



*jst*  
membership pack

## Joining the Junior Service Team

### Introduction

The Junior Service Team operates in much the same way as the main Service Team, but is specifically targeted at those aged 14-18. The following are specific questions regarding the Junior Service Team.

### How do I join?

You need to complete the membership application form, and read the rules of the JST (Junior Service Team). You will need to get the form signed by your parent or guardian and your Scout or Guide section leader. Then send the form, with the £5 joining fee to the address at the bottom of the application form, making sure you have also attached a passport photo.

### What do I get for my money?

The membership fee includes the Gilwell Park neckerchief. On completion of induction training, you will also be able to purchase the neckerchief badge. It is our intention that there will be no annual membership fee, but this depends on adequate fundraising in conjunction with the 2<sup>nd</sup> Gilwell Park Fellowship. If you are not already a member of the Scout or Guide Associations' you will also have to pay the headquarters membership fee once per year (cost £18.50). During the year you will receive a newsletter, mailings from the campsite and invitations to events.

### Can I wear Service Team Clothing?

The Junior Service Team will from time to time produce clothing that you can purchase. Only members of the 2<sup>nd</sup> Gilwell Park Fellowship may wear the Fellowship clothing. If you own Service Team clothing prior to the formation of the JST you can continue to wear it.

### What Training do I need to do?

There will be some induction training covering health and safety issues, child protection and general campsite procedures, which must be completed by all members. Further optional training will be available, some of which can lead to recognised qualifications.

### Can I come to special events?

Invitations to help at special events are mailed out to members of the Service Team. It is important that the forms are returned to indicate your intention to attend and enable us to book food. At special events, there will be a nominated adult to oversee the members of the JST.

### Can I help out at other times?

You are most welcome to help at other times of the year, but to ensure your safety there are a few procedures that need to be followed. You must give the campsite staff at least two weeks notice of when you would like to come. This is preferably done by returning the form below, giving your expected arrival and departure times. Alternatively you can fax the form, or if necessary e-mail or phone the campsite. The campsite staff will then check that there are no problems with your intention, and let you know. You will need to get a health form completed, and bring it with you. Members of the Guide Association must inform their District Commissioner of each intended visit. On arrival at the campsite you should hand in the form, and you will be told who is the nominated adult responsible for you.

### What will we do?

Members of the JST help with all aspects of running a campsite. An idea of the activities that you may be involved in is listed below the JST rules. During the year there are also some social activities and organised events just for members of the JST.

### What is provided?

Limited accommodation may be available, but you need to check with the campsite staff. Alternatively you can camp, and sometimes we can provide tents. When you are working, meals will be provided, and you can use the Service Team Den facilities. These include showers, washing machine, TV and hi-fi.

# JST – Rules

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## **Introduction**

The Junior Service Team (JST) operates in much the same way as the main Service Team, but is specifically targeted at those aged 14-18. The following are specific rules that all members of the JST are expected to follow:

## **Membership**

Membership of the Gilwell Park JST is open to current members of the Scout or Guide Association aged 14-18. All members must have the permission of their parent/guardian and Scout or Guide section leader.

## **Attendance at Gilwell Park**

Members must send a Visit Notification Form to Gilwell Park at least two weeks prior to the visit giving written permission from their parent/guardian and Scout/Guide leader on each occasion that they come to Gilwell Park. Members of the Guide Association must inform their District Commissioner before each visit.

## **Training**

Members of the JST must complete any training requirements as stipulated by the Activity Centre Managers before carrying out any duties regarding a particular activity/job.

## **Behaviour**

Members must behave at all times in such a manner as not to bring the JST or Gilwell Park into disrepute.

## **Accommodation**

Members using or residing in site buildings will obey the house rules at all times.

## **Smoking**

Smoking is not permitted in front of campers, or in any building but only in designated areas.

## **Alcohol**

Alcohol may not be consumed by members of the JST. Under-18's are not permitted to enter the White House Bar.

## **Illegal substances**

Drugs, solvents and other illegal substances must not be brought onto the Activity Centre under any circumstances.

## **Relationships**

Relationships between over-18 and under-18's is not allowed. Relationships with campers are not appropriate at any time.

## **Law of the Land**

The law of the land applies at all times, and takes precedence over these rules. Members are particularly reminded of the laws regarding smoking, drinking, under-age sex, illegal substances and theft.

## **Disciplinary Procedure**

Any contravention of the rules of the JST will be investigated by the Activity Centre Manager and the JST Co-ordinator, along with the member's Leader or other adult. Minor infringements will result in a written warning, with a copy to the parents and the Leader of the member. A further infringement or more serious offence will result in a written warning as above, to be followed by a probation period. At the end of this time, the member's behaviour will be assessed and future service considered. Very serious offences may result in immediate termination of membership.

## **Activities undertaken by members of the Junior Service Team**

A wide range of activities are carried out, and the main ones are listed below. The nature of assisting at a campsite is such that this list is endless, and members may be asked to carry out other tasks from time to time.

- Assistance with campsite activities, including canoeing, swimming, archery, air-shooting, challenge valley, sports, wide games, campfires, grass sledging, giant push-ball, pioneering and rafting.
- Assistance with car parking and moving equipment.
- Serving in campsite shops.
- Cleaning of buildings and toilets.
- Litter collection and 'bin runs'.
- Maintenance of activity equipment and buildings.
- Grounds maintenance of the campsite.
- Assisting with a wider range of activities at special events.

All of these activities are carried out according to the Centres operating procedures. Work may involve use of appropriate tools and equipment, and where necessary is carried out under adult supervision. When not working, members have free time to do as they wish. This is under the general (but not direct) supervision of a nominated adult.

# JST – Information for Parents

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## **Welcome**

This information sheet has been produced to provide you with some basic information on the Junior Service Team (JST). If you require any further information you can contact the Committee to discuss it.

## **What is the JST?**

The JST is the name given to the group of young people who provide support to Gilwell Park Activity Centre (GPAC) through the 2<sup>nd</sup> Gilwell Park Scout Fellowship (GPST). All of the members of the JST are under the age of 18 and optionally have their own distinct brand of clothing.

## **Why is there a JST?**

Like all Scouting activities the JST is the age appropriate element of the GPST. As with many other things we want to make the Fellowship as inclusive as is possible and by having a 14 to 18 year old Section we are able to achieve this.

## **What does age appropriate mean?**

There are some roles and events that take place at GPAC that due to their nature can only be fulfilled by someone over the age of 18. An example of this is Instructing Rifle Shooting – members of the JST will not be asked to undertake this role, as it is contrary to current Scout Association Policy. Another example is Gilwell 24, an event targeted at the same age group as the JST. While the JST are welcome to participate in this event, they will not be on the staff.

## **What do they do?**

Essentially they do all the same tasks as the other members of the GPST, except those that can only be fulfilled by people over the age of 18. It is a theme of the GPST and JST that older and younger people work together to exchange skills and support Gilwell Park. The tasks can range from site work like clearing paths and hedges, painting, cleaning toilets, supervising activities and mending equipment, the list of possible tasks is endless.

## **Is my child safe?**

In a word Yes. As with all Scouting activities there may be some risk, however every effort has been made to reduce this. There is a nominated member of staff who is responsible for the welfare of your child while they are at Gilwell Park. This is a member of the Activity Centre Staff. There is also a member of the Fellowship who is responsible for the JST. They

ensure that all of the paperwork required is completed and provide young people with guidance and support where required. Where necessary all of the activities that young people undertake have been risk assessed. Copies of risk assessments can be acquired from the Activity Centre. As with all other activities, young people are also expected to behave in a reasonable way and have a responsibility for their own safety.

## **What paperwork do I need to complete?**

You will need to complete a joining form. This form enables your child to be part of the JST. It is also your opportunity to ensure that your child is aware of their responsibilities. When your child is visiting Gilwell Park a Visit Notification Form needs to be completed. This is to be at Gilwell Park at least two weeks prior to the visit, allowing for suitable accommodation to be arranged. It is important that your contact details are completed on the Visit Form so we are able to contact you in a case of emergency.

## **Where will they stay and what catering arrangements are there?**

Depending on the time of year JST members either camp using their own equipment or stay in the 'Den' which is a building on the main camp square. (All Scout Association policies regarding mixed sex and age camping are followed). If young people do not have their own tentage they may be able to borrow equipment.

Catering is either provided centrally or young people can cook for themselves. The Activity Centre provides an allowance towards food. It can be a good idea to provide your child with some energy bars/snacks.

## **Can my child join if they are not a member of the Scout Association?**

To become a full member of the JST your child will need to join the Scout Association and pay a membership fee, this provides insurance for your child.

If your child is not a member of the Scout Association but wishes to find out about the JST they can try it out for a maximum of 3 visits before they need to make a decision about joining. Of course they are covered by insurance during this time. Membership can be arranged through GPAC.

## Membership Application Form

Forenames: \_\_\_\_\_ Surnames: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address As Above? . yes/no      If not: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please list any illness/allergies/disability that you may suffer from:

Please list any activity qualifications you have gained and attach photocopies of the original certificate:

Are you a member of the Scout or Guide Associations'? Scout: \_\_\_\_\_. Guide: \_\_\_\_\_

Position: e.g. Ranger/Explorer: \_\_\_\_\_ Scout/Guide Group: \_\_\_\_\_

**The following section must be signed by a parent or guardian as well as your Scout/Guide Leader if you are already a member of a Scout/Guide Group:**

I have read the rules overleaf, and give my consent for the person above to become a member of the Junior Service Team.

	Signature	Print Name	Date
Scout/Guide Leader			
Parent/Guardian			

**I have read and agree to abide by the rules of the Gilwell Park Junior Service Team. I wish to apply for membership and accept my details will be held on a database for membership administration purposes.**

Signature of prospective member: \_\_\_\_\_ Date: \_\_\_\_\_

Before returning this form, please check the following:

1. It has been signed by all required signatories
2. A cheque for the membership fee £5 payable to *2<sup>nd</sup> Gilwell Park Fellowship* has been enclosed
3. A passport photo is attached

*Return this form to:*

2nd Gilwell Park Membership  
c/o P. Eason  
63 Shaftesbury Road  
Watford  
Hertfordshire  
WD17 2RG

Please staple a passport sized photo here

# JST – Visit Notification Form

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This form is to be completed in respect of any under-18 year-old who is to help at Gilwell Park. A form must be completed on each visit, and signed by the parent/guardian. The completed form must be sent two week prior to the visit to the Activity Centre. All activities are run in accordance with the Scout Association's safety rules. NO responsibility for personal equipment, clothing and effects can be accepted by Gilwell Park, and the Scout Association DOES NOT provide automatic insurance cover in respect of such items. Please contact the ctivity Centre if you require further information.

## Permission to attend Gilwell Park Activity Centre

I give permission for \_\_\_\_\_ to attend Gilwell Park Activity Centre,  
from \_\_\_\_\_ (arrival date) to \_\_\_\_\_ (departure date)

My son/daughter HAS/HAS NOT \* any known allergies/sensitivities, disabilities or special dietary requirements. If he/she has, please give full details of precautions and remedies:

\_\_\_\_\_  
\_\_\_\_\_

Date of last tetanus immunisation \_\_\_\_\_

National Health Service number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name and address of own doctor \_\_\_\_\_

\_\_\_\_\_  
Telephone \_\_\_\_\_

My contact details during this time are:

Name \_\_\_\_\_ (Please Print)

Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Daytime telephone \_\_\_\_\_ Evening telephone \_\_\_\_\_

I will inform you if he/she is in contact with any infectious diseases within three weeks of the visit; and if any medicines/diet, etc., have to be taken/followed whilst at Gilwell, and with the hospital concerned if under current treatment. If he/she has to take tablets/medicine, I will hand them to you clearly marked with their name and the exact dose. If it becomes necessary for my child to receive medical treatment and I cannot be contacted by telephone or other means to authorise this, I hereby give my general consent to any necessary medical treatment and authorise the Activity Centre Manager or their nominated deputy to sign any document required by the hospital authorities.

Members of the Guide Association: We will inform the Guide District Commissioner in advance of the visit.

Signed \_\_\_\_\_ (Parent/Guardian\*)

\*please delete as appropriate

Note:

The medical profession takes the view that parent's consent to medical treatment cannot be delegated. This view is explicit in the Child Act 1989. Thus medical consent forms have no legal status and a doctor/nurse insisting on the consent of a parent to particular treatment has the right to do this. For this reason we do not recommend that Leaders insist on parents signing the statement above. However, it can be a comfort to medical staff to have general consent in advance from parents, or to have a Leader on hand able to sign forms required by medical authorities.

Return this form at least two weeks before the start date to:

**The Activity Centre Manager, Gilwell Park Activity Centre, Bury Road, Chingford, London E4 7QW**