



# **INDUCTION CHECKLIST**

## **MANAGERS**

When you start in a new job, you would expect to have an induction period to help you settle in, learn more about what is expected of you, and find out about the support that is available. You should have a similar experience when taking on a new role as a Manager in Scouting, with those around you helping to settle you into your new role.

During your first six months in your role you should aim to complete the items on this checklist as part of your induction. Your Line Manager will help you to do this.

### **UK Scouting:**

- I know about the Fundamentals of Scouting (Purpose, Values and Method).
- I have read the Key Policies of the Association and am aware of my responsibilities within them.
- I am aware of the 'Young People First' code of conduct (The Yellow Card) and have a copy.
- I am aware of the 'Safe Scouting & What to do in an Emergency' card (The Purple Card) and have a copy.
- I know about the five sections for young people in Scouting, including the age ranges.
- I understand where I fit into the structure of Scouting.
- I know where to find the governing document of The Scout Association (Policy, Organisation and Rules).



# INDUCTION CHECKLIST MANAGERS

## My role and responsibilities:

- I am aware of the six skill areas of leadership and management.
- I have met the volunteers I will be managing and supporting.
- I have agreed a role description with my Line Manager and am clear about my role & responsibilities and ongoing goals.
- I know about the importance of having a development plan. I plan to review or develop my own plan.
- I know about the Executive Committee and my role on it.
- I am aware of my responsibilities in the recruitment, training, retention and review of adult volunteers.

## Support:

- I know the structure of Scouting in my local area. I know who I can go to for further support and how to find their contact details.
- I have met the other volunteers I will be working with regularly and have their contact details.
- I have met the Executive Committee Members and attended a meeting.
- I have met other people in the same or a similar role to mine.
- I know where resources to support the processes of recruitment, induction, retention and review can be found.
- I am aware of my training commitments, have completed **Getting Started** and have a **Personal Learning Plan** developed with my Training Adviser to support the achievement of my training requirements.
- I am aware of the online managers support area ([www.scouts.org.uk/managers](http://www.scouts.org.uk/managers)). Which gives me access to a range of resources to help me with the challenging aspects of my role, such as dealing with disputes.