

## Waiting List Policy

(July 2023)

### Introduction

Danbury Scout Group has eight Sections: two Beaver Colonies, three Cub Packs and three Scout Troops. The suggested age ranges for the Sections are Beavers: 6 to 8 years, Cubs: 8 to 10½ years, Scouts: 10½ to 14 years.

The Group and sections are run entirely on a voluntary, not for profit basis. Many of our volunteers are parents of our members.

Currently, all Sections are full, and we run a waiting list to enable parents to register that their young people wish to join a Section. This Policy explains how we match places, as they become available, with young people on the list.

### Section Capacity

We strive for all sections to have a capacity of 24 young people, but the capacity of any section may be reduced to ensure that we can support additional needs of young people, provide a balanced programme for all members and adhere to the required adult / young person ratios set out nationally by the Scout Association.

### Registering On the Waiting List

Filling in the form on the website is the only way to register a child with the Group, as we need to ensure fairness in administering the waiting list: <https://www.onlinescoutmanager.co.uk/waiting-list/1st-danbury-waiting-list/a5477b2d-6318-4ca3-a2d0-b4b978b3767f/apply>

For a young person to be added to the waiting list, the following details **MUST** be supplied: full name of young person, date of birth, address + postcode, and phone and email contact details of at least one parent/guardian. We will hold your details on our secure database from when you register to when you either leave the waiting list or progress into Scouting.

You may request your details to be deleted at any time.

It is your responsibility to inform us of any changes in contact details.

Registration on the waiting list is no guarantee that a place will be offered.

### Priorities when allocating places

The following is a list of criteria that we will use when allocating places to young people, listed in order of priority (highest priority first):

1. The young person is already a member of 1<sup>st</sup> Danbury and is moving up from the section below (i.e., Beavers to Cubs or Cubs to Scouts);
2. A parent or other adult family member commits to volunteering with a section leadership team or a Group support role such as a member of the Board of Trustees;

3. The young person has a sibling who is already a member of 1<sup>st</sup> Danbury Scouts;  
The young person is already a member of The Scout Association at a Group outside of Chelmsford District and has recently moved to the Danbury area;
4. If allocated a place, the young person will have at least six months within the Section being joined before reaching the age of moving up to the next Section;
5. After all of the above have been considered, the amount of time spent on the waiting list and geographical location in relation to Danbury will be considered as a factor.

Further restrictions may be applied to the waiting list to avoid creating unrealistic expectations of our ability to offer membership places.

### **Being Offered a Place**

If your child reaches the top of the waiting list, you will be contacted either by email or phone. If we do not hear back from you, your child will remain on the waiting list for one further offer. Failure to respond to the second offer will result in your child being removed from the list (without further reference to yourselves).

We will try and place your child in your requested section however, but this cannot be guaranteed.

If a young person waiting for a particular Section does not obtain a place in time to join that Section, then they will remain on the list for the next Section up.

### **Volunteering with the Group**

Our Group relies on the efforts of our adult volunteers, without whom it would simply not continue. We always need more adult volunteers. Therefore, we give a high priority to those on the waiting list who have an adult family member who is willing and able to take on an active Role within the Group. This can be assistance with Section meetings, practical assistance with administration of the group, fundraising etc.

### **Further considerations**

Scouting is open to all young people (irrespective of gender, faith, ability, sexuality or any other factors). If a young person needs additional support in order to participate in scouting, this should be discussed with the leaders, who will work with parents to establish a plan of action.

If a young person already has a place in one of our Sections and wishes to transfer to another section, no special priority will be given to such a request.

A young person wishing to transfer from another Group within Chelmsford District to 1st Danbury is given no special priority.

### **Enquiries**

To discuss volunteering opportunities refer to the Group website: [www.danburyscouts.org.uk](http://www.danburyscouts.org.uk) or email: [info@danburyscouts.org.uk](mailto:info@danburyscouts.org.uk)