

LETTER OF APPOINTMENT

Please print clearly.

**Original to be held by the Group Leader / Zone Leader / Regional Leader to whom they will be responsible.
One copy to be kept by the adult accepting the appointment.**

The Scout Movement is the world's largest organisation dedicated to the education and training of young people. The general principles under which it operates are set out in its rulebook and section handbooks. SCOUTS New Zealand statement of **Duty of Care** and the **Code of Conduct** required of all adults working in the Movement is printed on the next page.

As a volunteer there are some things you have a right to expect from SCOUTS New Zealand and its Leaders.

You have the right to:

- * A personal interview and after approval, placement in a suitable appointment, with consideration given to your personal preferences and abilities.
- * Training necessary to undertake the appointment and add to your knowledge and skills.
- * Clearly defined lines of responsibility and communication, with sound guidance and direction from someone experienced and well informed about the Movement.
- * Information in advance about the organisation, its policies, objectives, programmes, and new developments.
- * Receive meaningful recognition for your service and contribution.
- * Be included in planning and evaluating the programme in which you are involved.
- * Be offered a variety of leadership roles and experiences where practical.
- * Be heard by a person in authority if you have any queries, complaints, or suggestions.
- * Receive feedback on your performance.

In turn, the SCOUTS New Zealand expects that you will:

- * Accept the Scout Promise and Law, the aims, principles, methods, and rules and policies of SCOUTS New Zealand.
- * Accept a duty of care for the welfare, safety, health, and happiness of young people while they are your responsibility.
- * Allow youth members in your care to take responsibility for their own programme according to section guidelines and to their age and ability.
- * Recognise the importance of and encourage the spiritual development of youth members.
- * Seek and accept honest feedback on performance.
- * Serve as a goodwill ambassador for SCOUTS New Zealand in the community at large.
- * Accept that SCOUTS New Zealand may sometimes have to reassign duties or even ask volunteers to leave, and that the final decision in such matters rests with SCOUTS New Zealand.
- * Discuss any queries, complaints or suggestions with the appropriate person in authority, so that the matters can be dealt with quickly and effectively.
- * Adhere to SCOUTS New Zealand's policies in regard to drugs, smoking, and alcohol and ensure your duty of care to youth members is met in these areas.
- * Be prepared to meet the challenges of helping young people deal with personal and social issues and other relevant community concerns.

If accepting a warranted appointment or reassignment

- * Complete training from the Initial and Practical Blocks within the next 6 months.
- * Complete further Adult Leader Training appropriate to the role.

WARRANTED APPOINTMENT

(For non warranted appointment use *Adult Helper Application* form)

Appointment (position to be held)	Term expires (date)	
Dual Appointment (position to be held)	Personal number	
Under authority of the above warrant and expiring at the same date		
I have read SCOUTS New Zealand Duty of Care and Code of Conduct for Adults statements printed on the next page and accept the requirements of this appointment and obligations of me.		
..... (print name)	Signature	Date
Approved by Group Leader / Zone Leader / Regional Leader		
..... (print name)	Signature	Date

June 2009

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SCOUTS
New Zealand

LETTER OF APPOINTMENT

DUTY OF CARE

1. Position Statement

The primary responsibility of adults in the Scout Movement is the welfare and progress of youth members. The adult approval process is to ensure as far as possible that unsuitable adults are not involved. We have a duty of care to keep youth members safe and protect them from harm, physical and emotional harm.

2. Touching

There can be good touching and bad touching just as there is good and bad language. A handshake is always acceptable, a hug often is and a cuddle is usually unacceptable. Touching which gives offence or causes unease is not acceptable. A mature well-balanced adult will have no difficulty in determining what is acceptable.

3. Relationships

Adults enjoy Scouting and they do benefit from the training and experience it brings, but they stand on the other side of a dividing line where on one side youth members are entitled to benefits and protection and on the other adults are part of the delivery process. The correct relationship between an Adult Helper and a youth member is that of instructor, guide, dispassionate friend and protector, very much like a teacher / pupil relationship. It is a position of integrity, trust and maturity.

4. Language

The Scouting ethic requires that we do not use bad language in our Movement with youth members.

5. Cultural

Scouting is a world wide, multicultural movement. We welcome people to membership irrespective of sex, race, culture, creed or wealth. Youth members are strongly influenced by the behaviour of Adults. We need to be sensitive to the traditions and beliefs of various cultures and avoid words or actions that "put down" any culture or peoples.

6. Guidelines

Do not engage, or let others engage, in any of the following:

- * Abusive initiation ceremonies.
- * Invading the privacy of children when they are showering or toileting.
- * Photographing undressed children.
- * Rough, physical, hurtful or sexually provocative games.
- * Making sexually suggestive comments about, or to a young person.
- * Inappropriate and intrusive touching, hugging, cuddling and kissing, scapegoating, ridiculing, rejecting, isolating or taking the "mickey" out of a child.
Bullying, physical, verbal or cultural abuse, sexual harassment or neglect.

7. Code of Conduct For Adults

The purpose of Scouting is to encourage the physical, mental, social and spiritual development of young people. This is achieved by the example and guidance of dedicated men and women who help the youth members in the fulfilment of the Scout Promise and Law, so they become constructive and responsible citizens.

This Code of Conduct is expected of all adults, Uniformed Leader, Committee people, parents and helpers, who work within SCOUTS New Zealand, recognising that at all times they should act responsibly and exercise a "duty of care" to the youth members.

ADULTS IN SCOUTING

- respect the dignity of themselves and others.
- demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are an example to other members of the Movement.
- act at all times in accordance with Scouting principles, hereby setting a suitable example for all.
- do not use the Movement to promote their own beliefs, behaviours or practices where these are not compatible with Scouting principles.
- act with consideration and good judgement in all interpersonal relationships, both inside and outside Scouting.
- respect everyone's right to personal privacy at all times. They take special care where sleeping, changing of clothing, bathing and ablutions are associated with any Scouting activity.
- avoid unaccompanied and unobserved activities with youth members wherever possible. Remember, "in sight - out of hearing".
- for their own protection should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying youth members. It is recognised that, in certain circumstances, it may be necessary for an adult, whilst acting responsibly and exercising their "duty of care", to be alone with a youth member.
- realise that bullying, physical, verbal or cultural abuse, sexual harassment, neglect or any other type of abuse, is unacceptable conduct by any member of the Movement.