



Data Protection: This form is used to collect information about you for the purpose of arranging a sponsorship. This is to be used by the Executive Committee at 4th Epping Forest South (Bancroft's School) Sea Scouts. As part of this form we collect personal data about you, this detail is required so that we can complete the sponsorship arrangement. We do not share your personal data with any third parties.

We take your personal data privacy seriously. The data you provide to us is securely stored in our secure Google Workspace. We will keep the data we capture from this form for the duration of the agreement and any successor after receiving so we can use the information contained to assist with future drafts. For further detail on our retention periods please visit our Data Protection Policy here: <https://www.4thefsscouts.org.uk/privacy/>

1. AGREEMENT BETWEEN A DISTRICT EXECUTIVE COMMITTEE AND SPONSORING AUTHORITY

BANCROFTS SCHOOL, Woodford Green, Essex IG8 ORF ["the School"] agrees to undertake the Sponsorship of the 4th EPPING FOREST SOUTH (BANCROFT'S SCHOOL) SEA SCOUTS of The Scout Association [hereinafter referred to as "the Group" and further acknowledges that such sponsorship shall be subject to the following conditions.

For the purpose of clarity the School comprises both the Senior and Prep schools.

1. The School accepts without reservation the policies of The Scout Association as set out in the "Policy, Organisation & Rules" [hereinafter referred to as "POR"].
2. The School understands the requirements as to minimum standards as set out in POR and that these must be applied to the Group.
3. The School shall be responsible for the provision of a suitable meeting place and storage for the Group, together with the use of requested facilities if available.
4. Youth membership of the Group will be restricted to pupils, former pupils and children of members of the staff of the School. Membership may be conferred upon other persons at the request of the Group and at the discretion of the School.
5. The School shall actively assist the Group Scout Leader and the District Commissioner in ensuring the continuity of leadership within the Group.
6. The School shall have no financial responsibility for the Group. The Group Executive Committee, GSL and the Leadership Team will be responsible for raising all funds required by the Group, assisted by the School in the collection thereof where appropriate.
7. The School undertakes to enter into an agreement with the Group Executive Committee determining the ownership of freehold and leasehold property; equipment and furniture; and investments and funds as between the School and the Group as set out in Annex One.
8. The School undertakes to give the Group Scout Leader the fullest possible encouragement and support in carrying out his/her work and in the development of Scouting in the Group as described in POR and other official publications of The Scout Association.
9. The School understands that this Agreement shall be subject to review and revision as necessary five years from the

date hereof or at such earlier date as may be agreed between the School and the District Commissioner then in office. The School and the Group are both entitled to terminate this agreement at any time by giving not less than three months' written notice to the other parties. Termination will not affect either party's outstanding rights or duties.

10. The School shall approve those persons who are to hold Warrants or Certificates of Appointment in the Group following consultation with the GSL and the District Commissioner.
11. The Group will comply with the School's policies and procedures (as amended from time to time), including; Pastoral, Safeguarding and Health & Safety when operating on premises owned or operated by the School. The Group will ensure that it is familiar with all the School's policies and procedures. The School agrees to notify the Group of any updates and changes when these are communicated to its permanent staff.
12. The Group agrees to have its permanent leadership individuals go through the relevant training and DBS checks required by the School's Pastoral, Safeguarding and Health & Safety policies. The School agrees to allow such trained permanent staff unescorted access to the School and other facilities used by the Group as governed by the then current School policies. The School agrees to allow escorted occasional parent or Scout Association individuals on its premises consistent with the School's then current policies for occasional helpers.
13. The School understands and agrees that the Group is required to adhere to POR when operating on Scout and Guide Association premises; in conjunction with other Scout and Guide Association groups; and on premises not owned or operated by the School and agrees that in these locations the POR takes precedence over the School policies with the exceptions described in clause 14 below. The Group agrees to ensure that parents of its members are formally notified, in a format which they must acknowledge, when the group is operating under POR and under Scout Association insurance.
14. The Group and the School agree to collaborate with respect to safeguarding and significant discipline incidents and that the Group will report any such incidents to both the School and to the Scout Association in accordance with both the School policies and POR. The Group agrees to collaborate with the School in handling any such issues except where the Scout Association or its insurer has assumed such responsibility. The School agrees to inform the Group of any issues that it is aware of relating to its members that would represent a safety risk to the member, other Group members or to the Group itself.
15. The Group and the School agree that nothing in the School policies or POR are intended to conflict or cause safety or safeguarding risks to the School, the Group, the Group's members or the School's staff and students. In the event that there appears to be a material conflict that cannot be accommodated, and which could affect the safety of any individual or integrity of either party that both parties will work together in as timely a manner as the situation allows to determine a resolution. The School and the Group agree that neither party will take any action which could knowingly harm either party or any individual.
16. The Group must ensure that it carries out a suitable and sufficient risk assessment in relation to all its activities. The Group will provide copies to the School, of risk assessments for all its activities including, in particular, those activities which require an overnight stay and ensure that the arrangements set out in those risk assessments are being implemented.
17. The Group will supply a nominated contact within the School with termly reports containing information about their intended future programme of activities and will supply the School with end of activity reports after any residential stay.
18. The Group will ensure that it maintains sufficient insurance through The Scouts Association insurance and through additional cover should it be required for all activities undertaken by the Group. The Group will provide copies to the School on request of details of insurance cover relating to the operation of the Group or any specific activity.
19. The School will ensure that it maintains sufficient insurance relating to its premises and facilities used by the Group when operating on the School Premises or using any other facility provided by the school (such as its vehicles) providing that the Group carries out all actions required by any insurer. The School will provide copies to the Group on request of details insurance cover relating to the operation of the Group.

20. The Head shall be entitled to attend the meeting of the Group's Executive Committee or to direct a representative to attend on his/her behalf as a member of the Group Executive Committee and will endeavour to attend or delegate such meetings with the aim to maximise the impact of The Group to the benefit of its members and the School and to review any concerns relating to upcoming activities within the Group or the School. The Group will provide them with notices of the meetings and copies of the minutes.

21. The Group will ensure that it maintains and operates adequate privacy and data policies and processes with regard to its digital data, storage systems and media and that it meets its obligations as a charity under the GDPR and the POR

Date:

Signed on behalf of the School:

Name:

I acknowledge that the above is a true statement of the Agreement reached, after due consultation

between BANCROFT'S SCHOOL

and the District Executive Committee for the conduct of Scouting in the

4th EPPING FOREST SOUTH (BANCROFT'S SCHOOL) SEA SCOUTS GROUP.

Date:

District Commissioner: (Colin Wreyford)

Group Section Leader: (Stephen Young)

The Scout Association

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Annex One

This section sets out the ownership of freehold and leasehold property; equipment and furniture; and investments and funds as between the School and the Group. It should be reviewed annually or in the event of a significant change. Any revision to this Annex should be lodged with the District Scout Council.

Freehold and leasehold property

1. The School is the owner of all freehold and leasehold property that the School provides use of to the Group, including but not limited to the following facilities which are provided for exclusive use of the Group:
 - a. Storage shed, referred to as Scout Shed One located adjacent to the swimming pool block on the main school site, fitted with fixed shelving
 - b. Storage shed referred to as the Cub Shed located adjacent to the prep school, fitted with fixed shelving
 - c. Gas cylinder storage in the gas cages located to the rear of the swimming pool block. The Group does not have exclusive use of this facility
 - d. Storage shed, referred to as Scout Shed Two and located adjacent to the tennis courts on the school West Grove site, fitted with fixed shelving
 - e. Storage shed, referred to as Scout Trailer Shed and located adjacent to the tennis courts on the school West Grove site
 - f. Storage for two sailing boats located adjacent to the tennis courts on the school West Grove site
 - g. Storage for kayaks and their associated equipment above the pool storage unit within the swimming pool complex

Equipment and furniture

2. The Group is the owner of the following storage components within the locations described in (1):
 - a. The shelving system assembled within the Scout Trailer Shed
 - b. The pole storage system assembled within Scout Shed One
3. The Group is the owner of all equipment stored within the locations listed in (1), summarised, as but not limited to the following:
 - a. A box trailer
 - b. Two Home Counties sailing gigs and their trailers and associated boat equipment
 - c. Kayaks, paddles, buoyancy aids, spray decks and throw lines
 - d. Camping equipment including marquees, patrol tents, expedition tents, event shelters, canvas, flooring and tarpaulins, poles, pegs, mallets, cooking equipment, including commercial grade gas appliances, Trangias, pots, pans, spoons and forks
 - e. Ropes, helmets, hammocks, carabiners, wooden poles of various sizes, ropes
 - f. Identified gas containers stored and locked in the School gas cage, of various sizes and types
 - g. Fire safety and general activity and event safety equipment
 - h. Tables – wooden, plastic, stainless steel, benches, folding chairs, stools
 - i. Trolleys, a generator, two-way radios, marine radios, solar panels and various other electronic equipment
 - j. Various indoor and outdoor activity equipment and craft equipment

Investments and Funds

4. The Group maintains and manages its own funding, subscriptions and accounts as managed and filed by its registered charity, 1037676 which is financially independent of the School
5. The School is not responsible for funding of the Group and is not liable financially for the Group