

# Waiting List Policy

**Policy Owner** - Rebecca Lincoln – Group Scout Leader

**Date of Policy** – June 2023

**To be Reviewed;** Every 12 months

**Version - 3**

**Policy Applicable to;** All Leaders including Trustee Board Members, Young Leaders, Volunteers, Suppliers, Contractors and members of the Public who are involved with 2<sup>nd</sup> Acomb (St. Stephen's) Scout Group.

## In Brief

This policy outlines the guide to offering places to young people joining the group.

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## Version Control

Version	Author/ Editor	Release Date
1.0	Becky Lincoln	November 2022
2.0	Becky Lincoln	March 2023

## **Background**

We are very lucky to be a strong and healthy Scout Group, committed to providing a positive Scouting experience to young people in our community.

As a result of strong demand, there are times when one or more sections become oversubscribed. This waiting list policy has been drawn up to clearly explain our approach to waiting lists and to ensure as many young people as possible are able to access Scouting.

## **Capacity**

Availability is limited by our current capacity as shown below.

Our Squirrels Drey cater for children between the ages of four and six. The Drey has a maximum capacity of 18-20 children.

Our two Beaver Colonies cater for children between the ages of five and three quarters and eight. The colonies have a maximum capacity of 20 children each.

Our two Cub Packs cater for children between the ages of eight and ten and a half. The packs have a maximum capacity of 28 children each.

Our two Scout Troops cater for children between the ages of ten and a half and fourteen. Our troops have a maximum capacity of 28 children each.

Our Explorer Unit caters for young people between the ages of fourteen and eighteen. Our troop has a maximum capacity of 20 young people each.

The lower capacity number is the one to which we work for allocation of new joiners. The upper limit allows us flexibility for exceptional circumstances and movements between the sections.

## **Waiting List**

We manage our waiting list of children and young people using Online Scout Manager waiting list area. Consideration is also given to the capacity of the sections, internal resourcing (leader availability),

the needs of current members and those on the waiting list alongside other factors such as safety and wellbeing. Places are allocated in a priority order as detailed further below.

Members move from one section to another on or around their birthday. Places are offered throughout the year to fill these places as they become available. We will offer any additional places if they become available as soon as we can, this is usually when a member has decided to no longer continue with the group.

### **Prioritisation on Waiting List**

Places are offered to individuals meeting the following criteria in order of priority as follows:

- a. Priority order for the allocation of places were discussed and agreed as below
  - i. A person who is already in the group and is moving to the next section i.e squirrels to beavers. This will include scouts moving up to explorers from other local scout groups.
  - ii. A person whose parent/carer is volunteering with the group as a Section Leader, Assistant Section Leader, Section Assistant, Active Support Member or another formal role with the group. If this is a new volunteer starting at the same time as their child there is the expectation that the adult will make a long-term regular commitment to the group.
  - iii. A person with one or more siblings who are already members of the group and have been for at least 2 months.
  - iv. A person who is already in Scouting or Guiding within another group who require a transfer from their current group. This will be assessed on a case by case basis by the section leader and Group Scout Leader.
  - v. Time on the waiting list, it is appropriate after the above to offer a place to the person who has been longest on the waiting list subject to them meeting the age criteria.
  - vi. A person who has been in the group previously, left due to other commitments and now wants to re-join.
  - vii. Group discretion. If none of the above can be used to differentiate between to candidates for a place, then it will be at the discretion of the group as to which person is offered a place. The Group Scout Leader would be consulted in this situation; their decision would be final.
- b. The process followed to offer places are as follows

- i. Email send inviting the child to join.
- ii. If no response after one week- a 2<sup>nd</sup> email is sent.
- iii. If no response is received after a further week of the 2<sup>nd</sup> email been sent, the child is removed from the list. If a response received – child is moved to the relevant section, Section leader advised and welcome information sent by section team.

If a young person has a place in one of our sections and wishes to transfer to a different evening section, a request can be made to the section leader where a discussion will be had to access if there is the availability for the transfer.





If, for any reason, a parent/carer feels they have not been treated fairly and/or in accordance with this policy, they can appeal to the Group Chair at any time. The Group Chair will listen to the parent/carer's concern and review the situation objectively with the Group Secretary and Group Scout Leader. The Group Chair will respond to the parent/carer within 2 weeks, and their decision with the associated rationale is final (not disclosing any confidential information).

### **Offering Places & Joining/Moving Up**

Before a place is offered, we will also check that there are places in the next age group section, so that accepting a new member will not cause the next section to go over capacity.

Please note that places are only offered by the waiting list coordinator and cannot be offered by Leaders, except where a child is moving up to the next age group section.

The ages of moving up are as follows:

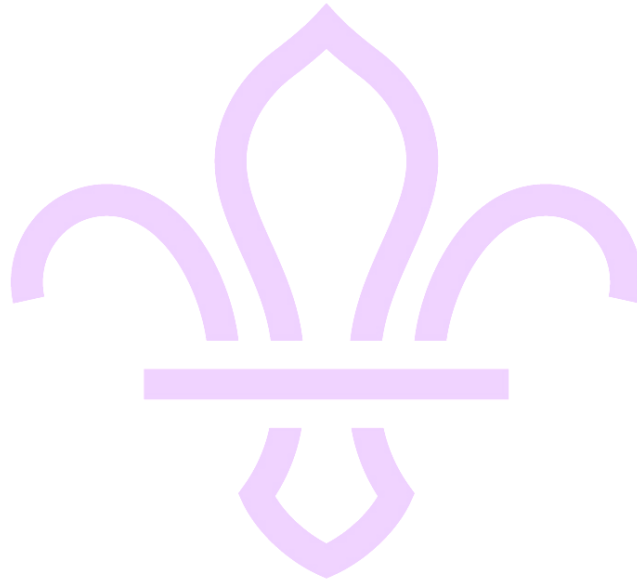
-  Squirrels up to Beavers: around 6<sup>th</sup> birthday
-  Beavers up to Cubs: around 8<sup>th</sup> birthday.
-  Cubs up to Scouts: approximate age 10 ½ years
-  Scouts to Explorers: around 14<sup>th</sup> birthday

All children who are offered a place will be sent a standard joining or moving up email by the waiting list coordinator or Section team.

### **Our commitment to you**

We will be transparent and open about the size of our waiting list. We will make suggestions of other groups that parents/carers might want to consider, especially if we feel there is a low chance of being offered a place at 2<sup>nd</sup> Acomb Scouts. As places become available, they will be offered to children on the waiting list who are old enough to join in accordance with our prioritisation criteria.

We feel this represents the best and fairest way of keeping waiting list numbers manageable and ensuring that your child is given the opportunity to participate in Scouting in the local area.



# Scouts