

Waiting List Policy and Implementation

Executive Summary

As a group we recognise that Scouting is for all and we have realised over the years that as much as we would love to, we cannot satisfy all the demand for Scouting in our Area.

We must therefore apply some fair and transparent criteria that balance supply and demand. Those criteria should not violate the equal opportunities policy, but they can be used to preserve the age balance in the sections and thus improve the delivery of the programme for all.

We welcome parents to join when their child joins. This is to improve the support to our Group and our young people, volunteering roles such as being an Assistant Leader, fundraising manager, boating assistant/instructor, and administration roles are low on commitment but big on impact.

Influences

- By design, each section has an optimum joining age that gives each member the opportunity to complete the full programme before Moving On to the next section.
- Unless they join the group from Beavers there is little chance of a non-member at Cub age getting into our Cub sections because most places are taken by our own Beavers who are Moving On, likewise most Sea Scout places are taken each term by our Cubs Moving On.
- Following the successful Moving On between the sections, if the remaining place/s are predicted to be free for at least two terms the place/s will be offered to young people on the relevant reserve list.

Policy

It is inevitable that there will occasionally be slight variations, due to personal development or the desire to coordinate age cohorts Moving On to the next section at the appropriate age.

However, wherever possible, new members (those joining Scouting for the first time) should join a section at or around the optimum joining age for that section - Beavers 6, Cubs 8, and Sea Scouts 10.5 years old. Existing members should also Move On to the next section at the optimum age wherever possible and agreed by the section leaders and Group Scout Leader each term.

This means that, unless considered desirable by the Group Scout Leader on an individual basis: new members will only be admitted into one of our sections within the following age ranges: Beavers 6 to 6.5, Cubs 8 to 8.5, Scouts 10.5 to 11.5.

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Likely Scenario

However, the scenario is often that there are more candidates than places.

- Beaver places are offered from the waiting list on a first to apply* basis for each calendar year intake.
- Once termly section moves have been made, remaining Cub and Scout spaces will be allocated from a reserve list according to a predetermined and transparent process, the Reserve List Selection Criteria.

The Reserve List Selection Criteria is designed to ensure existing members can continue benefiting from Scouting and to reward those whose parents or siblings are already actively involved in the group, or whose parents promise to commit to an active recognised volunteer role within the group.

Implementation

- The join application form is accessed from the group website and completed online.
- All data is entered directly by the applicant into a GDPR compliant database.
- Should applicants contact a leader directly to secure a place, the leader must direct the enquiry to the online application form.
- The waiting list and reserve lists are held in the group's secure online database, Online Scout Manager (OSM).

Cloud Database Lists

1. Request to Join List
2. Beaver Waiting List
3. Cub Reserve List
4. Sea Scout Reserve List

Data and Privacy Policy

Our Privacy Policy: <https://www.4thheswallseascouts.org.uk/members-area/data-policy>

OSM Data Policy: <https://www.onlinescoutmanager.co.uk/security.html>

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Request to Join Process

The initial 'Request to Join' waiting list is managed by the Group Scout Leader (GSL), or appointed administrator.

- The parent/carer completes the online request to join form (1).
- The administrator contacts the parent/carer to inform them of acceptance and a guide to likelihood of join date, or to discuss alternative local groups.
- **Children 5 and under**; the first 12 children (for each Beaver Colony) applying for Beavers born in a particular calendar year will be notified of their successful application and moved to the Beaver Waiting List (2). After their sixth birthday and when a space is available, the child will be offered a place at one of the Beaver colonies, is it anticipated that this will be the term after their sixth birthday, wherever possible.
- **Children whose parents volunteer in a recognised role** will be given priority over those on the waiting list, providing all training and DBS checks have been completed.
- Children who are not offered a place with Beavers by the age of 6 will be maintained on a Reserve list but may have to wait for a place in Cubs, unless a Beaver of the same calendar year group chooses to decline the offer to join or leaves prematurely.
- **Children 7 and over**; will be placed on the appropriate reserve list for Cubs (3) or Sea Scouts (4)
- Each section will take in a 'Moving On' cohort at the start of each academic term or half term following consultation with all section leaders, administrators, and GSL.
- The members of the cohort will all have reached the optimum joining age for the section within the previous 6 months or will do so within the next 3 months.
- Remaining Cub and Sea Scout spaces will be allocated in accordance with our reserve list selection criteria.

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Reserve List Selection Criteria

Selection for the remaining space/s from the Cub and Sea Scout reserve lists will begin once all section moves for the new term are agreed and that the remaining space/s would be available for at least two terms from the term the remaining space/s could be taken.

The following criteria is used as guidance for new member selection process:

1. Existing Scouts UK members from a local dissolved group.
2. Existing Scout members who will be relocating to the local area.
3. Existing members who attend locally and would not be able to continue their scouting journey with their existing group (Note: other groups in the local area should also be approached, if there are no places available).
4. Children of existing Scout or Guide volunteers with a recognised role or New volunteers (once all training and DBS checks have been completed).
5. Siblings of existing 4th Heswall members.
6. Non-members* who are able watersports enthusiasts.
7. Non-members* who are within the optimum joining age for that section.
8. Non-members* who are beyond the optimum joining age for that section.
9. Existing members* from a local Scout Group who wish to transfer to 4th Heswall.
10. Former members* of 4th Heswall who wish to return to 4th Heswall.

**if there are several children equally eligible for joining; the priority in the criteria and the order in which they are accepted will be decided by a committee of section leaders with the following factors for consideration as a guide:*

- *length of time since joining the reserve list.*
- *their parent's commitment to becoming an active regular volunteer with 4th Heswall.*

Implications

Except for Beavers, this means very few children will get into Cubs or Sea Scouts from the reserve lists. However, it could happen in circumstances where an existing member leaves prematurely and there is a gap in that age range of the cohort, in such circumstances we will endeavour to fill the place with a child of similar age from the reserve list. The term 'member' refers to any child already a member of the Scout Association, not necessarily 4th Heswall Sea Scout Group.

Equal Opportunities

The Scout Association Equal Opportunities Policy.

<https://www.scouts.org.uk/por/2-key-policies/equal-opportunities-policy>