

# WARRANT APPLICATION

Please **print clearly** and **use capitals** if completing this form by hand. Once an application form is completed, please follow the process below:

*Applicant > Group Leader (keep a copy) > Zone Leader (keep a copy) > Regional Service Centre (enter details) > National SCOUT Centre (approval).*

Surname		First name			
(Maiden or other names used)		Male <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Date of Birth
Female <input type="checkbox"/>		Miss <input type="checkbox"/>	Ms <input type="checkbox"/>		
Residential Address Street		Suburb		City / Town	
Postcode		Nationality		Occupation	
Home (     )		Work (     )		Cell phone (     )	
NZ Drivers Licence number			Email		
Warrant number (if applicable).			NZQA National Student Number (NSN)		
<b>POLICE CONSENT</b>					
As part of the application process applicant details will be submitted to the New Zealand Police Licensing & Vetting Service.					
A completed and signed <b>Consent Request and Consent Vetting</b> form must accompany this application. Is it attached?    YES <input type="checkbox"/>					
<b>DECLARATION</b>					
I hereby apply for a Warrant and declare that the information given on this application form is correct. I am willing to make the Scout Promise, carry out the religious policy and abide by the Rules of the Scout Association of New Zealand.					
I have read SCOUTS New Zealand <b>Duty of Care</b> and <b>Code of Conduct for Adults</b> statements printed on the next page and accept the requirements of this appointment and obligations of me.					
I agree, that when called upon to do so by the Zone Leader, Regional Development Manager or the Chief Executive, I will hand in my Warrant, together with all monies, badges, property and records belonging to any part of the Scout Association of New Zealand. <b>I have undertaken the "Introduction to SCOUTS New Zealand" training</b> and I am willing to accept further training as offered by the Scout Association to equip myself better as an Adult Leader.					
<b>Cross out/Delete whichever of the following is not applicable:</b>					
I have not had any criminal charges laid against me in court, nor do I have any criminal charges pending.					
<b>OR</b>					
I do have a criminal conviction(s) or criminal charge(s) pending against me. (Details must be provided in confidence on a separate sheet attached to this application).					
These questions should not be read as requiring you to disclose convictions in breach of the Criminal Records (Clean Slate) Act 2004.					
Signed .....			Date .....		
Application for a warrant in the rank of <b>Adult Leader</b> for initial appointment to the section shown (tick box):					
<b>Kea Club</b> <input type="checkbox"/>	<b>Cub Pack</b> <input type="checkbox"/>	<b>Scout Troop</b> <input type="checkbox"/>	<b>Venturer Unit</b> <input type="checkbox"/>	<b>Rover Crew</b> <input type="checkbox"/>	<b>Group</b> <input type="checkbox"/>
Term of appointment to expire on 30 June .....			Other Appointment (please state here and detail on reverse):		
The term, which must be agreed with the applicant, may not exceed three years. If no date is entered, the warrant will be issued for three years unless a lesser time is agreed.					
Scout Group:		Scout Zone:		Scout Region:	
<b>REFEREE ONE:</b>			<b>REFEREE TWO:</b>		
Name .....			Name .....		
Address .....			Address .....		
Phone number .....			Phone number .....		
Initial if checked and approved:		Date checked:		Date checked:	
		___ / ___ / ___		___ / ___ / ___	
Two character referees should be provided to support this application. The person approving the application will contact the referees to assist in determining the applicant's suitability for appointment. The Referee boxes should be initialled to denote that the checks have been made.					
<b>Checked and approved by Group Leader (signature &amp; date):</b>			<b>Approved by Zone Leader (signature &amp; date):</b>		
..... / .. / ..			..... / .. / ..		

Email - warrants@scouts.org.nz  
September 2014 - warrant\_application\_form.doc



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## Referees:

In taking references from referees the following information should be sought: Confirmation of the applicant's name and address, length of time the person has known the applicant and in what capacity (e.g.: Friend, Work colleague, Employee), any reason they are aware of that might mean they should not be involved in SCOUTS or in the direct supervision of young people, the applicant's ability to get on with other adults and their general standing in the community.

## Warrant approval / decline:

The Chief Executive, acting with the authority of the National Executive Committee of the Scout Association of New Zealand, has the right to determine, whether or not a warrant shall be issued to any applicant without assigning any reason for the decision. Changes of appointment must be advised to National Office and are subject to confirmation by National Office. A warrant that has not been withdrawn authorises appointment as an Adult Leader subject to rules specific to each rank.

The minimum age for a warrant as an Adult Leader is 18 years.

On the issue of a full warrant certificate the Adult Leader will complete the Letter of Appointment Form.

**No appointment is valid without a current Letter of Appointment**

## Training:

New applicants must complete the "Introduction to SCOUTS New Zealand" training before submitting a warrant application; therefore they should have completed a Training Plan. Training is required to operate effectively as an Adult Leader in the delivery of National Programmes or as a Manager.

<b>Zone and Regional Leaders</b>	
Before appointing Zone Section Leaders, the Zone Leader is to discuss the proposed appointment with the relevant National Section Leader. Prior to the appointment of Zone Training Leader the Zone Leader is to discuss the proposed appointment with the National Development Manager.	
<b>Zone and Regional Leaders</b>	
Before appointing a Zone Leader or Regional Leader, Adviser or Assistant the Regional Development Manager must discuss the proposed appointment and obtain approval from the National Section Leader concerned.	
Applications for appointment as Zone Leader must be approved by the Chief Executive and must include proposed terms of reference.	
I have obtained approval from	Name <span style="float: right;">On or about (date)</span>
I apply for a warrant in the rank of	
Zone / Region	Zone Leader / Regional Development Manager (signature & date)

<b>Previous Appointment:</b> For applicants who have held a previous Warranted Appointment						
Appointment Title	Section	Start Date	End Date	Group	Zone	Region
Training level reached				Section		
Course numbers				Dates		
Awards				Date		

## PRIVACY ACT

In compliance with the Privacy Act 1993 the following is brought to your attention: -

- This Warrant Application form collects personal information about you;
- The information is collected for the purpose of determining whether you will be granted a warrant as an Adult Leader.
- The information is being collected for SCOUTS New Zealand and will form part of a directory of Scout personnel and membership records and is available to your Group, Zone and Region. It may be used to inform you about products and services offered or recommended by SCOUTS New Zealand and opportunities to support SCOUTS New Zealand's work.
- The information will be held and stored electronically by SCOUTS New Zealand.
- You have rights of access to, and correction of, this information subject to the provisions of the Privacy Act 1993.

# WARRANT APPLICATION

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.

## 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 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, emotional, 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 Leaders, 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.