

the appointment process (guidelines)

for appointments sub-committees

adult support



The Provisional Appointment is the first stage in becoming a qualified adult in Scouting. It provides the first phase of training and support that you need to perform your chosen role. It acts as an introduction to the Movement as well as laying the foundation for the role undertaken.

The Provisional Appointment lasts for a maximum of five months. During this time, an individual completes *Getting Started* and meets with the Appointments sub-Committee. Although an adult is able to begin their new role in Scouting from the moment they receive their Provisional Appointment, there are some restrictions placed upon them. These are outlined on the reverse of this certificate.

Provisional Appointment

This certificate is issued to:

Name: _____

Address: _____

Postcode: _____

Phone: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____



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Thanks to all the contributors to *The Appointment of Adults in Scouting: Guidelines for Appointments sub-Committees*.

Editor's note

Although in some parts of the British Isles Scout Counties are known as Areas or Islands and in one case Bailiwick, for ease of reading this material simply refers to County or Counties.

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Introduction

Scouting is an international Movement with some 28 million Members in more than 200 countries and territories. The number of countries that recognise the value of Scouting and accept its principles is steadily increasing.

The Scout Association in the United Kingdom is established by Royal Charter and is a member of the World Organisation of the Scout Movement (WOSM). It is the only Scout organisation in the UK recognised by the World Scout Conference and registered with the World Scout Bureau in Geneva. Scouting is open to Members of all faiths and offers equal opportunities to all young people in the community, regardless of their social, religious or ethnic background or gender.

The Scout Association is not a religious body. It is an organisation with a Religious Policy, which encourages young people to grow spiritually and develop within their own faith and denomination. It has a positive policy of integration and welcomes young people who have special needs.

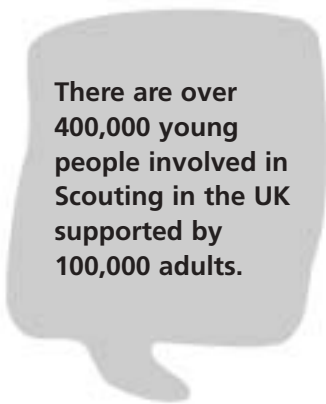
There are over 400,000 young people in the Scout Movement throughout the United Kingdom. They are supported by over 100,000 adults, holding Appointments as voluntary Leaders, Administrators and Supporters.

In 1991, it was decided that The Scout Association should become co-educational, admitting girls to the Beaver Scout, Cub Scout and Scout Sections. This complemented the admission of young women to the Venture Scout Section in 1976, and built on the work of women Leaders and helpers since the early years of the Movement. When an individual becomes a Member of the Movement, they also become a member of the appropriate Section of The Scout Association and of the World Organisation of the Scout Movement.

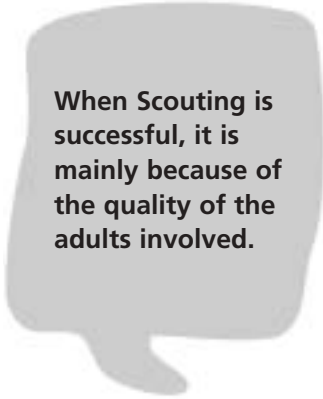
The Programme

In 2002 The Scout Association launched a new Programme to promote the growth and continuous development of young people aged 6 – 25. The age range is split into five youth Sections: Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts and the Scout Network. By working through these Sections, the Programme can be delivered in a way that is appropriate to the needs of the young people in each age range, building on what has gone on before. It is based on the concept that the Programme should be well balanced, offering a wide range of activities in different ways.

At the heart of the Balanced Programme lie the six Personal Development Areas (PDAs). These are Body, Mind, Faith and Beliefs, Relationships, Community and Surroundings. Leaders help young people to grow and develop in each of these areas through their involvement in Scouting. It therefore provides the basis of regular Section meetings and all the other activities that Scouts of any age take part in, including adventurous activities, cultural events, community support work and leadership opportunities.



There are over 400,000 young people involved in Scouting in the UK supported by 100,000 adults.



When Scouting is successful, it is mainly because of the quality of the adults involved.

The Programme is easily recognisable as Scouting, not only in its content (what is done), but also in its methods (how it is done). Programme planning is concerned with the process of planning as well as content. Adults provide Scouting in an attractive and exciting way as facilitators, supporters, guides, mentors and as role models to young people.

The structure of The Scout Association is designed to facilitate the effective delivery of Scouting to young people. It is organised at four levels: Local, District, County and National, using a structure of Scout Group, Scout District, Scout County and Headquarters respectively. A Scout Group normally has a number and a name for management and support purposes (for example 1st Anytown). A number of Scout Groups make up a Scout District and a number of Scout Districts make up a Scout County. The responsibility structure in The Scout Association is simple. Group Scout Leaders are responsible for those people in their Group; District Commissioners are responsible for all those in their District; likewise, County Commissioners are responsible for those in their County.

Adult guidance

Adults in Scouting help young people to fulfil their potential through the delivery of a balanced programme of activities. They provide them with exciting and challenging experiences, and help them use those experiences in their personal and social development.

The quality of the learning that takes place depends upon various factors, including the resources available, but particularly upon the Leader's skills, personal example, personality and influence. The Adult Training Scheme is designed to help adults in all of these areas.

When Scouting is successful, it is mainly because of the quality of the adults involved. It follows then, that the appointment of adults is one of the most important responsibilities in Scouting. It requires much care, tact and administrative efficiency. Because The Scout Association attaches such importance to the quality of its leadership, the appointment procedure is necessarily rigorous.

This book is designed to give guidance and support to members of Appointments sub-Committees. It highlights areas that should be addressed with potential adult Members of the Movement. It also provides information on the responsibilities of the sub-Committee.



The Appointments sub-Committee forms part of a six-step appointment procedure.

The track record of the Movement

Scouting has an excellent track record in the appointment of adults in the Movement. When the correct processes are in place, it is rare for someone whom we would not wish to work with young people or look after funds to be appointed. For this reason, it is important that the correct recruitment procedure is followed in which the Appointments sub-Committee plays an essential role.

What is an Appointments sub-Committee?

The Appointments sub-Committee forms part of a six-step appointment procedure for an adult new to Scouting:

- The Personal Enquiry (Criminal Records Bureau Check in England and Wales, Disclosure Scotland in Scotland and Confidential Enquiry in Northern Ireland)
- Taking up two references (Form RF)

- Application on Form AA
- The discussion with the appropriate Commissioner, where a mutual agreement is approved
- The meeting with, or consideration by, the Appointments sub-Committee
- The issue of Provisional Appointments.

The Appointments sub-Committee is responsible to the relevant Executive Committee for assessing an adult's suitability to undertake a role in Scouting.

The main roles of an Appointments sub-Committee are to:

- make the adult feel welcome
- explain to the adult the purpose of the Appointments sub-Committee
- undertake an assessment of the adult
- make a recommendation as to the appointment
- support the Commissioner in conducting Appointment reviews
- support the Commissioner in the process of review following suspension
- support the Commissioner in the resolution of disagreements.

The major responsibility of the Appointments sub-Committee is to make an independent assessment of any adult wishing to take up an appointment in Scouting. It should therefore be positive in its approach. This work supports the Commissioners who have ultimate responsibility for Scouting in their locality.

The Appointments sub-Committee is not a 'rubber stamping' body and must carry out its functions with integrity and with the welfare of the Movement and its Members in mind. It therefore has an important role to ensure that those who are regarded as unsuitable to work with young people or look after funds do not have access to either.

At the same time, it should not be seen as stopping those who are genuinely interested in and suitable for giving their free time to Scouting. The sub-Committee plays a vital part in ensuring that those who take up adult appointments uphold Scouting's values and principles.

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The Appointments sub-Committee

This chapter should be read in conjunction with *Policy, Organisation and Rules*. (POR should always be your primary point of reference). The rules relating to Appointments sub-Committee within the *Policy, Organisation and Rules* of The Scout Association are as follows:

The District Appointments sub-Committee

The District Appointments sub-Committee is a mandatory sub-Committee of the District Executive Committee. The responsibilities of the District Appointments sub-Committee are:

- to interview and satisfy themselves as to the suitability of applicants for appointment as Assistant District Commissioners; District Explorer Scout Commissioners; District Scouters; Group Scouters; Section Leaders; Section Assistants; Skills Instructors; Group and District Administrators and those seeking Adventurous Activity Authorisations who do not hold a Warrant or Appointment elsewhere in the Movement
- to consider applications for changes in appointments in Groups or in the District
- with the District Commissioner, to review appropriate Warrants, Certificates of Appointment and Adventurous Activity Authorisations
- following the suspension of an adult within the District, to recommend continuation of suspension, re-instatement, or modification or cancellation of appointment
- to support the District Commissioner in the resolution of disagreements.

In addition to the functions listed above, the District Appointments sub-Committee must consider, jointly with the District Commissioner, the report of any arbitrator appointed by the County Commissioner in situations of dispute.

Any recommendation to cancel an adult's Warrant must be agreed with the District Commissioner and a report submitted to Headquarters. In the case of agreement not being reached, the District Executive Committee must consider the matter. If the District Commissioner does not agree with that Committee's decision, the matter must be referred to the County Commissioner, whose decision must be accepted as final by all parties.

The District Executive Committee may appoint an Assistant District Secretary to be the Secretary of the District Appointments sub-Committee if it sees fit.

District Appointments sub-Committee membership

Like all sub-Committees of the District Executive Committee, the District

Commissioner and the District Chairman are *ex officio* members. The District Chairman may be the Chairman of the District Appointments sub-Committee. The District Executive Committee appoints the remaining members which may include people from inside and outside Scouting. In some cases it may be appropriate to invite the Local Training Manager, (depending on your local training structure).

Whilst the District Commissioner is an *ex-officio* member of the Appointments sub-Committee they would not normally attend Appointment sub-Committee meetings because they need to be independently satisfied that the applicant is suitable for a particular appointment.

The County Appointments sub-Committee

The County Appointments sub-Committee is a mandatory sub-Committee of the County Executive Committee. The responsibilities of the County Appointments sub-Committee are:

- to interview and satisfy themselves as to the suitability of applicants for appointment as District Commissioners; Deputy District Commissioners; Assistant County Commissioners; County Training Managers; Local Training Managers; Training Advisers; County Scout Network Commissioners; County Scouters; County Skills Instructors; County Advisers and Assessors; County Administrators and those seeking Adventurous Activity Authorisations who do not hold a Warrant or Appointment elsewhere in the Movement
- to consider applications for changes in Appointments in the County
- with the County Commissioner to review appropriate Warrants, Certificates of Appointment and Adventurous Activity Authorisations
- following the suspension of an adult within the County, to recommend continuation of suspension, re-instatement, modification or cancellation of Appointment
- to support the County Commissioner in the resolution of disagreements.

In addition to the functions listed above, the County Appointments sub-Committee must consider, jointly with the County Commissioner, the report of any arbitrator appointed by the Chief Commissioner in situations of dispute.

Any recommendation to cancel a Warrant must be agreed with the County Commissioner and a report submitted to Headquarters. In the event of agreement not being reached, the County Executive Committee must consider the matter. If the County Commissioner does not agree with that Committee's decision, the matter must be referred to the Chief Commissioner, whose decision must be accepted as final by all parties.

The County Executive Committee may appoint an Assistant County Secretary to be the Secretary of the County Appointments sub-Committee if it sees fit.


County Appointments sub-Committee membership

Like all sub-Committees of the County Executive Committee, the County Commissioner and the County Chairman are *ex officio* members. The County Chairman may be the Chairman of the County Appointments sub-Committee. The County Executive Committee appoints the remaining members. The District Executive Committee appoints the remaining members which may include people both from inside and outside Scouting. In some cases it may be appropriate to invite the County Training Manager, (depending on your local training structure).

Whilst the County Commissioner is formally an *ex-officio* member of the Appointments sub-Committee they would not normally attend sub-Committee meetings because they need to be independently satisfied that the applicant is suitable for a particular Appointment.

The membership of the Appointments sub-Committee

As Scouting is open equally to both men and women, it is important that the membership of the Appointments sub-Committee reflects the local community and is balanced by age, gender, culture and faith. It is advisable to include one or two people from within the community who may not be otherwise connected with the Movement. Ideally, these individuals have particular knowledge of youth and community work, personnel, human resources or interviewing skills gained from their place of work.



The Appointments sub-Committee should be balanced and reflect the local community.

As the Appointments sub-Committee also supports the Commissioner in matters regarding suspension of membership and the resolution of disagreements, the balance within the Committee of those who have significant Scouting experience and those with expertise in dealing with people in the wider community is very important. Membership of the Appointments sub-Committee should be sufficiently large to enable it to call together enough members (normally two or three, plus the Chairman and Secretary) at relatively short notice. For example, a committee may have 10 members with one Chair and one Secretary, and eight others that can be called on throughout the County or District. However, not all members of the Appointments sub-Committee are needed every time.

Members of this sub-Committee will need to be briefed. The Chairman of the sub-Committee could do this. New members could be given a copy of this book or carry out some of the available learning. This will enable them to gain an understanding of their role in the Appointment process and to get an idea of the Association's Aim and Purpose.

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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.

4

Considerations



Adults may not begin their role in Scouting until they have been issued with a Provisional Appointment.

Criminal Records Bureau (CRB) check

The Criminal Records Bureau check has been introduced to replace The Scout Association's previous Confidential Enquiry check. However, the Association continues to carry out its own internal checking procedures using the information provided on the CRB Form (known as an initial enquiry). Those persons who are to have unsupervised access to young people must be checked using the CRB procedures. Such persons include Warranted Appointments, Skills Instructors, Scout Network members, Scout Fellowship members and Section Assistants. Similarly, the officers of Group, District, and County Executives (Chairman, Secretary and Treasurer) must also be checked using the CRB procedure.

The whole process of the CRB check can be seen in Appendix 1 and is described as follows:

When an adult completes the CRB form it should be passed to the District or County (as appropriate) who will send it to Headquarters. The Records Department then uses it to process an initial enquiry. It then sends the result back to the District or County (as appropriate). It also sends the CRB form to the Criminal Records Bureau.

Once the Association's initial enquiry has come back as clear, the Appointments Secretary can issue a Provisional Appointment. Adults may not begin their role in Scouting until they have been issued with a Provisional Appointment, and therefore not before the result of this initial enquiry has been received.

The initial 'cleared' enquiry must be received before the Appointments sub-Committee meets with the adult. It is important that the Appointments sub-Committee meets on a frequent basis to ensure that an adult's application is dealt with as quickly as possible.

When the disclosure from the CRB has come back as clear, the adult has completed *Getting Started* and the Appointments sub-Committee has satisfied itself with the suitability of the adult, the Appointments Secretary notifies Headquarters to request a Warrant or issues a certificate of local Appointment.

If there are any problems with the enquiry, the information is returned to the relevant Commissioner. In Scotland, these will be returned to Scottish Headquarters. Problems with a CRB enquiry must be handled very carefully and according to legal constraints. In these cases, Headquarters will issue the relevant Commissioner with detailed information on how to handle the disclosure.

A CRB check must also be completed for all members of the Scout Fellowship, parents who help on a regular basis on meeting nights, people who help at camp and anyone else who is likely to have unsupervised access to young people in Scouting. Once a 'CRB clearance' has been received, the adult should be given a copy of the Association's *Young People First* Code of Good Practice (yellow card). The relevant Leader, Group Scout Leader or Commissioner must talk them through the Yellow Card. The Appointments sub-Committee is not required to meet with these

adults, unless they go on to take up a formal Appointment.

Application

After it becomes clear that the adult wishes to take up an Appointment, the adult completes and signs the Form AA (at the same time as the CRB form if the CRB check hasn't already been carried out).

The application must be supported by the Group Scout Leader or relevant Commissioner, and the form should state the role to be undertaken. The Commissioner does not sign the form until they have held a discussion with the adult and reached a mutual agreement about the adult's role in Scouting and covered the Fundamentals and policies of The Scout Association.

References

For adults who are new to Scouting, or who are returning to Scouting after a period of absence, two references in writing must be obtained. These are requested to support the person's suitability, before any consideration by the Appointments sub-Committee takes place. The Reference Form (Form RF) must be used for this purpose. These should be sent out and returned to the Appointments Secretary.

It is important that referees are not related to the adult. If a referee does not respond, the adult should be informed and asked to nominate another person. No new Appointment is effective until references have been received and considered. If after a reasonable period of time references have still not been received, the Appointments sub-Committee should decide on what course of action to take.

Where a current post-holder is in the process of re-appointment or reassignment, further references may not be required, unless the review follows a period of formal suspension.

In the event of such references establishing that the person is not suitable, the Secretary must send full details to the Records Manager at Headquarters in a letter marked 'Private and Confidential'. The Commissioner must be informed.

The sponsoring authority


Where a Scout Group has a sponsorship agreement with a particular faith or community group, and that agreement gives the sponsoring authority a role in the appointment of adults, there should be a well-established procedure in place. It is likely that the sponsoring authority or a nominee would want to meet the adult, for an opportunity to explain the relationship between the Group and the sponsoring authority. It may also be that, as part of the sponsorship agreement, there are certain requirements of the adult that may need some explanation.

The key roles of the sponsoring authority or nominee are to:

- make the new person feel welcome and explain the role of the sponsoring authority
- work with the Group Scout Leader, when appropriate, to complete the formal Appointment process.

The discussion with the Commissioner

Policy, Organisation and Rules states that the Commissioner and the Appointments sub-committees must each and separately satisfy themselves that:



No new appointment is effective until references have been received and considered.

- the applicant is at least 18 years old
- all consultations or approvals required by the rules have been undertaken or obtained
- the applicant is suitable in all respects to undertake the responsibilities of the proposed Appointment
- the applicant has the necessary qualifications to carry out the duties of the Appointment
- the applicant understands and accepts the Purpose and Principles of The Scout Association
- the applicant understands the adult training obligations which apply to the Appointment (including ongoing learning after gaining their Wood Badge)
- the applicant agrees to abide by the policies and rules of The Scout Association.

When carrying out these discussions, the Commissioner should consider a number of practical issues, such as the number of people to be spoken to, the amount of time needed, any special needs and so on.

It is quite acceptable for the Commissioner to delegate part of this responsibility to members of the appropriate team. For example, it could be easier for the Assistant District Commissioner (Scouts) to meet with all the new Section Assistants, Instructors etc. within the Scout Section, whilst leaving the District Commissioner to interview any potential Leaders. A similar approach could be made for Administrators whereby the newly elected District Secretary discusses their role with the County Secretary.

An informal setting is recommended, possibly in someone's home, and the meeting should last no more than an hour or so. Other matters may be considered outside the discussion, but at this stage, the adult may still be getting to know the Association and how it works.


During the discussion, time is set aside to discuss and identify the:

- job the person has been asked to do (the job description)
- personal qualities needed
- functional aspects of the role
- values of Scouting as set out in the Promise and Law, Purpose and Principles
- major policies of the Association.

In looking at the personal qualities needed, the applicant is encouraged to talk about their previous experience in or outside Scouting, interests or hobbies and other spare time activities. The adult should be told about the role of the Training Adviser in supporting them, and the training that will be provided.

In addition, the details of the Appointment should be agreed between the adult and Commissioner. This mutual agreement should include:

- the length of the Appointment (when it expires)
- to whom the adult will be responsible
- for whom the adult is responsible
- what the adult will do



Applicants should see the whole appointment process as a positive exercise.

- how much time will be involved
- what support and training is available.

The final part of the discussion should concentrate on looking forward and discussing what they are aiming to achieve. It is important that applicants see the whole appointment process as a positive series of activities designed to bring them into an adult role in Scouting. At the same time, this discussion allows the Commissioner to assess the adult's suitability to undertake a particular role and to ensure that unsuitable people do not gain access to young people or to the funds of the Group, District or County.

Legal considerations

Scouting has to operate under the law of the land in both the organisational contexts of Scout Groups formed as charities and individual's responsibility for children. English law on Child Protection has until recently been limited to:

- the common law principle of the duty of care when taking action not to cause harm to others
- the duty not to act negligently or recklessly concerning people, including children, who come on to one's land, (e.g. The Occupiers Liability Act, 1957¹).

On an international level, the rights of children to protection from abuse and exploitation are set out in the UN Convention on the Rights of the Child which was approved by the British Government in 1992. The principal ethos of this convention is recognition that the interests of the child are paramount and this ethos is increasingly finding its way into English law.

For example, the Children Act 1989¹ places a responsibility on all those who work with children and young people in the context of care proceedings, local authority obligations and child minding, to promote and safeguard welfare of young persons and help protect them from harm. The Scout Association has a policy that reflects this.

The work of the Appointments sub-Committees is to ensure that as far as possible, unsuitable adults are not given authority or control over children and young people. This can therefore be seen not only as a requirement within *Policy, Organisation and Rules* but also a responsibility under developing English law.

Defamation

Under English law, a person is entitled to his or her good name and has the right not to have defamatory statements made about him or her, which would harm his or her reputation. A defamatory statement is one which tends to lower a person in the view of ordinary members of society; or which results in the person being made the subject of hatred, contempt or ridicule; or which belittles them in any office held or in their work.

There are two types of action for defamation:

- 1 **Libel** – where the defamatory statement is made in writing or in some other permanent form about a person and is communicated to another person.
- 2 **Slander** – where the defamatory statement is made by spoken words, sounds, looks, and gestures or by some other non-permanent form concerning a person

¹These Acts apply in England and Wales. Northern Ireland and Scotland and have their own equivalent legislation. (HMSO)

and made to another person.

Sometimes the Appointments sub-Committee and the Commissioner have to reject an applicant for a Scouting Appointment or cancel a Warrant for reasons which, **if untrue**, could be damaging to the reputation of the individual concerned. It is therefore important to ensure that a person's suitability for an adult Appointment in Scouting is examined carefully and accurately.

However, Commissioners and Appointment sub-Committees should not act over cautiously in seeking to avoid a possible claim of defamation if, in doing so, an unsuitable person is appointed or remains in office.

There are two defences if faced with a possible claim of defamation:

- 1** The statement is not defamatory if it is substantially true. For example, if the reason for suspending an adult Warrant is that the police are investigating the holder, it is not defamatory if this is true.
- 2** The decisions of the Commissioner and the Appointments sub-Committee are likely to be protected by 'qualified privilege'. This gives a defence against any claim for defamation unless the claimant is able to prove that the defamatory words were published with malice. To ensure that there is no abuse of qualified privilege, the reasons for a decision to reject an application or cancel a Warrant should not be communicated to anyone apart from the Commissioner, the members of the Appointments sub-Committee and Headquarters personnel.

In cases of doubt, the advice of The Scout Association's Legal Department may be sought.

The limitation period for bringing an action for defamation is one year from the date on which the claimant became aware of the existence of the defamatory statement unless the court is willing to extend the time limit in special circumstances.

Charity Trustees

Some Appointments will result in the holder becoming a member of an Executive Committee and thus a Charity Trustee. It should be noted that certain persons are disqualified from becoming or continuing as Charity Trustees. They are people who:

- have been convicted at any time or any offence involving deception or dishonesty, unless the conviction is regarded as spent
- are undischarged bankrupts
- have made composition with their creditors and have not been discharged
- have at any time been removed by the Charity Commissioners or by the court in England, Wales or Scotland from being a Trustee because of misconduct
- are disqualified from becoming company directors
- have failed to make payments under County Court administration orders.

For further information on Charity Trustee status, please contact the Legal Department at Headquarters.

5

The meeting

Work to be done before the meeting


The Appointments Secretary should contact the applicant by telephone and agree a time and date. Simply sending out a formal letter stating the time, place and venue is not appropriate, as this is likely to cause unnecessary concern and apprehension.

Having agreed the arrangements over the telephone, the Secretary should then write and confirm the details of the meeting, give an outline of the process, including how long the meeting will take, and enclose a map showing the location of the venue.

It may be helpful to produce a short leaflet to explain what happens throughout the appointment process locally.

Frequency of meetings

Appointments sub-Committee meetings should be held as and when they are required. Applicants should not be kept waiting for a meeting with the Appointments sub-Committee for more than one month after the discussions with the Commissioner have taken place and the references have been received. This will encourage the adult and show that the Association is efficient and proactive with regard to their appointment. It is essential to note that this needs to be completed within five months of the Provisional Appointment.



Whatever the venue chosen for the meeting, it should be comfortable and unthreatening.

The venue

The type of venue needs to reflect the number of people involved. However, whatever the venue, it should be comfortable and unthreatening. The room used for the meeting should be set out informally so that the applicant does not receive the impression that he or she is appearing before some kind of tribunal.

It is important that the applicant is made to feel at ease throughout the whole process and this could mean organising a separate room where people may talk informally before and after the meeting, possibly with a member of the District Team. It is also a good idea to offer the applicant a cup of tea or coffee.

Introductions and purpose

The meeting should normally last around 20-40 minutes. The questions should be structured as outlined below.

Those asking the questions to gauge whether the person is suitable should be able to put adults at their ease and make the environment as relaxed and informal as possible. They must ensure however, that the reason behind the meeting - to ensure that the person is fit and proper - is not lost.

Members of the Appointments sub-Committee should have agreed beforehand who will ask questions on which topics. The references also need to be considered as they could point to areas that need further questioning. The approach should be

flexible, providing support to each other as well as to the adult.

Appropriate questioning

The style of questions asked will depend upon the amount of information that is needed from the adult.

Closed questions only leave the options of 'yes' or 'no' as an answer. If these are used little information can be gained.

If open questions are used more information will be gained. Open questions are those which use words such as who, what, why, when, where, how, what if etc. Using this style of questioning, it should be possible to find out more about the adult's views, opinions and motives for offering to help.

To clarify a view or explanation, it may be necessary to ask a closed question. For example, 'You said X. Does this mean you do not agree with Y?'

It is important to avoid questions that reflect the opinions of the questioner, for example, 'I think 'X' or 'Y', what do you think?' This type of approach can be off-putting to someone who may find it difficult to express their point of view and could result in them just agreeing with the statement.

Making a judgement

At the heart of the sub-Committee's work is a requirement to make a judgement as to the suitability of an individual to take up a particular Appointment in Scouting.

The Appointments sub-Committee needs to consider the more general qualities of the individual under the following headings:

- personal qualities
- functional qualities
- personal values and faith.

It is also important to recognise that in many cases, the Appointments sub-Committee should look for potential rather than experience because the individual may not have worked directly with young people or adults in this way before. At all times two questions must be on the minds of members of the Appointments sub-Committee:

- Will the person be able to assist the Movement to provide 'Better Scouting for more Young People?'
- Is this the right role for this person?

Personal qualities

Everyone has individual characteristics and personalities, which reflect their upbringing and life experiences. Some of these qualities will not be identified by direct questioning. Rather, members of the Appointments sub-Committee should try and gain a general impression over the course of the meeting. In the general discussion that is likely to take place at the beginning of the meeting, the Appointments sub-Committee will need to be on the look out for some of the following personal qualities:

- a positive attitude
- forward looking

- keenness
- enthusiasm
- a sense of humour
- initiative
- reliability
- tolerance
- honesty
- a realistic approach
- successful relationships with other adults and young people.

Some questions that might help explore personal qualities include:

- What are you looking forward to most in your role?
- What attracts you to this role?

Many personal qualities will become apparent when discussing other areas; for example, it is usually better to discover someone's sense of humour through the things they say naturally during the conversation rather than asking them to tell a joke!

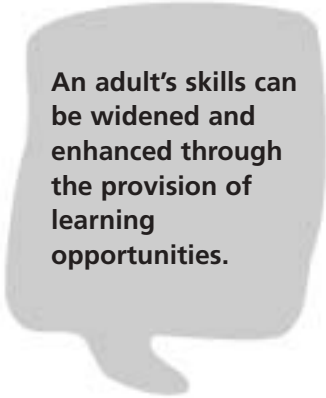
Functional qualities

This area is likely to be more straightforward as it is looking at the adult's ability to do the job. Some individuals may have come up through Scouting and so will have many of the practical skills required depending on the role, but little or no experience as a Leader. On the other hand, an individual may have no knowledge of Scouting, but have worked with young people elsewhere. The following qualities will need to be considered for any role in Scouting:

- practical skills
- organisational skills
- team player
- leadership qualities
- empathy with the appropriate age range
- maturity
- communication skills
- ability to learn new skills.

Questions that might help to explore functional qualities include:

- What do you think makes a leadership team work well? How do you work in a team?
- How would you deal with a serious argument between two Members in your Section?
- What other work, voluntary or employed have you carried out with young people in the past?



An adult's skills can be widened and enhanced through the provision of learning opportunities.

- Tell me about an event you have organised in the past. What problems did you encounter and how did you resolve them?

Remember that an adult's skills can be widened and enhanced through the provision of learning opportunities. The opportunities available are detailed in the *Adult's Personal File*.

Personal values and faith

Some of the questions should help the Appointments sub-Committee address the issues under this heading. It is important to treat this topic in a similar way to all the others and to give the applicant the opportunity to express their true feelings rather than to simply give a superficial or yes/no answer. The following issues will need to be explored:

- Duty to Self – trustworthy, self-confident, self-controlled and respecting
- Duty to Others – respect for others, working together to serve other people and to improve society showing respect towards the natural world
- Duty to God – carrying into daily practice the principles of a religious faith or belief; belonging to a religious body; accepting that there is a higher being.

Individuals wishing to become Associate Members are not required to make the Scout Promise. The Appointments sub-Committee will need to approach the discussion on personal values and, in particular, 'Duty to God' with this in mind. However, Associate Members are still required to accept the values of Scouting as listed in the Aim, Principles and Method of the Association.

Questions that might be asked to explore personal values and faith include the following:

- The Scout Association's Fundamentals mention 'Duty to Others.' How do you think members of your Section could improve society or help other people?
- The Scout Association's Fundamentals mention 'Duty to Others.' How can you encourage Leaders to work with young people in a way that improves society and helps other people?
- The Fundamentals also mention 'Duty to Self.' which covers trust, self-confidence and respect; how would you set an example to others in this area?
- In the Promise, we talk about doing our 'Duty to God.' What do you think this might mean to young people and you?
- In the Promise, we talk about doing our 'Duty to God.' How might you help Leaders to help young people understand their duty to God?

6

Decisions

The majority of this chapter is written from a District perspective. This is because District Appointments sub-Committees will carry out the majority of the work.

In most circumstances, County Appointments sub-Committees will use similar approaches.

Decisions

Remember, the key purpose of the Appointments sub-Committee is to determine whether the adult is fit and proper to work in Scouting. But what does this mean? There isn't a simple checklist for this decision; therefore the Appointments sub-Committee needs to decide if the adult:

- would be a good role model; would the young person's parents be happy and willing to leave their children in the care of this adult? (Exactly what might concern parents may of course be different in different villages, towns and cities).
- would be safe with young people/handling money/leading adults (as appropriate). Does the Appointments sub-Committee feel that this adult would act responsibly in these circumstances?
- would be suited to the role. Does this adult show enthusiasm for the role? Do they demonstrate an understanding of the job, and are they willing to undertake it using their relevant skills?

It is likely that during the meeting, the sub-Committee will form an opinion as to the general characteristics of the adult. It should be able to satisfy itself that they are a suitable person to take on a particular role in Scouting.

It may, however, be difficult to come to a final conclusion as to the adult's suitability. The Chairman of the Appointments sub-Committee should raise these concerns with the Commissioner before confirming any recommendation.

If the Appointments sub-Committee and the Commissioner do not agree, the matter must be raised with the Executive Committee.

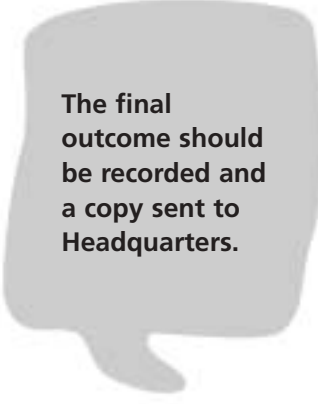
If the Executive Committee agrees with the District Commissioner, the decision is final. If it does not agree, the matter must be referred to the County Commissioner or Chief Commissioner as appropriate, whose decision all parties must regard as final.

At the end of the process, the final outcome should be recorded and a copy sent to Headquarters.

Appointment

Where the Appointments sub-Committee is happy to support the Appointment, the Secretary should sign the form and send it to Headquarters.

In the case of Warrants these will be issued by Headquarters and returned to the District/County.



The final outcome should be recorded and a copy sent to Headquarters.

In the case of Section Assistants, Skills Instructors, and Advisers, a Certificate of Appointment is issued locally.

In the case of Training Advisers who are appointed locally through the County Appointments sub-Committee, there is a Certificate of Appointment.

The Secretary should send a letter to the adult to explain that a Warrant or Certificate of Appointment will be presented shortly and to welcome the applicant into the District/County.

It is important that the Warrant or Certificate of Appointment is presented as soon as possible to ensure that the individual feels integrated and valued.

Refusals

If the Appointments sub-Committee or the relevant Commissioner refuses the adult a Warrant or Certificate of Appointment, then the County Commissioner and Headquarters must be informed.

The applicant must also be told in writing as soon as the decision has been made.

Review

The Appointments sub-Committee has a role to play in the review stage of an adult's Scouting life. This is shown in the Adults in Scouting model (see Appendix 3).

All Appointments in Scouting are for set periods of time. The maximum length of a Warrant or Certificate of Appointment is five years, but it is possible for them to be issued for less. This can be simply done by entering the required review date on the Warrant or Certificate. The length of time should have been agreed between the Commissioner and the adult when the appointment was first discussed.

The relevant Commissioner, or line manager should undertake interim annual reviews before a Warrant expires. These may be informal such as a simple chat to see how things are going and if people are happy. Further details of this can be found in the Adults in Scouting resources covering 'Review'.

The District Commissioner, in co-operation with the Group Scout Leader and the District Appointments sub-Committee, must review all Leader Warrants at the end of the period agreed at Appointment.

The District Commissioner and the Appointments sub-Committee acting together must review the Warrants of Group Scout Leaders.

The District Commissioner and the Appointments sub-Committee are responsible for carrying out the review together with the Group Scout Leader for Group Appointments. In most cases this will take the form of a meeting between the Leader and Group Scout Leader who will then make a recommendation to the District Commissioner and relevant Appointments sub-Committee. It should not normally be necessary for either the Leader or Group Scout Leader to attend the sub-Committee meeting unless there are real difficulties to be resolved.

For Warranted appointments that are renewed, the adult must hold a current First Aid Certificate, with First Response being the minimum standard.

All Section Assistants, Skills Instructors, Training Advisers and those holding Adventurous Activity Authorisations are also subject to a review at least every five years.

The process for review is handled as follows:

- a) The Appointments sub-Committee secretary sends Form AR to the line manager who will carry out the review. The form should be sent at least three months before the review is due.
- b) The Appointments sub-Committee secretary notifies the appointment holder that the review is due.
- c) The line manager carries out the review and records the details on Form AR and returns it to the Appointments sub-Committee secretary.
- d) The District Commissioner and Appointments sub-Committee consider the completed Form AR and reach a decision on the review of the appointment.

Form AR is available from the Scout Information Centre.

The Appointments sub-Committee has a role to play in supporting the appropriate Commissioner in the formal review of Appointments. The areas to be considered are very much the same as those set out in Chapter 4 - making a judgement about the applicant, except that the review meeting will now be concentrating on the adult's past service and their potential for further service in Scouting. In carrying out this review, the Appointments sub-Committee should consider the following key issues:

- Is the person still suitable for their present role?
- Does the person still accept the Aim, Principles, Method and Policies of the Association?
- Has the person carried out their duties to an acceptable standard?
- Has the person completed appropriate training?
- Does the person have an up to date First Aid certificate (with First Response being the minimum standard)?
- Has the adult completed the Ongoing Learning requirement for their role?

The outcome of any formal review can be renewal of the Appointment, reassignment to another Appointment or retirement. This is shown in the Adults in Scouting model (Appendix 3).

One of the more common issues to be resolved is that the adult may not have completed their learning obligations. The adult's Training Adviser should guide them through the completion of their Personal Learning Plan but it is the adult's responsibility to complete their learning. There may be very valid reasons for learning to be incomplete, e.g. work or family commitments.

The rules of The Scout Association allow for special circumstances and for alternative approaches to completing learning to be agreed in consultation with the County and its Training Manager. It is therefore possible for the District Commissioner to renew a Warrant after taking the following points into account:

- Are there genuine reasons why the obligation to learning has not been met?
- Is there a willingness by the person involved to complete appropriate learning?
- Can a clear plan of action be agreed by all the parties involved?

Once a commitment to complete the necessary learning has been agreed, then a whole range of alternative learning methods and approaches can be used to help the person gain an appropriate Wood Badge.

Administrator's Appointments are not reviewed as the term of office comes to an end at the Annual General Meeting of the appropriate Scout unit. The Administrator can, of course, be re-elected to the same office.

It is good practice for the individuals to have been spoken to by the Group Scout Leader or Chairman prior to the Annual General Meeting to ascertain if there is mutual agreement that they stand again for election.

Holding more than one Appointment

From time to time adults may be required to take on more than one role in Scouting. This may be due to having to cover a vacancy whilst a permanent solution is found, for example, a County Commissioner covering a vacant District Commissioner role. The relevant Commissioner must give approval for this to happen within the County or District. This will need to be recorded by the Appointments sub-Committee. The Commissioner must be satisfied that the adult is able to fulfill the duties of the both roles.



The Appointments sub-Committee supports the Commissioner in dealing with adult suspensions.

Changing Appointments

Many people join Scouting in order to undertake a particular role and stay for as long as this work is rewarding. Others are often prepared to move onto other challenges or take on additional responsibility. When this happens there is no need for them to go through the whole Appointment procedure, for example, submission of a CRB or a request for references (Form RF) unless the adult has changed District or County or if there has been a break in service. The Appointments sub-Committee is responsible for considering changes in Appointments. It should consider the change in responsibility and the person concerned to arrive at a decision as to whether an additional meeting is necessary or not.

Where appropriate, changes to Appointments should be notified to the Records Manager at Headquarters.

Suspensions

From time to time, the District Commissioner may need to take action to suspend an individual from Membership or Associate Membership of the Movement. Suspension may be as a result of an alleged criminal offence, a disagreement between parties or when the action of an individual could seriously harm the Members and/or reputation of Scouting.

Suspension itself is not intended to pass judgement on a particular set of circumstances, but is there to allow the Commissioner to respond to a situation, which if unchallenged could potentially harm young people or the reputation of the Movement.

The work of the Appointments sub-Committee is to support the Commissioner in dealing with the consequences of suspending an adult in Scouting. The sub-Committee does not have a formal role to play in deciding that suspension is necessary. That responsibility lies firmly with the District, County or Chief Commissioner and the Association's Headquarters. In dealing with suspensions, the appropriate Commissioner must complete a Cancellation/Suspension Form CS.

The sub-Committee does, however, have a role in dealing with the lifting of a suspension. Its support and advice can ease the decision-making load of the Commissioner involved and reduce the likelihood of accusations of personal prejudice.

Alleged serious criminal offence

In the case of an allegation of a criminal offence e.g. offences against young people, theft, assault, the District or County Commissioner has no choice (after consultation with the County or Chief Commissioner as appropriate) but to suspend Membership.

The suspension must remain in place until any police enquiries are concluded and the investigating authorities have taken whatever steps they deem appropriate. It is then a matter for the Appointments sub-Committee to consider the outcomes of the enquiries, together with the events that gave rise to the allegations and to decide whether or not Membership should be re-instated.

It is not the role of the Commissioner or the Appointments sub-Committee to carry out **any** investigation in respect of the alleged criminal activity. They do however have a collective responsibility to review the position and consider the suitability of the individual concerned.

Guidance notes for adults suspended following an allegation of a serious disciplinary or criminal offence are available from The Secretary's Department at Headquarters, from your Field Development Officer and from the Information Centre at Headquarters. Contact details can be found at the end of this book.

Disagreements

When a disagreement between adults cannot be resolved quickly, suspension of the adults involved may be necessary for a limited period. The procedure does allow for the appointment of an arbitrator (see Appendix 4). It is not the role of the Commissioner or the Appointments sub-Committee to carry out any investigations. The conciliator will report any findings. The Commissioner will, with the Appointments sub-Committee, consider these findings and decide in the most extreme case whether or not Membership should be terminated.

Disagreements of one form or another may occasionally occur in the working life of some Groups, Districts and Counties. Many arise out of a misunderstanding or a breakdown in communications, which inevitably leads to upset. This kind of disagreement is best left to those involved and usually the misunderstanding can be resolved quite quickly.

There are also those disagreements that are based on a clash of personalities. In these cases, the individuals involved will eventually have to learn to get on with each other or move onto pastures new. The most difficult are those disagreements which are based on some kind of principle, imaginary or real, when the people involved see their reputation or authority being undermined or discredited. Whatever the cause of the disagreement the need for tact and diplomacy, underpinned by respect for those trying to resolve the difficulty, will be needed if all those involved are to find an acceptable solution.

As much of the work of the Appointments sub-Committee is concerned with dealing with individuals in a confidential manner and in making judgements about the qualities and indeed motives of those who wish to become involved in Scouting, the sub-Committee has a wealth of experience on which to draw. This could be a helpful source of advice and support to the Commissioner.

In the case of serious disputes, Headquarters including Field Development Officers (Northern Ireland Headquarters, Scottish Headquarters or Field Commissioners in Wales) are also available to advise the District or County Commissioners and Appointments sub-Committees in meeting their responsibilities.

Harming the reputation of Scouting

Situations may arise where an individual openly and publicly disagrees with a major policy of the Association or even actively demonstrates opposition to those policies. This will be treated as being a disagreement with the Association and will therefore be dealt with in a similar way to 'disagreements' above.

Responsibilities at the end of the period of suspension

In recommending action to re-instate, modify, or revoke the Appointment of the adult under suspension, the Appointments sub-Committee has a formal role to play in the process.

The Appointments sub-Committee must agree a recommendation with the District Commissioner and, where appropriate, the Group Scout Leader and the Sponsoring Authority, for action and seek approval for that action from the authority approving the suspension e.g. the County Commissioner. The person suspended should be informed of the final decision as soon as possible.

When reviewing a suspension and making the subsequent recommendation, those responsible must give consideration as to the continuing suitability of the individual to carry out a specific role, i.e. they must satisfy themselves that the subject remains a fit and proper person for a particular Appointment.


Care must be exercised when dealing with these situations. In these circumstances, new references may need to be sought and advice obtained from professional or statutory agencies. The Field Development Officer (Northern Ireland Headquarters, Scottish Headquarters, or Field Commissioners in Wales) is also available to help District and County Commissioners and Appointments sub-Committees in meeting their responsibilities in this area and to advise at any stage of the process.

In making a recommendation for the cessation of the suspension there is a need to consider the implications for Scouting in the following ways:

- Does the adult's behaviour, which led to the allegation, bring into question their suitability to work with young people?
- Should the person continue to hold their current Scouting Appointment or is another Appointment more suitable?
- Is further training or learning needed for the person concerned?
- Are additional arrangements needed to ensure the effective supervision of the person concerned?

Below are three useful principles, in **order of priority** that may be helpful to apply in reaching a decision:

- 1** Do the actions or the behaviour of the individual concerned affect the health and welfare of young people?
If the answer is 'yes', 'probably' or 'possibly', great caution should be exercised before re-instatement of the Appointment is recommended.
- 2** Do the actions or the behaviour of the individual concerned affect the good name of Scouting?
By having this person as an adult in the Movement, is it likely to damage the standing of the Movement in the eyes of parents, the general public, other organisations etc.?
- 3** Do the actions or behaviour of the individual concerned affect that person,



If in doubt, the Commissioner and the Appointments sub-Committee should exercise caution.

other adults and working relationships?

Sometimes we may have to protect adults against themselves. Continuation of working with young people could cause problems for themselves in their private lives, employment, standing in the community etc.

In all instances of doubt, the Commissioner and the Appointments sub-Committee should exercise caution.

Rehabilitation of offenders

It is the policy of The Scout Association that in all cases of considering the re-instatement, membership, or Appointment of any adult with a criminal conviction who has **not** completed any statutory period of rehabilitation, the Appointments sub-Committee **must** consult Headquarters before considering the adult.

The Scout Association's Equal Opportunities Policy states that 'having a criminal conviction is not in itself a bar to membership'. To some people this statement suggested that once a 'sentence' had been served consideration could be given to membership, Appointment or re-instatement. Criminality is not an equal opportunities issue but having a criminal record is a factor which Appointments sub-Committees must take into account when considering a person's suitability for a role in Scouting.

The Appointments sub-Committee should ask similar questions to these when considering reinstatement after the lifting of a period of suspension.

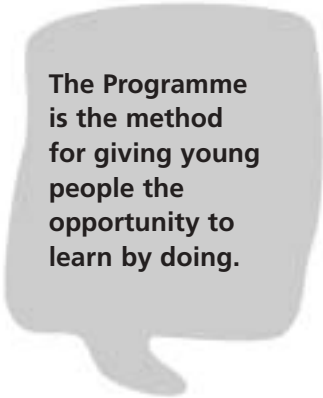
In all cases, the Appointments sub-Committee must be cautious and if necessary, not appoint.

Rehabilitation periods

The current legislation has been reviewed recently and changes are expected. Refer to the Records Department at Headquarters for information if a situation arises.

7

Background information to be considered by the Appointments sub-Committee



The Programme is the method for giving young people the opportunity to learn by doing.

The Purpose and Principles of The Scout Association

The Purpose of The Scout Association is to help young people achieve their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as Members of their local, national and international communities. Scouting works well when young people enjoy learning by doing in partnership with adults. They do this by:

- taking part in a variety of activities and new experiences
- exploring the outdoors
- participating in teams
- taking responsibility.

The method for giving young people the opportunity to learn by doing is called the Programme.

Through the Programme, the Movement seeks to develop the independence of young people so they may develop themselves and manage their activities with their peers.

Members of Appointments sub-Committees will need to satisfy themselves of the adult's understanding of allowing young people to manage themselves.

The Promise

This is the Promise all adult Members of the Scout Movement make:

On my honour, I promise that I will do my best
to do my duty to God and to The Queen,
to help other people,
and to keep the Scout Law.

The Religious Policy

Scouting is available to all major faiths and must therefore take into account the different religious observances of its Members, when making the Promise. The phrase in the Promise 'duty to God' is normally suitable for most faiths including Christians, Hindus, Jews, Muslims and Sikhs. However, other wording which may be used is 'my Dharma' and 'Allah'. If other wording is required, advice should be sought from Headquarters.

The Scout Movement includes Members of many different religions. All Members are encouraged to:

- make every effort to progress in their understanding and observance of the Promise to do their best to do their duty to God
- belong to some religious body
- carry into daily practice what they profess.

It is important that nothing in Scouting compromises a person's faith. If further support is required in spiritual or religious matters, the County or District Chaplain or leader of another faith should be consulted. It may be useful to include a faith leader as a member of the Appointments sub-Committee.

If a Group is composed of members of several denominations or religions, the young people should be encouraged to attend services of their own religion.

The Equal Opportunities Policy

The Scout Association is part of a worldwide educational youth movement. The values that underpin and inspire its work lie within the Aim of The Scout Association and in the Scout Promise and Law. To carry out its work, the Association actively seeks to appoint effective and appropriate Leaders, and to involve others in supporting roles, who accept the responsibilities of their commitment.

All those whom the Movement accepts as volunteers must be fit and proper role models to undertake the duties of the position to which they have been appointed and, where appropriate, the responsibilities of Membership.

It is worth considering the make up of the sub-Committee in relation to equal opportunities. As members of the Appointments sub-Committee, it may be necessary to consider the gender and/or ethnicity of the adult to ensure appropriate composition of leadership or supporting teams. The physical and mental ability of an adult to fulfil a particular role will always be a relevant factor to consider. The relevant Commissioner should make sure of this.

Within these constraints, and those imposed by the need to ensure:

- the safety and security of young people
- the continued development of young people
- equal opportunities for all.

No person volunteering help should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:

- **Class** - There is no justification for restricting Membership on the basis of social class.
- **Mental and physical ability** - It is not acceptable to deny a volunteer entry to the Movement because of their mental or physical disability, unless the safety,

security and continued development of young people will be put at risk.

- **Ethnic origin, nationality (or statelessness) or race** - There is no basis on which any volunteer offering their services, in any capacity, can be refused an Appointment in, and Membership of, The Scout Association on the grounds of ethnicity, nationality or racial origin.
- **Gender** - There is no basis on which any volunteer offering their services, in any capacity, can be refused an Appointment in, and Membership of, The Scout Association on the grounds of gender.
- **Marital or sexual status** - There is no justification for restricting Membership on the basis of marital status. However, conduct relating to marital status may well be a basis for restricting Membership, and in such cases you should refer to the *Equal Opportunities Policy: Guidelines with reference to sexual behaviour*.
- **Political belief** - In general, political belief is not a bar to Membership. Adult Members have the right to hold political beliefs, and to campaign on a party political platform as individuals. However, they do not have the right to promote those views as being the views and beliefs of The Scout Association or as being associated with the Scout Movement.
- **Religious belief** - While it is not acceptable to deny a volunteer entry to the Movement if the individual is a member of a particular faith community, a person would not be suitable hold a Warrant in Scouting if they:
 - were an atheist
 - believed that religious belief and spiritual development did not matter, although were willing to make the Promise
 - were a humanist and did not believe in a spiritual aspect to human beings
 - had religious beliefs, which conflicted with other fundamental principals of Scouting, such as being part of the world-wide family of Scouting.

These requirements are less strict for Associate Members and others who are not required to make the Promise. For further details on this, please contact the Information Centre on 0845 300 1818.

- **Sexual orientation** - There is no basis on which any volunteer offering their services in any capacity can be refused an Appointment in, or Membership of, the Movement on the grounds of heterosexual or homosexual orientation. Some people have perceived homosexuality as incompatible with Scouting on the basis of a presumed link between homosexuality and paedophilia. This perception has been used to deny homosexual people the chance to work with young people as Leaders. There is no link between homosexuality and paedophilia, and therefore there is no justification for restricting Membership on this basis. It is important, however, to be aware that there are types of sexual behaviour (in addition to paedophilia) which are not acceptable, and make a Leader or other volunteer improper for a role in Scouting. (See *The Equal Opportunities Policy: Guidelines with reference to sexual behaviour*).
- **Criminality** - Whilst criminality is not, in general, considered to be an equal opportunities issue, as it is not wholly beyond a person's control, it is appropriate to make reference to it in this section.

Though an adult's criminal record is a factor which Appointments sub-Committees must take into account when considering whether they are a fit and proper person for a role in Scouting, a criminal record is not, in itself, a bar to holding a Leadership appointment or other role. Crimes, which do bar an

individual from any involvement with the Movement are:

- Schedule One offences (*Children and Young Persons Act 1933*), i.e. offences against children and young persons which involve cruelty or which are of a sexual or violent nature
- offences which demonstrate attitudes and beliefs incompatible with the values of the Movement, such as racially motivated crimes.
- **Economic status** - Whilst economic status is not, in general, considered to be an equal opportunities issue, as it is not wholly beyond a person's control, it is important that an adult's economic status does not deter or prevent their participation in Scouting.
- **Age** - The suitability of an adult for a role in Scouting is not determined by age. An individual of at least 18 years old may be able to fulfil any adult role in Scouting subject to having the skills and ability as required by that role.

The Child Protection Policy

All adults in Scouting have a responsibility to ensure that every member, especially young people, is safeguarded and protected from harm.

The Scout Association has a clear policy:

'To safeguard the welfare of all members by protecting them from physical, sexual and emotional harm.'

The Scout Association's *Young People First* Code of Good Practice (the yellow card):


- sets out guidelines to safeguard the welfare of the young people with whom it works
- aims to provide guidelines to help safeguard adults in Scouting from situations where their actions, no matter how well intentioned, might be misinterpreted.

The Code of Practice applies to **all** adults in Scouting who must ensure that:

- their behaviour is appropriate at all times
- they observe the rules established for the safety and security of young people
- they follow the procedures following suspicion, disclosure or allegation of child abuse
- they recognise the position of trust in which they have been placed
- in every respect, the relationships they form with the young people in their care are appropriate.

It will be important to establish that an individual understands and is committed to the principles and procedures supporting the Association's Child Protection Policy. There will need to be discussion to ascertain that the individual concerned is aware and fully accepts their responsibilities in this area. This can be achieved through inquiry and discussion to confirm that the individual:

- considers the interests and well being of young people as paramount
- respects the rights, feelings and wishes of young people
- has a copy of the *Young People First* Code of Good Practice (the yellow card) and is aware of the associated Child Protection rules in *Policy, Organisation and Rules*. (This should have been given to the adult with Form AA)



All adults must have a copy of the 'Young People First' Code of Good Practice.

- agrees to follow the Code of Behaviour outlined in the *Young People First* Code of Good Practice
- knows the procedures following suspicion, disclosure or allegation of abuse
- is clear about their role and responsibilities, especially those regarding safety and supervision
- is aware of The Scout Association's enquiry procedure and its appropriate use.

The Safety Policy

All adults in Scouting have a responsibility to ensure that they do not endanger the health and safety of themselves or others and that they observe the rules established for the safety of those involved in Scouting activities.

The Scout Association's Safety Policy aims to ensure that as far as is reasonably practicable:

- all activities are conducted in a safe manner without risk to the health of participants
- the provision and maintenance of equipment and buildings for Members and others is safe and without risk to health and adequate for their welfare
- information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them
- appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.

It will be important to establish whether an individual understands and is committed to these principles. There will need to be discussion to ascertain whether the individual concerned is aware and fully accepts their responsibilities in this area. This can be achieved through discussion to confirm that the individual:

- considers the safety of themselves and others as paramount
- accepts that they will be required, by their personal example, to implement the Safety Policy
- is aware of the associated safety rules in *Policy, Organisation and Rules*
- is clear about their role and responsibilities, especially those regarding safety and supervision.

The Anti-Bullying Policy

'Children have the right to protection from all forms of violence (physical or mental). They must be kept safe from harm and they must be given proper care by those looking after them.' (The United National Convention on the Rights of the Child, Article 19)

The Scout Association is committed to this ethos and seeks to ensure, as far as is reasonably practicable, the prevention of all forms of bullying among Members. To this end all Scouting activities should have in place rigorous anti-bullying strategies.

It is the responsibility of all adults in Scouting to help develop a caring and supportive atmosphere, where bullying in any form is unacceptable. Adults in Scouting should:

Every warranted adult must complete a minimum of five hours ongoing learning each year.

- be aware of the potential problems bullying may cause
- be alert to the signs of bullying, harassment or discrimination
- take action to deal with such behaviour when it occurs, following Association policy guidelines
- provide access for young people to talk about any concerns they may have
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- help ensure that their Group or Section has a published policy or charter on bullying.

Note: support material on bullying is available from the Scout Information Centre on 0845 300 1818.

Adult Training

To ensure that Scouting is of good quality for the young people taking part, The Scout Association requires each adult in Scouting to demonstrate a range of knowledge, skills and attitudes that are relevant to their individual Scouting role.

The range of skills The Scout Association expects of different roles are described in a number of modules, which together make up the Adult Training Scheme. There are 36 modules in total and different roles require a different selection of modules to be completed. The modules that a person needs will be defined by an adult's role description which they will agree with their line manager, who normally will be their Group Scout Leader, District Commissioner, or County Commissioner.

Adult training is made up of three stages:

- *Getting Started*
- The Wood Badge
- Ongoing learning.

Getting Started – When an adult starts in their role they will be given a Provisional Appointment. This lasts for a maximum of five months during which time they will get the training and support that they need to be able to do their chosen role. They will complete three modules during this period.

Wood Badge – Depending on an adult's Appointment, they will need to complete a number of modules to gain a Wood Badge.

Ongoing learning – Gaining the Wood Badge is not the end of the story. Every warranted adult must complete a minimum of five hours ongoing learning each year (averaged out over the length of a Warrant) to make sure that they acquire new skills and keep up to date with new trends and policies.

No training in The Scout Association's Adult Training Scheme is compulsory. If an adult already has the skills and knowledge that is needed for their role they do not have to repeat the training. Instead of undergoing training, an adult has the option of demonstrating their existing knowledge and skills through a validation exercise.

Learning methods

There are many methods of learning and an adult can choose the one that suits them best. An adult might, for example, choose to read a book or get a friend to help them or teach them a skill. Alternatively, they may wish to use one of the methods provided by The Scout Association such as attending a training session. An adult's Training Adviser will be able to advise them on what methods are available.

It is important to note that Appointments sub-Committees has a responsibility to ensure that adults are aware of their learning obligations.

8

Summary

There is already a great deal of good practice currently taking place within Appointments sub-Committees. The information contained in this book is intended to provide guidelines and to introduce a number of important developments in the process of appointing adults.

An Appointments sub-Committee is a group of individuals tasked with finding out as much information as they can about adults and their opinions and motivations for wanting to help in Scouting. Paramount in this is to ensure the safety of young people and the protection of Scouting's funds. However, in doing so, it is important not to exclude those who are suitable and who genuinely want to offer their free time to the benefit of Scouting.

The Appointments sub-Committee forms part of a six-step Appointment procedure for an adult new to Scouting:

- the Personal Enquiry
- taking up two local references (Form RF)
- application on Form AA
- the discussion with the appropriate Commissioner, where a mutual agreement is approved
- the meeting with, or consideration by, the Appointments sub-Committee
- the issuing of Provisional Appointments.

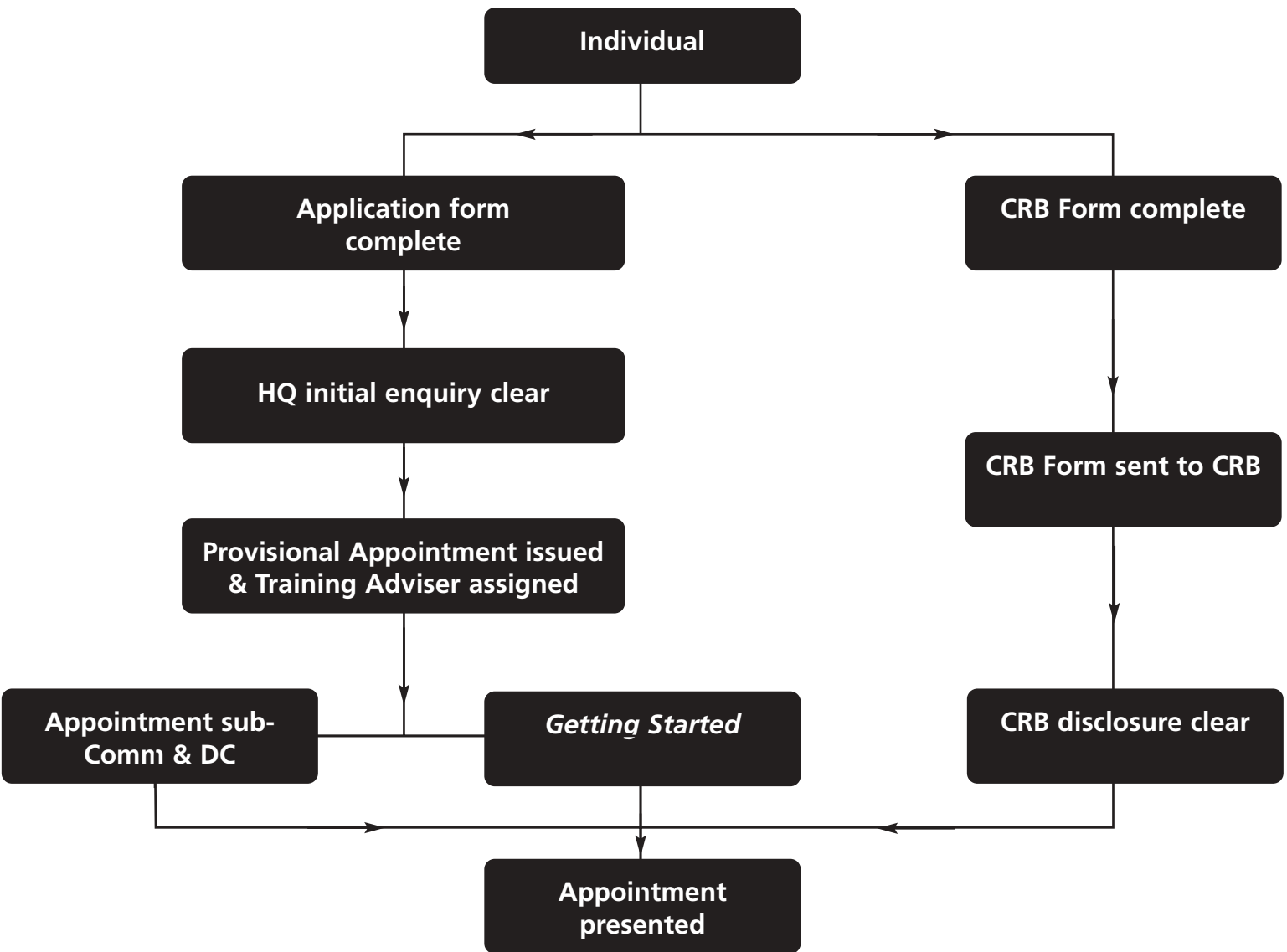
The Appointments sub-Committee, in arriving at its decision, should consider an adult's personal and functional qualities as well as the individual's values and faith. The personal qualities include an individual's attitude, enthusiasm, initiative and reliability. Functional qualities include practical skills, teamwork, leadership qualities and communication skills.

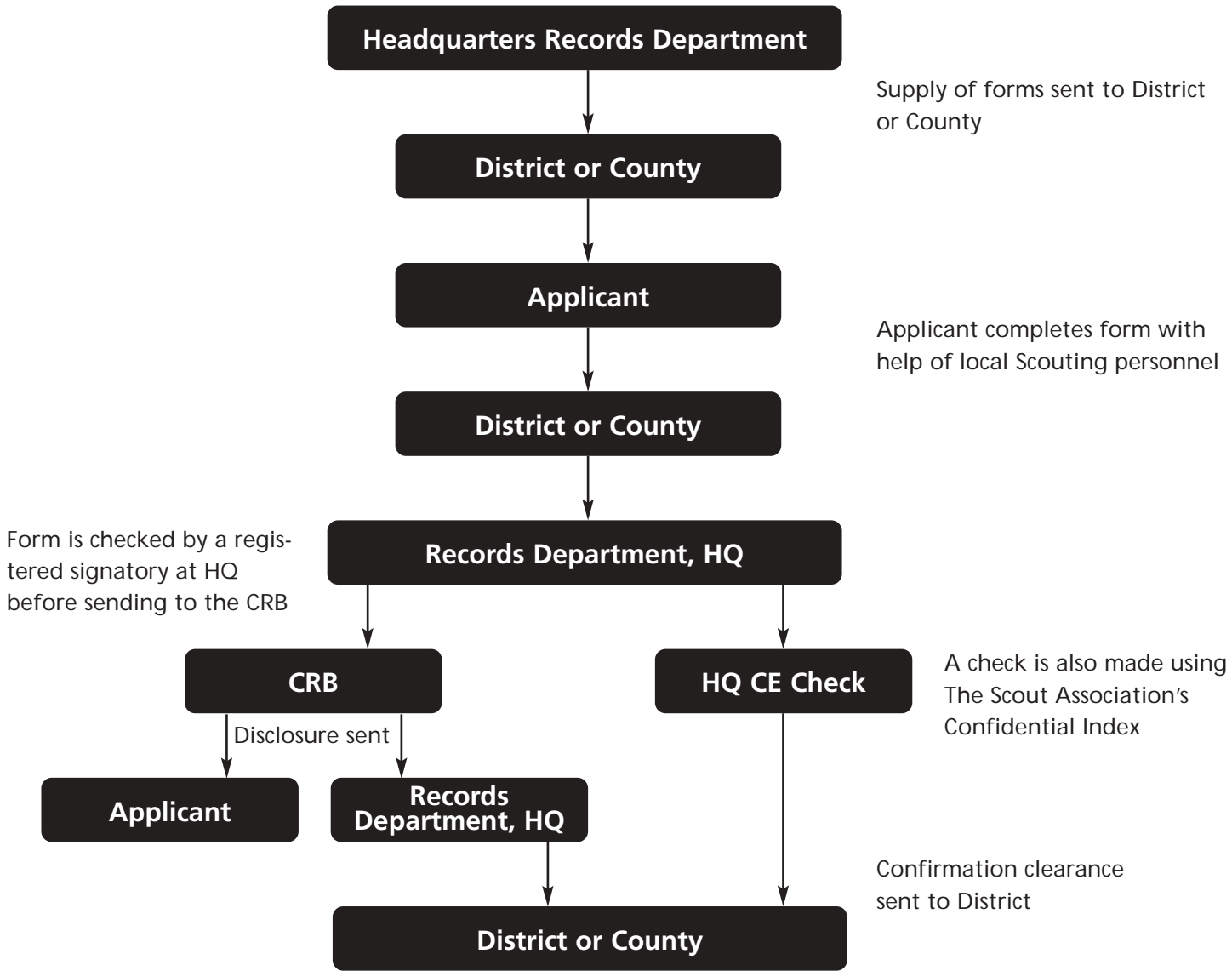
This may seem like an awful lot of ground to cover considering each interview is likely to only last about 20 minutes. However, as the Promise says, you should 'do your best'.

Finally, we would like to take this opportunity to say thank you for agreeing to do this important job in Scouting.

Appendix 1

Appointing adults flow chart and Criminal Records Bureau enquires





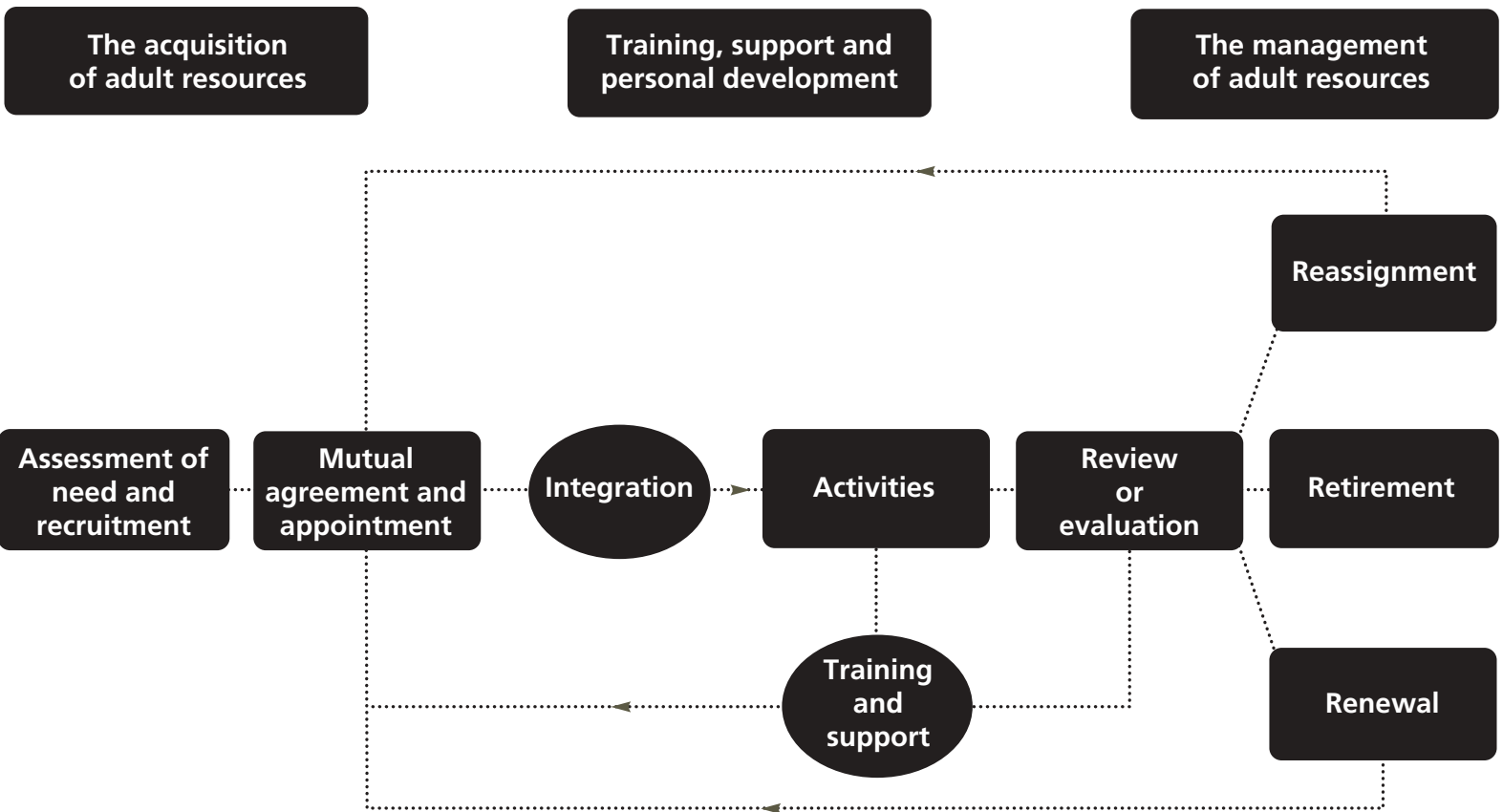
Supply of forms sent to District or County

Applicant completes form with help of local Scouting personnel

Form is checked by a registered signatory at HQ before sending to the CRB

A check is also made using The Scout Association's Confidential Index

Confirmation clearance sent to District



Appendix 4

When adults disagree

Guidelines for dealing with disagreements in Scouting

The purpose of these guidelines is to enable a disagreement to be resolved informally, speedily and fairly.

- 1 Speed is essential. Disagreements not dealt with quickly become more difficult to resolve as time passes.
- 2 The Group Scout Leader or Commissioner must talk promptly, fully and face to face.
- 3 Avoid allowing disagreements to develop if at all possible. Many a word spoken hastily can be repented overnight and withdrawn. An early apology can work wonders!
- 4 Never under-estimate the value of a hand shake.
- 5 Talk immediately with the supporting Commissioner.
 - A Group Scout Leader will talk to the District Commissioner.
 - A District Commissioner to the County Commissioner
 - A County Commissioner to the Chief Commissioner.
- 6 If there is any suggestion of a criminal offence having been committed e.g. involving a child or young person, the Police must be notified. The adult concerned must be suspended (after consultation with the County Commissioner) until the Police inquiries are concluded.
- 7 Headquarters Field Staff must be notified in the case of (6) above and of all disagreements involving a Scout District or County which either effect the good name of Scouting or the development and growth of the Movement.
- 8 If it is necessary to suspend anyone the following action should be taken:
 - (a) The Commissioner 'suspending' obtains approval from the supporting Commissioner before suspension.
 - (b) Suspension initially is for not more than 90 days, with the right to suspend for further periods of 90 days after further consultation with the supporting Commissioner as in (a).
 - (c) The suspension is in line with POR Rule 15.5 and these guidelines.
 - (d) The effect of suspension, including the insurance position must be made clear to **all** concerned.
- 9 Any threat or offer of resignation should be accepted immediately and confirmed in writing. Form CS should be completed within 48 hours and sent to the Records Department at Headquarters.
- 10 The form must be completed in full and a copy retained by the District/County Secretary.
- 11 No contact should be made by any party with the media. If there is media interest this should be referred to the Public Relations Officer at Headquarters.

- 12** If the Group Scout Leader/Commissioner is unable within a reasonable time to resolve the disagreement it must be referred to the supporting Commissioner (DC, CC or Chief Commissioner) who will immediately appoint a conciliator.

Why do adults disagree?

- 1** In most cases disagreements will fall into five main categories:
- Personality e.g. clashes/lack of team working
 - Performance e.g. lack of or inadequate support
 - Policy e.g. creating new policy or non acceptance of existing ones
 - Misunderstanding e.g. mainly between adults
 - Mishandling or lack of review process e.g. Warrant review.
- 2** Sometimes disputes between adults may arise from young people's behavioural problems. Whilst the principles of settling disputes between adults is relevant in these circumstances the cause is very different. Factsheets are available from the Scout Information Centre.
- *Promoting good behaviour in the Scout Troop* - FS 315066
 - *Managing behaviour in the Colony and Pack* - FS 155054
- 3** Disagreements, whatever the root cause, do not develop overnight. Problems usually exist for some time without being addressed. The role of all adults within Scouting should be to support each other. Responsibility to ensure effective working relations is everyone's responsibility.
- 4** Difficulties often arise because someone has not dealt with the problem and therefore the responsibility to find a solution usually falls upon the Group Scout Leader or appropriate Commissioner. The longer a situation continues, the more difficult the solution. **Face the problem.**
- 5** Who deals with, supports or advises is a matter of judgement and circumstance. Seeking advice to bring a workable solution to any dispute should be taken as the norm. The initial approach is often the critical factor, and sensitivity and common sense should prevail.
- 6** Effective application of matters referred to in the publications below should significantly reduce the likelihood of disputes/disagreements arising. It is recommended that the principles and practices within these publications are consistently applied.
- 7** Personal support is available from a variety of sources for managing people and disputes. These include the following:
- Drawing upon the experiences of others, within the District, the County and from Headquarters.
 - Written support material.
- 8** If there is an allegation of serious disciplinary/criminal offence, then the above procedures do not apply.

Suggested action

- 1 Objectively determine the nature of the dispute/disagreement. Look behind the initial complaint.
- 2 Face the problem and deal with it. Seek advice/support. Check that due process is being followed.
- 3 Produce an action plan (what, who, when, where).
- 4 Gather information. Decide appropriate action, which may be:
 - i. a conversation with an individual or group to highlight a concern
 - ii. application of the conciliation process
 - iii. suspension
 - iv. cancellation of Appointment

Please remember if the actions are taken (as appropriate) in order this will allow the actions following them to be carried out. Moving straight to actions (iii) or (iv) will preclude any further possibility of discussion/conciliation. These actions should only be taken in appropriate circumstances. Often moving to these areas too quickly in inappropriate circumstances only serves to create further problems.

- 5 When actions (i) and (ii) are used, it is recommended that a note is made of any agreement reached and given to all parties. This will help in any future discussions or review process.
- 6 There are two ways of resolving disputes.
 - The right way involves gathering the relevant facts in an objective manner, deciding which method is to be used to resolve the dispute and then working hard to reach agreement between the parties concerned.
 - The wrong way is to rush to a conclusion without checking the facts first.

Conciliation

The job of a conciliator (like ACAS in Industry) is to talk to the parties in order to reach a solution, if possible. It is not the same as reconciliation, which involves trying to bring parties together to the same position they occupied before the disagreement.

The conciliator will be appointed by the District Commissioner, County Commissioner or the Chief Commissioner (who will not appoint himself/herself).

The Commissioner must never set up any sort of informal inquiry.

The conciliator must meet both/all parties. Whether this takes place together or separately will depend on circumstances.

The adults concerned must be reminded they are Members of the Scout Movement, which aims to support and serve children and young people. They must also be reminded of their commitment to the Promise and Law.

If it can be seen that one party is in the wrong, or is behaving inappropriately, then the conciliator must not hesitate to say so. Care must be taken not simply to believe the first person who speaks. Both sides must have a hearing.

The conciliator must report his/her findings in writing to the appointing Commissioner. Care should be taken that any notes made are factual and accurate. Copies of any written notes may have to be disclosed to a third party at some time in the future.

A variety of possible solutions to a disagreement may emerge:

- i) the parties may be able to agree an outcome
- ii) a compromise may be reached
- iii) one or both of the parties may resign
- iv) if there is a clash of personalities, things may be solved by one or both adults agreeing to do their Scouting in a different Section, or Scout Group or District
- v) in the absence of any solution as above, the Commissioner having considered the conciliator's report will make a final decision.

NOTE: The conciliator does not have the authority to cancel an Appointment.

Appendix 5

Useful resources and reference material

The following material is available from the Scout Information Centre – Tel: 0845 300 1818; Fax: 020 8433 7103; email: info.centre@scout.org.uk

- *Policy, Organisation and Rules* - The policies, rules, information and advice on good practice of Scouting.
- *Support for Training - Group Scout Leaders, Commissioners, and Administrators* - Provides sample job descriptions and main task areas for GSL, DC, CC, ADC, and ACC.
- *Welcome Packs - A tool kit for Scout Groups* - Provides more information about roles of Sectional Leaders.
- *Valuing People: the review process* - Published by the Adult Support Team and available from the Scout Information Centre – Ref.: BS 310008
- *The Equal Opportunities Policy: Policy Guidelines* - Provides useful guidance with regard to both adults and young people.
- *Living and Working Together* - Process for co-educational Scouting - Ref.: PK 140100

Factsheets

<i>Communications Model</i>	FS 310508
<i>A Checklist for Good Communications</i>	FS 310501
<i>Fundamentals of Scouting</i>	FS 140004
<i>Headquarters Services</i>	FS 320523
<i>Adults in Scouting</i>	FS 625031
<i>Promoting good behaviour in the Scout Troop</i>	FS 315066
<i>Managing behaviour in the Colony and Pack</i>	FS 155054

- www.scoutbase.org.uk
- www.scouts.org.uk
- *The Appointment Process (Training Material)* - for Appointments sub-Committees
- *Adult's Personal File* – essential information for adults new to Scouting
- *The Scout Association's Adult Training Scheme* – an introduction to adult training and learning
- *The Training Adviser's Guide* – advice for those supporting adult learning

Appendix 6



Checklist for Appointments Secretaries

This form is to be used by Appointments Secretaries to assist them in the award of a Warrant or appointment to an adult in Scouting.

Name of adult _____

Role applied for _____

Group/District _____

Action to be completed	Date	Outcome	Completed
AA Form received			
CRB Form received (if necessary)			
CRB Form sent to HQ			
Initial response and clearance from HQ received			
Provisional Appointment issued			
References requested			
References received			
CRB Clearance received from HQ			
Adult meets with the Appointments sub-Committee			
Getting Started completed			
Notify HQ			
Appointment issued			

Signed by _____

Position _____ Date _____

This form may be photocopied.

Glossary of terms

Adult	The person undertaking a new role in Scouting. This person may be new to Scouting or may be changing roles within Scouting e.g. a Scout Leader becoming a Group Chairman.
Appointments sub-Committee	A County or District Appointments sub-Committee (unless specified e.g. when a procedure is different for each).
the sub-Committee	A County or District sub-Committee (unless specified e.g. when a procedure is different for each).
Commissioner	A County or District Commissioner (unless specified e.g. when the responsibility is different for each).
Secretary and Chairman	A County or District Secretary/Chairman or Appointments sub-Committee Secretary/Chairman as appropriate.
County	A Scout County/Region/Area/Island or Bailiwick as appropriate.
Initial enquiry	When a CRB form is sent to Headquarters, the Records Department uses it to process an initial enquiry using their database. They then send the CRB form onto the Criminal Records Bureau so that they can process the full CRB Check.
Criminal Records Bureau (CRB) check	The checking process that The Scout Association uses before an adult is appointed in England and Wales into an unsupervised role in Scouting. There are similar arrangements for appointments in Scotland (Disclosure Scotland) and Northern Ireland (Pre-Employment Consultancy Service).
Training Adviser	A County Appointment introduced with the Adult Training Scheme in 2003. The Training Adviser's role is to support learners, normally adults new to Scouting, through the Adult Training Scheme up to the award of the Wood Badge.
County Training Manager	The person responsible for the management of the Adult Training Scheme in a County. There are regional equivalents in some parts of the UK.
Local Training Manager	An optional Appointment that may be used in a County to alleviate some of the responsibilities of the County Training Manager.

Contact details

The Scout Association
Gilwell Park
Chingford
London
E4 7QW
Telephone: 020 8433 7100
Fax: 020 8433 7103
email: scout.association@scout.org.uk

The Scout Information Centre
Gilwell Park
Chingford
London
E4 7QW
Telephone: 0845 300 1818
Fax: 020 8433 7103
email: info.centre@scout.org.uk