Service Level Agreement

Consortium Multi Academy Trust and the 1st Fressingfield Scout Group

1. Aim:

1.1 To operate a curriculum entitlement Beaver Colony and Cub Pack “sections” at the Yoxford and Peasenhall Primary School, Consortium Multi Academy Trust “the Trust”. Thereby enhancing the curriculum offer to pupils and providing growth for the scout movement locally.

2. Governance:

2.1 The sections will be opening as additional sections within the 1st Fressingfield Scout Group “Group” the direct governance, supervision and support will fall to the Group Scout Leader “GSL” of the Group under the guidance of the Group Executive Committee.

http://www.1stfressingfieldscouts.org.uk

2.2 District and County affiliations are in place by extension of the Group.

2.3 During the period as specified in point 3 below, the Scout Association Policy, Organisation and Rules “PORs” https://members.scouts.org.uk/supportresources/71 will apply in particular rule 3.7a-o and 3.8 a-o

3. Timings:

3.1 The project will run as a trial for the 8th June 2018 – 20th July 2018 (inclusive), the project will be evaluated over the summer break with the aspiration that it will become a continuous part of the curriculum. The CMAT Curriculum Innovation Leader will conduct the evaluation reviewing a range of ‘soft data’ including parental/staff/pupil perception surveys as well as ‘hard data’ including attendance and behaviour statistics along with the impact on progress and attainment. Although it is recognised that impact will be over a much longer period of time.

3.2 Subject to review the sections will be embedded in the curriculum from September 2018 and reviewed annually

3.3 The sections will meet on Friday afternoons, after registration at 1:15pm and will end at 3pm.

3.4 Class teachers will be responsible for the children until 1:15pm and again at 3pm until the school dismissal time.

4. Insurance:

4.1 The Trust is adequately covered through the HM Government’s Risk Protection Agreement “RPA” https://consortiumacademy.co.uk/suffolk/primary/consortium-mat/site/pages/governance/leadership/insurances
4.2 Members of the Group are automatically covered by the Scout Association insurance through Unity Insurance Services and applies throughout the time members are on *bona fidei* activities. 

[http://members.scouts.org.uk/supportresources/3058/insurance](http://members.scouts.org.uk/supportresources/3058/insurance)

5. Membership:

5.1 The Beaver Scout Leader “BSL” and the Cub Scout Leader “CSL” will be existing members of staff and also existing members of the Group leadership team, appointed in line with POR: The appointment process.

5.2 All pupils aged between 6 and 8 years of age will be enrolled in the Beaver Colony.

5.3 All pupils aged between 8 and the end of primary school age (typically 10 ½ years of age) will be enrolled in the Cub Pack.

5.4 For the purposes of accounting and annual census where pupils are already members of ‘traditional’ out of school Scout Groups they will not be recorded as members of this Group, but will be entitled to participate in the curriculum time activities. Out of courtesy to the existing Group a letter of explanation will be sent to the Group.

6. Uniform:

6.1 Leaders will be required to wear uniform, unless impractical for the programme or activity.

6.2 Uniform will not be offered to young people during the trial period.

6.3 Assuming the trial becomes permanent – young people will be invited to purchase a Beaver or Cub jumper at a reduced rate in the initial year – 50% paid by parent and 50% paid by the Group, this cost will be allocated against the start-up grant provided to the Group. In subsequent years parents will be required to purchase the jumper. Where families are unable or unwilling to purchase the jumper, in any event all young people will be supplied with a Group necker as part of the investiture.

6.4 All members (after the trial period) will be invested and provided with a Group necker.

6.5 All members will be entitled to work towards badges and awards.

6.6 Where a young person is a member of an out of school Scout Group they may wear their existing uniform including own Group necker.

7. Leadership:

7.1 The BSL and CSL will be appointed by and are responsible to the GSL.

7.2 Other leaders within the Group, District or County may also on occasions participate in the school sections.

7.3 Teaching staff are not expected or required to participate.
7.4 Teaching support staff, including specific staff to support children with additional needs is required to support the leaders. School staff are there wholly to provide guidance and support and are not members of the Scout Association.

7.5 Volunteers including parents and Occasional Helpers “OHs” may be recruited locally to support the School Sections, in these instances these individuals must be DBS vetted through the Scout Association and recorded as OHs. The Group will be responsible to ensure that the relevant insurance is in place for these volunteers. All adult volunteers directly engaged in the school sections must follow the appropriate appointment process.

8. Safeguarding:

8.1 The school site safeguarding, security and health and safety policies and procedures must be adhered to by all members of the Group. Including the signing in and out of adults and displaying ID at all times.

8.2 In addition the Scout Association safeguarding policies apply to all members of the Association as laid out in the ‘yellow card’ [http://members.scouts.org.uk/supportresources/search/?cat=299](http://members.scouts.org.uk/supportresources/search/?cat=299)

8.3 All school staff will have enhanced DBS checks in place and all adult leaders and OHs of the Group will also have Scout DBS checks in place.

8.4 For the purposes of a safeguarding disclosure while the sections are in operation a dual reporting process will be undertaken with both the GSL and the Academy Head acting as Designated Safeguarding Leaders. In the event of a school based Safeguarding referral to the LADO, the LADO must be made aware of the Scouting Involvement.

8.5 For the purposes of an accident/incident report while the sections are in operation a dual reporting process will be undertaken with both the GSL and the Academy Head acting as Designated Safeguarding Leaders.

8.6 Membership information (i.e. parental consents, contact details, DoB, medical information) will be held by the school. To limit the impact of the General Data Protection Regulations communications between the school sections and parents will be via normal school lines. The school will ensure that messages are communicated effectively with parents as required.

8.7 The Group will use Online Scout Manager “OSM” to keep the training records of members, against minimal personal information (first name – last name). The Groups GDPR Fair processing statement can be found here: [http://www.1stfressingfieldscouts.org.uk/about/gdpr/](http://www.1stfressingfieldscouts.org.uk/about/gdpr/)

8.8 The Academy Head (or a member of the Senior Leader Team) retains the absolute right to stop an activity or remove an adult from the site.

8.9 The District or County Commissioner may advise of adults who cannot take part in scouting temporarily or permanently, no reason needs to be given.

9. Finance:
9.1 Start-up grants for the two new sections will be secured, in the event that the trial does not continue these grants will be returned.

9.2 The Group is responsible for the financial management of the sections, as per POR.

9.3 The Trust (school budget) will at the next census point pay the annual membership fee for all members, refer to 5.4 above for exceptions – at the national and County rate in force at the time (currently £41.50pp). The estimated payment for 2019 would be £2075.

9.4 The Group as the accounting body will be responsible for the collection of accurate census data and the subsequent invoice to CMAT.

10. Equipment & Accommodation:

10.1 The school sections will be afforded reasonable access to school facilities.

10.2 The school sections will ensure that school facilities, property and equipment are respected, used sensibly and left in good condition.

10.3 The Group will be liable for any breakages, unreasonable consumable usage or additional costs i.e. cleaning that the Trust may incur.

10.4 The Group and the Trust enters into a mutual sharing agreement for any equipment, facilities, resources that are required for the delivery of an effective scouting programme. Recharging to each partner should be kept to an absolute minimum.

11. Continuity of Provision:

11.1 School section members are members of the wider Group and therefore will be entitled to attend and participate in additional out of school hours scouting, including attendance at age appropriate activities organised by the Group. Open days, presentations and camps.

11.2 Parents of members of the school sections will receive a termly Group newsletter.

12. Transition:

12.1 At the end of primary phase (typically 10 ½ years of age) the young person will be sign posted to the nearest ‘traditional’ out of school Scout Group, namely Southwold, Leiston, Framlingham.

12.2 Towards the end of the summer term, these Groups may be invited to attend a session to support children that wish to continue their scouting journey into a local Scout Troop.

12.3 It is our aspiration to inspire our pupils to continue to participate as members of the wider scouting family.
Declaration:

We confirm and agree with the terms of the above Service Level Agreement, in the spirit of mutual respect, fairness and honesty.

Signed on behalf of the Consortium Multi Academy Trust

Dated

Signed on behalf of 1st Fressingfield Scout Group

Dated