

# Waiting List Policy

We welcome lots of interest in joining our Scout Group. As demand is high, we operate a waiting list. This policy explains how places are allocated.

## Allocation Priorities

- Existing Members Moving Up
  - Members progressing to the next section (e.g. Squirrels to Beavers) are given top priority.
  - New members will only be considered once all existing members have been accommodated.
- Children of Volunteers
  - Priority is given to children (living at the same address) of regular volunteers or those committing to take on a volunteer role.
  - New volunteers must complete all required joining steps (including DBS check and mandatory training) and hold a full role before their child is offered a place.
- Siblings of Existing Members
  - Siblings are given priority to support family participation.
- Transfers from Outside the Area
  - Members of The Scout Association moving into the area who wish to continue Scouting are prioritised.
- Date of Joining the Waiting List
  - Any remaining spaces are offered in order of the original waiting list enquiry date.

## Gender Balance and Fair Allocation

The group aims to offer inclusive and balanced sections. Where more young people apply within the same four-week period than we have places available, we may use additional criteria to support fairness and balance. This can include offering places to girls or boys to help maintain a more even mix.

Where no other applicants fall within this four-week window, places will be offered strictly in order of the waiting list date. The four-week period refers to applications received within 14 days before or after the earliest eligible applicant.

## Offers of Places

- When a place becomes available, we will contact you by email and SMS.
- You will have 10 days to respond to confirm acceptance.
- If no reply is received within this time, the place will be offered to the next person.
- If you still wish your child to join you will need to rejoin the waiting list.
- Please **do not contact us to ask for waiting times**. We cannot predict when a place will be available and replying to these requests takes valuable time away from our volunteers.

## Other Important Notes

**Age Range:** To join a section, a child must have at least 6 months remaining before reaching the upper age limit (e.g. Beavers cannot join after 7 years 6 months).

**One Waiting List:** The group operates a single waiting list. When a child becomes too old for one section, they automatically move to the next section's list, keeping their original enquiry date.

**Vacancies:** Places are allocated to the section with current vacancies. If parents decline a place, they can remain on the waiting list for their preferred evening, though this may mean a longer wait.

**Friends Joining:** Vacant places will not be held to allow friends to join together.

**Joining Dates:** Places are usually offered at three points during the year – January, after Easter, and September.

**Forfeited Places:** After joining, a place may be forfeited if a member misses 4 consecutive weeks without contact.

**Duration on Waiting List:** A young person will remain on the waiting list until:

- They are offered a place.
- Parents/guardians request removal.
- They reach 16 years old.