

## **2<sup>nd</sup> Kirkham (St Michael's) Scout Group Covid-19 restart**

Dear Parent / Guardian

As 2<sup>nd</sup> Kirkham (St Michael's) Scout Group we are preparing to restart Scouting locally under the guidance of the UK Scout Association and much work is being carried out by our executive committee and members locally to make this possible. The health and wellbeing of our members is our priority and we will do all we can to ensure this

The UK Scout Association is following guidance from the National Youth Agency (NYA) and all information is directed to us via the UK Scout Association website

<https://www.scouts.org.uk/coronavirus>

**We do not have a date for re-opening as yet and we will contact you when we do.  
This information is in preparation for when we can restart Scouting**

At any time if you have comments or concerns please get in contact,

### **Contact**

- Paul Jackson (Group Scout Leader of 2<sup>nd</sup> Kirkham)
  - 07939 547453 / [2ndkirkhamscoutgroup@fyldescouts.org.uk](mailto:2ndkirkhamscoutgroup@fyldescouts.org.uk)

### **For scouting to restart at 2<sup>nd</sup> Kirkham the following will happen:**

- You will be contacted by the section leader and asked if your son / daughter wishes to return to their section (Beavers, Cub, Scouts or Young Leaders) to which you must confirm
- We will ask you to complete / update a contact details (including gift aid) form for you son / daughter (see below)
- Details of subscription payments will be confirmed prior to our restarting and it is asked as usual for these to be paid at the start of each half term
- Your son / daughter will only be allowed to attend the section on dates we are able to offer and **MUST NOT ATTEND ANY OTHER TIME.**
- Details of the groups Covid-19 Risk Assessment will be made available to you via the Groups website and internal notice boards.
  - [www.2ndkirkhamscoutgroup.org.uk](http://www.2ndkirkhamscoutgroup.org.uk)



**2<sup>nd</sup> Kirkham (St Michael's) Scout Group**

Contact: c/o 17 Hillside Avenue, Kirkham, Lancashire, PR4 2YR

Group Chairman: Duncan Coppersthwaite Group Scout Leader: Paul Jackson

Email: [2ndKirkhamScoutGroup@fyldescouts.org.uk](mailto:2ndKirkhamScoutGroup@fyldescouts.org.uk) Website <http://www.2ndkirkhamscoutgroup.org.uk>

Registered Charity no. 509768



2nd Kirkham  
(St Michael's)

### Parents what to expect

#### We ask of you;

- Your contact details (Mobile / Home phone / Email ) are always up to date so we can contact you quickly
- One parent / guardian / family member drop off / pick up your son / daughter
- You are prompt in dropping / picking up of your son / daughter to the designated location
- Look out and obey social distancing reminder notices / marks
- Use hand sanitiser / wash hands upon entering our building / outdoor area
- Use the one way system if asked to do so
- Payment for subs and events is asked for via electronic payment if possible
- Should you use our facilities whilst picking up / dropping of your son / daughter wash your hands for 20 seconds / use hand sanitiser
- Send your son / daughter to Beavers, Cubs, Scouts or Young Leaders with a full water bottle each night with their name on; There will be no food provisions and none to be brought to sessions.
- Send your son / daughter to Beavers, Cubs, Scouts or Young Leaders with an outdoor jacket and winter hat each week.
- Temperatures of young people and leaders may be taken upon arrival or during the evening if they feel unwell. If anyone has a temperature then arrangements will be made for them to go home.

#### As 2nd Kirkham (St Michael's) Scout Group we will;

- WITHOUT DELAY WE WILL INFORM YOU IF ARE SECTIONS ARE TO CLOSE DUE TO ANY MEMBER REPORTING COVID-19 CASES.
- Provide the fun and adventures of Scouting in accordance with UK Scout Association Rules
- Display & make known our Risk Assessment to parents / guardians (via our website & notice boards) and ensure we comply at all times with the controls stated, including PPE if required.
- Be prompt in starting & finishing the section meeting
- Look out and obey social distancing reminder notices / marks
- Use hand sanitiser / wash hands upon entering our building or outdoor area
- Use the one way system if asked to do so
- Ask for Payment of subs and events via electronic payment as a preferred method
- We will ensure our facilities are cleaned after use including wash room facilities.
- Leaders should also attend with a full water bottle each night
- Temperatures of leaders may be taken upon arrival or during the evening if they feel unwell. If anyone has a temperature arrangements will be made for them to go home.



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### Covid-19 restart Form

I accept the following conditions for my child joining the 2<sup>nd</sup> Kirkham (St Michael's) Scout Group.

- I am prepared to offer occasional help to the Scout Group at events if asked and given reasonable notice.
- Failure to pay within one month of the subscription being due, or your child being absent for three consecutive weeks without explanation, will be taken as termination of your child's membership of the Scout Group and their place will be offered to someone else.
- That Leaders at Scout events may take photographs and videos of activities showing your child, for use only at Scout meetings or for publicity purposes, unless you specifically wish your child not to be photographed / videoed.

<b>Childs Details</b>	
Child's Names*	
Date of Birth*	
Address	
Post Code*	
Doctors Name & Address	
Allergies	
Medical Conditions	
Anything else we should know	
Photographs & Videos for Scouting purposes (delete as appropriate)	Please exclude my child / please include my child

<b>Parent Contact Details</b>		
	(1)	(2)
Parent's Name		
Parent's Address		
Contact numbers		

<b>Emergency Contact (in case parents are unavailable)</b>	
Name	
Relationship to child	
Address	
Contact numbers	

Note: The items highlighted above will be used for the UK Scout Association's Census. All other data will be kept strictly for Scout Group use and destroyed when your child leaves the Scout Group.



**Gift Aid Declaration**

Name of charity: **2<sup>nd</sup> Kirkham (St Michael's) Scout Group**

Please treat as Gift Aid donations:

- The enclosed gift of £ \_\_\_\_\_ OR
- All subscriptions / gifts of money that I make today and in the future as Gift Aid donations OR
- All subscriptions / gifts of money that I have made in the past four years and all future subscriptions / gifts of money that I make from the date of this declaration as Gift Aid donations.
- ✓ *Please tick the appropriate box*

Donor's details (Please PRINT)				
Title		Initial(s)		Surname
Address				
Post Code		Date		
Signature				

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs), that I donate to, will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

**Please notify 2<sup>nd</sup> Kirkham (St Michael's) Scout Group if you:**

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self-Assessment tax return if you want to receive the additional tax relief due to you.



**2<sup>nd</sup> Kirkham (St Michael's) Scout Group – GDPR Statement**

*This Privacy Statement sets out what we do with Personal Data and what you can expect from 2<sup>nd</sup> Kirkham (St Michael's) Scout Group, Fylde District as part of our obligations when processing this Personal Data. Additional information about our general data privacy position can be obtained by contacting the Group Executive Committee.*

*Information is being collected of both your son / daughter and responsible adult / adults.*

*The information is being collected to;*

- *Identify the member*
- *Verify that the member's age is acceptable for the event*
- *Contact emergency contacts in the event of an emergency*
- *Administer any medications that may be required during the event*
- *Inform the event organiser of any disabilities, cultural or any additional needs they may need to cater for*

*This data is securely stored [this data is stored in paper or electronic form]. We take data security seriously.*

*Appointed adults within Scouting and Parents / Guardians will have access to this information. Electronic information can be accessed via OSM <https://www.onlinescoutmanager.co.uk/login.php> / Compass <https://compass.scouts.org.uk/login/User/Login>*

*Data will be destroyed by the Group as detailed within the Group's Executive Committee Retention Policy. Contact the Executive Committee for a copy of this Policy via e-mail to [2ndkirkhamscoutgroup@fyldescouts.org.uk](mailto:2ndkirkhamscoutgroup@fyldescouts.org.uk)*



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