



MARDEN SCOUT GROUP

POLICIES & PROCEDURES

June 2021

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Waiting List Policy

It could be said that we have been victims of our own success with Scouting in Marden always being very popular, and for many years we have had to run a waiting list for new member spaces. Managing the waiting list, and being able to offer Scouting to all those interested in joining, has always been a considerable challenge. We are very much governed by the number of sections we have, the guidelines of recommended section sizes, the space / practicalities of our HQ & grounds as well as adult volunteers' availability to run the sections.

In order to help manage the waiting list, with new adult leader volunteers coming forward in recent years we opened a second Beaver Colony and Cub Pack however as the village grew so did our waiting list and the waiting lists continued to be a challenge!

The below details how the Marden Scout Group Waiting List is managed and how young people can be added to this:

- The waiting list for Marden Scout Group is held on the Online Scout Manager (OSM) system to give visibility to Section Leaders and Executive Committee members.
- Parents or guardians can add young people to the Group's waiting list at any time by completing the form on our website (<http://mardenscouts.org.uk/joinus/new-joiners/>)
- This is the only way of accessing the waiting list
- We will acknowledge all applications by automated e-mail, it is therefore vital parents/guardians ensure this acknowledgement is received to confirm that the young person has been added to the list. If not received we ask that we are contacted on: contact@mardenscouts.org.uk
- Where we run multiple sections (currently 2 Beaver Colonies and 2 Cub Packs) we do not offer the opportunity to stipulate a preference at the time of joining the waiting list. When places become available within a section, we will offer them to the young people who meet the allocation criteria as detailed below. Should a space offered not be with the preferred section then the young person will remain on the waiting list and continue to be subject to allocation criteria. If places become available in more than one Colony or Pack at the same time we will, where possible, accommodate any preferences at that time.
- The Group Scout Leader (GSL) and Assistant (AGSL), in conjunction with the appropriate section leaders, are responsible for determining how many places are offered and to whom, taking account of the needs of the section and the longer-term impact upon subsequent sections.

Waiting List Allocation criteria

1 Succession within the Group

Where a young person is already in the Group, places shall be maintained to allow them to progress through the sections

2 Parental involvement in Group

Where parents/guardians have been formally working in the group as a warranted Leader, Section Assistant or appointed officer for at least three months and who will be continuing to work with the group

3 Existing Beavers, Cubs or Scouts moving to the area

Existing members of Scouting relocating from outside of Maidstone West District and wishing to continue their Scouting Journey

4 Existing family involvement in Group

Where young people have siblings in the group priority shall be given over those with no connection

5 Time on List and Date of Birth

Young people who have been on the Marden Scout Group waiting list for the longest time, with the exception that we will not usually offer a place if their age means they cannot spend at least six months with the section. In these circumstances, they will be given priority to the next section up where possible.

When young people become too old for one section without the offer of a place (e.g. Beavers), they will remain on the list and may be offered a place at another section (e.g. Cubs).

There may be certain circumstances in which an exception to the priorities set out above may be invoked. These may include, but are not limited to: - specific family circumstances, special educational, medical or other needs. The GSL, AGSL, relevant Section Leader, Group Executive Chairman and Secretary must approve all exceptions and they must be informed to, and recorded in the minutes of, the Group Executive Committee.

For young people moving into the area that have been a member in other Scout Groups, all transfer requests must be made to the Maidstone West District Commissioner, and not to Marden Scout Group.