## The Appointments Process: Responsibilities and Sequence

For the majority of District and Group Appointed Roles



POR Appointments Paragraph / Section	Interpretation / Explanation	Process Steps with L	ead Responsible Roles	Requirements for the Step
		Line Manager + Applicant		
4.5 Table 1 (a) 4.5 Table 1 (c) 4.6 (a)	The Volunteer / applicant may start to get involved but with supervised access to Young People	Discussion about the Appointment / Role		Fundamentals of Scouting (POR Chapter 1) Key Policies of Scouting (POR Chapter 2) Responsibilities and Commitments of the Appointment (see declarations page of the Adult Information form). Our Safeguarding Code of Behaviour (Yellow Card) Training Obligations for the Appointment (Table 2) The Appointments procedure. Role Description
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	Complete these sections in a	Line Manager + Applicant		Completed Adult Application form (optional)
4.5 Table 1 (e)	single meeting with the applicant directly into Compass and Atlantic Data, (ideally at their house as they will have all required documentation)	Create Member Compass Record Create Role with start date (Role status: Pre-Prov)		Access to Compass Applicants personal details Role Details Role start date Agree communication preferences
4.5 Table 1 (f1)	Set applicants communication preferences	Personal and Criminal Records Enquiry Application Submitted		Access to Atlantic Data on-line system Applicants 3 forms of ID Other Personal / Address history
4.5 Table 1 (f2)	Line Manager to enter and save (only) referees. Very Important: Check all details are correct especially email addresses and phone numbers. An error here will	Save References in Compass (if requried)		2 references as advised by the Applicant, who have giver their permission to be contacted. Maximum of 1 referee in a current scouting role known for at least 2 years. Other referee(s) from outside Scouting to known for at least 5 years. Referees Name and email addresses
		Line Manager		
4.5 Table 1 (f1)	Stop / Go point for the application. Volunteer may have unsupervised access to young people in accordance to child protection policies. A courtesy introduction of the new member and also to confirm their line manager.	Once DBS approved, email Appointments Secretary and Training Manager to inform them of the new member. If references or appointments or not required then explain the reason to the Appointments Secretary.		Compass disclosures record shows 'Disclosure Issued'. Applicants: Membership number Name Role Group Reason if references not required Reason if appointments meeting not required Note: the Appointments Committee will make the final decision about these 2 items.
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4.5 Table 1 (f2)	Appointments Secretary will apply no more than twice before involving the applicant	Appointments Secretary Request References	Applicant + Training Advisor Mandatory Training	Decision if References / Appointments meeting requried.
4.5 Table 1 (f3) 4.6 (d) 4.9 (e)	and Line Manager Applicant to check for messages, including in spam / junk and respond.	(if required) Schedule Appointments meeting with Applicant (if required)	Safeguarding (Classroom) Safety (E-Learning)	Leicestershire County online Training Calendar Getting Started Training will include a selection from: Module 01 (E-learning / classroom) Module 01E (E-learning / classroom) Module 02 (Compass Template)
4.6 (d) Table 2 Appointments		Appointments Secretary + Applicant	Getting Started Training (see Table 2 Appointments)	Module 03 (E-learning / classroom) Module 04 (E-learning / classroom) GDPR (E-learning)
4.5 Table 1 (f3)		Meeting with Appointments Advisory Committee (AAC) Panel (if required)		
4.5 Table 1 (f3)	Make recommendation but not advise applicant at this stage	AAC Panel Make recommendation (all new roles)		
4.5 Table 1 (g)	Line Manager should invite applicant to Group / Unit / District social media sites only after DBS has cleared.	Appointments Secretary When DBS + References + ACC Recommendation are all satisfactory, inform the Applicant, cc Line Manager and update their Compass record. (Status: Prov)	Training Advisor Once modules have been completed / validated update training records	
4.5 Table 1 (g) 4.6 (b)	The Volunteer / Applicant should assume full responsibilities for the role.	Compass Role status: Full (Maximum 5 months from role start date)	1	
4.5 Table 1 (i) 4.5 Table 1 (l)		↓ Line Manager (or nominee) Invest the New Member or the Equivalent	▼ Applicant + Training Advisor Fulfill Training Obligations (Maximum 3 years from role start date)	Uniform for the role Investiture badges + necker Appointment Certificate (Optional)