

Farnham District Scouts

Annual POR Compliance Verification

To verify that Scouting throughout Farnham District meets the key requirements of the Scouting Association's Policy Organisation and Rules (POR) with regard to Leader Appointments, Insurance, HSE and Financial Management, GSL's of Farnham Scout Groups, Leaders of District Explorer, Network and SASu Sections and the District Chair on behalf of the District Team are requested to provide answers to the following as applicable.

Note, where needed further clarification and/or assistance in understanding or completing the following can be obtained via the DC.

.....

Group/District/Section Name:

Date of Completion:

1) People:

- a) Are all Leaders and adults i.e. those of 18 years or older, involved in running your Group as either a member of your Executive Committee or a Section compliant with the necessary Appointment DBS checks?
(Ref Scouting POR 'Appointments Process': Table 1: Appointments).

.....
.....
.....

2) Insurance:

- a) Are insurances for all Group owned Buildings, Contents, Vehicles etc. as applicable in place?
(Ref Scouting POR 8.1 Insurance Cover).

.....
.....
.....

- b) For insurance purposes has the valuation of Group owned Buildings, Contents, Vehicles etc. as applicable been reviewed within the past 12 months? (Ref Scouting POR as per 2)a above)

.....
.....
.....

3) Health and Safety:

- a) Has your Group or District Section completed a written Risk Assessment of your HQ or meeting premises in the past 12 months?
(Ref Scouting Publication FS320010 'Managing a Safe Scout premises')

Farnham District Scouts

Annual POR Compliance Verification

.....
.....

- b) Is there a written Fire & Safety/Evacuation plan in place for your HQ or meeting premises?
(Ref Scouting Publication FS320007 'Managing Fire Safety')

.....
.....

- c) Is members personal data e.g. names, addresses, telephone numbers, emails, medical or personal information being stored, managed and used in compliance with the General Data Protection Regulation (May 2018).

.....
.....

4) Finance:

- a) Are your Group or District Section's financial affairs in accordance with POR particularly with regard to dual signature approvals?
(Ref Scouting POR 3.5 'Bank Accounts' and for further detail: 'Member Resources', Administration: 'Banking').

.....
.....

- b) Is your Group Treasurer a signatory to all Section accounts and able to receive Bank Statements for same? (Ref POR etc. as per 4)a above)

.....
.....

- c) Has a copy of your Group or District Section's annual audited accounts for the previous financial year been forwarded to the District Treasurer? (Ref Scouting POR 3.48h 'Finance and the Scout Group').

.....
.....

Signed:

Scouting Role:

Dated:

Please forward your completed and signed form to the District Chair either by mail or via email at: chair@farnhamscouting.com