

# Eden District Scouts Executive Induction Checklist

Name  Role

**Within 1 month of appointment**

Ref	Action	Complete
1	Introduced to Scouting (Informal chat with line manager e.g. GSL, Chair, DC)	
2	Agree role: <ul style="list-style-type: none"> <li>• Role description (Training requirements, Volunteer hours, Length of role)</li> <li>• Other roles afterwards</li> </ul>	
2	Complete an Adult Application on Compass & DBS	
3	Receive welcome pack, review: <ul style="list-style-type: none"> <li>• <a href="#">Young People First</a> - yellow card</li> <li>• <a href="#">Emergency Card</a> – purple card</li> <li>• <a href="#">Alcohol Policy</a> – green card</li> <li>• <a href="#">Safety Checklist for Executive Committees</a></li> <li>• <a href="#">Trustee Information Leaflet</a></li> <li>• Role description</li> </ul>	

**Within 3 months of appointment**

Ref	Action	Complete
1	Meet other volunteers in the Group e.g.: <ul style="list-style-type: none"> <li>• Social events</li> <li>• Group Executive Committee meetings</li> </ul>	
2	Receive <a href="#">Group Executive Guide</a> , plus: <ul style="list-style-type: none"> <li>• Include Fire &amp; Hut Risk Assessment</li> <li>• Constitution &amp; Financial Rules (if appropriate)</li> </ul>	
3	Administration: <ul style="list-style-type: none"> <li>• Access configured to Online Scout Manager (if needed)</li> <li>• New Microsoft 365 account set up</li> </ul>	
4	Complete <a href="#">Getting Started</a> Training/e-learning modules: <ul style="list-style-type: none"> <li>• Essential Information</li> <li>• Safety</li> <li>• Safeguarding</li> <li>• GDPR</li> <li>• Trustee Introduction</li> </ul> Either by course, e-learning, workbook or 1:1 with Training Adviser	
5	Tour of meeting place (if applicable): <ul style="list-style-type: none"> <li>• Storage</li> <li>• Toilets</li> <li>• Venue safety</li> <li>• Times and access arrangements</li> </ul>	
6	Handover from previous Executive Member (if applicable) <ul style="list-style-type: none"> <li>• Meet with outgoing volunteer</li> </ul> Identify key tasks and support required from Group Chair	

**Within 6 months of appointment**

Ref	Action	Complete
1	Informal Role Review & Identify ongoing support	