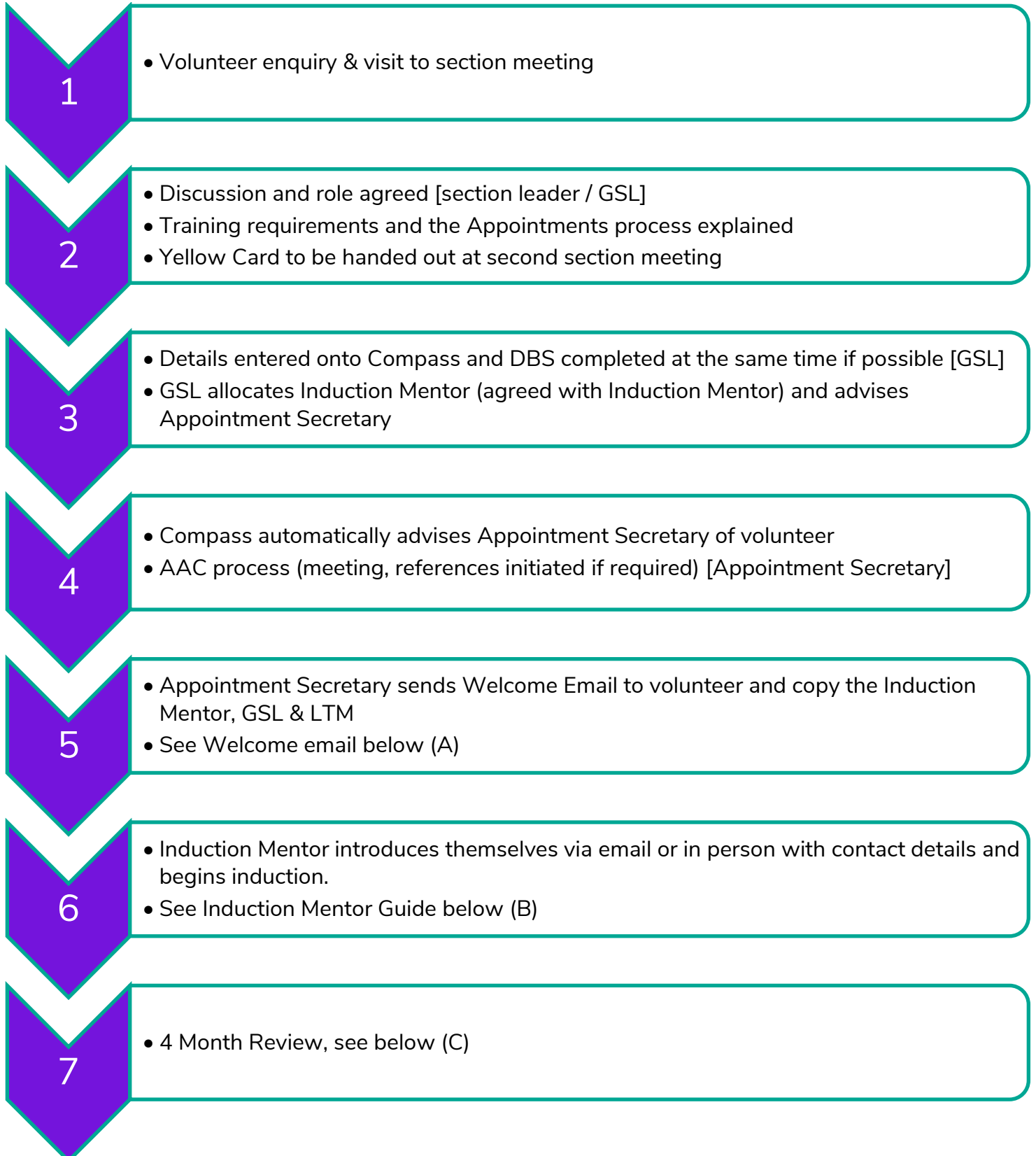


Induction: the process for Induction Mentors and Appointment Secretaries



The Induction Mentor supports new volunteers through their Induction modules (1, 3 / 4 & GDPR) within 5 months and provide a friendly and positive start to the volunteer's Scouting experience.



A) Welcome Email

This communication signals the start of your relationship with the volunteer as Induction Mentor.

The email will include:

- Role description
- Information and links to Induction training, deadline date, time commitment needed, how validation works.
- Information on support: incl. mentor and section leader.
- Information on DBS, Yellow card (safeguarding) & Green Card (alcohol) & Purple Card (Emergency) & ongoing safety renewal.
- Outline of next steps: Appointment Secretary to arrange AAC
- Welcome Pack incl: Group and District information/ scouting info
- Induction Checklist

Appointment Secretary may ask volunteer to confirm email by return.

B) Induction Mentor Guide

Once the email has been sent from the Appointment Secretary to the new volunteer, prompt contact from the Induction Mentor to the new volunteer to arrange for induction to begin helps maintain momentum and engagement.

Regular face to face short catch-ups at group are invaluable in building relationships. Try not to rely upon email as the main point of contact, new volunteers are more likely to raise queries or concerns face to face.

The Induction Checklist should form the basis of the induction, taking into account the needs of the volunteer and group. Key areas to cover are:

- Queries from the Welcome Email & Welcome pack.
- Checking understanding of the Getting Started Training (modules 1&3/4 & GDPR) and maintaining regular contact with the volunteer on their progress until completed. Explain validation and that certificates should be emailed to Induction Mentor/ AS and TA (this prompts the TA to complete module 2).
- Ensuring the volunteer is in possession of / and understands the Yellow card.
- Ensuring the volunteer understands the purpose of and format of the AAC and what is expected of them.

Please note that not all content on the Induction Checklist should be delivered by the IM. Signpost/ introduce the volunteer to relevant group members as required. If there are any issues or queries during the induction please refer to your GSL for guidance and keep the Appointment Secretary updated.

C) 4 Month Review

The Induction Mentor will be aware of how the volunteer's induction is progressing:

b) If the volunteer has not completed Induction modules, the Appointment Secretary will prompt the Induction Mentor and copy in the GSL. In South Berks, the Appointment Secretary sends a monthly report to GSLs and IMs detailing new volunteers in their group yet to complete Induction modules. The Induction Mentor will update the Appointment Secretary & GSL of progress and whether additional support is needed.

Or

c) If the volunteer has completed Induction modules they should send their certificates to the Induction Mentor. (Usually completion of e-learning for Modules 1, 3 and 4 and GDPR is sufficient to be credited as validation. Occasionally the Induction Mentor and learner may agree that a further conversation (as set out by the Adult Personal File) would be beneficial to answer any queries and ensure understanding of learning.)

- a. Induction Mentor updates Appointment Secretary & Training Manager/ Advisor as to completion of Getting Started. Training is added to Compass.
- b. When AAC has taken place (if required), Appointment Secretary updates Compass.
- c. Local Training Manager assigns a Training Adviser to the new volunteer
- d. Training Adviser meets volunteer to discuss Wood Badge training. Training Adviser updates Personal Learning Plan on Compass including if learning is required. This completes module 2.
- e. Appointment becomes "Full". Appointment Secretary to monitor and follow up if required.