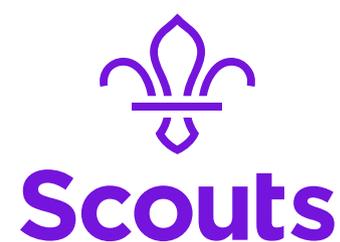




Programme Support

A Guide for Scout Districts

scouts.org.uk/programmesupporters
#SkillsForLife



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Our Vision

By 2023 we will have prepared more young people with skills for life, **supported by amazing leaders delivering an inspiring programme.**

We will be supporting Section Leaders by providing them with tools, training and resources to deliver an inspiring, high quality programme. A high quality programme will include 50% **Outdoor and Adventure**, opportunities to explore the **World** and develop young people's **Skills**.

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. As such, participation of all young people (to the best of their ability) is key.



Participation of all young people is key

Scouting's Programme

Scouting offers a diverse and exciting selection of activities and experiences that are key to attracting and retaining young people. The Scouting Programme provides adventure and challenge to young people in an age-appropriate way, helping them with their personal development and to grow their confidence. The programme of activities is planned by the sectional leadership team in partnership with young people. The programme should be flexible and have room to adapt and accommodate the needs of the individuals in the section.

Outdoor and Adventure, World and Skills

The Scouting programme is based around three main themes: **Outdoor** and **Adventure**, **World** and **Skills**. In each section a range of badges and awards are there to support all aspects of Scouting, including the three main themes as well as, leadership, teamwork and personal development. The programme should be delivered in a balanced way that incorporates elements from each theme, to offer young people the most interesting, diverse and high quality experience, enabling every young person to achieve the top award in that section. The programme is designed to be progressive through the sections to offer young people an appropriate level of challenge.

It is recommended that young people engaging in the Scouting Programme, in all sections, should spend 50% of the time working on outdoor and adventure areas. This does not mean that 50% of the time young people need to be outdoors, but that the programme should have activities with an outdoor and adventure theme or preparation for going outdoors. Although the more time you can spend outside the better!

A quality programme is challenging, relevant and rewarding for every young person

What we mean by challenging:

- more opportunities for outdoor and adventurous activities in safe environments
- gaining confidence by participating in new or less familiar activities and stepping out of their comfort zones
- all young people regardless of their abilities, can enjoy and achieve

What we mean by relevant:

- young people shape the programme based on what they want to learn and explore
- ensuring the needs of every young person are met
- responding to what young people are currently inquisitive about and reflecting this in the programme

What we mean by rewarding:

- developing skills for life, including teamwork, leadership and personal development
- supporting young people with their progression through the sections
- young people are excited about Scouting, having fun and increasing in confidence

All young people should have the opportunity to achieve the top award for their section.

To achieve the Chief Scouts Bronze, Silver and Gold young people have to complete all of the Challenge Awards and a selection of Activity and Staged Activity badges. For the Chief Scout Platinum, Diamond and the Queen's Scout Award, members complete challenges, nights away and activities on the themes of International, Community and Values. These are also linked to the Bronze, Silver and Gold Duke of Edinburgh's Awards.



scouts.org.uk/programme

District support

There are a number of ways a District can support Section Leaders and this resource supports you in exploring these options and working with others in your District to provide this support.

Whilst this is focused on District Supporter roles, the Group Scout Leader team working with the District Supporter roles and District Commissioner are in a great place to spot challenges and opportunities together. They are also key to sharing good practice and make connections across the District.

Along with this resource lots of material and examples will be available on member resources at scouts.org.uk/programmesupporters to help you deliver elements of this guide.

The priority of any volunteer in a programme support role must be to ensure every section is able to confidently provide a challenging, relevant and rewarding programme

District supporter roles

These roles include Assistant District Commissioners and District Leaders or District Scouters for the sections, eg ADC (Beaver Scouts) or District Beaver Scout Leader. The roles of District Explorer Scout Commissioner and District Scout Network Commissioner are included within this.

Consultation with volunteers across the movement during 2017 showed strong support for the following five tasks which should make up a District Programme Supporter role:

1. Sectional visits

Visit sections at least once per academic term to assist, observe and provide constructive feedback. These are opportunities to communicate updates and key information to leaders, including coaching, where appropriate to increase their confidence to deliver a high quality programme. This may fluctuate for Explorer Units and Scout Network which may not meet quite as regularly.

2. District workshop meetings

Organise and facilitate at least three workshop-style meetings per year for sectional volunteer roles, with clear support topics to increase their knowledge and awareness of best practice for delivering a high quality programme. Traditionally we would know these as District leaders' meetings, the important difference is that leaders should want to attend because they will get something useful from attending that will help them in their role. Providing a leader-led approach will also encourage participation and allow them to shape the agenda.

3. Leader inductions

Support the induction of new Section Leaders through 1-2-1 or small group meetings covering the 'need-to-know' and 'who to know' information about running the section when they first start. These should be done in partnership with the Group Scout Leader to avoid duplication and ensure clear responsibilities in the induction journey. For Explorer Units and Scout Network a buddy system might work to gain experience from other experienced leaders.

4. Being part of the District team

Contribute to and communicate key messages as part of the District team, including regular contact with Group Scout Leaders, the District Commissioner and other programme support roles. Take an active part in the wider County/Area/Region (Scotland) Programme community in order to better support leaders locally. This includes the UK Scout Network for DSNs.

5. Stay relevant

Keep up to date with the sectional programme, innovative methods for running activities, changes to awards/badges as well as the changing characteristics and needs of young people in the section. Do this through reading communications from the County and HQ teams, as well regularly completing programme related training (eg County/Regional/National events and refreshing Modules 12A & B) once the Wood Badge for this role is complete. Maintain subject matter knowledge and stay up to date with programme developments and the Scouting for All information. Members resources currently hosts this information here:

- Programme updates
scouts.org.uk/programmeupdates
- Activities updates
scouts.org.uk/activitiesupdates
- Scouting for All
- scouts.org.uk/diversity

1. Sectional visits

Top 10 tips for section visits

1. Chat to the Section Leader about when to visit the section. Turning up unannounced may feel like an inspection and it can be intimidating. By agreeing on when you visit, you can confirm where the section is meeting and on a mutually agreeable time which will offer the most support to the team. Your role as a section supporter is to provide support and help Section Leaders improve for the future, so building a great relationship is key.
2. Don't try and catch up with a Section Leader straight before or after a session, unless you have agreed that you are doing this in advance. Insisting on a Section Leader's time close to their meeting time, can take their attention from ensuring that their section meeting runs smoothly.

3. Make sure that you make the time to visit all sections you support in your District.
4. Take something with you. You could take an activity idea that you think might be useful for the section – for example a programme idea in Scouting magazine or Make Do Share that might particularly suit the section.
5. Ask in advance if there is anything specific the Section Leader would like you to do or anything they would like you to look out for.
6. Get stuck in. Don't stand on the outskirts of the session watching - ask the sectional team how you can support.
7. Introduce yourself to the young people in the section. Make sure everyone knows who you are.
8. Talk to the whole team! Make sure you introduce yourself to the whole sectional team, including Explorer Scout Young Leaders. Establish that you are there as a supporter and be open to questions. This will make the Section Leaders more comfortable and more likely to ask for your support in the future. If you have a name badge and a District scarf then wear these to help people identify you.
9. Offer to run an activity or game on a programme area the sectional team find challenging. Actively engaging will help break down barriers, and helping to run a part of the programme which teams feel less confident in will help to upskill them.
10. Say thank you! Make sure you thank and recognise the impact of volunteers delivering the programme.

Quality Programme Checker

The Quality Programme Checker is a tool that can be used by Section Leaders and their team, as an opportunity to reflect on the programme from the term or year. The checkers are sectional specific and can be downloaded from scouts.org.uk/programmereview

The checkers use a Red Amber Green (RAG) system in order to help identify successes and any areas where the programme could be improved. Consider how you can support teams to use the tool and to evaluate what is going well and what they would like to change in the

next term's programme. The checker is not designed as a hard inspection tool but is there to guide and support teams to make changes to their programme. Be sure to frame conversations positively, looking for opportunities not criticism.

If you are new to the role or you haven't previously visited sections then this may feel a bit odd the first time you visit a section. It isn't unusual for the leaders and young people to appear a bit unsure or even unfriendly. Remember to keep smiling and do your best to put everyone at ease. You are there primarily to be a supportive and friendly face, not to inspect them. Avoid making comments that could be seen as negative during the session, if there is anything you want to provide constructive feedback on then try and do this outside of the session. Avoid making any comments about the state of people's uniforms, noticeboards or out of date banners, as much as these things may irritate you.

The Quality Programme Checker is a tool designed to help sectional teams to review their programme, and to make sure that they are delivering quality Scouting to the young people they support

2. District workshop meetings

Top 10 tips for District workshop meetings

1. Make sure that everyone has the dates far in advance to allow them to plan. Try and set a yearly/termly pattern so people always know when the meetings will be (eg the second Tuesday in January, the second Wednesday in April and the second Thursday in September). Try to ensure the times do not clash with a section's meeting time and consider rotating the days of the week when you hold the meetings.
2. Prepare and communicate well in advance. Set the agenda and then send it along with the confirmed meeting date, time and venue to all invitees about two months beforehand, asking them to confirm their attendance. One month before send a reminder invite, and then send a final reminder a week before the meeting is due to take place.
3. Hold the meeting in a venue that is inclusive and accessible to all adult volunteers. Ensure the building itself is accessible and public transport links are available. Carefully consider the timings of the meeting. Ensure the venue is appropriate. Avoid having meetings in pubs. More detailed information on accessible venues is online on scouts.org.uk/inclusivetraining
4. Identify the needs of the leaders in the sections you support. You could do this by simply asking them, by sending out an online survey for ideas, or narrowing it down to five things and getting them to vote (eg via a one-click email or 'reply to this' email) or ask your District Badge Secretary or District Scout Store for the breakdown of badges sold to each section over the past 18-24 months.
5. Don't be afraid to change what you do.
6. Make sure that the leaders take something away from the session - such as a new skill, new knowledge or a new contact. You can do this in a simple way by always having at least one printed handout for people to take away, eg an evening's programme plan from a section within the District, or perhaps your County/Area/Region (Scotland) has produced a helpful resource on a specific topic, or you could print copies of the latest HQ resource on a topic which you know people find tricky.
7. Keep the meeting active, provide opportunities for people to split into smaller discussion groups and mix with volunteers from other sections.
8. Keep the meetings fun and informal, provide drinks and nibbles, and provide people with time to learn from each other. Remember to do introductions at the beginning to help new attendees feel welcome and to remind people who will have forgotten each other's names.
9. Invite other experts within Scouting or people from outside of Scouting to meetings to bring

their subject expertise. For example, invite another organisation from the community along to talk about how you could work together or invite the Assistant District Commissioner for Activities to talk about how they can support adventure in the programme.

- Remember to thank leaders at the end of the meeting for their time and follow up on anything you said you would.

Keep the meetings fun, informal, and make sure leaders take something away. Prepare in advance.

3. Leader inductions

Leader inductions

There are different formats for running inductions and each will have its own benefits and drawbacks. Consider what is best for your time and the sharing of knowledge and ideas for the leaders themselves. Remember, for time strapped leaders or Districts that are particularly rural, you can consider using online options, such as webinars or video calling to go through the important information.

We recommend that you have a conversation with the Group Scout Leaders to agree on the points that you will cover during the induction conversation. It may be useful to agree with the Group Scout Leaders, as a team of District Programme Supporters, on who will cover the various elements of the induction.

As a District Programme Supporter, champion a high quality programme in your District. The below is a checklist of key information that a new leader would need to know in their role. You should focus on the specific elements for the section they are volunteering in. Identifying a buddy from another group or section can also be a great help.

There are further resources on inductions also available online such as scouts.org.uk/inductionplan

Induction checklist	
Definition of a high quality programme (including top awards)	
The Scout method	
The Programme objectives	
Reasonable adjustments and where to find support to make Scouting accessible	
Reasonable adjustments and where to find support to make Scouting inclusive for all	
Youth Shaped Scouting, including peer leadership (Lodge Leaders, Sixers/Seconders, Patrol Leaders)	
Opening and closing ceremonies	
Scout Sign, Handshake, Promise, Law, Motto	
Other sections in the District, where they meet and who the leaders are	
Details of District Leader meetings – when and where	
District calendar of key events and activities	
Key contacts in the District, County and how to access HQ support	

4. The District team

Being part of the District team

Contribute to and communicate key messages as part of the District team, including regular contact with Group Scout Leaders, the District Commissioner and other programme support roles. Take an active part in the wider County/Area/Region (Scotland) Programme community in order to better support leaders locally.

Each District Commissioner will choose to manage their teams differently, however, based on feedback from volunteers in Section Leader and District roles here are a few things to consider to ensure that your District appointments feel part of a team and everyone in the District can see the linked-in approach.

Have regular team meetings that include Group Scout Leaders and Assistant District Commissioners to help make sure everyone get the same message and feel part of a team.

Communicate when people change roles or new people start volunteering in the District to help your programme support roles to target their efforts and welcome new volunteers. It may be helpful to ask your District Appointments Secretary to circulate a monthly list of new appointments to everyone in the District team.

Helpful links:

- Communication planning
scouts.org.uk/commsplanning
- Member communications
scouts.org.uk/commssummaries
- Your County/Area/Region (Scotland) website
- Your County/Area/Region (Scotland) programme contact, eg Assistant County Commissioner (Scouts)

Contribute and communicate key messages and keep up to date with the sectional programme.

5. Stay relevant

Keep up to date with the sectional programme, innovative methods for running activities, changes to awards/badges as well as the changing characteristics and needs of young people in the section. Do this through reading communications from the County and HQ teams, as well regularly completing programme related training (eg County/Regional/National events and refreshing Modules 12A & B) once the Wood Badge for this role is complete. Maintain subject matter knowledge and stay up to date with programme developments and the Scouting for All information. Member resources currently hosts this information here:

- Programme updates
scouts.org.uk/programmeupdates
- Activities updates
scouts.org.uk/activitiesupdates
- Scouting for All
- scouts.org.uk/diversity

As a District Programme Supporter, it is your role to stay ahead of the game when it comes to programme information from UKHQ and your County/Area/Region (Scotland) so that you can advise and support sections in your District. There are some simple things you can and should do regularly to keep up to date.

Make sure you receive and read Scouting+ emails – these are sent weekly on Fridays and are customised to each role, so you will receive specific information for you as a District Programme Supporter. UKHQ usually include an item specifically for you once a month. If you're not sure if you have received the right version of Scouting+ then you can use the weekly summary of HQ communications on the website to view all of the emails that have been sent that week, including a version of Scouting+ that shows everything.

Build a relationship with your County/Area/Region (Scotland) programme supporters, eg ACCs. Invite them to attend your District Leaders' meetings, attend the meetings that they run for you and make sure you are on any email distribution lists they use.

Lead by example and actively engage in ongoing learning which will help you in your programme supporter role, for example attending Modules 12A and B training courses.

Attend events and conferences run within the County and/or Region to stay up to date with current local and national strategy.

Additional links:

- Weekly summary of HQ communications
scouts.org.uk/commssummaries
- Scouting magazine
<http://scouts.org.uk/magazine>
- News and blogs
<http://scouts.org.uk/news/>

Consider four points before deciding whether to run a District event.

District events

We all know that traditionally most Districts have run an extensive calendar of District events for young people to take part in. These are usually section-based and have also, historically, been led by the Assistant District Commissioner for that section. However, in order for a District to ensure that every section is able to deliver a high quality programme which is challenging, relevant and rewarding for every young person we must consider whether volunteers' time is best spent organising District events, because we've always run them or because as adults we enjoy running them.

When considering whether or not to run a District event you should consider the following questions.

Does the event address an area of the programme which most sections in the District currently struggle with? *And if so, how will the event provide an opportunity for leaders to deliver that area of the programme themselves in their sections in the future?*

Does the event provide an opportunity for every young person in the District to take part? *If the event only caters for 50 Scouts and there are 300 Scouts in the District, is this event a good use of volunteer time and resources? Have young people been involved in shaping these activities?*

Do leaders in the District have the capacity to support this event? *Or will it distract them from delivering a high quality programme in their own sections if they are being asked to help organise this event?*

Will the District Programme Supporter(s) still be able to carry out the key tasks in their roles, such as organising leaders' meetings, carrying out their termly section visits or inducting new leaders?

If the answer to any of these questions is NO then you need to seriously consider if running the event is actually in the best interests of supporting great Scouting in your

District.

When we asked leaders they told us that they want events to be more relevant to the programme they are delivering to young people but less of them.

Here are some examples of District events we asked Programme Supporters to consider at recent programme forum events and their verdicts on them.

Events we should/could run within a District

- Sixers training weekend
- Patrol Leaders training weekend
- Incident Hike for Explorer Scouts
- Scout and Explorer Scout section linking camp
- Badge camps (focused on those badges and awards that sections struggle to achieve on their own)
- District camps (open to all within the section/whole District)
- Skills event for leaders
- Permit skills training and assessment
- Adventurous activity weekends away from the District, eg hiking in the Lake District or caving in Somerset

Events which we should NOT run within a District

- Swimming gala
- Chess competition
- Handicraft competition
- Cooking competition
- Firework display
- Football tournament
- Any competition event with team number restrictions

Skills events

We know that practical skills are particularly in demand but are sometimes in short supply within a District. This section explores how you could support leadership teams to increase their knowledge, and confidence with practical skills.

We specifically recommend that this sort of event is organised and run within Districts so as to build people's contacts, enable relevant local networking and tap into skills that already exist within the District. We would expect participants to come away from this sort of event with new skills and new contacts who they can keep in

touch with as they hone and use their new skill with their sections. We recommend involving volunteers from other Districts or your County/Area/Region (Scotland) team to bring different skills into the organising team so you can meet the needs you identify.

Practical Skills (18) is a module as part of the Adult Training Scheme but can also be delivered any time to support all leaders to learn new skills, whether they need to complete the Wood Badge Module or not. It is also something that a wide range of people can deliver and shouldn't be restricted to the County Training Team.

A start would be to explore with the members in the District what skills gap exists and look to prioritise the skills learning opportunities provided. This resource isn't to go into the detail of these but to provide some thoughts and direction. Using data such as badge sales within the District may reveal those activities/areas of the programme which are not being delivered by leaders, and therefore suggest a skills gap.

The following skills gaps may exist, but with dedicated time leaders could build their confidence to learn and practise these new skills in a safe environment.

Camping skills

- How to plan a camp
- How to respond to adverse conditions
- Practical – how to put up tents, build rafts, pioneer a gateway
- Maintaining tents
- Building shelters/bivouacs
- Fire lighting and safety

Navigation skills

- How to read maps and write route cards
- Setting up an orienteering course
- How to read a compass and use of GPS

Knots and pioneering

- What are the differences and when to use which knot
- How to tie knots
- Lashings and building pioneering structures
- Tips on teaching others

Catering

- Stoves, how to use and safety information
- Hygiene and storage

- Large scale quantities

Outdoor practical skills

- Matchless fire lighting
- Backwoods cooking
- Using axes and knives

We recommended picking one of the topics and concentrating on it to ensure leaders get the knowledge and time to experience and practise the skills. It is also important to include elements of the training that would help them to pass these skills onto others, especially young people, and to ensure that all activities are inclusive for all.

Districts who are experienced in running practical skills sessions do so each year. These Districts find that leaders come back to develop subsequent skills year after year, spending the time in between practising and passing on the skill within their programmes.

Scout Adventures have lots of resources available to help support you to deliver outdoor skills along with being able to support leaders in delivering badge programmes and provide training in a variety of skills and activities.

scoutadventures.org.uk/resources-for-scouts

Example skills event training plans are available on members resources ;

scouts.org.uk/programmesupporters

Have some resources handy when you visit or meet new Section Leaders.

Resources

Programme resources for new leaders to have handy to share when you visit or meet them.

Beaver Scouts

- Prepared handbook on scouts.org.uk/bepreparedbook
- Beaver badge and award book on scouts.org.uk/beaverbadgebook
- Beaver promise poster on scouts.org.uk/beaverpromiseposter
- Beaver parent guide on scouts.org.uk/beaverparentguide
- Scouting magazine and Make Do Share scouts.org.uk/magazine

Cub Scouts

- Prepared handbook on scouts.org.uk/bepreparedbook
- Cub badge and award book scouts.org.uk/cubbadgebook
- Cub promise poster scouts.org.uk/cubpromiseposter
- Cub parent guide on scouts.org.uk/cubparentguide
- Scouting magazine and Make Do Share scouts.org.uk/magazine

Scouts

- Prepared handbook on scouts.org.uk/bepreparedbook
- Scout badge and award book on scouts.org.uk/scoutbadgebook
- Scout promise poster on scouts.org.uk/scoutpromiseposter
- Scout parent guide on www.scouts.org.uk/scoutsparentguide
- Scouting magazine and Make Do Share scouts.org.uk/magazine

Explorer Scouts

- Prepared handbook scouts.org.uk/bepreparedbook
- Explorer badge and award book scouts.org.uk/explorersbadgebook

- Explorer Scout parent guide scouts.org.uk/explorersparentguide
- Scouting magazine and Make Do Share scouts.org.uk/magazine
- Preparing to Lead: Delivering the Young Leaders' Scheme and Young Leaders LogBook on scouts.org.uk/youngleadersresources
- Reach the top – Chief Scout's Platinum, Diamond and Queen's Scout Award members.scouts.org.uk/reachthetop
- Reach out and explore: Explorer Belt Award scouts.org.uk/explorerbeltresources
- DofE resources scouts.org.uk/dofescouting

Scout Network

- Prepared handbook scouts.org.uk/bepreparedbook
- Scouting magazine and Make Do Share scouts.org.uk/magazine
- Reach the top – Chief Scout's Platinum, Diamond and Queen's Scout Award members.scouts.org.uk/reachthetop
- Reach out and explore: Explorer Belt Award scouts.org.uk/explorerbeltresources
- DofE resources on scouts.org.uk/dofescouting
- Scouts of the World Award information members.scouts.org.uk/sowa

Other helpful resources that you might wish to have with you

- Nights Away resource shop.scouts.org.uk/p-3627-nights-away.aspx
- Badge blogs scouts.org.uk/news/
- Youth Shaped activity packs and cards members.scouts.org.uk/youshape
- Safety advice and information members.scouts.org.uk/safety
- Quality Programme Checker members.scouts.org.uk/qualitychecker
- Scouting for All scouts.org.uk/diversity

Thank you for all you do as a supporter of the programme in the Scout District. There are lots of people within Scouting that can help including lots of resources. If you develop anything that would be helpful to others please let UKHQ know and send a copy to

programme@scouts.org.uk

Your District, County, Region (Scotland), Country and UKHQ are all available to support you in your role.

www.scouts.org.uk/programme