

YOUNG LEADERS PLACEMENT AGREEMENT



For Group Scout Leaders, Section Leaders and Young Leaders

Introduction

A Young Leaders Placement Agreement helps Scout Groups, Section Leaders and Young Leaders ensure that an effective working relationship exists between all the parties involved. It is a written undertaking that deals directly with the provision for Young Leader(s) working in one or more sections within a Scout Group. It should not be confused with an Explorer Unit/Group Partnership Agreement.

It highlights the responsibilities of and requirements for Young Leaders as well as the Group Scout Leader (GSL), Section Leader, Explorer Scout Leader (Young Leader), and the District Explorer Scout Commissioner.

The Young Leader training scheme is open to all those wishing to take part. As such, the agreement applies to youth members who are or are due to become Explorer Scouts as defined in POR, and also includes young people from external organisations and schemes such as Girlguiding UK and the DofE programme. More details regarding DofE service can be found under 'Additional sources of support'. Any of the training modules can be completed, but Module A, 'Prepare for take off!', is mandatory and must be completed by all Young Leaders within three months of taking on the role.

What should a Placement Agreement look like?

The Young Leaders Placement Agreement should follow the framework set out in this document, which provides guidelines that the Scout Group and Young Leader Unit should be aware of and adhere to.

It should include the following elements:

1. Introduction to agreed areas of responsibility
2. Requirements for accepting Young Leaders within a Scout Group
3. Implied responsibilities of Young Leader(s)
4. Implied responsibilities of leaders and managers

The Placement Agreement should be agreed to and signed by the Young Leader(s) as well as the Group Scout Leader, Section Leader(s), Explorer Scout Leader (Young Leader), and the District Explorer Scout Commissioner.

A template is provided overleaf.

Additional sources of support

Factsheets

- Young Leaders - Information for Beaver, Cub and Scout Leaders (FS103965) Aug 2010, Edition no. 1
- Working with Young Leaders in your section (FS103966) Aug 2010, Edition no. 1

Other resources

- 'Young People First' code of good practice for Young Leaders (Orange Card)
- P.O.R Rule 3.35, The Appointment of Young Leaders
- Young Leader's Essentials and Essentials Plus publications.
- Young Leaders Key to Success

Duke of Edinburgh's Award volunteering and training requirements (Young Leader training scheme)

Award	Training	Volunteering Time
Bronze	Complete Module A plus a further two hours of training appropriate to role	Three months
Silver	Complete Module A plus a further two hours of training appropriate to role	Six months
Gold	Complete Module A plus a further two hours of training appropriate to role	Twelve months

This is a sample agreement, please use the editable boxes to localise if required.

Young Leaders Placement Agreement [template]

1. Introduction to agreed areas of responsibility

This Placement Agreement outlines the requirements and responsibilities relating to Young Leader provision within Scout Groups. The agreement aims to provide clarity as to areas of responsibility and requirements for all parties involved. It should therefore be signed by the Young Leader(s), the Group Scout Leader, Section Leader(s), Explorer Scout Leader (Young Leader), and the District Explorer Scout Commissioner.

Please be clear that:

- a. The District is responsible for Explorer Scout provision, which includes Young Leader Units.
- b. Where a Young Leader takes an active part in an Explorer Scout Unit, they are directly responsible for paying membership fees.
- c. It is recommended that if the youth member's only role is as a Young Leader at a Scout Group, then the Group should pay membership fees for that member, and will be invoiced accordingly.
- d. Young Leaders should wear an Explorer Scout shirt or polo at meetings and events, and Section Leaders should encourage this.
- e. The Scout scarf Young Leaders wear needs to be mutually agreed by the Section Leader and Explorer Scout Leader (Young Leader).
- f. A Young Leader must not wear adult leader's uniform before their 18th birthday.

2. Requirements for a Young Leader within your Scout Group

- a. Young Leaders must be registered in the Young Leaders scheme as soon as is practicable with the Explorer Scout Leader (Young Leader) and the full approval for the GSL.
- b. Contact with the Explorer Scout Leader (Young Leader) should be made by the Section Leader with the full knowledge and approval of the Group Scout Leader.
- c. The Group Scout Leader in partnership with the ESL (YL) must ensure that Young Leaders have been registered, have met the have completed Module A ('Prepare for take off!') within three months.
- d. Young Leader contact details including health and in touch emergency contact details must be held by the section Leader and the ESL (YL)
- e. The Section Leader or mentor within the Scout Group should ensure that they are aware of current developments within the Young Leaders training scheme.
- f. Section Leaders should induct the Young Leader(s) into the Group the same as any adult volunteer.

3. Implied responsibilities of Young Leader(s)

- a. Module A, 'Prepare for take off!', will be completed within three months of becoming a Young Leader.
- b. Full contact details will be provided to the Section Leader and updated when necessary.

- c. The Young Leader will remain up to date with the Policy, Organisation and Rules (POR) of The Scout Association.

4. Responsibilities of leaders and managers

- a. Completed permission forms for nights away and adventurous activities must be obtained from all Young Leaders.
- b. Young Leaders should be provided with separate sleeping accommodation to adults and members of younger sections.
- c. Young Leaders must be included in team planning meetings, section meetings and presentation evenings.
- d. All adults should remain conscious of the fact that a Young Leader is a youth member. They must be treated as such, supervised at all times and not given adult responsibilities.
- e. Young Leaders must not be included when calculating ratios of adults to young people. The Leader in charge is responsible for the YL and no ratio is required.
- f. Management of Young Leaders outside of Group matters rests with the District Explorer Scout Commissioner or if delegated, to the Explorer Scout Leader (Young Leader).
- g. The ESL (YL) and DESC must ensure that Young Leaders are aware of upcoming YL forum and training dates, and should be encouraged to participate. Young Leaders should also be kept informed of Explorer Scout and Young Leader activities and events at District, County and National levels.
- h. The GSL and / or Section Leaders should ensure that YSL are made aware of activities and events at Group, District, County and Nationals levels for the section they are supporting.
- i. The Explorer Scout Leader (Young Leader) will ensure that the YL is awarded with Young Leaders badges, including mission badges, and update progress on modules as part of the Young Leaders training scheme.
- j. Section Leaders should support Young Leaders in their Young Leaders training and personal progressive training awards towards the their D of E and Scouting Awards.

I have read, understood and agree to undertake the requirements and responsibilities outlined above.

Signed:
Young Leader

Signed:
Section Leader

Signed:
ESL (YL)

Signed:
GSL

Date: