

# The Appointment Process

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Once you have decided what role you need to fill and found an adult to fill it, there are a number of stages in the process of appointing them.

This section outlines the process of appointing an adult new to Scouting, and is based on *Policy, Organisation and Rules*.

## The vetting process

During the initial meeting with the adult, you will discuss the detail of the role that they have agreed to take on, and they should fill in an Adult Application Form and a Criminal Records Bureau Form (or in Scotland the Central Registered Body in Scotland, CRBS Disclosure application form). For more information on how to fill in a CRB or form see *Applying for Disclosure (England and Wales)* or *Applying for Disclosure (Scotland)*. It might be an idea to ask the individual concerned to bring along their passport or other identification, so that you can complete the filling in of the forms during the meeting.

These forms allow the relevant checks to be made, to ensure that the adult is suitable for the role. These forms should be returned to the District Appointments Secretary, who will make a record of the application and send them to Gilwell Park (The Scout Association's Headquarters) to be processed by the Records Team.

The Records Team uses both forms to carry out the Association's own personal enquiry, and then send the CRB form to the Criminal Records Bureau. After HQ has informed the Appointments Secretary that the personal enquiry has come back as clear (if it does not then please see the publication *The Appointment Process – Guidelines for Appointments sub-Committees*) the District will issue a Provisional Appointment and a Training Adviser will be assigned.

Once the Provisional Appointment has been issued the adult can start their role in Scouting under supervision. The restrictions of the Provisional Appointment are explained on the back of the certificate.

Within five months of the Provisional Appointment being issued, three things should happen:

- Complete *Getting Started* training – this is induction training that will help the adult in the first few months of their role, before they start their Wood Badge.
- Meet with the Appointments sub-Committee and the District Commissioner (separately) to discuss the role to be undertaken and consider their suitability for the role.
- The CRB disclosure to come back as clear. (If it does not please refer to *The Appointment Process (Guidelines) for Appointments sub-Committees*).

If *Getting Started* training is not completed within the time period, the line manager (GSL or DC) should discuss the reasons with the adult. In exceptional circumstances the Provisional Appointment may be re-issued, but only once.

The Appointments sub-Committee should schedule meetings often enough to ensure all applicants are met within the time frame.

If the CRB disclosure does not come back as clear, the District Commissioner will be contacted by HQ with guidance on how to act.

Once all these areas are complete, the District Secretary should notify HQ, and the Appointment or Warrant can be presented.

This process should be followed for all Warranted positions in Scouting, appointments to other roles (Skills Instructor, Section Assistant, Executive Member) vary.