



Leader Support Guide

THE SIGN IN BOOK (WHERE PARENTS/GUARDIANS SIGN IN THEIR CHILDREN ON MEETING NIGHTS).

The sign in book is: **NOT** policy
NOT required
NOT an insurance or OH&S requirement,
as the Scout Hall is not considered a work place under these conditions.

There has been **NO** change in this situation since April 2004 or May 2005 when, acting on legal advice, a directive for Groups to **STOP** using books for parents/guardians to **sign** in their children, was forwarded to all Regions.

Leaders who still ask parents to sign their children in do so at their own risk and have a potential for legal liability.

WHY IS THERE POTENTIAL FOR LEGAL LIABILITY?

Generally, Scouts only has a Duty of Care towards youth when they attend the Scout Hall/activity for the duration of that meeting/activity – outside these times parents are responsible.

If leaders require parents to “sign the child in” for the meeting, they become responsible and must also require them to “*sign the child out*” when the meeting concludes. If a parent takes the child without signing them out, there is a Duty of Care requirement for the Section Leader to confirm with the parent that the child has gone with someone approved by that parent. If the particular child were the subject of a Court or Custody Order and/or was “signed out” by a person not approved, the leader could have a problem.

There have been instances in another youth organisation, where parents have alleged during Court proceedings, that the Leader had assumed greater responsibility than normal because the child had been signed over to them. The parents didn’t win but the stress and costs for the Leader were considerable.

WHAT IS REQUIRED?

The nominal roll which is normally kept and filled in by the Leaders or Patrol Leaders will suffice to record who was present at the meeting. New Chums, Parent Helpers or non members attending a section meeting should be also recorded as a sign of their attendance on that date.

WORKING BEES

On Hall Working Bee days, those attending MAY sign a Working Bee attendance book as proof of participation in the Working Bee. In the event of later report of an accident or injury where an insurance claim might be necessary, it is easy to ascertain who was actually present on the day.

GROUP COUNCIL & GROUP COMMITTEE MEETINGS

At Leader and Parent functions an attendance sheet MAY be circulated for adults to sign to show their attendance. This enables the Secretary to keep an accurate log of adults attending.

HOW DO LEADERS MAKE PARENTS COME INTO THE HALL INSTEAD OF DOING THE “DROP AND RUN”?

Do what other leaders do, very successfully, which attracts a lot of positive comment from parents: Prepare a list of all youth members in alphabetical order going down a column on the page.

Have parents come in and write, in the column beside their child’s name, the telephone number where they can be quickly contacted, if necessary, during the meeting.

This can help if a child has left something important at home or suddenly becomes ill.

All the Leader support guides are available at www.nsw.scouts.com.au/leaders/leader-support-guides