Chief Commissioner, KSA
Mr. Victor Reddick
Signed by

Chairperson, Executive Committee
Ms. Lydia Kindu
Signed by

National Executive Commissioner, KSA
Mr. Moses O. Damba
Signed by

Validation signed on
29th Aug 2019

VALIDATION OF POLICY
KSA CORE VALUES

Principles as expressed in the scout's law and promise.
Assisting them to establish values system based upon spiritual, social, and personal development as self-reliant, supportive, responsible and committed person.
Using a specific method that makes each individual the principle agent in one's process.
Involving the youth throughout their formative years in a non-formal educational

KSA MISSION

creating a better world.

KSA VISION

PREFACE

FOREWORD

THE CHIEF COMMISSIONER, KENYA SCOUTS ASSOCIATION

VICTOR RADIDO

POLICY

Implementation. Thank you to all who worked hard to realize the development of this
in Scouting policy will prevail. I therefore assure you of my unreserved support in the
It is expected that full commitment and compliance in the implementation of this policy
need to be put in place in Scouting Policy.

The challenge to KSA is that of ensuring that an adequate number of qualified adults,
form of direct support and training of materials, administrative and human support.
contact with young people and others providing the necessary back-up either in the
direct in their own time and energy so that young people can enjoy the experience of Scouting.

To realize his Vision, Mission and Purpose, KSA will need the support of adults for
ethical code of behavior.

promise and law a voluntary personal commitment to do one’s best to adhere to an
promise that will be available at all times and hence the
by fulfilling their duties and responsibilities, development by providing a safe environment, Scouting
Scouting contributes to young people’s education. Scouting embraces cultural diversity and pluralism.

KSA aspires to create a better world through provision of a value-based and skills-
organization of the Scouting Movement in 1910, the Kenya Scouts Association (KSA) is the
was founded in British East Africa in 1910 and became a member of the World
The Kenya Scouts Association is the national Scouting association of Kenya. Scouting

The PREFACE
Adults in Scouting

AIS  Society General de Surveillance
SGS  National Scout Organizations
NSO  Extension Scouting Programme
ESP  P.O.R. Policy, Organization and Rules
POR  World Organization of Scout Movement
WOSM  National Scouts Board
NSB  Kenya Scouts Association
KSA  Global Support Assessment Tool
GSAT  Human Immunodeficiency Virus
HIV  Acquired Immunodeficiency Syndrome
AIDS

ABBREVIATIONS/ACRONYMS
Adults in Scouting: is a systemic program of adult resources management to produce better programs for young people and a more effective and efficient organization.

Volunteers are people involved in different activities for non-monetary remuneration or learn a lot from their volunteering commitment. (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 an individual's own interest. Although it is obvious that the volunteer also gains and has another position as mentioned above they could be called youth leaders.

Youth Leaders: youth members delivering youth programs to younger age sections. Support activities such as: responsibility for supporting organizational structures. Leaders (responsible for youth program development or delivery) or responsible to Adult Leaders of adults’ Leaders: mainly volunteers (only in a few cases professional organizational.

Professional capacity: Professionals in either category will be working for a Scout Organization in a may not be Scout Leaders (committed as a Scout, having taken the Scout Promise).
COMMUNITY

Responsible citizens and members of their local, national, regional and international intellectual, educational, spiritual, social and character development initiatives, as individuals, as

To contribute to the development of young people in achieving their full physical,

4) Purpose

mankind as conceived by the founders as stated below:

cease or ethnic/tribal background in accordance with the purpose, principles and

Movement for young people open to all without distinction of origin, race, gender,

The Scouting Movement (WOSM). It is a voluntary, non-political and educational

Kenya Scout’s Association (KSA) is a registered member of the World Organization of

PROPOSAL

I. BACKGROUND: THE KENYA SCOUTS ASSOCIATION EDUCATIONAL


A. GSAT/SGS standard on Best Management Practices for NSO'S (VERSION 1.2)

B. KSA Strategic Plan 2013-2017

C. Deliver the youth programme

D. The need for Scouting to attract, retain and retain quality adult volunteers to

WOSM Strategic Priorities — The 2nd Strategic Priority is Educational Methods

strategic for Scouting - Vision 2023

E. The triennial plan for Scouting in the Africa Region 2015-2018 and the global

F. The adoption of the World Adult Resources Policy by the 33rd World Scout

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

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

practices.

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 Scous.

rapid growth of the youth in the Movement

The youth need motivated and competent leaders in a variety of functions at all levels.

10 INTRODUCTION

PART ONE: BACKGROUND AND INTRODUCTION
Phi in one's own way.

In our own minds, we can enjoy themselves, a laboratory where one feels closer to God and can worship Life in nature, it is not just another, free, nature etc. safety, nature is a club where keep an eye on the young one especially the students, as they are defaulting majority.

Relationship between adults and young people where leaders have the responsibility to cultural background in order to have a programmed that has a national touch.

Symphonic framework or symbolic background where the schools relate to their socio-

progressive and stimulating programs (progressive scheme) consisting of varied

Community, all taking place largely in an outdoor setting.

Skill objectives.

Directed towards the development of competence, self-reliance, honesty, and leadership.

Membership of small groups (paired system) requiring adult guidance, progressive

Learning by doing.

Law and promise.

The Scout method is applied in the following ways:

Into account the socio-cultural environment of the young people.

is a system of progressive self-education that should be applied to all sections, taking

(c) Method

To achieve one's full potential.

Learning to assert oneself, make one's decisions, set aims and identify the necessary steps

Duty to self

Duty to our fellow man and for the integrity of nature.

Participation in the development of society with recognition and respect for the dignity

International peace, understanding and cooperation/integration.

Duty to others

Adherence to spiritual principles. Loyalty to the religion that expresses them and

Duty to God

Principles
develop, implement and deliver the Youth Program.

This is in order to respond to increasing demand for adult leadership to effectively implement the ever-increasing need for revitalization of policies and training for the adults.

The policy is necessary in view of the continued growth of the Association's adult membership and leadership. Gender disparities in the Association's adult membership and leadership and lack of performance appraisal system for volunteers, inadequate control system which made accountability and definition at both national, county and sub county levels difficult to enforce. In most cases, appointments were made on the basis of previous experiences and training. While the latter may result in some leaders in key positions for a long time.

Over of leaders is too high of tenure of some leaders in key positions is too long. Nevertheless, with the tenure of office for the leadership, in many cases the turn - over of leaders is too high of tenure of some leaders in key positions is too long.

Difficulty in providing appropriate training for their leaders. This affects the quality and relevance of the training opportunities offered. The effective management of resources in KYS hence the need for a reviewed policy.

However, the impact assessment of the Youth Program has revealed existing gaps in support and resources to new leaders who appear to lack leadership, equip them with the competencies required to fulfill their tasks, continuously recruit, train and develop the effective involvement of many adults who need to be recruited. The new program requires the active involvement of many adults who need to be recruited. The new program requires the active involvement of many adults who need to be recruited. The new program requires the active involvement of many adults who need to be recruited.
4.0 OBJECTIVES

4.0 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.

The adult in Scouting Policy has been designed to meet this challenge.

The challenge to KSA is that of ensuring that an adequate number of qualified adults, training of material, administrative and financial support and others providing the necessary back-up either in the form of direct support and functions, most of whom operate in the program in direct contact with young people so that young people can enjoy the experience of Scouting. They are in all sorts of adult in Scouting are many and from all walks of life. They give their time and energy

2.0 POLICY STATEMENT
6.0 GENERAL/GUIDING PRINCIPLES

I. Purpose

A. To recognize adults for their demonstrated competence and performance, and development as one of the rewards for contributing to the movement.

B. To accommodate the needs of individual adults while adhering to the KSA vision. It emphasizes the provision of opportunities for personal growth and development of all adults in scouting in order to provide better service leadership at all levels in the KSA can be improved through better aims at developing the ways and means by which the quality of

II. Professionalism

A. If recognizes adults for their demonstrated competence and performance, and development as one of the rewards for contributing to the movement.

B. To accommodate the needs of individual adults while adhering to the KSA vision. It emphasizes the provision of opportunities for personal growth and development of all adults in scouting in order to provide better service leadership at all levels in the KSA can be improved through better aims at developing the ways and means by which the quality of
Policies

In cases of co-option, as provided for in P.O.R. P.35(c), or per departmental

The recruitment process shall be as follows:

The National Schools Board shall ensure there is a clear process of recruiting all

2.0 Recruitment

The necessary amendments to Governing Laws and Regulations (P.O.R.) shall cover matters such as hiring staff or handling particular functions shall be subject to

2.1 Volunteers who include Scout Leaders, all Commissioners, County Members and

2.2 Volunteers joining KSA as secretariat staff (shall be subjected to the KSA HR policy)

The necessary amendments shall be as follows:

The National Schools Board shall undertake a comprehensive list of functions of adults in

2.2.1 Assessment of Needs

A systematic recruitment process, terms of quality and quantity, KSA must have the clear view of his needs and undertake
to build these resources and maintain them at optimum level, in

In order to fulfill its mission, Kenya Scouts Association shall have the adults it needs to

7.1 Encaging Adults in Scouting

7.0 Part Two: Policy Guidelines/Procedures
7.4.4 Once a scout leader has completed induction training they will get a completion certificate and full appointment.

7.4.3 Plan and tools for the job

Before the adult can be fully appointed: Essential information, Personal Learning Induction training will be made up of three modules which must be completed by a person appointed by the training committee. Alternatively, the candidate will be facilitated by the candidate's training advisor or mentor that they will also be trained in the techniques essential for their implementation. Every appointed candidate will undergo KSAs induction programme. The induction of a new adult.

7.4.1 The adult training scheme shall provide for a systematic induction period of integration into the relevant position or department.

The successful interview(s) shall be recommended for engagement and/or recommendation.

Professional consultants will be engaged where applicable.

The AG Committee, in consultation with the NSP, will appoint a panel of interviewers. Use of interviewers.

Any other requirement that may be considered appropriate to the position or KSA Child Protection Policy in place.

All property and candidates must sign and comply with the KSA policies in place.

All applicants must meet the requirements of leadership and integrity in accordance with the outside scouting requirements.

All applicants must hold at least one reference from community leaders. Key requirements

Pre-filled application form: Prescribed application form

and/or print media. Every adult applying for vacant positions must do so in the appropriate and the skills required through various modes of advertising, electronic

The Association shall advertise the positions to be filled depending on the level, scope.

Adverts of the vacancies or positions to be filled
Adult Training Scheme for KS A should detail the approach to training as:

activities within the KS A must be considered as part of the learning process. The
should be considered as a continuous process and the adult's regular contact and
may be complemented by other methods such as work books and e-learning. Training
familiar learning methods such as learning by doing, small work groups, etc. which
applicable to members of general workforce and KS A. Training will be underpinned using
integrated, general work, KS A. Training will be modular in nature and presented in course type format.

77. TRAINING: TRAINING SYSTEM

Express transfer from one function to another
(1) Allow for the acquisition of additional skills and knowledge to facilitate the
consideration
(2) Be flexible and allow for previous experience and skills to be taken into
account
(3) Include the acquisition and development of the knowledge and skills necessary
for the acquisition and development of the KS A. This system shall
- conduct induction / integration of new adults, basic training Further and on-

77. TRAINING, SUPPORTING ADULTS AND PERSONAL DEVELOPMENT

The KS A shall design and operate a system of training and Personal Development for

7.6 APPOINTMENT

The Commissioner and or Chief Scout on recommendation of the National Scout
Board will determine the duration of the appointment by the appointee. After successful
completion of the appointment period, the appointment shall be made by the Chief
Commissioner on recommendation of the Commissioner. The successful appointee will
serve for a period of 3 years.

7.5 MUTUAL AGREEMENT

The Association will establish the principle of negotiations and conclusions of a

opportunities for the volunteer to contribute.

path for a volunteer within KSA and identify growth areas and

goals development of the volunteer. This includes developing the career

skills provided in training courses. The mentor will play a role in the on-

support that a number needs they exceed beyond the purely technical

person is appointed to. The mentoring system is critical to provide the

advisor/mentor a person who has experience in the role in which the

When an individual joins KSA, they will be assigned a training

Mentoring

revoked annually. Personal Development forms will be issued upon appointment and

Personal Development forms will be issued upon appointment and

socially, intellectually, physically, emotionally, spiritually, and morally.

way. It will also provide opportunities for the individual to develop

absorb their new knowledge and experiences in a meaningful and applied

way. It will also provide opportunities for the individual to develop

throughout the training period. The learner-centered approach ensures

Adult Leadership and Personal Development training will be provided

7.33 Personal Development

share in their Scouting career. Common training modules that members have completed at an earlier

common training module which members have completed at an earlier

with that competency. Prior learning recognition also extends to the

field; however, the competence level will be updated to reflect the training that corresponds

volunteer's records will be updated to reflect the training that corresponds

volunteer in action. On acceptance of a member's competency, the

assessment of the competency may take the form of a discussion, a

module objectives by demonstrating their skills in their Scouting role. The

learning modules if they can clearly show that they are able to meet

KSA Recognizes Relevant Prior Learning Experience, and existing

KSA Recognizes Relevant Prior Learning Experience, and existing
ADULTS IN SCOUTING POLICY 2019

Step 2: Orientation/Induction

II. The continuous support by the Supervisor/Supervisor/Personal Training Advisor and the immediate supervisor/PTA

Step 1: On the job support

An appropriate service

1. To ensure that the scout in the organization has long as they can provide
d) To build their capabilities in order to effectively carry out their tasks.

2. To enable the PTA's full potential into Scouting.

2'9.1 Objectives of follow up:

The Training Scheme

7'9 The process of Supportive Leaders in pursuit of their activities, assessing their performance and determining their future in the association shall be guided by

Definition: The process of supportive leaders in pursuit of their activities, assessing their performance, regardless of personal, whenever required.

2'8. Supportive adults will receive direct support in terms of technical, educational, material, moral
Enhancing Services

- In-service
- Re-allocation
- Appraise

7.11.3 Assessment shall be done with a view to:

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

7.11.2 Applicant

7.11.1 Assessment/TASK APPRAISAL

Attendance only.

KSA offers a wide range of courses and training some of which are for immediate period of time. Certificates of attendance on courses or other training activities renewed on the basis of demonstrated and updated competence and for the same area of expiry. This will be recorded in the member's personal logbook. Certificates will be issued for qualifications that are recognized by the KSA. It is the exclusive responsibility of KSA to recognize the qualifications of a volunteer.

7.10 RECOGNITION OF QUALIFICATION
and if the leader wishes to continue, the term may be extended if the performance demonstrates suitability for the position. Renewal of the term

RENEWAL

7.15 RENEWAL

Rewards / Awards of Girls’ Guides, thanks you award, Appendix 4 - Awards & Honours Policy

The adult's contribution shall be recognised by giving a letter of commendation.

RECOGNITION

7.14 RECOGNITION

and whether achievements are required.
The ARP shall provide an opportunity to assess the extent to which objectives are being

REVIEW

7.12 REVIEW

whole, in a consistent and coordinated way.

functions and levels of operation may be, adults in Scouting need to be managed as a

Whatever tasks, Managers, Trainers - whatever volunteers or professionals. Whenever their tasks,

Adults in Scouting endorse all functions with leaders, Commissioners, Administrators.

Resource that is:

- Principles of Management by Objectives also apply to Human

A's

Training should be on-going

III.

Training is only one element in the process

II.

Managing adults in Scouting is a corporate responsibility

I.

Adults in Scouting need to be managed

- The Policy is based on the premise that:

A.

A specific term of office

II.

The conclusion and linking of performance appraisal and

I.

The need for support and provision of training

III.

The development of expectations both on the part of the individual

I.

The formulation of mutually agreed objectives and deliverables

II.

The establishment of contracts includes:

I.

The intention of this policy is to ensure better use of all human and material resources.

MANAGEMENT OF ADULTS IN SCOUTING
should include young adults.

In accordance with the mission of the movement, it is important that these structures

(III) Management allowing a National and coordinated approach.

(II) Training and personal development and

(I) Acquisition of resources.

Structured require the establishment of specific structures covering three dimensions:

At all levels of the KSA National, Country and Sub - County Management of Adults in

7.19 STRUCTURES

I. To recognise adults in scouting through honours and awards

and internationally.

Seminars, specialised trainings and exchange programmes both locally, regionally

and internationally.

III. Open adults in scouting to further learning opportunities and workshops.

II. To involve adults in development of key policies and execution of activities.

I. To develop clear communication channels and open sharing of responsibilities.

To retain adults, the association shall endeavour to undertake the following:

7.18 RETENTION

Activities of the movement

requires to detail immediately notification the 6 months from association with the

comprehension of Scouting. Under such circumstances, such persons will be

have satisfactorily served the association. The continued presence of such adult may

fundamental principles and values of Scouting as being of service to the movement

attend multiple assessments where upon assessment one is found to have grossly violated the

6 months before

removal by service. A notice of removal shall be served to the intended recipient

may opt to retire before the end of his/her term of the association may choose to

On retirement, the adult shall be made aware of his/her terms of service. The adult

7.17 RETIREMENT

Departmental

understand that the association appreciates his/her services in the new

of the association. The leader shall be prepared for the change and made to

The leader may be re-employed or assigned different tasks according to the outcome

7.16 REASSESSMENT

of the Adult

of the Adult
The AIS Committee shall take into account the associations, guidance in the management of adults in Scouting, and the support the National Scout Board in providing the necessary resources and available needs.

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

Composition of the Committee

1. Review and report on the effectiveness of the committee and support the policy.
2. Recommend and monitor the development and deployment of KSA resources in support of the policy.
3. Ensure the development and use of resources, mechanisms, and materials to promote the development and implementation of the adults in Scouting Policy.
4. Develop and recommend policy-related to adults in Scouting and the KSA Council.

Training

2. Review and assess the human resource needs for volunteers.
3. Develop the list of job profiles for the vacant positions.
4. Assess the human resource needs for volunteers.

Duties of the Adults in Scouting Committee

1. Referral of adults in Scouting in KSA
2. Recruitment and/or review of referrals
3. Reinstatement
4. Reassignment
5. Recruitment

The National Adults in Scouting Committee shall be responsible for:

- Effective management of adults in Scouting.
- To play an advisory role to the National Scout Board on all matters pertaining to the Commission in consultation with the NGB; The core mandate of the Committee shall be a National Adults in Scouting Committee appointed by the Chief Commissioner.
Policies in place:

- Respective in the Constitution of Kenya, as well as the KSA Constitution and
- The AS Committee shall all have the right to participate in the respective areas.

(1) The KSA Board shall fulfill the role of the AS Policy, the respective KSA policies
- with the Chief Commissioner

in the KSA Respective persons in the fulfillment of this mandate. This shall be in consultation
- with the Chief Commissioner

(2) The AS Committee may constitute task forces, sub-committees or involve
- into the Committee

persons who have powers to co-opt not more than three persons
- to the Committee

(3) The KSA Board shall have powers to co-opt not more than three persons
- into the Committee

The committees’ objectives, achievements, and recommendations shall be
- reported to the Chief Commissioner

accomplishment indicators.

- Under the objectives, resource requirements, work schedule, and

indications.

- The KSA Board shall establish a two-year plan to be reviewed annually;

the changing needs and organizational structure of KSA

- The committee shall adapt a procedural mode of operation that takes into account

the mode of operation

7.19.7 Mode of Operation

Scout Board and shall report to the Chief Commissioner.

The National Adults in Scouting Committee is a standing committee of the National

7.19.6 Reporting Relationship

- If the appointment may be renewed once, subject to review.

- If the members of the National Adults in Scouting Committee shall be appointed

7.19.5 Terms of Service/Office

- Knowledge requirements of the committee.

- Association with the committee, as resource persons shall be based on the skill

consistent with the policy for qualification for membership.

7.19.4 Qualification for Membership

Give members.

- The committee shall be composed of not less than three and not more than

constituted by the respective County Board in consultation with the County AIS

The committee shall be a Sub County Adult in Scouting Committee. The Committee will be

7.19.3 Sub County

than the members.

- The committee shall be composed of not less than three and not more than

constituted by the respective County Board in consultation with the National AIS

- County Level

7.19.2 County Level
<table>
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<th>Adults in Scouting Policy</th>
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**130 POLICY REVIEW HISTORY**

3. Whole School Policy
2. Ethics, Standards, Quality Assurance and Awards Policy
1. National Training Policy

The following KSA policies are stand-alone policies but shall also be treated as annexes:

**ANNEXES**

120 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.

**110 PROPOSED PUNTUATE MEASURES**

Board for any amendments made on this policy.

Adulfs in Scouting Committee. Final approval shall be sought from the National Council of the Kenya Scouts Association. Adulfs in Scouting Policy shall be reviewed regularly by the National Council in order to remain faithful to the principles on which it is based.

**100 POLICY REVIEW**

1. The monitoring and evaluation of implementation of this policy may also be carried out during the major events and activities where adults are involved.

2. The NSB shall ensure the monitoring and evaluation of the implementation of this policy are done

**90 MONITORING AND EVALUATION**

1. Specific procedures for the management of adults in Scouting at all levels of the KSA to comply with this policy shall be established.

2. The National School Board and the National Scouting Council shall be kept informed and updated on the progress on the implementation of this policy.