

Cranleigh Scout Group Policy and Guidance on Working with Young People with Additional Needs

This document sets out Cranleigh Scout Group's commitment to:

- Uphold the values of the Scouting movement
- Work closely with parents/carers of young people with additional needs
- Ensure section leaders are fully supported in their role

A summary of the Scout Association's policies relating to working with young people with Additional Needs is outlined below; along with a description of the process Cranleigh Scout Group will follow to put these policies into practice. Useful resources for parents/carers and section leaders are also signposted with this guidance.

It is important to note that while this document provides general guidance and advice, each case must and will be assessed on its own merits.

What are Additional Needs?

The Scout Association defines Additional Needs as:

"...the individual requirements of a child or young person with a sensory, communication, behavioural, physical or learning disability. This also includes long-term and life limiting conditions and medical conditions"

"Additional needs is an encompassing term used to refer to any individual situation which may require an adaptation. This is the preferred term to replace 'special needs' which is socially outdated terminology. 'Special' implies a requirement which is outside of what is 'normal', enforcing difference and the requirement of another person to meet the needs"

"Special Educational Needs (SEN) is the term used in education to refer to young people who have a specific diagnosis which requires additional support or adjustments to allow learning within a formal education setting."

(The Scout Association: Language – How to Talk About Inclusion) [3]

What is the Scout Association's Policy?

The Scout Association's 'Policy, Organisation and Rules' (POR) [1] outlines the Movement's commitment to equal opportunities. The Equal Opportunities Policy (Rule 2.2, Chapter 2, POR) states

"...the Association is committed to equality of opportunity for all young people"

"No young person should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of ...disability (including mental or physical ability)"

How can the Programme be adapted to accommodate Young People with Additional Needs (Reasonable Adjustments)?

The word 'Programme' in Scouting refers to the range of activities, challenges and experiences that young people experience in Scouting. This programme of activities is planned by the leadership team in partnership with young people.

"Reasonable adjustments means actions to enable young people with disabilities to access Scouting and Scouting activities, as far as reasonably possible, to the same level as young people without disabilities. This should involve working in partnership with parents/carers to identify needs and support strategies."

(Chapter 2, POR [1])

It is possible to make a number of changes to the Programme to accommodate the needs of the individual young person, including:

- the physical environment (e.g. the meeting place)
- the way things are done (e.g. age range flexibility, badge requirements, routines, and ceremonies)
- the support provided to the individual (e.g. equipment, adapting communication, the level of support)

Parents/carers of young people with additional needs will need to work closely with the Group Scout Leader and section leaders to define the reasonable adjustments that be made (this process is detailed below).

"What is reasonable is dependent upon the effectiveness of the adjustment, whether it can be done; and the cost and resources available to the Group at that time." (Scout Association website – "Scouting for All/Reasonable Adjustments") [2]

The Scout Association gives examples of what may and may not be considered a Reasonable Adjustment:

"For example, if a young person requires continual 1:1 support to fully participate in Scouting, and their parent/carer is able to attend to offer this level of support, it is reasonable that the Group supports this adjustment. However, if the parent/carer is not able to provide this and a professional carer is required as the 1:1, it would be unreasonable for the Group to be expected to finance this level of support on a weekly basis."

Another example is, where a young person who uses a wheelchair joins the Group, it is likely to be reasonable for the Group to provide a moveable ramp. It is likely to be unreasonable for the Group to provide an electronic lift due to cost, or to fit a permanent ramp if the Group do not own the meeting place." (Scout Association website – "Scouting for All/Reasonable Adjustments") [2]

Parents/carers should be aware that there may be situations where Cranleigh Scout Group does not have the capacity or resources to meet the needs of a young person or make the adjustments necessary. In such instances the Group Scout Leader will refer the parents/carers to the District Commissioner (and possibly County) to discuss potential alternatives.

The capacity of the leadership team to provide Scouting safely is of utmost importance when determining whether an adjustment is reasonable.

There are a number of useful resources for section leaders around age range flexibility and adapting the Programme (including badge and award requirements) on the Scout Association's website. In addition, Surrey Scouts has a team who can provide training, advice, and support.

Parents/carers can access additional advice and support from the Parents and Carers section of the Scout Association's website [13].

Putting this policy into practice

There are several ways that the procedures detailed in this policy can be called upon.

- Parental notification of Additional Needs
 - Initial Application Form or an update
 - After the Young Person has joined the Group.
- After a Leader or other Adult involved in the Group raised concerns.

The flowchart at the end of this document illustrates the processes involved when either of these initial conditions occur.

Parent notification

When a parent informs the Group that their child has Additional Needs, this policy is enacted immediately.

Leader notification

It is possible for a Leader or other adult involved in the Group to request that this policy is put into action. The first step for them is to discuss their concerns with the GSL. It is at the discretion of the GSL whether the AN Policy is enacted or not, but a possible outcome is for the situation to be kept under review.

Enacting the policy

When this policy is enacted, the GSL is obliged to discuss the situation with the parents/carers of the Young Person. If the parents/carers do not accept the need for the Needs and Capability Assessment to take place, the GSL is to refer the matter to the District Commissioner. The GSL can refuse to accept a child into the Group if they have concerns that the safety or welfare of the Young Person in question, other Young People in the Group, Leaders, or members of the public could be at risk. In the circumstance that the GSL refuses the Young Person a place in the Group, the matter will be referred to the District Commissioner. [9]

Discuss with Parents

When the Group enacts this policy, the first action of the GSL is to discuss it with the parents/guardians of the young person in question. It is the responsibility of the GSL to seek parental agreement to the application of this policy. Should this not be reached, the GSL will refer to District for further support.

Conduct Needs and Capability Assessment

Assuming the parents agree, the GSL and, ideally, a section leader will meet with the parents and the young person to discuss the Needs and Capability Assessment. This should follow the Scout

Association's Parent/Carer Conversation Framework [8]. Minutes of this meeting should be kept by the GSL and stored securely as defined in the Data Protection Act.

If the parents do not agree to the Needs and Capability Assessment, the GSL will refer the matter to the District Commissioner.

Produce Needs and Capability Assessment Document

After the meeting, the GSL will produce a Needs and Capability Assessment document that describes the Additional Needs of the young person, their capabilities and the associated risks in terms of Scouting activities as well as any mitigating actions that are required for the young person to safely undertake Scouting. This should include risks to other young people, Leaders, and the public. The meeting notes and Needs and Capability Assessment will be kept electronically in an encrypted format. Access to the notes / final Needs and Capability Assessment will be limited to those who need to know, typically the parents, GSL and section leaders working with the young person.

Distribute the Needs and Capability Assessment

The final Needs and Capability Assessment document will be distributed to the parents and section leaders. In exceptional circumstances, it may also be distributed to other parties, including but not limited to District, County, and external carers/health professionals.

Assuming the Needs and Capability Assessment is agreed by all parties, then the young person may join the relevant section if the reasonable adjustments are made. This place is initially for a trial period of one term (unless otherwise agreed in the Needs and Capability Assessment). If there are specific risk-mitigating actions mandated in the Needs and Capability Assessment, then these must be in place before the young person can join the section.

Reviewing progress

The Needs and Capability Assessment document will describe a review schedule of not less than once a term. If all parties are content with progress at each review meeting and all risk mitigation strategies are still in place, then the young person may continue to be a member of the Group. If any party, including the parents, have any concerns then further action may be taken, including

- rerunning the Needs and Capability Assessment process to identify any new risks, reasonable adjustments or risk mitigating actions;
- Referring to District or County;
- Or the withdrawal of the young person's place in the Group.

At any time, any party can request a review meeting. The GSL will then organise a meeting between the family and the section leaders to discuss the concerns. If one or more party is unwilling to participate in the meeting the matter will be referred to District.

Maximum number of Young People with Additional Needs per section

"The capacity of the leadership team to provide Scouting safely is of utmost importance when considering reasonable adjustments." [10]

Provision of 1-1 Support

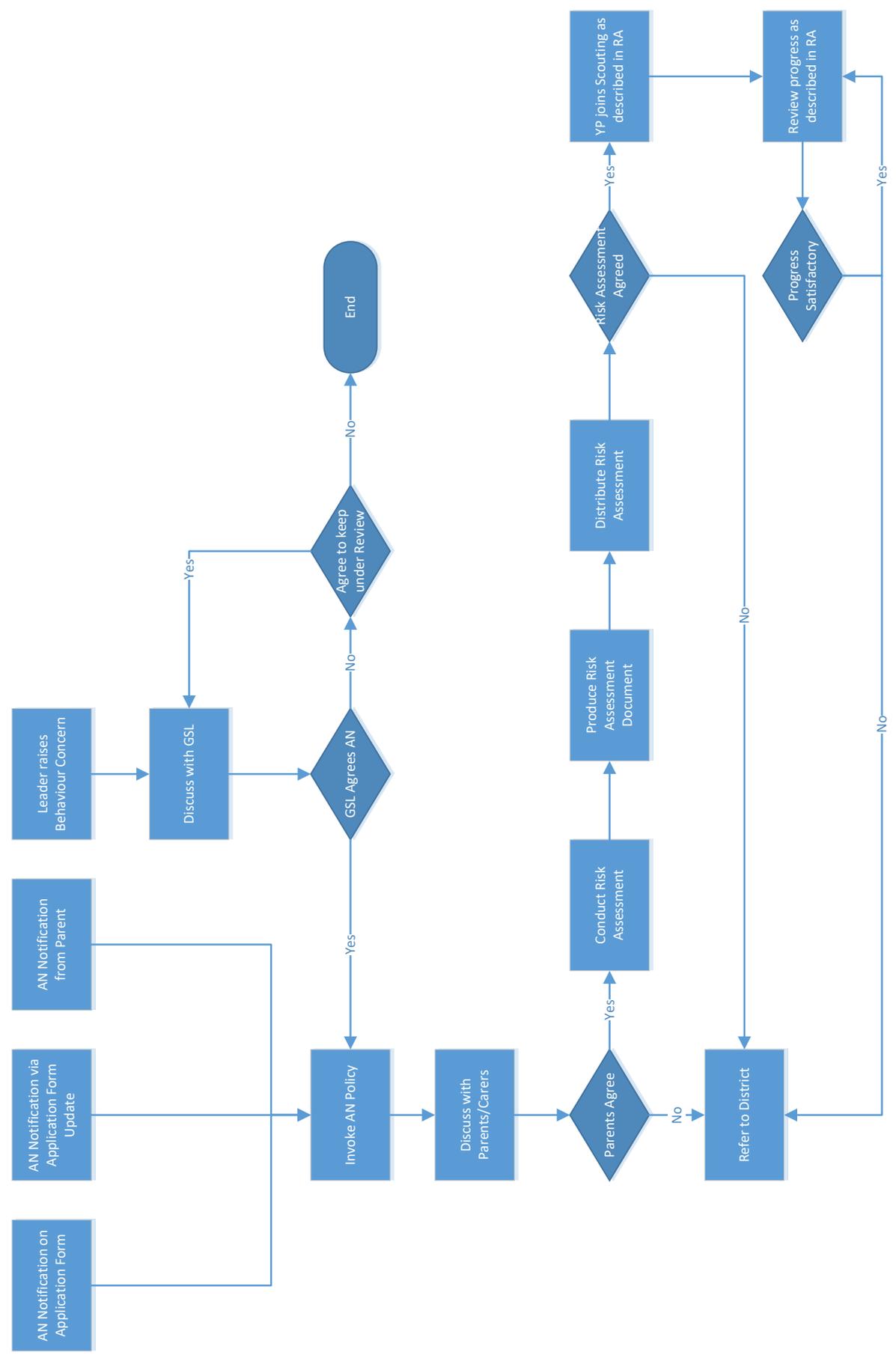
"Scouting is delivered by adult volunteers and is not a statutory provision (such as the education system, for example). Scouting does not have a statutory obligation to provide a 1:1 for a young person to access Scouting on a regular basis. If there is capacity within the Group to provide additional support that is very positive, however, where a 1:1 is required on a regular basis, it would

be the responsibility of the parents/ carer to provide or source the required support. The Group should not take on any financial responsibilities for the employment of a carer.” [11]

All adults regularly attending section meetings in support of a young person will be required to undergo a DBS check in line with standard Scouting Safe Guarding rules.

Appeals & Complaints

The Scout Association encourages leaders, parents and carers to resolve disputes informally at a local level wherever possible. Where this is not possible, anyone can follow the steps outlined in the Complaints Process for making a formal complaint. Details of the Complaints Process, including how to appeal if you are unhappy with the outcome of your complaint, can be found on the Scout Association Website [12].



Glossary of Scouting Terms

Additional Needs – The Scout Association defines additional needs as an encompassing term used to refer to any individual situation which may require an adaptation. This is the preferred term to replace ‘special needs’ which is socially outdated terminology. ‘Special’ implies a requirement which is outside of what is ‘normal’, enforcing difference and the requirement of another person to meet the needs”

County – Geographical area in England and Northern Ireland which provides administrative support to scout districts and groups.

District – A collection of scout groups within an identifiable boundary, led by a District Commissioner.

Group Scout Leader – The person appointed by the scout district responsible for the leadership and management of a scout group

Leader – All adults who run or help run a section are called leaders.

POR (Policy, Organisation and Rules) – the POR defines the structure of Scouting in the United Kingdom, the Channel Islands and the Isle of Man and provides information about its management and training. It also provides support and guidance to help us all run Scouting.

Programme – The programme is the term used to describe the entire scout experience, including awards, activities and badges for all young people aged 6-25.

Reasonable Adjustments – POR defines reasonable adjustments as actions to enable young people with disabilities to access Scouting and Scouting activities, as far as reasonably possible, to the same level as young people without disabilities. This should involve working in partnership with parents/carers, to identify needs and support strategies.

Scout group – A number of sections that are united by the same group name. Traditionally scout groups consist of a beaver colony, cub pack and scout troop but combinations of these or multiple sections are possible.

Section – This is a unit of a scout group or district – beaver scouts, cub scouts, scouts, explorer scouts and the scout network.

References and Further Reading

Below is a list of resources which have been used in compiling this guidance and which may provide additional information for parents/carers and section leaders.

- [1] The Scout Association, "Policy, Organisation and Rules" (POR), July 2016, <https://members.scouts.org.uk/supportresources/71>

Policy, Organisation and Rules (POR) defines the structure of Scouting in the United Kingdom, the Channel Islands and the Isle of Man and provides information about its management and training.
- [2] The Scout Association, "Scouting for All", <https://members.scouts.org.uk/supportresources/search/?cat=377>
- [3] The Scout Association, "Language – How to Talk About Inclusion", <https://members.scouts.org.uk/documents/AdultSupport/Inclusion/Inclusive%20language.pdf>
- [4] Surrey Scouts, "Special Needs Support Team Handbook for Leaders & Helpers", revised Feb 2014, <http://www.surrey-scouts.org.uk/doc%20store/special%20needs/SN%20Booklet%20Web%20Version%20redesigned%20Feb%202014.pdf>
- [5] Surrey Scouts, "Special Needs", <http://www.surrey-scouts.org.uk/specialneeds/index.html>
- [6] East Lancashire Scouts, "Special Needs - Essential Information for Adult Leaders in East Lancashire", <https://www.eastlancshirescouts.org.uk/downloads/inclusion/Inclusion%20Essentials.pdf>
- [7] The Scout Association, "Additional Needs Directory", <https://members.scouts.org.uk/supportresources/search/?cat=377,293,350>
- [8] The Scout Association, "Parent/Carer Conversation Framework", <http://members.scouts.org.uk/documents/inclusion/Parent%20carer%20conversation%20framework%20-%20July%202016.pdf>
- [9] The Scout Association, "Reasonable Adjustments", FAQ – Question 14, <https://members.scouts.org.uk/supportresources/4613/reasonable-adjustments?cat=377,837&moduleID=10>
- [10] The Scout Association, "Reasonable Adjustments", FAQ – Question 15, <https://members.scouts.org.uk/supportresources/4613/reasonable-adjustments?cat=377,837&moduleID=10>
- [11] The Scout Association, "Reasonable Adjustments", FAQ – Question 16, <https://members.scouts.org.uk/supportresources/4613/reasonable-adjustments?cat=377,837&moduleID=10>
- [12] The Scout Association, "Guide for Complaints", <https://members.scouts.org.uk/documents/AdultSupport/Guide-for-Complainants.pdf>
- [13] The Scout Association, "Parent FAQ", <https://scouts.org.uk/what-we-do/parent-faq/#disability>