

# Welcome aboard!

Our guide to joining our team



**Scouts**

South & South East London

# Welcome aboard!

We are excited that you are joining our team to help young people in our local community gain skills to help them succeed in life.

Whether you are helping occasionally or are joining us as a member of our team, this guide aims to give you all the information you need to get started.



## Our welcome process

Simply put, scouting only happens because of our volunteers. To carry out our aim we seek to appoint effective and appropriate people to our teams, all of whom are required to fully accept the responsibilities of their chosen role.

We are really passionate about making sure you receive a warm welcome and have everything you need to help you find your feet and get stuck in to scouting. In hand with this our overriding priority is the safety and security of our young people, and their development in accordance with the purpose of the scouts.

Everyone who wants to join our team is required to complete our welcome process, which has four easy stages and, as you probably expect, starts with some paperwork. The four stages are:



- 1 Warm welcome (induction):** meet your welcome buddy and be shown the ropes to help you get started
- 2 Application:** complete your online paperwork so we have all your details
- 3 Approval:** complete your Disclosure and Barring Service (DBS) record check and provide two references
- 4 Appointment:** take part in your welcome conversation and complete the relevant parts of our 'getting started' learning.

### Step 1: Warm welcome:

Getting involved might feel like a big step, but we want to make it as easy and enjoyable as possible. At scouts, we learn by doing, and this means that from the very beginning you will be able to try out some tasks with the support of the other members of your team.

We are passionate about giving you a warm welcome and providing you with all the information you need when you need it. There are lots of people who will support you through your entire journey as a volunteer. They'll let you know exactly what happens next and answer any questions you have.

If you haven't already you will soon meet your welcome buddy who's job it is to make sure you are given a warm welcome and support you through your welcome journey. They will answer any questions you might have, show you around, introduce you to other volunteers and help you get started. They are your main support, guiding you through your welcome.

# Getting started with scouting...

Now that I've said 'YES!'

Most people will be asking themselves all sorts of questions. Things like...

*"What have I let myself in for?"*

*"Have I got any useful skills to offer?"*

*"Will I get the hang of it?"*

*"Can I ever be as capable as the other members of my team?"*

*"What needs to be my first step?"*

Don't worry, questions like these are quite normal, but they do suggest that, like the rest of us, you need support. When you start a new job, someone will usually tell you about the company you have joined, where you fit in, what is expected of you and where you can gain support, they will also help you identify any additional skills you may need to do your job. Taking on a role in scouting is no different and that's the aim of our welcome to scouting web pages!

As an adult volunteering with scouting, you have a unique role to play in the lives of young people. Over time you will meet young people who are benefitting from the fun and adventure they have had while in our care. They may not say thank you today, next week or even when they leave but throughout their lives they will remember and use the skills and fun they had as a scout!

Providing a warm welcome to our adult volunteers is very important to us and we really want to make sure that you settle in quickly and have everything you need to get started.

Whether you are working with young people, leading other adults, or supporting scouting in another capacity, we don't expect you to get started on your own. The other members of your team will make sure that you receive the information you need and will be able to answer any questions you may have.

In addition to the face-to-face support you will receive, we also have our welcome to scouting webpages. These pages will help you in your first few weeks and provide you with lots of information, show you some of our tools and resources and help you get started and 'find your feet'.

You can find the pages at:

**[www.tiny.one/scoutswelcome](http://www.tiny.one/scoutswelcome)**

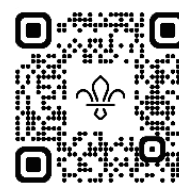


## Step 2: Application:

It's time to complete the 'paperwork!' Please take some time to fill in the relevant parts of our Adult Information Form. Please ensure that you complete the information requested correctly, as this is the information that we will use to set-up your national adult membership record. If you need help accessing the online form, or have any questions regarding the form, please do not hesitate to speak to your welcome buddy or the other members of your team who will be able to help you.

**Please note:** You will need your lead volunteers email address to complete the form (this is your Group Scout Leader if you are joining a scout group or your District Explorer Scout Commissioner if you are joining an explorer scout unit. If you are joining a support team it will be your Team Leader.

**To complete our online Adult Information Form,  
scan the QR code with your phone or visit  
[www.tinyurl.com/w2scouts](http://www.tinyurl.com/w2scouts)**



***If online isn't your thing, please ask your buddy for a paper form***

Once your details are added to the national adult membership system (known as Compass), the form submission will be deleted in line with the General Data Protection Regulation.

During this stage you can begin or continue in your new role. Please remember that if you are working with our young people, you can start to get involved immediately but only in a supervised capacity for now, as it is the policy of The Scout Association that unsupervised access to young people is not permitted until a clear Disclosure & Barring Service (DBS) certificate has been received.

### Safeguarding our young people

Disclosure and Barring Service criminal records checks (known as DBS checks), are an important part of our process and our approach to safeguarding our members. The welfare and safety of our young people is our paramount concern and that is why we need to be satisfied that everyone who is helping to provide scouting activities is a 'fit and proper' person' to work with children and young people.

It is our policy that adults (18 years and over), who want to help scouting are not permitted to undertake unsupervised responsibilities until the appropriate enquiries have been made. This means any adult who:

- a) is helping out more than 3 times a month
- b) is taking on a formal adult appointment to help run or support scouting
- c) may have unsupervised access to our young people
- d) will have involvement with the handling or management of money and/or personal data
- e) will be assisting with overnight activities and residential experiences.

### Getting the right level of DBS check for scouting

There are five types of enhanced DBS checks and scouting has a legal obligation to ensure only people with the appropriate check are permitted to engage in certain duties. Often a DBS check from another organisation will be of the wrong level for scouting and therefore DBS checks are not transferrable, this is why we ask you to complete a new DBS application with us.

# Proving your Identity for your Disclosure and Barring Service check (DBS check)

If your new role requires you to hold a cleared DBS they will then ask you to provide a range of documents to confirm your identity for your DBS check. This can be done by using our online system or by meeting with your volunteer line manager to complete our identity checking form.

*Please note*, that emails you receive from email addresses that include 'thescouts.disclosures.co.uk' domain are not spam requests and are part of your DBS check process.

## Proving your identity

When completing your DBS application you will be asked to provide a range of documents to confirm your identity. You must provide **original documents only**; photocopies will not be accepted.

In order to process your DBS application, The Scout Association will attempt to verify your identity using a third party called Atlantic Data Ltd. The agency will check the details you supply against any particulars on any database (public or otherwise), to which they have access. A record of the search will be retained but will not be visible to other parties or affect your credit record.

## Confirming your identity is easy...

In order for us to process your DBS application you must be able to provide a combination of documents from the list below. The easiest route is to show one document from group 1 and two further documents from either group 1, or group 2a or 2b.

If you do not have any of the documents in group 1, then you must be able to show one document from group 2a and two further documents from either group 2a or 2b.

At least one of your documents must show your current address.

You must use documents from group 1 if you have them.

The information you provide must match your identity, date of birth and address information that you provided on your adult information form.

If you do not possess any of the required identity documents for a disclosure application to be carried out, your DBS check cannot proceed any further using our online system and you must speak to your volunteer line manager for further advice.

The following table details the combination of documents you can use to prove your identity in each of the groups...



Disclosure &  
Barring Service



### Group 1 – Primary trusted identity credentials

Document	Notes
Passport	Any current and valid passport
Biometric Residence Permit	UK
Current driving license photocard (full or provisional)	UK, Isle of Man, Channel Islands or EEA
Birth certificate issued within 12 months of your birth	UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, such as embassies, high commissions and HM force
Adoption certificate	UK and Channel Islands

### Group 2a – Trusted government documents

Document	Notes
Current driving license photocard (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving license (full or provisional) – paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate, issued after time of birth	UK, Isle of Man, Channel Islands
Marriage or civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms license	UK, Channel Islands, Isle of Man

### Group 2b – Financial/social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK or EEA	Issued in last 12 months
	Countries outside the EEA	Issued in last 12 months – branch must be in a country where the applicant lives or works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK or Channel Islands	Issued in last 12 months
Council tax statement	UK or Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill – not mobile telephone bill	UK	Issued in last 3 months

Document	Notes	Issue date and validity
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

### Data protection statement

The Scout Association (the scouts), provides this facility under license agreement with Atlantic Data Ltd the provider of disclosures.co.uk, a wholly owned service provided by Atlantic Data Ltd. The DBS application is processed on behalf of the scouts by Atlantic Data Ltd. in accordance with the Data Protection Act and DBS Code of Practice. The scouts is the 'data controller'. Both the scouts and Atlantic Data Ltd. have undertaken to hold this data securely in accordance with the General Data Protection Regulation and the DBS Code of Practice.





# Young people first

As scouts we know that young people thrive in safe surroundings so we are committed to ensuring that scouting is safe and enjoyable for everyone involved. We are committed to ensuring that our safeguarding practices reflect our statutory responsibilities, follows government guidance, and complies with best practice and The Charity Commission requirements.

As adults in scouts, the safety of young people is our priority. We're committed to:

- taking the interests and well-being of young people into account, in all our considerations and activities
- respecting the rights, wishes and feelings of the young people with whom we work
- taking all reasonable practicable steps to protect them from neglect, physical, sexual and emotional abuse
- promoting the welfare of young people and their protection within a position of trust.

Our safeguarding policy and procedures apply to all adults in scouting and recognises that the welfare and interests of children, young people & adults at risk are paramount in all circumstances. They also aim to ensure that all children, young people & adults at risk have a positive and enjoyable experience of scouting in a safe and person-centred environment

Our safeguarding policy underpins everything we do as scouts to develop skills for life. It offers guidance for anyone who has a concern about the welfare of a young person or adult at risk and how to report a safeguarding allegation or disclosure.

It is the responsibility of all adults involved in scouting to have read and understood the safeguarding policy & procedures which you can find at:

[www.scouts.org.uk/about-us/policy/safeguarding-policy-and-procedures](http://www.scouts.org.uk/about-us/policy/safeguarding-policy-and-procedures)



The young people first code of practice (also known as the yellow card), sets out a code of behaviours for all adults in scouts.

## Code of practice

- ✓ Do remember that you are a role model at ALL times, inside and outside scouting. Set a good example for others to follow.
- ✓ Do treat everyone with dignity and respect in line with the scouting values
- ✓ Do treat all young people equally - do not show favoritism
- ✓ Do follow the adult-to-young person ratios at all times
- ✓ Do remember that you have been placed in a position of trust - do not abuse this
- ✓ Do report all allegations, suspicions, and concerns immediately
- ✓ Do remember that someone may misinterpret your actions
- ✓ Do respect a young person's right to personal privacy
- ✓ Do act within appropriate boundaries, even in difficult circumstances
- ✓ Do encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours

- ✓ Do make everyone (young people, parents and carers, Young Leaders and other helpers) aware of our safeguarding arrangements and share our Yellow Card - our code of behaviour
  - ✓ Do create an environment where young people feel safe to voice their concerns
  - ✓ Do have separate sleeping accommodation for young people, adults and Young Leaders working with a younger section
  - ✓ Do plan activities that involve more than one other person being present, or at least within sight and hearing of others.
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- ✗ Do not plan to be alone with a young person.
- ✗ Do not drink alcohol when you are directly responsible for young people and never allow young people on Scouting activities to drink alcohol
- ✗ Do not trivialise abuse or let it go unreported
- ✗ Do not join in physical contact games with young people
- ✗ Do not overstep the boundaries between yourself and young people by engaging in friendships or sexual relationships
- ✗ Do not allow activities that encourage bullying behaviour including initiation ceremonies, dares or forfeits
- ✗ Do not use inappropriate, suggestive or threatening language, whether verbal, written or online
- ✗ Do not rely on your reputation or position to protect you



### Young people first – Safeguarding: a code of practice

The yellow card details our child protection policy and code of conduct. It is designed so you can keep it with you at all times during scouting activities and every adult should have a copy.

If you haven't been given a copy, please ask your buddy who will be able to provide you with one.

## Step 3: Approval:

As you will totally appreciate, our overriding consideration when making adult appointments is the safety and security of our young people. For this reason, everyone that takes on an adult role in scouting are required to have a cleared enhanced DBS disclosure and two satisfactory references.

As a movement, we are committed to meeting the NSPCC guidelines around safer recruitment. This framework helps us to minimize the risk of appointing someone unsuitable and helps us make sure that new volunteers are 'safe' to work with our young people. To ensure a fair and consistent process we do this through disclosure (DBS) checks, references, welcome chats, and learning.

During this approval stage we will ensure that we have received your references and that you have completed and then we have received your disclosure and barring service check.

Adults that help on an 'occasional basis – occasional being defined by the UK Government as providing support no more than three times in a thirty-day period – do not require a DBS check, unless during that time they:

1. are staying overnight (in the same establishment as young people)
2. may have unsupervised access to young people
3. will be involved with the handling or management of money or personal data

If any of the above are applicable, then they are required to complete a DBS record check through The Scout Association and the check must be cleared before they take part.

PLEASE NOTE: The Scout Association does not accept DBS checks from other organisations. This is because the nature of the information that may be disclosed on an enhanced scout DBS criminal record check may differ from that provided to another organisation.

We seek to be open and accessible to all. A criminal conviction will not necessarily prevent an individual from volunteering. This will, however, depend on the nature of the position and the circumstances and background of their offences.

All convictions, including those that are spent will show on a Disclosure and Barring Service check. Some criminal convictions, disciplinary proceedings or behaviours may disqualify adults from certain roles in scouting, specifically any convictions or disciplinary proceedings which involve the harming of children, young people, or vulnerable adults in any way.

## Step 4: Appointment:

At this stage in the welcome journey your DBS check and references will be underway or complete and you will be invited to take part in a welcome conversation.

Firstly, it really is nothing to worry about! It's a friendly chat, with two experienced members of local scouting, one will be from within your Scout Group or local Explorer Scout support team (someone you already know), and the other will be a member of local scouting. Each conversation will involve different topics and they will both last about 30 minutes. During the chat you will have an opportunity to ask questions and we can make sure that you understand your new role, and our policies, and have everything you need to get started.

During the chat you will have the opportunity to:

- share a little bit about yourself- why you want to volunteer and any skills or hobbies you might have
- look at make volunteering for scouts work for you – making sure scouting fits around your other commitments in a flexible way
- find out about key resources and identify how we can support you
- discuss the importance of safeguarding and safety within scouts
- ask any questions you have

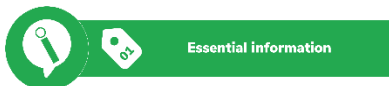


# Getting Started

We know that you are excited about your new role and to help you we provide lots of support and guidance. Some of this support we call 'getting started' so, at this time we will also support you through this learning. Getting started learning comprises of a combination of different topics, and different roles are required to complete a different combination of topics. We explain things in more detail below.

The learning aims to introduce you to your new role and give you the basic information and skills you need to get started. This learning needs to be completed before your full appointment can be made. So, with this in mind, you need to complete the learning within five months of joining scouts. This really is plenty of time, as each topic will only take you around 30 minutes to complete.

Your getting started learning consists of a combination of the following (depending on your role):



Essential information

Essential Information provides you with the key information you need to know to get started as a volunteer in with scouting



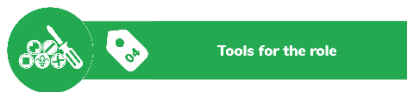
Safety

Doing things safely is fundamental to everything we do in scouting. This safety training needs to be completed by everyone who holds an appointment in scouting and ensures that you understand your responsibilities for keeping everyone in scouts safe and how to assess and manage risk.



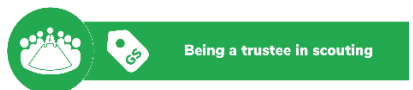
Safeguarding

This learning needs to be completed by everyone who holds an appointment in scouting and ensures that you stay up-to-date on safeguarding practice and your understand your responsibilities as a member of scouts.



Tools for the role

This learning covers the basic information on being a leader with a section in scouting and some practical help to get started in the role.



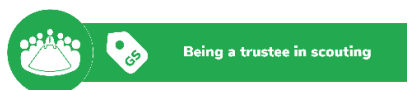
Being a trustee in scouting

This learning is for those who hold a manager or supporter role in scouting. It covers the key information about your role, areas of responsibility and where you can find further information and support.



General Data Protection Regulation

GDPR training needs to be completed by everyone who holds an appointment in scouting. It covers the basic information that you need to know in relation to the General Data Protection Regulations.



Being a trustee in scouting

Trustee Introduction training needs to be completed by everyone who is a member of a trustee board in scouting. It provides information on current regulations, your role in managing a charity and your legal responsibilities as a trustee.

# Who needs to complete what learning....

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## Section Team Leaders and Section Team Members

(that's section leaders, assistant section leaders and section assistants):

- 1 Module 1: Essential Information
  - 2 Safety
  - 3 Safeguarding
  - 4 Module 3: Tools for the role (section leaders)
  - 5 The General Data Protection Regulation Awareness  
and, if you also sit on a trustee board (at any level) you also need to complete:
  - 6 Introduction to being a trustee
- 

## Group Lead Volunteers

(that's group scout leaders):

- 1 Module 1: Essential Information
  - 2 Module 2: Personal Learning Plan
  - 3 Safety
  - 4 Safeguarding
  - 5 Module 4: Tools for the role (managers)
  - 6 The General Data Protection Regulation Awareness  
and, if you also sit on a trustee board (at any level) you also need to complete:
  - 1 Introduction to being a trustee
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## Trustees

(that's trustee board officers and trustee board members):

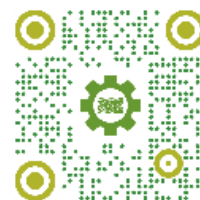
- 1 Module 1: Essential Information
  - 2 Safety
  - 3 Safeguarding
  - 4 Introduction to being a trustee
  - 5 The General Data Protection Regulation Awareness
- 

## Supporters

(that's anyone that holds a support role):

- 1 Module 1: Essential Information
  - 2 Safety
  - 3 Safeguarding
  - 4 The General Data Protection Regulation Awareness  
and, if they sit on a trustee board (at any level) they also need to complete:
  - 5 Introduction to being a trustee
- 

**You can access the learning at**  
**<https://tinyurl.com/scoutsgettingstarted>**



## What happens next?

### Get your learning signed off...

At the end of each short learning topic (we call them modules), you will be presented with an on-screen certificate to show that you have completed the learning. Please take a copy of this – either print it, take a photo of the screen, screenshot it or screen capture it – and pass each one on to your welcome buddy who will arrange for your learning record to be updated. Whilst you are working your way through the welcome process you can continue to get stuck in and enjoy your role.

# Welcome process checklist

Milestones		<input checked="" type="checkbox"/>	
1	I've met my Welcome Buddy		
2	I've been given an Adult Information Form pack		
	I have a Young People First – Safeguarding: a code of practice (yellow card)		
3	I've completed the Adult information Form and handed it over		
4	My I.D. documents have been checked and recorded		
5	I've taken part in welcome conversations		
6	I've received my Disclosure and Barring Service request certificate		
7	Getting Started learning completed	Essential Information	
		Safety	
		Safeguarding	
		Tools for the Role	
		General Data Protection Regulation	
		Introduction to being a trustee	
8	My full adult appointment has been issued		

# Section Team Member (Leader)

## Welcome plan

### Immediate information:

- Be given some information about your new team
- Take a look at our welcome to scouting pages [www.tiny.one/scoutswelcome](http://www.tiny.one/scoutswelcome)
- Read our welcome aboard joining guide - you can download one from [www.tinyurl.com/wtsaif](http://www.tinyurl.com/wtsaif)
- Learn about our safeguarding policy – have you got a copy of our yellow card? (if not ask your welcome buddy for one)

### During your first week:

- be introduced to other adults in your team
- be introduced to the young people you are supporting
- be given a guided tour of the premises and outline fire, first aid and safety procedures
- be involved in an activity (for example, a game)
- be given contact details of the other people in your team

### Within your first month:

- meet the other adults in your group
- fill out an adult information form [www.tinyurl.com/scoutsapplication](http://www.tinyurl.com/scoutsapplication)
- complete your disclosure and barring service check (find out more in our welcome aboard joining guide - you can download one from [www.tinyurl.com/wtsaif](http://www.tinyurl.com/wtsaif))
- take part in a few different meeting activities
- take on responsibility for an activity such as a game or practical activity
- discuss the purpose of scouting with a member of your team
- take a look at the badges for your section –
  - section awards: [www.tinyurl.com/scoutawards](http://www.tinyurl.com/scoutawards)
  - section badges: [www.tinyurl.com/sectionbadges](http://www.tinyurl.com/sectionbadges)
- be given some material containing program ideas and games
- be given a copy of the sections planned programme for the coming months/term
- learn about the section's ceremonies
- be given a copy of relevant group information
- take part in your welcome meeting
- begin your getting started learning (more details are provided later in this guide)

### Within three months:

- take part in a team meeting
- attend a district activity or event
- meet members of the district programme team
- be given a copy of the district diary
- be supported in planning and leading activities and games for section meetings
- be told where to obtain your scout uniform

### Within five months:

- complete your getting started training
- be supported in planning activities to complete areas of badge work with members of your section
- Receive your full appointment

## Where to go for more information...

We have a wealth of information and resources available to support you in your role, here are some you may find useful!



South London Scouts provides a wealth of volunteer support and online resources

**Web:** [southlondonscouts.org.uk](http://southlondonscouts.org.uk)

**Email:** [contact.us@southlondonscouts.org.uk](mailto:contact.us@southlondonscouts.org.uk)

**Phone:** 0843 289 1548



**Web:** [www.glsescouts.org.uk](http://www.glsescouts.org.uk)



The Scout Information Centre, based at Gilwell Park (UKHQ), provides a single point of contact for information relating to any aspect of scouting. It is open from 8am - 7pm weekdays, 9am - midday Saturdays

**Web:** [scouts.org.uk](http://scouts.org.uk)

**Email:** [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk)

**Phone (request a call back):** [tinyurl.com/siccallback](http://tinyurl.com/siccallback)



A wide range of information and resources to support you in your role in scouting are available in the 'information for volunteers' section of [scouts.org.uk](http://scouts.org.uk)





## **Finally (well for now anyway)**

Thank you for taking on a role with local scouting. You are joining the most successful youth movement the world has ever seen. Scouting was one of the outstanding success stories of the 20th century and continues to grow in the 21st century. From a gathering of 20 boys on Brownsea Island in 1907 our Movement has had over 300 million members worldwide and has a current membership of over 54 million!

Scouting is about everyday people working as leaders and supporters in their communities, giving young people confidence, a sense of purpose, life values and outdoor skills that are hard to find anywhere else - we call these 'skills for life'. Whatever role you are taking on you will also have the opportunity to learn new skills, make new friends and give something back to your local community. You will be helping young people (directly or indirectly), gain skills for life and have amazing adventures as part of the largest co-educational youth organisation in the UK.

Our Founder - Baden-Powell once said, 'scouting is not a science... it is a great game'. We are excited that you are joining the game of scouting and we know you will have lots of fun working as part of a winning team and helping others and contributing to the lives of young people in your local community.

