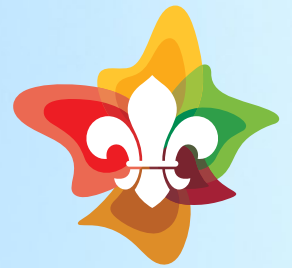


August 2026



Scouts
VICTORIA



Scouts Victoria Info Book

Contents

Child Safe Scouting

Child Safe Scouting

Scouts Victoria is a child safe organisation with zero-tolerance for any harm, abuse or neglect. We value the diversity of our members, including gender, sexuality, race, religion and ability.

Scouting has been proactive on child protection since the 1930s, when local areas were warned to be vigilant and show no mercy in denying membership to unsuitable people. In the 1940s local areas were advised that any inappropriate behaviour must be reported to the police. Police checks for aspiring Scout Leaders began in the 1960s – nearly 50 years before the Working With Children Check.

Today, Scouts Victoria has an extensive Child Safety Framework, which includes:

- Our Child Protection Policy, which outlines our expectations for supervision and Leader ratios – including 'Two Deep' leadership requirements to protect youth.
- Mandatory Working with Children Check for all members over 18.
- Mandatory Police Check for all members who deal with Youth
- Mandatory reference checks for all members who deal with Youth.
- Mandatory training and renewal of training.
- Training materials and support for youth members.
- Reporting practices.
- Capability and process to respond to Child Safety Incidents.
- Information and fact sheets.
- Participation in the National Redress Scheme.
- Participant in the Victorian Reportable Conduct Scheme as administered by the Commission for Children and Young People.

In the future, a number of eLearning modules will be available for youth members explaining our Child Safety practices, strategies for youth members to keep themselves safe and how to access support services.

Conduct

Conduct of any adult in Scouts Victoria is subject to the Scouts Australia Code of Conduct. It applies to all members over the age of 18, regardless of location and role, when engaging with young people and adults in any form. This includes face-to-face contact and using technology such as online platforms. Parents and guardians who wish to actively participate in Scouting activities must also follow this code.

Scouts Australia Code of Conduct

I will set an example that I would wish others to follow. Therefore, I will:

- Respect the dignity of myself and others.
- Demonstrate a high degree of individual responsibility.
- Recognise at all times that my words and actions are an example to other members of the movement.
- Act at all times in accordance with the Promise and Law, Code of Ethics and this Code of Conduct, thereby setting a suitable example for all.
- Not use the movement to promote my own beliefs, behaviours and practices where these are not compatible with Scouting principles.

- Adhere to the Scouts Australia Child Protection Policy and provide a safe environment for youth members participating in the Scout program, their parents or guardians and visitors.
- Report any conduct seen or heard that does not comply with this Code of Conduct to the appropriate Scouting person.

It is important that the young people in our care are safe, and that they feel safe. It is also important that adults are safe. The following behaviours are unacceptable by Adults in Scouting.

- Any form of physical, emotional, psychological, sexual, cultural, racial or religious abuse.
- Entering an area where children are changing or showering or entering youth members' tents or sleeping areas on camp when young people are in bed (without a valid reason, such as an emergency).
- Transporting an individual youth member alone (unless their own child, or in an emergency).
- Communicating one-on-one with youth members outside of Scouts through text messaging or via social media.
- Developing special relationships, including one-on-one catch up sessions for missed Scouting activities.
- Distributing inappropriate materials via any channel.
- Engaging in discussions with young people that are not age-appropriate.
- Encouraging the use or consumption of alcohol, smoking, or use of illicit substances by youth members.
- Being under the influence of alcohol or illicit substances while undertaking duties as an Adult in Scouting.
- Behaving towards a youth member in a manner that makes them uncomfortable.
- Breaching the Scouts Australia Code of Conduct. Adults in Scouting also commit to our Code of Ethics.

Anyone can report any incident of unacceptable behaviour to our Child Safety Team as per the "Child Safety Reporting" section

Training

All Adult Members and Supporters of Scouts Victoria must complete the Child Safety, Code of Conduct and Workplace Health and Safety Training modules within three months of commencing their membership. These modules also need to be refreshed every two years. Completion and refreshing of these modules is a condition of membership or holding a support role with Scouts Victoria and you can access our eLearning System at www.training.scouts.com.au.

Two Deep Leadership

Scouts Victoria requires all of our Adult Members to operate under the Two Deep Leadership requirements at all times, unless expressly permitted under the Child Protection Policy. This requirement is not negotiable unless there is a genuine life threatening emergency and must be recorded.

As outlined in the Child Protection Policy, Two Deep leadership is defined as: **Two Adults present:** This is our standard when adults are supervising and conducting Scouting activities involving children. At least two adults must be present, except in unforeseen circumstances (such as an emergency). While the minimum ratio of adults to children will vary from activity to activity, a minimum of two adults is always the preferred

Child Safe Scouting

minimum required – this is known as a Two Deep procedural requirement. The failure to achieve this standard should not preclude the Scout activity from occurring but the situation and details of all attendees are to be recorded by the Leader in Charge.

Travel: On certain occasions (for example transporting a child from venue to venue) it is likely that only one adult will be supervising. In these circumstances, prior informed consent (this may be verbal) is to be obtained from the parents or guardians of the children concerned. In this situation, care should be taken that the adult is not alone with only one child (that is, the child is in the company of another child).

Child Safety Reporting

Reporting Abuse

In brief, should a member of our organisation become aware of an incident of child abuse, whether by witnessing it or hearing of it from someone else, they are required to report it to the Executive Manager of Scouts Victoria.

You can do this immediately after becoming aware of the incident by calling 1800 870 772

You should also complete a [Child Protection Report form](#), you can download the form from the [Child Safe Scouting page](#) of our website and then email it to childsafes@scoutsvictoria.com.au.

Remember, you are bound by the Adults in Scouting Code of Conduct to report any conduct seen or heard that does not comply with the code.

From May 2020, Scouts Victoria is a party to the Reportable Conduct Scheme in Victoria that is administered by the Commission for Children and Young People. This requires Scouts Victoria to respond to allegations of child abuse (and other child-related misconduct) made against our members, supporters and volunteers. In addition, these allegations must be reported to the Commission for Children and Young people for oversight in line with the operation of the scheme.

What about abuse by non-Scouting members?

Adult Members are often the only trusted person for some of our youth members. Observations by you may make all the difference to a child who is being abused. If you receive a disclosure of abuse (or observe injuries or behaviour symptomatic of abuse) of a youth member we require you to make a report. We can then provide the appropriate assistance for you to support the youth member and reporting it to the appropriate authorities.

But, I'm not sure if this is reportable?

As outlined in our Child Safety training, if you are uncertain then you are required to make a report. Our team can then assist to ascertain if further action is necessary. It also enables Scouts Victoria to identify patterns of behaviour that may be of a concern. Scouts Victoria is required to respond to and investigate claims of abuse or other child-related misconduct.

This includes reporting behaviour that doesn't meet our Child Protection Policy – for example, failing to meet the 'two deep leadership' requirements should trigger you to submit a report. This reporting enables us to appropriately monitor and take necessary corrective action.

If you are still unsure, please call 1800 870 772 and speak to one of our team who can assist.

I am not confident in filling in the form

We understand that completing a form may not necessarily be easy to do. In this situation contact us on 1800 870 772 to speak to our team who can assist or take the report over the phone.

More Information

For more information relating to Child Safe Scouting, please visit the [Child Safe Scouting page](#) of our website.

Activities & Events

We have migrated our Activities and Events information previously found in the Info Book under the Activities & Events section of our website. This way, you and your Group can access the most up to date information relevant to each activity and event.

Under Events, you will find a calendar which shows all of our upcoming events. Visit each Section page to find Section specific event information.

Our Activities section is divided up into Outdoor Adventure Skills, Special Interest Areas and Activity Teams. Each sections contains all the information you need to participate in OAS, SIA and any other adventurous activities. Each activity team has their own web page, which is kept up to date with general information, participation requirements, upcoming events and contacts.

Download the [Program Planner](#) from our website to help your Units plan out what activities and events they would like to participate in throughout the year.

Outdoor Adventure Skills Teams

The Outdoor Adventure Skills framework promotes youth members' exploration of, and progression through key outdoor pursuits. Designed for all ages and abilities, the Outdoor Adventure Skills reinforce what Scouting is well known for, and compliments other personal progression opportunities provided by Scouting. Scouts' have the opportunity to continuously build on these skills throughout their Scouting journey, starting with foundation skills all the way to specialist skills.

Core Skills



Bushcraft - Campcraft and Pioneering
state.pioneering@scoutsvictoria.com.au



Bushcraft - Survival
state.survival@scoutsvictoria.com.au



Bushwalking
state.bushwalking@scoutsvictoria.com.au
Facebook - [Scout Bushwalkers Vic](#)

Land Skills



Alpine Team
state.skitouring@scoutsvictoria.com.au



Cycling
state.cycling@scoutsvictoria.com.au
Facebook - [Scout Cycling Team – Victoria](#)



Abseiling (Vertical)
state.abseiling@scoutsvictoria.com.au
Facebook - [Scouts Victoria Abseiling Team](#)

Caving (Vertical)

state.caving@scoutsvictoria.com.au

Rock Climbing (Vertical)

state.rockclimbing@scoutsvictoria.com.au

Water Based Skills



Aquatics
state.scuba@scoutsvictoria.com.au



Boating
state.sailing@scoutsvictoria.com.au



Paddling
state.paddling@scoutsvictoria.com.au
Visit - www.scoutsvictoriapaddleteam.com
Facebook - [Scouts Victoria - Paddling Team](#)

Special Interest Area Teams

Special Interest Areas (SIAs) encourage Scouts from all Sections to try new things and pursue existing interests. Scouts set their own goals in one of the six SIAs, enabling them to design a project that interests and challenges them personally.

SIAs give young people ownership of their own development. SIAs build upon skills such as creativity, independence, and problem-solving. Special Interest Areas teach Scouts to set, plan towards, and achieve goals. Projects are deliberately open-ended and designed to meet the individual needs of each Scout.

The SIAs provide scope for adaptability and future proofing of the Achievement Pathways. For example, when new and emerging technologies are developed, they can easily be pursued by Scouts without having to create new SIAs.

While we have listed each Activity Team under an SIA, it is up to youth members interpretation to decide which SIA their activities come under.

Adventure and Sport



Archery
state.archery@scoutsvictoria.com.au
Facebook - [Scouts Victoria Archery](#)

Four Wheel Driving (Adventure and Sport)

state.4wd@scoutsvictoria.com.au
Service Unit Training -
training.4wd@scoutsvictoria.com.au
Facebook - [Victorian Scout 4x4 Service Unit](#)

Arts and Literature



Performing Arts
sc.performingarts@scoutsvictoria.com.au

Activities & Events



Scout Band

scoutband@scoutsvictoria.com.au

S.T.A.G.E.

stage@scoutsvictoria.com.au

Creating a Better World



Heritage

sc.heritage@scoutsvictoria.com.au

International

sc.international@scoutsvictoria.com.au

SISEP

vic.sisep@scouts.com.au

Pen Pals

int.penpals@scouts.com.au

Environment

Environment

martin.williams@scoutsvictoria.com.au

STEM and Innovation



Science, Technology, Engineering and Maths (STEM)

sc.stem@scoutsvictoria.com.au

Air Activities

state.airactivities@scoutsvictoria.com.au

Facebook - [Scout Air Activities Victoria](#)



Radio and Electronics

state.commtech@scoutsvictoria.com.au

www.radioactivescout.com | www.sresu.asn.au |

www.wvjota.com | www.vk3scm.com

ScoutHack – Information Communications Technologies

state.commtech@scoutsvictoria.com.au

Website – www.scouthack.com

Other Scouts Victoria Teams

Major Events

sc.majorevents@scoutsvictoria.com.au

Police Scouters Victoria

A group of currently serving and retired Police members, or those with specific skills who are also involved in the Scout Movement, provide a service to Scouts to help promote and further strengthen the relationship between Police Scouters and persons of all ages involved in Scouting.

Police Scouters Victoria provide a low level Police presence at larger scale Scout events and can offer advice to Scouts Australia on matters pertaining to the security, traffic management and good order of Scout activities. Police Scouters have a full calendar of events to attend, so any requests for attendance need several months advance notice.

policescouters@scoutsvictoria.com.au

First Aid

state.firstaid@scoutsvictoria.com.au

First Aid Services

Trained first aiders and equipment can be provided for larger Scouting functions upon reasonable notice being given (at least 60 days beforehand). A modest donation will be expected to cover services and equipment.

Medical Scouters

Members from any branch of the medical profession are invited to contact us in an aim to create a team who may be able to help at Scout events.

sc.majorevents@scoutsvictoria.com.au

State Quartermaster - QM

State Quartermaster

qm@scoutsvictoria.com.au

Our home is at the State Q-Store, 173-175 Ordish Rd, Dandenong South 03 9768 2609. Normal hours: Tuesday 10-3pm and 7-9.30pm and Saturdays 10-3pm, other times by negotiation. Our website for more information is www.vicscoutsqstore.com.au

The State QM team can help you with your resourcing needs – equipment, merchandise and personnel. An experienced voluntary team is waiting to help you conduct your Section/ District/Region/State program and trying to keep your costs down.

We will use our contacts that we have developed over the years of holding major events around the State to get you the best price we can, as well as we will gather the resources from all over the State to help you run your camps, hikes and other activities. Your suggestions of what we should have available are always welcome. Also, Scouting often gets offered a variety of donations that we collect, store and distribute - watch out In Be Informed for our next offer. In the past we have shared donations of tables, chairs, Milo, sporting cones, telstra rope, light poles, Dynabolts and others.

Activities & Events

Resources

Camping and event equipment is available for loan/hire for Scout and other events. As a notion of what we have in stock, items available include marquees of various sizes, more than 1000 plastic chairs, more than 150 plastic trestle tables, 500 sq. metres of flooring, hot water services, trailers of various sizes, including a refrigerated trailer, temporary fencing, crowd control fencing, misting fans, sleeping bags, festoon lighting, BBQs, BBQ trailer, two man touring tents, fridges, freezer, trek carts, large catering pots, sets of 50 person crockery and cutlery, bain-maries, star pickets, pop-up marquees, backpacks, over pants and lots more, including the kitchen sinks. So, whether you need to kit some Scouts of for their first hike (backpack, trangia, tent, sleeping mat) or your running a major event - come and see us on most Tuesday days and nights and Saturdays at the Q-Store. We can also do Swap and Go 8.5kg gas bottles for \$20 (assuming your bottle is within date!).

Friends of the Q-Store (FOQs)

A group of folks gather at the Q-Store each Tuesday to support our vision. They have retired from the workforce and gather for congenial conversation, lots of cups of tea and do some tasks along the way, including folding tents, cleaning, preparing for the next request or activity, brainstorming improvements to our catalogue and procedures, gardening, maintaining the warehouse and generally enjoying each other's company. If you would like to join the FOQs on a Tuesday, simply contact the QM by email or by phone and we will gladly welcome you to the team.

Merchandising

QM – Merchandising Team can provide you (and your Section, Group, District, Region, State, National) with items to promote events and celebrate significant milestones. In addition to these items we are able to supply a full range of banners, flags, pins etc. to meet your needs as well as your ongoing stock of badges, tapes and scarves (except normal Scouting award/proficiency badges). To find out more (or organise a quote) email merchandise@scoutsvictoria.com.au or visit www.scouteventshop.com.au where we also have stock from previous major events available.

Adventurous Activities Team

sc.adventurousactivities@scoutsvictoria.com.au

asc.adventurousactivities@scoutsvictoria.com.au

Activity Skills Recognition

For information about adventurous activities training and skills recognition, go to the Adventurous Activities page of the Scouts Victoria website.

Note that a logbook is required for all qualifications

Adventurous Activities Refund Procedure

Event payments should be made at the time of booking, via the form or other payment method. Where manual registration takes place, such as booking directly through a Member Services Team member, invoices for prospective attendees will be raised against the attendees group formation.

Refunds or invoice cancellation can be made based on the following timeline, following an application to the course:

- Up to three weeks before course/activity – Full Refund of Fee Payable
- Up to two weeks (14 days) before course/activity – Half refund of Fee Payable
- Less than two week (13-0 days) before course/activity – No Refund

To apply for a refund, less than two weeks before an activity - the Group Leader must contact in writing the State Leader or Booking officer for the respective Activity Team stating the reasons for non-attendance and seeking a refund. *Some events with high operating costs may require non-refundable deposits.

Adventurous Activities - External Experts

If we do not have an activity team for a particular activity and the use of a commercial operator is being considered, the following information together with a copy of your Risk Management Plan will need to be provided to confirmationofinsurance@scoutsvictoria.com.au who, where necessary, will liaise with the State Commissioner Adventurous Activities so due consideration can be given as to whether or not that particular activity is to be authorised:

- the qualifications and experience of each of the instructors; and
- whether or not any clients of the entity sustained any injury in the course of its particular operations within the last two years and if 'yes', the nature of such injury and whether or not the entity's Insurer accepted liability in relation to it and
- the certified copy of a Certificate of Currency in relation to the entity's Public Liability Insurance specifying both the nature of the cover being granted under the Policy and the aggregate amount of cover available under the Policy and noting Scouts Victoria as an interested party
- evidence that all adult instructors employed by the selected operator and available to instruct our members are the holder of a current Working With Children Card.

In addition, the parents or guardians of each youth member participating in the activity will be required to complete the Association's Special Activity Permission form confirming that they are aware and agreeable to their child participating in the activity notwithstanding that the activity is not being conducted under the direct supervision or control of the Scout Association.

Activities & Events

National Adventurous Activity Schools

Each year Scouts Australia offers a variety of National Adventurous Activities Schools around the country. These Schools are run by individual Branches on behalf of Scouts Australia so each one is different, but there are some common characteristics.

Each one focuses on a specific activity, such as mountain-biking, or on a set of related activities such as abseiling, rock-climbing, caving, and high ropes; they usually go for between four days and a week so participants can get properly immersed in the activity. Most Schools offer formal outdoor recreation qualifications from the SIS10 training package, particularly at Guide level, although a few are designed around Outdoor Adventure Skills. They're a great way to quickly gain entry-level qualifications; knock off some OAS stages; or to consolidate existing skills. Most are open to Venturers, Rovers, and Leaders, and you can attend interstate ones (that's why they're National AA Schools!).

Participating in Activities

General Advice

If any Leader requires further clarification or advice, the State Leader appointed for that activity should be consulted in the first instance.

Activities Guidelines

Scouts Victoria recognises that no member should be denied the opportunity to participate in any activity that is readily available to members of the general public through the operation of a commercial enterprise except in the case of a particular activity for which the Association cannot obtain Public Liability insurance (or not at an acceptable cost) or has no proven expertise, recognized experience or professionally qualified resource of its own, available to assess the inherent risks, to define the parameters and who has been formally authorised to accept leadership responsibility for the activity.

This recognition has been framed within the context of the Association's Code of Conduct, Duty of Care and its training program, recognising also the inherent responsibility of each individual Leader to exercise at all times, the personal Duty of Care that is imposed upon each of us by statute and common law. Our guidelines may therefore be summarised as: 'appropriately trained Leaders', 'health', 'safety' and 'commonsense'.

Against this background, Scouting activities can be divided into two separate and distinct classes:

- Regular Scouting Activities are those that do not present a greater element of risk to the participants than any other. For these activities, our Wood Badge training program adequately covers most requirements for Joey Scout; Cub Scout; Scout and Venturer Section activities, while specialist assistance remains necessary for certain specialised activities e.g. Water Activities. For any activity the Group Leader needs to be aware of when and where you are going and what you will be doing and that a Risk Management Plan has been undertaken and that appropriately trained Leaders are in charge. This also applies if you are doing a District, Region or State activity. The checklist below could be used for any activity program.

- Adventurous Activities are those that do present a greater element of risk than Regular Scouting Activities. These are activities for which our Leaders are required to undergo specialised training and/or to demonstrate a prescribed level of skill in any one or more of these particular Adventurous Activities. Refer any questions to the State Leader for the activity.

The key to prudent activity planning is a combination of judgment and application of the principles of risk management. The following Guidelines have been endorsed by the State Adventurous Activities Council and the State Leadership Team.

Any Scout is permitted to participate in any formally approved or recognised Scouting activity, subject to the total observance of the following guidelines.

Responsibility for the safe conduct of any Scouting activity will vest absolutely in the Leader In Charge of that particular activity and in full recognition of their Duty of Care to the participants.

New or unusual Scout events or activities

Refer to the Insurance section. These events must be discussed with the Assistant Chief Commissioner - Program before proceeding and AON - Insurance Broker must be advised of any unusual or new Scouting activity planned well in advance of the event date to ensure that there is adequate insurance cover available.

scOUT and ABOUT

Scouts Victoria has developed an Out and About notification process for Scouting activities that are being undertaken away from a Group's normal location.

Find more information on the Health & Safety of our website. In the event of an emergency or extreme weather warning, this will allow us to:

- Determine whether any Scouting activities are being undertaken in that area.
- Communicate with and provide assistance to members who may be potentially affected.
- Provide information to parents/next of kin and to external agencies.
- Determine that there are no Scout members in danger (i.e. give an 'All Clear' notification).
- All Scout Groups need to register the location of any planned activity at a non-Scouting location outside of the Group's District.

Group Leader/District Commissioner Checklist – Approving Activities

Permission to attend activities is given by the Group Leader subject to the above and the following checklist. It is the ultimate responsibility of the Group Leader (LIC) of the Group to satisfy themselves that their Group members are participating in an activity that will be conducted by appropriately trained leaders. Initially the Group Leader should be aware of the level of Scouting that is running the activity.

The Group Leader should consider the following in making that decision for their youth members. Not all items need to be considered, as it will depend on the nature of the activity, its adventurous nature or the level of Scouting running the activity. Check definitions of adult appointments for parental involvement under Personnel – adult appointments.

Activities & Events

Eligibility for all adults attending major events

Refer to the Child Safe Scouting at Major Events policy under the Policies section of our website.

Activity Brief

- Consideration of Award Scheme requirements, conservation, environment concerns and members diversity.
- Have all stakeholders (participants, Section Leaders, parents, carers), been fully informed?
- Information should include: dates/times/costs, purpose of the activity, location/site discussion, emergency evacuation procedures, emergency contact arrangements, personal equipment/clothing/toilet/hygiene requirements, food/menu, sleeping arrangements, safety issues, use and nature of specialised equipment. The activity brief must occur at least one week prior to the start of the activity.

Overnight Activities

- To be read with Scouts Australia Policy and Rules, P2.2 - Duty of Care - authorised person in charge, R12.8 Sleeping and Bathroom provisions.
- Be satisfied that Leaders attending have experience with the age levels of youth attending.
- Appropriate number of Leaders, Adult Supporters and Rovers attending commensurate with the number of youth members and their age level.
- Scouts Victoria organises sleeping arrangements to suit the needs of the activity and membership where generally each gender will sleep in separate tents or cabins. Where this is not the case our requirement is consultation and consideration of needs of our young people, their families and the leader in charge of the activity ensuring all parties are comfortable with the arrangements.
- Child Safe – have considerations been made if shared public toilet/showers need to be used.
- Travel arrangements, also refer to Child Safe Scouting at the start of this Info Book and to the Travel section of the Scouts Australia CHILD PROTECTION POLICY and PRESCRIBED PROCEDURES available under 'Free Publications and Resources' on the Scouts Australia Policies and Resources section of our website.
- Has all relevant technical training been provided to all participants prior to the activity?
- Has Mandatory Training been considered?
- Has the information provided by the Activity team been consulted?

Health

- Is a First Aider available for the duration of the activity?
- Is a First Aid Kit available, checked by the First Aider?
- Have the Leaders access to each participant's health record profile?
- Does each participant understand the physical fitness requirements for the activity?
- Has the Leader In Charge of the activity established both the physical and emotional health requirements of each participant?
- Has the Leader In Charge of the activity established emergency details (location/phone contacts) for Emergency Services (police, ambulance, hospital, medical, fire)?

Risk Management – Scout Safe

Consider the following Safety Policies, Procedures and Guidelines:

- AP&R, R1.8 Sleeping and Bathroom Provisions
- Managing Free Time
- Extreme Weather and Emergency Management
- Fixed Activity Policy
- Sun Protection Policy
- Have all appropriate forms been completed and returned (Adventurous Activity Intentions Form, Interstate Travel Approval form, Health record profile updated, etc.)?
- Have relevant authorities been notified of the nature and location of the activity (police, park rangers, ski patrol, etc.)?
- Are current conditions being checked immediately prior to departure (weather forecasts; terrain; etc.)?
- Has an Evacuation Plan been prepared (when, how, transport, egress points)? Does each participant know of these arrangements? Who, locally, holds a copy of it (names/phone numbers)?
- Has an alternative Activity Plan been prepared and who, locally, is aware of the details (name/phone number)?
- Communications: What arrangements have been made (radios, phones, phone numbers, operational details, etc.)?
- If the activity is being conducted by an external service provider, has evidence of its Public Liability Insurance been obtained and reviewed? Is the level of indemnity at least \$10,000,000?

Swimming

- Refer Scouts Australia Policy and Rules R12.10, 12.11, 12.12
- The person in charge of a swimming party of Joey Scouts, Cub Scouts or Scouts shall take the listed precautions.

Location

Refer Child Safe - have considerations been made if shared public toilet/showers need to be used.

- Is the site readily accessible?
- Has permission for use been obtained (in writing) from land owners/wardens/managers/Parks Victoria?
- Is the site appropriate for the planned activity? (i.e. having regard to the skill level, experience and physical limitations of each participant.
- Local knowledge – has information been sought?
- Activity Leader – Do they have personal knowledge of site/terrain and technical ability?
- Has the advice of the relevant State Leader for the activity been sought? Should it be?

Equipment

- Is it in good order, suitable and appropriate?
- Are you satisfied that the person responsible for checking the equipment has the technical knowledge and ability to do so?
- Transport availability, if necessary.
- Sufficient for enough participants for the activity to proceed safely?
- Is there sufficient familiarity on site with the correct use of all equipment being used?

Activities & Events

Qualifications

- Scout Association Qualifications (Activity Intention Form for Adventurous Activities)
- Leader holding a Certificate of Proficiency present and who is responsible for Youth Welfare?
- Current skill training completed. Is it appropriate for the level of activity?
- Activity planning, approval and leading is the responsibility of the appropriate qualified Activity Leader, whose level of qualification is relative to the size of the event.
- Adequate number of Activity Leaders present for the activity according to the Risk Management Plan.
- If the activity has been out-sourced to an external service provider, does the person-in-charge of the activity hold a current Working with Children card?

Youth Program

Joey Scout Section

State Commissioner Joey Scouts

sc.joeys@scoutsvictoria.com.au

Assistant State Commissioner Joey Scouts

asc.joeys@scoutsvictoria.com.au

Region Joey Scout Commissioners

Bays

joeys.comm.bays@scoutsvictoria.com.au

Geelong

joeys.comm.geelong@scoutsvictoria.com.au

Gippsland

joeys.comm.gippsland@scoutsvictoria.com.au

Lerderderg

joeys.comm.lerderderg@scoutsvictoria.com.au

Loddon-Mallee

joeys.comm.loddonmallee@scoutsvictoria.com.au

Melbourne

joeys.comm.melbourne@scoutsvictoria.com.au

Mt Dandenong

joeys.comm.mtdandenong@scoutsvictoria.com.au

Northern

joeys.comm.northern@scoutsvictoria.com.au

Plenty Valley

joeys.comm.plentyvalley@scoutsvictoria.com.au

Western

joeys.comm.western@scoutsvictoria.com.au

Leader Ratio

The ratio of adults to Joey Scouts shall be one adult to five children. The use of Adult Helpers and Youth Helpers is encouraged. All helpers shall be approved by the Group Leader in accordance with Scouts Victoria practices. (APandR: R5.4.2)

Ratios for all other activities should be covered in the Risk Management Plan submitted to the Group Leader which will depend on the particular activity and youth members involved. For further guidance, contact your Joey Scout Commissioner.

Note: An adult is defined as a person at least 18 years old.

Parent Roster

The use of the Parent Roster in the Joey Scout Section is essential; there are great benefits to be gained from incorporating parents, care givers, grandparents or a family representative – minimum age of 18 years, into the weekly Joey Scout meeting.

- The family representative must have an existing relationship with a youth member attending the Joey Scout Unit.
- The family representative rostered on is there to assist and support the Leadership Team.
- The family representative is not to be in charge of Joey Scouts.

Parents/caregivers/grandparents can be part of the roster no more than twice per term. If they wish to attend on a more regular basis or attend any overnight activities then they need to complete an online application form and become an Adult Support.

Try Cub Scouts Badge

The Try Cub Scouts Badge is available for all Joey Scouts to encourage them to link to the Cub Scout Section. The requirements for the Try Cub Scout Badge are for the Joey Scouts to attend and participate in a Cub Scout activity and learn the theme of the Cub Scout Section. The badge is worn on the right shoulder of the Joey Scout uniform and is available from the State Cub Scout Commissioner.

Wandarrahs

A Wandarraha is a regular meeting held by a District Joey Scout Leader and Region Joey Scout Commissioner and are open to all Joey Scout Leaders. The focus of Wandarrahs is:

- To ensure quality programming and learning from others.
- Provide a training element.
- An opportunity for networking with other Joey Scout Leaders.

Attendance at Wandarrahs is a requirement of the Joey Scout Leader's role.

Unit Councils

An Informal meeting for all members held four times per year. Components of a Unit Council include:

- What they would like to do at Joey Scouts (PLAN).
- Empowering Joey Scouts to have a say and taking charge of a game or activity that they select (DO).
- Discussion on what the Joey Scouts have done in the past term (REVIEW).
- Joey Scouts who suggest activities have the option to lead the activity, another Joey Scout can assist, and the rest of

Youth Program

the Unit will participate.

- It is envisaged that all Joey Scouts will have the opportunity to Participate, Assist and Lead in activities over the term.

Camps and Overnight Activities

Refer - Participating in Activities.

Also read Scouts Australia Policy and Rules, P2.2 - Duty of Care - authorised person in charge, R12.8 Sleeping and Bathroom provisions, and the Activities Guidelines section of the Info Book.

Permission to attend overnight activities is given by the Group Leader subject to the checklists in the Activities Guidelines section of the Info Book and the following.

Be satisfied that Leaders attending have experience with the age levels of youth attending.

Appropriate number of Leaders, Adult Supporters and Rovers attending commensurate with the number of youth members and their age level.

Cub Scout Section

State Commissioner - Cub Scouts

sc.cubs@scoutsvictoria.com.au

Region Cub Scout Commissioners

Bays

cubs.comm.bays@scoutsvictoria.com.au

Geelong

cubs.comm.geelong@scoutsvictoria.com.au

Gippsland

cubs.comm.gippsland@scoutsvictoria.com.au

Lerderderg

cubs.comm.lerderderg@scoutsvictoria.com.au

Loddon-Mallee

cubs.comm.loddonmallee@scoutsvictoria.com.au

Melbourne

cubs.comm.melbourne@scoutsvictoria.com.au

Mt Dandenong

cubs.comm.mtdandenong@scoutsvictoria.com.au

Northern

cubs.comm.northern@scoutsvictoria.com.au

Plenty Valley

cubs.comm.plentyvalley@scoutsvictoria.com.au

Western

cubs.comm.western@scoutsvictoria.com.au

The State Cub Scout Council supports Regions and Districts across Victoria in the facilitation of fun, adventurous and inclusive Scouting for youth as they start to create their own Scouting pathways.

Camps and Overnight Activities – Refer - Participating in Activities.

Also read Scouts Australia Policy and Rules, P2.2 - Duty of Care - authorised person in charge, R12.8 Sleeping and Bathroom provisions, and the Activities Guidelines section of the Info Book.

Permission to attend overnight activities is given by the Group Leader subject to the checklists in the Activities Guidelines section of the Info Book and the following.

Be satisfied that Leaders attending have experience with the age levels of youth attending.

Appropriate number of Leaders, Adult Supporters and Rovers attending commensurate with the number of youth members and their age level.

Unit Councils

Unit Councils are regular meetings where Patrol Leaders (PLs) and Assistant Patrol Leaders (APLs) come together to share ideas and give feedback from their Patrols to directly influence the Cub Scout programs. Unit Council meetings provide leadership opportunities for the Patrol Leaders and Assistant Patrol Leaders as they are actively involved in planning and reviewing events for the Unit as well as seeking input from their Patrol.

Scout Section

State Commissioner Scouts

sc.scouts@scoutsvictoria.com.au

Assistant State Commissioner – Scouts

asc.scouts@scoutsvictoria.com.au

Scout Council Youth Members

scouts.youthssc@scoutsvictoria.com.au

Region Scout Commissioners

Bays

scouts.comm.bays@scoutsvictoria.com.au

Geelong

scouts.comm.geelong@scoutsvictoria.com.au

Gippsland

scouts.comm.gippsland@scoutsvictoria.com.au

Lerderderg

scouts.comm.lerderderg@scoutsvictoria.com.au

Loddon-Mallee

scouts.comm.loddonmallee@scoutsvictoria.com.au

Melbourne

scouts.comm.melbourne@scoutsvictoria.com.au

Mt Dandenong

scouts.comm.mtdandenong@scoutsvictoria.com.au

Northern

scouts.comm.northern@scoutsvictoria.com.au

Plenty Valley

scouts.comm.plentyvalley@scoutsvictoria.com.au

Western

scouts.comm.western@scoutsvictoria.com.au

Assisting as Leaders at Stradbroke Cup and Leadership Courses

All Leaders are encouraged to take an active role assisting at Stradbroke Cup as an assessor and as a Leader at Youth Leadership Courses. Both activities provide excellent opportunities to learn and reinforce personal Leadership skills, to further understand the capabilities of the Scout age group and to demonstrate how best to utilise the Patrol system at Unit level.

District, Region and State Events

District (Region and State) events can bring together expertise and resources that are beyond the reach of individual Units (and certainly Patrols) to run. Importantly, they can provide an exciting and challenging, while safe and accessible, activity for individual Patrols which can sometimes participate on a 'dump and run' basis, with no need for individual Scout Leader involvement. There is a risk however, that too many District events can 'crowd out' local Unit and Patrol initiated activities and also have other negative consequences. For these reasons all Districts are expected to consider their activities against the following principles:

- The Scout program can only be seen as effective when it is delivered through the Patrol system. It should be Patrols and the Patrol Leaders in the Unit Council who decide what activities the Patrol and the Unit will undertake.

Because of their size, Districts, Regions and the State have the chance to run activities and events that draw on resources and skills individual Patrols and Units can't access and this should be their focus. Ask, 'What is the purpose of this activity?' In general, if an activity can be run effectively in a Unit, that's where it should be run!

- A lack of individual Leader experience in running a particular activity is generally not a sound reason for it to be offered as a District event (e.g. running basic youth hiking and journey programs). If a Leader doesn't have the knowledge, skills or experience to do something effectively, the role of the District Leaders is to work with that Leader in the Unit so that she/he gains the experience to do it next time.
- Districts should be constantly sensitive to what Units actually need and want. The District Leaders should help Leaders to work with their Unit Councils to ensure that the Unit's program of activities is genuinely addressing the needs of a quality Scouting program for members.
- No District events should be compulsory, or place undue pressure on already busy Scout Leaders to make them work. The first responsibility of Leaders in the Unit is to the Unit!
- There are no absolute rules about how many District events should be offered in a year. It is hard to justify more than three or four activities per year that are not purely involving members of the Unit.

Promotion of District Events

Within the framework of the principles above, Districts are encouraged to broadly promote the major events they choose to run, through the web and their District and Region Mindari. The promotion of suitable events will encourage Patrols of Scouts to take part in activities that interest them, wherever in Victoria the event is taking place. This has the potential to offer a choice of exciting, rewarding and worthwhile Scout activities, available to all Patrols.

Mixed Camping in the Scout Section

To be read with AP and R, P2.1 - Duty of Care and R12.8 Sleeping and Bathroom Provisions. Leaders in the Scout Section are reminded of these provisions for Members in relation to mixed camping of members. In brief, there is no formal barrier to young people using shared sleeping accommodation, but parents must be advised by the Scout Leader, beforehand of the arrangements proposed for any activities or events.

Explorer Website

The Explorer Scouts Website is where the Scout Section puts online. It is the first place for all this Scout Section:

- Big Green Folder – BGF – 10 practical programs and ideas booklets
- Calendar of Scout Events
- Australian Scout Award information on ceremonies and extension guidelines
- Hiking
- Links to all the major Scout Section Camps and their websites
- Australian Jamboree – Vic Contingent
- Much much more!

You can find all this and more at www.explorerscouts.com.au.

Youth Program

The Australian Scout Award – Extension Policy

Scouts completing their ASA who are unable to complete the award by their 15th Birthday due to no fault of their own may be able to obtain a three month extension. In order to obtain the extension you need to convince the Unit Council as to the reasons why the extension should be granted and then submit an email to scouts.youthssc@scoutsvictoria.com.au. Full details as to what needs to be submitted on that email can be found in the ASA extension policy on the Explorer website.

Venturer Scout Section

State Commissioner

sc.venturers@scoutsvictoria.com.au

Assistant State Commissioner

asc.venturers@scoutsvictoria.com.au

Region Venturer Scout Commissioners

Bays

venturers.comm.bays@scoutsvictoria.com.au

Geelong

venturers.comm.geelong@scoutsvictoria.com.au

Gippsland

venturers.comm.gippsland@scoutsvictoria.com.au

Lerderderg

venturers.comm.lerderderg@scoutsvictoria.com.au

Loddon-Mallee

venturers.comm.loddonmallee@scoutsvictoria.com.au

Melbourne

venturers.comm.melbourne@scoutsvictoria.com.au

Mt Dandenong

venturers.comm.mtdandenong@scoutsvictoria.com.au

Northern

venturers.comm.northern@scoutsvictoria.com.au

Plenty Valley

venturers.comm.plentyvalley@scoutsvictoria.com.au

Western

venturers.comm.western@scoutsvictoria.com.au

General Support support@vicventurers.com.au

Facebook - [Venturers Victoria](#)

Instagram - [Venturers Victoria](#)

Venturer Commissioners - Region share a support role across multiple Regions. Initial contact can be made using the details provided above. The State Venturer Council meets monthly on the first Wednesday of the month, comprising the State Commissioner Venturers, Assistant State Commissioner Venturers, State Venturer Youth Commissioner, Venturer Commissioners - Regions, members of the State Youth Venturers and is chaired by the State Leader Venturers.

Staying on in Venturers After 18

Scouts Australia Policy and Rules now allows youth members who are 18 in Year 12 (VCE, VCAL, etc.) to continue to be a member in the Venturer Unit until the end of their current academic year and transition to Rovers before their nineteenth birthday.

Further details and FAQ's can be found on the Venturers page of our [website](#).

Australian Queen's Scout Association (AQSA)

A fellowship of recipients of the Queen's or King's Scout Award. Subscription: \$50 for five years (\$50 for 10 years for those joining before their 21st birthday). Life membership: \$250. Contact - aqsa@scouts.com.au

The Duke of Edinburgh's International Award

More information and registration, go to: scoutsvictoria.com.au/activities-events/activity-teams/duke-of-edinburghs-international-award

Registration of Venturers Within a Unit

Where members attend another Unit, they may be registered as a member of the home Group and the combined Unit. To activate dual registration, contact your Group Leader.

Venturer Unit Names

Approval for the adoption of a separate distinctive name may be given to a Unit, with the approval of the State Venturer Council, after permission is gained from the Group Leader and District Commissioner. As Rover Units choose the name of a prominent person whom it would wish to honour, it is recommended that the name chosen by the Venturer Unit reflects the locality of the Unit. Should they wish to honour a prominent person refer to the guidelines given for Rover Units.

Where such approval is given, the distinctive Unit name is to be used in addition to, and not in substitution for the Group designation of the Unit concerned eg. a Unit from 1st Timbuktu adopts a distinctive name of Eden Venturer Scouts. The Unit would be officially known as '1st Timbuktu (Eden) Venturer Scouts.'

If it is known that a Rover Unit also has the same name, irrespective of the location within Victoria, written authority from that Rover Unit is to be obtained. Names of Venturer Units must be in keeping with the spirit of the Purpose and Principles of the Scout Association. Authority to adopt names which reflect cults, innuendos etc. will not be given. Where authority for the adoption of a Unit name is granted, the State Commissioner - Venturers will notify the Unit, with copy provided to all of the above.

Venturer Unit Scarf

Authority for a combined Venturer Unit to adopt a separate Unit scarf can be given by the District Commissioner subject to approval by the host Group Leader. If the scarf is to incorporate a special badge, then the badge needs approval of the Deputy Chief Commissioner. Where Venturers attend Unit activities, all Venturers should wear the Unit scarf. Where Venturers in a combined Unit retain membership of their original Scout Group they should wear the Group scarf when attending Group activities without the rest of the Unit. When a Unit attends a Group function it is the responsibility of the Unit Council to decide what scarves may be worn ie. the whole Unit wears the Unit scarf, the home Group Venturers wear the Group scarf and the rest of the Unit wears the Unit scarf etc.

Rover Scout Section

Rover Scout Council Support Team

Chair - Victorian Rover Council

chair.rovers@scoutsvictoria.com.au

State Commissioner - Rover Support

sc.rovers@scoutsvictoria.com.au

Assistant State Commissioner - Rover Support

asc.rovers@scoutsvictoria.com.au

Region Rover Scout Commissioners

Bays

rovers.comm.bays@scoutsvictoria.com.au

Lerderderg

rovers.comm.lerderderg@scoutsvictoria.com.au

Mt Dandenong

rovers.comm.mtdandenong@scoutsvictoria.com.au

Melbourne

rovers.comm.melbourne@scoutsvictoria.com.au

Plenty Valley

rovers.comm.plentyvalley@scoutsvictoria.com.au

Gippsland

rovers.comm.gippsland@scoutsvictoria.com.au

Murray Midlands

rovers.comm.northern@scoutsvictoria.com.au

(Northern and Loddon Mallee)

rovers.comm.loddonmallee@scoutsvictoria.com.au

South West

rovers.comm.westcoast@scoutsvictoria.com.au

(Geelong and Western)

Rover Contacts

bays.chair@vicrovers.com.au

lerderderg.chair@vicrovers.com.au

plentyvalley.chair@vicrovers.com.au

melbourne.chair@vicrovers.com.au

mtdandenong.chair@vicrovers.com.au

murraymidlands.chair@vicrovers.com.au

gippsland.chair@vicrovers.com.au

southwest.chair@vicrovers.com.au

Organisation

Rover Councils have been established at State and Region levels to conduct Rovering through self-governance. At Region level, Rover Communities meet monthly and are responsible for the coordination of Unit activities, assistance with Award Scheme, the approval of Unit names, scarves, and badges, and for the running of activities for the Rovers of the respective Region, or on behalf of the Victorian Rover Council. Region Rover Communities can be contacted through either the State Commissioner - Rovers or the Victorian Rover Council.

Our Region level Rover Councils are known as Rover Communities, to prioritise participation and inclusion of all members to further encourage growth and development within

Rovers. All Rovers are encouraged to attend their monthly community gathering. The Rover Section aligns with the Region boundaries set by the State, with the exception of two Regions, South West and Murray Midlands. South West comprises Geelong and Western. Murray Midlands comprises Northern and Loddon Mallee Regions. This is so the Region Teams have the resources to serve the geographical location they cover.

The Victorian Rover Council (VRC) meets on the fourth Wednesday of each month (except December and away meetings) at the Victorian Rover Centre. The VRC aims to have two away meetings per year outside of the Centre to encourage participation and to assist the council to see the assets and areas it covers. The VRC is responsible for the training and development of Rover Scouts in Victoria and also manages a number of sub-committees that deal with the Section's activities and administration, properties, motorsport accreditation and affiliation to Motorsport Australia (previously CAMS) (through the Rover Scout Motorsport sub-committee) and the monitoring of safety and insurance issues for Rover Scouts.

The VRC maintains the Victorian Rover Centre, just off Ferntree Gully Road for the use of Victorian Rovers. This facility provides a large meeting room, boardroom, breakout room, kitchen facilities, toilets and a shower, as well as the Rover Office. This Centre is used for all meetings of the VRC and its sub-committees, as well as weekend courses, seminars, information days etc. Rovers are typically in the Centre on any Wednesday evening.

Rover Service

Although the Rover motto has changed to "Beyond the Horizon" Rovers are still involved in providing "service" The Rover motto is 'Service' and to Rovers, service is in the form of the help that a Rover Scout gives to someone, a community or an organisation to further their own development, especially through the use of Scouting skills, ability and knowledge. All service requests for the Rover Section should be sent to the VRC Deputy Chair at deputychair.rovers@scoutsvictoria.com.au.

Victorian Rover Centre

For enquiries about Victorian Rovers membership, events and properties:

Address: Highland Avenue, Oakleigh East (off Ferntree Gully Rd).

Postal Address - Victorian Rover Centre, 152 Forster Road, Mt Waverley VIC 3149

Phone - 03 8543 9900

Contact - info@vicrovers.com.au

Visit - www.vicrovers.com.au

Review of Rover Advisers and Rover Support Commissioners

Rover Advisers are appointed by a Unit to provide them with advice, guidance, mentoring and participate in the development of individual Rovers to ensure their time in Rovering is enjoyable and fun.

Similarly, but at a different level, Rover Support Commissioners are appointed at Region and Branch Level to facilitate the success of Regions and State.

In order that Rover Advisers and Support Commissioners continue to provide a positive contribution to the Unit or Region, and that they are meeting the ongoing needs of the Unit, it is appropriate that their level of interaction be reviewed on a regular basis. In some Units this may be at the Unit AGM or for

others, it may be at some other pre-determined time.

The VRC has implemented a policy regarding the processes to be followed in regard to the Review of Support Commissioners and Rover Advisers which should be applied in conjunction with "The Rover Adviser Expectations" endorsed by the National Rover Council (NRC) which provide a series of guidelines for occupants of Rover Adviser positions. These Expectations, Review document has a requirement that the along with a position description should be reviewed at the same time and should form the basis of a Rover Adviser review. You can find this information under Resources at www.vicrovers.com.au.

Venturer-Rover Induction Pack

When a Venturer turns 18 they will receive an Induction Pack via email from the Victorian Rover Council which will cover the need for a Working with Children Check, Health Record requirement, compulsory training modules, basic Rover training and other important information.

Registration of Rovers within a Unit

Where members attend an Unit attached to a group that is not their home group, they may be registered as a member of the home Group and 'United' to other Unit. To activate dual registration, contact your Group Leader.

Rover Unit Name and Scarf

In choosing a Unit name, it is preferable for each Unit to use the name of a prominent person whom it would wish to honour. If the person chosen is still living, their approval should be obtained; if the person is deceased, the approval of their closest living relative should be obtained. All applications for approval of Unit names, scarves and badges should be forwarded by the Unit direct to the relevant Region Rover Council. A Unit using its Group scarf (without alteration) does not require the scarf to be approved but should notify the relevant Region Rover Council.

The Region Rover Council will then consider the application and any comments they may receive and will normally endorse the application.

As the wish of the Unit should predominate, approval will be withheld only where another Unit is known to be using the name, scarf or badge or in the event of some other critical objection being raised.

On approval the Region Rover Council will forward the application to the Victorian Rover Council for recording. The Victorian Rover Council will consider only whether another Unit is already using the name, scarf or badge in question and if satisfied that this is not the case will automatically approve the application. The Victorian Rover Council will then notify the Region Rover Council (who will notify the Unit), and any of: the Chief Commissioner, Region Commissioner, District Commissioner and/or the Group Leader as necessary.

Diversity And Inclusion

State Commissioner - Diversity and Inclusion

sc.diversity@scoutsvictoria.com.au

Everyone is welcome in Scouting and Scouts Victoria is an organisation that celebrates diversity as a strength of the Victorian community. We want our local Groups to reflect their local community and this diversity to continue through to all levels of Scouting. A group leader recently said, It should be called Inclusion and Diversity because that's the harder set, If everyone Is welcome at Scouts, what work can we do to ensure their full Inclusion.

'Consistent with the National and International principles of Scouting, Scouts Victoria is open to all young people without distinction of origin, race or creed. Membership shall be voluntary, without distinction of gender or abilities.' - Scouts Victoria Youth Membership Policy

The State Commissioner - Diversity and Inclusion assists all parts of the Scouting community to raise awareness on diversity and inclusion issues and to provide advice, education and resource materials for members on supporting everyone to engage in Scouting programs and to ensure diversity and inclusion can be supported at all levels of Scouts Victoria.

Health (Including Mental Health)

The health of members is very important – youth and Leaders. Leaders are encouraged to contact the State Commissioner - Diversity and Inclusion if they need support or assistance including information to provide a better understanding of youth health and medical needs issues within a Section or Group. Speakers and people to assist can be organised on many topics for Sections, Groups, Districts or Regions. Information and articles on health-related issues for youth and Leaders are regularly updated.

Mental Health especially can carry lots of stigma in the community and Scouting can play a powerful role in strengthening our members mental health as well as increasing the community's understanding of mental health. Look out for new resources in the area including new training and learning opportunities for our adult members.

Youth Mental Health First aid courses will occur across the Scouting community, please keep an eye on Be Informed for full details. We also continue our partnerships with Black Dog and Headspace and bring their content to audiences In Scouting.

Disability, Medical Needs and additional access requirements (previously known as special needs)

Ensuring all young people can access Scouting is something the Scout groups in Victoria pride themselves on and have a long record of success. Young people with disability, medical needs and additional access requirements will be enabled to participate in Scouting within their local groups. Scouts Victoria also has a range of specialist Groups and units running to give families as much choice as possible.

Unit councils and Leaders will need to work with the young person and family to ensure they have the information they require around reasonable adjustments and support for Inclusion of a member needs. The State Commissioner Diversity and Inclusion can assist Leaders to prepare for these conversations. Please get in touch. Building awareness of special needs or disabilities can also make for interesting and rewarding Section programs, please be in touch for suggestions of activities and resources.

Age Policy: Age brackets for the various Sections apply but where there are special circumstances consideration may be given to an extension of time in any of the Sections. When the extension of time is the recommendation of a Section Leader and other Leaders of the Group it must be discussed with the Section State Commissioner and the State Commissioner Diversity and Inclusion.

Progress through the Scout program: All youth members are expected to complete aspects of the Scout program to the best of their ability. Adaptations and reasonable adjustments can be made to assist a person with a disability.

Spiritual Development & faith awareness

Scouts Victoria welcomes members from all faiths and religions and we encourage the spiritual development of our members. It's true that Scouting was founded on traditional Christian values, and Sir Robert Baden-Powell often referred to God. But, as the Movement grew, his writings and speeches referred to all religions. In the century since then, we've continued to adapt and evolve, welcoming all faiths.

This area of the program can also be an opportunity to explore skills such as reflection and gratitude, the spiritual compass resource part of the 2017 Scout Law and Promise update is a great resource for young people and adults in Scouting.

Reconciliation and Aboriginal Cultural awareness in Scouting:

From small actions to major projects Scouts can help keep the reconciliation journey moving in Victoria. Units are encouraged to make an Acknowledgement of Country part of your opening ceremony; Groups are encouraged to fly the Aboriginal and Torres Strait Islander flag alongside the national Australia flag and display an Acknowledgement of Country at their hall as some of those small steps to start their journey.

Gender

Gender diversity is supported and respected including those with intersex status, Scouts Victoria operates in line with both the Victorian Equal Opportunity Act 2010 (Vic) and the Sex Discrimination Act 1984 (National). Training can be arranged for Group Councils, District teams and event teams on gender diversity and includes tips like:

- Members must respect privacy and confidentiality in

relation to gender identity and intersex status of other members of the movement.

- The young person and a family representative/carer should be invited to be part of the formulation of any management plans created for events or activities.
- Advice from the State Commissioner Diversity and Inclusion may be requested (and is strongly encouraged) by the Scout Group/event team to support them in developing plans to support gender diversity.
- Community adjustment such as other members of the Scout Group and local context need consideration and we can support this process.
- Changes to gender diversity are a complex process and will be different for every member, Scouting should work at the pace that the young person and their family are comfortable with and understand that support needs and plans will change though out the process.
- Toilets, showers and change rooms are specific to each Scout Group or activity. The arrangements for the use of these facilities should be made locally and documented locally. Careful consideration should be given to the use of facilities that are appropriate to the members preferred or chosen gender.
- Consider the best timing to undertake any change of gender identity, such as term break. In this area, consider that Extranet requires a person's legal name, which may not change at the same time as a person's identity in the community, this is where use of the 'preferred name' field is important, and we should always be using a person's preferred name i.e: Wombat
- As you work with the young person, remember Scouts Victoria's commitment to inclusion and take a flexible, common sense approach.

Other Diversities (#scoutingforall)

Victorians come from many different backgrounds and cultures, sexual diversity (LGBTIAQ+), financial and family difficulties (including socio economic status) and so much more. We celebrate all diversity. Inclusiveness and diversity are values at the heart of Scouting activities. As well as including members from different backgrounds, it's important that our programs and events give our membership the opportunity to learn about diversity. Younger sections might start a conversation through tasting foods from different nations while older Sections have badge work tasks that encouraged members to appreciate social and political differences at a deeper level, preparing them for travel or career.

Diversity and Inclusion will run a wide range of events and activities to promote that Scouting is for all, our Groups reflect their local community and members need an opportunity to explore and learn about.

The following Standards and Guidelines are available from the Scouts Australia website.

- Diversity and Inclusion Standards
- Supporting Gender Diverse Members In Scouting.

Camping

Summer camping fire safety information

The Fire Danger Period is when CFA restricts the use of fire in the community. The CFA declares the Fire Danger Period for each municipality (shire or council) at different times in the lead up to the fire season. It depends on the amount of rain, grassland curing rate and other local conditions. The Fire Danger Period may be declared as early as October in some municipalities, and typically remains in place until the fire danger lessens, which could be as late as May.

Check whether the Fire Danger Period is in force in your area on the CFA website.

Find the Fire District, Fire Danger Rating and Total Fire Ban information for your campsite address on the CFA website.

Activities

Click [here](#) for a table of activities available at all campsites.

Campsites

For details on Campsites refer to Scouts Victoria webpage – <https://scoutsvictoria.com.au/about-us/campsites/> which contains a map.

Halls

1st Alexandra Scout Hall

180 Grant St, Alexandra 3714.

Nearby

The Cathedral Ranges, The Great Victorian Bike Trail.

Accommodation

- Modern hall accommodation for up to 50 with showers and toilets.
- New kitchen with all facilities.
- Outdoor camping area and campfire area.
- Camping equipment and canoes available for hire.
- Meeting room with overhead projector and white board.
- Tables and chairs available to seat upwards of 100.

Contact

- gl.1stalexandra@scoutsvictoria.com.au

Total Fire Ban District - North Central, Murrindindi Shire.

Baden-Powell Park Scout Group - Beach Hall

Williams Road, Mt Eliza 3930.

Nearby

Canadian Bay.

Accommodation

- Large main hall situated on the beach with a mezzanine level featuring magnificent views of the bay.
- Full stainless steel kitchen and bathroom facilities (including showers).
- Hall is accessible for wheelchairs users including the toilet/

shower facilities.

- Available for hire on weekends or throughout the week.
- Meeting room for use by professionals is also located on the first floor with seating for fifteen. A projector and screen are available for use as well as a whiteboard and coffee machine.

Contact

- gl.badenpowellpark@scoutsvictoria.com.au
- www.bpp.org.au
- Facebook - Baden-Powell Park Scout Group Beach Hall

Total Fire Ban District – Central, Frankston City.

Bairnsdale Scout Hall

26 Grant St Bairnsdale, 3875

Nearby

The Bairnsdale Hall is a great base to explore East Gippsland and participate in most Outdoor Adventure Skills (OAS).

Lake Entrance 30 min

Buchan Caves 50 min

Eagle Point Beach 15 min

Mitchell River 5 min

Colquhoun Mountain Bike park 25min

East Gippsland Rail trail 5 min

Accommodation

- Large L shaped main hall – can be divided into two rooms by large sliding door.
- Separate meeting room – seats 10.
- Large kitchen with two serveries. Fridge/freezer, oven, microwave and urn.
- BBQ available upon request
- Three unisex toilets and single shower.
- Wood fire.
- Hall sleeps 50+ people in swags or stretchers (not supplied).
- Large fenced area available for camping with wide vehicle access. Separate fenced area with fire pit, BYO firewood.
- Adjacent to public reserve and playground.

Activities

- Bushwalking - Base for day or overnight hikes (eg. Den of Nargun or Mitchell River walking track).
- Cycling - East Gippsland Rail trail, mountain bike parks (Mount Taylor, Colquhoun, Omeo).
- Alpine - Snow play/skiing/boarding (in season).
- Vertical - Horizontal or vertical caves at Buchan.
- Paddling - SUP, open/flat/white water paddling/sea kayaking.
- Aquatics - Lifesaving, surfing, snorkelling, SCUBA.
- Boating - Sailing.
- SIA's - 4WDing, geocaching and many more.

Groups will need to coordinate own activity guides and gear.

Contact

- gl.1stbairnsdale@scoutsvictoria.com.au

Camping

Total Fire Ban District – East Gippsland, East Gippsland Shire

Carlton Scout Hall

12 Shakespeare Street, Carlton North VIC 3054.

Accommodation

- Hall large enough to sleep 60 people on mattresses or stretchers (not supplied).
- Domestic kitchen, three toilets, one shower, and BBQ available.
- Large TV, tables and chairs, and normal Scout Hall/Q-store equipment available.

Activities

Easy access to Melbourne CBD via public transport (trams 50m away) means Melbourne's museums, galleries, and city attractions make for an interesting 'city camp'.

Contact

- gl.carlton@scoutsvictoria.com.au
- Facebook - Carlton Scout Group

Total Fire Ban District - Central, Melbourne City.

2nd Clifton Hill Scout Hall

85 Walker Street, Clifton Hill, 3068.

Recently renovated in 2019, it is located on the edge of the magnificent Quarries Park and close to Merri Creek. The local train station is a hub from the city and about a 10 minute walk from the Hall. Parking is free in the street but the Hall is in a residential area and our neighbours must be considered.

Accommodation

The hall sleeps 30 people on BYO mattresses or stretchers.

- The hall comprises a large hall area, a meeting room furnished with a large sofa and an open mezzanine.

There is also:

- A large kitchen with a large fridge/freezer, oven, electric urn and dishwasher, dishes, cups and utensils.
- Trestle tables and chairs.
- A climbing wall and milk crates for stacking activities.
- A large open fireplace.
- Accessible toilets and shower.
- Heating and cooling.
- Projector screen.

Activities

Apart from activities at the hall and neighbouring Quarries Park. There is easy access to the rest of Melbourne by public transport. Some activities are free or quite low cost!

Contact

- gl.2ndcliftonhill@scoutsvictoria.com.au

Total Fire Ban District - Central, Melbourne City.

Holloway Bend Scout Hall – Brighton

Holloways Bend, Foreshore Reserve, Brighton 3186

Holloway Bend Scout hall is located in the inner southeast Melbourne suburb of Brighton, right on the beach, only a 10-minute walk from Brighton Beach train station.

Accommodation

- Showers
- Kitchen
- Gas BBQ (BYO gas bottle)
- Fire place (BYO wood)

Activities

Ideal base to explore Melbourne, water activities, leadership camp, bike hikes

Contact

- hollowaybend@scoutsvictoria.com.au

Total Fire Ban District - Central, Bayside

Mansfield Scout Hall

Mt Battery Road, Mansfield 3722.

Accommodation

- Hall large enough to sleep up to 50 people in swags or on stretchers (not supplied).
- Large main hall, small meeting room, full kitchen, toilets and showers, accessible toilet and shower, reverse cycle air-conditioning and wood fire.

Activities

Mansfield is renowned for bushwalking, hiking, bike riding, water sports, snow play/skiing/boarding (in season) and horse riding. It is also close to Lake Eildon. Available for use on weekends or throughout the week.

Contact

- gl.1stmansfield@scoutsvictoria.com.au

Total Fire Ban District – North East, Mansfield Shire.

St. Leonards Scout Hall

5 Leviens Rd (Cnr Murradoc and Leviens Rds), St. Leonards 3223

Nearby

Overnight accommodation is reserved for Scout Groups only. The hall is about 15 minutes walk to the shops and the beach.

Accommodation

- Two hectare site, with some trees, suitable for camping.
- Hall could accommodate small group on own supplied mattresses.
- Small kitchen.
- External toilets and wash down shower.

Contact

- dc.geelongpeninsula@scoutsvictoria.com.au

Total Fire Ban District – Central, City of Greater Geelong.

Camping

1st Tootgarook Scout Hall

27 Kevin Street, Tootagrook.

Nearby

Five minute walk to beach or shops and 10 minute walk to harbor and ferry.

Accommodation

- Hall accommodation for 40 plus people (own bedding), full kitchen, accessible toilets, shower block, separate meeting room, TV, gas heating. BBQ available.
- Camping in large fenced area next to hall/kitchen, plus a reserve at back of hall.

Contact

- gl.1sttootgarook@scoutsvictoria.com.au
- Facebook - 1st Tootgarook Scout Group

Total Fire Ban District - Central, Mornington Peninsula Shire.

Contacts

Victorian Scout Centre

Address: 152 Forster Road, Mount Waverley 3149

General info - reception@scoutsvictoria.com.au

Membership - memberservices@scoutsvictoria.com.au

Phone: 8543 9800 Toll Free: 1800 SCOUTS or 1800 640 454

Centre Hours - 8.30am/5pm Monday to Friday Emergency Line Only - 03 8543 9877 www.scoutsvictoria.com.au

Branch Managers

Refer to Scouts Victoria website

State Leadership Team

Refer to Scouts Victoria website

Branch Executive Committee

Refer to Scouts Victoria website

Scouts Australia National Team

Scouts Australia House, Level 1, 8 Help Street, Chatswood, NSW 2067 www.scouts.com.au

(B) 02 8440 5900

(F) 02 9413 1177

scouts@scouts.com.au

State Development and Leadership Team

The team is comprised of an Assistant Chief Commissioner and Region Commissioners. The team meets monthly and has a number of key objectives.

1. Leadership

- Provide an inspirational vision for Scouting through the production of an annual development plan which focuses on the implementation of strategies for the recruitment, retention and personal development of youth and adults in each District and the creation of new Groups.

2. District Development

- Promote and co-ordinate the delivery of Scouting within the Region through the appointment of a Region Leader - Development and District Commissioners.

3. Quality

- Define with the Region Development Team the characteristics of quality.
- Monitors with a positive development attitude all activities to ensure the standards are equalled and surpassed.
- Provide feedback and acclaim/support as required.

4. People Development

- Provide direct support and advice to District Commissioners in their recruitment, selection, approval, training and review of suitable adults as Leaders and Lay members and District Development activities.

Specifically

- Put in place a development plan for 'critical people' in the Region.
- Develop a succession plan for 'critical roles' in the Region.
- Identify people (youth and Adult) with leadership potential to gradually populate the succession plan.

5. Membership

- Promote the Scout Movement in the wider community by identifying and establishing strong relationships with education leaders in the Region (preschool, primary, secondary and tertiary).
- Local State and Federal government leaders for the Region.
- Philanthropic and commercial organisations part of the Region.
- The Regions service clubs and associations.

Region and District Teams

Refer to Scouts Victoria website - <https://scoutsvictoria.com.au/about-us/our-people/region-and-district-support-teams/>.

For specific contact information for Australian Scout Fellowship contact fellowship@scoutsvictoria.com.au.

Administration and Membership

Member Services

We use Zoho Desk email; memberservices@scoutsvictoria.com.au for all membership enquiries ,training courses/enquiries, hall hire, trailers, youth awards, youth enquiries. We ask that you do not send emails to individual members of staff as our team are not working across all days and we will be able to assist you more promptly. After submitting a request you may receive an email "Scouts Victoria Customer Self Service Portal Invitation". This link will prompt you to create your own account using your own username and password. This will allow you to view the status of your tickets and open a new enquiry (ticket).

Adult and Youth Membership

Membership Fee information is available on Extranet.

What does the Annual Membership Fee cover?

Scouting needs to be able to maintain the provision of services, pay insurance premiums, ensure the staff we employ receive fair and reasonable payment for the terrific work they do, pay for the utilities and associated cost of delivering the program. All of these costs are rising. We also wish to ensure that Scouting remains affordable. In order to ensure we continue to pay all necessary expenses, provide services to support Scouting and ensure Scouting is a healthy and viable choice for young people across Victoria's diverse communities the BEC Finance Sub-committee works to ensure that fees are as economical as possible.

Interstate, International Transfers and Exchange Students

Youth and Leaders providing evidence of registration in other States or countries will be registered without a fee until the next census. Short term exchange students will be exempt from membership fees.

Registering and Transferring Members

The Youth Membership Policy can be found [here](#).

Refer to the new Onboarding information.

Annual Census

Every year, by March 31, each formation Group, District and Region is required to update their Extranet membership records, including acceptance of new members and forward relevant adult member paperwork to Victorian Scout Centre.

In February a member listing along with instructions is sent to the Leader in Charge for checking and to make all necessary amendments to office bearers and youth members. Adult member update relevant documents where appropriate are to be sent to Membership Support by second Friday in March. An invoice based on March 31 membership will be generated and sent to Groups on April 1.

Each District Commissioner and Treasurer is expected to check all Group registers prior to March 31 and ensure that outstanding invoices have been paid and census payment is forwarded to the Scout Centre by April 15.

Membership Support Team at the Victorian Scout Centre, 152 Forster Road, Mount Waverley 3149.

- 03 8543 9800
- memberservices@scoutsvictoria.com.au

Youth Forms

Please use the up to date forms available on our website here.

Adult Membership and Forms

Please use the up to date forms available on the Forms and Tools page of our website.

Other forms include:

- Child Safe Scouting, Health and Injury Forms, Finance Forms, Legal Forms, Insurance Certificates, Property Forms, Training Forms, Travel Forms, Working with Children Check, Document requirements for identity check, Vehicles.

Administration and Membership

Adult Membership Change

The A2 and A3 process has now been automated. This is used to alter an Adult/Leader Classification or role/position. A move to Fellowship is considered a change not retirement. This process is also used to retire an Adult/Leader. All State role changes and any requests for secondary appointments are completed by emailing leaderroles@scoutsvictoria.com.au.

Refer to Scouts Victoria website for [Adult Membership Change Instructions](#)

Mandatory modules

There are three mandatory modules that **all** adults in Scouting **must** complete **every two years**. Adults in Scouting are:

- Venturer Scouts (18+)
- Rover Scouts
- Leaders
- Fellowship
- Honorary Commissioners
- Office Bearers
- Adult Supporters
- Contributors

The mandatory On-Demand (e-Learning) modules are:

- Workplace Health and Safety (SP WHS),
- Child Safe Scouting (SP CHILD), and
- Code of Conduct (SP CODE)

These form part of your membership requirements and must be completed within three months of starting their membership and then every two years. Completion and refreshing of these modules must be completed as a condition of membership or undertaking an Adult Supporter role with Scouts Victoria.

All new adult members and supporters must complete the mandatory modules before attending overnight activities (including Major Events).

Failure to complete these modules within three months of membership or appointment to a supporter role will result in membership cancellation or removal of appointment. This means that the individual is not permitted to participate, attend or be involved with Scout activities, properties or events. A parent or guardian dropping off or collecting their child from Scout activities is permitted, but involvement or participation is not permitted.

Event Funding

The E.M.Loathian Fund (Victoria) was established to assist youth members travelling overseas. Funds are available to enable financial assistance to be made to uniformed members under 26 to attend overseas Scouting activities. Previous recipients of financial assistance to attend overseas events will not be eligible for another grant.

No assistance is available for additional costs such as travel to and from the applicant's home to Melbourne Airport, passport costs, pocket money, optional sightseeing, or personal touring before, during or after the event, including optional event pre and post tours.

The NEAR - National Event Assistance Reserve fund was established to assist youth members (not available for adults or Leaders) who are planning to go to a recognised Scouting activity such as Jamborees, Ventures and Moots within Australia. Previous recipients of financial assistance to attend National Events will not be eligible for another grant.

Who can apply? Grants will be made on a needs basis. The factors determining 'needs' can be widely interpreted - family size, hardship, illness, unemployment, or any of many other reasons.

How to apply for assistance for EML or NEAR

The application forms is available under Leader Resources on the [Scouts Victoria webpage](#). The form is interactive and is to be downloaded, saved, completed and saved again to enable it to be sent by email. Please ensure the applications are completed correctly and emailed to eventfunding@scoutsvictoria.com.au.

All correctly completed applications will be acknowledged and considered if received **at least 6 weeks before the final payment is due and at least four months before the commencement of the event**. Applications will only be considered once the deposit has been paid.

For Branch Friendship Tours approval is needed from the State Commissioner International before applications will be considered. This includes a financial risk assessment to be submitted by the Tour Leader.

Late applications will not be considered unless exceptional circumstances apply.

Further enquiries contact eventfunding@scoutsvictoria.com.au.

Administration and Membership

Interstate Travel

Youth members or Leaders proposing to camp or travel interstate must make prior application for approval to the Victorian Scout Centre (VSC) on the appropriate form available on the Forms and Tools page Application for Approval to Camp or Travel Interstate. Three copies of the form must be completed, plus one extra copy for each additional State to be visited. They must be suitably approved and endorsed before sending to the Victorian Scout Centre. For visits interstate, where provision of facilities or other assistance is sought of the host Branch, at least two months notice is required. Where no assistance is required, at least one months notice is required. Late applications are liable to be rejected. Once the application is approved by State, a copy will be returned to:

- The Leader in Charge of the party (this copy must be carried during the trip).
- One copy will be sent to the Branch concerned to advise them of the visit, and if required, to request the provision of facilities or assistance.
- The Leader in Charge of the party will be advised direct of any arrangements made by the Branch being visited.
- Where road transport is involved the Leader in Charge of travelling party has an obligation to ensure that the vehicles are suitable for the purpose and that the insurance on the vehicle is adequate and covers full liability for passengers. Applications are only approved on the understanding that these precautions have been taken, the necessary permits obtained, and recognised safety precautions adhered to.

Restrictions:

- Applications from Cub Scout Units for interstate visits will be referred to the State Commissioner Cub Scouts for approval.
- Applications to camp or travel in Tasmania must give full details as to party size, experience of Leaders and youth members, proposed route, equipment and food lists, and any other details that will help the application.
- The Tasmanian Branch has capped the size of the party to 14 for hike to Cradle Mountain National Park.

Health Records

Scouts Victoria takes health and safety very seriously. At no stage should member's health issues be discussed with anyone other than those adults who are required to know because of their involvement with an activity.

Additional information to come. Meanwhile use Personal Information Record hard copies.

People and Culture Team

People are our greatest asset. This team focuses on people and culture management at all levels of the organisation.

The team is responsible for creating, implementing and overseeing policies that enrich our culture throughout Scouts, empowering all adults to be their "best selves". Specific areas of oversight include adult recruitment and retention, exit interviews, motivation, role selection, employment obligations including OH&S, performance reviews, training, professional development, mediation and change management.

This team, led by the Assistant Chief Commissioner – People and Culture, makes up the Victorian Adults in Scouting Committee, with other members as required. (WOSM Adults in Scouting Policy establishes the basis for all personnel support processes, which is based upon the 'life-cycle of adults in Scouting'.) The team includes State Commissioner - Personnel Support.

Duty of Care

Australian Policy and Rules

Duty of Care P2.1 Definition

1. Scouts Australia has a Duty of Care to all members of the movement and their parents/guardians to provide a safe environment that protects members to the best of its ability from physical or emotional harm.
2. Scouts Australia shall ensure when recruiting and managing Leaders and other persons in control of, or in contact with, young people that this duty is exercised.
3. All Leaders are accountable to exercise this duty on behalf of Scouts Australia at all times.

P2.2 Authorised Person in Charge

1. The authorised person in charge of an activity shall exercise the Duty of Care on behalf of Scouts Australia and parents or guardians.
2. Leaders planning an activity for which they do not have the prescribed qualifications to enable them to exercise the responsibilities of the authorised person in charge, shall obtain an appropriately qualified person to conduct the activity. That person shall conduct the activity to the requirements of Scouts Australia and shall be the authorised person in charge of the activity.

P2.3 Role of Branches

Branches shall be responsible for promulgating rules for the conduct of activities, which give effect to and are consistent with the policies of The Scout Association of Australia.

P2.4 Categories of Activities

Activities undertaken by members of Scouts Australia fall into the following categories:

1. DAY-TO-DAY activities cover the normal program activities undertaken by the various Sections.
2. ADVENTUROUS activities shall be defined by National and each Branch, based on the appropriate community standards for activities requiring leadership by persons with prescribed qualifications and/or experience.
3. PROHIBITED activities shall be defined by each Branch at its sole discretion, and shall be binding on members of Scouts Australia registered in the Branch.

P2.5 Health Care

Adult Leaders, in meeting their Duty of Care, are required to ensure the health care needs of youth members are managed in order to control risk and minimise harm.

1. Where youth members have short or long-term health care requirements which may impact on their involvement in Scouting activities, Adult Leaders are expected to meet their Duty of Care by undertaking a health care planning process.
 2. Negotiation of a health care plan for youth members will respect the personal safety, dignity and right to confidentiality of youth members and caregivers and reflect the informed consent of all participants.
 3. Adult Leaders are obliged to render first aid and emergency assistance to youth members consistent with their level of training. In every instance, first aid/emergency assistance is a strategy to support the health and safety of young people while awaiting professional medical assistance.
 4. Legal guardians and their medical practitioners should be encouraged to minimise the medication/treatment required during Scouting activities.
 5. Adult Leaders are obliged to enable youth members to receive ongoing medical care during Scouting activities. Adult Leaders are not obliged to provide ongoing or invasive medical care. Nor are Leaders required to provide or maintain health-related equipment. This is the responsibility of legal guardians, possibly in collaboration with community agencies. In every case, responsibilities for the provision of ongoing health care should be clearly documented.
 6. Youth members should be encouraged to take responsibility, commensurate with their age and stage of development, for administering their own medication/treatment in non-emergency situations.
-

Leader On-boarding

Mutual Agreement and Appointment Procedure

The applicant should be interviewed by the Group Leader. During this interview:

- The applicant's obligations to the Promise and Law, the Purpose of Scouting and their role, and training requirements is explained.
- The non-negotiable requirement that all adults holding a certificate of membership must complete the modules Child Safe Scouting, Preliminary ScoutSafe and WHS for Scouting within three months of becoming an adult member of Scouting is explained.
- The online membership application process should be explained, (an application to become an Assistant Leader, Adult Helper, Office Bearer or Rover).
- Uniform can only be worn once a Certificate of Adult Membership has been issued.

Upon completion of the online application the applicant submits to Membership Support at Victorian Scout Centre:

- Copy of their Working With Children Check Card (Scouts Victoria must be included in the organisation nomination section of the WWC Portal at www.workingwithchildren.vic.gov.au by the applicant).

Copies of four identity documents will be required to be uploaded during the Crimcheck application (refer the Minimum Proof of Identity document under Forms and Tools here).

The Group Leader and District Commissioner confirms the application online via Extranet. Membership Support Team will email. Reference Check (Skill Survey) and Crimcheck (National Police Check Provider) links to the applicant.

At the same time the District Commissioner may invite the District Personnel Committee to have a chat with the prospective member. Once the applicant has been approved for membership, a number of things will happen:

- An initial Welcome Letter is sent to the new Leader.
- An email is sent to the new Leader and their PLA (with a copy to the GL, DC, DLATS, RC) advising the outcome and will contain the log-in information to begin eLearning.
- A Certificate of Adult Membership is issued and forwarded to the Group Leader for presentation to the trainee Leader. It should be emphasised to trainees that this certificate gives them a Trainee Leader status in the movement, certifying to them their membership, and is valid for a maximum period of twelve months.
- The Leader's membership will remain of a trainee nature until the completion of all Basic Training. If after 15 months basic training has not been completed a trainee Leader will be automatically converted to an Adult Helper.
- The District Team (DC, GL and DL – Section) has a responsibility to support the new appointee through their Scouting journey, including training.

Suitability Checks

Scouts Victoria undertakes numerous checks relating to the suitability of our applicants to apply to be a member. Our suitability checks are backed by our legal obligations to meet the Child Safe Standards as defined by the Victorian Government.

Our checks include:

- Ensuring a member is eligible to work with children by holding a Working with Children card
- National Police Check to ensure that the applicant meets our character requirements
- Reference Checking using an online surveying tool

Leader Induction

Leader Induction is delivered by the Leader's team leader. The overall purpose of induction is to ensure that the new Leader:

1. Knows what is expected of them in their role.
2. Knows where to seek help and advice relevant to their role.
3. Is made to feel welcome and necessary.
4. Knows what is expected of them in terms of Leader Training - that all Leaders are expected to achieve their Wood Badge within three years is clearly explained and understood.

Working With Children

Exempted Persons

The Working with Children Check legislation exempts a number of persons from having to hold a card due to their occupation, such as Police Officers and teachers.

Scouts Victoria requires every adult member to hold a Working with Children Card, regardless of the exemption provided by their occupation. This is to ensure that we are meeting our obligations under the Working with Children Check legislation.

Scouts Victoria is notified of suspension or revocation of a Working with Children Check but this notification is not provided to us for those who are exempted or if the exemption is removed due to retirement or change of occupation. This is a risk that Scouts Victoria is not satisfied in accepting, therefore the requirement to hold the card applies to all of our adult members.

Administration and Membership

Victorian Institute of Teaching – WWCC Exemption and Scouts Victoria Requirements

Scouts Victoria has been advised that there have been changes in legislation that now requires any teacher with VIT Registration to inform Working with Children Check Victoria of any work that they undertake with children, outside their employment. These changes were implemented in 2019. This must be done within 21 days of commencing work with an organisation. You can submit a notification via the Teachers Notification Form at <https://service.vic.gov.au/services/teachers-notifications/>. You must use the following details when completing the form for Scouts Victoria:

- Organisation name - Scouts Victoria
- Contact name - Executive Manager
- Contact email - wwc@scoutsvictoria.com.au
- Contact number - 03 8543 9800

We have had reports of different email addresses being used, including Group Leaders, District Commissioners and personal addresses. You must update your details to use the information above, so Scouts Victoria is adequately notified of your registration status.

At this time Scouts Victoria requires all Adult Leaders, Adult Helpers, Rover Scouts and Office Bearer roles to hold a Working with Children Check, regardless of exemptions granted in legislation. We have 6500 adults in Scouts Victoria. As a result, we must ensure we have a consistent and practical approach.

Scouts Victoria has rigorous systems in place that include automated checks of WWC status to help support our role as a Child Safe Organisation.

National Police Check

National Police Checks are conducted by Scouts Victoria to identify any offences or criminal history that may be incompatible with our Adult Code of Conduct.

The Police Check provides an outline of all offences that a person has been found guilty of or pending court appearances. This information is more extensive than a Working with Children Check, which covers specific offences relating to children and some offences relating to adults.

Certain offences are of interest to Scouts Victoria in determining suitability of members and while a person holds a Working with Children Check, it does not automatically determine suitability to be a member when considering all criminal history.

This information is kept in the strictest confidence and retention of this information is managed in line with the access agreement with our Police Check provider.

Police Checks are renewed every five years for our members.

Police Checks may only be used for the express purpose that they have been requested for. Therefore, Scouts Victoria is unable to accept any checks conducted for employment or other volunteer organisations. Scouts Victoria pays for the check once you have completed an on-line application and uploaded your four identification documents.

Adult Leader Appointments

Certificates of Adult Membership, are presented to all new Trainee Adult Leaders and Adult Helpers when their Police Clearance and Working With Children checks have been accepted by the Chief Commissioner.

Certificates of Proficiency will be issued when trainee Leaders have satisfactorily completed Basic Level training and assessment activities as specified in the Adult Training and Development section: Your Training Pathway.

Certificates of Adult Appointment, (CAA), are issued following the Certificate of Proficiency, to show the specific role, Section and Group that the leader is appointed to. A new CAA will be issued for every subsequent change of role, Section and Group.

Commissioners: For a Leader to be appointed as a Commissioner they must complete the appropriate Certificate of Adult Appointment requirements. The Leader must have completed or be prepared to complete the Program Support Leader training pathway within two years of appointment. If it is not possible for the Leader to have completed the training on appointment, the appointment shall be Trainee or Provisional.

District Leaders, Youth Program: For a Leader to be appointed as a District Section Leader, i.e. DLJS, DLCS, DLS, DLVS, they must have completed Youth Program Leader training pathway resulting in the Wood Badge. On being appointed to their District role, the Leader will complete the Program Support Leader training pathway (supplementing their existing Essentials and Leadership training with the Scouting Management modules, Scouting Management course and relevant On The Job training). Until the Leader has completed the Program Support Leader training, the appointment shall be Provisional, to be confirmed when the Scouting Management is completed. District Leaders are recommended for appointment by the District Commissioner.

Group Leaders: For a Leader to be appointed as a Group Leader, they must have completed Scouting Essentials and Scouting Management as part of the Program Supporter training pathway. If it is not possible for the Leader to have completed all the training on appointment, the appointment shall be Trainee, until the completion of Basic Training. This training is to be completed within 12 months of the Trainee appointment.

The Scouting Leadership Course is to be completed within two years of the appointment.

Administration and Membership

District and Region Team appointments: When considering the appointment of a District Team member, the District Commissioner must consult and seek the approval of the Region Commissioner and any appropriate Section Region or State Commissioner. For the consideration of appointment of a Region Team member, the Region Commissioner must consult the appropriate Commissioner for approval.

Training Mentors

All Leaders will work closely with a current Wood Badged Leader who will provide support, mentorship and advice, acting as a Training Mentor. This mentor will be a Wood Badged Leader from the local area - this may be a Leader from a nearby Group or it may be the Group Leader. The nomination of the mentor should be part of a discussion between the Leader and their Team Leader, and if necessary, their Next Level Up Team Leader. For most members, this will be discussions between an individual, their Group Leader and the District Commissioner. It may often be beneficial for mentorship to be provided from outside the Leader's Scout Group, but these relationships and connections may be formed once the Leader has commenced their onboarding journey.

Review of Leader appointments

All trained Leaders are appointed for an initial period of three years. For a Leader to continue in the role beyond three years a review is to be undertaken of the Leader's performance, including the undertaking of Advanced Training and any additional training requirements and a recommendation made to the District Commissioner of either reappointment to current role, reassignment to new or different role, or retirement as a Leader. The DC will monitor who requires the three year review through their Extranet Workflow and advise the team leader of the need. Once the review has been undertaken, the DC will make a recommendation through Extranet to update the appointment. The appointment will either be for a further period of one, two or three years.

Provisional Leaders are to be reviewed after one year and can only be re-appointed for a further year.

Non-Uniformed Roles

Adult Supporters (previously known as Adult Helpers)

Adult Supporters are non-uniformed Adult Members who regularly supervise and work in youth Sections. Adult Supporters are regularly helping and supporting overnight activities such as sleep overs, pack holidays, hikes and camps. Once the online application has been completed, Adult Supporters are invested as members of the Scout movement. At investiture, a Group scarf can be presented by the Group Leader, but Adult Supporters never wear a uniform and are not permitted to be involved in youth member activities unless they are under the guidance of a trained Leader holding a Certificate of Proficiency. Our mandatory online training requirements must be completed **before** undertaking any overnight activities, including major events.

Carers are also registered as Adult Supporters. Refer to Carers of youth section also

Group Support Committee members who require access to Scout systems such as Extranet, Office 365 etc will also be registered as Adult Supporters.

Adult Supporters must have a Working With Children Card, a Police check and 2 reference checks. They must also complete the compulsory modules currently Adult Code of Conduct, Childsafe and WHS.

Adult Supporters are the only non-uniformed members who can assist on overnight activities.

Contributors

Contributors assist the Group in various roles such as committee members, Quartermaster, fundraising etc.

Contributors cannot stay overnight activities but can assist during the day.

Contributors must have a Working With Children Card and must complete the compulsory modules, currently Adult Code of Conduct, Childsafe and WHS.

Badge Examiners

As of 2020, Badge Examiners are no longer required to be registered as an Adult Supporter. Due to the nature of the Scout Program, the need for long term monitoring and direct examination of badges should no longer be required. At times, people like coaches, schoolteachers, music teachers or others may be asked to assess a specialist skill area. This assessment of a specialist skill area generally falls into existing involvement of the expert such as lessons or weekly training.

If a person is being engaged to assess badgework, then the following supervision requirements must be met:

- Satisfy Working with Children legislation, meaning the expert must hold a card, or be an exempt person (the Scouts Victoria requirement to hold a card for membership does not apply in this case)
- Two-Adult leadership principles apply, meaning the youth members parent/guardian is present with their child when meeting with the examiner. The exception is if the person who is assessing the badgework is a schoolteacher and the assessment is taking place as part of the regular school curriculum on a school day.

One-on-one tutoring or assessment is forbidden for the purposes of badge examination unless it is part of existing lessons or training activities by a child-safe organisation.

Group Rostered Parents

This category no longer exists – Parents who assist on a regular basis should be registered as a Contributor or Adult Supporter.

Administration and Membership

Group Committee Members

Group Committee Members are Contributors who help the operation of the Scout Group. They report to the Group Leader.

If a Group Committee member requires access to Scout systems such as Extranet or Office 365, they must be registered as an Adult Supporter and follow the processes of registration for that category.

Visitors

Visitors attend groups occasionally for award ceremonies or special evenings. Visitors can include parents, guardians, grandparents and siblings. There is no requirement for these people to be registered. Visitors are not permitted to be involved in youth member activities unless they are under the direct supervision (meaning, in the same room, directly being observed) of a trained Leader holding a Certificate of Proficiency

If a visitor has attended the unit for four consecutive weeks they should be registered as a Contributor or Adult Supporter. Otherwise a visitor can attend for six events over a 12 month period.

Parents who assist with transport to overnight activities can be considered a visitor, but they cannot stay overnight. The two deep policy also applies in this case.

Carers of youth members

Youth members may require a carer due to personal circumstances (such as a disability support worker). Scouts Victoria welcomes carers to support youth, while at the same time ensuring we maintain our Duty of Care to all of our members.

There are many categories of carers including professional, community carers, family members. Carers are registered as Adult Supporters but may meet some of our requirement under their employment conditions. Due to the various different circumstances of carers (for example, professional carers who may not be the same person each week at Scouts), Group Leaders/District Commissioners are asked to contact the Scouts Victoria Service Centre to obtain a fact sheet for carer obligations. This is also available on the Scouts Victoria Website under Child Safety.

Leader Expectations in relation to Non-Uniformed Roles and visitors

All Leaders are responsible (including Section and Assistant Section Leaders) to ensure that the requirements relating to people involved in the Scout program are met. These obligations form part of the Child Protection Policy and the Code of Conduct which are mandatory expectations in our role as Leaders.

Adults In Scouting

Requirement	Leader (inc Commissioners)	Adult Supporter (inc group committee members who require access to Scout systems)	Contributors (inc Group committee members who don't need access to Scout Systems)	Visitors
Age	18+	18+	18+	18+
Online membership application (formerly A1)	Yes	Yes	Yes	No
Working With Children Card	Yes	Yes	Yes	No
Police check	Yes	Yes	No	No
Reference Check	Yes	Yes	No	No
Adult Code of Conduct, Child Safe Scouting, WHS for Scouting (renewed every two years) and completed within three months of appointment and before any overnight activities)	Yes	Yes	Yes	No
Can wear uniform	Yes	No	No	No
Number of nights at Section	Unlimited	Unlimited	Unlimited	When invited but no more than 4 consecutive events or 6 events over 12 months
Overnight activities	Yes - once Mandatory modules training completed	Yes - once Mandatory modules training completed	No	No

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Comments	"Must complete certificate of proficiency within 12 months of appointment "		"Must be legal guardian of at least one active youth member in the Group. If the individual is not the legal guardian, they must be registered as an Adult Supporter"	
*Others includes guest presenters, subject matter experts for badgework (e.g. A person to help deliver a session on woodworking) and visiting parents/guardians/family. Visiting parents/guardians/family attend to see badges presented to their young person or join in for special persons nights (mother's day/father's day etc). They must have some existing relationship with a youth member. They are not required to have a working with children's card. However, may only participate - they cannot supervise or be left unsupervised with any youth member. Any activity that someone in this category attends must be held in an open hall with a Leader present at all times. *Guest presenters or subject matter experts (such as the local wildlife rescue group) may only present to a group fully supervised by a Leader. Under no circumstances can they present to any individuals without a Leader present. Presentations should be in an open hall or space. As per WWC legislation, they must have working with children's card and be able to present it upon request. They must be supervised by a Leader at all times and not be allowed to be left alone with youth members at any time. *** An event is defined by a camp or sleepover of at least one night, Jamboree, Cuboree or Kangaree are considered one event.				

Adult Recognition Awards

Nominations are called for adults whose service since their last award shows evidence to meet the following six criteria:

- Carrying out the responsibilities of their Certificate of Proficiency or non-uniformed role to the highest standard.
- Promotes teamwork and commitment among fellow adult members.
- Provides leadership and engenders enthusiasm among other adult members.
- Exhibits a vision for the future development of Scouting and takes initiatives to contribute to the development of youth and adults who are influenced by his/her role.
- Involved in activities beyond the level of responsibilities normally expected in the current appointment or management role held which contributes to the wider movement association.
- Has completed the mandatory Core Modules.

Change For a non-uniformed member to be nominated they must have completed the 3 mandatory e learning modules.

Adult Training and Development

Adult Training and Development helps Leaders and Rovers deliver awesome Scouting with young people.

Each Adult Leader has a [training pathway](#) relevant to their appointment, as well as lots of opportunities to further develop themselves alongside and beyond the achievement of the Wood Badge training program.

Training is fun and practical and responsive to the needs that Leaders have as they deliver and support the program.

Victorian Scout Centre training support - training@scoutsvictoria.com.au

What training is required?

Training of Adult Leaders Wood Badge Training Program

The Wood Badge Training Program consists of On-Demand eLearning, On The Job, and face to face training.

As Leaders, we agree through our Mutual Agreement that we will complete training up to the 'Gilwell Woggle' or Certificate of Proficiency stage within twelve months of entry into the role. Wood Badge level training should be completed within three years.

Below is your high-level Training Pathway to becoming a trained adult Leader in Scouts Australia. More detail on the [training pathway](#) for your specific role can be found on the Scouts Victoria website.

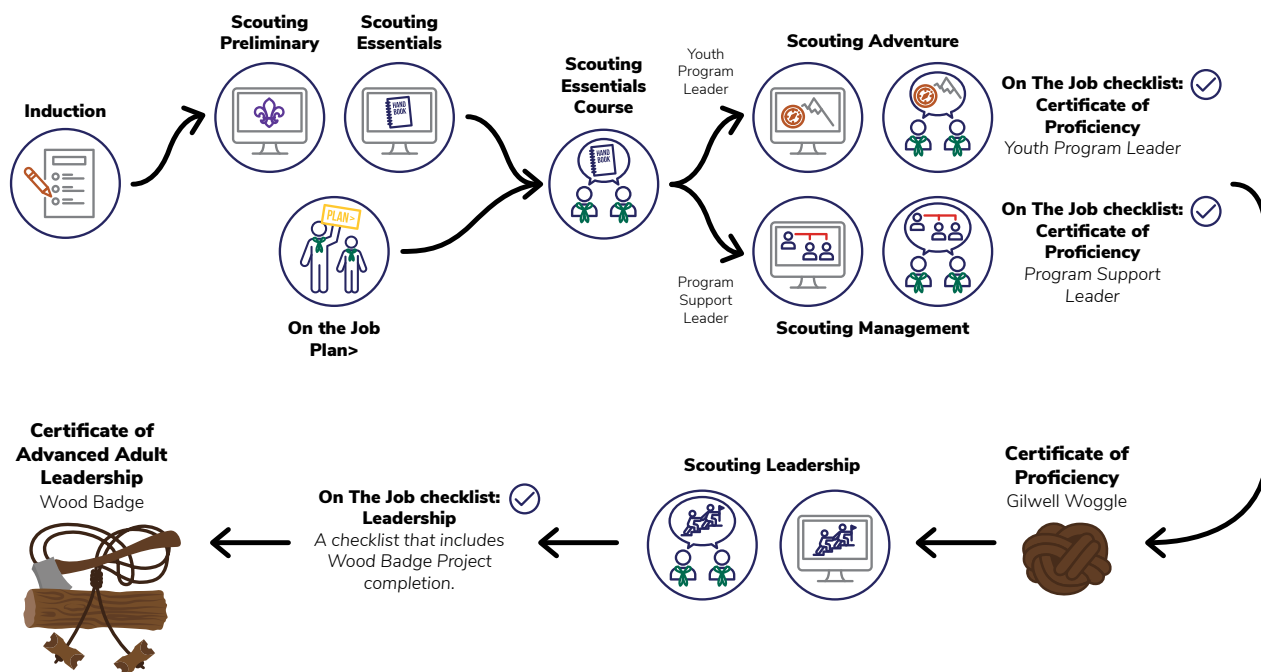
Training Pathway



Face to Face Learning



Online Learning



On-Demand Learning	This is the eLearning that enables you to get the information you need for your role at a time of day and week that suits you. You will need to complete some On-Demand modules before you attend face to face courses. Access them at training.scouts.com.au All Leaders participate in On-Demand learning as part of their training pathway. Follow the instructions you receive as part of your welcome letter to get started. Completion information for the On-Demand modules will be automatically transferred to your records. Contact the training office with any queries. It is a requirement that all Adult Members re-complete the Child Safe and WHS eLearning Modules every three years as a condition of continued membership.
On The Job Phases	These are the skills you learn in your local context, guided by your team leader or other training mentor (such as a Group Leader or District Leader). Access them at training.scouts.com.au. The Plan Milestone should be completed as you work through the Scouting Preliminary and Scouting Essentials On-Demand modules.
Face to Face Learning	These are fun, engaging training courses held at some great Scouting campsites or at Scout Halls near you. Check the course calendar and apply at https://scoutsvictoria.com.au/age-sections-adults/training/

Eligibility To Undertake Training Courses

Trainee Leaders and their supporters will be using the relevant training pathway as their most immediate guide. The table below makes the pre-requisites and co-requisites transparent, which will be relevant (e.g.) when applying for courses.

A key element of eligibility for training is that our adult leader training program is directed towards uniformed adult Leaders and Rovers. Some exceptions include some products (e.g. some adventurous activity training) that can accommodate youth members and uniformed adult members, and also some On Demand Learning available for youth members and non-uniformed members.

Course / Stage of training	Pre-requisites
Scouting Preliminary On-Demand modules Scouting Essentials On-Demand modules Scouting Adventure On-Demand modules	Certificate of Adult Membership Note: Members of Group Support Committees will automatically be enrolled in eLearning

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On The Job 'Plan' Phase	Certificate of Adult Membership Completed locally as part of the volunteer role, with local mentorship
Scouting Essentials course <i>Your first course for all Leaders, which provides you with essential youth program delivery skills and a lot of fun along the way.</i>	Certificate of Adult Membership Scouting Preliminary On-Demand modules Scouting Essentials On-Demand modules
Scouting Adventure course* (For Youth Program Leaders) <i>A practical outdoor course for Youth Program Leaders, providing you the foundations to mentor young people in outdoor adventure skills.</i> <i>*Note that there are Recognition of Proficiency options for those with previous outdoor adventure experience</i>	Scouting Essentials course* Scouting Adventure On-Demand modules <i>*You can apply for Scouting Adventure if you have already applied for a Scouting Essentials course that is scheduled prior, and also completed required the relevant On-Demand modules.</i>
Scouting Management course (for Program Support Leaders) <i>A practical course for Program Support Leaders to provide you the tools and skills for managing people and supporting the program.</i>	Scouting Essentials course* Scouting Management modules <i>*You can apply for Scouting Management if you have already applied for a Scouting Essentials course that is scheduled prior, and also completed required the relevant On-Demand modules.</i>
On The Job Youth Program Leader checklist	Can be commenced at any time following the Certificate of Adult Membership Team Leaders should not be verifying completion until the Scouting Essentials and Scouting Adventure courses have been completed
On The Job Program Support Leader checklist	Can be commenced at any time following the Certificate of Adult Membership Team Leaders should not be verifying completion until the Scouting Essentials and Scouting Management courses have been completed
Certificate of Proficiency (Gilwell Woggle level) for Youth Program Leaders	Represents completion of all of the training above including: Scouting Preliminary On-Demand modules Scouting Essentials On-Demand modules Scouting Adventure On-Demand modules Scouting Essentials course Scouting Adventure course On The Job Youth Program Leader checklist
Certificate of Proficiency (Gilwell Woggle level) for Program Support Leaders	Scouting Preliminary On-Demand modules Scouting Essentials On-Demand modules Scouting Management On-Demand modules Scouting Essentials course Scouting Management course On The Job Program Support Leader checklist
Scouting Leadership course <i>The final course in the Wood Badge program for all Leaders, which helps you reflect and build your approach to leading others in Scouting. It's a special course!</i>	Certificate of Proficiency Scouting Leadership On-Demand modules (check Training Plans for currently available modules)
On The Job Scouting Leadership checklist	Can be commenced at any time following the Certificate of Proficiency 'Next Level Up Team Leaders' should not be verifying completion until the Scouting Leadership course has been completed

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Certificate of Advanced Adult Leadership (Wood Badge level)	Represents completion of all of the training above including: Certificate of Proficiency Scouting Leadership On-Demand modules Scouting Leadership course On The Job Scouting Leadership checklist (which Includes the Wood Badge Project Completion)
Specialist training	
Specialist Activity courses	Certificate of Adult Membership Refer to any prerequisite training in the Adventurous Activities chapter
Train the Trainer	
ATD Training Introductory Course	Certificate of Proficiency
ATD Training Basic Course	Certificate of Advanced Adult leadership (Wood Badge) ATD Training Introductory Course
ATD Training Advanced Course	By Invitation. Only for National Training Team Members

Transferring Leaders From Another Section

Leaders transferring between roles use the training plan for transitioning leaders to identify any training they need to complete. Those who have fully completed the current Youth Program Leader training pathway are now considered fully trained when transferring between sections. Leaders who have completed some of their training under previous systems will need to use the training plan for transitioning Leaders to identify any remaining training to be completed.

As an interim measure, we previously asked transferring Leaders to repeat the On The Job phases in the context of the new (youth program leader) role. This is no longer the case - once the current On The Job phases (or the 'Plan', 'Do' and 'Review' checklists that immediately preceded them) have been completed for one role, they don't need to be repeated for another role. Instead, Leaders need to have a conversation with the Team Leader, using the Individual Adult Volunteer Plan, to identify what sort of professional development activities they should undertake to get up to speed with the Achievement Pathway and the needs of the new age-range they'll be working with.

Activity Leader, Adventurous Activity Leaders and Guides

- An Activity Leader is involved in non-adventurous activities such as radio, first aid or Gang Show.
- An Adventurous Activity Leader is involved in adventurous activities that are identified in National Policy and Rules, such as bushwalking, rock-climbing, or SCUBA diving.
- Activity/Adventurous Activity Leaders undertake the Youth Program Leader training pathway (this does not have to be re-done if transferring from a Youth Program Leader role), before completing additional specialised activity training.
- Adventurous Activity Leaders should additionally be qualified as a Trained Participant or higher in one or more activities in the National Adventurous Activities Framework. Except in rare circumstances, there is an expectation that all AA Leaders are working towards a Guide qualification; and
- Assistant Guide/Guide/Activity Specialist is a position in addition to a Leader's primary appointment, completing any outstanding Activities/Adventurous Activities training as required.

For further information about AA qualifications, refer to scoutsvictoria.com.au/activities-events/activities/

Leaders Returning After a Break in Service

All Leaders returning following a break in service must complete the three mandatory On-Demand eLearning modules:

- Workplace Health and Safety (SP WHS),
- Child Safe Scouting (SP CHILD), and
- Code of Conduct (SP CODE)

Adults returning to a uniformed role, with a break in service of less than three years:

The minimum training requirement for Leaders returning after a short break in service is that of an existing Leader transitioning between roles, treated as a provisional leader rather than a trainee.

This means they will need to complete anything in the current training pathway for their role that they hadn't completed in their previous period of service, but allows them to have their historical training courses recognised against the current pathway because they have relatively contemporary experience with the youth program. Refer to the transitioning leader training plan on the website for more details

Additional training or development should be agreed upon with the Team Leader through the Individual Adult Volunteer Plan with the support of the District Commissioner, District Leader - Sectional and/or District Leader Adult Training Support. The State Commissioner and Assistant State Commissioners AT&D are available to help support in these situations. Adults returning to a uniformed role, with a break in service of three years or more:

A former Leader, returning to Scouts Victoria after a break of more than three years, is expected to undertake the same training as

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a new trainee Leader. This is because the Program has changed significantly and the curriculum has changed significantly in that period, and the Leader will not have had the benefit of experiences on the job to bridge the gap.

Recognition of Proficiency for some skillsets (e.g. Scouting Adventure) may be available, pending the availability of a logbook (or equivalent) to confirm currency. Guidance from the Adult Training & Development team is available. In effect, the only way that this differs to Leaders with a shorter break in service is that historical courses (e.g. Basic Sectional Techniques) will not be recognised.

Undertaking the adult Leader training should be the focus of the Leader's Individual Adult Volunteer Plan which is developed with the Team Leader.

A Leader who has gained the Wood Badge is entitled to continue wearing it on return, but the requirements to retrain still stand.

Training Leaders From Interstate/Overseas

As soon as the local District Commissioner becomes aware that a prospective new Leader has interstate or overseas service, they should immediately make contact with the training office. This will facilitate the recognition of the existing training. This is important to ensure the new Leader does not repeat unnecessary training.

Training mentors

All new Leaders will work closely with a current Wood Badged Leader who will provide support, mentorship and advice, acting as a Training Mentor. This mentor will usually be the Group Leader, but another Wood Badged Leader can be appointed as a new Leader's training mentor by the District Commissioner where it is beneficial to provide some mentorship from outside the Leader's Scout Group.

Training course administration

How to Apply to Attend Training Courses

1. Have a conversation with your Training Mentor or Team Leader (this is your Group Leader if you are a Youth Program Leader) and identify what training courses are required for your appointment or what courses will be beneficial as part of your Individual Adult Volunteer Plan.
2. Refer to the Training Plan for your role, making sure that it is the most up to date version. This will tell you what the current course pre-requisites are.
3. Check the Training Calendar on the Training section of the website to pick a course, and make sure you note what the format is (residential, non-residential, online) as they have different expectations.
4. Consult your Team Leader who will need to approve application (this is your Group Leader if you are a Youth Program Leader). The Team Leader will approve all training applications. The Team Leader is electronically notified of all training course applications by their team members, and they are able to withdraw their approval on an 'opt-out' basis.
5. To apply for courses, go to the Training section of the Scouts Victoria website and select 'Register for Training Courses'. Search for the course you wish to attend and provide your details.
6. Once the online form is completed and submitted, the applicant will receive an email seeking confirmation of training application. Remember to select the 'Click Here to Confirm' area for your application to be completed and accepted
7. The Group Leader will arrange payment of course fees. For training at District/Region/State level the Team Leader will approve payment.

All applications must be made taking into consideration the closing date. Closing dates are:

- a. For residential courses, THREE WEEKS before the course commencement date.
- b. For non-residential courses, about TWO WEEKS before the first online session

Retraining or upskilling leaders

We welcome applications to attend training courses by Leaders who are not specifically required by their appointment to complete the course. This can be as a refresher or for Leaders who are seeking a broader understanding of Scouting. The application must be the result of a considered Individual Adult Volunteer Planning conversation between the Leader and their Team Leader. The Leader's formation must be prepared to pay the attendance fee.

Please note that when courses reach capacity, preference will be given to Leaders who need to attend the course for their appointment.

Course Fee

An invoice is generated by the on-line enrolment process and is sent to the Group Leader and Group Treasurer.

Refunds

If an applicant is unable to attend a course for which an application has been made, the following refunds will be made:

- Up to two weeks before course - FULL REFUND OF FEE PAYABLE.
- Up to one week before course - HALF REFUND OF FEE PAYABLE.

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- Less than one week before course - NO REFUND.

To apply for a refund, the Group Leader must contact in writing the State Commissioner Adult Training and Development stating the reasons for non-attendance and seeking a refund.

Cost of Training, Rebates and Subsidies

Face-to-face training charges are considerably less than the actual cost of providing training.

A rebate system has been established to provide Groups with a rebate for the cost of Scouting Leadership training. Providing a Leader completes their Scouting Leadership training (this includes their successful Project completion and successful Wood Badge evaluation) within 12 months, their Group Leader may make an application to the training office for a refund.

A subsidy for the cost of fuel and in cases where the participant must provide their own food, has been put in place (again supported by the Scout Foundation) for Youth Program Leader and Program Support Leader training. Fuel subsidies are not available for supplementary courses.

Trainee Leaders wishing to apply for a travel subsidy must complete the appropriate form, (which is part of the pre-course joining pack) and return the completed form to the Course Leader at the end of the course.

Training Calendar

Starting times and other details for courses will be confirmed in the letter you will receive approximately two weeks prior to the course starting date. If you have any queries, contact Scouts Victoria's training team on 03 8543 9800. Should changes to the training calendar be made they will be published on the Training section of the Scouts Victoria website.

Recognition of Proficiency

Recognition of Proficiency for specific skill sets is available upon application, with a specific Recognition of Proficiency pathway available for those with existing outdoor adventure skills who may not be required to attend the Scouting Adventure course. Leadership in Scouting is a unique experience and the training undertaken is unique to the Scouting Movement. No other organisations provide the exclusive knowledge and information required of a Scout Leader.

If you believe you may have a case for recognising some prior training and/or skills you have please contact the training office at Scouts Victoria for further information.

Other personal and professional development opportunities

Post Wood Badge Training

Our On-Demand training environment is constantly evolving. To support currency and relevance, as adults in Scouting we should be completing two modules of training or relevant professional development opportunity annually after the completion of the Wood Badge. This might be On-Demand learning, activity skills development, leadership and mentoring, formal recognition pathways - the options can be (almost) limitless! Remember that these form part of your annual discussions with your team leader too - collectively you should be reviewing and discussing your goals at least once each year

Courses are listed in the training calendar on the website and On-Demand eLearning electives are available at www.training.scouts.com.au.

Leaders and Rovers are particularly encouraged to build their skills and recognition in adventurous activities to support a diverse adventure program accessible to all Scouts.

Getting involved in delivering training

Volunteering to assist on training courses is a way that you can provide on-going support to Leaders.

People assisting as tutors and assistant course leaders on Adult Training & Development courses are Leaders with a relevant uniformed appointment (or a Rover Scout), holding the Wood Badge. They do this under the mentorship of a member of the National Training Team who is the Course Leader.

Young people are also actively involved in the delivery of training sessions under supervision, delivering direct insight from their experiences and knowledge of the program.

To be considered for membership of the National Training Team you need to meet these specific requirements:

- Wood Badged Leader.
- Assisted as a tutor and presenter on a number of courses (5-6) relevant to appointment.
- Completed additional training as directed (including AT&D Introductory; AT&D Basic).
- Hold a current Leadership role.
- Hold an appointment within Scouting related to the training you are delivering.
- Recommended by members of the course teams you have assisted.
- Fulfill any other requirements of the Assistant Leader Trainer role description.

Scouts Victoria is actively seeking a diversity of people to get involved in delivering training, and training experience outside

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of Scouting is valued alongside Scouting insight. If you think you've got something to offer, feel free to contact sc.training@scoutsvictoria.com.au to start a conversation.

Vocational Education and Training

State Commissioner - Vocational Education and Training, sc.vet@scoutsvictoria.com.au

Scouts Australia Institute of Training (SAIT) is a Registered Training Organisation and enables youth and adults to seek externally accredited qualifications. This role holds the responsibility for providing support to SAIT assessors, successful completion of qualifications by youth and adults and monitoring of compliance.

Scouts Australia Institute of Training

Scouts Australia Institute of Training (SAIT) has been a Registered Training Organisation since 1996 and since then has delivered a number of registered training courses. SAIT is an enterprise trainer, and only assess by Recognition of Prior Learning (RPL) to Scouting Youth and Adults. The National Training Team comprises of qualified Trainers and Assessors, who all hold a Certificate IV in Training and Assessment and the highest qualification for the area that they are assessing in. The assessing team are led by the National Commissioner for Adult Training and Development through the respective State Commissioners for Adult Training and Development. The Trainers and Assessors have many years Scouting experience and they conform to industry standards.

Course Information

The following qualifications are offered by Scouts Australia Institute of Training. Units of Competency that form individual qualifications can be found by contacting sc.vet@scoutsvictoria.com.au or by www.training.scouts.com.au/curriculums/index and under Qualifications and SAIT

SAIT is registered to offer the following Australian Qualifications:

- BSB20120 Certificate II Workplace Skills
- BSB30120 Certificate III Business
- BSB40520 Certificate IV in Leadership & Management
- BSB50420 Diploma of Leadership & Management
- SAF501B & SAP501B Certificate In Higher Leadership - Axe & Log
- SIS20419 Certificate II in Outdoor Recreation
- SIS30619 Certificate III in Outdoor Leadership
- SIS40619 Certificate IV in Outdoor Leadership
- SIS50419 Diploma of Outdoor Leadership
- CUA20215 Certificate II in Creative Industries
- CUA30213 Certificate III in Community Dance, Theatre and Events
- CHC24015 Certificate II in Active Volunteering
- CHC34015 Certificate III in Active Volunteering
- CHC44015 Certificate IV in Coordination of Volunteer Programs

Relationship To Scout Training

Within the Scout program, the activities undertaken as part of the Basic and Advanced Training are mapped against the competencies from the above qualification. By completing your training and submitting Portfolios of Evidence via an RPL candidate toolkit for assessment you may receive a Certificate III in Business at Basic level, and a Certificate IV in Leadership and Management at Advanced level.

Process

Scouts Australia Institute of Training is registered to assess candidates in the qualifications specified within its scope. To achieve this, you need to:

- Register to complete a Qualification or a Unit of Competency with Scouts Victoria training team sc.vet@scoutsvictoria.com.au
- Receive a SAIT candidate information guide.
- Agree to the Terms of Enrolment.
- Complete a Consent form.
- Provide SAIT with a Unique Student Identifier Number (USI) from the USI registry System www.usi.gov.au (this is now a compulsory VET requirement).
- Complete an RPL Candidate Toolkit (supplied by Scouts Victoria training team).
- All documentation is to be sent electronically.

Assessment

Assessment is usually based on the provision of a Portfolio of Evidence (see note below) RPL. Portfolio of evidence may comprise either or both of:

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- Scout Portfolio (endorsed by a Scouts Australia appointed assessor).
- Third party evidence.

Regardless of the source, the 'Principles of Assessment' and the 'Rules of Evidence' as defined in the Standards for Registered Training Organisations will be applied throughout the process.

Visit training.scouts.com.au/curriculums/qualifications-and-sait for further information.

Fundraising and Grants

Scout Groups fundraise for themselves and others – it's integral to the ethos of Scouting. This might mean fundraising for a charitable cause or your own hall maintenance and upgrades, or for subsidising membership fees and event attendance or new quality camping gear – the list goes on.

Scouts Victoria has devised the following fact sheets which are available on our website under Resources and 'Fundraising and Grants'.

Please also find below some activities which are organised and administered by the Fundraising Team at Scouts Victoria and are offered state-wide, to all Groups. There are also local level ideas for Groups. The Branch Executive Committee (BEC) also has a Funding Subcommittee to explore these and other 'Finance that Supports' initiatives. For any enquiries in relation to fundraising email fundraising@scoutsvictoria.com.au or grants.manager@scoutsvictoria.com.au

Fact Sheet – Fundraising

This fact sheet outlines some of the options available to Scout Groups to raise funds via state coordinated activities plus other local level ideas for Groups to run with.

It also outlines important aspects of fundraising by way of formal registrations and legalities and important considerations when seeking sponsorship with businesses.

Fact Sheet – Grants For Groups

Grants are an extremely valuable source of funding for Scout Groups.

This fact sheet outlines the opportunities that exist, the legalities and information that applies plus the processes involved – from the grant application to final acquittal for successful funding.

Snapshot Of Fundraising Ideas and Activities For Groups And Formations:

- Scouts Victoria Monster Raffle
- Scout Month at Ritchies IGA stores across the state*
- Grants for Groups*
- Christmas Tree sales
- Sponsorship from local business
- Bunnings BBQs

*Overseen by Scouts Victoria

Some Important Legal Things

- Scouts Victoria is the legal entity and registered not-for-profit organisation through the Australian Charities and Not-for-profits Commission with tax Deductible Gift Recipient status (DGR) attached to our ABN, not individual Scout Groups.
- For grant funding and other donations, often a tax deductible tax invoice will be required and only Scouts Victoria can issue this, not individual Scout Groups. Funding Agreements and contracts are also only to be signed by the legal entity, Scouts Victoria.
- Scouts Victoria does not require a Consumer Affairs Victoria fundraising registration under the Fundraising Act (VIC) 1998 based on our major activity being a raffle which is exempt.

Marketing and Communications

Scouting needs to be highly visible across Victoria, so people can see the positive impact that Scouting has in our local communities. It is also a great way to welcome new members – both youth members and adult volunteer Leaders, and it helps get supporters on-board.

The Scouts Victoria Marketing team is here to help, so that every Group and District can be pro-active in sharing their own good news. There is a suite of Marketing Fact Sheets available on our website under Resources and 'Marketing'. Resources available to support local marketing:

- Posters (see our Fact Sheet on Promotional Materials).
- Brochures (see our Fact Sheet on Promotional Materials).
- Artwork - for auction boards, flyers for local events (see our Fact Sheet on Branding and Design Assets).

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Scouts Victoria Communications

The Marketing Team also manages a range of communications within Scouting, and to the wider community:

- Scouts Victoria website www.scoutsvictoria.com.au.
- Scouts Victoria has an active social media presence:
 - Facebook www.facebook.com/scoutsvictoria
 - Twitter www.twitter.com/ScoutsVic
 - Instagram www.instagram.com/scoutsvictoria/
 - YouTube www.youtube.com/ScoutsVic
- Be Informed - our weekly e-news to all adults in Scouting (including Rovers).

Talking To The Media

Usually, the Chief Commissioner speaks for all of us on policy and other matters that affect us all.

If you're dealing with local media and would like assistance, please email the marketing team at marketing@scoutsvictoria.com.au. They can also help with writing media releases.

If the matter concerns Scouts Victoria (and not just your Group or District) or it's urgent and you need a hand, please call our Media Line on 03 8543 9898.

Scouts Victoria Photography Disclaimer

Scouts Victoria seeks the consent of parents and guardians to use their child or young person's direct image and complete likeness in materials produced or published by or for the organisation at the time of registration. This material may be utilized within the organisations social media platforms as well other published materials.

During major events Scouts Victoria takes reasonable steps to suitably ensure that direct photography (identifying features and likeness) of non-consenting individuals is not collected. Due to the nature of these activities and the number of young people involved, Scouts Victoria cannot guarantee that in-direct material of non-consenting individuals may be captured and utilized for the above mentioned purposes.

Where the use of a child or young person image falls outside of the scope of any area for which consent has not already been received, Scouts Victoria may seek additional consent to utilise the material. Scouts Victoria will seek additional permission if names are to be published with images. Material posted by youth members on social media platforms remain the responsibility of the individual publisher.

How to be a responsible publisher?

As an individual, when posting material of members on public media platforms, it is strongly encouraged to obtain permission from the required individual/s where you intend on publishing or submitting your material for inclusion or publication purposes (such as Scouts Victoria social media pages).

It is important to remember and remain aware that we have some members who may choose to have their personal images withheld from publication.

Friends of Scouting

Here is a great way to connect and keep in touch with all things Scouting, even if you haven't been a Scout.

Friends of Scouting Victoria (FOS Vic) is open to adults with an interest in Scouting including past and current members, parents and supporters. The main benefit is an online community that keeps you up to date with old friends and current Scouting Activities.

Log in to the website today where you will:

- Have full access to the FOS Vic website including member-only areas
- Be able to connect with Scouting friends.
- Be kept up to date on specific upcoming events and register for them online.
- Post and share your photos and announcements with the FOS Vic community.
- And even more member benefits to come!
- You can also buy Life Membership which has extra privileges. Not only will you be financially helping Scouting, but you'll also be listed on an honour roll and you'll receive the ongoing issues of the Australian Scout magazine.

Visits www.fosvic.org.au or contact fosvic@scoutsvictoria.com.au.

Australian Scout Fellowship (ASF)

The Australian Scout Fellowship (ASF) allows former Rovers and adult Leaders to maintain their connection with Scouting and continue to be actively involved as time permits.

ASF divisions include those supporting local Groups or Regions, our Scout campsites/activity centres, and supporting local Scout performing arts. For some members this means regular activity – eg. weekly heritage centre work or weekly working bees at

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campsites – , or helping out with key annual Scout events – eg. Scouthike, and performing arts productions across the State. For others, it is a more casual opportunity to keep in touch with Scouting in Victoria, to maintain social contact with other former and current Leaders and Rovers, and to participate in Scout events as a recognised member of Scouts Victoria.

As specific examples, ASF members typically help to maintain several of our Scout campsites/activity centres, including: Gilwell, Clifford Park, Eumeralla and Treetops. And there are active ASF groups working with: Scout Heritage (Mackie Road) and Heritage Geelong, as well as with Gang Show and other performing arts shows. In addition, there are several active District/Region divisions.

Our list of active ASF divisions is growing, and the ASF council is keen to establish more support and working bee events at key Scout campsites.

Retiring Leaders may apply for ASF membership by requesting their Leader in Charge to activate a change through the AMC with the approval of the appropriate Commissioner. Recently booted Rovers need to contact Membership Support at Scouts Victoria for further information concerning membership.

ASF membership automatically provides membership of the Scout Association, and ASF members must be willing to re-affirm the Scout Promise, submit to a National Police Check, and hold a current Working with Children Check.

Members are entitled to wear their Scout uniform at official events. The ASF uniform is the Scout shirt or ASF Pacific Blue Polo Shirt, ASF scarf and name bar. Members receive the weekly Be Informed email which often includes ASF updates regarding upcoming events, and initiatives, while the Voice of Fellowship quarterly news includes more detail, including a calendar of upcoming events.

ASF members remain fully protected up to age 85 by the Association's extensive range of insurance policies.

Insurance is not available for members aged more than 85 years of age.

ASF online archive of Important Docs: <https://sites.google.com/view/asfvic>

General Enquiries - fellowship@scoutsvictoria.com.au

ASF Communications - vic.asf.newsletter@gmail.com

Gilwell Park – ASF Heritage

The Gilwell Park Heritage team has been formed to provide support to the management of Gilwell Park. The team offers advice, expertise and effort (labour) for the conservation and repair of the heritage assets contained on site. Construction of the heritage trails are underway, detailing The Story of Gilwell. All members both uniform and lay, past and present are welcome to join in each Wednesday at Gilwell. A Fellowship division has been formed to allow for registration.

Victorian Scout Foundation

Support tomorrow's leaders today.

Established in 1985, the Victorian Scout Foundation raises funds to support the work and long term goals of Scouts Victoria.

Income from youth member fees alone cannot provide the financial basis for development, and so Scouts Victoria relies on the work of the Foundation to support its aims and help bring our long-term goals to fruition. Its purpose is to raise money to assist with the development of new and existing Scout Groups, the training of Scout Leaders and much more.

The Victorian Scout Foundation is a capital fund, preserving donations in perpetuity, only distributing earnings to support the work of Scouts Victoria. Therefore membership to the Foundation can make a permanent contribution to the future of Victoria's youth.

Foundation Membership Levels

The Foundation offers various giving levels for membership as follows:

Affiliates

Friend of Scouting	\$100 - \$599
Associate	\$600 - \$1,999

Members

General Member	\$2,000 - \$4,999
Senior Member	\$5,000 - \$9,999
Fellow	\$10,000 - \$24,999
Senior Fellow	\$25,000 - \$49,999
Governor	\$50,000 - \$99,000
Patron	\$100,000+

Donations can be made through a five-year pledge.

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Bequests

Over the years, Scouts Victoria has been the grateful recipient of many unexpected bequests. Bequests are the most effective way of providing benefits for future generations of Victorian Scouts. Bequests may be a share of an estate, cash, and items of personal property or real estate.

We would like to be able to acknowledge and thank the people who confirm a bequest in their lifetime and give them the recognition they deserve. For this reason if you are considering making a bequest to Scouts Victoria and would like to have a confidential discussion about your intentions or simply find out more information, please contact the Foundation.

Governance

The Foundation is governed by a board of trustees, composed of the President, Senior Vice-President, and ex officio members. The board meets quarterly and holds its annual general meeting in October.

The board's charter is to ensure appropriate and accountable management of funds held by the Victorian Scout Foundation, and to ensure that all matters of governance are adhered to. The Foundation also assumes responsibility for the distribution of monies which are raised by the Foundation, or which are given to it as a body.

Contact - foundation@scoutsvictoria.com.au

Special Interest Groups

Gilwell Reunion

The Gilwell Reunion Committee aims to promote fellowship, friendship and support for Leaders who have undertaken Advanced (Wood Badge) Training in order to assist them to become more effective Leaders of youth; and to assist in the continual upgrade of the training facilities at Gilwell Park by suggesting improvements and fundraising to provide funds to enable such improvements and maintenance to occur.

Gilwell Reunion - This is open to all Wood Badge holders and is held on the Australia Day weekend. The weekend combines service to Gilwell Park along with a lot of fun - where Leaders and ex-Leaders get to do silly things without having to worry about the kids laughing at us. If you haven't been before, why not find a couple of your Wood Badge course buddies with whom you promised to keep in touch and come along. You can attend for the whole weekend or just attend for a day.

Contact: The Secretary, Victorian Gilwell Reunion Committee, Victoria Scout Centre, 152 Forster Road Mt Waverley 3149. Keep an eye on Be Informed for further information.

Baden-Powell Lodge - Freemasons Victoria - Our Principles Make a Difference

Started in 1930, the BP Lodge is a Masonic Lodge within Freemasonry, founded on similar basic principles as Scouting. Membership is open to all men, meeting monthly from February to November on the fourth

Monday, 7.30 pm at the Waverley Masonic Centre. The Baden-Powell Annual Founder's Night meeting on the fourth Monday each February incorporates the Annual Rover Service Award Presentation, to encourage and recognise the valuable service given to the community and Scouting by all Victorian Rover Units.

Contact - secretary@badenpowelllodge.com

Baden-Powell Scout Guild

A fellowship of former Scouts, Guides and other interested people (26+) who are keen to continue the principles of Scouting and Guiding - to keep alive the spirit of the Scout and Guide Promise and Law, to take that spirit into the community and to continue support for Scouting and Guiding. Each State participates in fun activities and undertakes service, along with enjoying regular meetings.

Contact - bpguildvic@hotmail.com or visit <https://bpsgv.webs.com/>

Australian Badge Club (ABC)

The Australian Badge Club is open to all Scouts and Guides who are passionate about collecting and learning about badges from around the world—whether they are new, current, or no longer in circulation.

Our Purpose:

- Support members in collecting and exchanging badges.
- Share knowledge and history of badges globally.
- Encourage badge swapping via mail or at Scout and Guide events.

Meetings: Held at the Victorian Scout Centre

152 Forster Road, Mt Waverley

Second Saturday of alternate months

Occasional meet-ups also take place.

Extras:

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- A Club display is available for Scout and Guide activities upon request.

Contact: Peter Watkins, President

peter.watkins@scoutsvictoria.com.au

Finances and Insurance

Certificate of Incorporation

The Scout Association of Australia, Victorian Branch is a body incorporated by Royal Charter 1912 and by an Act of Victorian Parliament being The Boy Scouts Association Act No. 4092 of 1932 as amended by the Scout Association Act No. 9878 of 1983. The Act is in essence our Certificate of Incorporation. A letter explaining this is available for download on our website here. The umbrella of the body corporate extends to cover all Scout Regions, Districts, Groups, and other Formations and their operation committees.

Bank Accounts

All bank accounts must be in the name of: The Scout Association of Australia, Victorian Branch, (name of Group eg. 1st Stony Creek Scout Group). Copies of your verified Financial Reports must be uploaded to the extranet annually after your ARAP. This includes the balances of your group operating account and balance sheet or any investment accounts. Information about how to upload documents to the extranet can be found here.

Vehicle Registrations

For vehicles (including buses, tractors, etc.) and trailers, please see the trailers, vehicles, buses and vessels section or follow the instructions on the website under Vehicles Trailers, Buses and Other here.

Bendigo Bank

Opening a Business Community Saver Account at your local Bendigo Community Bank and developing a relationship with the bank manager will put you in touch with one of the fastest growing philanthropic movements in the Australian community. Last year the Community Banks gave away over \$30 million to local organisations. This account has improved benefits and interest rates.

Scout Development Fund

Scouts Victoria operates a Scout Development Fund which provides all Groups and formations an opportunity to receive a return on any funds not required for day-to-day needs. Group Leaders, LIC's and Treasurers are welcome to contact the State Commissioner – Business and Finance to discuss how the fund operates: sc.business@scoutsvictoria.com.au

Insurance

Scouts Victoria maintains 18 different insurance policies to cover our members for a range of events including personal accident, public liability, fire, contents, vehicles and burglary. This section is designed to provide Scout members with a broad overview of the Scout insurance program and does not represent an insurance policy guarantee and cannot be relied upon as such. A summary document is below and for specific details regarding the scope and extent of cover for the Scout insurance program, please contact the Scout broker, AON.

The Scout Association's Insurance Broker: AON, Level 33, 201 Kent St Sydney NSW 3000. General claims and enquiries: should be directed to AON Scout Claims on 03 9211 3339.

View the Insurance Summary Document [here](#).

Insurance Renewal Process for Formations

We undergo our annual insurance renewal process in August/September of each year. This renewal includes a declaration from Groups and formations regarding Building and Contents, Vehicles, Trailers and Pleasure craft. The Group Leader / LIC will receive a notification of the timeline for the renewal process which is completed online via the Extranet system.

Contents and Burglary

Formations are required to maintain an asset register for Scout owned property. This should be recorded on a spreadsheet or in other suitable software and must be uploaded to the Group Information page on the Extranet. Please retain photographs or proof of purchase of assets to support losses and include these in your asset register if possible. Loss or damage to personal property is excluded from our policies.

Making a claim under the Scout insurance program

Formations wishing to make a claim under our insurance must first complete an incident report through the online portal. This can be found on our website [here](#).

Claims made under the Scout Insurance Program are managed by AON which assists Scout members liaise with the insurers to coordinate the exchange of information, advocate the position of Scouts and seek to expedite claims settlements. Completion of a claim form is often required and will be forwarded by AON.

Please call AON (03 9211 3339) as soon as an incident has occurred or is discovered, you must complete and lodge an incident

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report before any claim can be submitted. AON will provide you with the information required to get the matter resolved as quickly as possible.

AON Claims Contact Details

Monday - Friday 8.30am-5pm - 03 9211 3339.

AON will instruct authorised trades people/vendors to secure, repair or replace property as required.

After Hours Emergency Contact

Contact 0410 018 469. They will initiate the same processes as apply in business hours.

Confirmation of Insurance: (Certificate of Placement)

Scouts may be requested to confirm the existence of Public Liability, Property and Personal Accident insurance policies held by Scouts. If an external organisation requires Scouts to sign an event/activity application form then the form must be forwarded to Scouts Victoria for review prior to signing. This does not apply for applications that involve State or Federal organisations such as Parks Victoria or local councils.

Confirmations are not necessary for Bunning's sausage sizzles as Scouts are registered in the 'Bunning's Public Drive'. Advise your Bunning's contact of this and they will be able to verify the currency of Scout Public Liability Insurance policy.

You can download a copy of the following common certificate requests from our website under Resources > Forms and Tools > Insurance Certificates and Other Information.

Common Certificates of Placement: You can download a copy of the following common certificate requests for the following common events (Sausage sizzles, raffle tickets, Christmas tree sales, rope bridge and Bunnings BBQ) from our website under Resources > Forms and Tools > Insurance Certificates and Other Information.

New or unusual Scout events or activities

AON must be advised of any unusual or new Scouting activity planned well in advance of the event date to ensure that there is adequate insurance cover available. If the event planned is not within the scope of events normally covered by the insurers, then AON may advise that an additional premium is required to be paid or in some situations that the event presents an unacceptable risk and cannot be insured.

For activities or events that fall outside these common activities you can request a confirmation certificate by providing details of the activity or event as per the table below and email the request to confirmationofinsurance@scoutsvictoria.com.au.

You will be required to provide a copy of your Risk Management Plan in support of the event as per the requirements for managing Scouting events in accordance with ScoutSafe policies.

- Scout Group.
- Contact Person and Phone.
- Name of the event.
- Date and location of event.
- Summary of activities being undertaken.
- Any Interested Party that needs to be noted.
- Scouts Hosting Community Events and Markets.

Where Scouts are hosting or coordinating large scale events that involve attendance by members of the public, care must be taken to ensure the safety and interests of Scouts, Scout members and the attending public. Scout Groups wishing to host or coordinate a large scale community event are required to follow ScoutSafe policies governing the process for planning and approval of Scout approved activities which includes completion of the Scout Risk Management Form prior to the event being conducted. The risk register template can be downloaded from our website at Member Resources > Forms and Tools > Insurance Certificates and Other Information.

Any requests for Certificates of Placement for community events will need to have been approved in accordance with ScoutSafe policies and accompanied by the Risk Register.

Extract of Insurance Policies Held By Scout Association Of Australia - Victorian Branch

Further details regarding the insurance policies listed below can be accessed from our website under Insurance Certificates and Other Information [here](#).

Policy	Risk Covered	Comments
Industrial Special Risk Insurance (ISR) Property and Contents.	Property and Contents of Scout locations as declared through Extranet.	Excess of \$2000 for property, contents and Malicious Damage claims.
Personal Accident Insurance.	Assists Scout members with medical costs sustained whilst undertaking Scout Approved Activities.	Medicare items and 'Medicare gap' are, by law, unable to be covered.

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Public Liability Insurance.	See below.	
Trailers, Motor Vehicles and Boats.	Trailers, Motor Vehicles and Boats owned and registered to Scouts as per declared through Extranet.	Excess \$2000.
Hall Hire.	Limited to Scouts 'Property Owners' liability and does not extend to the hirers of the hall who need to make their own arrangements.	Hall Hire application form details the obligations of hall hirers in respect to their liability obligations.
Transit Insurance.	Covers Scout owned equipment in transit and temporarily removed from its permanent location.	Excess of \$2000. Does not cover equipment not owned by Scouts.
Travel Insurance – State initiated travel as Scouts National coordinate Australian contingents (Jamborees/Moots).	Groups intending overseas travel are required to have travel insurance as per Branch guidelines.	Not automatically included for members. Contact AON to discuss obtaining travel insurance.

Public Liability Insurance

The Scout Association of Australia (Victorian Branch) has in place a Public and Products Liability Policy which provides indemnity (protection) in respect of Scout Authorised Activities conducted by any Scout Group or other Formation within the Scout Association of Australia (Victorian Branch). The limit of indemnity is not less than \$20,000,000 for any one occurrence.

The indemnity is provided in respect of personal injury or property damage suffered by a member of the public as a result of negligence on the part of the Scout Association or any member of the Scout Association which includes Leaders, Youth Members, Committee Members and Voluntary Workers whilst acting with the approval, or consent of the Scout Association, or its authorised officers, or certificated Leaders. The policy extends to include Scout Member to Member Liability which in effect provides indemnity for any member of the Scout Association of Australia (Victorian Branch), should they be sued by any other member for negligence resulting in personal injury, or damage to property subject to terms and conditions of the policy.

Disclaimer: This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. AON Insurance is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after Issue Date.

Trailers, Vehicles, Buses and Vessels

Refer to Scouts Victoria [website](#)

Vessels

A vessel is a watercraft that uses an engine for propulsion. For any Scout Group or formation to operate a vessel, it must be recorded and registered correctly, as follows. Scouts Victoria runs all of our vessels as a fleet with Marine Safety Victoria.

Vic Roads handles the actual registration process on their behalf.

Property Management

Refurbishments, Extensions and Improvements

In order to do any repairs and improvements to local infrastructure, a refurbishment process is in place at Scouts Victoria to assist Groups*. By following the procedure your Group will be supported to provide the best possible outcome for continuing quality youth programs.

**Please note that we are using 'Group' here in the broader sense. It includes campsites, Districts, Regions, supporting formations such as Activity Teams and ASF Divisions and any other Scouting formation*

The Group Facilities Support Subcommittee has been established to review and assist Groups that need to do refurbishment. All projects over \$15,000 require endorsement by the Subcommittee. The Group Facilities Support Subcommittee have some means to assist Groups, subject to fulfilment of requirements and budgetary constraints, in the form of a loan, or a mix of a loan and grant.

Preparing Your Proposal

To prepare your proposal of works, please prepare the following:

1. Establish a scope of works – Project Description

This should include a general description of the work that is needed and the possible stages and timing of work. Essential safety and occupational health measures in the Scout facility have to be included to ensure continued quality youth programs.

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2. Project Budget Estimate – Group Financial Viability

The Group should consider what the project might cost and the viability of the Group being able to pay for it. Group financial records and census data are added to your submission so that 3rd party analysis can be made and a business case produced.

3. Funding Sources Identified and Proposed

The Group should possess their own capacity to fund a project but there are also external Grants that are often applied for. If you have applied for an external Grant, please provide a copy of this paperwork. Please note that any such Grant must be done through Scouts Victoria – see the Grants for Groups fact sheet under the Fundraising and Grants section of our website or email manager@scoutsvictoria.com.au for details.

4. Preliminary Prioritisation

Call the Facilities Team on 03 8543 9872 at Scouts Victoria to ask them to assist you in identifying what works are highest priority for your Group and the urgency and timing of the project.

5. Prepare your P2 form

(P2 is the short name for the Application for Approval of Building Works form found under Forms and Tools on Scouts Victoria website).

This form summarises the information in the previous points of the project and collates the information for consideration for the Group Facilities Support Subcommittee.

This is not meant to be an onerous task; a small project should only need a sentence or two.

Please refer to the Group Leaders Guide to Facility Management found at Scouts Victoria website for more information on undertaking refurbishment projects.

Policies Directory

All members of the Scout Association of Australia - Victorian Branch are required, as a condition of Membership, to abide by the Principles, Policies, Rules, Regulations and Procedures of Scouts Australia and Scouts Victoria. All Policies, Standard, Procedural Documents and Guidelines can be downloaded from the Scouts Australia website.

Scouts Australia Policies

Privacy Policy, Youth Program Policy, Vaccination Policy, Child Protection Policy, Risk Management Policy,

Policy And Rules

Scouts Australia Policy and Rules are defined in 'Policy and Rules 14th Edition – December 2024 (Revised April 2025)

Scouts Australia Approved Standards

[Key Resources](#) which INCLUDES Policies, Approved Standards, Procedural Documents, Guidelines, Forms and Templates, Research Repository and SAIT repository

Scouts Victoria Policies

[Policies approved by the Branch Executive Committee](#)

Complaints and Disputes

Introduction

Any complaint that relates to adherence to the Child Protection Policy must be reported using the Child Safe Scouting Reporting Process, refer to the Child Safe section at the start of this Info Book.

In an Association as large as Scouting, there will always be a time when parties, in particular Adults, will not agree on a particular course of action or direction being undertaken. Usually most of these disputes are quickly resolved at a local level without the need for any further action. There are however times when a person may wish to make a formal complaint.

Please note that, with the exception of child protection, issues should be addressed by the individual member's Team Leader.

Who is my team leader?

For Leaders who are members of Scout Groups, this would be your Group Leader. For a Group Leader this would be your District Commissioner.

Investigation Process (excluding Child Protection Incidents)

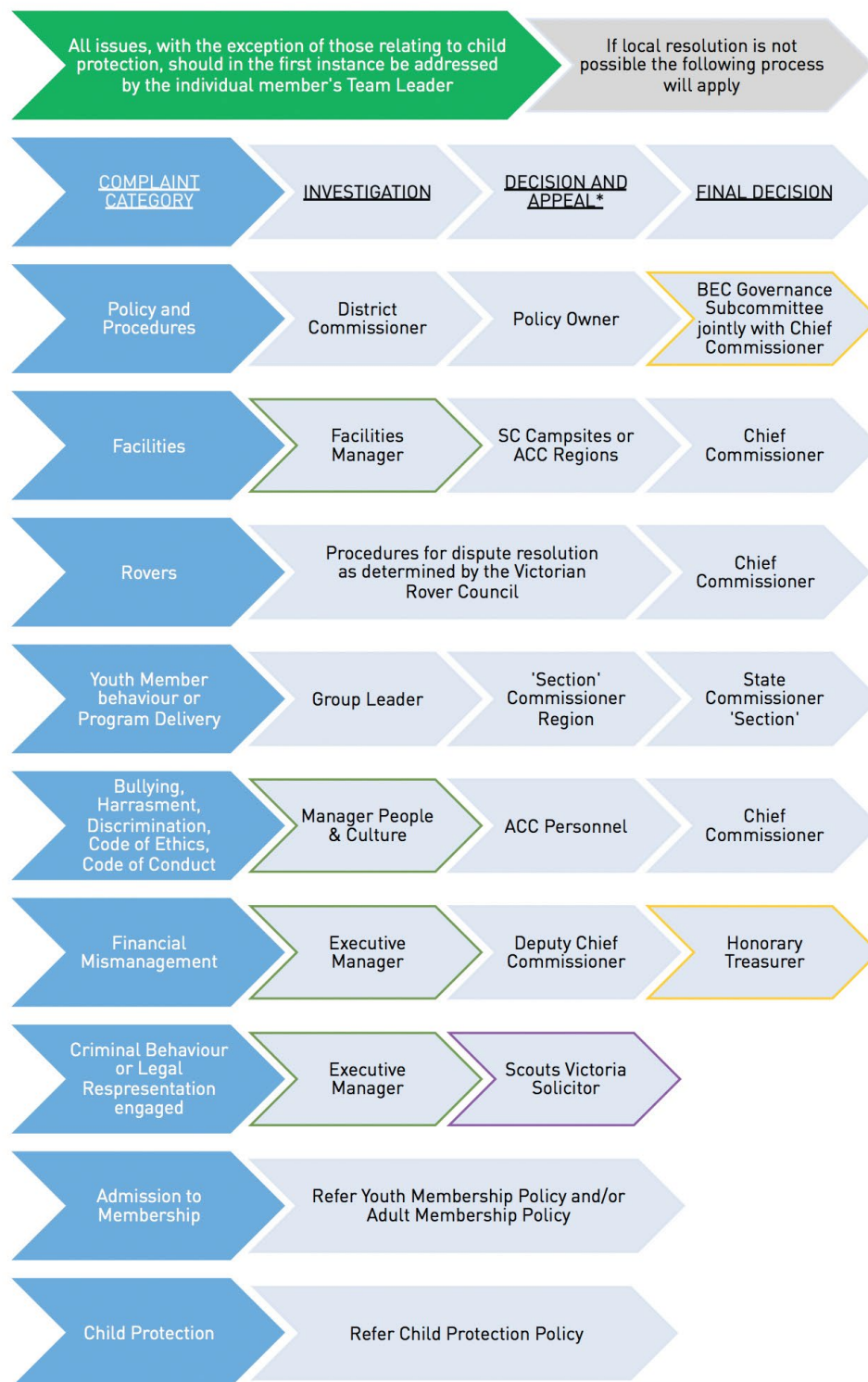
If a complaint or dispute is escalated to the Scouts Victoria Personnel Team and an investigation is commenced, then the investigation will usually include meeting with involved parties relating to the complaint or dispute. The investigator will make a recommendation to the Decision Maker for implementation.

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The investigator may apply to the Assistant Chief Commissioner – Personnel to request a member to not participate actively in Scouting Activities to prevent further incidents during the investigation. The ACC-Personnel will make recommendation to the Chief Commissioner to determine if a suspension is necessary and advise as such.

Complaint and Disputes Flowchart

The flow chart below outlines the stages in the escalation of a complaint.



* If decision is appealed the process is first reviewed for procedural fairness then coordinated by the Manager People & Culture to ensure proper documentation is retained.



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More Information

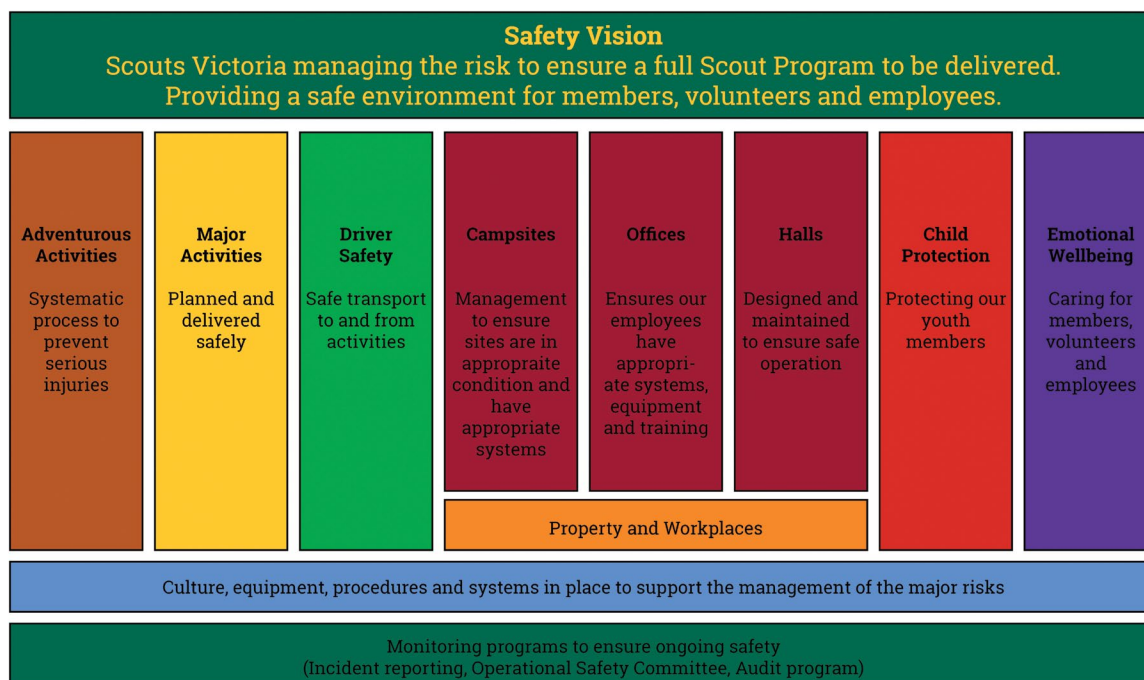
For more information or assistance relating to a Complaint or Dispute, please contact the People and Culture Manager on 8543 9800 during business hours.

Risk and Safety

State Commissioner - Risk and Safety, sc.risk@scoutsvictoria.com.au

The Risk and Safety Team are responsible for building a culture of safety, implement industry best practice for Scouting processes and ensure a safe, cohesive and integrated youth program and environment for adults supporting it. This role leads the Scouts Victoria Operational Safety Leadership Committee focusing on achieving these goals.

Further information available: <https://scoutsvictoria.com.au/age-sections-adults/leader-resources/safety/>



Incidents

Scouts Victoria Emergency Line 03 8543 9877.

In the Event of an Incident

Based on the severity of the incident, you should:

- Check for danger - ensure the safety of any casualties, yourself and others.
- Provide first aid if able to do so and/or obtain appropriate medical treatment.
- If necessary, alert the appropriate emergency services (000).
- If necessary, notify Scouts Victoria via the Emergency Line (03 8543 9877).
- Notify the injured or affected person's parents (in the case of a youth member) or next of kin (in the case of an adult).

Incident Reporting

Please report within 48 hours, any injury or incident relating to Scouting activities that affects any Scout member, member of the public or causes significant damage to buildings or assets. This includes near miss incidents where the consequences could have been more significant.

An online Incident Report is accessible on our website [here](#). You will receive automatic acknowledgment of an incident report submitted through the online form.

Scouts Victoria Emergency Line

In addition to completing an incident report, you must contact Scouts Victoria via the Emergency Line for incidents meeting the following criteria:

- The death of any person.
- A person requiring immediate medical treatment by a doctor, dentist or in a hospital.

Administration and Membership

- Major building or asset damage.
- Lost or overdue activity participants.
- An incident reported to emergency services, such as Police, Fire, State Emergency Service or Ambulance.
- An incident that is continuing to escalate beyond local resource capacity or where urgent assistance is required.

Scout Shop

The www.scoutshop.com.au site stocks all the essentials of Scouting - uniforms, badges, books, trophies and souvenirs and also has an extensive range of Scouting approved camping gear to purchase. All 100% guaranteed and all at very competitive prices and delivered free to your door with no minimum purchase requirement.

The Scout Shop online service is exceptional, and most orders are despatched within 24 hours.

For Leaders this means you can order your badges after your meeting night and you'll have them for next week - no more driving across town to get badges and other items.

Scout Shop can also make your event and District Badges now very competitively. They have their own office in China to manage production and offer excellent service to all members across Australia.

Order online at www.scoutshop.com.au. Phone 03 8401 5908. Free postage (Minimum \$10 purchase).

In addition to the online store, there are two locations in Melbourne which stock youth member uniforms, books and some badges. Note that new program progress badges are only now available online. Snowgum 1702 Dandenong Road Oakleigh East 03 9540 0895 and Vast Outdoors 880 Nepean Hwy Moorabbin 03 9555 7811.