and is careful of

possessions & property

A Muslim Scout has self-respect and respect for others

The Explorer Promise In the name of Allah, the most beneficent and most merciful

On my honour, I promise that I will do my best, To do my duty to Allah and the country I live in,

To help other people, And to keep the Scout Law

More information and details of what the promise means can be found here

10. The Team

The majority of our leaders are like you, parents and give up their time as volunteers not just during the sessions, but through out the year, giving up weekends, evenings to ensure your child has opportunities to take part in a life changing experiences. Our current team are:

<u>Program Team</u>

- Group Scout Leader Monir Ali
- Deputy Group Scout Leaders Aga Fortulanska / Rukiah Khanom
- Squirrels Team Hayrie Terzi
- Beavers Team Jasnara Begum/Hanna Ellhajami
- Cubs Team Waqar Sheikh / Souad Mechaal / Esra / Zehra
- Scouts Team Sharmeen Liaguat/Omar Abu-Qalbain/Niam Welch
- Explorers Team Aga Fortulanska/Samiya Khan/Monir Ali

Scout Active Support

- Event Support All Parents
- Termly Parents Rota All Parents
- Communications Vacant
- Admin Support Vacant

<u>Trustees</u>

- Chair Person Raihana Ahamed
- Group Treasurer Vacant
- Group Secretary Vacant

11. Subscriptions & Membership Fees Policy

At the current time Subscriptions & Membership fees are as listed below for each section:

Squirrels, Beavers, Cubs, Scouts Only

£57 – Annual Membership fee

Scouts Membership, Insurance & admin support, paid in January every year

£37 – Per term (this covers resources, materials and activity costs) All payments are to be made VIA OSM or bank transfer.

- Termly fees payable by 2nd Week of Each term
- Annual Membership to be paid by 15 January each year.

Explorers

£40 – Per term (this covers resources, materials and activity costs) All payments are to be made VIA OSM or bank transfer.

• Termly fees payable by 2nd Week of Each term

Annual membership is paid annually in January for the year. Subscriptions are payable at the beginning of each term, i.e. January, April and September.

The Subscriptions help to cover the cost of venue hire for our Meeting Place, badges and materials for activities carried out at their meetings. Some other activities such as camps, may incur extra costs.

Please please can you ensure that all termly fees, occasion events and Membership fees are paid on time. We rely on the fees to be able to run the group smoothly, if fees are delayed it just means we wont be able to run the scouts or activities, we are a charity and rely on the income.

If at any point paying for either subscriptions or for activities or uniform becomes an issue please speak to one of the Group's Leadership team.

We use Online Scouts Manger for collection of all payments for fees, annual memberships and events.

In Addition...

During January we have to fulfil the Scout Associations census and pay capitation for each member of the Group. If we fail to pay this, either directly or through our fund raising efforts, it will result in your child not being allowed to partake in scouting activities, as Scout Insurance will not cover them.

Gift AID

We can claim the income tax paid on all the monies that are paid to us. This includes money paid for subscriptions and activity costs. This means that for every £1 paid to the Group we

can claim 25p back from the Inland Revenue. In addition to being an easy fund-raising method, it means that we can keep costs of activities as low as possible. To enable us to do this though you need to fill in a "Gift Aid Declaration" this can be done VIA our OSM platform.

12. Trips and Activities

To supplement the weekly meetings and to ensure that everyone has the best opportunities, there are very few activities that members of The Scout Association are actually banned from doing. Consequently, if it is possible, to do something, and there is a large enough request to do something we will try to organise it.

However, when organising trips or activities we often have to impose a cut-off date for responses. This is generally due to purchasing tickets, completing all of the necessary risk assessments and making arrangements with the 'Home Contact' for the event.

These cut off dates will be strictly adhered to. Consequently if subsequent to your child being accepted on a trip or activity, if they are unable to attend please let us know as soon as possible. Another cut off reason may be a number of people taking part.

For instance if we are only able to 10 members due to the number of available canoes for example, it's important that everyone turns up because their place could have been given to another child.

Most additional activities will incur a cost, we try our best to keep prices low and again we try raise funds via fundraising and grant applications again these are areas where the Parents SASU division can step in to help raise extra funds.

13. Child Protection and Health and Safety

The Scout Association's policies, rules, code of behaviour, advice on Child Protection and safety policy are there to ensure our young people stay safe whilst the Programme of activities that we provide is fun, exciting and challenging. Most importantly we must also make sure that all activities undertaken are safe.

It is the policy of The Scout Association (and therefore of the Group) to safeguard the welfare of all Members by protecting them from physical, sexual and emotional harm.

14. The Scouting Organisation commitment

The Scout Association is committed to:

- Taking into account in all its considerations and activities the interests and well-being of young people;
- Respecting the rights, wishes and feelings of the young people with whom it is working;
- Taking all reasonable practicable steps to protect them from physical, sexual and emotional abuse, and
- Promoting the welfare of young people and their protection within a relationship of trust.

All adults aged eighteen or over, no matter what their role or involvement within Scouting, are responsible for putting this policy into practice at all times.

All Leaders and regular helpers have been subjected to, and passed, an enhanced Disclosure and Barring Service (DBS) check. In addition all leaders have passed a basic first aid qualification.

However, accidents occasionally can happen, consequently in order to comply with The Scout Association's own health and safety policy's we require certain information regarding emergency contacts (next of kin, emergency contact numbers etc.). If this information changes e.g. change of address or phone number please let us know.

A general information contact form is attached. During activities and trips this contact information, including parent or guardian contact information, will be provided to a third party who will not be related to anyone on the activity or trip. This will be the events nominated 'Home Contact'. If it is necessary to contact you during the event it is likely to be this person who will contact you.

Further information and consent forms may be required for specific activities. The Group can cope with members that have special needs, however we do need to know of any special requirements, allergies etc. that your child may have.

All information provided is kept in complete confidence. It is normal for us to ask for a new form to be filled in when your child moves sections to ensure that we have up to date information. The only people outside of the Group to have access to any of this information would be a nominated 'Home Contacts' during trips or activities.

15. Photographs / Video Footage

The various sections regularly take part in a wide range of activities, organised at a Group, District or County level. Many of these involve challenging activities, which the youngsters involved often like evidence to prove that they have taken part.

In addition, images of the youngsters enjoying themselves can be extremely useful for publicity purposes, internally (e.g. for use on the Group website/Facebook or Twitter pages), externally (sent to local newspapers, 'Scouting Magazine' (which is provided to Leaders in Scouting) etc.), and on display boards etc. in the school. Photographs and video footage of the youngsters in the activities may also be used as a training aid (both adult and youngsters) or as validation of adult training.

At Group events it is relatively easy for the Leaders in charge to take suitable and agreeable photographs of the children involved. At larger events such as District or County events, it is not necessarily possible for the Leader to dictate what photographs might be taken or the specific end use of the photographs. However as the photographs would be taken as part of a Scouting event they would need to comply with The Scout Association's Child Protection Policy, as would photographs or video images taken during Group events.

Please ask if you have any questions concerning this. If we wish to use photos for any other purposes we will seek your permission. There is a form at the end of this pack, please fill it in as appropriate, sign to say that you accept it and return.

16. Online Scout Manager

We use an Online Scout Management app (OSM) to manage the details of members of the Group. This allows us to easily manage badge progress, emergency contact details, event management and finances like subscription payments. It is a secure system and meets the requirements of the Information Commissioners Office and Data Protection.

The parent's side is called My Scout. You will get an email to ask you for subscriptions, camp payments etc, and can then pay by cheque, one off payment or set up a direct debit through a secure system. You can also view the programme and see you child's progress against badges.

You get a separate email inviting you to the system. And it will remind you before taking any money for any direct debits you set up.

Further information is available here: https://www.onlinescoutmanager.co.uk/MySCOUT.php

17. Join us!

We welcome everyone's ideas to help us to grow and develop. We want to make everyone who is in our family feel that they are a valued part.

Please join us in building a partnership with the leaders. We want everyone to feel involved in the life of the Group you can help us by:

- Become a uniformed member of the team
- Pop in and saying hello to the leaders. It means a lot to feel we are in partnership with you
- Reading and responding to the notes we send home
- Ensuring your child attends meetings regularly and in uniform
- Encouraging the youngsters as they meet new challenges. This might be going away overnight for the first time, or taking charge of a patrol on an expedition without an adult present
- Contributing to meetings by helping to supervise the youngsters, subject to The Scout Associations "Safe from harm policies", (become DBS checked)
- Contributing to meetings by sharing a skill or interest
- Giving transport to an event
- Naming all clothes worn
- Agreeing to Gift Aid your subscriptions to the Group
- Attending our Annual General Meeting to give everyone a chance to question the way we run and to make suggestions for improvements.

18. Admin & Contact Details Updates

New members must ensure that all details are correct on OSM and include:

- Contact Details
- Emergency Contact
- Medical details/Any medica conditions
- Allergies
- Gift Aid Declaration
- Photographic & Video Permissions
- General Activity consent forms

20th St Albans Ansar

Please can you return this form to the leader of your section showing that you have read and understood the Handbook.

Parent / Guardian Name

19. Policy Agreement

1 confirm I have read and understood the 20th St Albans Handbook and have discussed the key polices regarding membership with my child and agree to the following polices:

- The code of conduct for all members
- Uniform Policy
- The Attendance Policy
- Payment Policy

Parent / Guardian Name	
Signature	
Childs Name & Signature	
Signature	
Childs Name & Signature	
Signature	