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Group Leader Update: Microsoft Team creation process

An update for Group Leaders and Leaders in Charge

As part of the Microsoft Office 365 project, the collaboration tool called Teams is now available for use by Scouts.

Part of our responsibility in managing Teams is ensuring we have naming consistency. To manage this efficiently all requests for new Teams needs to be requested to Scouts NSW IT. Please see the process and links below.

The creation request needs to be completed by the appropriate level appointment in Scouts NSW:

- **Group** - Group Leader / Leader In Charge
- **District** - District Commissioner
- **Region** - Region Commissioner
- **State** - State Commissioner
- **Employed Staff** - Manager / Lead of the Department / Team

Teams creation Process:

1. Appropriate person requests a new team to be created by completing an online form [here](#).
2. IT Support team will process the request and come back to you for further information if required.
3. IT Support team will create the Team based on the information given and the approved Scouts NSW naming convention
4. Owner of the Team can add Members to the Team as needed

The naming convention of Teams will be:

The Name of the Team will be in this format.

Teams-[Formation Name]-[Section]-[Team Name]

Examples:

Teams-1st Baden-Powell Scout Group-Cubs-Pack Holiday

Teams-State Office-IT-Meetings

Teams-Scouts NSW-Youth Program-Review

What else do I need to know?

Scouts NSW is currently setting up our official organisation-wide Sharepoint and Teams structure. This will be available early-mid 2020.

Where do I go for more help?

For all the FAQ's and guides we update Scouts NSW [O365 Support Portal](#) regularly with new information, so be sure to check back to see what's new.

For technical-related issues, contact IT support at ITSupport@nsw.scouts.com.au.

Child Safety in Scouting

Scouts Australia NSW is committed to operating as a child safe organisation and implementing child safe policies and practices in accordance with the elements of a child safe institution outlined by the Royal Commission into Institutional Responses to Child Sexual Abuse report entitled Creating Child Safe Institutions.

Remember

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Deputy Chief Commissioner (Youth Safety, Compliance and Support), the CEO or the Child Protection Officer at the NSW State Office.

To make a report use the [online child protection form](#), call 02 9735 9000 or email childprotection@nsw.scouts.com.au.

Imminent Danger

If a young person is in imminent danger, the matter should be reported directly and immediately to NSW Police on 131 444.

Where a report is made to the police, you should also subsequently notify the NSW State Office.

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