



Boy Scouts of the Philippines

National Office

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16 July 2021

NATIONAL OFFICE MEMORANDUM NO. 51 SERIES OF 2021



TO : National Office Directors, Executives and Staff
Regional Office Directors, Executives and Staff
Council Scout Executives, Officers-In-Charge and Staff
Regional and Local Council Chairpersons
National, Regional and Council Scout Commissioners' Staff

SUBJECT : CALL FOR NOMINATION AND APPOINTMENT OF SAFE FROM HARM
REGIONAL AND LOCAL COUNCIL COORDINATORS

1. In line with the BSP's initiatives to provide mechanism, processes and procedures that will enhance the implementation of the **World Safe from Harm Policy** of the World Organization of the Scout Movement (WOSM), as adopted by the BSP, pursuant to the National Executive Board Resolution No. 09 Series of 2020, the National Office would like to Call for Nomination and Appointment of Safe from Harm Regional and Local Council Coordinators, respectively.
2. This action aims to create a network of Safe from Harm Coordinators that will help provide technical assistance and support to the Regional Offices and Local Councils in the implementation of best safety practices on "**Keeping Scouts Safe from Harm**", especially in their Local Scouting Events and Observances, as well as in the Programs, Projects and Activities of the BSP. It further seeks to provide a feedback mechanism to the National Office, in terms of Data and Information needed by the concerned NEB Committees for appropriate policy actions and resolutions.
3. The BSP SFH National Network, upon appointment, shall be provided by appropriate trainings and capacity building interventions, at the disposal for service in their respective Regions and Local Councils nationwide. This memorandum also enjoined everyone to review the National Office Memorandum No. 23 and 26, Series of 2020 and 2021, respectively on our Keeping Scouts Safe from Harm Policy.
4. Attached herewith are the Standard Term of Reference for your convenience and easy access;
 - a. Regional Safe from Harm Coordinator
 - b. Local Council Safe from Harm Coordinator
 - c. Safe from Harm Coordinator's Nomination Form
5. All concerned may send their duly signed and filled-out SFH Nomination Form endorsements via email thru the details you will find in the item below on or before **July 30, 2021** for the issuance of the corresponding Certificates of Appointment.
6. Should you have queries, feel free to send us your feedback at the Field Operations Division, National Office, Manila through the following contact details, (02) 8527 8317 loc. 524 or yazsarona@gmail.com and look for **Mr. Yasser F. Sarona**, PARD Executive.
7. For your information, guidance, widest dissemination and appropriate action.


ROGELIO S. VILLA, JR.
Secretary General

BOY SCOUTS OF THE PHILIPPINES
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Standard Terms of Reference for Safe from Harm (SFH) Regional Coordinator

Reports to	:	The Regional Scout Director The Regional Training and the Program Commissioners
Coordinates with	:	The National and/or Council SFH Coordinator/s
Duration of Appointment	:	Minimum of 2 Years – Maximum of 3 Years Subject to Renewal based on Performance and Mutual Agreement

Summary:

The SFH Regional Coordinator plays vital role in the successful implementation of the World Safe from Harm Policy, as adopted by the BSP. It aims to help provide technical assistance and support to the Regional Offices and Local Councils in the implementation of best safety practices on **“Keeping Scouts Safe from Harm”**, especially in their Local Scouting Events and Observances, as well as Programs, Projects and Activities. It further seeks to provide a feedback mechanism to the National Office, in terms of Data and Information needed by the concerned NEB Committees for appropriate policy actions and resolutions.

Personal Profile

A. Qualification

1. A person of good moral character
2. Currently registered as Unit Leader and/or Leaders of Adults
3. Must be a Wood Badge Holder
4. Must be trained and/or willing to be trained in Safe from Harm Policy
5. Must have completed the Online Safe from Harm E-Learning course work by WOSM

B. Knowledge

1. Must have a working knowledge on World Scout Youth Programme Policy, the Better World Framework and the Sustainable Development Goals.
2. Aware and familiar with the Keeping Scouts Safe from Harm and Child Protection Policy;
3. Knows basic program planning, organizing and events management; and
4. Familiar with existing policy, organization and rules as well as protocols of the Regional Office.

C. Skills

1. Possesses basic computer literacy skills (MS Word, Excel and PowerPoint) and ICT Tools like the internet and social media platforms
2. Can communicate effectively in English and in Filipino
3. Keen decision-making and problem-solving skills
4. Can work and collaborate with both Professionals and Volunteer Scout Leaders at the Local Council, Region and National levels

D. Attitude

1. Result-oriented with personal commitment to the Youth Development Program of Scouting
2. Team player and can collaborate with people of different background and personality.
3. Creative, innovative and resourceful towards programs, projects and activities.

Duties and Responsibilities

1. Helps and assists the Regional Office to develop strategy for the promotion and implementation of the Safe from Harm Initiatives in accordance to its prescribed policy, guidelines and procedures;
2. Coordinates and communicates with the Regional Scout Director, the Regional Training and the Program Commissioners in identifying the needs of the Region to strengthen the Safe from Harm mechanisms and procedures in all its programs, projects and activities on a regular basis.
3. Explores opportunities for collaboration and partnerships on the areas of Safe from Harm and Child Protection Initiatives Capacity Building from the LGUs, CSO, and NGOs for the benefit of the Council/Regional Office;
4. Helps promote the SFH strategies in appropriate communication channels and social media platforms.
5. Serves as resource person and/or facilitator in providing continuing trainings to Unit Leaders in the area of “Keeping Scouts Safe from Harm” during Unit Leader’s Roundtables, Seminar-Workshops and Conferences;
6. Serves as resource person or service teams for SFH modules for Scouts during official Scouting events, activities, camps and jamborees;
7. Helps and assists the Local Council in the monitoring and supervision of the Scouting Events to ensure compliance to the prescribed SFH policy, guidelines and procedures;
8. Helps and assists the RSD, the Regional Training/Program Commissioners in the preparation of the SFH Accomplishment Reports on a regular basis for submission to the National Office;
9. Actively attends and participates the regular Council/Regional/National Meetings, Trainings and Seminar-Workshops on Keeping Scouts Safe from Harm; and
10. Keeps himself/herself updated with the recent trends and development in the areas of Youth Programme, Better World Framework and the World Safe from Harm Policy.

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Standard Terms of Reference for Safe from Harm (SFH) Local Council Coordinator

Reports to	:	The Council Scout Executive The Council Training and the Program Commissioners
Coordinates with	:	The Regional and/or National SFH Coordinator/s
Duration of Appointment	:	Minimum of 2 Years – Maximum of 3 Years Subject to Renewal based on Performance and Mutual Agreement

Summary:

The SFH Local Council Coordinator plays vital role in the successful implementation of the World Safe from Harm Policy, as adopted by the BSP. It aims to help provide technical assistance and support to the Regional Offices and Local Councils in the implementation of best safety practices on **"Keeping Scouts Safe from Harm"**, especially in their Local Scouting Events and Observances, as well as in the Programs, Projects and Activities of the BSP. It further seeks to provide a feedback mechanism to the National Office, in terms of Data and Information needed by the concerned NEB Committees for appropriate policy actions and resolutions.

Personal Profile

A. Qualification

1. A person of good moral character
2. Currently registered as Unit Leader and/or Leaders of Adults
3. Must be a Wood Badge Holder
4. Must be trained and/or willing to be trained in Safe from Harm Policy
5. Must have completed the Online Safe from Harm E-Learning course work by WOSM

B. Knowledge

1. Must have a working knowledge on World Scout Youth Programme Policy, the Better World Framework and the Sustainable Development Goals.
2. Aware and familiar with the Keeping Scouts Safe from Harm and Child Protection Policy;
3. Knows basic program planning, organizing and events management; and
4. Familiar with existing policy, organization and rules as well as protocols of the Local Council.

C. Skills

1. Possesses basic computer literacy skills (MS Word, Excel and PowerPoint) and ICT Tools like the internet and social media platforms
2. Can communicate effectively in English and in Filipino
3. Keen decision-making and problem-solving skills
4. Can work and collaborate with both Professionals and Volunteer Scout Leaders at the Local Council, Region and National levels

D. Attitude

1. Result-oriented with personal commitment to the Youth Development Program of Scouting
2. Team player and can collaborate with people of different background and personality.
3. Creative, innovative and resourceful towards programs, projects and activities.

Duties and Responsibilities

1. Helps and assists the Local Council to develop strategy for the promotion and implementation of the Safe from Harm Initiatives in accordance to its prescribed policy, guidelines and procedures;
2. Coordinates and communicates with the CSE, the Council Training and the Program Commissioners in identifying the needs of the Local Council to strengthen the Safe from Harm mechanisms and procedures in all its programs, projects and activities on a regular basis.
3. Explores opportunities for collaboration and partnerships on the areas of Safe from Harm and Child Protection Initiatives Capacity Building from the LGUs, CSO, and NGOs for the benefit of the Council/Regional Office;
4. Helps promote the SFH strategies in appropriate communication channels and social media platforms.
5. Serves as resource person and/or facilitator in providing continuing trainings to Unit Leaders in the area of "Keeping Scouts Safe from Harm" during Unit Leader's Roundtables, Seminar-Workshops and Conferences;
6. Serves as resource person or service teams for SFH modules for Scouts during official Scouting events, activities, camps and jamborees;
7. Helps and assists the Local Council in the monitoring and supervision of the Scouting Events to ensure compliance to the prescribed SFH policy, guidelines and procedures;
8. Helps and assists the CSE, the Council Training/Program Commissioners in the preparation of the SFH Accomplishment Reports on a regular basis for submission to the Regional/National Office;
9. Actively attends and participates the regular Council/Regional/National Meetings, Trainings and Seminar-Workshops on Keeping Scouts Safe from Harm; and
10. Keeps himself/herself updated with the recent trends and development in the areas of Youth Programme, Better World Framework and the World Safe from Harm Policy.

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SAFE FROM HARM (SFH) COORDINATOR'S NOMINATION FORM

2" X 2" ID Picture in
Type A Scout Uniform

PERSONAL INFORMATION

Surname: _____ First Name: _____ Middle Initial: _____

Sex: _____ Civil Status: _____ Date of Birth: _____ Age: _____

Council: _____ Region: _____

Occupation: _____ Position: _____

Scouting Position: _____ Membership Registration No: _____

Office Address: _____ Tel. No: _____

Mailing Address: _____ Tel. No: _____

Email Address: _____ Mobile Number: _____

A. TRAININGS COMPLETED:

BTC No: _____ Dates: _____ Venue: _____

ATC No: _____ Parchment No: _____ Date Issued: _____

CML No: _____ Registration No: _____ Date Issued: _____

CMT No: _____ Registration No: _____ Date Issued: _____

Safe from Harm Online Course No: _____ Date Issued: _____

Other Trainings completed: _____

B. SERVICE TO SCOUTING:

Events	Inclusive Dates	Positions
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. AWARDS RECEIVED:

Service/Merit/Usa/Tamaraw Award	Year
_____	_____
_____	_____
_____	_____

Recommended for: () SFH Local Council Coordinator () SFH Regional Coordinator

Endorsed by:

Recommending Approval:

Council Scout Executive
Signature over Printed Name

Regional Scout Director
Signature over Printed Name