**Broadstone Scout Group Membership and Recruitment Policy**

# Purpose

This policy aims to explain how Broadstone Scout Group manages recruitment of young people into sections, and how movement of young people between sections is managed as they age between 4 and 14.5 (the age group Broadstone Scout Group accommodates).

# Scope

This policy applies to all young people looking to become members of Broadstone Scout Group and all young people who are existing members of Broadstone Scout Group. This policy should be made available to all team leaders, team members, as well as parents and carers of young people. This policy is owned and managed by the Trustee Board.

# Commitment

Broadstone Scout Group is a fast-growing scout group, currently with 9 sections (a Squirrel Drey, 2 Beaver Colonies, 3 Cub Packs and 3 Scout Troops), providing scouting for around 200 young people every week.

Broadstone Scout Group is led by the district-appointed GLV and is governed by the Trustee Board, on which the GLV sits. It is the dual responsibility of the GLV and the Trustee Board to ensure that young people are able to become members and that the movement of young people between sections, as they age, is facilitated.

The GLV has the right to appoint a membership secretary to oversee this process, who is then accountable to the GLV.

# Policy

Specifically, it is the policy of Broadstone Scout Group to:

* Promote and market the group so that young people and families know that the opportunity to scout in Broadstone exists.
* Accessibly publish the process for how young people can become members of the group
* Accessibly publish the process for how young people are able to move between sections within the group as they age

# Application of the Policy

Parents/carers of young people may initially make an informal enquiry for their young people to become members of the group by contacting the group via the website or social media, or by speaking directly to team leaders, team members, members of the Trustee Board, or the GLV.

Regardless of the initial contact, all applications are then to be forwarded to the GLV, or their appointed membership secretary for processing.

Once a term, when young people reach the age at which they are due to move up (5.5-6.5 years old for Squirrels, 7.5-8.5 years old for Beavers, 10-11 years old for Cubs), the GLV/membership secretary will review where spaces will subsequently become available in each of the 9 sections.

Parents/carers of young people due to move up will be contacted by email by the GLV/membership secretary in the term prior to their move.

Allocation of young people to spaces can be accommodated based on preferences fed back from parents/carers on a first come, first serve basis, with the limitations that:

1. Every section has a capacity target. As of September 2025, these are, 16 members for our Squirrel Drey, 24 members for each of our Beaver Colonies, 24 members for each of our Cub Packs, 28 members for each of our Scout Troops.
2. We will accommodate the children of our volunteers (who have had a DBS completed, have completed their basic online learning and have committed to flexible volunteering schedule with the GLV) first. This is on the basis that the group cannot operate without individuals in these roles.

Following all of the above, we will welcome young people from the waiting list wherever there are spaces and do so in line with the 2 limitations above.

# Movement of Young People where they are not at the age to move up

In exceptional circumstances, young people may be permitted to move to another section of the same age.

This would only be permitted if there were spaces available in the section of preference and this move would have to be approved by the GLV/membership secretary and only within the timings of termly transition periods.

# Notes

Movement of young people outside of the termly transition periods is not permitted under any circumstances.

Section capacity targets will be reviewed on an annual basis.

This review will be led by the GLV at volunteer meetings and the result will be fed back to the Trustee Board.

In the event capacity targets need to be amended this policy will be updated and republished on the group website.

# Responsibility and Accountability

1. The GLV is accountable to the Trustee Board for
	1. the correct application of this policy and
	2. ensuring appropriate records are kept to allow reporting to the Trustee Board.
2. The Trustee Board is responsible for overseeing the implementation of this Policy.

# Implementation

This Policy comes into force on 1st September 2025 and will be reviewed annually