

## Admission & Attendance Policy

### Version: 1.3

#### 1. General notice

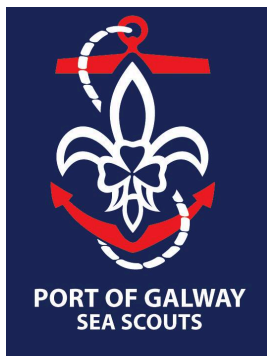
Port of Galway Sea Scouts is a completely voluntarily led and managed group. Everyone from the group leader, section leaders, assistant leaders, associate committee members etc., is a volunteer. We give up our time and energies to make the Scout Group a success.

Our group has approximately 130 youth members and 50 adult members across 5 different sections and an age range from 6 to 22 in our youth members. We also have a large amount of equipment for both land based and sea based scouting and this needs maintenance and repair. We have a budget of approximately €20,000 per annum for purchasing new equipment, hall rental, insurance etc and rely on fundraising to for this money.

It is mandatory that new families joining the group support the group by giving their time to support events throughout the year. We expect one or both parents in the family to become as much involved with the group as their children. A new parent can be involved in one of three ways:

1. A parent can assist as a leader at the weekly meetings and/or at weekend events
2. A parent can enroll as an associate member of the Maintenance Committee, working on repairing and enhancing our equipment, including a number of boats and dinghies
3. A parent can enroll as an associate member on our Parents and Friends/Fund- Raising committee to help ensure that we have the necessary funds

For all of these roles, we are required by law that each parent submits a Garda Vetting form. Parents cannot be in contact with any children, other than their own, unless the Garda Vetting process is completed. This is new legislation enacted into law 1<sup>st</sup> March 2013 and failure to comply with this law constitutes a criminal act. As a consequence, the Garda Vetting process is mandatory for all parents who will come into contact with children, even indirectly.



## 2. Selection Criteria

Places are offered in each section to existing youth members and new youth members whose name are on our expression of interest list according to the following criteria:

1. Children of existing active leaders
2. Children of existing members of associate committees
3. Members of the youth section from the previous year who remain within the age ranges applicable to the section and who have attended more than 50% of the sessions during the previous year and whose parents have given their time to the 24<sup>th</sup> Galway Sea Scouts group as an active leader or member of an associate committee.
4. Youth members from transitioning up from sections within the 24<sup>th</sup> Galway Sea Scout group due to age requirements. Sea Beavers who are going up to Cubs Sea Cubs who are going up to Sea Scouts going up to Sea Ventures who are going up to Rovers
5. Children of new leaders
6. Children of new members of associate committees
7. Siblings of existing youth members, if parents are not active members or not active members of associate committees, in date order (i.e. first come, first served), with due regard for gender and age balance within the section. Siblings must be recorded on the registration of interest list already.
8. Children of former leaders
9. Children of former members of associate committees
10. Children on registration of interest list for that section, in date order (i.e. first come, first served), with due regard for gender and age balance within the section.

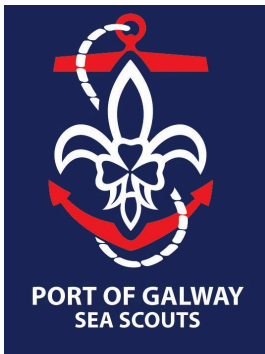
Anyone applying from another Scouting group will be referred directly to the Group Leader, who may contact the group in question.

## 3. Parental involvement

24<sup>th</sup> Galway Sea Scouts gives a lot to its youth members – a range of land and sea based scouting activities. We rely on parental involvement to ensure that our children get to enjoy these activities. As a consequence we ask one or more parents from each family to become actively involved in the group. There are two kinds of involvement as described in the next two sub-sections.



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- **3.1 Scout Leader**

A scout leader helps the section leader to run the weekly and (sometimes) weekend activities for the section. It requires you to make a commitment of one night a week to attend the indoor skills sessions, a few nights for planning and preparation, and some weekend involvement.

Alternatively you may have very specialised skills that can be used across the group ,for example, you have seafaring or land skills and you can lead weekend or outdoor activities.

To become a scout leader, you need to be Garda Vetted, following the standard Garda Vetting process used by Scouting Ireland. A scout leader also needs to a number of Scouting Ireland training courses.

It is not automatic that leaders move from section to section as their children progress. The needs of the section in relation to leaders will take precedence.

In certain circumstances, based on the needs of the group, you may be offered a place for your child in their age appropriate section but the parent will be asked to be a leader in different section. For example, your child is Beaver age, but we have a requirement for a leader in the Scout section.

- **3.2 Member of Associate Committee**

If enrolling as a scout leader does not suit, 24<sup>th</sup> Galway Sea Scouts has a range of formal and informal committees with which a parent could become actively involved.

The committees include:

- ❖ Maintenance committee
- ❖ Parents and Friends/Fund-raising committee

If you have particular skills in any of these areas and are willing to be actively involved please let us know through the Registration of Interest application form



#### 4. Registration of Interest

The following process for application for a child to be placed on the registration of interest with 24<sup>th</sup> Galway Sea Scouts:

1. Parents should fill out the “Expression of interest form” on our website.
2. In May/June of each year, the group will consider new applications.
3. Some parents will be invited to meet the Group and Section leaders to discuss their application
4. Parents will be informed by email in July/August whether they have been successful in enrolling their child and be sent an application form to join Scouting Ireland and a Garda Vetting form
5. Parents will be expected to complete the Garda Vetting form in July/August
6. Your child will be enrolled to start in September

#### 5. Child Protection

As a parent it's natural that you would want to be assured of their child's safety and welfare wherever an organisation Scouting Ireland are committed to ensuring that our youth members learn, develop in a safe and secure environment. To this end we have developed robust child protection, recruitment and policies and procedures. These policies and procedures are consistent with National child protection good practice guidelines in the Youth Work sector in the Republic and in Northern Ireland.

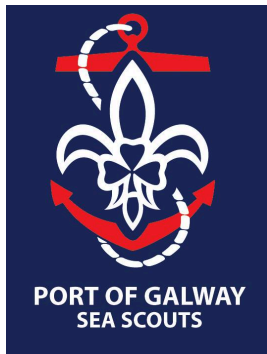
All new applicant scout leaders go through a vetting process. Applicant scout leaders must provide 2 references and must go through formal police checking (Garda Vetting). In addition, all new scout leaders must undergo a child protection training course during their Induction period. This training is accredited and monitored by the Youth Council of Ireland.

#### 6. Progression between sections

The decision whether any given youth member moves to a section will be based primarily on age but status will also be taken into account. Minimum ages are:

- ❖ Beavers: 6 years old
- ❖ Cubs: 8 years old





- ❖ Scouts: 11 years old
- ❖ Venture: 15 years old
- ❖ Rover: 18 years old

School year is deemed important, as it will have a bearing on developmental stage and on friendships. Galway Sea Scout can apply the following transition criteria based on the circumstances for each individual member:

Movement up to Cubs from Beavers should be when children go into 3rd class

Cubs to Scouts should be when children go into 6<sup>th</sup> class

Scouts to Ventures when young people go into either 3<sup>rd</sup> or 4<sup>th</sup> year.

Youth Members only move from one section to another (transition) at the start of the scouting year.

## 7. Attendance Policy

In the event of a youth member being absent for three consecutive nights without communication/appeal to section leader, their place will be deemed surrendered.

## 8. Data Protection

All information to 24<sup>th</sup> Galway Sea Scouts will be treated as confidential and will not be shared with an outside of Scouting Ireland without prior consent.

## 9. Arbitration

The Group Leader will arbitrate in the event of any question arising from the Admissions Policy and this will be final.

## 10. Other local scout groups

Other local scout groups may have places available. You will find these listed on [www.scouts.ie](http://www.scouts.ie)



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