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.

1. All appointments (except Executive Committee and their team and Scout Active Support members)

Exceptions - Scout Active Support Coordinator, Skills Instructor and Nights Away Adviser roles go to Full after approval and before Getting Started training may be complete. The same applies to District Explorer Scouts Administrator role, also references and AAC meeting are not required for this role.

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

In any order:

- · Completion of DBS check
- · Return of at least two references
- A meeting with three members of your local Appointments Advisory Committee
- · Then approval from your relevant Commissioner

When these stages have been completed, your role status will move to Provisional, unless you have completed your Getting Started training, in which case it will move straight to Full

Getting Started Training

· Completion within 5 months

Appointment Checklist

- ☐ Induction plan agreed
- Application
- Approval

Appointment

are complete, your role goes

uniformed role or opted to be

· When both the prior stages

to Full appointment

· May now be invested if a

a Member rather than

Associate member

- ☐ 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.