## Induction Checklist

Welcome to Scouting! We are delighted that you are volunteering in a Section. We would like to ensure that you receive all the support needed to help you navigate your first few months.

The great news is that your Induction Mentor will be supporting you on your journey. They will be able to talk you through information, answer queries and signpost or introduce you to useful people to know.

This Checklist is designed to cover the information, training and resources that will be most helpful to you, as a new adult in Scouting and is a flexible guide for you and your induction mentor to discuss and use as needed.

**Within the FIRST month of appointment:**

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| --- | --- | --- | --- |
| **Ref** | **Action** | **Responsible** | **Complete** |
| 1 | Be introduced to the other adults working with your section | Section Leader |  |
| 2 | Review Welcome Pack | Induction Mentor |  |
| 3 | Review Yellow Card (safeguarding)  Review Purple Card (safety) and Green Card (alcohol) | Induction Mentor |  |
| 4 | Explain the Appointments Process using the quick reference guide to the appointments process.   * Purpose and format of the AAC explained, if required * Date booked? | Induction Mentor |  |
| 5 | Confirm understanding of your role:   * Role description & training requirements | Induction Mentor |  |
| 6 | Getting Started training:   * Module 1: Essential Information completed * Module 3: Tools for the job completed * Certificate validated by IM – confirmed to TA / LTM / LTA | Induction Mentor |  |
| 7 | Know your meeting place:   * Venue staff *(if applicable),* storage, toilets * Venue safety, times and access arrangements * Emergency procedures * Group equipment available and booking process | Induction Mentor |  |
| 9 | Overview the sections finances:   * Personal expenses & programme expenses | Section Leader |  |
| 10 | Understand Scouting’s structure | Induction Mentor |  |
| 11 | Uniform:   * Where to buy uniform & Given a set of badges * What the Group will pay for & How to claim back the cost | Induction Mentor |  |

**Within THREE months of appointment:**

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| --- | --- | --- | --- |
| **Ref** | **Action** | **Responsible** | **Complete** |
| 1 | Understand Appointment Review process | Induction Mentor |  |
| 2 | Explain about the Wood Badge and Adult Training Scheme  including the module matrix | Training Adviser |  |
| 3 | Understand the programme:   * Take an active role in the section programme * Run a game * Be given a copy of the current planned programme for the term * Overview of the section’s badge programme * Explanation of section’s ceremonies   Details of the programme planning process | Section leader |  |
| 4 | Programme:   * Run a short activity with the section * Lead a ceremony * Be involved in the planning and decision making process for future programmes | Section Leader / GSL |  |
| 5 | Meet other adults in your Group outside of your Section, e.g.:   * Social events * Visit all other sections in the Group * Group Executive Committee meetings | GSL |  |
| 6 | Meet other Leaders from around the District   * Visit the same Section in another Group | ADC |  |
| 7 | Attend a Group leaders meeting | GSL |  |
| 8 | Explain the resources and support available:   * Programmes Online at [www.scouts.org.uk](http://www.scouts.org.uk) * Compass – log in, record training, update communication preferences for HQ emails. * OSM – log in. * Group email/ social media (log in). Templates for communication with parents. * Group, District and County (log in) websites & teams * Scout Shops (District & Online services at [www.scoutshops.com](http://www.scoutshops.com)) * Brand Centre <https://scoutsbrand.org.uk/> * www.scouts.org.uk overview (POR & log in) | Induction Mentor |  |

**Within FIVE months:**

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| --- | --- | --- | --- |
| **Ref** | **Action** | **Responsible** | **Complete** |
| 1 | Programme:   * Run an outdoor activity * Lead on a full evenings programme * Agree future responsibilities | Section Leader / Group Scout Leader |  |
| 2 | Is your role “full” on Compass? | Training Adviser |  |
| 3 | Meet to discuss and book training courses (where necessary) for the coming months | Training Adviser |  |
| 4 | Meet your Training Adviser  Module 2: Personal Learning Plan completed | GSL |  |
| 5 | Identify ongoing support | Section Leader / GSL |  |
| 6 | Invested into the Movement at an appropriate occasion | GSL |  |