#

# GSL Induction Checklist

**Group Scout Leader:** **<Name Here>**

**Scout Group: <Group Name Here>**

**Scout District: <District name here>**

A massive thank you for taking on this role! Be in no doubt, you *will* have a positive influence on the lives of many people which will equip them with some serious #Skills for Life!

When you start in your new role, we want to make sure you settle in, learn more about what’s expected of you and find out about the wide range of support available. An induction will help to make sure we don’t forget anything!

During the first **five** months, try as much as possible to complete the items on the checklists below. These people will help you to do this:

**District Commissioner** (your first line volunteer supporter):

**<DC Name> <Email here> <Phone No here>**

**Training Adviser - Managers & Supporters:**

**<TA Name> <Email here> <Phone No here>**

**Buddy/Mentor GSL:**

**<Buddy/Mentor Name> <Email here> <Phone No here>**

Induction checklist

|  |  |  |
| --- | --- | --- |
| **Activity** *(supporting resource)* | **Led by** | **Completed(P)** |
| Meet with District Commissioner for initial discussion;

|  |  |
| --- | --- |
|  | Agree your role *(Role description)* |
|  | Process: appointments & DBS checks |
|  | West Lancashire “Welcome to the Team” document |
|  | Scouts’ [purpose](https://www.scouts.org.uk/por/1-fundamentals-of-scouting/), [values](https://www.scouts.org.uk/por/1-fundamentals-of-scouting/) and [key policies](https://www.scouts.org.uk/por/2-key-policies/) *(The Adventure starts here)* |
|  | Adult Training overview & training for role *(Module Matrix)* |
|  | Safeguarding *(*[*Yellow Card*](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/young-people-first-yellow-card/)*)* |
|  | Safe Scouts *(*[*Purple Card*](https://members.scouts.org.uk/documents/safety/Emergency%20card%20%28Purple%20Card%29%20screen%202019%20v3.pdf)*)*  |
|  | Scouting and Alcohol ([*Green Card*](https://cms.scouts.org.uk/media/6744/scouting-and-alcohol-green-card.pdf)) |
|  | Safety Checklist ([*White Card*](https://cms.scouts.org.uk/media/10684/safety-checklist-leaders-2020.pdf)) |
|  | Overview of the Group and District *(District directory and diary)* |
|  | Review this induction plan and agree what to do in the first few months and immediate priorities (action plan below). |

 | District Commissioner |  |
| Attend District Appointment Advisory Panel meeting | Appointments Secretary |  |
| Meet with Training Adviser and complete Personal Learning Plan (Module 2 PLP). | Training Adviser |  |
| Complete the following on-line training and send the completion certificate to your Training Adviser\*:

|  |  |
| --- | --- |
|  | [Safeguarding](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/ongoing-training-for-all/safeguarding/) |
|  | [Safety](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/ongoing-training-for-all/safety-training/) |
|  | [GDPR](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training/gdpr-training/) |

*\*These must be completed within the first 5 months of your appointment* | Training Adviser |  |
| Complete the following on-line training and arrange for your Training Adviser to validate\*:

|  |  |
| --- | --- |
|  | [Module 1 – Essential Information](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training/essential-information/) |
|  | [Module 4 – Tools for the role (Managers)](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training/04-tools-for-the-role-managers-and-supporters/) |

*\*These must be completed within the first 5 months of your appointment* | Training Adviser |  |
| Watch the Group Scout Leader Induction material [here](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/induction/key-line-manager-induction/group-scout-leader-induction/)

|  |  |
| --- | --- |
|  | Role of the Group Scout Leader  |
|  | Managing Your Team |
|  | Managing Growth |

 | District Commissioner  | Recorded material see link |
| Read Section 3, Policy, Organisation & Rules [here](https://www.scouts.org.uk/por/3-the-scout-group/) | Self led |  |
| *\*All training to be completed within 3 years from appointment* | Training Adviser |  |

Group “plan to do”

|  |  |  |
| --- | --- | --- |
| **Activity** *(supporting resource)* | **Led by** | **Completed (🗸)** |
| Meet or establish your group Chair and Exec Committee and attend Executive Committee meeting | You! |  |
| Review the Group team and identify missing roles/unallocated tasks | Buddy/Mentor |  |
| Visit your sections and ‘get to know’ leaders and other adults involved. Host your first Group leadership meeting | You! |  |
| Meet your Social media co-ordinator | District Commissioner |  |
| Engage the Group with the wider community | Buddy/Mentor |  |
| Fantastic resources – Brand Centre, Guidelines & Support | Buddy/Mentor |  |

District “plan to do”

|  |  |  |
| --- | --- | --- |
| Attend first District Management Team meeting Date of meetings:**Group Scout Leader Meetings (GSLs)**  **<Details Here>****District Team & GSL Weekend (District Team & GSLs)** **<Details Here>****All Member Meetings (All Members)** **<Details Here>****County GSL Conference (GSLs)** **<Details Here>****District AGM** **(All Members)** **<Details Here>** | District Commissioner | Please see dates |
| Meet with your Buddy GSL (if one is assigned) – great opportunity to understand how another GSL manages their Group. | Buddy/Mentor GSL |  |
| Once your GSL role is a full appointment, you can log into [Compass](https://compass.scouts.org.uk) to administer adults in your Group and process DBS checks via [Atlantic Data](https://thescouts.disclosures.co.uk/secure/login.php). | Appointment Secretary |  |
| ***If applicable***, get added to GSL WhatsApp Group or other comms channels | District Commissioner |  |

Local induction areas

|  |  |  |
| --- | --- | --- |
| **Activity** *(supporting resource)* | **Led by** | **Completed (🗸)** |
| Covid Safety Framework / Risk Assessments[Getting back together safely | Scouts](https://www.scouts.org.uk/volunteers/getting-back-together-safely/)Contact: <Details here> | District Commissioner |  |
| Access the District Website – <Details here>* Calendar
* Member Directory
 | Self led |  |
| Access the [County Website](https://westlancsscouts.org.uk/)* [County Events](https://westlancsscouts.org.uk/events/)
 | Self led |  |
| Office 365 - Resources | District Commissioner |  |

For the future

|  |  |  |
| --- | --- | --- |
| **Activity** *(supporting resource)* | **Led by** | **Completed (🗸)** |
| Complete Manager and Supporter training (Wood Badge) | Training Adviser |  |
| After six months, an induction review is recommended to agree any further support required and devise a Group Development Plan.Date of meeting: …………………………….. | District Commissioner & Buddy/Mentor |  |