

Scouts



**1st Sandstone Scouts &
Wildfire Explorer Scouts**

LEADERS' GUIDE

This document contains instructions, guidance and recommendations to assist the smooth operation of the Group.

It does not replace PORs but supplements them with site specific requirements and information.

For the avoidance of doubt:

- The words 'must' and 'shall' indicate a mandatory procedure or requirement.. The word 'should' indicates a recommendation
- References to 'the GLV' mean either/any of the GLVs if there are more than one unless otherwise stated

CONTACTS

Group Treasurer & Site Manager: admin@sandstonescouts.org.uk

Equipment Manager: mark.c.batterbury@gmail.com

Woodland Manager: andrew.woolley@hotmail.co.uk

If you are a Leader with a question to which this document does not provide an answer please let us know so the answer can be added for the benefit of other and future Leaders.

Please send requests for additions, deletions or amendments by email to admin@sandstonescouts.org.uk

Contacts	1
ACCIDENT REPORTS.....	5
BADGES	5
Routine Badges	5
Replacement Badges and Neckers.....	5
BALL GAMES.....	5
BENCHES.....	5
CAMPING AT THE SCOUT HQ	6
General requirements (Site Specific).....	6
Camping Using an Event Passport.....	6
CLEANING	6
General	6
Permitted Cleaning Materials	6
Septic Tank Protection (detailed)	7
CONSUMABLES	7
Group Consumables	7
Section Consumables	8
DEFECTS.....	8
EQUIPMENT (CARE)	8
General	8
Checklists.....	8
Tent Care	8
EQUIPMENT (CONTROLLED)	9
Controlled Equipment Designation	9
Controlled Equipment Use	9
EVENTS	9
General	9
Financing.....	10
EXPENSES.....	11
General	11
Claiming expenses.....	11
Mileage Claims	11
FAULTS, DEFECTS AND REPAIRS.....	11
FIRE PRECAUTIONS	12
FLAGS	12
Flags for Investiture and parades	12
Flags for the outdoor flag pole.....	13

Flag for indoor use	13
FLAMMABLES (STORAGE_	13
Firelighters and matches.....	13
Spirits and Liquids	13
Gas (Propane/Calor)	13
FROST PROTECTION	14
GIFT AID	14
HEATING & HOT WATER.....	14
Heating (General)	14
Hall Heating	14
Hot water	15
INVENTORY	15
KNIVES (Kitchen)	15
KITCHEN	16
Kitchen Maintenance.....	16
Kitchen appliances	16
Kitchen Cabinet.....	16
Induction Hob	16
Extractor fan	16
LEGAL STATUS	16
Scout Headquarters Site Trust	16
Scout Woodland Trust	17
Scout Group Trustees	17
LOST PROPERTY	17
MOBILE PHONES etc.....	18
NEWSLETTERS	18
OSM	19
Personal Details	19
Badges.....	19
Admin Functions	19
PAINT COLOURS.....	19
PARKING.....	19
PHOTOGRAPHY	20
Photography Policy	20
Photographs on Group's website	20
PIZZA OVEN & Campfire area.....	20
POST	21

RADIOS (HAND HELD)	21
REPAIRS.....	21
SECURITY (PHYSICAL)	21
SECURITY (CYBER).....	21
SERVICES	22
Water	22
The main stop tap for the site is on the roadside verge in line with the right-hand side of the Hut as viewed from the road. The supply splits with one line entering the kitchen under the sinks and the other terminating in a stopped end behind the store shed.	22
Electricity.....	22
Sewage and Septic Tank	22
SHELTER.....	23
SHOOTING	23
SUPPORT FUND	23
TELEPHONE NUMBER	23
VISITORS (HIRINGS)	23
WEBSITE.....	24
WIFI	24
WILDFIRE EXPLORERS	24
ANNEX A1: DEPARTURE CHECKLIST	25
ANNEX E1: EXPEDITION EQUIPMENT - RETURN FROM LOAN	26
ANNEX E2: EXPEDITION EQUIPMENT - RETURN TO STORE	28
ANNEX E3: MAIN TENTS – RETURN TO STORE	29
ANNEX T1: GUIDE TO CORRECT USE & CARE OF TENTS	30

ACCIDENT REPORTS

The Accident Book is on top of the First Aid box.

An Accident Report must be completed for every accident, however trivial, and should then be removed from the Accident Book and placed in the post box in the kitchen.

Accident reports are scanned and filed electronically by the Site Manager

BADGES

ROUTINE BADGES

Section Leaders use OSM to identify badges earned. Badges marked as 'due' on OSM are supplied automatically free of charge.

A list of badges due is downloaded from OSM at 08:00 on most Thursday mornings. The badges will normally be available in pigeon holes the following week (2nd week for Woodland)

REPLACEMENT BADGES AND NECKERS

Replacement badges and neckers are supplied on receipt of payment of £1 per badge, £3 per leather woggle and £5 per necker.

Payment must be made in cash in a sealed envelope placed in the kitchen post box, with the name of young person, section and the items required shown on the outside of the envelope. Badges will be supplied in the same envelope via section pigeon holes as soon as they are available (some badges may need to be ordered)

BALL GAMES

Ball games are not permitted inside or outside the Hut in order to protect the buildings and interior fixtures and fittings.

No ball games may ever be played in areas where tents are erected.

BENCHES

The GoPak benches should be stacked not more than three high with the legs down. The legs should not be folded nor should the benches be stored upright leaning against a wall.

CAMPING AT THE SCOUT HQ

GENERAL REQUIREMENTS (SITE SPECIFIC)

The site must be booked in advance with the Site Manager.

The following details must be provided

- the Event Leader, the Permit Holder and the Home Contact
- the arrival and departure dates/times
- an estimate of the number of Leaders and Young People expected
- whether an Event Passport event; if so, the identity of the Passport Holder

CAMPING USING AN EVENT PASSPORT

When camps are held using an Event Passport (no adult present overnight) the Permit Holder must ensure that:

- the outdoor Store, the Leaders Desk and all cupboards and lockable boxes are locked and the keys removed from site
- The Passport Holder is briefed by the Permit Holder, in the presence of the Event Leader and all young people attending, on safety precautions, the site Risk Assessments, fire precautions and action in the event of a fire

CLEANING

GENERAL

The Cleaner attends, normally on Friday mornings, roughly every two weeks or when other groups have hired the site. The Cleaner concentrates on the kitchen and toilets, and vacuums the floor of the hall.

Sections are expected to clear up after each session and ensure all loose items are cleared away, especially in the kitchen. Sections are also responsible for cleaning items they have used, including wiping down the tables, and leaving the hall, kitchen and toilets reasonably clean for the next users.

Red materials (cloths, mops, mop bucket and waste bin), and **only red** materials, must be used for all cleaning in the toilets. If any other materials are used accidentally they must be put in the red bin immediately after use.

PERMITTED CLEANING MATERIALS

The following cleaning materials must be used:

Wiping surfaces: any spray type cleaner may be used but do NOT wash the cloths in the sink or basins unless the spray is marked 'septic tank safe'

Washing up: **EcoVer washing up liquid;** do not wash or rinse under running water

Hard surfaces (floors, basins, etc): **EcoVer All Surface Cleaner** (diluted 5ml in 5 l); pour dirty left over water down the sink/basins/drain

Toilets: **EcoVer Toilet Cleaner** according to the instructions on the container.

Do NOT throw away EcoVer containers – they will be refilled from bulk stock

SEPTIC TANK PROTECTION (DETAILED)

In order to protect the septic tank (see Septic Tank) only 'septic tank safe' materials may be used in the kitchen sinks, wash basins or toilets.

The following items MUST NOT be poured down the sink/basin/toilet drains:

- bleach, paint, disinfectants, garden pesticides, medicines, solvents like white spirit
- drain cleaning and unblocking liquids that contain caustic soda
- green paper towels
- concentrated products which are used undiluted, or diluted and then poured away (eg Domestos)

The following products MAY be used:

- hand wash and soap
- fairy washing up liquid and similar products providing that they do NOT contain bleach and are NOT marked as anti-bacterial
- cleaning sprays which are sprayed on surfaces and then wiped
- ECOVER Toilet Cleaner used in accordance with instructions *
- ECOVER Hard Surface All Purpose Cleaner (diluted 25ml in 5l bucket) *
- products labelled 'septic tank safe' or equivalent
- homemade cleaners using ingredients like lemon juice, vinegar, and baking soda

* do not discard dispensers – they will be topped up as required

CONSUMABLES

GROUP CONSUMABLES

Group consumables will be replenished centrally and charged to 'Group Expenses'

Hand sanitizer, hand wash and EcoVer fluid containers must not be thrown away; they will be refilled when empty

Any Leader noticing that stocks are low (or exhausted) should email the Site Manager to trigger replenishment: admin@sandstonescouts.org.uk

The following items are Group Consumables

- Handwash (kitchen & toilets) – when low
- Hand sanitizer – when low
- Kitchen & toilet cleaning materials and fluids – when low
- Bin bags – when starting to use the last roll of bags
- Matches, firelighters, kindling, logs, coal – when opening the last bag/packet
- White Board marker pens – when box of reserve stock nearly empty
- Meths (for Trangias) – when less than 5l left

- Petrol (for mower)
- Calor Gas: see Gas (Propane & Calor) for action on empty bottle

SECTION CONSUMABLES

All other consumable items are Section Consumables

Sections consumables should be purchased by Section Leaders and claimed on expenses. They will be charged to section budgets

DEFECTS

See 'Faults Defects & Repairs'

EQUIPMENT (CARE)

GENERAL

The golden rule is that all equipment in store must be fit for immediate use

It follows that:

- All used equipment must be appropriately checked by a Leader before being returned to store AND
- All equipment found to be deficient or defective must be quarantined and either repaired or replaced before being returned to store

This is especially important with Expedition Equipment which, if issued defective, may cause a significant safety hazard for expedition participants in remote locations.

CHECKLISTS

Checklists for checking returned equipment prior to return to store are included at:

- Expedition Equipment – instructions for returning loaned equipment – Annex E.1
- Expedition Equipment – inspection prior to return to store – Annex E.2
- Main tents (Vango EOS/Beta) – inspection prior to return to store – Annex E.3

TENT CARE

A guide to correct use and care of tents, which may be used in instructing young members, is at Annex T.1

EQUIPMENT (CONTROLLED)

CONTROLLED EQUIPMENT DESIGNATION

Certain items of equipment are designated as controlled equipment owing to factors such as value, ease of replacement, desirability and consequences of loss. The following items are designed as controlled equipment

- Tents (expedition)
- Compasses
- Hand-held radios
- Trangia cooking sets for expedition (CH/DoE) use (burners, windshields, spirit bottles, Trangia triangles, Trangia handles)

CONTROLLED EQUIPMENT USE

All issues of controlled equipment must be to named individuals and a record retained until its satisfactory return. Recipients will be held personally responsible for the equipment and parents are reminded of this responsibility twice annually,

Controlled equipment must be checked on return for damage, cleanliness and completeness and quarantined if repair or replacement of missing items is required

Items lost or damaged beyond effective repair must be reported to the Equipment Manager and the Group Treasurer for amendment to the Group Inventory

EVENTS

GENERAL

All events must have a single Event Leader appointed by the GLV. The responsibilities of an Event Leader are specified in PORs. The identity of the Event Leader must be known to all adults present on the Event.

The Event Leader must set the mobile phone policy for the event (see Mobile Phones) in consultation with the GLV and communicate it to all Section Leaders.

The Event Leader must prepare a budget for the Event and provide a copy to the Group Treasurer in advance of the Event

Events must be budgeted to make neither a surplus nor a loss unless:

- a fee for the Event resulting in a budgeted surplus has been agreed by the GLV
- a grant from Group Funds to cover a budgeted loss has been agreed with the Group Treasurer

Leaders required in order to meet mandatory ratios should not be charged for attending the Event and the fee charged for the Event should be calculated to cover their cost.

After the Event a summary of receipts and expenses and a list of attendees must be provided to the Group Treasurer in addition to receipts supporting expenditure.

Refunds are not normally given unless the cost of the person attending the event can be recovered.

FINANCING

- **Method 1:** Collect fees in advance and pass the total amount to the organisation or venue
 - Fees must be collected in cash, or by cheque payable to the organisation or venue
 - No money may be paid into a personal account
 - There must be no profit or loss on the event and no impact on Group funds
 - For the Event Leader's own protection a schedule of who paid what amount should be compiled and retained for 6 years (or passed to the Treasurer who will store it for 6 years with the accounts)
- **Method 2:** Finance the event via the Group Accounts
 - Event Leaders set up the event and send invitations via OSM. A deadline for booking a place ("Confirmation deadline") must be included on OSM and the "Attendance Changes" field must be set to 'Allowed until the confirmation deadline'.
 - The Event Leader must notify the following details to the Treasurer: Event Title, Sections invited, Confirmation Deadline, Cost
 - The Event Leader must not allow any bookings to be accepted after the Confirmation Deadline without consulting the Treasurer
 - After the Confirmation Deadline has passed the Treasurer will request payment of the event fee via OSM from all those who have booked a place. The invitation will include instructions on how to pay and the deadline by which payment must be made.
 - Once the Payment Deadline has passed the Treasurer will cancel on OSM any bookings for which payment has not been received, notify the Event Leader that this has been completed and confirm to the Event Leader the total payments received
 - All payments received after the payment deadline will be placed in a suspense account, will not be included in receipts for the event, and will normally be refunded to the payer unless the Event Leader and Treasurer agree to transfer them to the event account.
 - Costs for the event will normally be paid by the Treasurer, on request of the Event Leader, direct to the supplier

- Costs for elements of the event may be also paid by the Event Leader on a personal credit card and reclaimed as expenses provided that itemised receipts are produced in support of the expenses claim

EXPENSES

GENERAL

- All expenditure other than expenses to be charged to section budgets must be agreed in advance with the Treasurer who will, if necessary, obtain appropriate authorisation. The Trustees have set authorisation limits for each type of expenditure and for non competitive orders and quotations.
- Section budgets should be used only to purchase consumables for routine section meetings and other section events; these expenses should be controlled by the Section Leader.

CLAIMING EXPENSES

- Original, or pdf copies of original, itemised receipts are required for all expenses; these must show the items purchased, demonstrate receipt of payment (copies of orders or unreceipted invoices will not normally be acceptable) and **should not** include purchases for personal use
- Exceptionally where an original receipt is not available a note of expenses claimed and why a receipt is not available may suffice.
- Claims for expenses must be marked with the name of the claimant.
- Receipts for expenses should be left in the post-box in the kitchen or sent to the Treasurer by as pdf copies attached to an email
- Refunds will be made direct to the bank account of the claimant as soon as they are authorised, normally within a few days
- Claims arising on or before 31 August each year must be claimed by that date and not carried forward into the next accounting period

MILEAGE CLAIMS

- Claims for fuel used by hired or loaned vehicles must be based on the actual fuel used. The usual method of doing so is to top up the vehicle at the hirer's expense (if not supplied full) and then claiming the receipted cost of the fuel necessary to return it full at the end of the hire/loan
- Claims for mileage in private cars are accepted at 25p per mile. The mileage claimed must be authorised by the Event Leader.

FAULTS, DEFECTS AND REPAIRS

All faults and defects in activity equipment should be reported to the Equipment Manager by email so that the items can be quickly repaired and returned to service or replaced.

All other faults and defects in the site, buildings, appliances and furniture must be reported by email to the Site Manager in order to avoid duplication of effort or expense.

FIRE PRECAUTIONS

The Hut is constructed almost entirely of wood and is surrounded by woodland – there is, therefore, always a **HIGH FIRE RISK**.

The following fire precautions must be observed:

- wood burner: if the wood burner is lit (or even warm) it must not be left unattended unless the door and all vents are fully closed
- electrical appliances (except for the fridge and the tubular heater in the toilets) must be switched off and unplugged when unattended
- no flammable gasses or liquids (propane/butane gas, meths, petrol, etc) may be used inside the Hut at any time
- combustible items (matches, firelighters, etc) must be kept in separate closed non combustible containers (e.g. tins) when not in use
- all doors must be kept clear and unbolted for immediate emergency exit when anyone is sleeping in the Hut; emergency lights will illuminate automatically over each exit door in the event of a power cut
- no open fires (except altar fires) may be lit anywhere on the site other than in the raised camp fire area at the end of the Hut.
- altar fires must be positioned at least 3 meters from any building and flames and sparks should be contained within the 'altar'
- spirit burners (e.g. trangias) and gas burners must not be used inside any of the buildings and must be positioned at least 2 meters from any building when lit
- campfires should be no more than 12 square feet in area and flames no more than 3 ft high.
- fire extinguishers and full buckets of water must be immediately available and the hose pipe must be connected (either in the kitchen or to the outside tap) while any fires are burning.
- all fires must be fully extinguished when unattended.

FLAGS

FLAGS FOR INVESTITURE AND PARADES

The Group has 6 flags for this purpose

- 2 x Union flags
- 1x Explorer flag
- 1 x Scout flag
- 1 x Cub flag
- 1 x Beaver flag

The sectional poles on which these flags are mounted are NOT all mutually interchangeable and should always be kept together in the appropriate flag bag

The flags and bags are stored at the end of the Resource Cupboard

FLAGS FOR THE OUTDOOR FLAG POLE

A Union flag for use on the outdoor flag pole is kept on the Leaders' desk.

It must be flown the correct way up - with the flag pole on the left hand edge the broad white stripe should be on top next to the flag pole

Half Mast: the GLV, the Chair or the Site Manager may authorise the flag to be flown at half mast. Half mast means the top of the flag should be at the height that the bottom of the flag would be if the flag was being flown at full mast



FLAG FOR INDOOR USE

To fold the flag for opening & closing ceremonies etc:

- Fold the flag in half lengthways – twice
- Roll the flag from the cordless end towards the rope end
- Wrap the rope once around the flag and tuck a loop under the rope so that a tug on the rope will release it to fly
- Raise the flag up to the bracket and secure the rope



FLAMMABLES (STORAGE_

FIRELIGHTERS AND MATCHES

Firelighters and matches are stored in the Leaders' Desk, left hand cupboard.

They must be stored in separate flame proof containers (e.g. sealed tins)

SPIRITS AND LIQUIDS

Spirits and other liquid flammable items must never be stored or used inside the Hut and must not be stored or used elsewhere on site except for the following: .

- Methylated spirits (dyed purple - for use with Trangia burners); a maximum of 10l in sealed labelled containers may be stored in the Store Shed; containers issued for use on hikes and expeditions must be stored empty on return
- Petrol (for use with mower): a maximum of 5l may be stored on site in an appropriate container; the fuel tap and the vent on the mower must both be closed when the mower is not in use

No other liquid flammables may be stored or used on site

GAS (PROPANE/CALOR)

Flammable gas must not be stored or used on site except for the following:

- A maximum of four 4.8l bottles of propane (Calor) may be stored in the locked exterior gas cage and used to power the gas burners; the key to the gas cage is kept in the main key case
- The bottles should be used in the order indicated on the metal label attached to each gas bottle to avoid all bottles running empty at the same time.

- Any bottle which runs empty, or is found to be empty, should be notified to the Site Manager and left in the Hut with the valve open; it will then be replaced with a full bottle

FROST PROTECTION

See: Services - Water

GIFT AID

The Group claims Gift Aid on all subs and other donations where the payer has agreed to Gift Aid the payment.

Gift Aid is essential for the Group. About £65 per young member is paid to District, County and National HQs and the remaining £35 per young member is required to cover fixed costs and site maintenance.

Although the Group receives income from hiring the site to other Groups the £25 per member raised by Gift Aid forms the major part of the Group's disposable income.

All parents should be encouraged to Gift Aid their subs if they can.

HEATING & HOT WATER

HEATING (GENERAL)

The electric heating in the main hall is provided by four 2kw heaters controlled remotely and also manually by a boost timer just inside the inner hall door.

The electric heater in the kitchen is controlled remotely and also by a manual boost timer just inside the rear kitchen door.

The tubular heater in the toilets is for background/frost protection heating only. It is remotely controlled and must not be switched off

Items must never be placed on the heater grilles -the heaters can switch on automatically at any time and any items placed on the grilles may catch fire.

HALL HEATING

The Hall heating can be switched on and off manually by a boost timer just inside the main door from the porch. The Kitchen heating can be switched on and off manually by the boost timer just inside the rear kitchen door.

The required boost time is selected by pressing the Boost button repeatedly. The LEDs adjacent to the time markers will light up in sequence showing the selected boost period.

Once the boost is underway the LEDs will go out sequentially indicating the approximate time remaining. A flashing indicator shows that there are less than 2 minutes of that period remaining.

Pressing the Boost button beyond the 2 hr period will return to off (all LEDs are off)

The hall heaters will switch off when the hall is 'on temperature' or if the door has been left open for more than a minute

Hall heating only: the orange indicator light above the boost timer will be lit when the heating is on. If the heating does not come on when the boost timer is on then either the hall is 'on temperature' or the door is open or the heating is switched off remotely.

Kitchen heating only: the kitchen heater will also switch on automatically if the kitchen temperature falls below 5°

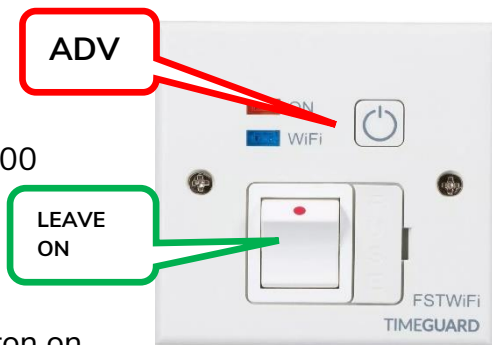
HOT WATER

Hot water is provided to the kitchen and toilets by a boiler located in the kitchen loft space.

It is controlled by the time switch above the consumer unit in the kitchen. This is set to turn off at 21:00 Mon – Wed, 19:00 Thu, 23:00 on Fridays & Saturdays and 17:00 on Sundays. It will not switch the hot water on automatically.

If Hot Water is required press the 'ADV' button on the time switch. Press it again to switch the boiler off before you leave.

The boiler is ON when the upper red indicator is lit (or flashing which indicates the boiler is on and already on temperature) Please do not operate any other switches.



INVENTORY

The master copy of the Group Inventory of stores and equipment is maintained by the Group Treasurer, with a copy held by the Equipment Manager.

All permanent loss of an item must be reported to both the Group Treasurer and Equipment Manager so the Inventory can be updated.

The Treasurer will update the inventory whenever equipment is purchased or scrapped.

Valuations will be reviewed every two years.

KNIVES (KITCHEN)

Sharp kitchen knives are kept in the opaque red storage box in the Store Shed. They may be kept for short periods in the locked kitchen cupboard. They must never be left unattended when not locked away.

KITCHEN

KITCHEN MAINTENANCE

All sections are responsible for clearing up and cleaning at the end of each session or event. This includes:

- Clearing ALL loose items (cutlery, crockery, cooking equipment, food, drinks, rubbish etc) except the basket of cleaning items and the four induction hob pans into either the outside store shed or into the black cabinet
- Hanging up wet towels to dry
- Wiping down tables used during the session/event
- Wiping down the kitchen and toilet surfaces and sweeping the floor
- Switching off and unplugging all appliances except the fridge

KITCHEN APPLIANCES

A folder containing manuals for the kitchen appliances (Purple Lever arch folder) is kept to the left of the microwave. with all the manuals in there.

All kitchen appliances except the fridge should be switched off AND unplugged after use

KITCHEN CABINET

The black cabinet is for the use of Sandstone and Wildfire and contains basic refreshment items (tea, coffee, etc) and crockery, cutlery and cooking tools.

The key to the cabinet is kept in the main key case.

INDUCTION HOB

The cooker hob is an induction hob and only suitable pans will work with it. A 30l dixie, two pans and one frying pan are provided for the use of sections and visitors and must not be locked in the black cabinet.

EXTRACTOR FAN

The extractor fan should be used whenever cooking is taking place in the kitchen

LEGAL STATUS

SCOUT HEADQUARTERS SITE TRUST

The Scout Hut site (but not the surrounding woodland) as defined in Land Registry title number CH730718 was gifted on 21 April 1960 to the Bickerton Scout Headquarters Site Trust.

The Trustees, known colloquially as the 'Site Trustees' are a self-perpetuating body who hold the site and buildings in trust for the benefit of the local Scout Group, failing which they will hold it for the benefit of the local community.

The Site Trustees act as the freehold owners of the site and the landlord of the Scout Group and appoint one of their number to represent them on the Scout Group Trustee Board. The Site Trustees are entitled to veto any proposal which will adversely affect the long term amenity of the site.

Bickerton and Egerton Parish Council represents the interests of the local community and appoints a person to represent it on the Group Trustee Board.

The Scout Group Treasurer acts as the secretary of the Site Trustees and as the Site Manager.

SCOUT WOODLAND TRUST

The woodland adjacent to the Scout Hut site within the fenced boundary is owned by the Oulton Park Estate and leased to Trustees, known colloquially as the 'Woodland Trustees'

The Woodland Trustees are a self-perpetuating body who hold the site and buildings in trust for the benefit of the Scout Group

The lease was initiated in 2013 for a period of 30 years at minimal rent with break clauses at the end of each 10 year period.

The Trustees act as the tenants of the owner and appoint one of their number to represent them on the Scout Group Trustee Board and are entitled to veto any proposal which will breach the terms of the Lease.

The Scout Group Treasurer acts as the secretary of the Woodland Trustees.

The AGM or the Scout Group Trustee Board appoint a site manager for the woodland, known as the Woodland Manager.

SCOUT GROUP TRUSTEES

The 1st Sandstone Scout Group is a registered charity (Charity Number 520163). A Trustee Board is appointed annually at the AGM in accordance with the Group Constitution.

The Scout Group is led by the Group Lead Volunteer and is managed by the Group Trustee Board.

The respective functions of each are defined in PORs and the Group Constitution.

LOST PROPERTY

Lost property should be put in the marked lost property box in the main hall. The Lost Property box is emptied at the end of each half term and the items taken to the recycling centre.

Coats, hats and other items of clothing left in the Hut are hung on the pegs. They are removed for safekeeping before visiting groups use the site and replaced afterwards. Items left on the pegs at the end of each half term or unclaimed after two weeks are taken to the clothes bank.

MOBILE PHONES ETC

The Group Policy on mobile phones etc is:

Explorers, Scouts, Cub Scouts and Beaver Scouts are not permitted to have in their possession, or to use, mobile phones, electronic games, digital cameras and other electronic equipment while they are attending Scouting activities (including evening sessions and camps).

They may be permitted to have such equipment on certain sessions or to take it with them on trips and other events but if this is the case it will be stated in the instructions for the event.

For routine sessions the Section Leader is responsible for setting the policy for the session. For events the Event Leader is responsible for setting the policy for the Event (see Events). Other Leaders are responsible for implementing the policy for the session/event.

Leaders have a right to confiscate equipment breaching this policy and retaining it for the duration of the session/event. Reasonable care should be taken to secure the equipment safely and securely.

Event and Section Leaders must include the use of mobile phones etc in their Risk Assessment for the session/event taking into account the following risk factors:

- There is a risk of inappropriate use of the equipment leading to complaints against the individual, the Leaders and the Group and to distress caused to the subject of any photos etc
- If a significant incident occurs at a session or event it can be difficult to control communications to parents and others not present in order to ensure factual accuracy and prevent alarm

NEWSLETTERS

Each Section sends a Newsletter to parents each week (except holidays) via the OSM email facility.

Parents are informed on joining to expect the Newsletter by 09:00 each Monday and to ensure that they check their emails after that time in order to be kept informed.

The Newsletter should normally be sent to:

- Parents of all young members in the section
- Young members in the Explorer section
- The GLV
- Site Manager (admin)
- Other Sections meeting on the same night or otherwise impacted

The Newsletter should normally be sent using a standard OSM template and should contain:

- Brief details of what happened at the last session
- Full details of the plan for the next session
- A schedule of future events

- Any other notable details such as achievements, awards

OSM

The Group uses On Line Scout Manager (OSM) as its key tool in managing young members.

PERSONAL DETAILS

Parents should be encouraged to maintain personal details held on OSM and Leaders should update them only as an exception.

OSM routinely asks Parents to check details are correct before accepting bookings for events.

BADGES

Badge records should be maintained by Leaders and badges will be supplied automatically when they appear as 'Due' on OSM (see also: Badges)

ADMIN FUNCTIONS

Leaders **should not** complete admin functions on OSM such as:

- transfers between sections or to/from other Groups
- adding, deleting or amending database fields or display parameters

PAINT COLOURS

Location	Colour	Type and Brand
Kitchen walls	Old White (Farrow and Ball copy)	Interior and Exterior matt emulsion Zinsser
Kitchen doors	Bancha (Farrow and ball copy)	As above
Kitchen Beams	Off black (F&B copy)	As above
Hut – rear wall	Bancha as above	As above
Leaders Cuoboard	Off black as above	As above
Kitchen blackboard	Blackboard paint	n/a
Exterior paintwork	Paint colour 14C39	

PARKING

No vehicles are permitted at any time in front or to the right side of the Hut.

Parking in the grounds during sessions and events is limited to Leaders and Parent Helpers. No reversing should take place while young people are on site unless an adult outside the vehicle is supervising.

When no activities are taking place Leaders are welcome to park on site – it fosters the impression that the site is often in use.

PHOTOGRAPHY

PHOTOGRAPHY POLICY

We allow photographs of the young people to be taken for personal use by parents. Photographs may also be taken for use within the Group, for inclusion in internal newsletters, and for publication on our web site, in Scouting magazines or the local press.

They must not be uploaded to social media, forwarded to a private or public distribution list nor displayed in public.

It is good practice to display a notice to this effect when any photographs are uploaded to newsletters or forwarded to parents.

The full names of individual young people must not be published in magazines or the press without the parents' permission, and names must never be associated with photographs appearing with them.

All parents have given consent to photography in accordance with this policy.

We cannot prevent photography when we are in a public place

PHOTOGRAPHS ON GROUP'S WEBSITE

Photographs for publication as a Gallery on the Group's website should be sent to the Group Treasurer on a memory stick (via kitchen post box) or electronically via a Dropbox link or similar sent by email..

PIZZA OVEN & CAMPFIRE AREA

(see also: Fire Precautions)

The camp fire area should be placed out of bounds to young persons except when an adult is present to supervise them. Climbing and swinging on the surrounding fencing must be prevented.

Pizza Oven & Outdoor Kitchen

If using the half drums please:

- do not use them within 3 metres or any building or combustible material
- empty any residual embers onto the campfire when finished
- store the half drums upside-down on the stands

If you wish to use the Pizza Oven please carefully observe these instructions:

- Get a fire going under the chimney using a natural eco friendly fire lighter such as a twizzler; please DO NOT use a chemical based fire lighter
- Add logs as the fire burns over a 2 hour period to get the oven hot enough.
- Push the embers to the back of the oven using the provided ember tool.
- Use the paddle provided to place and turn the pizzas directly on the base of the oven; do NOT use pans or foil.

Cooking notes:

- It shouldn't take more than 1-2 minutes to cook a pizza.
- Flat breads & wraps are very quick and successful.

Important note:

- DO NOT put out the embers in the pizza oven, let them burn out naturally.

POST

The site has no post box and post is left outside the front door. Any post found should be put in the post box in the kitchen

RADIOS (HAND HELD)

Portable radios are Controlled Equipment.

They must be switched off before being put away after use to avoid the total discharge of the battery and nuisance caused by 'low battery' warnings.

All radios must be recharged immediately after use to at least 50% to maintain the condition of the batteries.

They are stored in the Leaders Cupboard on the left hand side of the cabinet. The box of chargers is also held there.

REPAIRS

See 'Faults Defects & Repairs'

SECURITY (PHYSICAL)

The Trustee Board has identified both the buildings and the contents as a critical risk factor in the survival of the Group.

Physical security relies on a two tier system:

- access to the main building is secured by deadlocks on the rear and side doors, toughened glass and locks on the windows, and a 5 lever mortice lock on the main door with the key secured in a code locked key case
- once inside the main building the keys required to access to the Store Shed and other cupboards, cages and containers are secured in additional code locked key cases

In order to maintain the required level of security and to meet insurance requirements:

- anyone given a key code must not reveal it to any other unauthorised person
- key cases must not be left open when unsupervised
- key cases must never be left unlocked with the code visible
- codes must be changed at least twice a year and when a significant number of people who are not adult members of the Group (e.g. contractors and visitors) have been given one or more key codes

SECURITY (CYBER)

(To be updated to comply with NCSC publication Cyber Security Small Charity Guide)

The following data is 'mission critical' for the Group

- Young member details: these are held on OSM (proprietary system); the Group Treasurer maintains an encrypted data dump in Excel spreadsheet form held locally off line in case of OSM access failure
- Adult Leader data: these are held on the Scout Association system; no back up is maintained as contact details held by other Leaders' should enable the data to be easily reconstructed in the case of system failure
- Financial: Group accounts are held locally off line in addition to on line access to the bank accounts; should on line banking become unavailable the Group would operate using cash and cheques until service restoration

SERVICES

WATER

The main stop tap for the site is on the roadside verge in line with the right-hand side of the Hut as viewed from the road. The supply splits with one line entering the kitchen under the sinks and the other terminating in a stopped end behind the store shed.

Under the kitchen sink the supply branches to the exterior taps (left branch) and the interior supply (right branch). Both branches have a stop tap.

The exterior water taps are turned off and the pipework drained when frosty weather is a possibility.

The interior pipework is protected during frosty weather by the kitchen heating turning on automatically when the kitchen temperature falls below 5°. The tubular heater in the toilets must also be switched on manually, the doors to the kitchen and toilets must be closed and the shower cubicle door must be left open.



ELECTRICITY

The main switch and distribution board is above the left hand window of the Hut with subsidiary boards in the kitchen and the store shed

SEWAGE AND SEPTIC TANK

Cleaning products which contain anti-bacterial agents must not be used on site as they kill the bacteria that naturally break down waste in the septic tank (see Cleaning).

The sewer can be accessed via three inspection chambers:

- at the left rear of the Hut
- adjacent to the outside sinks (the one nearest the camp fire)
- at the septic tank

Drainage rods are stored just inside the door of the store shed on the left

SHELTER

The Shelter is designed to facilitate outdoor activities in poor weather. Activities including naked flames (fires, gas burners or Trangias) are prohibited inside or within three meters of the structure.

The main isolating switch for the electricity supply is inside the main hall above and to the right of the left side door and must be switched off at the end of every session and event.

SHOOTING

The Shooting Range in the small former quarry is available for shooting using air rifles and pistols.

A Range Supervisor holding the necessary qualification must be nominated to supervise all aspects of the activity and will be personally responsible for the activity Risk Assessment and the conduct of the activity.

The nominated Range Supervisor must obtain prior consent to the activity from the Site Manager who will provide the current version of the Instructions for the Shooting Range.

SUPPORT FUND

The Group provides a Support Fund to enable young members to attend sessions and events which they would otherwise not be able to attend due to the cost.

The Support Fund is available only to young members of the Scout Group.

Applications for support must be made by email to the GLV who will, if he approves them, forward them to the Group Chair. The Group Chair will, if he approves them, forward them to the Group Treasurer.

All applications relating to the Support Fund must be treated as 'In Confidence'.

Applications for support to adult Leaders must be approved by the Trustee Board and will, if approved, be recorded in the minutes of the Trustee Board and may need to be reported to the Charity Commission on the Annual Report.

TELEPHONE NUMBER

The published number for the Group is 0330 330 9689.

This number can be set to divert all calls to any other number, or to call a series of numbers in turn until someone answers.

It is normally set to call the Group Treasurer / Site Manager first.

VISITORS (HIRINGS)

The site is hired to other Scout Groups and some other organisations when it is not in use by the Group. This provides a significant income to the Group.

The Hut is hired as an 'empty' building – complete with essential furniture and appliances but with no loose items. Visiting Groups, therefore, assume when clearing up prior to departure (often in a hurry) that any loose items belong to them and take them away with them.

It is, therefore, essential that all loose items are cleared away into cupboards or the Store Shed by Friday mornings. This also applied to personal items such as coats and hats left on the pegs and also to badges and other items left in section pigeon holes.

WEBSITE

The Group website is maintained by the Group Treasurer to whom all requests for additions, deletions or amendments should be sent.

WIFI

Two WiFi networks are available running off an ADSL broadband connection

- Sandstone Leaders SSID: Sandstone Leaders
- Sandstone Guests SSID: Sandstone Guests

The passwords are displayed inside the main key case

WILDFIRE EXPLORERS

The Wildfire Explorer Unit (WSU) is not part of the Group; it is a unit of Chester District.

It has its own separate bank account and it collects its own subs, claims its own gift aid and pays its own capitation to District, County and HQ.

It pays a fixed per capita fee to the Group each year for the use of the site, equipment and facilities.

It does not have access to the Group Support fund and is not allocated a 'section budget' from Group funds..

ANNEX A1: DEPARTURE CHECKLIST

Please complete the following tasks:

1. Clear away all loose items throughout the Hut, especially in the kitchen (this is essential if visitors have hired the Hut at the following weekend)
2. Wipe down the kitchen surfaces and, if necessary, mop the floor (green cleaning items)
3. Clean the toilets, shower and basins, and if necessary, mop the floor (red cleaning items)
4. Clean the cooker if you have used it
5. Vacuum the main hall if necessary (sweeping tends to raise the dust)
6. Place all rubbish in the wheelie bin if you cannot take it away with you
7. Ensure that the door and all vents on the wood-burning stove are closed
8. Ensure all kitchen appliances, including the table-top hot water boiler but excluding the fridge, are switched off and unplugged
9. Switch off the main boiler
10. Ensure the store shed, gas cage, hut doors and windows and all cupboards are locked
11. Ensure all keys are in the appropriate key case and all key cases are locked and codes scrambled
12. Check that the shower cubicle door is open, and the main door from the hall to the toilets is closed
13. Close the door from the Hall to the kitchen
14. Ensure all external and internal lights (except the toilet light) are switched off
15. Leave by the main door, lock the door, and lock the key in the key case

ANNEX E1: EXPEDITION EQUIPMENT - RETURN FROM LOAN

INSTRUCTIONS FOR RETURNING LOANED EQUIPMENT

GENERAL

Equipment borrowed from the Group must be returned in a state in which it can be returned immediately to the store ready for the next use. If, on inspection, it has not been returned in a satisfactory state a cleaning and repacking charge will be payable to Group funds.

TENTS

The tents are technical lightweight tents costing over £100 each and need careful cleaning and drying

- Outer Canvas
 - Separate from inner compartment
 - Wipe off any dirt
 - Thoroughly dry by spreading out on a warm dry day (or in a warm dry room)
 - Check all hooks and fasteners are in good order
 - Set all guy ropes to 2/3 length (i.e. with adjuster half way along length)
 - Fold carefully
- Inner canvas
 - Open the door and turn inside out, clean and air
 - Return to outside out, close door, and clean and dry thoroughly
 - Check zip and all fasteners
 - Fold carefully
- Tent poles
 - Remove tent poles from bag
 - Assemble, check for damage
 - Clean, dry and fold
 - Ensure pole bag is dry inside and outside
- Tent pegs
 - Remove tent pegs and ensure that there are correct number (Scafell 200=16, Nevis 100=10, Scafell 300 Plus=20)
 - Clean and dry all pegs to remove mud etc
 - Straighten any bent pegs
 - Ensure peg bag is dry inside and outside, insert tent pegs and tighten neck
- Tent bag
 - Ensure tent bag is clean and dry inside and outside
 - Roll up tent using the tent pole bag as a guide to the required width
 - Insert in tent bag, add peg bag and secure

COOKING EQUIPMENT

- Trangia Burner
 - Separate the three parts of the burner
 - Clean the exterior of the burner and ensure no burner holes are blocked
 - Dry out the burner, ensuring all meths has evaporated off
 - Check the rubber ring in the screw cap and report any damage
- Trangia Triangle
 - Ensure all 4 parts are clean, dry and undamaged
 - Ensure the bag is dry inside and outside
 - Place four parts of trangia triangle in bag and tighten neck
- Trangia windshield
 - Extend the windshield and ensure it is dry and undamaged
 - Ensure the sliding securers at each end are present
 - Ensure the bag is clean and dry inside and outside, place windshield in the bag
- Meths bottle
 - Empty meths bottle, evaporate off any residual fluid
 - Check safety cap for damage
 - Screw cap to bottle finger tight

ANNEX E2: EXPEDITION EQUIPMENT - RETURN TO STORE

CHECKLIST FOR INSPECTION PRIOR TO RETURN TO STORE

TENTS

- General
 - Tent bag, outer & inner canvas all same number
- Outer Canvas
 - Separate from inner canvas
 - Clean and dry and zip completely closed
 - All hooks and fasteners are in good condition
 - Guy ropes set to 2/3 length (i.e. with adjuster half way along length)
- Inner canvas
 - Clean inside and out
 - Zip serviceable and almost fully closed (small gap for air escape)
 - All hooks and fasteners in good condition
- Tent poles
 - Tent poles present and undamaged
 - Pole bag dry inside and out
- Tent pegs
 - Pegs present (Scafell 200 = 16, Nevis 100 = 10, Scafell 300 Plus = 20)
 - All pegs clean, dry and straight
 - Peg bag is dry inside and out
- Tent bag
 - Tent bag clean and dry inside and out

COOKING EQUIPMENT

- Trangia Burner
 - All three parts of the burner present
 - Exterior clean and empty and no burner holes blocked
 - Rubber ring in the screw cap present and serviceable
- Trangia Triangle
 - Ensure all 4 parts are clean, dry and undamaged
- Trangia windshield
 - Complete, folds properly and securing pins at each end
- Meths bottle
 - Empty
 - Safety cap undamaged

ANNEX E3: MAIN TENTS – RETURN TO STORE

MAIN TENTS (VANGO EOS/BETA) – INSPECTION PRIOR TO RETURN TO STORE

GENERAL

- Tent bag, inner & outer canvas all same number

OUTER CANVAS

- Separate from inner canvas
- Clean and dry and zips completely closed
- All hooks and fasteners are in good condition
- Guy ropes set to 2/3 length (ie with adjuster half way along length)

INNER CANVAS

- Clean inside and out
- Zip serviceable and almost fully closed (small gap for air escape)
- All hooks and fasteners in good condition

TENT POLES

- Tent poles present and undamaged
- Pole bag dry inside and out

TENT PEGS

- 16 pegs present
- All pegs clean, dry and straight
- Peg bag is dry inside and out

TENT BAG

- Tent bag clean and dry inside and out

ANNEX T1: GUIDE TO CORRECT USE & CARE OF TENTS

THIS GUIDE MAY BE USED AS THE BASIS FOR CAMPCRAFT (TENT) TRAINING

Note: items in yellow are particularly important or easily overlooked

1. PREPARATION

- 1.1. Select a location which is free of debris and not likely to flood
- 1.2. Avoid trees – they will drip onto the tent during the night & branches could fall
- 1.3. Check the site thoroughly for any sharp stones or other objects
- 1.4. Check for slopes – if unavoidable lie up/down the slope, not across it
- 1.5. Check that the site is big enough for the tent
 - 1.5.1. Expedition tents occupy (tent footprint is often on label inside tent bag)
- 1.6. Decide where the door is going (preferably away from wind direction)
- 1.7. Always avoid walking or crawling over the tent fabric unless unavoidable

2. SETTING OUT THE TENT

- 2.1. KEEP KIT TOGETHER – anything you're not using should be in the tent bag
- 2.2. If it's raining heap up rucksacks & other kit in centre of tent footprint
- 2.3. Unpack tent canvas and spread outer (and inner if attached) over tent footprint
- 2.4. Loosen all cross tent tension bands (the ones the poles fit into)
- 2.5. Assemble poles and place over tent sleeves
 - 2.5.1. Vango Scafell 200 has two identical poles
 - 2.5.2. Vango Scafell 300 plus has three identical poles
 - 2.5.3. Vango Nevis has 1 long and 2 short poles

3. ERECTING THE TENT

- 3.1. Thread poles through sleeves in outer canvas
 - 3.1.1. NEVER pull poles through, always push them through
 - 3.1.2. Usually easier to gather the canvas and push poles through in stages
- 3.2. Locate the poles in the anchor points on one side of the tent
- 3.3. From the other side of the tent push each pole into an arch and insert the free end into the anchor point – do not force poles into an arch – let it form naturally
- 3.4. Loosely peg out the tent to get it approximately into shape
 - 3.4.1. For Expedition tents peg the two corners at the end without the door, then pick up the corners of the other end, ensure that the door zip is closed, pull gently, and the tent will form the correct shape automatically
 - 3.4.2. Most Vango tents are most easily erected using the same method

4. PEGGING OUT THE TENT

- 4.1. Do not hammer in metal tent pegs; if they won't push in by hand move them slightly
- 4.2. Start by tightening the tension bands at the base of the poles
- 4.3. Peg down the pole anchor straps and all remaining flysheet pegging points
- 4.4. Peg out all guy ropes, even if it is calm – it ensures good ventilation

5. ATTACHING THE INNER (if not already attached)

- 5.1. Open the inner and orientate so the door is at the door end
- 5.2. Starting at the rear attach the hooks on the groundsheet to the rings on the flysheet
- 5.3. Suspend the inner by hooking onto the poles/flysheet
- 5.4. Vango only: insert tension bands through access points on the inner tent and connect the straps into the side-release buckles.

6. WHEN TENT IS ERECTED

- 6.1. Ensure the tent is the correct shape with no dips which can form puddles
- 6.2. Ensure nothing is under too much tension – tent fabric can slacken when wet so resist the temptation to overtighten which could cause tearing when fabric dries out
- 6.3. Ensure zips run smoothly and that zips are not under tension – they can break easily and can be costly to replace
- 6.4. Open the vents – warm air in the tent will cause condensation when it hits cold canvas

7. ONCE THE TENT IS UP

- 7.1. NEVER EVER leave a zip half open/half closed – always fully open or fully close a zip – trying to climb through a half open 'door' is likely to break the zip and cost up to £100 to repair
- 7.2. NEVER run near tents – you are likely to trip over pegs or guy ropes and both injure yourself and damage the tent
- 7.3. Never let the inner bit of your tent get wet, take water-proofs off in the porch;
- 7.4. Leave your rucksack in the porch
- 7.5. Don't wear boots in the inner tent – you just get it wet and dirty then have to lie in it;
- 7.6. Be tidy and organised within your tent and get into a routine. Have a usual place for everything, that way it will be less of a mess and it is easier to find things in the dark;
- 7.7. Have a torch in a regular place so that it can be found in the night;

7.8. Remember to always zip up the inner door while you are out, unless you like insects

8. PACKING UP

- 8.1. Try to get the tent as dry as possible – the groundsheet will be the wettest
- 8.2. Put the tent bag somewhere handy so that all parts can be put straight into it
- 8.3. Empty the tent (including rubbish and dirt)
- 8.4. Do up all the zips except for the last 2 cm (to let air out when folding)
- 8.5. Release all tension straps
- 8.6. Unpeg all guy ropes and fold them up
- 8.7. Remove all remaining pegs, count them to ensure that are all present, clean them, and put them in peg bag
 - 8.7.1. Nevis 100 tents have 10 pegs
 - 8.7.2. Scafell 200 tents have 16 pegs
 - 8.7.3. Scafell 300 Plus tents have 20 pegs
- 8.8. Remove poles – DO NOT pull them out – PUSH them out – and put them in pole bag
- 8.9. Lay tent canvas out flat, fold to width of tent bag, put pole and peg bag on top, and roll up and put in tent bag

9. ON ARRIVAL AT HOME

- 9.1. Clean and THOROUGHLY dry all components of the tent including the poles, pegs and bags
- 9.2. If dirty canvas can be washed with soap – NEVER USE DETERGENTS
- 9.3. Straighten any bent metal pegs
- 9.4. Report any damage or missing parts