

## THE STATUS OF APPOINTMENTS

It is worth being aware of the three types of appointment status, which are:

pre-provisional;  
provisional; and  
full.

All appointments will be added to [www.scouts.org.uk](http://www.scouts.org.uk) as pre-provisional appointments; once the Personal Enquiry has been returned Clear by HQ the adult can start getting involved in their role in a supervised capacity.

Once all of the local approval checks have been completed, the appointment will become provisional. When *Getting Started* has been completed, the appointment will become full and should be formally presented.

## THERE ARE FOUR STAGES TO THE ADULT APPOINTMENT PROCESS:

**Application:** where a line manager agrees to support an adult applying for an appointment

**Approval:** where independent checking concludes that this person is suitable for an appointment and includes agreement from the relevant commissioner or body, successful outcome of the Personal Enquiry and (where appropriate) two references

**Appointment:** where the relevant commissioner or body makes the appointment

**Induction:** where the line manager ensures that the adult receives a high quality induction

## APPLICATION

When an adult begins a role in Scouting, an initial conversation will be held with their line manager. The adult and their line manager will discuss the role that is being undertaken and the line manager will explain the appointment process.

The line manager is responsible for supporting the adult through the appointment process.

When the adult and line manager have agreed upon a role description, the line manager will give the adult the following, all available free of charge from the Scout Information Centre:

- a) *Adult Application (AA) Form*
- b) *Young People First 'yellow card'* (The Scout Association's guide to the safeguarding of young people)
- c) *Key Policies card*
- d) *Quick Reference Guide to the appointment process*

The line manager will talk the adult through the 'yellow card' and key policies and will help the adult to fill out the forms. When completed, the line manager should sign the *AA Form* and return it, together with the completed Criminal Records check form to the Appointments Secretary.

The Appointments Secretary will then use the online tools at [www.scouts.org.uk](http://www.scouts.org.uk) to create a membership record for the adult. At this stage, the Appointments Secretary will also inform the relevant commissioner and/or Training Manager (if this is the local practice) and will send the relevant Criminal Records check form to the Confidential Team at Gilwell Park.

## APPROVAL

There are a number of ways in which approval is sought. The types of approval needed for an appointment will depend on the role that the adult is taking on.

### Personal Enquiry

The Personal Enquiry consists of two stages.

Firstly, an initial check is made against records at Headquarters. Once the initial check is confirmed as clear, a welcome e-card (if an email address is stated on the *AA Form*) or postcard will be sent to the applicant.

**At this point, the adult can start getting involved in their role in a supervised capacity.**

Secondly, a Criminal Records check is carried out by the relevant national body (the Criminal Records Bureau in England and Wales).

**Note:** A Criminal Records check is only required if the adult does not already hold a valid Disclosure.

A valid Disclosure is one which:

was issued within the last five years; and

was issued to The Scout Association by the CRB.

A repeat Criminal Records check may also be required if the previous check was adverse.

## References

For roles that require references, two references are requested to support the person's suitability for the role.

Referees should preferably have knowledge of the adult's work or contact with young people and/or should be able to comment on their character and relationships with others. Referees must not be relatives: at least one of the referees should have known them for at least five years and one of the referees must not be from Scouting.

Examples of referees include employers, college tutors etc.

The Appointments Secretary will contact the referees as stated on the AA Form and ask them to complete and return Form RF. Once the forms have been returned and are satisfactory, the Appointments Secretary will update the adult's record using the online tools at [www.scouts.org.uk](http://www.scouts.org.uk).

**Note:** References are only required if the person's background is not known or if the person is returning to Scouting after a period of absence.

## Approval from the Appointments Advisory Committee

The Appointments Advisory Committee's main function is to assist with the process of appointing adults in Scouting by advising on their suitability.

For those roles that require approval from the Appointments Advisory Committee, the Appointments Secretary will arrange for a meeting to be held between three members of the committee and the adult. This is called the approval meeting.

At the approval meeting, the three members of the Appointments Advisory Committee are required to satisfy themselves that the adult is suitable for the appointment. To do this, they will assess two areas:

1. **Values and Policies:** that the applicant is aware of (and by personal example prepared to uphold and promote) the values and policies of The Scout Association – including making the Scout Promise if appropriate.
2. **Role:** that the applicant understands the requirements of the role and is able to carry them out.

When the three members of the committee have satisfied themselves of the above, they will inform the Appointments Secretary who will update the applicant's record using the online tools at [www.scouts.org.uk](http://www.scouts.org.uk).

**Note:** In some circumstances, the Appointments Chairman may allow one additional person to be present at the approval meeting, for example, if Module 37 (the training module for members of Appointments Advisory Committees) is being validated or if the applicant needs an interpreter/signer to attend the meeting.

The Appointments Chairman and Appointments Secretary are not required to attend, but may do so as one of the three members. The applicant's line manager cannot be a member of the panel, but may decide to accompany the adult to the meeting and introduce them to the members of the panel.

See the publication *Guide for Appointments Advisory Committee Members* for more information about the role of the Appointments Advisory Committee in the appointment process.

## Sponsoring authorities

Where a Scout Group or section has a sponsorship agreement with a particular faith or community group, school or other authority and that agreement gives the sponsoring authority a role in the appointment of adults, there should be a well-established procedure in place. It is likely that the sponsoring authority or a nominee would want to meet the adult for an opportunity to explain the relationship between the Group and the sponsoring authority.

It may also be that, as part of the sponsorship agreement, there are certain requirements of the adult that may need some explanation.

It is likely that the key roles of the sponsoring authority or nominee are to:

make the new adult feel welcome and explain the role of the sponsoring authority; and work with the Group Scout Leader, when appropriate, to complete the formal appointment process.

### **Approval from the relevant commissioner or body**

All roles require approval from the relevant commissioner or body (details of who is the relevant commissioner or body for each role can be found in Table 1 in *POR: The Appointment Process*). As part of this, they may wish to discuss the appointment with the line manager, one of the three members of the approval meeting, or, if appropriate, the Appointments Chairman.

The relevant commissioner may delegate this part of their role to a nominee for particular appointments (i.e. to a Training Manager or an Assistant Regional/County/District Commissioner). Any local arrangements must be communicated to the Appointments Secretary.

Once the relevant commissioner or body has approved the appointment, they will sign the AA Form (or inform the Secretary via telephone or e-mail if that is the agreed method), and the Appointments Secretary will update the record using the online tools at [www.scouts.org.uk](http://www.scouts.org.uk).

**Note:** Commissioners also have access to update this information on [www.scouts.org.uk](http://www.scouts.org.uk), so local practice may be that the commissioner updates the record at this point.

## **APPOINTMENT**

**Once the approval stage of the process has been completed, the applicant will be issued with a provisional appointment, at which point they can start getting involved in their role in an unsupervised capacity and will automatically be sent a Welcome Pack.** The Welcome Pack contains basic information about Scouting and information relevant to their chosen role.

During the appointment stage of the process, the applicant may need to complete their *Getting Started* training (details of which roles require *Getting Started* to be completed for a full appointment to be issued (along with which training modules are required for Getting Started) can be found in Table 1 in *POR: The Appointment Process*).

**When *Getting Started* has been validated, the Appointments Secretary or Training Manager/Administrator (depending on local practice) will update the record using the online tools at [www.scouts.org.uk](http://www.scouts.org.uk).**

**This will make the appointment ‘full’,** and the applicant will be sent an appointment card direct from Headquarters.

An appointment certificate will be sent to the Appointments Secretary (or the designated Certificate Recipient) for local presentation.

## **INDUCTION**

The induction of adults is very important – particularly to ensure that the new adult settles in and is more likely to stay in the role. It is the process that allows an adult volunteer to develop into their role, and to help them feel capable and willing to continue. Induction is about developing a culture of good support, so that an adult new to Scouting, or to their role, is not left feeling that they have been thrown into the deep end.

The adult’s line manager should fulfill this function and be a source of support and advice to the adult; induction should be ongoing throughout the first three stages of the appointment process, and may continue after the full appointment has been confirmed.

More information on induction is contained in the resource *Induction: Starting Adults in a New Role* and in the *Induction Pack Template*, available from [www.scouts.org.uk/appointment](http://www.scouts.org.uk/appointment). The *Induction Pack Template* gives you the template of an induction pack, which can then be easily customised with local information and contacts. It is professionally designed in the style of The Scout Association’s other resources, but can be personalised and tailored to suit the role that the adult is taking on.