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Introducing Leader and Committee Hubs

File and document storage plays an important role in the day-to-day running of Scouts, from the local Group level, all the way through to District, Region and State.

Not only does storing data help us preserve a record of past and current happenings, but it also helps us protect vital documentation whether it be for tax purposes, legislative reasons or to help us plan for the future.

As adults in Scouting, we all share a responsibility to protect the information in our care by ensuring that the documents and data we collect are stored securely in the right places.

While we have always maintained and stored data, up until now this has been done using a variety of methods, whether it be through paper filing boxes in the Scout Hall, a hard drive or USB stick attached to a Leader's computer or a cloud storage solution.

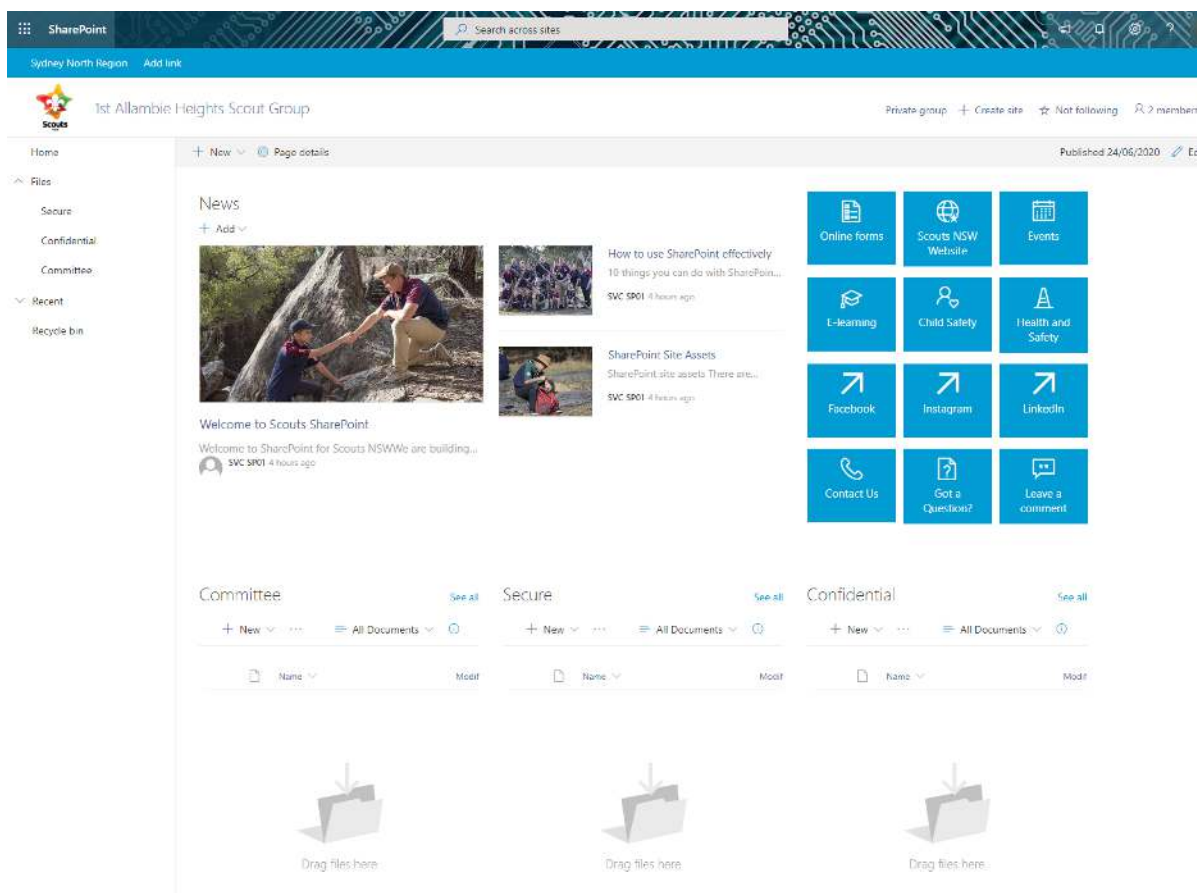
The Leader and Committee Hub, available to Leaders and Committee Members in Scouting through Office 365, gives us a tool to ensure we all maintain and store our files and documents in the same, secure way, and therefore protect not only ourselves, but also Scouts NSW from financial and reputational risks.

Today we are pleased to launch the Leader and Committee Hubs.

Below we'll provide an introduction to the Hubs, and their role as a secure online space for Leaders and Committee Members to store, collaborate and manage documents related to the business and operations of Scouting.

What are Leader and Committee Hubs?

Set in SharePoint via Office 365, the Leader and Committee Hub is a space where Leaders and Committee Members can securely store and manage sensitive data, information and documents relating to the business and operations of Scouts at the Region, District and Group level.



As its name suggests, the Leader and Committee Hub is an online space that can be accessed by Leaders and Committee Members only. This is in contrast to the Virtual Scout Hall, which is open to all members of the Group including youth members.

While the Virtual Scout Hall is the place to share materials that can normally be found on the walls of a physical Scout Hall (for example, Youth Program materials), the Leader and Committee Hub gives Leaders and Committee Members the opportunity to collaborate and store sensitive material such as the Group Financials, meeting minutes and other documents that are considered commercially sensitive or that fall into our obligations under the Privacy Act.

Each Leader and Committee Hub has five different areas where Leaders and Committee Members can share content and store their documents. These include:

- **News** – an area to publish Group-related news or notices. This can be viewed by all Leaders and Committee Members who have been assigned access to the Leader and Committee Hub.
- **Gallery** – an area to store photos or videos from Group or Section events and activities. This can also be viewed by all Leaders and Committee Members.
- **Committee** – This is the file storage section for Committee members.
- **Confidential** – This is a file storage section only viewable by the Group Leader or Leader in Charge.
- **Secure** – This file storage area is viewable to Group Leaders, LIC, Section Leaders and Trainee Leaders.

You'll find that your individual experience of the Hub, including what folders you can access, will differ depending on your Appointment in ScoutLink. Group Leaders and Leaders in Charge will have full access to their Group's Hub, whereas Section Leaders and Committee Members will have access to certain folders.



Benefits

Unlike the filing systems of old, which saw confidential documents stored on different computers or in brown cardboard boxes in the Scout Hall, Leader and Committee Hubs allow us to:

- Simplify succession planning and handovers by ensuring all Scouting-related data, information and documents are stored in a single, central location
- Minimise the risk of misplaced or disposed documents
- Find files without the need to sort through and scan physical documents, or search through folders on different computers
- Collaborate on files in real time without having to send emails back and forth
- Update files using any computer and have these updates logged and saved seamlessly

This means we can spend less time tracking down, working on and saving documents and get back to what's really important: the mission-driven work we do in supporting our youth.

Why is it so important?

Scouts NSW is bounded by a number of rules and legislations which dictate how we manage and store sensitive data and information. While paper filing systems and documents stored locally on different computers were once ways of storing information, these methods no longer cut it.



Leader and Committee Hubs ensure all Scouting-related files are stored in a uniform, consistent manner right across our organisation. Not only is this key to making the business of Scouting smarter, but it also plays an important role in helping us, both individually and as an organisation, meet the compliance obligations we all share around information and data security and child protection.

It is our shared responsibility to abide by the recommendations made during the Royal Commission into Institutional Responses to Child Sexual Abuse, as well as the following Federal and State-based legislations:

- Privacy Act 1988 (Cth)
- Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)
- Privacy and Personal Information Protection Act 1998 (NSW)
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Child Protection (Working with Children) Amendment (Statutory Review) Act 2018 (NSW)

By using the Leader and Committee Hub to store files safely and securely, we can protect both ourselves and Scouts NSW from financial and reputational risk. More information about this can be found in Webinar 3 of our Masterclass: Your Journey to Office 365 webinar series [here](#).

When can I access the Leader and Committee Hub?

Leader and Committee Hubs are being rolled out to members from today, Monday 29 June 2020.

From today, Region Commissioners, District Commissioners, Group Leaders, Section Leaders and Committee Members will each receive an email with a unique link to their Region/District/Group's Leader and Committee Hub.

When you receive your Leader and Committee Hub email, we recommend that you take some time to familiarise yourself with the platform.

We're here to help

While moving from your Region/District/Group's current file storage arrangements to the Leader and Committee Hub can take some time to get used to, sitting down for a few moments here and there to understand the Hub will ultimately help you get the hang of things and get your Scouting business done more quickly and effectively.

We've created a library of materials to help you do just this. You can find these materials on our [helpdesk portal](#) which we're constantly updating with new support guides and FAQs. If there are any materials you'd like to see, or questions you'd like answered, please let us know by emailing info@nsw.scouts.com.au.

Webinar 3 of our Masterclass: Your Journey to Office 365 webinar series also outlined a few tips and tricks to help you get started on the Leader and Committee Hubs. You can watch the webinar recording, and others from the series, on the Scouts NSW website [here](#).

If you require assistance for technical-related issues, please contact Scouts NSW IT Support Department at helpdesk@nsw.scouts.com.au.

Child Safety in Scouting

Scouts Australia NSW is committed to operating as a child safe organisation and implementing the royal 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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