

Waiting List Policy

Purpose

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

Applies to

All Leaders including Trustee Board Members, Young Leaders, Volunteers, Suppliers, Contractors and members of the Public who are involved with 2nd Acomb (St. Stephen's) Scout Group.

Summary

The Group has limited spaces, and our waiting list policy is intended to ensure fair access to those spaces. Priority is given to current members moving up, children of volunteers, siblings, and transfers, followed by time on the list.

Contents

Waiting List Policy.....	1
Purpose.....	1
Applies to.....	1
Summary.....	1
Contents	1
Version control	1
Background.....	2
Capacity	2
Waiting List.....	2
Prioritisation on Waiting List.....	2
Waiting List Process.....	3
Offering Places & Joining/Moving Up	3

Version control

Version	Author	Role	Release date
1.0	Becky Lincoln	Scout Group Lead Volunteer	01 November 2022
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Background

We are very lucky to be a popular and capable Scout Group, committed to providing a positive Scouting experience to young people in our community. This creates a strong demand for membership.

As a result of this 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

The current maximum capacity is as follows:

- The Squirrels Drey (catering for children aged between four and six) has a maximum capacity of 18-20 children.
- The two Beaver Colonies (catering for children aged between five and three quarters and eight) each have a maximum capacity of 20-24 children.
- The two Cub Packs (catering for children aged between eight and ten and a half) each have a maximum capacity of 28 children.
- The two Scout Troops (catering for children aged between ten and a half and fourteen) each have a maximum capacity of 28 children.
- The Explorer Unit (caters for young people aged between fourteen and eighteen) has a maximum capacity of 20 young people.

Where applicable, 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 the 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.

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. Places are allocated/offered in a priority order as further detailed below.

Prioritisation on Waiting List

Places are offered to individuals meeting the following criteria in order of priority as follows (from highest priority to lowest priority):

- 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.
- A person whose parent/carer is volunteering with the group as a Section Team 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.

- A person with one or more siblings who are already members of the group and have been for at least 2 months.
- 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 Lead Volunteer.
- 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.
- A person who has been in the group previously, left due to other commitments and now wants to re-join.

If none of the above can be used to differentiate between candidates for a place, the priority will be at the discretion of the Group Scout Lead Volunteer as to which person is offered a place and their decision is final.

Waiting List Process

The process followed to offer places is as follows:

- An email is sent inviting the child to join.
- If there is no response after one week, a second email is sent.
- If no response is received after a further week, the child is removed from the list. If a response is received, the child is moved to the relevant section, the Section Leader is advised, and welcome information is sent by the 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 Team Leader where a discussion will be had to assess 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 Scout Lead Volunteer (GSLV) at any time. The GSLV will listen to the parent/carer's concern and review the situation objectively with the Group Secretary and where applicable the Group Chair. The GSLV 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 6th birthday
- Beavers up to Cubs: around 8th birthday
- Cubs up to Scouts: approximate age 10 ½ years
- Scouts to Explorers: around 14th 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.