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The appointments procedure



The Appointments sub-Committee ensures people with particular skills fill appropriate roles or do specific tasks.

An adult's role in Scouting

An adult's work in Scouting depends upon the role undertaken. Some adults work with young people, while others have administrative, management or supporting roles. It should be remembered that all these roles are valuable and need to be filled by the right person. The role of the Appointments sub-Committee is to ensure that people with particular skills fill appropriate roles or do specific tasks.

There are different requirements for each Appointment in Scouting. A Section Leader, a Section Assistant and a Treasurer, for example, have very different responsibilities and need different skills and qualities. One person may not be suitable for a particular role but may be perfect for another.

Commitment

Individuals are able to give different levels of commitment and time to Scouting and this may affect the roles they undertake. Those who have the time or skills may wish to take on a Warranted role as a Leader, or an administrative role with more demands, such as a Group Chairman. It should be recognised that some adults do not have such a large amount of time to give. However, their contribution is just as valid and important.

Most people take up an Appointment after a period of reflection and encouragement. During this time, it is important to be as welcoming, helpful and honest as possible. The adult should be encouraged to take the initiative and to ask questions when clarification is required.

Provisional Appointments and *Getting Started*

When an adult starts a role in Scouting, they receive a Provisional Appointment. The Appointments sub-Committee issues the Provisional Appointment once a satisfactory initial response to the Personal Enquiry has been received from Headquarters. The Provisional Appointment lasts for a maximum of five months. During this time, the adult will receive the first phase of the support and training they need to be able to perform their chosen role. This is called *Getting Started*.

The Appointments sub-Committee should try to meet with the adult as soon as possible after the Provisional Appointment is received. This is so the Appointments sub-Committee can verify that it is satisfied with the adult as soon as possible. Provisional Appointment Certificates that show the conditions of the appointment on the reverse, are available from the Information Centre.

Getting Started is made up of three modules.

- Module 1, *Essential Information* – contains basic information that all adults involved in Scouting need to know. For example, Fundamentals of The Scout

Association and Child Protection Policy.

- Modules 3 and 4, *Tools for the Job* – Depending on an adult's role, they will need to complete the learning for Section Leaders (3) or Managers (4).
- Module 2, *Personal Learning Plan* – agreeing with the Training Adviser what learning needs to take place to equip the adult for their role, so that they can create their leaning package.

Getting Started needs to be completed within five months of the issue of an adult's Provisional Appointment.

When an adult has completed *Getting Started*, received clearance from CRB and has been approved by the Appointments sub-Committee, then their Appointment is issued. If *Getting Started* is not completed, the line manager must be notified and the reasons discussed with the adult. If there are good reasons why it is not completed, then the Provisional Appointment may be re-issued. This may only happen once, however.

If an adult is changing roles within a Section or already holds a Wood Badge for that role, then a new Provisional Appointment is not necessary. A Warrant can be awarded as soon as the Appointments sub-Committee has approved the Appointment.

If an adult is changing between any other roles within Scouting, a new Provisional Appointment must be issued. However, it may be that they will have completed certain elements of *Getting Started* training from their previous Appointment. If this is the case, a new Personal Learning Plan should be agreed with their Training Adviser. They should also meet with the Appointments sub-Committee as soon as possible so that they can be given a Warrant for their new Appointment.

Training Advisers

All adults taking on a Warranted role in Scouting will have a Training Adviser assigned to them, and a meeting should be arranged as early as possible. A Training Adviser's role is to support the adult through The Scout Association's Adult Training Scheme up to the award of the Wood Badge. They help the adult to create their Personal Learning Plan and validate the learning undertaken. The support, advice and experience a Training Adviser is able to offer the individual is invaluable and will help ensure that the adult feels supported in their new role. The County Training Manager or their designate assigns the Training Adviser.

The Group Scout Leader

It is the responsibility of the Group Scout Leader and Group Executive to ensure that the Group has sufficient adults to support it. However, it is everyone's responsibility to help with adult recruitment and to make a newcomer feel welcome.

Before formally taking on a role in the Association, an adult new to the role may wish to have a 'taster period' to find out about the sort of things that they will encounter. It is essential however, not to forget that a CRB check must be completed and sent to Headquarters and a satisfactory response to the initial enquiry received before the beginning of this period.

The key role for the Group Scout Leader or relevant person should be to:

- explain how the Group works, and who does what
- make the person feel welcome and part of the Group

- link the person into the life of the District
- explain the formal process of Appointment and, where appropriate, the interview with the Commissioner
- provide informal training and support.

The appointment of an adult new to Scouting

The rules of The Scout Association require that certain procedures are followed before an adult becomes involved in the Movement. The main points are listed below and the full requirements are listed in *Policy, Organisation and Rules* available from the Scout Information Centre or on the Members' website, ScoutBase UK (www.scoutbase.org.uk).

The appointment of all adults in Scouting who will have unsupervised access to young people includes six elements:

- 1 Completion of an application on Form AA following discussion with the person who will be responsible for the adult when appointed or elected
- 2 The issue of a Provisional Appointment
- 3 A CRB Check
- 4 Taking up two local references (using Form RF) to be collected by the District or County
- 5 Discussion with the appropriate Commissioner (where different from the person described above)
- 6 A meeting with the Appointments sub-Committee

No adult is permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. In the case of Leaders and others who will have substantial unsupervised access to young people or who are involved with fund holding and financial management, the appropriate enquiries must include a CRB check via Headquarters. These adults include Commissioners, Group Scout Leaders, Section Leaders, Section Assistants, Skills Instructors, Advisers, Administrators and anyone else who, if unsuitable, could be in a position to be a threat to the health and welfare of our young members or harm the finances or reputation of Scouting. Enquiries are made using Form CRB or their equivalents in Scotland and Northern Ireland.

References are not normally required for those adults who hold a current Appointment, but must be obtained for anyone returning to Scouting after a period of absence, however short.

A flow chart detailing the path to appointing adults is laid out in Appendices 1 and 2.

The appointment of Assistant District Commissioners and District Explorer Scout Commissioners

The County Commissioner recommends the appointment of adults to these posts after consultation with the District Commissioner, and where necessary, the Assistant County Commissioner.

The District Appointments sub-Committee meets with Assistant District Commissioners and District Explorer Scout Commissioners.

Once a recommendation is made, the Appointments sub-Committee should agree

The appointment of all adults who will have unsupervised access to young people includes six elements.

with the individual a date when they can meet. References are taken up by the District Secretary or Appointments Secretary and the information passed onto the Appointments sub-Committee prior to the meeting.

The appointment of Assistant County Commissioners, County Training Managers, County Scout Network Commissioners, District Commissioners and Deputy District Commissioners

These Appointments are the responsibility of the County Commissioner and, therefore, they meet with the County Appointments sub-Committee during this process.

The appointment of County Commissioners

These Appointments are the responsibility of the Headquarters' Chief Scout's Committee on behalf of the Committee of the Council.

The appointment of County Commissioners follows the same basic principles as for other adults but the process is different. The Chief Commissioner, in partnership with the Chief Scout's Committee, is responsible for ensuring that the six elements of the Appointment process are completed.

The appointment of County Presidents

County Presidents are appointed by Headquarters with the approval of the Chief Scout in consultation with the County Commissioner.

The appointment of Local Training Managers

The Appointment of Local Training Managers is the responsibility of the County Training Manager and therefore they meet with the County Appointments sub-Committee during this process.

The appointment of a Chairman, Secretary and Treasurer

Those holding these Appointments carry a considerable responsibility for the management of Scouting. The basic principles of the appointment process apply but the detailed implementation needs to be slightly different as adults for these posts are approved (Chairman) and elected (Secretary and Treasurer) at Annual General Meetings.

If possible a CRB Form and local references (Form RF) should be completed at least eight weeks before the Annual General Meeting. After the AGM, the person must complete a Form AA which is submitted to Headquarters via the relevant sub-Committee.

The Appointments sub-Committee's role is to ensure that the above is completed in order to confirm the person's overall suitability to be involved with Scouting. A flexible and sensitive approach however, should be encouraged. For example, one or two members of the Appointments sub-Committee could visit a new Chairman at their Group Headquarters.

If for any reason the adult is found to be unsuitable, for example, he or she is unable to be a Charity Trustee (see 'Legal considerations'), then the matter needs to be considered by the Executive Committee and if necessary the Scout Council in accordance with *Policy, Organisation and Rules*.

The appointment of Assessors

Assessors are appointed by the County Executive Committee on the advice of the appropriate Assistant County Commissioner or Adviser with the approval of the County Commissioner.

A similar approach to that used for Chairmen, Secretaries and Treasurers must be adopted. A CRB Form should be completed and references (Form RF) obtained, followed by consideration by the County Appointments sub-Committee.

It is good practice that the sub-Committee meets with the adult. Its role is to ensure that suitable enquiries have been made and references obtained and that the adult is fit and proper to take on this role.

The appointment of Advisers

Advisers can be appointed to work with a Group, District or County by the appropriate Executive Committee with the approval of the County Commissioner, District Commissioner or Group Scout Leader as appropriate. A CRB Form must be completed and references (Form RF) obtained, followed by consideration by the Appointments sub-Committee. It is good practice that the Appointments sub-Committee meets the adult. The role of the Appointments sub-Committee is to ensure that suitable enquiries have been made and references obtained and that the adult is fit and proper to take on this role.

The appointment of Training Advisers

Training Advisers are appointed by the County Training Manager or their designate. The County Appointments sub-Committee should consider the suitability of the adult and it is good practice that they meet together. The role of the Appointments sub-Committee is to ensure that suitable enquiries have been made and references obtained. It should also ensure that the Training Adviser understands the training commitment for the role.

The appointment of Section Assistants

Section Assistants are appointed by the Section Leader, with the approval of the Group Scout Leader, subject to the approval of the District Commissioner. They should complete the CRB process and references should be obtained. They should also meet with the District Appointments sub-Committee. It is the role of the sub-Committee to make sure that the adult is fit and proper to take on this role.

The appointment of Skills Instructors

Skills Instructors can be appointed to work with the District, a Group or Section by the District Commissioner. The County Appointments sub-Committee should consider the suitability of the adult and it is good practice that they meet together. The role of the Appointments sub-Committee is to ensure that suitable enquiries have been made and references obtained. It should also ensure that the adult understands the training commitment for the role.

Individuals holding Adventurous Activity Authorisations

The majority of adults in Scouting who obtain an Adventurous Activity Authorisation will also hold a formal Appointment (for example a Scout Leader) and will have completed the appointments procedure.

Where an individual does not hold an adult Appointment, the County

Appointments sub-Committee should consider the suitability of the adult and it is good practice that they meet together. The role of the Appointments sub-Committee is to ensure that suitable enquiries have been made and references obtained. It should also ensure that the adult understands the training commitment for the role.