



Scouts



The aim of this module:

**To provide information and best practice
on how to manage administrative tasks in
Scouting.**

Objectives of this module:

1. State the importance and value of maintaining accurate records and accounts.
2. List the records that need to be maintained within their Section, Group, District or County and the ways they can be stored and managed.
3. Keep records in accordance with the General Data Protection Regulation (GDPR), Data Protection Act, POR and other relevant legislation and regulations.
4. Describe the various adult application forms and what they are used for.
5. Explain the financial responsibilities and procedures relevant to their role in their Section, Group, District or County.
6. Outline the insurance arrangements for Section, Group, District or County activities, events, property and/or equipment, as relevant to their role.

#SkillsForLife

glmwscouts.org.uk

INTRODUCE 
YOURSELF

Scouts 

Introduction

Administrative tasks

What are the key administrative tasks you associate with your role in the Scouts?



Administrative tasks



Member records

- Personal details
- Contact information
- Attendance
- Badge progress

Finance

- Receipts
- Invoices
- Income
- Expenditure

Insurance

- Equipment
- Inventories
- Buildings
- Vehicles

More information: <https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/administration-and-management/>

Member records and data protection

Why do you think it is important to maintain accurate records and accounts?



Have you ever encountered problems or challenges due to poor record keeping?



Member records

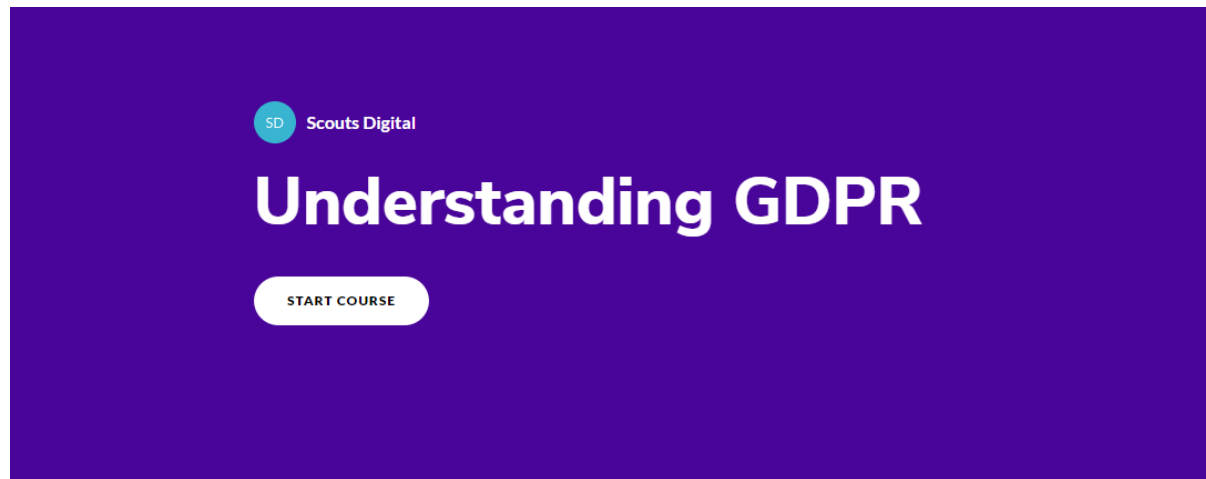
- Do you have joining lists and registers of interest? How do you manage them? What works well and what doesn't work so well?
- How do you maintain your youth records and ensure they are up-to-date?
- How do you manage attendance and record progress towards achieving badges and awards?
- Do you use an online membership database? What for?



<https://www.onlinescoutmanager.co.uk/>

Anyone handling personal data, regardless of their role, should be aware of, and abiding by, the General Data Protection Regulations (GDPR) and the Data Protection Act (DPA).

The GDPR and DPA controls the way that information is handled. It helps to protect individuals' interests by obliging organisations to manage the information that they hold on people in a proper way.



There are six data protection principles in GDPR. How many of the other six can you name ?

1. Processed lawfully, fairly and in a transparent manner in relation to individuals
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
4. Accurate and, where necessary, kept up-to-date.
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
6. Processed in a manner that ensures appropriate security of the personal data.

Additional rules are in place for the handling of 'sensitive personal data'. Which of these is an example of sensitive personal data?

- a. Race
- b. Height
- c. Academic qualification
- d. Religious beliefs or other beliefs of a similar nature

Race

Personal data becomes sensitive (special category) if it includes information on: racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life, or biometrics.

How long can personal data be stored?

- a. Five years
- b. There is no time limit
- c. Only as long as it is necessary

Personal data can only be stored for as long as is necessary.

It must be kept for the purpose for which it was originally obtained.
There's an example of a retention policy that local Scouting can use within the GDPR toolkit on www.scouts.org.uk

Which of the following does an organisation not have the automatic right to do under the GDPR?

- a. Store your personal data for the purposes it was obtained
- b. Pass your personal data onto third parties
- c. Grant you access to the personal data that they store on you

Organisations do not have the automatic right to pass personal information to third parties, unless the individual that it concerns has given explicit permission to do so.

The Adult Information Form contains declarations for applicants to use to express that they are happy for The Scout Association to pass their details on to carefully selected third parties

Data protection quiz



Photographs can be taken at Scouting events and used for the purposes people consented to – true or false?

True – Photographs can be taken at Scouting events and used for the purposes they were taken for afterwards (on a District website or in a Group newsletter, for example).

It is a good idea to ensure that registration forms for new youth members include permission to take and use photographs as appropriate. This allows parents to specify their preferences. This agreement, along with other information held, should be checked over at regular intervals

Data protection quiz

You receive the following email from a parent: *'Please can you send me all of the personal information you hold in relation to my 9 year-old Son who attends your Cub Pack.'*

What steps should you take next?

Refer the request to your local Trustee Board to handle as a Subject Access Request (SAR).

You should ask anyone who may hold records relevant to this request to bring it all into one place, and the individual responsible for dealing with the SAR should review the records before providing a response in line with GDPR and DPA. You should also ensure someone (either the person handling the SAR or the relevant leader) has provided an acknowledgment to the parent.

Finance

Each Scout Group, District and County in England, Wales and Northern Ireland is an independent charity, operating under the umbrella organisation of the Scouts. As such, they are required to take responsibility for their own finances.

This is not just the responsibility of the Treasurer or the Trustee Board. The need to manage and keep track of money occurs at every level, from a County budget to a float for a Section.

More information: <https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/administration-and-management/>

Finance – good or bad?



The 6th Dinton Scout Group is planning a camp for all three sections over the summer. They have sent each parent a letter with information about the camp and have asked for deposits of £15 to be paid to secure a place for their child.

They have asked for cheques or internet transfers to be made payable to the relevant Leader for the section.

Finance – good or bad?



Dinton Scout District have just started using internet banking after a review of their previous banking arrangements concluded that it was taking too long to make payments and withdrawals.

The Treasurer is the sole holder of the payment cards and authorisation details for the online account. The District Trustee Board has asked the Treasurer to ensure that a paper signature from another member of the Committee is collected before a transaction can be made.

Finance – good or bad?



Dinton Scout District regularly receives expense claims from its members for expenditure incurred from events and activities that they have been involved with.

The District Treasurer regularly receives receipts from members with a request for prompt payment, as and when they see them. The Treasurer often has no prior knowledge of what these receipts are for.

- If involved in handling money, a clear record of money received and expenses paid supported by bills, receipts etc. is required.
- Often, tear-off slips at the bottom of letters can be used to keep a record of who has paid for particular things, or use an online payment portal.
- Any records or receipts should be stored safely and if possible, numbered (where the reference number links to your balance sheet or ledger).
- Any monies received should be banked at the earliest opportunity.
- It is easier to bank all money received and pay for things out of the Group, District or County Account. This enables a clear audit trail. Sometimes people pay for things using cash they have received and often this leads to confusion in record keeping.
- It is easier to complete accounts and record monies as soon as they are received – a few minutes spent doing this on a regular basis will save confusion at a later date.
- Often people like to keep separate records for separate events and activities, rather than recording all expenses on the same balance sheet or ledger. This enables you to better understand the true cost of events and activities.

Insurance

Although insurance of persons, property and equipment is the responsibility of the Trustee Board at Group, District or County level, it is still important for everyone to have a general overview and understanding of insurance.

This session will cover the basics that everyone needs to know, but if they have any more specific questions, they may need to contact Unity (Scout Insurance Services).

Copies of Insurance: Where do I Start? :

https://www.unityinsuranceservices.co.uk/scout-insurance/unity_resources.html

There are three kinds of insurance arranged by Unity for the Scouts.

- **Public liability** for people running Scout events – This provides protection for Members against claims made against them for loss, injury or damage incurred by others during Scouting activities.
- **Personal accident and medical expenses** – This provides benefits in the event of an injury incurred during a Scout activity.
- **Trustee indemnity** – This provides protection for Trustee Board Members against legal action being taken against them, on the provision that they have fulfilled the responsibilities of their roles and not taken undue risks.

Trustee Boards need to ensure that they have adequate cover for:

- **Buildings** owned or occupied by Scout Groups, Districts or Counties – including loss or damage caused by fire, break in, storm and vandals. You will also need cover when you hire your building out to others.
- **Contents of your premises and equipment** – Including cover for loss or damage to items in transit, camping equipment in use within the UK and accidental damage cover.
- **Vehicles** such as minibuses
- **Overseas travel** insurance

Insurance quiz



Public liability insurance provides cover for Managers, Leaders and others authorised to be in charge of, or to assist with, Scout activities.

It covers claims made against them for loss, injury or damage incurred while in charge of, or assisting with, any authorised Scout activities – true or false?

True

Non-members (and Occasional Helpers where used) are automatically covered under the Scouts' personal accident and medical expenses scheme – true or false?

False

Non-members and Occasional Helpers are not covered by the Scouts' policies while taking part in Scouting activities, such as fun days, fundraising events or similar. However, should a non-member have an accident and subsequently bring a claim of negligence against the Scouts or its members, the Scouts' Public Liability policy will respond to defend or settle the claim. Extra cover for individuals who are not members can be arranged by Unity by adding them to the personal accident and medical expenses scheme.

Personal possessions, such as mobile phones and laptops, are covered for damage or loss while doing Scouting activities – true or false?

False

The Scouts have no legal interest in personal possessions and therefore cannot insure them against loss or damage. Individuals should ensure that they are adequately covered under their household insurance or Unity can provide separate cover if required

Motor insurance for transporting Scouts to and from events in your own vehicle is not covered by the Scouts' policies – true or false?

True

Under United Kingdom law, the driver of a motor vehicle must hold a suitable third party insurance (including indemnity to passengers) and the minimum levels of cover have to be provided by any motor insurer. As this is a statutory requirement, the Scouts do not provide any cover to individuals in respect of their liability as car drivers. Therefore they will need to check with their own motor insurers to see if this is covered under their policy.

Taking Scouts abroad is automatically provided by the Scouts' cover– true or false?

False

Scout parties travelling abroad will need to take out additional travel insurance to cover medical expenses, money, personal effects, camping equipment, etc. Unity's Overseas Travel Insurance can be purchased to provide these benefits.

The Scouts' legal liability policy protects members who are organising local fireworks displays – true or false?

True

The Scouts' Public Liability policy will protect members who organise displays (whether just for them or where members of the general public are in attendance). Organising and running the event safely, however, does require careful attention to detail and thorough planning. Further information on this can be sought from Unity.

Validation

Validation

- All training modules need validating after the course has been completed.
- Information about validation, together with further information about each module, is available online:
 - <https://www.glmwscouts.org.uk/training/validation>
- Your **Training Adviser** or **Local Training Manager** can help you with the validation for each module.



More training is available in our calendar online:
[https://www.glmwscouts.org.uk/adult-support/training-
calendar](https://www.glmwscouts.org.uk/adult-support/training-calendar)

