



**Somerset
Adult Training**

Module 11

Administration

This presentation pack supplements the learning undertaken by completing the Workbook Training or attending a Course.

November 2021

Topics covered

Introduction to Administration

Member Records & Data Protection

Finance

Insurance

What next ?



Introduction

Introduction

Record and account keeping are an important part of Scouting, and help ensure the safe and effective running of any section, Group, District or County.

The majority of administrative tasks that you complete in your role will fall into one of the following categories:

- Member record management
- Finance
- Insurance

However, you may also, especially if a Manager, have reason to be involved with other administration such as:

- Minibus Permits
- Near Miss Reporting
- Grant applications
- Licences e.g. Lottery, Music or Alcohol
- Boundary reviews
- Sponsorship Applications
- Legacies
- Charity Commission

Introduction

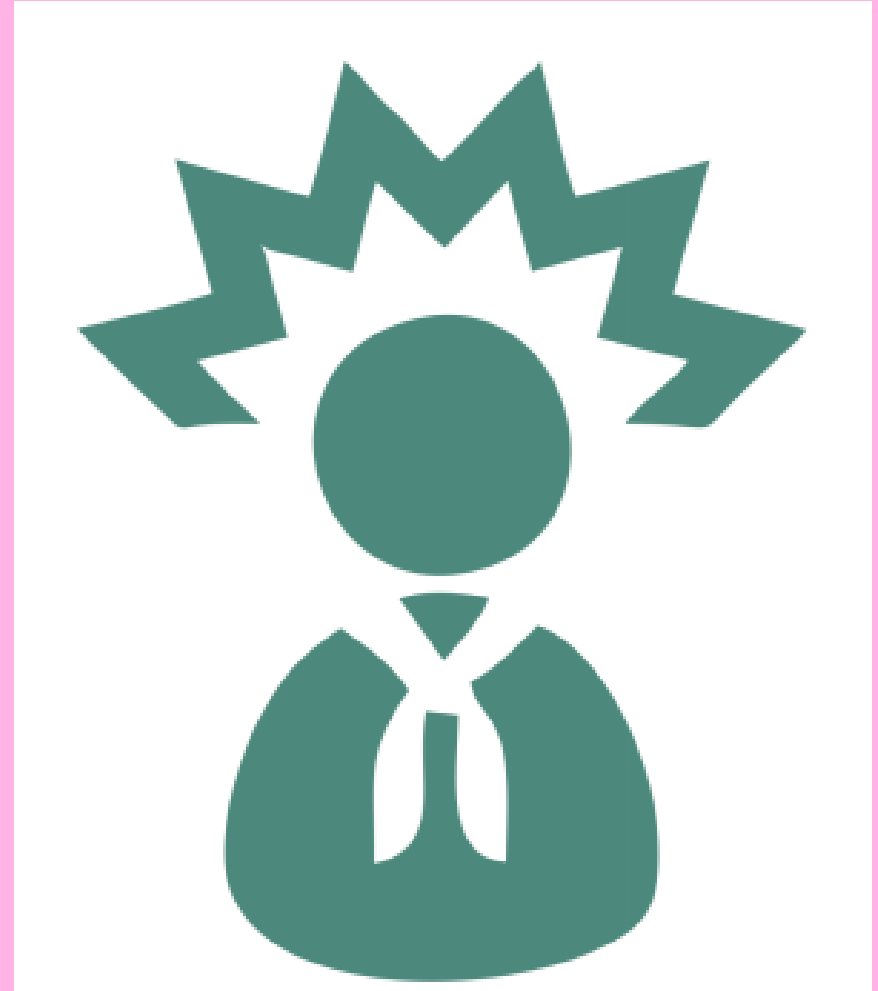
There are many ways this information can be stored, from using the online membership database, to paper and electronic based records.

It doesn't really matter what method you use, so long as it's efficient, accurate and fit for purpose. Some elements will also need to consider security and access rights.

General Data Protection Regulations (GDPR) was created in the European Union (EU) to protect the personal data of its citizens. Although it was passed in Europe, it affects organisations, including The Scout Association and went into effect on May 25th 2018.

GDPR training is mandatory for all adults with appointments in Scouting.

Member Records & Data Protection



Member Records and Data Protection

There are two strands to member records, depending on your role, your responsibilities could cover:

Young people

- Maintaining personal and contact information of youth Members and their parents/carers
- Maintaining joining lists and registers of interest*
- Monitoring attendance and progress towards badges and awards
- Completing the annual census return **

*Joining lists are lists of young people who are the right age to join, while registers of interest are lists of those who would like to join when they are the right age.

**The task of completing the annual census currently remains largely manual as youth records are not held on a central system. Therefore, maintaining good, accurate records throughout the year ensures this task is made easier and completed quicker.

Member Records and Data Protection

Adults

- Maintaining personal and contact information of adults Members. This might include sensitive information like bank details, marital status or age.
- Maintaining records on roles held, training completed, reviews due, disclosures issued and permits held
- A record of parents and other helpers with their skills, hobbies and availability
- Completing the annual census return*

*Currently most of the adult information required for the completion of the annual census can be extracted from Compass.

Member Records and Data Protection



The majority of these records can be kept on secure systems such as Online Scout Manager (OSM) and Compass, the Scout Association's own records system for adult information.

OSM is a commercial business with strong working links to the Scout Association. Whilst there is a fee for OSM, Somerset Scout County currently covers the cost for all Groups to encourage its use.

Compass is the central point for all adult data and records; personal, training, permits, awards etc. Individuals have access to their data and can amend personal information as necessary. Other records are maintained by nominated approved roles within Scouting.

These record systems, where GDPR responsibility lies with the system owners may be supplemented by local records where the GDPR responsibility rests with the local users.

Online Scout Manager (OSM)



OSM can fulfil a number of tasks within a Scout Group or Explorer Scout Unit

- Personal membership records
- Section membership details
- Individual members badge records
- Programmes summary
- Detailed meeting or programme information
- Quartermasters database
- Receive online payments
- Send / receive e-mails

It is also possible to share certain aspects with parents (Parent Portal) so that they are able to see programmes, update personal information.



Finance

Most roles within Scouting have some responsibility for handling finances and good financial records though this may not always be on a regular basis. This may include:

- Maintaining records of monies received (e.g. for activities, camps, membership subscriptions, donations) and money spent (e.g. on bills, fees for activities, volunteer expenses)
- Approving payments from a Scouting bank account
- Contributing to the creation and management of a budget

To carry out these tasks effectively it is necessary that relevant receipts and invoices are kept and bank statements and balance sheets maintained as appropriate. This ensures that there is a clear audit trail to explain any financial records.

Each Scout Group, District and County is a separate educational charity operating under the umbrella organisation of the Scouts. As a consequence, the Charities Act applies for the administration of finances.

The Group Executive Committee is responsible for finances of a Scout Group / District / County and are required to approve expenditure or financial commitments.

All money received by or on behalf of a Group, District or County must be paid into a bank, building society or savings account held in the name of the relevant Group, District or County. Under no circumstances should any money received be paid into a private individual's bank account

At least two signatures are required for any withdrawals and any internet banking must provide the electronic equivalent of this.

Insurance



Insurance

The Executive Committee is responsible for ensuring that there is adequate insurance in place for people, property and equipment. In order to do this, it is important that Sections, Groups, Districts and Counties maintain records of:

- Members and non-Members involved in Scouting
- Equipment you own, store, hire or loan out to others

All Members of The Scout Association are covered by insurance while taking part in Scouting activities.

An Occasional Helper or Parent on a rota / helping at camp is not a member of the Scout Association and therefore additional cover for these individuals would be required.

Insurance

The Scouts, through Unity Insurance Services, provides insurance to protect what is most important in Scouting: you, the members.

There are three kinds of insurance arranged by Unity for the Scouts, for which the premiums are provided by your annual membership subscriptions. These are:

- Public liability
- Personal accident and medical expenses
- Trustees indemnity

There is no need for a Scout Group to take out insurance for public liability or trustee indemnity insurance.

Insurance

The Scouts' rules state that every Scout Group must maintain adequate insurance cover, to be reviewed annually, in respect of:

- Property and equipment, including the risk of loss or damage to equipment whilst in transit or at camp or on expeditions.
- Motor vehicles, including passenger risk, in the British Isles or abroad.
- Marine and boating risks.
- Aviation and air activity risks.
- Authorised Scout visits abroad.

Additional cover should be arranged for :

- Non-members associated with your Group, District or County.
- The things your Group, District or County owns.
- Events that you run.



What Next

What Next

- **How is this Module Validated ?**
- **Where can I find Help & Guidance ?**

Validation

This module is validated by your Training Adviser and can be arranged once the learning has been completed. In the current circumstances, that may be difficult to achieve so, as an alternative, use the online validation tool that is accessed through the County Website using the following path: Adult Support > Adult Training > Learners Hub > Validation > Online Validation – Wood Badge Modules 3-19 or Online Validation – Manager & Supporter (if appropriate).

If you have a Training Adviser, you should complete the relevant information so that your responses can be sent to them for review and subsequent recording in Compass. If you do not have a Training Adviser, your submission will be reviewed by a member of the County Training Team.

Where can I find help and guidance ?



Somerset Scouts have a Website which provides all our members with news, information and support materials. This is certainly true for Adult Training. There is a whole section within Adult Support that is dedicated to providing information on training from – what training do I need to complete to learning materials and documents to help with learning validations.

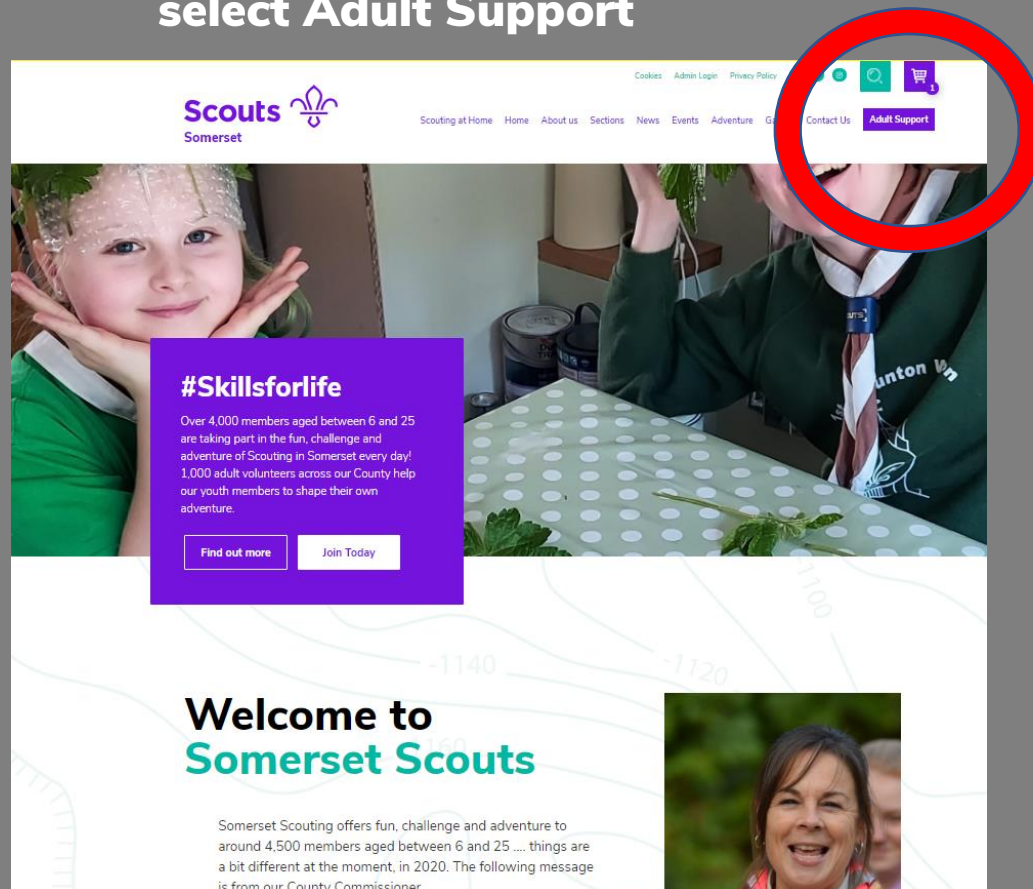
The Training pages also include details of the training calendar where dates, venues and details of the face to face training can be found. You can book your training direct from the Website and get an e-mail confirmation.

The training pages are regularly updated with new information, ideas and links to help you work through your learning.

County Website - Training

Log into County Website at somensetscouts.org.uk and select Adult Support

From the Adult Support page select Adult Training



Scouts Somerset

Scouting at Home Home About us Sections News Events Adventure Contact Us **Adult Support**

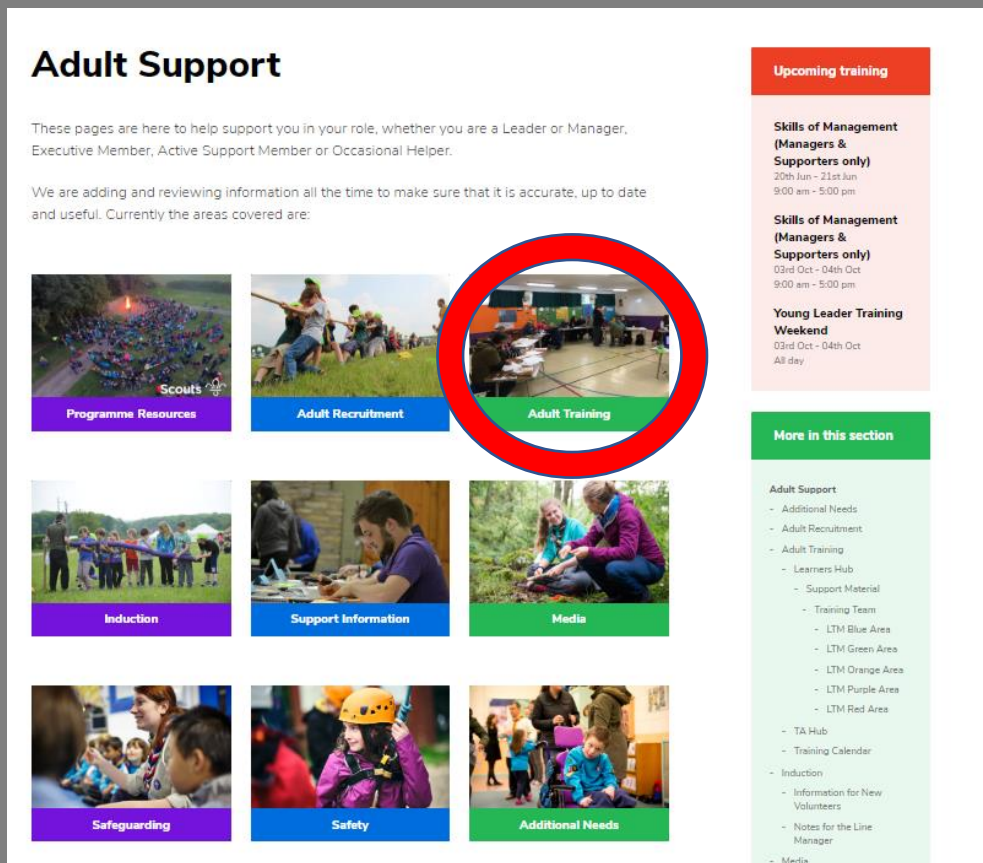
#Skillsforlife

Over 4,000 members aged between 6 and 25 are taking part in the fun, challenge and adventure of Scouting in Somerset every day! 1,000 adult volunteers across our County help our youth members to shape their own adventure.

[Find out more](#) [Join Today](#)

Welcome to Somerset Scouts

Somerset Scouting offers fun, challenge and adventure to around 4,500 members aged between 6 and 25 things are a bit different at the moment, in 2020. The following message is from our County Commissioner.



Adult Support

These pages are here to help support you in your role, whether you are a Leader or Manager, Executive Member, Active Support Member or Occasional Helper.

We are adding and reviewing information all the time to make sure that it is accurate, up to date and useful. Currently the areas covered are:

- Programme Resources
- Adult Recruitment
- Adult Training**
- Induction
- Support Information
- Media
- Safeguarding
- Safety
- Additional Needs

Upcoming training

- Skills of Management (Managers & Supporters only)**
20th Jun - 21st Jun
9:00 am - 5:00 pm
- Skills of Management (Managers & Supporters only)**
02nd Oct - 04th Oct
9:00 am - 5:00 pm
- Young Leader Training Weekend**
03rd Oct - 04th Oct
All day

More in this section

- Adult Support
 - Additional Needs
 - Adult Recruitment
 - Adult Training
 - Learners Hub
 - Support Material
 - Training Teams
 - LTM Blue Area
 - LTM Green Area
 - LTM Orange Area
 - LTM Purple Area
 - LTM Red Area
 - TA Hub
 - Training Calendar
- Induction
- Information for New Volunteers
- Notes for the Line Manager
- Media

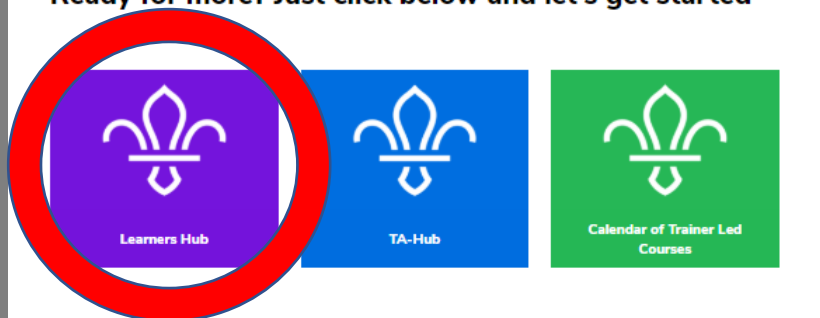
County Website - Training

Now select the Learners Hub
from the bottom of the page

In the middle of the next page is
a red / purple flag “post course /
learning information”

Select the blue flag –
Module 11


Ready for more? Just click below and let's get started



Learners Hub TA-Hub Calendar of Trainer Led Courses

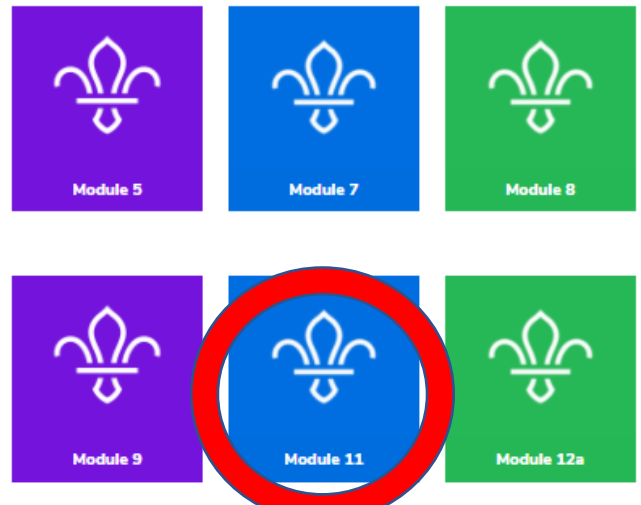
Post Course / Learning Information

To help with planning your validation or to act as a point of reference, we have created a series of “libraries”, one for each Module. In these, you will find useful documents and links to material of the Scouts.org.uk website.



Support Materials covered
on courses

Wood-Badge Training



Module 5 Module 7 Module 8

Module 9 Module 11 Module 12a

County Website - Training

On this page are hyperlinks to further information that you may find useful to assist with validation of this Module but also as a reference point for your future experiences within Scouting.

Module 11 – Administration – Supporting Information

Home > Adult Support > Adult Training > Learners Hub > Support Material > Module 11 – Administration – Supporting Information

The following links and resources are provided to help you with your learning for this Module. In addition, the material can be used to assist with your validation to complete the training and act as a useful reference area for the future.

If you find that a particular link or item is "lost" or you feel that there are gaps in the items, please do let us know at <https://www.somersetscouts.org.uk/> selecting "Adult Training" from the drop down menu.

The requirements for this Module together with the Validation details are in your Adult Personal File. If required, select the appropriate version by clicking [HERE](#)

DOCUMENTS & TOOLS

Module 11 Presentation (Edited Slides)	Data Retention Policy
Policy, Organisation & Rules (POR)	Online Scout Manager (OSM)
Unity Scout Insurance	Information Commissioner (ICO)

HYPERLINKS TO INFORMATION

[BANKING](#)

[INSURANCE](#)

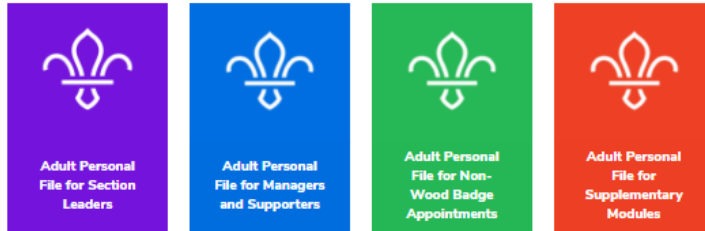
[RECORDS MANAGEMENT & DATA PROTECTION](#)

County Website – Training - Validation

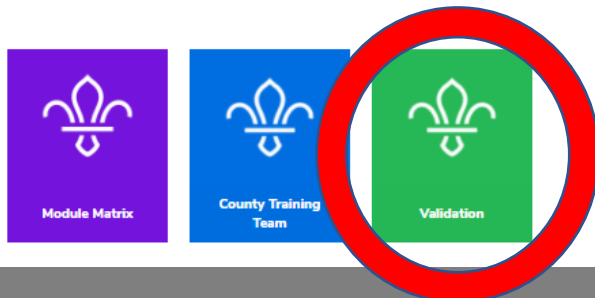
From the Learners Hub, select the green flag “Validation”

Information to help you with your Specific Training Requirements

Here are some links to key information. Find out the details of what training is required for your role, there is an Adult Personal File which will be applicable for you.

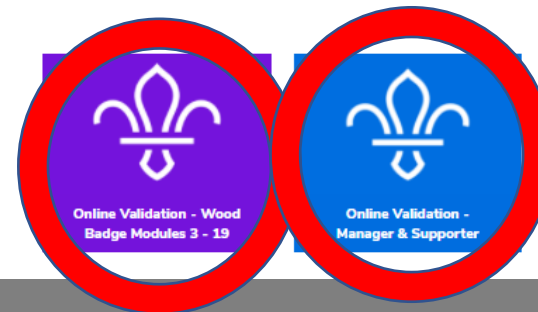


Here too is a summary of your training requirements (Module Matrix), details of the County Training Team and a link to take you to another page which covers how this learning is validated. Validation is a key part of your training.



From the Validation Page, select either the purple or blue flag

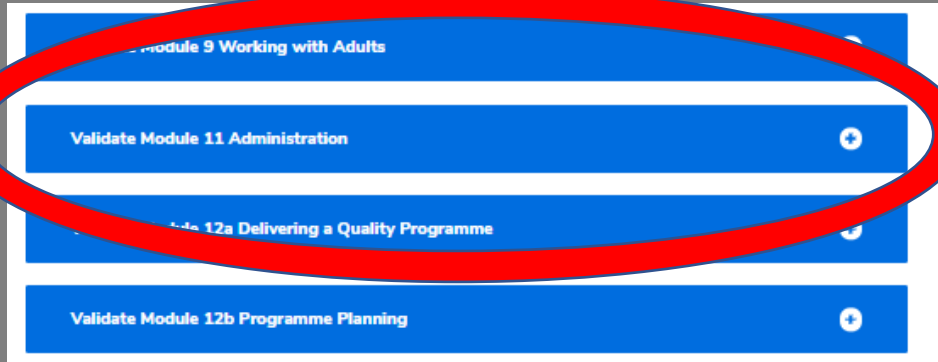
In addition, Somerset County have developed the ability to validate some of the adult training modules using an on-line tool. This method is not aimed at replacing Training Advisers but to supplement our offering where, in some circumstances, this option may be appropriate. More information on how to complete this option together with links to the currently available Modules is found by clicking the relevant box for your role below.



County Website – Training - Validation

From the Online Validation page, select Module 11

Go to the Online Form, read the instructions and then complete and submit the Form.



11 Administration

- Some of the questions can easily be covered by short answers, a sentence or two. If appropriate, use bullet points (you can create bullet points by pressing keys "Alt and 7" on your keyboard).
- You need to answer Questions 1 – 7.
- If there are any notes, pictures or maybe comments from another adult you worked with that are relevant to any of your answers, these can be uploaded in the box below Question 7.
- There is a box at the end of the form for you to add any comments to support this validation.

In your responses, where asked for, please focus your answers on the part or element that you personally played or contributed.

Administration

FIRST	LAST
SCOUT GROUP / UNIT *	
SCOUT MEMBERSHIP NUMBER *	



Somerset Adult Training

If you have any questions on this material which supports your learning after completion of your Workbook or Course attendance (Module 11 – Administration), contact your Training Adviser, your Local Training Manager or Alan Henderson, Deputy County Training Manager at ltm-orange@somersetscouts.org.uk