

Appointments Panel

Conversation Framework

This framework is designed to support the Appointments Panel to make new members of the Scouts feel welcomed, ensure that they are aware and accept the values, policies and promise of the Scouts and they understand the requirements of their role.

Planning the Conversation

The only prerequisite for a volunteer to attend the Appointments Panel is that their appointment has been added to Compass. They do not need to have completed any training, criminal record checks or references.

The new volunteer must be provided with the following documents in a print or a digital format: Yellow Card and The Values, Key Policies and Promises of Scouting.

Think about what venue will make the new volunteer feel most at ease such as a Meeting Room, Volunteer's Scout Hut, Coffee Shop or any other suitable location. The venue must be accessible to the volunteer in terms of transport, safety of location and have access for those with a disability. The use of video calls is also an option you can consider to host your meeting.

The makeup of the panel should be put together in a way to best welcome the new volunteer to the Scouts. The panel should include someone aged 18-25 but you may also want to consider someone who is relatively new to Scouting and/or someone who reflects the culture, gender, additional need or role of the new volunteer.

The purpose of the appointments panel is to:

- Welcome the new volunteer to the Scouts
- Introduce the new volunteer to their role
- Understand what the new volunteer would like to get from the Scouts
- Introduce the Values, Promise and Policies of the Scouts
- Discuss the next steps in the appointments process for the new volunteer

Before the meeting it is important to allow time for the panel to meet and ensure that everyone is happy with who is asking which questions and what the purpose of the Appointment Panel is.

During the Conversation

- Ensure that the new volunteer feels like it is an informal and welcoming conversation and not an interview.
- Be positive but realistic. Help them understand what to expect from and what they can get from the Scouts.
- Take the lead from the new volunteer's responses and do not feel the need to ask questions if you feel they have already been answered.
- Remember that each new volunteer will be different, so avoid making any assumptions.

Starting the Conversation - Welcome the new volunteer to the Scouts

Start the conversation by thanking them for volunteering with the Scouts and asking them simple introductory questions, which will also start to give you an insight into the new volunteer.

Questions:

- What is your name?
- Which Group are you volunteering with?
- What have been your first impressions of the Scouts?

Introduce the Scouts and your District/Area/County/Region and thank the new volunteer for choosing the Scouts.

Within this, or throughout the conversation explain:

- that the purpose of this conversation is to welcome them to the Scouts, provide them with an understanding of how we are structured and where their role fits into the structure of the Scouts.
- that this conversation forms part of the appointments process for a new volunteer and by the end of it we hope you will understand what the next steps are in the appointments process.
- that if they have any questions or needs throughout the conversation that they can highlight them at any point.

The Conversation

The topics and questions are provided below, to help identify if the new volunteer understands their new role, you understand what they want from the Scouts, and that they are aware and accept Values, Promise and Policies of Scouting and they know what the next steps in the appointment process are.

Introduce the new volunteer to their role

Questions:

- Which role have you agreed to undertake?
- What attracted you to this role?
- Have you been provided with a clear role description for your role and do you have any questions about it?

If the new volunteer is not aware of the role description for the role you can show them where to access this on the scouts.org.uk website and also suggest they speak to their volunteer manager (GSL/DC/CC) to agree their role.

As a member of the Appointments Panel you need to feel confident the new volunteer understands the requirements of their role. If you do not feel this is the case this is not a reason to advise the new volunteer should not have a role but a better approach would be to work with their volunteer manager to give them a better understanding of their role which is agreed by all.

Understand what the new volunteer would like to get from the Scouts

Questions:

- What do you hope to get from your role in Scouting?
- The Scouts provide training for your role, are you aware of how to access it and how it is validated?
- Is there any additional support or training you require beyond what is offered in the training scheme?

A new volunteer is giving up their time to support the Scouts, so it is important that we also support them in ensuring they get some benefits from us. This may include adapting their role to allow them to gain experience in an area, being flexible about how they volunteer so they can work it around their family commitments or supporting the new volunteer to gain qualifications that may benefit both them and the Scouts.

If the new volunteer is not aware of the training the Scouts offer, then you can address this in the 'Next Steps' section of this conversation. **Remember:** Training is something most of our new volunteers want and expect so frame it as a positive and supportive process.

Introduce the Values, Promise and Policies of the Scouts

Questions:

- Having had chance to familiarise yourself with Values, Promise or Policies of the Scouts do you have any questions regarding them?
- How are the Values, Promise or Policies of the Scouts relevant to your role?
- Are you happy to adhere to the Values, Promise or Policies of the Scouts?
- Having read the 'Young People First (Yellow Card)' document do you have any questions regarding it?
- How is the 'Young People First (Yellow Card)' document relevant to your role?
- Are you happy to adhere to the code of behaviour set out in the 'Young People First (Yellow Card)'?

You should ensure that the new volunteer is aware where to find the Values, Promise or Policies of the Scouts on [scouts.org.uk](https://www.scouts.org.uk):

- Values
- Promise
- Key Policies

As a member of the Appointments Panel you need to feel confident the new volunteer is aware and accepts the values, policies and promise of the Scouts. This does not mean they need to be able to recall each of the policies, promise and values but they should know where to find them and confirm they are happy to accept them.

Discuss the next steps in the appointments process for the new volunteer

Questions:

- Are you aware of the next steps in your volunteering journey with the Scouts and understand how to access them?

Next steps vary in different Districts/Areas/Counties/Regions so you should use this section to ensure the new volunteer is clear on what the next steps of the appointments process is, who should be contacting them and who to contact if they have any questions.

Closing the Conversation

Questions:

- Do you have any further questions?

Ensure that the volunteer leaves the conversation understanding what they need to know about the Scouts and their role. **Thank them for volunteering with the Scouts.**

After the Conversation

The Appointments Panel should inform the Appointments Secretary of their recommendation. It is also important to inform the volunteer manager of the new volunteer of any training or support they may need.