Dear NAME

Welcome to NAME District Scouts.  Thank you for taking up SECTION Leader role at GROUP.

We are delighted that you are joining us and being part of the Scouting adventure! As a Scout volunteer there is never a dull moment! With the huge variety of opportunities Scouting offers, it is a great way to experience new things, learn new skills, make new friends and have a positive impact on young people in your community.

We’ve put together some information here to help guide you through the next steps in your Scouting journey. If you have any queries please do not hesitate to chat them through with your GSL or Section Leader.

1. **Role description**

Please find a copy of your role description attached. This is not specific to your group but a general overview of what the role of a ROLE involves. You may wish to talk through any questions you have with your GSL.

1. **Appointment Process**

We undertake an appointment process to ensure our volunteers are prepared for the role they wish to take up and this begins with a meeting with the Appointment Advisory Committee (AAC). As discussed your meeting is organised for:

TIME, DAY & DATE at ADDRESS

We are looking forward to meeting you and hearing more about what you hope to get out of Scouting. If you have any queries please do ask.

Your DBS should have been actioned by your Group and references applied for (if necessary).

1. **Induction**

Berkshire Scouts have an online [Induction Pack](https://www.berkshirescouts.org.uk/induction-handbook/) for new volunteers. Please have a read through to find out more about how the appointment process, the [Yellow Safeguarding Card](https://scouts.org.uk/media/996788/Yellow-Card.pdf), induction training (Getting Started) and resources available.

1. **Induction Mentor**

I know GSL NAME, your GSL will have told you a bit about the training involved for your Scout role.   GSL NAME will support you and be around for advice and help if needed but we have also appointed you an Induction Mentor – INDUCTION MENTOR NAME who is the ROLE leader within your Group. INDUCTION MENTOR NAME is copied in on this email and will be in contact soon to ensure you are happy with next steps and also to support you throughout your first few months in Scouting and completing your induction (Getting Started) training.

Please find an [Induction Checklist here](https://www.berkshirescouts.org.uk/wp-content/uploads/2019/03/Induction-Checklist-for-a-New-Volunteer.docx.pdf).

1. **Getting Started Training**

ROLE have to complete their induction training (Getting Started) within five months of their appointment date, this means that you should aim to have completed this by MONTH/ YEAR. There are FIVE online modules to complete:

[**Module 1**](https://www.scouts.org.uk/volunteers/learning-development-and-awards/getting-started-training/essential-information/) – **Essential Information**, this covers the guiding principles of scouting, how we do it, child protection, safety, risk and the scouting support structure.

**Module 3 or 4** – **Tools for the Role**, this supplies leaders with the resources required to run a section.

* [**Module 3**](https://members.scouts.org.uk/training_module/141209_ken14082_m05_r1166/#/id/co-05)is for section leaders
* [**Module 4**](https://members.scouts.org.uk/training_module/141205_ken14081_m05_r1157/#/id/co-05)is for managers eg GSLs.

Only do the one that is relevant to your role.

[**Safety**](https://www.scouts.org.uk/volunteers/learning-development-and-awards/ongoing-training-for-all/safety-training/) **–** this training ensures that you understand your responsibilities for keeping everyone in Scouts safe and how to assess and manage risk. Training is due for renewal every 3 years.

[**Safeguarding**](https://www.scouts.org.uk/volunteers/learning-development-and-awards/ongoing-training-for-all/safeguarding/)– this training ensures that you understand how to keep young people and adults safe in Scouts and includes how to recognise abuse and report concerns. Training is due for renewal every 3 years.

[**GDPR**](https://members.scouts.org.uk/training_module/GDPRwithcertificate/#/) **–** this module covers what you need to know regarding the General Data Protection Regulations and what it means for your role.

Please complete each module in one go.  It will not let you save what you have done, if you leave it midway through.  Each module on line takes around 40 mins.  When you have finished please show the certificates to your Induction Mentor or GSL for validation onto your training record.

1. **Compass**

[Compass](https://compass.scouts.org.uk/login/User/Login) is the Scout Association online volunteer management database. You have access to your record and can see the progression of your training as well as set your communication preferences. It is also important to keep your contact details up to date.

To use Compass please register using your membership no, which is: MEMBERSHIP NUMBER.

Good Luck and any questions, however small, please do ask.

Kind Regards