



Activity:	Waiting List and Attendance Policy	Location:	Brickhill scout Group	Last review date:	DEC 2025	Produced by:	Dawn Stapleton
				Next review date:	DEC 2026		

ADDING TO WAITING LIST

Add to the list	<p>There are several methods for being added to the waiting lists a separate waiting list is in place for each section at Brickhill Scout Group currently Beavers, Cubs, Scouts</p> <ul style="list-style-type: none"> • A waiting list form that is available on the website and that can be emailed to people this automatically adds people to a Google sheet from there they are transferred to the appropriate waiting list in Online Scout Manager (OSM) • National, county and district - all have their own joining links, and these are emailed by the appropriate lead volunteer to the group. Often these do not have all the information that is required and we need to send a waiting list form to the adult that has registered interest. These details are manually added to the appropriate waiting list in Online Scout Manager (OSM). • If an inquiry is made in person, they will be sent the waiting list form to complete. If however, they do not want their details to be held in any way online a manual paper form will be provided. This will be retained and referred to at the start of each term to see if the person is of age to join and where their standing is on the appropriate waiting list. It is important that the date that the form is completed is recorded accurately so that their place can be maintained in good faith. • In the event of the young person being unable to join a section because they age out before a place is available, they will be automatically moved up to the next section waiting list.
Priorities	<ol style="list-style-type: none"> 1. Young people moving up from the prior Brickhill Scout Group section (E.g. Beavers to Cubs, or Cubs to scouts.) The Young Person must have been a member at Brickhill for at least 2 terms to use this priority. 2. Priority goes to children of existing Leaders and Trustees at Brickhill Scout Group. The adult MUST be a member of the Scout Association Brickhill Scout Group, with a DBS, and completed training to use this top priority status. The next available place will be given to these young people. 3. Priority goes to children who are already members of the Scout Association for a section we have at Brickhill Scout Group (Somewhere that is too far to continue travelling to sessions e.g. already in Beavers in Cambridge) but have recently moved to the Brickhill area (within MK41 or closer than 1 mile from the Brickhill Scout HQ) The next available place will be given to these young people.



	<p>4. Waiting list is by age and date of joining list. The date of the first email or online form inquiry is maintained on the Online Scout Manager (OSM) waiting list. This will be used to determine who is eligible when a place is available. (for instance if the next Cub place would start on the 1st of January 2026 then on the waiting list for Cubs The potential applicants would be ordered by the date that they were added to the list then selected based on which members closest to the top are old enough on the 1st of January 2026 to start Cubs.</p> <p>The leaders have a small amount of discretion to allow young people to start at different times. For example, they may wish 2 girls, both twins, or 2 friends to start together. These discretionary variations will be discussed with the GSL.</p> <p>Alternatively, Leaders may need to ensure that the appropriate individual needs for a young person can be met. There might not be sufficient skills or facilities available at a particular time to ensure the safety of the young people. This would require a discussion with parents about the exact needs required for a particular child. If extensive needs are required to be in place, the leader may ask the parent to join as a leader so that they can be available every session to help provide for those needs appropriately. There may be a stage later in the young person's membership when the leaders feel that they are able to provide appropriately without the parent always being present. This would be discussed with parents and leaders to ensure a smooth transition. There may also be a delay while facilities are adjusted to the needs of the young person.</p> <p>At Brickhill Scout Group we aim to make all young people welcome and provide a safe environment. Places will not be offered if it is thought to compromise the safety or well-being of leaders and young people. If there is a reduced number of leader time available then the waiting list will be paused.</p>



<p>Age ranges</p>	<p>Thursday Beavers- The Thursday session is currently being run as a mixed Beaver Squirrel group section. at Brickhill Scout Group we only accept Squirrels from age 5. Priority is given to young people of Beaver age. If space is available, then the Thursday Beaver section will accept up to 3 young people of 5+ Squirrel age.</p> <p>The core age for Beavers is 6 to 8 years old. The leader has discretion after discussion with the Group Scout Leader (GSL) to allow Beavers to join aged 5 and 9 months. This must be balanced with the number of other under 6 young people to ensure that we do not have too many very young Beavers. The normal time to move on to Cubs is at the start of the term after they turn 8 years old. The leader has discretion after discussion with the Group Scout Leader (GSL) to allow Beavers to stay until the end of the term that they turn 8 years and 6 months. However, this should only be in the case of complex individual needs.</p> <p>Cubs -</p> <p>The core age for Cubs is 8 to 10.5 years old. The leader has discretion after discussion with the Group Scout Leader (GSL) to allow Cubs to join aged 7 and 6 months. This must be balanced with the number of other under 8.5 young people to ensure that we do not have too many very young Cubs. The normal time to move on to Scouts is at the start of the term after they turn 10.5 years old. The leader has discretion after discussion with the Group Scout Leader (GSL) to allow Cubs to move early if they are considered ready by the leaders and parents at age 10.</p> <p>The leader has discretion after discussion with the Group Scout Leader (GSL) to allow Cubs to stay until the end of term that they turn 11 years old. However, this should only be in the case of complex individual needs.</p> <p>Scouts -</p> <p>The core age for Scouts is 10.5 to 14 years old. The leader has discretion after discussion with the Group Scout Leader (GSL) to allow Scouts to join aged 10. This must be balanced with the number of other under 10.5 young people to ensure that we do not have too many very young Scouts. The normal time to move on to Explorers is at the start of the term after they turn 14 years old. The leader has discretion after discussion with the Group Scout Leader (GSL) to allow Scouts to move early if they are considered ready by the leaders and parents at age 13.5.</p> <p>The leader has discretion after discussion with the Group Scout Leader (GSL) to allow Scouts to stay until the end of term that they turn 14.5 years old.</p>



Offers	<ul style="list-style-type: none">• Offers will be made by e-mail to the e-mail address provided on the application form that is recorded in the OSM waiting list.• In the offer e-mail it will be explained how long the parent has to respond to the e-mail (normally 3 days), what the date of the session is (e.g. Monday cubs) and a broad time for when this first start date would be. it will be noted on the OSM waiting list that an e-mail has been sent• if the parent responds during the response period, then the young person details will be moved to the appropriate section and information about the first visit session will be sent. In the event that the young person does not turn up for their visit session then an e-mail will be sent asking if they still want to return to the waiting list, Be removed from the waiting list, or have a second opportunity at a visit. If they do not respond they will be moved back to the waiting list for one last attempt and then removed. If they don't turn up to the second visit that they have been offered they will be removed from the waiting list.• Once the time limit has expired for a response - It will be noted that no response was made and the status updated. another offer will not be sent until all other eligible aged members of the waiting list have been offered then it will circle round again to this applicant. There will be a maximum of three offers made and if no response is made received from the applicant they will be removed from the waiting list.• If the applicant responds after the time limit and the offer has not been made to someone else it is the discretion of the leader to decide if a visit should be offered.



REMOVAL

Removal from waiting list	<ul style="list-style-type: none">• In the event of the applicant requesting to be removed from the waiting list they will be deleted, as soon as possible.• In the event of the applicant ageing out of the oldest section at Brickhill Scout Group they will be deleted as soon as possible.• In the event of 3 non-responses to emails from the leader the applicant will be deleted as soon as possible.• In the event of a leader considering the applicant, parent, or young person to be acting in a way that negatively impacts Brickhill Scout Group, the district or scouting in general a recommendation may be made to the Trustees that this person is removed from the waiting list. The decision will be made by the Group Scout Leader (GSL) and Chair of Trustees. In the event of a tied vote then the decision will be made by the District Lead Volunteer.
Removal from section due to behaviour	<ul style="list-style-type: none">• If a young person, or any member of their family acts in a way that is not following the expected behaviour policy of Brickhill Scout Group then they may be asked to leave the session, event, or camp immediately. An explanation will be given at the time this will be followed up by e-mail and reporting to the Group Scout Leader (GSL) (GSL) and Trustees. After a discussion with the Group Scout Leader (GSL) and Trustees, it may be decided that<ul style="list-style-type: none">○ The person can return to the section meetings immediately with a reminder of the behaviour expectations○ The person can return to the section meetings on a set date under the supervision of appropriate adult○ The person needs to have a break from coming to the section meetings and a re-start date in the future will be proposed.○ The person should no longer be a member of the group.• In the event of the person being unhappy with the decision of the Trustees and Group Scout Leader (GSL) they may discuss this with the District Lead Volunteer.



<p>Removal from section due to non-attendance</p>	<ul style="list-style-type: none">• In the event of an Invested young person not attending their section of Brickhill Scout Group for three consecutive weeks or 6 sessions in one term without any explanation they may be removed from the group. An e-mail will be sent to the e-mail address given on the Online Scout Manager (OSM) parent portal section for that young member. Additional time may be given at the discretion of the leader. Fees(SUBS) will be due for the period up to when they are notified that they no longer have a place at Brickhill Scout Group The young person can be given the option of going back on the waiting list for that section so that they can return when a place becomes available again they have more time to attend.• In the event of a Young Person Not Yet Invested in That Section has not attended their section of Brickhill Scout Group for two consecutive weeks or 4 sessions in one term without any explanation they may be removed from the group. An e-mail will be sent to the e-mail address given on the Online Scout Manager (OSM) parent portal section for that young member. Additional time may be given at the discretion of the leader. Fees(SUBS) will be due for the period up to when parents email to say they are removing their child or parents are notified by the leader or GSL that they no longer have a place at Brickhill Scout Group The young person can be given the option of going back on the waiting list for that section so that they can return when a place becomes available again and they have more time to attend.• In the event of a parent failing to meet the mandatory helping sessions for their section – Leader will have discussion with Parents and GSL. In the event that no suitable compromise is able to be met, the young person may be asked to leave the group at the start of the next term. Any extenuating circumstances may be considered by the section leader for a continuance of membership. This is at the discretion of the section leader and GSL. The parent can appeal to the Board of Trustees if they feel their case has not been heard with an open mind. Decision of Board of Trustees is final.
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<p>Removal from section due to non-payment</p>	<p>At Brickhill Scout Group we aim to make all young people welcome and provide a safe environment. In the event of a member or proposed member being unable to pay the fees (Subs) due to financial hardship. The parent may request consideration for a hardship fund.</p> <ul style="list-style-type: none">• 1 item used uniform per child - The Section Leader and GSL, can discuss and supply 1 item of used uniform (If available)• 1 item necker per child - The Section Leader and GSL, can discuss and supply 1 necker• 1 months Subs per child- The Section Leader, GSL, Treasurer and Chair can discuss and allow 1 months subs financial help without a full Board of Trustees vote• Any amount greater than 1 months Subs requires a full Board of Trustees vote• Continued and extensive financial help will require an application to District, County, National hardship funds. <p>Funds are limited so help is not guaranteed. Discussion with parents is key.</p> <p>Continued nonpayment (without any explanation or request for financial aid) of 2 months subs will result in a discussion/email with parents to remind of outstanding debt. If parents refuse to pay the outstanding debt or fails to do so within 1 month despite agreeing to pay, the young person will be removed from the section. Timeline at the discretion of the leader.</p> <p>Nonpayment of uniform, camp, event, or other costs may result in suspension or removal.</p> <p>At the discretion of the Leaders and GSL other siblings (members of same family group) of the non-paying young person may be removed from the group or not offered places at the group.</p>
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