



34th Chesterfield (Brimington) Scout Group Membership, Admissions and Waiting List

Purpose

This policy sets out how the Scout Group manages membership applications, admissions, waiting lists, and transfers to ensure that access to Scouting is fair, transparent, inclusive, and consistent with the values and rules of The Scout Association.

The Group aims to provide opportunities for as many young people as possible while maintaining safe adult-to-young-person ratios, appropriate programme quality, and available resources.

Scope

This policy applies to:

- All youth sections within the Group
- All new membership enquiries and applications
- Transfers from other Scout Groups
- Young people moving between sections
- Adult Volunteer Enquiries

Principles

Membership of 34th Chesterfield (Brimington) Scout Group is at the discretion of the Group Lead Volunteer (as outlined in The Scout Association's Policy, Organisation and Rules (POR))

The Group will:

- Operate a fair and non-discriminatory admissions process
- Welcome applications from all backgrounds and communities
- Comply with equality and safeguarding legislation
- Make decisions openly and consistently
- Maintain clear and accurate waiting lists
- Prioritise the safety, wellbeing, and quality of experience of all members

No young person or adult will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, socio-economic background, or any other protected characteristic.

Membership Eligibility

Youth Membership

Young people may join the appropriate section according to the age ranges set out in The Scout Association Policy, Organisation and Rules:

Section	Core age range	Minimum age	Maximum age
Squirrels	4 th to 6 th birthday	4 th birthday	6½ years
Beavers	6 th to 8 th birthday	5¾ years	8½ years
Cubs	8 th birthday to 10½ years	7½ years	11 th birthday
Scouts	10½ years to 14 th birthday	10 th birthday	14½ years

Membership is subject to:

- Availability of places
- Completion of OSM Details Form
- Acceptance of the Group's code of conduct and policies
- Payment of subscriptions where applicable
- Any necessary medical or safeguarding information being provided

Adult Membership

Adult volunteers must comply with the Scouts UK appointment process, including references, safeguarding training, and DBS checks.

Section Sizes

Maximum section sizes are determined by number of volunteers across all sections and to ensure the recommended outdoor ratios advised in The Scout Association Policy, Organisation and Rules.

- Squirrels – 1 to 4 plus 1 leader in charge
- Beavers – 1 to 6 plus 1 leader in charge
- Cubs – 1 to 8 plus 1 leader in charge
- Scouts 1 to 12

The size of and volunteers in the older sections must be considered when determining the size of the younger sections to ensure there will be places to move onto.

Our current maximum Section sizes (as at May 2026) are:

- Squirrels = 24
- Beavers = 24
- Cubs = 24
- Scouts = 24

Moving Up to the Next Section

Once young people are welcomed into the Scout Group, they are guaranteed a place in the older sections once they reach the usual admission age.

The usual admission ages for moving up are:

- Squirrels to Beavers – the Term AFTER their 6th Birthday
- Beavers to Cubs – the Term AFTER their 8th Birthday
- Cubs to Scouts – the Term in which they turn 10½

Where Section Team Leaders feel a youngster is ready sooner, and provided there is a space in the next section, youngsters may move before these ages at the discretion of the Group Lead Volunteer.

In some circumstances, young people may not be ready to move up at the usual moving up ages and may remain in their current section for an additional term at the discretion of the Group Lead Volunteer.

Rarely, and usually when there are additional needs, young people may not be ready to move on after the maximum age for a Section has been reached. In these circumstances, advice from Inclusions teams from Scouts UK will be sought and reasonable adjustments made to the maximum age for the Section.

Enquiries / Adding Young People to the Waiting List

Young People must be on our OSM Waiting List to be offered a place in the Scout Group – emailed enquiries or enquiries via online join us forms does not automatically place children on the waiting list.

The Group will acknowledge enquiries as soon as reasonably practicable, providing a link to the OSM waiting list and explaining:

- Current availability
- Expected waiting times
- The admissions process
- Any relevant subscription costs

An email template is available for this.

Parents should put their child's name on the OSM Waiting List using the link provided, enquiries who are not added to the OSM waiting list are not followed up.

Waiting List

Places can only be offered to children on the OSM waiting list – we cannot offer places to children who enquire in person, via email or via online Join Us forms.

The waiting list is held in OSM and managed by the Group Lead Volunteer.

The following information may be recorded:

- Young person's name and date of birth
- Parent/carer contact details
- Date of application
- Preferred section
- Relevant medical or support information voluntarily disclosed

Information will be managed in accordance with data protection legislation.

Priority Criteria

Places will normally be allocated in the following order of priority:

- Existing members moving between sections within the Group
- Children of existing volunteers
- Young people transferring from another Scout Group due to relocation
- Siblings of current members
- Date of application

The Group Lead Volunteer reserves discretion in exceptional circumstances, including safeguarding, welfare, or inclusion considerations.

Parents/carers will be given a reasonable deadline to accept the place. Failure to respond will result in the place being offered to another applicant.

A welcome pack including important information and details of policies is sent to parents / carers once a place in the Group has been accepted. These can also be found on our website at any time.

Waiting List Reviews

The waiting list will be reviewed termly. Parents/carers may be contacted periodically to confirm whether they wish to remain on the list.

Applicants who do not respond within a reasonable timeframe may be removed from the waiting list.

Trial Period

The Group may operate a trial or introductory period before confirming membership. During this period, leaders may assess whether the section is suitable for the young person and whether the Group can safely meet any additional needs.

Inclusion and Additional Needs

The Group is committed to inclusive Scouting and will make reasonable adjustments wherever possible to support participation.

Parents/carers are encouraged to discuss any medical conditions, disabilities, behavioural needs, allergies, or support requirements at the earliest opportunity.

Where additional support is required, the Group may consult with parents/carers and relevant professionals to determine how best to meet the young person's needs safely and effectively.

Please also see our Additional Needs Policy for more information.

Membership Subscriptions

The Group charges membership subscriptions to young people to help cover programme and operational costs – these are currently £120 per year split into six payments of £20 (As of May 2026).

Information about subscriptions, payment schedules, concessions, and hardship support will be communicated clearly to parents/carers through the Group's Welcome Packs.

Youth membership of the Group is on condition of payment of membership subscriptions and where payments are not made, membership may be at risk

No young person should be excluded solely due to financial hardship, and confidential support may be available. However, support can only be provided if discussed in advance.

Please see our Subscriptions and Payments policy for more information.

Behaviour and Conduct

All members and parents/carers are expected to uphold the values of Scouting and comply with the Group's codes of conduct and policies.

Serious or persistent breaches may result in suspension or termination of membership.

Please see our Behaviour Policy for more information.

Data Protection

Personal information collected as part of the admissions and waiting list process is held in OSM and will be handled in accordance with GDPR and the Group's privacy policy.

Personal details are removed from OSM following confirmation that young people have left the Group or no longer wish to remain on the waiting list.

Complaints and Appeals

Concerns regarding admissions or waiting list decisions should first be raised with the Group Lead Volunteer.

If unresolved, complaints may be escalated to the Group Trustee Chair in accordance with our complaints procedure.

Review of Policy

This policy will be reviewed annually or sooner if required due to changes in legislation, Scout policy, or operational needs.

Approved by: _____

Date: _____

Review Date: _____