

Group Lead Volunteer Induction Checklist

This checklist is designed as a 'self-service' guide for a new Group Lead Volunteer to complete in partnership with other volunteers.

The links in each section will give advice and guidance and can be used as the starting point for a conversation. This document can be viewed electronically to allow you to follow the links or it can be printed and act as a checklist.

The following are completed as part of the appointment process. However, this may be a good time to double check and action any outstanding points:	Completed
The Group Leadership Team responsibilities have been agreed between me & the District Lead Volunteer, as well as my responsibilities as part of the District Leadership Team. Team Descriptions	<input type="checkbox"/>
My record on scouts.org.uk has been updated to show my new role	<input type="checkbox"/>
I have attended a Welcome Conversation in this, or a previous, role	<input type="checkbox"/>
The Young People First (yellow card) and Safety cards have been issued and discussed with me	<input type="checkbox"/>

To be delivered by the District Lead Volunteer within the first month	Completed
I have agreed the key priorities for my Group	<input type="checkbox"/>
I understand my role in the District Leadership Team	<input type="checkbox"/>
I know what the District/County's strategies and plans are and I know how I can contribute to this	<input type="checkbox"/>
I know what support I can expect from my District Lead Volunteer	<input type="checkbox"/>
I understand my role in Safety and Safeguarding as a Group Lead Volunteer Safe Scouting and what to do in an emergency Safety checklist for managers	<input type="checkbox"/>
I understand the complaints process Scouts complaints policy	<input type="checkbox"/>
I understand what my responsibilities are within the Appointments Process when a new volunteer has been appointed in my Group The Appointments Process	<input type="checkbox"/>
I have been appointed a buddy (ideally someone who understands the role) and have made contact with them.	<input type="checkbox"/>
I have an action plan for completing my induction and know who will be supporting each aspect. Group Lead Volunteer Induction	<input type="checkbox"/>

Action required in first month	Completed
I have been provided with a local welcome pack if applicable	<input type="checkbox"/>
I have been introduced to the different District Teams and other Group Lead Volunteers.	<input type="checkbox"/>
I have introduced myself to the Group Leadership Team, and the Section Teams, and shared my contact details.	<input type="checkbox"/>
I have booked dates to visit all the sections within my Group.	<input type="checkbox"/>
I have been informed of the District vision and how my Group fits into this.	<input type="checkbox"/>
I have been taught how to use our systems & tools including gaining access to my email account, scouts.org.uk, Online Scout Manager (OSM), and Group finances/banking.	<input type="checkbox"/>
I have received a handover from previous Group Lead Volunteer.	<input type="checkbox"/>
I have been given a current snapshot of the Group, such as numbers of young people, adult volunteers etc.	<input type="checkbox"/>
I have set meeting dates with my Group Leadership Team.	<input type="checkbox"/>
I have been informed of upcoming District Leadership Team meetings.	<input type="checkbox"/>
I have been informed of what District resources are available and how to access them e.g. Tech support, equipment, grants and funding, Active Support etc.	<input type="checkbox"/>
I am aware of Policy Organisation and Rules (POR) and where to find it. Policy Organisation and Rules (POR)	<input type="checkbox"/>

Learning	Completed
I'm aware of what learning is required for my role. (Check My Learning for details)	<input type="checkbox"/>
I have completed the mandatory Growing Roots learning, including 'Leading Scout Volunteers' and 'Being a Scouts Trustee' Growing Roots	<input type="checkbox"/>
I'm aware of what the learning required if I want to work towards my Managers and Supporters Wood Badge The Wood Badge	<input type="checkbox"/>

Staying Safe and Safeguarding	Completed
I know what to do in an emergency, who to contact and understand the procedures. I have been given a purple card. Safe Scouting and what to do in an emergency	<input type="checkbox"/>
I understand my role with risk assessments in my Group and have been given a copy of the Safety Checklists Risk Assessments Safety checklist for Trustees, Volunteers and Managers	<input type="checkbox"/>
I know that the Safety and Safeguarding training modules are mandatory and ongoing learning. I am aware that I am responsible for ensuring that all of my team, including the Trustees, complete these. Safety training Safeguarding training	<input type="checkbox"/>
I understand how to use the In Touch system and know my responsibility in ensuring it is used by sections. In Touch system information	<input type="checkbox"/>
I understand the systems for approving activities. Guidance on approving activities	<input type="checkbox"/>

Digital and Data	Completed
I have been given access to the relevant compliance data and understand how to use it. (This is accessed by the District Lead Volunteer and can be shared)	<input type="checkbox"/>
I understand how to use the data in the best way. GDPR FAQ page	<input type="checkbox"/>
I am aware of how to collect and store Group data and how to use it in line with GDPR. GDPR workbook	<input type="checkbox"/>
I have been given access to the data held for my Group and any other relevant local information.	<input type="checkbox"/>
I have been given access to the system my Group uses for storing data.	<input type="checkbox"/>
I know where to go for digital skills support Digital Skills	<input type="checkbox"/>
I am aware of free digital tools available for charities e.g. Microsoft 365	<input type="checkbox"/>
I know where to find free digital training for charities. Free online training	<input type="checkbox"/>
I have been informed on how to use scouts.org.uk in my role, including appointments and disclosure reports. Note: Until your role is full you will have limited access. For help contact your District Support Team or District Lead Volunteer.	<input type="checkbox"/>
I understand how to use Atlantic Data to process disclosure applications. Completing the disclosure process	<input type="checkbox"/>

Running things locally	Completed
I am aware of what funding support is available for my Group from the District. Asking for funding support from the District	<input type="checkbox"/>
I understand the different District Teams and how they can support me and my group. Our local teams	<input type="checkbox"/>
I am aware of how to search for and apply for grants for my Group. Information on applying for funding for your Group	<input type="checkbox"/>
I have been made aware of any relevant organisations that local Scouting has links with. Working with local businesses Furthering reach toolkit	<input type="checkbox"/>
I know where to find more information about supporting young people and adults with additional needs. Supporting those with additional needs and neurodiversity Funding to support additional needs	<input type="checkbox"/>
I am aware of the process around opening a Squirrel Drey in my Group How to start a Squirrel Drey	<input type="checkbox"/>

GROUP LEAD VOLUNTEER Induction workshops - Check the dates and sign up here.	Completed
The Role of the Group Lead Volunteer	<input type="checkbox"/>
Building an Effective Team	<input type="checkbox"/>
Planning Ahead to Aid Development	<input type="checkbox"/>
Managing Recruitment	<input type="checkbox"/>
Your Role Within the Volunteer Experience	<input type="checkbox"/>
Keeping Everyone Happy – The Review Process	<input type="checkbox"/>

Congratulations on completing your Group Lead Volunteer Induction!