

# ADULTS IN SCOUTING POLICY THE KENYA SCOUTS ASSOCIATION

## 2019

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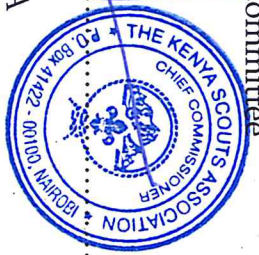
VALIDATION OF POLICY

Validation signed on..... 25th Sept 2019 .....

Signed by.....  
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Signed by.....  
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Chairperson, Executive Committee

Signed by.....  
Mr. Victor Radido  
Chief Commissioner, KSA



## **KSA VISION**

Creating a better world.

## **KSA MISSION**

Educating young people to play a constructive role in the society.

This is achieved by: -

Involving the youth throughout their formative years in a non-formal educational process.

Using a specific method that makes each individual the principle agent in one's development as a self-reliant, supportive, responsible and committed person.

Assisting them to establish value system based upon spiritual, social, and personal principles as expressed in the scout's law and promise.

## **KSA CORE VALUES**

1. Professionalism
2. Transparency and Accountability
3. Integrity
4. Selflessness
5. God-Fearing

## **PREFACE**

The Kenya Scouts Association is the national Scouting association of Kenya. Scouting was founded in British East Africa in 1910, and became a member of the World Organization of the Scout Movement in 1964. The Kenya Scouts Association (KSA) is the leading Scouting presence in Africa and the largest youth movement in Kenya where it was established in 1910. As part of the World Organization of the Scout Movement, KSA aspires to create a better World through provision of a value-based and skills-oriented education for young people. Scouting contributes to young people's education and development by providing a safe environment where young people can learn and grow by making decisions, doing and discovering for themselves, while experiencing fun, adventure and challenge. The Scouts' value system is based on three principles: Duty to God, Duty to others and Duty to self. Scouts values are expressed in the promise and law, a voluntary personal commitment to do one's best to adhere to an ethical code of behavior.

To realize its Vision, Mission and Purpose, KSA will need the support of Adults for various scouting positions. Adults in Scouting are many and from all walks of life. They give their time and energy so that young people can enjoy the experience of Scouting. They are in all sorts of functions, most of them operating the Programme in direct contact with young people and others providing the necessary back-up either in the form of direct support and training, or of material, administrative and financial support. The challenge to KSA is that of ensuring that an adequate number of qualified adults, both in terms of motivation, and expertise will be available at all times and hence the need to an Adult In Scouting Policy.

It is expected that full commitment and compliance in the implementation of this Adults in scouting policy will prevail. I therefore assure you of my unreserved support in its implementation. Thank you to all who worked hard to realize the development of this policy.

**VICTOR RADIDO**

**CHIEF COMMISSIONER, KENYA SCOUTS ASSOCIATION**

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## ABBREVIATIONS/ACROYNMES

|       |                                      |
|-------|--------------------------------------|
| AIDS  | Acquired Immunodeficiency Syndrome   |
| HIV   | Human Immunodeficiency Virus         |
| GSAT  | Global Support Assessment Tool       |
| KSA   | Kenya Scouts Association             |
| NSB   | National Scouts Board                |
| WOSM  | World Organization of Scout Movement |
| P.O.R | Policy, Organization and Rules       |
| ESP   | Extension Scouting Programme         |
| NSOs  | National Scout Organizations         |
| SGS   | Société Générale de Surveillance     |
| AIS   | Adults in Scouting                   |

## DEFINITION OF TERMS

**Adults in Scouting:** is a systematic programme of adult resources management, to improve the effectiveness, commitment and motivation of the leadership in order to produce better programmes for young people and a more effective and efficient organization.

**Adults, Leaders of Adults, Leaders:** mainly volunteers (only in a few cases professional leaders) responsible for Youth Programme development or delivery; or responsible to support others adults; or responsible for supporting organization structures.

**Youth leaders:** youth members delivering Youth Programme to younger age-sections, or involved in supporting other adults or organizational structures. In this case "Leader" is related to the role they are playing on behalf of the organization. The crew leaders, e.g. in the Rover Scout Section, are not under this definition. However if they have another position as mentioned above they could be called youth leaders.

**Volunteers:** are people involved in different activities for no monetary remuneration (although reimbursement of expenses may be allowed). This involvement is undertaken entirely at the individual's own free will. The benefit of this involvement is directed at people other than the volunteer (although it is obvious that the volunteer also gains and learns a lot from their volunteering commitment).

**Professionals:** are people recruited for a specific task to serve Scouting. They may or may not be Scout leaders (committed as a "Scout", having taken the Scout Promise). Professionals in either category will be working for a Scout Organization in a professional capacity.

## **PART ONE: BACKGROUND AND INTRODUCTION**

### **1.0 INTRODUCTION**

The youth need motivated and competent leaders in a variety of functions at all levels. On this basis, the Adults in Scouting are expected to mentor and provide Leadership to the young people to achieve quality Scouting in Kenya. Hence, the need to increase their numbers and develop their skills, knowledge and attitudes necessary to cope with the rapid growth of the youth in the Movement.

In order to implement the strategic plan of KSA, employees and Volunteers need to be trained and encouraged to communicate and deliver their services to Scouts countrywide.

In order to meet these challenges, we have to review our established systems and practices.

The development of this Policy is as a result of the following significant activities

- i. The adoption of the World Adult Resources Policy by the 33<sup>rd</sup> World Scout Conference in Bangkok on 21<sup>st</sup> July 1993 {Resolution no. 4/93}
- ii. The Triennial Plan for Scouting in the Africa Region 2015-2018 and the global strategy for Scouting - Vision 2023.
- iii. WOSM Strategic Priorities – The 2<sup>nd</sup> Strategic priority is Educational Methods that requires Scouting to attract, train and retain quality adult volunteers to deliver the Youth Programme
- iv. KSA Strategic plan 2013-2017
- v. GSAT/SGS Standard on Best Management Practices for NSOs (VERSION 1.2 of 2014)
- vi. Adherence to KSA Constitution of 2016 and P.O.R 2017

### **1.1 BACKGROUND: THE KENYA SCOUTS ASSOCIATION EDUCATIONAL PROPOSAL**

Kenya Scouts Association (KSA) is a registered member of the World Organization of the Scouts Movement (WOSM). It is a voluntary, on-political and educational Movement for young people open to all without distinction of origin, race, gender, creed or ethnic/tribal background in accordance with the purpose, principles and method as conceived by the founders as stated below;

#### **a) Purpose**

To contribute to the development of young people in achieving their full physical, intellectual, emotional, spiritual, social, and character potentials as individuals, as responsible citizens and as members of their local, national, regional and international communities.



b) Principles

Duty to God

Adherence to spiritual principles. Loyalty to the religion that expresses them and acceptance of duties resulting there from.

Duty to others

Loyalty to our country in harmony with the promotion of local, national, regional and international peace, understanding and co-operation/integration.

Participation in the development of society with recognition and respect for the dignity of one's fellow man and for the integrity of nature.

Duty to self

Responsibility of the one's self; realization of ones right to develop, learn and grow, learning to assert oneself, make one's decision, set aims and identify the necessary steps to achieve one's full potentiality.

c) Method

Is a system of progressive self-education that should be applied to all sections, taking into account the socio-cultural environment of the young people.

The Scout method is applied in the following ways:

Law and promise.

Learning by doing.

Membership of small groups (patrol system) requiring adult guidance, progressive discovery and acceptance of responsibility and training towards self-governance directed towards the development of competence, self-reliance, honesty and leadership skill objectives.

Progressive and stimulating programs (progressive scheme) consisting of varied activities based on one's own interest including games, useful skills and service to community, all taking place largely in an outdoor setting.

Symbolic framework or symbolic background where the scouts relate to their socio-cultural background in order to have a programmed that has a national touch.

Relationship between adults and young people where leaders have the responsibility to keep an eye on the young ones especially the Sungura, as they are delicate majority.

Life in nature, it is not just animals, trees, rivers e.t.c for scouts. Nature is a club where one can enjoy themselves, a laboratory where one feels closer to God and can worship Him in one's own way.

## 1.2. POLICY JUSTIFICATION

Scouting exists for the benefit of young people. It is a Youth Movement in which adults provide guidance and support to the young member. The development and delivery of the Scout programme require the active involvement of many adults who need to be recruited, equipped with the competencies required to fulfill their tasks, continuously supported and reassigned to new tasks whenever appropriate, until their retirement.

However, the impact assessment of the Youth Programme has revealed existing gaps in the effective management of resources in KSA hence the need for a reviewed Policy guideline for instance:

- i. KSA had difficulty recruiting leaders, Commissioners and Administrators of the right caliber, with the appropriate background, a strong commitment to the task, and the will to develop the skills and attitudes that their functions require.
- ii. Difficulties in providing appropriate training for their leaders. This affects the availability of training for the various levels of responsibility as well as the quality and relevance of the training opportunities offered.
- iii. Difficulties with the tenure of office for the leadership. In many cases the turnover of leaders is too high or tenure of some leaders in key positions is too long.
- iv. In most cases, appointments were made on the basis of previous experiences and training. Often the latter merely required attendance at courses rather than standard of achievement.
- v. Lack of performance appraisal system for volunteers.
- vi. Inadequate control system which made accountability and delegation at both National, County and Sub County levels difficult to enforce.
- vii. Gender disparities in the Association's adult membership and leadership
- viii. The policy is necessary in view of the continued growth of the Association and the ever-increasing need for revitalization of Policies and training for the adults. This in order to respond to increasing demand for adult leadership to effectively develop, implement and deliver the Youth Programme

## **2.0 POLICY STATEMENT**

Adults in Scouting are many and from all walks of life. They give their time and energy so that young people can enjoy the experience of Scouting. They are in all sorts of functions, most of them operating the programme in direct contact with young people and others providing the necessary back-up either in the form of direct support and training or of material, administrative and financial support.

The challenge to KSA is that of ensuring that an adequate number of qualified adults, both in terms of motivation, and expertise will be available at all times. Subsequently, the Adults in Scouting Policy has been designed to meet this challenge.

## **3.0 AUTHORITY/LEGAL FRAMEWORK**

This Policy Framework is subject to The Kenya Scouts Association Revised Constitution of December 2016 and the KSA Act cap 219 and the Laws of Kenya.

## **4.0. OBJECTIVES**

- i. To develop recruitment criteria for all Adults in Scouting
- ii. To develop and implement training schemes/systems for all adult categories
- iii. To ensure development of training material for all adult leaders' needs and functions.
- iv. To ensure development of the capacity of all the adults to perform their functions effectively through training and support
- v. To develop efficient appraisal systems for all Adults in Scouting
- vi. To recognize adults for achievements through an award system.
- vii. To develop and present for approval appropriate action plans and budgets in the implementation of this policy
- viii. To constantly ensure review content of training and delivery of youth program through an approved evaluation tool.
- ix. To constantly ensure that all Adults in Scouting are retrained.

## 5.0 SCOPE OF THE POLICY

- i. Aims at developing the ways and means by which the quality of leadership at all levels in the KSA can be improved through better management of all Adults in Scouting, in order to provide better services to young people
- ii. Is the process of attracting and developing adults to provide competent leadership, professionals and volunteers, for all positions, at all levels in the movement
- iii. It accommodates the needs of individual adults while achieving the KSA vision. It emphasizes the provision of opportunities for personal growth and development as one of the rewards for contributing to the achievement of those goals.
- iv. It recognizes adults for their demonstrated competence and performance, rather than for their attendance of training opportunities or for their position.
- v. It covers the entire process of selection, recruitment, contracting, training, performance appraisal, recognition, promotion, reassignment and retirement of adult members.
- vi. It supports the acquisition, use and future development of the knowledge, skills and attitudes required to achieve the Vision of the Association.
- vii. It recognizes that an individual is appointed “to do”, a specific task for a specific period rather than “to be” the holder of a position.

## 6.0 GENERAL/GUIDING PRINCIPLES

- i. Professionalism
- ii. Integrity
- iii. Shared Goals
- iv. Accountability
- v. Equity and Fairness
- vi. Commitment
- vii. Consistency

## **7.0. PART TWO: POLICY GUIDELINES/PROCEDURES**

### **7.1 ENGAGING ADULTS IN SCOUTING**

In order to fulfill its mission, Kenya Scouts Association shall have the adults it needs to function effectively. To build these resources and maintain them at optimum level, in terms of quality and quantity, KSA must have the clear view of its needs and undertake a systematic recruitment process.

### **7.2 ASSESSMENT OF NEEDS**

7.2.1 The National Scout Board shall draw a comprehensive list of functions of adults in Scouting at each level (National, County or Sub - County)

7.2.2 This shall be compared to the actual leadership situation (vacancies, transfers and departures) and probable growth of KSA, assessing its short, medium and long term adult requirements.

7.2.3 When new functions are identified which will require the amendment of the KSA P.O.R, the filling up of such particular functions shall wait until such a time that the necessary amendments to Governing Laws and Regulations (P.O.R) shall have been made.

### **7.3 RECRUITMENT**

The National Scouts Board shall ensure there is a clear process of recruiting all categories of adults joining Kenya Scouts Association (KSA) to perform various tasks.

These categories shall be as follows: -

1. Adults joining KSA as secretariat staff (shall be subjected to the KSA HR policy)
2. Volunteers who include Scout leaders, all Commissioners, Council Members and committee members at National, County and Sub County levels shall be subject to elections appointment and co-option
3. Volunteers with specialized skills {skilled volunteers} shall be subject to appointment and co option

#### **7.3.1 The Recruitment Process**

The recruitment process shall be as follows

- i. In cases of elections as provided for in P.O.R r 52-61, r.63
- ii. In cases of appointment, as provided for in P.O.R r.62
- iii. In cases of co-option, as provided for in P.O.R r 35(c), or as per departmental policies

a. **Advertisement of the vacancies or positions to be filled**  
The Association shall advertise the positions to be filled depending on the level, scope, the urgency and the skills required through various modes of advertisement, electronic and/or print media. Every adult applying for vacant positions must do so in the prescribed Application Form.

b. **Key requirements**

- i. All applicants must be registered members of KSA
- ii. All applicants *must* avail at least one reference from community leaders outside scouting.
- iii. Meet the requirements of Leadership and Integrity in accordance with the Laws of the Land
- iv. All prospective candidates must sign and comply with the KSA policies in place and with special reference to the KSA Child Protection Policy in place.
- v. Any other requirement that may be considered appropriate

c. **Interviews**

The AIS Committee in consultation with the NSB shall constitute a panel of interviewers. Use of professional consultants, will be encouraged where applicable.

d. **Recommendations**

The successful interviewee(s) shall be recommended for engagement and/or appointment into the relevant position or department.

## 7.4 INTEGRATION AND INDUCTION

### Integration of a New Adult.

7.4.1 The Adults Training Scheme shall provide for a systematic integration period of not more than six months during which adults will understand the responsibilities of their tasks and the need for the training in it. This implies that they will also be trained in the techniques essential for its implementation.

7.4.2 Every appointed candidate shall undergo KSA's induction programme. The induction will be facilitated by the Candidate's training advisor/ mentor or any other person appointed by the Training Committee

7.4.3 Induction Training will be made up of three modules which must be completed before the adult can be fully appointed; Essential Information, Personal Learning Plan and Tools for the Job

7.4.4 Once a Scout leader has completed Induction Training, they will get a completion certificate and full appointment.

## **7.5 MUTUAL AGREEMENT**

The Association will establish the principle of negotiations and conclusions of a clear agreement concerning the time limits and reciprocal obligations of the appointing authority on behalf of KSA and Scouter concerned. The successful interviewee(s) shall then be provided with the Mutual Agreement document for reading to understand and then sign.

## **7.6 APPOINTMENT**

The Committee shall avail duly signed document of Temporary Appointment indicating the duration of the probation by the appointee. After successful completion of the probation period, the appointment shall be made by the Chief Commissioner and \or Chief Scout on recommendation of the National Scout Board

## **7.7 TRAINING, SUPPORTING ADULTS AND PERSONAL DEVELOPMENT**

### **Training and Personal Development**

The KSA shall design and operate a system of training and Personal Development for adults for all functions and at all levels. This system shall: -

- a) Conduct Induction / Integration of new adults, Basic Training, further and on-going training and support for the duration of the term of office of the adult.
- b) Include the acquisition and development of the knowledge and skills necessary for accomplishing each function and also the personal development of the adult.
- c) Be flexible and allow for previous experiences and skills to be taken into consideration.
- d) Allow for the acquisition of additional skills and knowledge to facilitate the transfer from one function to another.

### **7.7.1 TRAINING: TRAINING SYSTEM**

All adults taking appointment in KSA need to demonstrate that they have the skills needed or are prepared to acquire the necessary skills through training offered by the Association. Training shall be modular in nature and presented in course type format. KSA will whenever possible ensure that the skills taught in training are relevant and applicable to members' general work, life and KSA. Training will be undertaken using familiar scouting methods such as learning by doing, small work groups, etc. which may be complemented by other methods such as work books and e-learning. Training should be considered as a continuous process and the adult's regular contact and activities within his or her team must be considered as part of the learning process. The *Adult Training Scheme* for KSA shall detail the approach to training as:

### **7.7.2 Prior Training Recognition**

KSA recognizes relevant prior learning, experience, and existing knowledge of adult volunteers and members. Where a volunteer holds a relevant competency, it is not necessary for them to attend the relevant training modules if they can clearly show that they are able to meet module objectives by demonstrating their skills in their Scouting role. The assessment of the competency may take the form of a discussion, a requirement for a demonstration of the skill or observation of the volunteer in action. On acceptance of a member's competency, the volunteer's records will be updated to reflect the training that corresponds with that competency. Prior Learning Recognition also extends to the common training modules that members have completed at an earlier stage in their scouting career.

### **7.7.3 Personal Development**

Adult leadership and personal development training will be provided throughout the training period. The learner-centered approach ensures that each learner is engaged throughout the training process and that they absorb their new knowledge and experiences in a meaningful and applied way. It will also provide opportunities for the individual to develop socially, intellectually, physically, emotionally, spiritually, and morally. Personal Development forms will be issued upon appointment and reviewed annually.

### **7.7.4 Mentoring**

When an individual joins KSA, they will be assigned a training advisor/mentor; a person who has experience in the role in which the person is appointed to. The mentoring system is critical to provide the support that a member needs that extends beyond the purely technical skills provided in training courses. The mentor will play a role in the ongoing development of the volunteer. This includes developing the career path for a volunteer within KSA and identifying growth areas and opportunities for the volunteer to contribute.



## 7.8 SUPPORTING ADULTS

Each adult will receive direct support in terms of technical, educational, material, moral or personal whenever required.

### 7.9 The Follow up Process

**Definition:** The process of supporting leaders in pursuit of their activities, assessing their performance and determining their future in the Association shall be guided by the Training Scheme.

#### 7.9.1 Objectives of follow up:

- a) To provide the leaders with enough support to perform their tasks
- b) To enable the persons put their full potential into Scouting.
- c) To build their capacities in order to effectively carry out their tasks.
- d) To ensure that they stay in the organization as long as they can provide an appropriate service.

#### Step 1: On the job support

This is the continuous action by the supervisor/personal training advisor and the team that she/he belongs to throughout his/her tenure in office.

#### Step 2. Orientation/Induction

- i) The immediate supervisor/PTA shall welcome and introduce the new leader to the team and highlight
  - The support expected
  - The resources available
  - Whom to report to
- ii) The team members shall get to know the commitment made by the new leader and work they shall achieve together.

#### Step 3. Supervision

- i) The supervisor/PTA shall begin by initially accompanying the new leader by giving in-depth information about their functions and how to go about them.
- ii) He/she shall assign work to the new leader, agree on deadlines and agree on the criteria to be used to assess them.
- iii) The new leader shall be informed of his/her structure of operation i.e. immediate supervisor and his/her colleagues.

## 7.10 RECOGNITION OF QUALIFICATION

### Recognition of qualification

It is the exclusive responsibility of KSA to recognize the qualifications of a volunteer. Certificates of qualification for a job or function will be issued on the basis of demonstrated and currently used competence and have a set validity period with a date of expiry. This will be recorded in the member's personal logbook. Certificates will be renewed on the basis of demonstrated and updated competence and for the same limited period of time. Certificates of attendance on courses or other training activities may be issued or attendance may be recorded in the log- book. KSA offers a wide range of courses and training, some of which are competency courses which will require demonstration of the learned skills, and some of which are for attendance only.

## 7.11 APPRAISALS

### 7.11.1 Assessment/Task Appraisal.

This is the regular action carried out in specific, previously scheduled occasions aimed at providing information, checking that the agreed tasks are being effectively carried out and setting up new kinds of support. (Appendix: appraisal tools for volunteers and staff)

### 7.11.2 Appraisal.

#### Shall entail:

- Self- Assessment
- Assessment by fellow team mates
- Assessment by the Personal Training Advisor
- Observation by PTA and/or immediate supervisor

### 7.11.3 Assessment shall be done with a view to: -

- Appraise -Recognize, appreciate, motivate, reassign and retire
- Re-allocate - more resources to improve performance
- In-service - with a view to improving areas of weakness or Enhancing strengths.

## 7.12 MANAGEMENT OF ADULTS IN SCOUTING

The intention of this policy is to ensure better use of all human and material resources and offers greater challenge to those who are involved. It provides for the establishment of a contract from the time of recruitment or reassignment.

The establishment of contracts includes: -

- i. The formation of mutually agreed objectives and deliverables
- ii. The clarification of expectations both on the part of the individual leader and of the Association.
- iii. The need for support and provision of training
- iv. The conditions and timing of performance appraisal and
- v. A specified term of office

This policy is based on the premise that: -

- i. Adults in Scouting need to be managed
- ii. Managing Adults in Scouting is a corporate responsibility
- iii. Training is only one element in the process
- iv. Training should be on-going
- v. Principles of Management by Objectives also apply to Human Resources that is: -
  - a) People are recruited for a task.
  - b) Appraised on their performance
  - c) Assigned to a new task

Adults in Scouting embraces all: functions Unit Leaders, Commissioners, Administrators, Managers, Trainers - whether Volunteers or Professionals. Whatever their tasks, functions and levels of operation may be, Adults in Scouting need to be managed as a whole, in a consistent and coordinated way.

## 7.12 TASK REVIEW

The AIS shall provide an opportunity to assess the extent to which objectives are being met and whether adjustments are required.

## 7.14 RECOGNITION

The Adult's contribution shall be recognized by giving a Letter of Commendation, Rewards/ Awards or Gifts, thank you Award. *[Appendix 4 -Awards & Honors Policy]*

## 7.15 RENEWAL

### Renewal of the term

The term may be extended if the performance demonstrates suitability for the position and if the leader wishes to continue.

## **7.16 REASSIGNMENT**

### **Reassignment of the Adult**

The leader may be redeployed or assigned different tasks according to the outcome of the assessment. The leader shall be prepared for this change and made to understand that the Association appreciates his/her services in the new department.

## **7.17 RETIREMENT**

### **Retirement of the Adult**

On appointment, the Adult shall be made aware of his/her terms of service. The Adult may opt to retire before the end of his/her term, or the Association may choose to terminate his/her services. A notice of retirement shall be served to the intended retiree 6 months before.

Situations may arise where upon assessment one is found to have grossly violated the Fundamental Principles and Values of Scouting or abuse of office or he/she may not have satisfactorily served the Association. The continued presence of such Adult may compromise the image of Scouting. Under such circumstances, such persons will be required to desist immediately notwithstanding the 6 months from associating with the activities of the Movement.

## **7.18 RETENTION**

To retain Adults, the Association shall endeavor to undertake the following:

- i. Develop clear communication channels and open sharing of responsibilities
- ii. To involve Adults in development of key policies and execution of activities
- iii. Open adults in scouting to further learning opportunities e.g. workshops, seminars, specialized trainings and exchange programme both locally, regionally and internationally
- iv. To recognize adults in scouting through honors and awards

## **7.19 STRUCTURES**

At all levels of the KSA National, County and Sub - County Management of Adults In Scouting requires the establishment of specific structures covering three dimensions:-

- i) Acquisition of resources,
- ii) Training and personal development and
- iii) Management allowing a National and coordinated approach.

In accordance with the mission of the movement, it is important that these structures should include young adults.

### **7.19.1 National Level**

There shall be a National Adults in Scouting Committee appointed by the Chief Commissioner in consultation with the NSB. The core mandate of the Committee shall be to play an advisory role to the National Scout Board on all matters pertaining to the effective management of adults in scouting.

#### **Functions of the Committee**

The National Adults in Scouting Committee shall be responsible for.

- i. recruitment,
- ii. reassignment,
- iii. renewal,
- iv. reinforcement and
- v. retiring of Adults In Scouting in KSA

#### **Duties of the Adults in Scouting Committee**

- i. Assess the Human Resource needs for volunteers.
- ii. Develop the list of job profiles for the vacant positions
- iii. Recruit
- iv. Ensure the timely signing of Mutual Agreements
- v. Review and assess documents of Temporary Appointments, Permits, Letters of Appointment, Certificates, Warrants and any other relevant documents for AIS
- vi. Review probationary activities, induction, orientation, subsequent appointment.
- vii. Ensure that any adult involved in Scouts Management is accorded Management Training.
- viii. Develop and recommend policy related to Adults in Scouting and the development of the management capacities of KSA
- ix. Monitor and report on the implementation of the Adults in Scouting Policy
- x. Ensure the development and use of resources, mechanism and materials to support the policy
- xi. Recommend and monitor the development and deployment of KSA resources in support of the Policy
- xii. Review and report on the effectiveness of the committee and supporting structures that it employs {in relation to the policy}
- xiii. Develop and /or review the AIS Policy from time to time as may be deemed necessary

#### **Composition of the Committee**

The committee shall be composed of not less than five and not more than seven members.

- i) The AIS shall support the National Scout Board in providing guidance in the management of adults in scouting.
- ii) The AIS Committee shall take into account the Associations particular situation needs and available resources.

### **7.19.2 County Level**

There shall be a County Adult in Scouting Committee. The Committee will be constituted by the respective County Board in consultation with the National AIS Committee. The Committee shall be composed of not less than three and not more than five members.

### **7.19.3 Sub County**

There shall be a Sub County Adult in Scouting Committee. The Committee will be constituted by the respective Sub County Board in consultation with the County AIS Committee. The Committee shall be composed of not less than three and not more than five members.

### **7.19.4 Qualification for membership**

Consistent with this policy the qualification for membership on the committee and affiliation with the committee, as resource persons shall be based on the skill, knowledge requirements of the committee.

### **7.19.5 Terms of service/ office**

- i. The members of the National Adults in Scouting Committee shall be appointed for a term of two years.
- ii. The appointment may be renewed once, subject to review.

### **7.19.6 Reporting relationship**

The National Adults in Scouting Committee is a standing committee of the National Scout Board and shall report to the Chief Commissioner.

### **7.19.7 Mode of operation**

- i) The committee shall adapt a proactive mode of operation that takes into account the changing needs and organizational structure of KSA
- ii) The committee shall establish a two-year plan to be reviewed annually, indicating its objectives, resources requirements, work schedule and accomplishment indicators.
- iii) The committee's objectives, achievements and recommendations shall be reported to the Chief Commissioner.
- iv) The AIS Committee shall have powers to co-opt not more than three persons into the Committee
- v) The AIS Committee may constitute task forces, sub committees or involve resource persons in the fulfillment of its mandate. This shall be in consultation with the Chief Commissioner
- vi) Notwithstanding the guiding role of the AIS Policy, the respective KSA policies contain detailed guidelines on respective areas.
- vii) The AIS Committee shall at all times strive to adhere to National values as espoused in the Constitution of Kenya as well as the KSA constitution and Policies in place.

## 8.0 POLICY IMPLEMENTATION

- i. Specific procedures for the Management of Adults in Scouting at all levels of the KSA to conform to this policy shall be established.
- ii. The National Scout Board and the National Scouts Council shall be kept informed and updated of the progress on the implementation of this policy.

## 9.0. MONITORING AND EVALUATION

- i. The monitoring and evaluation of the implementation of this policy shall be done quarterly by the AIS Committee and a report of the same shall be presented to the NSB.
- ii. The monitoring and evaluation of implementation of this policy may also be carried out during the major events and activities where Adults are involved

## 10.0 POLICY REVIEW

In order to remain faithful to the principles on which it is based, the Kenya Scouts Association, Adults In Scouting Policy shall be reviewed regularly by the National Adults In Scouting Committee. Final approval shall be sought from the National Scout Board for any amendments made on this policy

## 11.0 PROPOSED PUNITIVE MEASURES

Any Adult in scouting who violates the provisions of this policy shall be dealt with in accordance with the POR and the Code of Ethics of the KSA.

## 12.0 ANNEXES

The following KSA policies are standalone policies, but shall also be treated as annexes to this policy:-

1. National Training Policy
2. Ethics Standard Quality Assurance and Awards Policy
3. Whistle Blower Policy

## 13.0 POLICY REVIEW HISTORY

| Version | Date       | Description               | Approved By                  |
|---------|------------|---------------------------|------------------------------|
| 1.0     | 2/09/2016  | Adults Resource Policy    | National Executive Committee |
| 2.0     | 29/09/2019 | Adults in Scouting Policy | National Scout Board         |