

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. Please have a look at the resources and if needed ask your induction mentor or lead volunteer to explain any queries.

Within the FIRST month of appointment:

Ref	Action	Lead	Complete
1	Be introduced to the other adults working with your section	Section Leader	
2	Review Induction Handbook	Induction Mentor	
3	Review Yellow Card (safeguarding) Review Purple Card (emergency procedures) & Green Card (alcohol)	Induction Mentor	
4	Understand the Appointments Process Purpose and format of the AAC explained, if required <ul style="list-style-type: none">• Date booked?	Induction Mentor	
5	Confirm understanding of your role: <ul style="list-style-type: none">• Role description & training requirements	Induction Mentor	
6	Getting Started training : <ul style="list-style-type: none">• Module 1: Essential Information• Module 3: Tools for the job• GDPR• Safety• Safeguarding	Induction Mentor – confirm receipt of certificates to LTM.	
7	Know your meeting place: <ul style="list-style-type: none">• Venue staff (if applicable), storage, toilets• Venue safety, times and access arrangements• Emergency procedures• Group equipment available and booking process	Induction Mentor	

Within THREE months of appointment:

Ref	Action	Lead	Complete
1	Understand Appointment Review process	GSL	
2	Explain about the Wood Badge and Adult Training Scheme including the module matrix	Training Adviser	
3	Understand the 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 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: <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 / GSL	
5	Meet other adults in your Group outside of your Section, e.g.: <ul style="list-style-type: none"> • Social events • Visit all other sections in the Group • Group Executive Committee meetings 	GSL	
6	Attend a Group leaders meeting	GSL	
7	Explain the resources and support available: <ul style="list-style-type: none"> • Programme Support • Badges and Awards • Compass – log in, record training, communication preferences • OSM – log in • Group email/ social media - templates for communication with parents. • Group, District and County websites & teams • Scout Shops and District shop • District stores • Brand Centre • www.scouts.org.uk overview (POR) 	Induction Mentor	

8	<p>Overview the sections finances:</p> <ul style="list-style-type: none"> • Section budget • Personal expenses & programme expenses 	Section Leader/ GSL	
9	Understand Scouting's structure	Induction Mentor	
10	<p>Uniform:</p> <ul style="list-style-type: none"> • Where to buy uniform & a set of badges • What the Group will pay for & how to claim back the cost 	Induction Mentor	

Within FIVE months:

Ref	Action	Lead	Complete
1	<p>Programme:</p> <ul style="list-style-type: none"> • 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	<p>Meet your Training Adviser</p> <p>Module 2: Personal Learning Plan completed – discussing and booking training courses (where necessary) for the coming months.</p>	GSL	
4	Identify ongoing support	Section Leader / GSL	
5	<p>Meet other leaders from around the District</p> <ul style="list-style-type: none"> - Visit the same section in another Group 	ADC	
6	Invested into the Movement at an appropriate occasion	GSL	