

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 	Group Scout Leader	
2	Complete an Adult Application on Compass & DBS	Group Scout Leader	
3	Be introduced to the other adults working with your section and attend some meetings!	Section Leader	
4	Tour of meeting place: <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) 	Group Scout Leader	
6	Receive induction booklet, plus: <ul style="list-style-type: none"> • Include Fire & Hut Risk Assessment • Constitution & Financial Rules (if appropriate) • Group equipment available and booking process 	Group Scout Leader	

Within 3 months of appointment

Ref	Action	Responsible	Complete
1	Meet other volunteers in the group e.g.: <ul style="list-style-type: none"> • Social events or other meetings in the Group 	Group Scout Leader	
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	Group Scout Leader	
4	Administration: <ul style="list-style-type: none"> • Access configured to Online Scout Manager (if needed) • New Microsoft 365 account set up 	Group Secretary / Administrator	
5	Understand your section and programme : <ul style="list-style-type: none"> • Take an active role in the section programme • Run a game • Be given a copy of the current planned programme • Overview of the section's badge programme • Details of the programme planning process • Activity rules and notification rules 	Section Leader	

6	The sections finances: <ul style="list-style-type: none"> • Section budget • Personal expenses & Programme expenses 	Group Scout Leader	
7	Uniform: <ul style="list-style-type: none"> • Where to buy uniform • How to claim back the cost • Given a set of badges 	Section Leader	
8	Invested into the Movement at an appropriate occasion	Group Scout Leader	

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	Group Scout Leader	
4	Programme: <ul style="list-style-type: none"> • Run a short activity with the section • Lead a ceremony • Be involved in the planning and decision-making process for future programmes 	Section Leader	

Within 6 months of appointment

Ref	Action	Responsible	Complete
1	Attend a Group Leaders meeting	Group Scout Leader	
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 	Group Scout Leader	
3	Programme: <ul style="list-style-type: none"> • Run an outdoor activity • Lead on a full evenings programme • Agree future responsibilities 	Section Leader	
4	Attend a District event or meeting	District Commissioner	
5	Visit another Group (same section)	District Commissioner	
6	Informal role review and identify ongoing support needed: <ul style="list-style-type: none"> • Full role on Compass? 	Group Scout Leader	