

Name

Role

Within 1 month of appointment

Ref	Action	Responsible	Complete
1	Agree role: <ul style="list-style-type: none"> Role description, including length of role Other roles afterwards 	Line Manager: DC/DESC	
2	Complete an Adult Application on Compass & DBS	Line Manager: DC/DESC	
3	Be introduced to the other adults working with you and attend some meetings!	DC/Section Leader	
4	Tour of meeting place (if applicable): <ul style="list-style-type: none"> Storage Toilets Venue safety Times and access arrangements 	Section Leader	
5	Receive welcome pack, review: <ul style="list-style-type: none"> Young People First - yellow card Emergency Card – purple card Alcohol Policy – green card Safety Checklist for Executive Committees Trustee Information Leaflet 'Be Prepared' Leader Book (if not already received) 	Line Manager: DC/DESC	
6	Receive induction booklet, plus: <ul style="list-style-type: none"> Include Fire & Hut Risk Assessment Constitution & Financial Rules (if appropriate) District equipment available and booking process 	Line Manager: DC/DESC	

Within 3 months of appointment

Ref	Action	Responsible	Complete
1	Meet other volunteers in the district e.g.: <ul style="list-style-type: none"> Social events or other meetings 	Line Manager: DC/DESC	
2	Learn about the Appointment Process : <ul style="list-style-type: none"> Complete References Book a meeting with the Appointment Panel 	Appointments Secretary	
3	Complete Getting Started Training/e-learning modules: <ul style="list-style-type: none"> Essential Information Safety Safeguarding GDPR Trustee Introduction (if applicable) Either by course, e-learning, workbook or 1:1 with Training Adviser	Line Manager: DC/DESC	
4	Administration: <ul style="list-style-type: none"> Access configured to Online Scout Manager (if needed) New Microsoft 365 account set up 	Administrator	
5	Understand your section and programme : <ul style="list-style-type: none"> Take an active role in the section programme Learn about Activity rules and notification rules 	DC/Section Leader	
6	The finances: <ul style="list-style-type: none"> Personal expenses & Programme expenses 	Line Manager: DC/DESC	

7	Uniform: <ul style="list-style-type: none"> Where to buy uniform How to claim back the cost Given a set of badges 	DC/Section Leader	
8	Invested into the Movement at an appropriate occasion	Line Manager: DC/DESC	

Within 5 months of appointment

Ref	Action	Responsible	Complete
1	Meet Training Advisor/Mentor: <ul style="list-style-type: none"> Training scheme overview Plan Personal Learning Plan for next 6 months 	Training Adviser	
2	Complete Getting Started Training/e-learning modules: <ul style="list-style-type: none"> Tools for the Role Either by course, e-learning, workbook or 1:1 with Training Adviser	Training Adviser	
3	Informal Role Review & Identify ongoing support	Line Manager: DC/DESC	
4	Programme (if applicable): <ul style="list-style-type: none"> Run a short activity with the section Be involved in the planning and decision-making process for future programmes 	DC/Section Leader	

Within 6 months of appointment

Ref	Action	Responsible	Complete
1	Attend a District Team meeting	Line Manager: DC/DESC	
2	Learn about resources and support available: <ul style="list-style-type: none"> Programmes Online Badges and Awards Compass – log in, view record Scout Shops District stores Brand Centre Learn about the structure of Scouting 	Line Manager: DC/DESC	
3	Programme (if applicable): <ul style="list-style-type: none"> Run an outdoor activity Lead on a full evenings programme Agree future responsibilities 	DC/Section Leader	
4	Visit another Group/Unit (same section)	Line Manager: DC/DESC	
5	Informal role review and identify ongoing support needed: <ul style="list-style-type: none"> Full role on Compass? 	Line Manager: DC/DESC	