****

**Northern Norwich District - Young Leaders Placement Agreement**

**1. Agreed areas of responsibility**

This Placement Agreement outlines the requirements and responsibilities relating to Young Leader provision within Scout Groups. The agreement aims to provide clarity as to areas of responsibility and requirements for all parties involved. It should therefore be signed by the Young Leader, the Group Scout Leader (GSL), Section Leader (SL), Explorer Scout Leader (Young Leader) ESL (YL) and the District Explorer Scout Commissioner (DESC).

**Please be clear that:**

a) The District is responsible for Explorer Scout provision, which includes Young Leader Units.

b) Where a Young Leader takes an active part in an Explorer Scout Unit, they are directly responsible for paying membership fees.

c) It is recommended that if the youth member’s only role is as a Young Leader at a Scout Group then the Group should pay membership fees for that member and will be invoiced accordingly.

d) Young Leaders should wear an Explorer Scout shirt or polo at meetings and events and section leaders should encourage this.

e) All Young Leaders should wear the Northern Norwich District Explorer Scout Scarf.

f) A Young Leader must not wear adult leader’s uniform before their 18th birthday.

2. **Requirements for a Young Leader within a Scout Group**

a) Young Leaders must be registered in the Young Leaders Scheme as soon as is practicable with the ESL (YL) with the full knowledge and approval of the GSL

b) Contact with the ESL (YL) should be made by the Section Leader with the full knowledge and approval of the GSL

c) The GSL in partnership with the ESL (YL) must ensure that YL’s have been registered and have completed Module A (Prepare for Take Off) within three months

d) Young Leader contact details including health and In Touch emergency contact details must be held by the Section Leader and the ESL (YL)

e) The Section Leader or mentor within the Scout Group should ensure that they are aware of current developments within the Young Leaders training scheme.

f) Section Leaders should induct the Young Leader into the Group the same as any adult volunteer.

3. **Responsibilities of Young Leaders**

a) Module A, ‘Prepare for take-off!’ must be completed within three months of becoming a Young Leader.

b) Full contact details must be provided to the Section Leader and updated when necessary.

c) The Young Leader will remain up to date with the Policy, Organisation and Rules (POR) of The Scout Association

**4. Responsibilities of Leaders and Managers**

a) Completed permission forms for nights away and adventurous activities must be obtained from all Young Leaders.

b) Young Leaders should be provided with separate sleeping accommodation to adults and members of younger sections.

c) Young Leaders must be included in team planning meetings, section meetings and presentation evenings.

d) All adults should remain conscious of the fact that a Young Leader is a youth member. They must be treated as such, supervised at all times and not given adult responsibilities.

e) Young Leaders must not be included when calculating ratios of adults to young people. The Leader in charge is responsible for the Young Leader and no ratio is required.

f) Management of Young Leaders outside of Group matters rests with the DESC or if delegated, to the ESL (YL).

g) The DESC and ESL (YL) must ensure that Young Leaders are aware of upcoming Young Leader forums and training dates and should encourage them to participate. Young Leaders should also be kept informed of Explorer Scout and Young Leader activities and events at District, County and National levels.

h) The GSL and / or Section Leaders should ensure that Young Leaders are made aware of activities and events at Group, District, County and Nationals levels for the section they are supporting.

i) The ESL(YL) will ensure that the Young Leader is awarded with Young Leader badges, including

mission badges and update progress on modules as part of the Young Leaders training scheme.

j) Section Leaders should support Young Leaders in their Young Leaders training and personal progressive training awards towards their D of E and Scouting Awards.

**I have read, understood and agree to undertake the requirements and responsibilities outlined above.**

**Signed:**

**Group Scout Leader**

**..............................................................**

**Date ………………………………………**

**Signed:**

**Young Leader**

**...............................................................**

**Date……………………………………….**

**Signed:**

**Section Leader**

**..............................................................**

**Date: …………………………………….**

**Signed:**

**District Explorer Scout Commissioner**

**……………………………………………**

**Date …………………………………….**

**Signed:**

**Explorer Scout Leader (Young Leader)**

**…………………………………………..**

**Date ……………………………………**

*This form is used to collect information about the member for participation in the Young Leader Scheme, this is to be used by us in Northern Norwich Scout District to support the member through the Scheme.*

*We will keep the data we capture from this form for 6 months after the member turns 25, or until the member leaves if earlier. We take data privacy seriously. For further detail please see our Data Protection Policy on the District website* [*https://www.northernnorwichscouts.org.uk*](https://www.northernnorwichscouts.org.uk)*.*