

11th Andover Scout Group

Behaviour Policy - 2024

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Rev. 1.0

Revision control;

Revision		Updates	Author	Reviewed by	Approved by
1	0.1	First Draft for review	Vicky Corpe	PC , JC 16/08/24	
2	1	incorporating review comments from PC & JC	PC 07/09/24	JC 07/09/24	JC 07/09/24

1. Policy

11th Andover (St. Michael's) Scout Group: Behaviour policy

This behaviour policy applies to all leaders, trustees, young people, guardians, parents: everyone.

All the group's leaders are volunteers who freely devote a considerable amount of their personal time to training, planning and preparing activities for your young people to give them opportunities to grow and develop through activities, experiences and games.

We acknowledge that the Scout Group is not a School; however, we do expect the same level of respect to be displayed toward both the leaders and other members within the group as they would teachers.

Likewise parents and guardians shall act responsibly, showing the groups volunteers respect, support and understanding. If a parents or guardians actions cause upset or are found to be inappropriate, then the matter will be addressed.

Our Scout meetings and activities take a relatively short period of time each week. It is unfair on the rest of the group if time is wasted re-establishing control when the minority or individuals are causing disruption.

The discipline procedures that we implement will ultimately escalate if needed to involve you as the guardians and parents physically attending meetings along with your young person, as young people will generally behave better when being watched by you.

As a final resort, and as a worst case scenario, having taken all other steps to avoid, a persistently disruptive young person will have to leave the group.

A young person will not be invested until they show that they understand the promise which usually takes a few weeks to establish.

There may be a genuine reason for a young person to exhibit different behaviour which, under various circumstances, could be deemed disruptive. We need to be formally made aware of this in advance during onboarding or when identified to enable us to have adequate and appropriate leaders in place to cater accordingly. Subject to the level of the young person's needs, the parents or guardians of the young person may be asked to assist. As with all other important information relating to a young person's need in Scouting, specifics of any need or condition must be updated by the parents or guardians in OSM (Online Scout Manager) along with other information such as medical conditions etc. .

As leaders of the Scout Movement we operate within the framework of the Scout Associations Policy, Organisation and Rules (POR). You may hear leaders talk about POR from time to time, further detail on POR can be found on the Scout Website – www.scouts.org.uk/por/.

This document is available for anyone to view or download at the Scout Association website, linked [here](#)

The POR policy lays out the steps we take to ensure a caring and supportive environment for our young people, it is also in line with The Scout Association's Anti-Bullying Policy. This behaviour policy builds upon POR to make clear the basis on which we take action, what formal action we may take and who may authorise it.

Section Code of Conduct

All sections (such as Beavers, Cubs and Scouts) have drawn up their own code of conduct (i.e. list of rules) which will be agreed upon by all members of the section, including young people and align with the Group "Behaviour policy". This will be undertaken as an activity once every academic year, and verified by the Group Scout Leader (GSL). Sections may choose their own sanctions for minor misbehaviour (e.g. time-out, extra chores,)

The Section Behaviour Code

We, as young people in the scout group, agree to the following behaviour code and understand that not doing so will result initially in two Verbal Warnings, escalating to two Yellow Cards and then a single Red Card (further details below).

1. We will keep to the following behaviour code and understand that not doing so will result in a warning or yellow card being applied by the section leader or adult volunteers.
2. We will attend meetings regularly, on time and in the correct uniform.
3. We will come to meetings to enjoy ourselves, have fun, understanding that we all need to respect each other and the scout promise that we have made.
4. We will join in and work as a team particularly when in our Lodges / Sixes / Patrols.
5. We will listen to and respect each other.
6. We will be inclusive to everyone, however different from us they may or may not be.
7. We will be respectful and pay attention at all times, particularly during quiet times, ceremonies or when a leader is talking.
8. If a leader requests quiet then everybody will pay attention.
9. Beavers / Cubs / Scouts will accept instructions from Adult Leaders / Young Leaders/Lodge Leaders / Sixers / Patrol Leaders. If there are any questions, they must be asked considerately such as by raising your hand.
10. We will not deliberately break the rules, cheat or or disrupt games or activities.
11. We all accept that Scouting involves a training program and NO disruption will take place during instruction periods.
12. We will look after and respect equipment and property belonging to the Scout Group or other persons.
13. We will never bully, harass or pick on anyone.
14. Parents will communicate with the Leaders of the section if they know about any concerns or problems that might affect their child's involvement or behaviour.
15. Electronic devices* (excl. smart watches) must not be taken on camps, activities or to weekly meetings unless specifically authorised to in advance.
16. Parents and guardians are expected to be aware of specific requirements as published/shared for activities or camps, including kit requirements or items not to be taken.
17. We will respect the environment and the places that we visit, ensuring that the good reputation of the scouting movement as experienced by landowners and the public is maintained.

** We are aware that some older Scouts arrive for meetings alone and parents or guardians wish them to carry a mobile phone for safety reasons. In this specific situation, please ensure that the Scout is told that their phone is strictly not to be used during the meeting or 'switched off' when they arrive and not used until the session has concluded. Failure to do so will result in the mobile phone being confiscated until the meeting has concluded. If*

this rule cannot be adhered to, 'All' mobile devices will need to be handed in at the start of the meeting and returned at the end.

Parents or young individuals who believe they have been treated unfairly are encouraged to first discuss the matter with the appropriate Section Leader. If concerns persist, they may escalate the issue to the Group Scout Leader as a secondary step. The GSL can be contacted via gsl@11thandoverscoutgroup.org

Some examples of poor behaviour (but not limited to) are:

- A. Unwanted physical contact with another member
- B. Disobedience, or disrespectful
- C. Overly boisterous
- D. Bullying, or aggressive behaviour
- E. Selfish or deliberate acts not in the interest of the other members or Leaders
- F. Consistent disinterest in the Scouting Laws, Promise and activities
- G. Using electronic devices during meetings (unless authorised to do so)
- H. Lying, Cheating, or stealing
- I. Inappropriately loud or shouting unnecessarily
- J. Ignoring directions and or instructions
- K. Being ungrateful or greedy
- L. Disrupting games by cheating or not accepting a decision (eg being 'out')
- M. Engaging in the use of offensive, abusive, sexist, or racially derogatory language.
- N. Walking away from the group or activity location, non participation
- O. Risk-taking behaviour (activity-specific)

Examples of good behaviour (but not limited to) are:

- Following instructions well
- Good, polite manners
- Patience, sharing and generosity
- Following the Scouting Law and promise
- Good self-control and awareness
- Considerate to the environment
- Eagerness to learn and interest in Scouting
- Showing enthusiasm even when the activity may not be a primary interest
- Cleaning up after activities
- Helping, and offering to help others
- Respecting others
- Arriving on time and in the correct uniform

For Beavers/Cubs, notable good behaviour may be rewarded with Beaver/Cub of the Week.

Consistent good behaviour will help support the young person to achieve being a Lodge / Sixer / Patrol Leader / Second.

Verbal Warnings & Coloured Cards

The Group operates an escalating approach to repeated poor behaviour. Poor behaviour will initially result in one or more verbal warnings, and further escalate to a series of coloured cards if the behaviour does not improve. **There is no minimum duration between the escalation steps.** In theory this means, in the extreme, all escalation steps can be reached on the same day, however in practice the escalation levels typically means the situation resolves itself.

Consistent good behaviour can result in a review of any Yellow or Red cards which may result in the early removal of an awarded Red or Yellow card at the Leader's discretion.

Verbal Warnings - first phase

If the behaviour of a young person, group of young people or adult is considered to have fallen below that stated in the 'Behaviour Code' above, the person/s involved will be asked to stop by a leader. If the poor behaviour continues then the leader may give up to two official verbal warnings. Upon the second verbal warning they will be informed that if their behaviour does not improve a Yellow Card will be issued.

The leader may choose to talk to the parents or guardians after a meeting in order to establish a possible underlying cause.

Verbal warnings will be kept on record for up to 2 attended meetings depending on the number of verbal warnings given after which time they will be removed if no further behavioural issues arise.

Yellow Cards - second phase

If the Young Person's poor behaviour persists following two verbal warnings, and within the following 2 attended meetings of the last verbal warning, or if their behaviour is significant enough on its own, a second Yellow Card will be issued. The young person/s involved will have a time out decided by the leader to reflect on their behaviour and for the safety/enjoyment of others.

Reasons a Yellow Card will be given (but not limited to) are:

- Consistent talking or disruption when the expectation is to listen, such as when giving instructions
- Consistent disruptive behaviour, including wandering off during activities
- Use of inappropriate language or name-calling
- Failure to adhere to reasonable instructions from leaders, leading to high risk or disruption
- Damaging or destroying property
- Violating the electric device policy

The Leader will talk to the parents or guardians at the end of the meeting to discuss the situation, or at the first opportunity. This will be followed up with an email in the standard format as detailed in the appendix below.

- The first Yellow Card will be retained on the young person's record for the duration of 4 attended meetings from the date of issuance and the Lead Volunteer will be informed.
- If a further behavioural issue occurs within four attended meetings of the first Yellow Card being issued, a second Yellow Card will be given, this will remain on record for 8 attended meetings.

- The young person will be expected to be absent from the next upcoming meeting having gained 2 yellow cards, regardless of the planned activity, including camp. Any funds paid for a missed event will not be refunded.
- Both the Lead Volunteer and District Commissioner will be informed of the situation, and a meeting will be requested with the parents or guardians of the young person by the LV.
- Leaders are responsible for recording when yellow/red card cards are issued and ensuring that parents or guardians are kept fully informed of their children's behaviour.
- Upon receiving 2 Yellow Cards, the Parents or Guardians will be expected to attend the next two scout meetings upon the young person returning to the group following the 1 scheduled meeting absence. If the parents or guardians decline to assist, the matter will be discussed with the executive committee with respect to terminating the membership of the young person involved.
- Any appeal must be put in writing to the Group Scout Leader at gsl@11thandoverscoutgroup.org

Red Card - final phase

If poor behaviour persists within 8 attended weeks after a second Yellow Card has been issued, A Red Card will be issued **OR** if a leader sees a deliberate act to cause harm to another person/s or wilful damage. The young person/s involved will immediately be asked to sit out the remainder of the meeting and their parents or guardians will be called at the earliest opportunity to collect them.

Reasons a Red Card will be given (but not limited to) are:

- Violent or aggressive behaviour
- Intentional dangerous action
- Malicious intent
- The use of offensive, abusive, sexist, or racially derogatory language
- Use of inappropriate language or name-calling
- Failure to adhere to reasonable instructions from leaders, leading to high risk or disruption
- Damaging or destroying property

The Leader will talk to the parents or guardians, if safe to do so depending on the activity and available adults, when the Young Person is collected or as soon as possible. This will be followed up with an email in the standard format as detailed in the appendix.

- The Red Card will be retained on the young person's record for the duration of 12 attended meetings from the date of issuance and the Lead Volunteer and District commissioner will be informed.
- Parents or guardians will be notified at the end of the session that their young person has received a red card. Leaders shall not be drawn into lengthy discussions at this time. Leaders shall only state that an email shall be sent to the parent/s containing the reasons behind the card issue. This email will also state that the young person involved will miss the next two meetings even if they are a paid event without reimbursement.
- If it becomes necessary to terminate the membership of a young person through repeated poor behaviour the Group Scout Leader will discuss the reasons with the parents or guardians and notify the District Commissioner.
- Leaders are responsible for recording when yellow/red card cards are issued and ensuring that parents or guardians are kept fully informed of their children's behaviour.
- Upon receiving a Red Card, the Parents or Guardians will be expected to attend the next 12 scout meetings upon the young person returning to the group following the 2 scheduled meeting

absences. If the parents or guardians decline to assist, the matter will be discussed with the Trustee Board with respect to terminating the membership of the young person involved.

- Any appeal must be put in writing to the Group Scout Leader at **gsl@11thandoverscoutgroup.org**

A meeting must be held with the parents, Section Leader and Group Scout Leader to discuss the young person's behaviour. The young person will not be able to attend meetings until this meeting has been held.

Right to Appeal

Appeal may be made to the Group Scout Leader, in writing, within 14 days of notification of action. Should the parent, guardian or young person not be happy with the Group Scout Leader's decision upon appeal, a right of further appeal to the District Commissioner exists (in the case of termination of membership) and is enshrined in The Scout Associations' Policy Organisation and Rules. The Group Scout Leader shall supply the contact details of the District Commissioner as and when they are required.

The Group Scout Leader will take the ultimate responsibility for listening to all grievances within the Group, advising, and where he/she considers it desirable, taking action to remedy any situation. If the Group Scout Leader is unable to resolve the situation, he/she will refer to the District Commissioner.

Appendix

Yellow Card letter

Dear Parents or Guardians

[Insert young person's name] has breached the following section(s) of the 11th Andover Scout Group behaviour policy and has been issued with a *[first or second]* Yellow Card.

[Insert reason for card]

Unfortunately if this is the second Yellow Card given, *[Insert young persons name]* will need to miss next week's meeting, however they are welcome to return the following week on *[insert date of meeting]*. If *[Insert young person's name]* is a Beaver Lodge Leader, Cub Sixer / Secondar & Scout Patrol Leader / Secondar, they are at risk of losing their stripes.

This yellow card, being their *[first or second]* card, will remain on their record for *[4 or 8]* attended meetings.

If their behaviour does not substantially improve, they may be issued a further Card, resulting in an appropriate escalation according to the behaviour policy.

If the young person has now gained two Yellow Cards they will be expected to miss the next meeting. A meeting will be scheduled within the next two weeks between you as the parents or guardians of the young person, the Section Leader and the Group Scout leader to discuss the situation with a view to working together to plan how to de-escalate the situation. This plan will likely require you as parents or guardians to also attend the whole of the next two attended meetings.

If a further behavioural issue occurs after their second Yellow Card, the final escalation step will be applied whereby the young person will receive a Red Card as detailed in the group behaviour policy.

We welcome and encourage your support to best help your young person within Scouting and sincerely hope we can work together to enjoy their Scouting journey with suitable and appropriate behaviour.

Red Card letter

Dear Parents or Guardians

[Insert young person's name] has breached the following section(s) of the 11th Andover Scout Group behaviour policy and has been issued with a Red Card, please be aware this is the final step of escalation according to the groups behaviour policy.

[Insert reason for card]

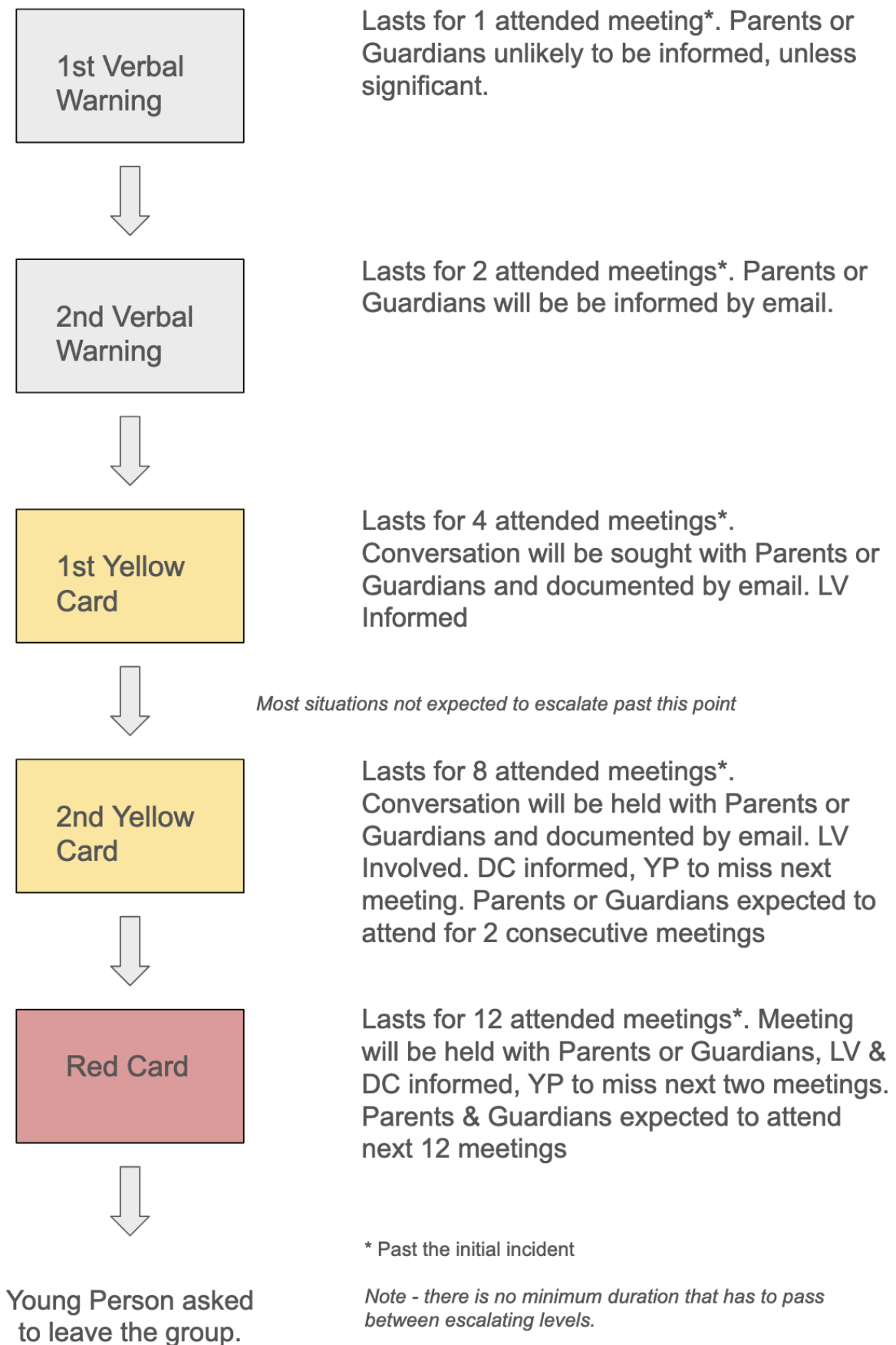
Unfortunately as a result of this, *[Insert young persons name]* will need to miss the next two scheduled meetings returning on *[insert date of meeting]*. This Red Card will remain on the young person's record for 26 attended meetings. If their behaviour does not substantially improve, they will be asked to leave the group.

A meeting will be scheduled to occur within the next two weeks between you as the parents or guardians of the young person, the Group Scout leader, and potentially the district commissioner to discuss the situation with a view to resolve the situation, this meeting must occur before the young person can return.

If any conditions agreed at this meeting are not adhered to within a reasonable time frame and/or a subsequent behavioural issue occurs within the next 26 attended meetings, the young person will be asked to leave the Group.

We welcome and encourage your support to best help your young person within Scouting and sincerely hope we can work together to enjoy their Scouting journey with suitable and appropriate behaviour.

Behaviour Policy - Escalation flow



FAQ

How will a young person know what 'disciplinary level' they are currently at

At each meeting the leaders will have access (digital or printed) to the current level, A leader will be able to share the level a young person is at and why if asked

What happens if a young person moves section whilst still in a behavioural escalation step

In this situation any outstanding time left to serve will be removed, the reasoning here is that the new the environment may help improve the situation and we do not want to unfairly burden the young person. However the history of every young person will be visible to the receiving section

When a young person moves to a new section within the 11th, will the new section leaders have access to the behaviour history.

Yes, even though any outstanding effect of behaviour will in effect be wiped, receiving leaders will have access to all history as appropriate/

If an escalation step duration passes (ie 4 attended meetings for first yellow card) what level results?

Once the duration time has passed for any level or phase the young person returns to the start of the policy/process rather than working back down through the various levels.

What happens if the escalation step occurs during the last week of term?

The implications of poor behaviour can only be monitored during active attended scout meetings, therefore term time does not count. As per the policy the duration is measured in attended meetings, not passing weeks.

What happens if a young person attends a meeting when they should be on a time out

We will always have a duty of care however in such a rare circumstance the parents or guardians maybe called to collect the young person, if not possible we will naturally look after the young person as normal, but will remind the parents or guardians of the situation rapidly and seek confirmation of the mistake with an expectation of returning into the process the following week

What happens if an incident arises between two young people and the leader hasn't acted or seen the incident?

Leaders are given training and guidance on how to handle challenging situations like this, they will also apply their own best judgement to each and every situation. Typically in the event of this scenario the young people will be first given an opportunity to resolve the situation with the help of the leader to avoid the need for any escalation, if that is not possible potentially all parties will be put into the escalation process.