AT A GLANCE The appointment Process: Quick Reference Guide



The Appointment Process

The appointment process in Scouting helps us to make sure that we appoint suitable adults into volunteer roles that are right for them. Whatever role you want to take, the appointment process aims to make sure that you take on one that suits your availability, skills and interests.

The diagram below gives you an overview of the appointment process so that you will know what to expect. For more information on the appointment process ask your line manager or Appointments Secretary, or alternatively, contact the Scout Information Centre on 0345 300 1818.

2. Executive Committee roles and their team*, Scout Active Support Members

*AAC members, Sub-committee members, Administrators, Advisers, Badge Secretary, Camp wardens, Centre Managers, Communications Manager, Supporter, Chaplain

Application

- Agreement of role with line manager and discussion about Scouting, its key policies and training
- Completion of application, either via AA form or online with line manager
- Record created on Scouts membership database (Compass)
- DBS application input with line manager

Approval

- Completion of DBS check Approval from one of the following:
- Your Scout Council (normally at the AGM) – for elected and nominated Executive Committee Members
- Your Executive Committee for co-opted Executive Committee Members, Administrators, Advisers and Supporters
- Your Scout Active Support Manager for Scout Active Support members

Appointment

 When both the prior stages are complete, your role goes to Full appointment

Getting Started Training

• Completion within 5 months

Appointment Checklist

- ☐ Induction plan agreed
- Application
- Approval
- ☐ Getting Started Training
- Appointment

Line manager name and contact details:

Appointments Secretary name and contact details:

Induction:

Your line manager and other adult volunteers will support you through the first few months in Scouting, making sure that you have everything you need to get started in your role. Your line manager will provide you with an induction plan to support this.