

Welcome to 12th Swindon – info for new volunteers

Description

Welcome to 12th Swindon. It's great to have you with us. You're joining an enthusiastic and growing team of Scouts volunteers.

We want to make it easy and enjoyable for you to help out

Whether you are new to Scouts or have been involved in the past, there'll be loads to learn. Other volunteers in the group – several of whom have qualifications to run adventurous activities or nights away – are here to guide and support you.

We have the chance to get together as a team of volunteers regularly, to learn new skills, get updates from others, plan future activities or simply for a social.

By volunteering as a team, we make the most of each person's skills, interests and availability.

If you've got any questions, do chat to another volunteer, or speak to our Lead Volunteer, [Jenny](#), or the Chair of our Trustees, [Rich](#).

This page gives some of the practical and admin bits that will help you as you volunteer with us. You can check back to it in the future at www.oldtownscouts.org.uk/welcome using the password '12th'.

About 12th Swindon

We've got six sections:

- 1 Squirrels Drey, meeting on a Monday
- 2 Beaver Colonies, meeting on a Tuesday and Thursday
- 2 Cub Packs, meeting on a Monday and Tuesday
- 1 Scout Troop, meeting on a Thursday

Our meeting place

Each section meets weekly during term time. We're based at the Moose Hall in Eastcott Road but often meet elsewhere.

The Moose Hall contains a kitchen and boys' and girls' toilets. The car park is available for you to use during evening meeting times.

We have a store room at the back, which contains stationary, craft materials, cooking equipment, tents and more. We've also got a shipping container in the car park with some of the bigger items of equipment that we use more infrequently, and a gas cage for when cooking on gas. A full inventory of equipment is held on Online Scout Manager (Programme menu – Quartermaster Tools).

Any problems with the hall or equipment should be directed to [Jenny](#) initially.

Communication

We will add you to the '12th leaders info sharing' WhatsApp group when you join. This is used by all volunteers in Beavers, Cubs and Scouts.

We'll also add you to a WhatsApp group for volunteers in your section.

We have a [closed Facebook group](#) (for volunteers, and parents of children in the group) to showcase the great things we do – please do post photos regularly.

We've also got a [public Facebook page](#) to showcase the great things we do to the public. Speak to [Ann-Marie](#) if you'd like access to post here.

We communicate with parents by sending emails through Online Scout Manager (and text messages through Online Scout Manager, when messages are time-critical).

How we collect money

We collect all payments from parents through Online Scout Manager. This includes membership subscriptions (with £45 to be paid immediately after the Christmas, Easter and Summer holidays) and payments for any other events.

We've also got an iZettle card reader (for when taking payments from members of the public at events) and a PayPal account (for taking payments from members of the public online). Speak to [Jenny](#) for the card reader or [Rich](#) for PayPal.

Budgeting for the programme

Each section has a budget of £700 per financial year (1 April to 31 March). The section volunteer team can decide how to spend this, covering resources for weekly meetings and/or for subsidising other activities (e.g. if climbing costs £10 per person, you might choose to charge parents £5 and take the rest from your annual budget).

All activities should be budgeted so that the income received broadly covers the costs, based on the estimated number of attendees. When you're planning an event, please email the rough costs and how it'll be funded (are you charging parents and/or using some of your section's budget) to the [Treasurer](#).

Normally, we don't charge adults to volunteer at events, with the fee charged to children covering

adults' costs.

A separate budget of £600 per financial year is also in place for resources to go in the store that are shared amongst all sections.

Expenses

Expense claims should be sent to the [Treasurer](#), stating the budget it is to be taken from.

We will pay mileage for Scout activities, where you are travelling outside of Swindon, at a rate of 45p per mile. This includes travelling to an event or a camp, training courses, or checking out a location where this is needed in advance of a planned event.

Clothing

It's up to you what you wear when you are volunteering, but we encourage volunteers to wear either a light blue Air Scouts uniform shirt or blouse or a dark blue 12th Swindon polo shirt. We will pay for these.

Volunteer training

You will be required to undertake some training to volunteer with Scouts.

If you choose to go on a course to learn a skill that is relevant to Scouts – such as tomahawk throwing, archery, navigation or backwoods cooking – then we will normally pay for the costs involved (but do check beforehand).

Waiting list

Scouts is very popular in Old Town – so we have a waiting list in place for those looking to join. This waiting list is shared with the other Scout groups in Old Town.

When people ask to join, please direct them to add their details at www.oldtownscouts.org.uk/join. But if they have a parent who wants to volunteer, then speak to [Jenny](#) – we'll normally prioritise them in this case.

When you have space to take new members from the waiting list, please contact [Dan](#) to arrange this.

Risk assessments

All activities need to be risk assessed – to help with this, we have a bank of commonly used risk assessments in our [Microsoft Teams area](#). You will need to have an oldtownscouts.org.uk email address to log in (contact [Andy](#) to set this up).

Photographs

We always encourage volunteers to take photos of Scout activities, and to share them through Facebook.

We follow the guidance from the [Information Commissioner's Office](#), which does not require us to gain specific consent from parents to take photos. However, out of courtesy, we will respect a parent's wishes if they specifically ask us not to take photos of their child.

When children join 12th Swindon or move between sections, our standard 'welcome' email informs them of this.

Unless a parent specifically opts out, it's fine to take photos.

Helping everyone to take part in Scouts

We want Scouts to be open to everyone, so have a 'Participation Fund' which can be used to subsidise the cost of membership subscriptions and activities where this will help a young person to take part. We'll normally be able to cover half of the cost, but do speak to [Jenny](#) for more information.

Looking after data safely

Our [Privacy Notice](#) sets out how we manage the data relating to the volunteers and young people within 12th Swindon. A link is shared with parents in the 'welcome' email that is sent when a child joins or moves to a new section.

Governance

We are our own charity, with a Trustee Board, who are responsible for governance and finance.

If you know anyone who has or would like to develop experience in governance and finance, and wants to volunteer in a behind-the-scenes way, then please contact [Rich](#).

Updates

This page will be updated where appropriate. The current version can always be found at www.oldtownscouts.org.uk/welcome with password '12th'.

Date

27/08/2025