



Accreditations

How to use accreditations, and give someone permission to take on a task or responsibility on the new membership system

What are accreditations?

Accreditations are a way of sharing tasks and responsibilities, where a volunteer needs to be given certain permissions to take these on.

Under our new approach, everyone in Scouts will be part of a team. Then, it's up to volunteers in each team to agree who does which tasks, based on their skills, interests and availability. Sometimes a volunteer needs permission to do a specific task. This is where accreditations come in.

Example tasks

- A task that needs to be done by someone with specific skills or qualifications. For example, making sure a kayak permit assessor is appropriately qualified.
- A task where someone needs to find and contact a specific person. For example, if the UKHQ Awards Team needs to know who to post awards to.

Benefits of sharing accreditations in this way

Lead Volunteers can share their responsibilities and tasks with others by giving them an accreditation. This means they can divide up their workload and focus on supporting others to grow, develop skills, and deliver amazing programmes for young people.

If volunteers want to take on more tasks, they don't have to take on a whole new role or join a new team, they can simply have an accreditation and take on those specific tasks.

Our Team Leaders and Lead Volunteers should make sure the right people are doing the right tasks. This could be members from their own teams, or volunteers from across the wider movement. They'll be able to see clearly on the membership system who's doing what.

Who can have an accreditation?

To get an accreditation, a volunteer needs to be a 'full member.' This means they have completed all the steps on their volunteer joining journey, including their Growing Roots learning, and they are also a member of a team.

They may also need to meet other criteria for their accreditation. For example, completing relevant learning, having a specific qualification, or holding a particular role. For more details about criteria, see the accreditations table which will be listed in the October 2023 edition of POR.

How to give an accreditation

Relevant Lead Volunteers or Team Leaders give accreditations. Ideally, they will have the best overview of how tasks and accreditations are shared in their teams, so ideally they will approach suitable volunteers and ask them to take on accreditations. However, volunteers, in their team or in wider teams, may also approach the Lead Volunteer or Team Leader if they're interested in taking on specific tasks.

Lead Volunteers or Team Leaders are responsible for checking that the volunteer has met the criteria, is suitable to take on these responsibilities, and they've done the relevant learning.

Accreditations are given by logging into the membership system and give the accreditation to the volunteer. This will give the volunteer the right permissions to do their tasks and it will also record who's doing what on the membership system.

How long someone can have an accreditation?

Many accreditations will expire after a certain date or if the volunteer no longer meets the criteria. Lead Volunteers and Team Leaders will be able to see when an accreditation will expire, and the volunteer holding the accreditation will get a notification when it expires.

Accreditations can be renewed if the volunteer still meets the criteria. For some accreditations, volunteers will need to complete the relevant learning again to make sure they're up to date with any changes. A renewed accreditation begins the day it's issued – even if the previous one hasn't expired yet. See the accreditations table listed in the October edition of POR for more detail about expiry dates.

As with any team task, it's important the Team Leader or Lead Volunteer checks in with the person who has the accreditation to see how they're getting on and what support they need.

Accreditations are different to roles

To take on a role, our volunteers need to go through the [joining process](#). They'll complete all the relevant steps, such as disclosure checks, references, and Growing Roots learning, in their first six months. Whereas accreditations are a simple way of taking on specific tasks, volunteers still need to meet the criteria, which may involve some learning, but they'll already be a 'full member'.

How accreditations link to teams

Accreditations are responsibilities linked to certain teams – [UKHQ](#), [Leadership](#), [Volunteering Development](#) and [Programme](#). If a volunteer takes on an accreditation task, they might already be part of that team, but they don't have to be. If they're in another team and they take on the accreditation, they don't join that team, nor do they take on whole team tasks. Instead, they'll simply show up on the membership system as someone who's taking on a task linked to that team. There can be real benefits to this, as it makes it more flexible about who can do what tasks.

For example, a Beaver Team Member receives an Adventurous Activity Assessor accreditation, as they're qualified to assess kayaking permits. This task is linked to the County Programme Team, so the County Programme Team Leader gives them the accreditation. The Beaver Team Member remains part of the Beaver Section Team, and they don't join the County Programme Team just because they've taken on these tasks. However, they now have the right permissions to be an Adventurous Activity Assessor.

How to see who has an accreditation

All accreditations will be recorded and accessed on our membership system. Those who need to know who has which accreditation will be able to see it on the membership system. For example, a Team Leader will be able to see who has accreditations linked to their team.

Accreditations can be given to multiple people

Tasks can be shared depending on who's in the team and your local needs. This might change over time. Accreditations will help volunteers give their time flexibly.

For example, in a large District with plenty of volunteers, there might be multiple volunteers with the same accreditation. In a small District, the Lead Volunteer(s) may find it more practical to keep some responsibilities, rather than sharing them with others.

The only exceptions are Awards Parcel Recipient and the King's Scout Award Parcel Recipient. These accreditations are used for sending certificates and other award materials in the post, so there should only be one person with these accreditations in each location to avoid confusion.

Can volunteers have more than one accreditation?

It's also possible for volunteers to take on more than one accreditation. There's no limit to the number of accreditations a volunteer can have. However, it's worth checking in with volunteers to make sure they understand the size and nature of the responsibilities that come with each accreditation, and how it'll fit in with their overall commitment to volunteering.

How accreditations are removed

Lead Volunteers or Team Leaders usually remove accreditations. It won't affect any role(s) or team membership(s) of the volunteer. The membership system will keep a record of past accreditations in the volunteer's personal profile.

Some accreditations will expire (for example, after a certain time or after an event). These can be renewed, except for a small number, which are specific to an event, such as the International Service Team Member accreditation.

When to start using accreditations

Remember, you won't be able to officially use accreditations until the new digital systems go live from February 2024.

However, you can start thinking about them as you begin making changes to your teams:

Some things to consider when building your new teams

- When you're recruiting new volunteers or talking to current volunteers about their skills and interests, try to decide who might take on extra responsibilities. For example, Volunteer Safeguarding Lead, Permit Approver or Awards Parcel Recipient sit as default with the Lead Volunteer, but can be shared through accreditations
- As you create your Volunteering Development Team, consider who might take on the responsibilities (and accreditation) to become a Trainer
- Take time to identify volunteers in the Programme Team who could get the accreditations for Visits Abroad Recommender, Nights Away Assessor, or Adventurous Activity Assessor

What accreditations are there?

Accreditations can be shared by the following teams:

- Leadership Teams
- Programme Teams
- Volunteering Development Teams
- UKHQ

Below are the responsibilities shared by each team:

Leadership Team Accreditations

Many tasks for Leadership Teams can be organised flexibly, based on volunteers' skills, interests, and availability.

For others, a volunteer needs permission to do specific tasks or take on certain responsibilities.

Lead Volunteers can also share some of their leadership responsibilities through accreditations, including:

- Award Nominations Supporter
- Recruiter
- Data Lead
- Resolutions Lead
- Suspension Lead
- Safety Lead
- Nights Away Approver
- Visits Abroad Recommender
- Permit Approver
- Volunteer Safeguarding Lead

Lead Volunteers make sure volunteers with the right skills and experience take on these responsibilities through accreditations. These are outlined in the descriptions below.

The following tasks don't apply to Group Leadership Teams; these accreditations exist only for District, County, Region, Nation and UKHQ Leadership Teams.

Award Nominations Supporter

Award Nominations Supporters review award nominations. They decide if the nominated person should get the award, then support or approve it.

District Award Nominations Supporters can approve nominations for these Good Service Awards:

- The Chief Scout's Commendation for Good Service
- The Award for Merit

County Award Nominations Supporters can approve nominations for these Good Service Awards:

- The Bar to the Award for Merit
- The Silver Acorn

County Award Nominations Supporters can support nominations for the following Good Service Awards. The National Award Advisory Group can then approve the nominations:

- The Bar to Silver Acorn
- The Silver Wolf
- Meritorious Conduct Awards (includes Youth)
- Gallantry Awards (includes Youth)
- The Cornwell Scout Badge (includes Youth)
- The Chief Scout's Personal Award (includes Youth)

Tasks:

- Go through submitted nomination forms
- Make sure the nominee's completed the right service for this award:
 - Criteria - Good Service Awards, Meritorious Conduct and Gallantry Awards
 - Example citations - Good Service Awards, Meritorious Conduct Awards, Gallantry Awards, Other Awards
 - Support with citation writing
- Make decisions on nominations
- Liaise with others to make sure those receiving awards are recognised in appropriate

Who can have this accreditation:

These tasks can be done by the Lead Volunteer as default. They can also be shared as an accreditation with any full member.

What learning is needed:

- None

Who can give or remove this accreditation:

County & District Lead Volunteers

Data Lead

Data Leads oversee issues, cases and enquiries to do with our Data Protection Policies.

Tasks:

- Oversee issues, cases, enquiries and compliance and support volunteers to:
- Report, respond to and resolve data incidents and breaches appropriately and in good time, as required by the law and Scouts policies.
- Follow current UK data protection laws and regulations.
- Respond to data subject rights requests which include subject access requests (where a person ask an organisation for access to the data they hold about them)
- Support best practice
- Promote a culture of good data protection practice.
- Keep up a good knowledge of data protection law and best practice.
- Come up with tools and practices to support their local area.
- Offer general advice to Groups and signpost to the Scouts or ICO websites if there's a data issue.
- Let the Trustee Board know when there are data issues.
- Be the main point of contact on all data issues.
- Provide guidance and support around protecting data
- Support the local area to use secure software and appropriate hardware (known as technical controls).
- Support the local area to only give access to data that volunteers need, and to remove access if people leave their roles or teams (known as organisational controls)

Who can have this accreditation:

These tasks can be done by the District or County Lead Volunteer as default. They can also be shared as an accreditation with any full member.

What learning is needed:

- Data Lead introduction
- Read and understand key TSA guidance - GDPR Toolkit and Subject Access Requests

Who can give or remove this accreditation:

District & County Lead Volunteers

Suspension Lead

Suspension Leads oversee the suspension process at local levels. They'll recommend and/or approve suspensions of volunteers, where necessary. They don't cover suspensions or stay-aways set by the UKHQ Safeguarding Team.

Tasks:

- Oversee the suspension process at a local level
- Understand the rules in POR Chapter 16 (rules 16.4 and 16.5), and carry out key actions that're needed before, during and after the suspension
- Make suspensions (as the 'recommender') or approve suspensions (as the 'approver'), depending on the level of the volunteer
- Make sure the suspension process is communicated clearly
- Remain as neutral as possible to protect Scouts and everyone involved
- Offer a 'liaison person' to support the suspended volunteer
- Contact the UKHQ Safeguarding team if there's doubt about whether a case relates to safeguarding (this'll be dealt with by UKHQ), or if it can be managed locally

Who can have this accreditation:

These tasks can be done by the District and County Lead Volunteer by default. They can also be shared as an accreditation with any full member (except anyone whose only role is Trustee, and any roles that do not have a criminal records check).

What learning needs to be completed:

- Read and understand the suspensions process
- Read and understand Constructive Conversations
- Resolving Conflict

Who can give or remove this accreditation:

District & County Lead Volunteers

Nights Away Approver

Nights Away Approvers review Nights Away Notification (NAN) forms, as part of the process needed for adult volunteers to take young people on memorable residential and camping experiences.

Tasks:

- Carefully review 'NAN' forms
- Check all information meets the requirements laid out in Scouts' Policy, Organisation and Rules (POR) Chapter 9.2 and the nights away permit scheme. This includes reviewing the risk assessment and contingency plans for the trip
- Support the event leaders in making any changes needed
- Approve the event

Who can have this accreditation:

These tasks can be done by the Lead Volunteer as a default. Additionally, they can be shared as an accreditation with any full member, except Trustees and roles that do not have a criminal records check.

What learning is needed:

- Safety Learning for Managers (in the future this will become Nights Away Approver Learning)

Who can give or remove this accreditation:

District and County Lead Volunteers.

Permit Approver

Permit Approvers have the important responsibility of issuing adventurous activity permits and nights away permits, following the recommendations given by the Adventurous Activity Assessor and Nights Away Assessor.

The purpose of the Activity Permit Scheme is to make sure someone has the right skills and experience to safely lead an adventurous activity with a group of young people in Scouts.

The purpose of the Nights Away Permit Scheme is to make sure someone has the right skills, experience and personable suitability to lead nights away events for young people.

Tasks:

- Approve permits using Scouts' recognised process.
- Feedback to members detailing any restrictions placed on permits, making sure they fully understand them.
- Take away permits where volunteers haven't followed our rules and put people's safety at risk.
- Work alongside the Manager of the Activity Permit Scheme (MAPS) in carrying out an annual moderation process.
- Work with the relevant Programme Team to support nights away.

While others (for example, Adventurous Activity Assessor, Nights Away Approver, Team Leaders, or Team Members) can provide support, only the Permit Approver can grant a permit.

Who can have this accreditation:

These tasks can be done by the Lead Volunteer as a default. Additionally, they can be shared as an accreditation with any full member, except Trustees and roles that do not have a criminal records check.

Please note, the Permit Approver who grants a permit must be a different person to the Adventurous Activity Assessor and Nights Away Approver making a recommendation (for that specific permit).

What learning is needed:

- Safety Learning for Managers (content will be developed for Permit Approver learning).

Who can give or remove this accreditation:

District and County Lead Volunteers.

Recruiter

Recruiters advertise volunteering opportunities and support those interested in volunteering with Scouts.

Tasks:

- Identify potential recruitment opportunities and run recruitment processes
- Spot gaps in local teams to determine which roles to advertise for
- Align with Scouts' local and national recruitment campaigns where possible
- Use the advertising feature in the membership system to post adverts for volunteers (We anticipate this being available from February 2024 onwards).

- Respond to general expressions of interest
- Support potential volunteers by letting them know where they're up to in the joining process and what their next steps are

Who can receive this accreditation:

These tasks can be done by Lead Volunteers and Team Leaders (except Section Team Leaders and Team Leaders of Sub-Teams) as default. Additionally, they can be shared as an accreditation with any full member.

What learning do they need:

- Read and follow [Our Brand](#) (including our brand guidelines, style guide and how we talk)
- Read [Growing Scouts](#) guidance

Who can give or remove this accreditation:

- District & County Lead Volunteers
- All Volunteering Development Team Leaders
- All Support Team Leaders
- All Chairs (except Group Chair)
- 14-24 Team Leaders

Resolutions Lead

Resolutions Leads oversee concerns raised under our Scouts' Complaints Policy.

Tasks:

- Make sure [all incidents](#) are reported, recorded, responded to and closed, as required by the law and [Scouts](#) policies in good time
- Try and resolve any problems and issues raised by our adult and youth members, and by parents/carers of young people
- Think of ways, like good communication, to try and stop conflict before it happens and from happening again
- Keep up to date with policies and best practice
- Share knowledge from previous cases with the wider network of Resolution Leads (or Lead Volunteers where there's not a Resolution Lead) and the Resolutions UKHQ Team.
- Work with other Lead Volunteers, Volunteer Safeguarding Leads, Safety Leads, Data Leads and Local Suspension Leads, where needed.

Who can have this accreditation:

These tasks can be done by the Lead Volunteer as a default. Additionally, they can be shared as an accreditation with any full member, except Trustees and roles that do not have a criminal records check.

What learning is needed:

- Read and understand the [Scouts' Complaints Policy](#)
- Read and understand [Constructive Conversations](#)
- It'll also be useful to learn about Resolving Conflict (content is being developed).

Who can give or remove this accreditation:

- District & County Lead Volunteers

Safety Lead

Safety Leads support their local areas to make sure the safety of everyone involved in Scouts is being looked after.

Tasks:

- Promote a culture of Safe Scouting in their local area
- Carry out and review risk assessments
- Support the reporting of safety-related incidents to UKHQ
- Learn from previous incidents or safety concerns raised in the local area
- Support and advise Leadership Teams and Trustee Boards on safety matters. For example, a District Safety Lead would support Group Leadership Teams and Group Trustee Boards. A County Safety Lead would support District Leadership Teams and District Trustee Boards
- Collaborate with the County Safety Adviser and UKHQ to share safety trends, lessons learned, and best practice

Who can have this accreditation:

These tasks can be done by the Lead Volunteer as a default. Additionally, they can be shared as an accreditation with any full member, except Trustees and roles that do not have a criminal records check.

What learning is needed:

- Safety Learning for Managers

Who can give or remove this accreditation:

Group & District Lead Volunteers.

Visits Abroad Recommender

Visits Abroad Recommenders support adult volunteers through the (often complex) foreign visit process. They make sure volunteers have everything in place for a trip, assisting an application so it meets the criteria to be a valuable and safe experience for young people in Scouts.

Tasks:

- Provide advice to Team Leaders and support them in completing the 5-step [Visits Abroad Process](#)
- Assess potential visits to help decide if they should go ahead as planned. If a trip is declined, recommenders offer support to adult volunteers encouraging them to reapply with an updated proposal

- Make sure the relevant Lead Volunteer approves the visit
- Once approved by the relevant Lead Volunteer, notify UKHQ about the trip
- Inform Scouts in the host country that a group will be arriving and issue letters of introduction

Who can have this accreditation:

These tasks can be done by County Lead Volunteers as default. Additionally, they can be shared as an accreditation with any full member.

What learning is needed:

- Read and understand the Visits Abroad Process.

Who can give or remove this accreditation:

- County Lead Volunteers.
- County Programme Team Leaders

Volunteer Safeguarding Lead

Volunteer Safeguarding Leads respond to safeguarding concerns in their local area in line with the Grey Card.

Tasks:

- Follow the procedures in the Grey Card
- Be the main point of contact (known as Situation Manager) for the UKHQ Safeguarding Team. Assist with the handling of any safeguarding concerns, following the advice of the Safeguarding Team
- Report all safeguarding concerns to the UKHQ Safeguarding Team. This applies to all concerns, no matter how small they might seem, when they happened or whether they happened inside or outside of Scouts
- Agree an action plan with the Safeguarding Team. This could include assisting with HQ's suspension process, providing local support, sharing information, making enquiries, and speaking to parents/ carers
- Respond to safeguarding concerns during the appointments process, including:
 - Before, during or after welcome conversations
 - Disclosures
 - Adverse disclosures
 - Confidential Enquiry checks
 - Unsatisfactory references
- Work with other volunteers to:
 - Promote a culture of safeguarding in the local area
 - Make sure volunteers are following the Yellow Card (Young People First Code of Practice) and reporting any concerns they may have
 - Work with the Safeguarding Adviser and Volunteering Development Team Leader to share learnings and trends to identify what support and information is needed for volunteers

Who can have this accreditation:

These tasks can be done by the Lead Volunteer as default. Additionally, they can be shared as an accreditation with any full member, except anyone whose only role is Trustee, and any roles that do not have a criminal records check).

The person with this accreditation should be committed to following the [Grey Card](#) and have experience and knowledge of safeguarding within Scouts. Qualifications aren't needed, but they should have a keen interest in safeguarding.

What learning needs to be completed:

Read and understand:

- [Yellow Card \(Young People First Code of Practice\)](#)
- [Safeguarding Policy and Procedures](#)
- Guidance for Situation Managers (content is being developed)
- We also recommend completing the [Lead Volunteer Safeguarding Learning](#).

Who can give or remove this accreditation:

All District & County Lead Volunteers.

Nominated Person

Nominated Person accreditation allows a volunteer, with the appropriate professional training, to carry out intimate or personal care for young people.

This accreditation is a responsibility within Sections and can be given by Group Lead Volunteers (for Group Sections) or 14-24 Team Leaders (for 14-24 Sections).

Tasks:

- Understand and follow our [Intimate and Personal Care Policy and Procedures](#)
- Help plan and create Individual Support Plans for young people
- Provide intimate or personal care for young people only
- Work with other volunteers (including Section Team Leaders, Team Members and Designated Carers) to make adjustments and support wider learning if needed.
- As well as the Nominated Person, a second adult volunteer must also be present during all intimate or personal care. This could be a Designated Carer, where relevant

Who can have this accreditation:

Any full member, except Trustees and any roles that do not have a criminal records check.

They must have professional training or experience outside of Scouts to give intimate and personal care. This needs to be verified by the County Lead Volunteer (or their nominated representative) once the Individual Support Plan is created. See [Guidance for Appointments](#).

The Nominated Person should be agreed by everyone involved, particularly by the young person receiving care.

What learning is needed:

- Read and understand the Scouts [Safeguarding Policy and Procedures](#)
- Read and understand the [code of conduct \(Yellow Card\)](#)

Who can give or remove this accreditation:

- Group Lead Volunteer (for Group Sections)
- 14-24 Team Leader (for 14-24 Sections)
- Volunteering Development Teams

Volunteering Development Team Accreditations

Volunteering Development Teams make sure all our volunteers have a positive and enjoyable volunteering experience. They make it easy for new volunteers to join and for all volunteers to learn new skills.

Many tasks for Volunteering Development Teams can be organised flexibly, based on volunteers' skills, interests, and availability.

For other areas in supporting our volunteers' experience, a volunteer needs permission to do specific tasks or take on certain responsibilities.

Lead Volunteers and Volunteering Development Team Leaders make sure volunteers with the right skills and experience take on these responsibilities through accreditations. These are outlined in the descriptions below.

Awards Parcel Recipient

- Awards Parcel Recipients receive parcels from UKHQ containing awards for their location. They may include any of these awards:
- Good Service Awards
- Length of Service Awards
- Wood Badges
- Meritorious Conduct Awards (includes Youth)
- Gallantry Awards (includes Youth)
- Cornwell Scout Badge Awards (includes Youth)
- Chief Scout's Personal Awards (includes Youth)

Tasks:

- Receive the awards parcels, and check the contents are correct
- Let UKHQ know if there's anything incorrect or missing from the parcel
- Let the relevant Lead Volunteer know when the parcel arrives and what awards it contains
- Communicate with the Lead Volunteer to make sure the award items (for example, badges, certificates, and medals) are presented to award recipients:
 - In good time
 - At a suitable occasion
 - Following the relevant local procedure

Who can have this accreditation:

These tasks can be done by the Lead Volunteer as default. They can also be shared as an accreditation with any full member.

It's best to only have one Awards Parcel Recipient per location, so UKHQ know where to send the awards parcel to.

What learning is needed:

- None

Who can give or remove this accreditation:

- All District & County Lead Volunteers
- All Volunteering Development Team Leaders

First Response Trainer

First Response Trainers deliver the First Response course (first aid training at Scouts) to volunteers.

Tasks:

- Deliver First Response training to volunteers (online or in person), following the First Response syllabus and instructions
- Confirm learners have paid attention and successfully completed the course
- Support volunteers who've previously completed external first aid training on parts of the syllabus they didn't cover before
- Keep up to date on first aid practices and Scouts training requirements
- Make sure Scouts first aid training is up to local and national standards

Who can have this accreditation:

Any full member who:

- Holds a current first aid qualification provided by a regulated body (this should confirm their attendance at a minimum 16 hours first aid course).
- Has completed any additional learning to meet the Scouts first aid syllabus
- Holds a recognised training / teaching qualification (level 3 award or above) or has validated the Scouts Presenting and Facilitating Skills modules

Volunteers can't be counted as a First Response Trainer for courses until they hold the accreditation. Before that, they can only help with first aid delivery, alongside accredited trainers.

What learning is needed:

- None

Who can give or remove this accreditation:

- All Lead Volunteers (except Group Lead Volunteers)
- All Volunteering Development Team Leaders

Learning Assessor

Learning Assessors support and assess volunteers as they learn.

These responsibilities may change over time as new learning content is developed between 2023 and 2025.

Tasks:

- Approve completed modules for learners (some modules may be approved by other people with specialist experience).
- Check completed workbooks and record learning in the learning system for volunteers without access to digital technology and/or for those who need an alternative to e-learning.

Who can have this accreditation:

- Any full member

What learning is needed:

- Module 25 Assessing Learning

This'll be replaced in the future with relevant Learning Assessor Accreditation Learning.

Who can give or remove this accreditation:

- All Volunteering Development Team Leaders.
- District & County Lead Volunteers can also give or remove this accreditation. However, they should agree the decision first with the Volunteering Development Team Leaders.

Trainer

Trainers deliver valuable learning experiences to our volunteers. This includes both current modules and new content.

These responsibilities may change between 2023 and 2025 as new learning content is developed.

Tasks:

- Facilitate appropriate learning to volunteers
- Deliver current Scouts' modules, as well as newly devised learning content
- Facilitate learning and run workshops in line with Scouts' methods and expectations
- Find specialists to lead volunteer learning. For example, expert-led learning around practical skills or adventurous activities
- Help test and deliver new learning as it's created, providing feedback on what works in practice

Who can receive this accreditation:

- Any full member

What learning is needed:

- Module 28 Facilitating
- Module 29 Presenting

This'll be replaced in the future with relevant Assessor Accreditation Learning.

Who can give or remove this accreditation:

- All Volunteering Development Team Leaders
- District & County Lead Volunteers can also give or remove this accreditation. However, they should agree the decision first with the Volunteering Development Team Leaders.

Welcome Conversation Volunteer

Welcome Conversation Volunteers give new volunteers a warm welcome, engaging them in a meaningful conversation. They'll answer any questions they have at the start of their Scouts' journey, making sure Scouts is right for them.

Tasks:

- Prepare for a welcome conversation, together with the relevant Team Leader, Lead Volunteer or local volunteer (or their delegate)
- Arrange a time and place that works for the new volunteer
- Hold the welcome conversation, using the welcome conversation checklist
- Inform the new volunteer's team leader about the outcome of the conversation
- Report any concerns to the Volunteer Safeguarding Lead (or Lead Volunteer if there isn't a Volunteer Safeguarding Lead)

Who can have this accreditation:

These tasks can be done by all Lead Volunteers and Team Leaders as default (except Section Team Leaders and Team Leaders of a sub-team). However, they can be shared as an accreditation with any full member, except Trustees and roles that don't have a criminal records check.

What learning do they need:

- [Welcome Conversation e-learning](#)

Who can give or remove this accreditation:

- District & County Lead Volunteers
- All Volunteering Development Team Leaders

Programme Team Accreditations

Programme Teams support every section to run a safe, enjoyable and high-quality programme. Many tasks for [Programme Teams](#) can be organised flexibly, based on our volunteers' skills, interests, and availability.

For other programme activities, a volunteer needs permission to do specific tasks or take on certain responsibilities. For example, tasks around [adventurous activities](#) or [nights away](#).

Lead Volunteers and Programme Team Leaders make sure volunteers with the right skills and experience take on these responsibilities by giving them accreditations. These are outlined in the descriptions below.

Adventurous Activity Assessor

Adventurous Activity Assessors make sure volunteers have the skills, experience, and qualifications needed to [safely lead an adventurous activity](#) for young people in Scouts.

Assessors can be specialists in certain activities. For example, a windsurfing Adventurous Activity Assessor can judge if a volunteer has the abilities needed to safely conduct windsurfing activities for young people in Scouts.

Tasks:

- Organise assessments
- Work alongside the Manager of the Activity Permit Scheme (MAPS) to organise and promote permit assessment courses
- Respond to volunteers who've requested assessments and help organise relevant assessment opportunities
- Assess applicants
- Offer support to volunteers to understand their abilities before issuing a permit - Adventurous Activity Assessors can only [assess activities](#) they have an accreditation for
- Give feedback to volunteers and support their development
- Make recommendations to the County / District Permit Approver once an assessment is complete. The Permit Approver (always a different person) or Lead Volunteer then approves the [Adventurous Activity Permit](#)
- Review assessments
- Share and review previous assessments with other assessors to make sure everyone's on the same page
- Shadow other assessors
- Work with and learn from other assessors to improve the scheme across the UK

Who can have this accreditation:

Any full member, except anyone whose only role is Trustee, and any roles that do not have a criminal records check.

What learning is needed:

- Module 25 Assessing Learning – Adventurous Activities.
This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning
- A relevant National Governing Body qualification to make sure the person with the accreditation has the correct technical knowledge. This qualification must be equivalent (or superior) to those outlined in the [Adventurous Activity Assessor Prerequisites sheet](#)
- Attend minimum two days of continued personal development in the last five years (between appointment reviews). This includes at least one day of technical learning relating to the activity, and at least one day of internal learning on assessing skills
- Ongoing safeguarding and safety learning

Who can give or remove this accreditation:

- All District & County Lead Volunteers
- All Programme Team Leaders
- Manager of the Activity Permit Scheme (MAPS)

King's Scout Award Parcel Recipient

The King's Scout Award Parcel Recipients receive parcels from UKHQ containing King's Scout Awards for their location.

Tasks:

- Receive the [King's Scout Award](#) parcels, and check the contents are correct
- Let UKHQ know if there's anything incorrect or missing from the parcel
- Let the relevant Lead Volunteer know when the parcel arrives and what awards it contains
- Communicate with the Lead Volunteer to make sure the King's Scout Award items (badges and certificates) are presented to the award recipients:
 - In good time
 - At a suitable occasion
 - Following the relevant local procedure

Who can have this accreditation:

These tasks will be done by the County Programme Team Leader as default. They can also be shared as an accreditation with any full member.

It's important to only have one King's Scout Award Parcel Recipient per location, so UKHQ know where to send the King's Scout Award parcel to.

What learning is needed:

- None

Who can give or remove this accreditation:

- County Lead Volunteers
- County Programme Team Leaders

Manager of the Activity Permit Scheme

Managers of the Activity Permit Scheme oversee the [activity permit scheme](#) and supports Adventurous Activity Assessors in their County. This makes sure every volunteer in Scouts leading adventurous activities for young people has the skills, experience, and personal suitability to do so.

Tasks:

- Support Adventurous Activity Assessors
- Identify potential Adventurous Activity Assessors, carry out checks and, where suitable, give them accreditations
- Support assessors' learning through their induction. Work with the Volunteering Development team in matching each candidate with a Learning Assessor
- Make sure there are Continuing Professional Development (CPD) opportunities for all Adventurous Activity Assessors
- Provide opportunities for Adventurous Activity Assessors to shadow experienced assessors, in order to learn from their previous assessments
- Monitor Adventurous Activity Assessors, including their qualifications and up to take experience, in order to make sure they continue to meet the requirements set out in the [Adventurous Activity Assessor Prerequisites](#)
- Carry out reviews of Adventurous Activity Assessors when their accreditations are due to expire
- Promote funding opportunities to Adventurous Activity Assessors
- Oversee the activity permit scheme
- Manage the availability of permit assessments within the County
- Work with MAPS from other Counties to co-ordinate support and opportunities
- Support those applying for activity permits in finding the required opportunities
- Support County and District Lead Volunteers in their roles within the activity permit scheme
- By the end of each January, carry out an [annual moderation](#) of the provision provided by the County permit scheme

Who can have this accreditation:

- Any full member

What learning is needed:

- Assessor accreditation learning (content to be developed)

Who can give or remove this accreditation:

- County & Nations Lead Volunteers
- County & Nations Programme Team Leaders

Nights Away Assessor

Nights Away Assessors make sure adult volunteers have the right skills and experience to get a [Nights Away Permit](#). They make recommendations to the Permit Approver or Lead Volunteer, who grants the permit.

Tasks:

- Use the [Assessment Checklist](#) to assess those adult volunteers who'd like a Nights Away Permit
- Support volunteers who haven't participated in nights away activities before. Help them with the planning, delivery, and evaluation of nights away events

- Use the Assessment Guide to decide which level of permit an adult volunteer should have, passing these recommendations to the Permit Approver or Lead Volunteer
- Help volunteers renew their permits when they expire (usually a maximum of five years from date of issue)
- Keep up to date with Scouts' policies and remain active in the community
- Support learning about nights away in the District and County

Who can have this accreditation:

- Any full member, except anyone whose only role is Trustee, and any roles that do not have a criminal records check.
- Holders of a Nights Away Permit - the level of the permit will determine the highest level of assessor accreditation that can be given
- Those with experience of running residential and camping experiences
- Someone with the ability to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist

What learning is needed:

- Module 25 Assessing Learning

This'll be replaced in the future with Nights Away Assessor learning.

- To have attended at least one day (seven hours) of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target

Who can give or remove this accreditation:

- District & County Lead Volunteers
- District & County Programme Team Leader