

# MAKING SURE THE SYSTEM WORKS.

The Appointment Process:  
Guide for Managers.



[scouts.org.uk/appointment](https://scouts.org.uk/appointment)

## 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 publication simply refers to County/Counties. In Scotland there is no direct equivalent to County or Area. In Scotland, Scouting is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts. The focus of responsibility is outlined in Scottish variations from *Policy, Organisation and Rules* (POR).

## Criminal Records check

All adults in Scouting must go through a series of safeguarding checks to ensure they are safe to work with children and young people. The safeguarding checks are known in different countries by different names, as follows:

**England and Wales:** Criminal Records Bureau (CRB)

**Scotland:** Disclosure Scotland (DS)

**Northern Ireland:** Access Northern Ireland (Access NI)

For ease of reading, this resource refers only to 'Criminal Records check', to cover all of the above. More information on issues relating to safeguarding and Criminal Records checks can be found at [www.scouts.org.uk/safeguarding](http://www.scouts.org.uk/safeguarding)

## Further Information

For further information on any of the contents in this booklet, please contact the Scout Information Centre on 0845 300 1818 or visit [www.scouts.org.uk](http://www.scouts.org.uk). Always refer to *POR: The Appointment Process* for definitive information on the detail of the appointment process.

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# 1. INTRODUCTION

**The Scout Movement is a global organisation with a membership of over 28 million young people in 216 countries and territories.**

When Scouting is successful, it is often 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, requiring 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 booklet is designed to explain and support the role of the appointing manager in the appointment process. It should be read alongside the publication *Guide to Appointing Adults*, which contains more detail about the appointments process itself. Other people involved in the appointment process have their role explained in other booklets; see the appendix for further details.

These guidance notes are aimed at outlining the appointment process from the point of view of the appointing manager. The appointing manager, as defined in *Policy, Organisation and Rules (POR)*, is: 'The appointing manager is the relevant commissioner, the relevant executive committee or the relevant electoral body.' **Please note:** for ease of reading, this booklet also refers to the appointing manager as the 'relevant commissioner.' This includes the relevant committee and relevant electoral body, as appropriate.

## **What is the role of the appointing manager?**

The role of the appointing manager is to satisfy himself or herself that an adult is suitable for a particular role in Scouting. The appointing manager may be the relevant commissioner, the relevant executive committee or the relevant electoral body. Full details of who the appointing manager is can be found in Table 1: Appointments in the appendix. Consulting this table is a sound way to establish the roles of the various appointing managers and the appointments they are responsible for.

An essential part of this involves making sure that the appointment process itself has been carried out in the correct manner. In order to do this, it is important to understand how the appointment process works. For more information about the appointment process and about your role within it, please read on.

# 2. PRINCIPLES OF THE APPOINTMENT PROCESS

## The Scout Association's adult appointment process is intended to be:

- **simple for the appointee to navigate and understand**

The person applying as a volunteer should be easily able to understand the various stages of the process and should know where he/she is in the system so that there are no surprises.

- **simple for the appointing District/County to operate**

The appointment process must be easily understood by the people running it – it should be simple and make sense.

- **efficient in relation to the number of people required to run it, the cost of the process and ensuring the information is processed only once**

Efficiency is important as we do not have endless numbers of people available to run the appointment process, supporting paperwork should make life easier for those operating the system.

- **welcoming and non-threatening**

The potential volunteer must feel that the Association wants to welcome them in - there is nothing worse than trying to join an organisation that seems not to want you.

- **sufficiently robust assurance that only appropriate people are appointed**

It remains paramount that we refuse admission to adults who present a risk to the young people in our care, we must be able to honestly defend our process as being appropriate in this regard.

- **effective in ensuring that adults are placed in roles appropriate to their skills, knowledge and attitudes**

Volunteers must be in roles that utilise their skills and benefit Scouting. The adult appointment process can be started in a number of ways. An adult may know someone who is already involved, they may have a local Scout Group around the corner from their house, or they have registered their interest through the 'Want to Join' pages on The Scout Association's website [www.scouts.org.uk/join](http://www.scouts.org.uk/join). Whichever method they have used to make that initial step into volunteering, the adult will follow the four stages of the appointment process, as outlined overleaf.

# 3. STAGES OF THE APPOINTMENT PROCESS

## Stages of the appointment process

There are four stages to the adult appointment process:

**APPLICATION:** where a line manager agrees to support an adult applying for an appointment.

**APPROVAL:** where independent checking concludes that this person is suitable for an appointment and includes agreement from the relevant body, Criminal Records check clearance, Scout Association internal clearance and (where appropriate) two references.

**APPOINTMENT:** where the relevant commissioner or body makes the appointment.

**INDUCTION:** where the line manager ensures that the adult receives a high quality induction throughout the appointment process.

The sequence of the stages:



### A. APPLICATION

When an adult begins a role in Scouting, an initial conversation will be held with their line manager. The adult and their line manager will discuss the role that is being taken on and the line manager will explain the appointment process.

The line manager is responsible for supporting the adult through the appointment process and the application stage is the point at which the line manager needs to decide on the best potential role for an adult. The details of who is the line manager for which appointments are given in the table in Appendix 1.

When the adult and line manager have agreed upon a role description, the line manager will give the adult an application pack, containing the following:

- an *Adult Application (AA Form)*
- a *Young People First 'yellow card'*
- information on the key policies of The Scout Association
- information on The Scout Association's appointment process
- the relevant national Criminal Records check form (if applicable). See section 3b(i).

The line manager will talk the adult through the 'yellow card' and key policies and will help the adult to fill out the forms. When completed, the line manager must sign the *AA Form* and return it, together with the completed Criminal Records check form (where required) to the relevant Appointments Secretary.

The Appointments Secretary will then enter the adult's details onto the online Member Admin area at [www.scouts.org.uk](http://www.scouts.org.uk). At this stage, the Appointments Secretary will also inform the relevant commissioner (if this is the local practice) and will send the relevant national Criminal Records Check form (where required) to Headquarters.

The adult will be sent a welcome postcard or email from Headquarters letting them know that their application is being processed and giving them details about what will happen next. It may be helpful to inform the adult that this will happen, so that they are expecting it to arrive.

## **B. APPROVAL**

There are a number of ways in which approval is sought, but there are certain stages that are always followed. For details of which appointments require which methods of approval see the *Guide to Appointing Adults* booklet.

### **I. The Personal Enquiry**

The Personal Enquiry consists of two stages:

An initial enquiry check is made against records at Headquarters using information from the Criminal Records check form. Once the initial enquiry comes back as clear a welcome e-card (if an email address is stated on the *AA Form*) or postcard (if there is only a postal address recorded) will be sent to the applicant.

A check is also made with the Criminal Records Bureau in England and Wales, Disclosure Scotland in Scotland, or Access Northern Ireland in Northern Ireland. Across the UK, the correct disclosure form must be completed.

Those adults who have unsupervised access to young people must be checked using the Criminal Records check procedure; this is to ensure that all adults in Scouting are suitable to have contact with young people. This includes members of the Scout Fellowship, parents who help on a regular basis and people who help at camp. Additionally, adults who will undertake roles involving finance (eg Group Treasurer) must have a Criminal Records check. It is good practice, however, that all adult Members of The Scout Association have a Criminal Records check carried out. Adults should have a new Criminal Record check carried out if they change Counties, or have any break in service between roles.

### **II. References**

For adults who are new to Scouting, who are returning to Scouting after a period of absence or suspension, or who have changed location, two references must be obtained. These are requested to support the person's suitability. The *Reference Form (RF Form)* must be used for this purpose. These should be sent out by and returned to the Appointments Secretary, who will update the Member Admin area when they have been satisfactorily completed.

It is important that the referees are not related to the adult. If a referee does not respond, the adult should be informed and asked to nominate another person. If after a reasonable period of time references have still not been received, the Appointments Advisory Committee together with the relevant commissioner should decide on what course of action to take.

If the Appointments Secretary is not certain about any aspect of the references, it must be referred to the Appointments Chairman who may convene a meeting of the Committee and/or the relevant commissioner to consider what action to take (see the *Guide for Appointments Secretaries* booklet for more information).

### **III. Approval from the Appointments Advisory Committee**

For those roles that require approval from the Appointments Advisory Committee, the Appointments Secretary will arrange for a meeting to be held between the committee and the adult when they receive the application form from the applicant.

Three members of the Appointments Advisory Committee (this is the exact number required, no more and no less) will be required to satisfy themselves that the adult is suitable for the appointment. In exceptional circumstances it may be useful for others to attend (for example, as part of the validation for Module 37, *Advising on Adult Appointments*). The applicant's line manager is not allowed to be a member of the panel, but may

decide to accompany the adult to the meeting and introduce them to the members of the panel. Only in special circumstances (ie where the adult has some special need), will the line manager be able to sit with the adult in the meeting itself.

At the meeting, the Appointments Advisory Committee members will welcome the new adult to the District or County and ask them questions in a friendly style to satisfy themselves as to the new adult's suitability for the role and acceptance of Scouting's policies and principles, as appropriate to the person. The members of the Appointments Advisory Committee will assess two areas as follows:

**1. VALUES AND POLICIES:** that the applicant is aware of (and by personal example prepared to uphold and promote) the values and policies of The Scout Association – including making the Scout Promise if appropriate.

**2. ROLE:** that the applicant understands the requirements of the role and is suitable and able to carry it out.

When the three members of the Appointments Advisory Committee have satisfied themselves of the suitability of the new adult for the role, they will inform the Appointments Secretary.

Until their Criminal Records checks have been received, the adult cannot undertake their role. i.e they cannot have unsupervised or supervised access to young people. As line manager, please make sure they are aware of this and liaise with the appropriate person (eg the Section Leader) to make sure that everyone understands this.

The Secretary will then issue a provisional appointment and the new adult will receive a *Welcome Pack* from Headquarters in the post and the adult can start their role.

See the publication *Guide for Appointments Advisory Committee Members* for more information about the role of the Appointments Advisory Committee in the appointment process.

#### **IV. Sponsoring authorities**

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 adult feel welcome and explain the role of the sponsoring authority
- work with the Group Scout Leader, when appropriate, to complete the formal appointment process.

#### **V. Appropriate commissioner/manager**

For those roles requiring it, the appropriate commissioner must give their approval for the appointment. As part of this, they may wish to meet with the adult, have a delegated representative meet with the adult or discuss the appointment with the sponsor or chair of the approval meeting.

If the commissioner approves the appointment, they will sign the form, and the Appointments Secretary will update the Member Admin area.

### **C.APPOINTMENT**

#### **Appointment of trustees, presidents, advisers and administrators**

In order for the appointment of the above to be confirmed, the following criteria must be satisfied:

##### **a. Approval from the chairman of the relevant Executive Committee or Scout Council**

If the applicant is a nominated or elected trustee, the relevant Scout Council, usually at the Annual General Meeting, will approve their appointment. The Chairman of the Scout Council will then inform the Appointments Secretary of the approval. The Appointments Secretary will then update the applicant's details on the Member Admin area at [www.scouts.org.uk](http://www.scouts.org.uk).

For all other trustees, advisers, administrators and presidents, the relevant Executive Committee will approve the appointment and inform the Appointments Secretary of the approval. The Appointments Secretary will then update

the applicant's details on the Member Admin area.

**b. The Personal Enquiry must be satisfactorily completed**

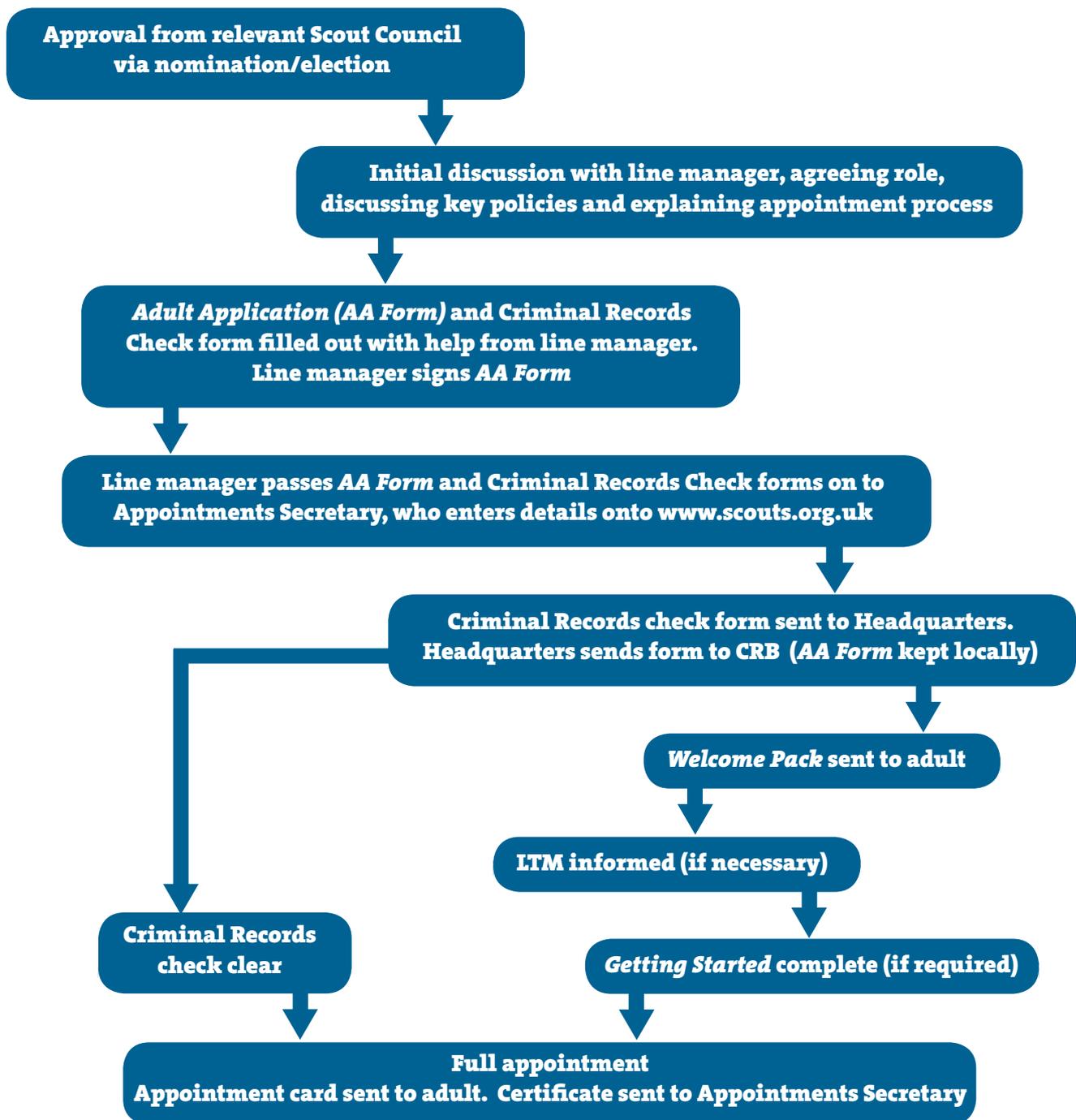
When Headquarters receives the completed Criminal Records check form from the Appointments Secretary, the Records team will use the information to process an initial enquiry against records at Headquarters. Once this initial enquiry has come back as clear, Headquarters will update the Member Admin area. At this point, a *Welcome Pack* will automatically be sent to the adult. When the Criminal Records check form from the relevant Criminal Records check organisation has come back as clear, Headquarters will again update the applicant's details on the Member Admin area.

**c. Getting Started must be completed (including validation)**

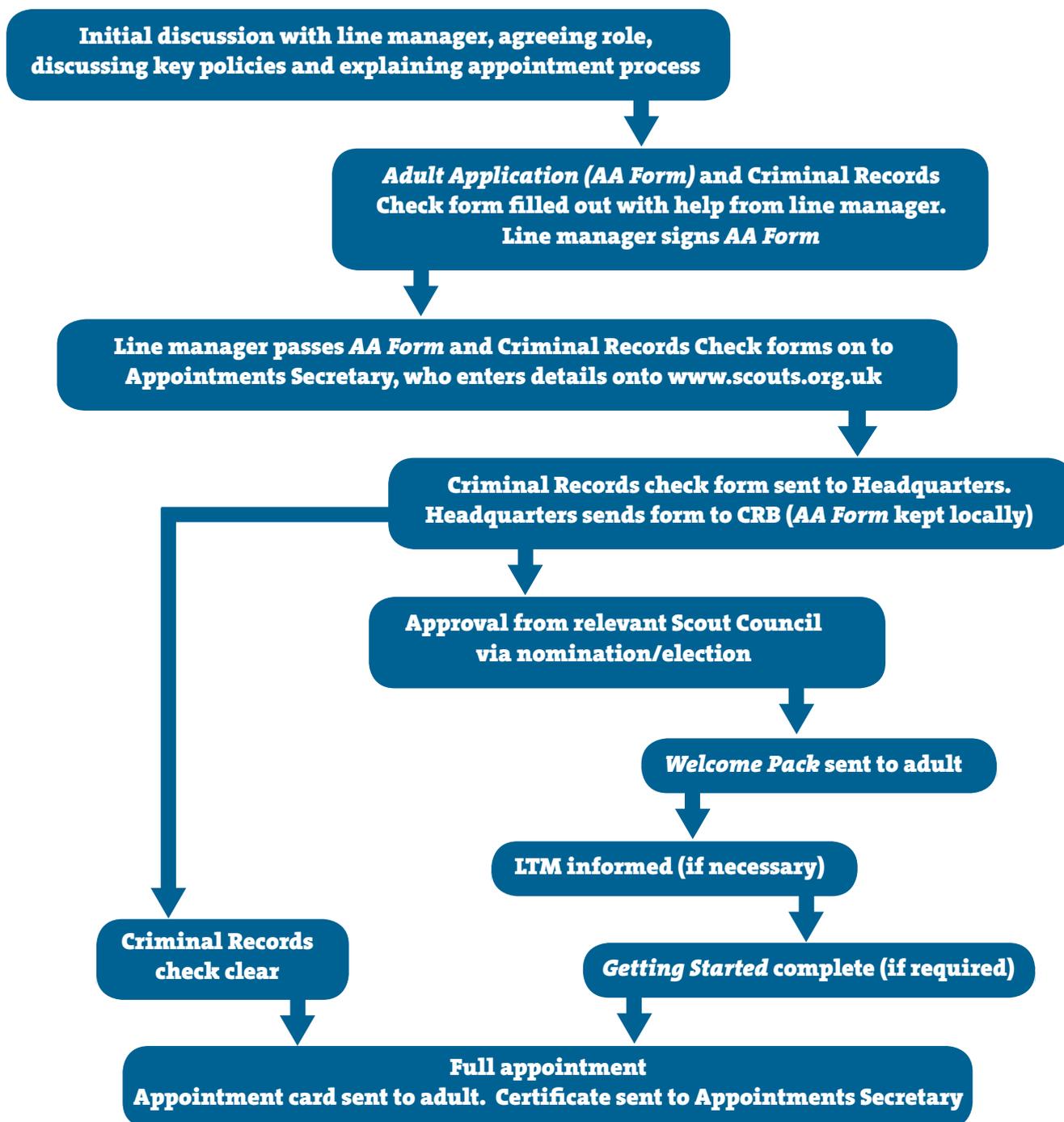
If the role requires training to be completed, the Appointments Secretary will inform the Local Training Manager (LTM), who will assign a Training Adviser. When *Getting Started* has been completed, the LTM will inform the Appointments Secretary, who will then update the applicant's details on the Member Admin area.

When these updates have been made, the appointment will be confirmed. An appointment card will be automatically sent to the adult and an *Appointment Certificate* will be sent to the Appointments Secretary for local presentation.

## Nominated and elected trustees



## Co-opted trustees, presidents, advisers and administrators



## **Appointment of all other adults**

All other appointments have two stages of appointment – provisional and full.

### **Provisional appointment**

For a provisional appointment to be agreed:

#### **a. The initial Headquarters check must be satisfactory**

When Headquarters receives the completed Criminal Records Check form from the Appointments Secretary, the Records team will use the information to process an initial enquiry against records at Headquarters. Once this initial enquiry has come back as clear, Headquarters will update the Member Admin area at [www.scouts.org.uk](http://www.scouts.org.uk) and a welcome e-card (if an e-mail address is stated on the *AA Form*) or postcard will be automatically sent to the adult.

#### **b. The references must be satisfactory**

The Appointments Secretary will receive the references back from the referees. If the references are satisfactory, the Appointments Secretary updates the Member Admin area at [www.scouts.org.uk](http://www.scouts.org.uk) to reflect this. If the Appointments Secretary is not certain about any aspect of the references, it must be referred to the Appointments Chairman who may convene a meeting of the committee and/or the relevant commissioner to consider what action to take.

#### **c. The Appointments Advisory Committee must approve the appointment**

The chairman of the approval meeting will inform the Appointments Secretary of the approval. The Appointments Secretary will then update the Member Admin area.

#### **d. The relevant commissioner (or nominee) must approve the appointment**

The Appointments Secretary will give the relevant commissioner the *AA Form* to sign. If the commissioner approves the appointment, he/she will sign the form, and the Appointments Secretary will update the Member Admin area at [www.scouts.org.uk](http://www.scouts.org.uk).

#### **e. The Criminal Records check must be satisfactory**

When the Criminal Records check form has come back as clear from the Criminal Records check organisation, Headquarters will again update the Member Admin area.

When the Member Admin area has been updated to show that the above criteria have been satisfied, the adult's role status will be updated to 'provisional'. The adult will then be automatically sent a welcome pack direct from Headquarters. This will provide them with information about The Scout Association and about the support that is available to them.

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 provisional appointment letter will be sent automatically to the applicant by Headquarters and will include the conditions and restrictions of the appointment.

### **Full appointment**

For a provisional appointment to be converted into a full appointment, the following must be satisfied:

#### **a. Getting Started must be completed, including validation**

If the role requires further training to be completed, the Appointments Secretary will inform the Local Training Manager.

When *Getting Started* has been completed, the Local Training Manager will inform the Appointments Secretary, who will then update the Member Admin area.

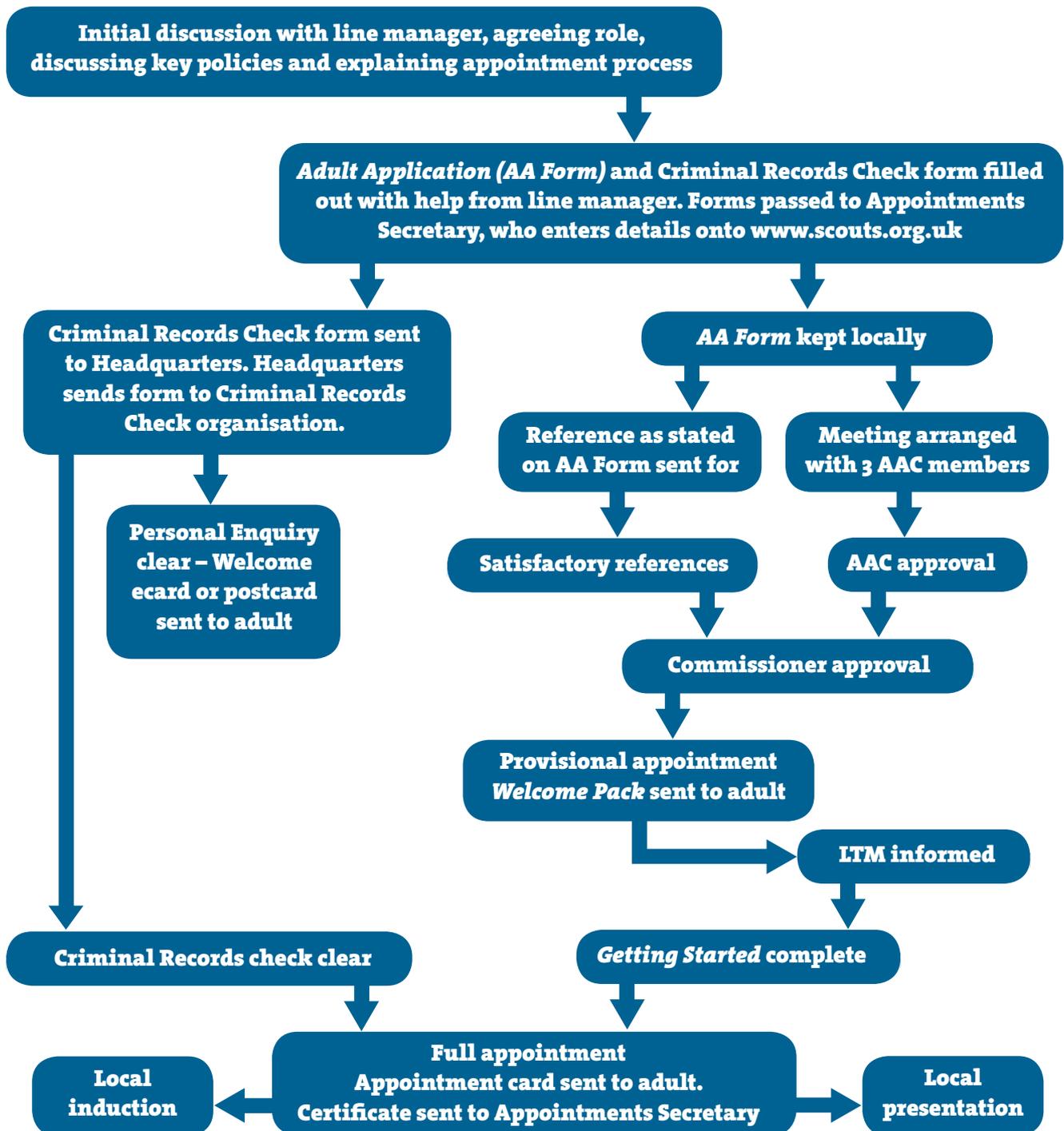
When these updates have been made, the full appointment will be confirmed. An appointment card

will be automatically sent to the adult and the Appointment Certificate will be sent to the Appointments Secretary for local presentation.

### **Presentation of appointment certificates**

The method of presentation of the certificate marking full appointment is a local decision and the Appointments Secretary will periodically receive appointment certificates for adults in their District or County. Where the role requires the making of the Promise, this would be done at the presentation.

## Appointments of all other adults



## D. INDUCTION

The induction of adults is a very important part of the process – particularly to ensure that the new adult settles in and is more likely to stay in the role. The adult's line manager is responsible for ensuring that it is carried out. However, the appointing manager can play an important role in ensuring that the adult feels supported. Being actively involved with the adult's local induction after their appointment will be highly beneficial and you should work with the adult's line manager to ensure this happens.

### **Has the appointment process been carried out properly?**

You will need to make sure that references have been received and that they are satisfactory. You could do this either by having a look at them yourself, or by discussing them with the Appointments Secretary who will hold a copy of them. You also need to ensure that (where required) three members of the Appointments Advisory Committee have met with the adult and have been satisfied that the adult is suitable.

You can check that they have approved the appointment by logging onto the Member Admin area at [www.scouts.org.uk](http://www.scouts.org.uk) and tracing the progress of the appointment. You may also find it useful to speak to one of these members and ask for feedback yourself. Please note it is important to ensure that any member taking part in an approval meeting has validated Module 37. The Appointments Chairman is responsible for ensuring this happens.

You will need to check that the relevant *Getting Started* modules have been validated, and that the Personal Enquiry has been returned as clear. You can check this by logging onto [www.scouts.org.uk](http://www.scouts.org.uk) and checking that the adult's details have been updated to reflect this.

As the appointing manager, you must be satisfied that the appointment process has been followed and that the appointment is suitable for the adult in question.

# 4. APPOINTING MANAGER

The appointing manager is either the relevant commissioner, the relevant executive committee or the relevant electoral body. The following roles may act as the appointing manager and make the following appointments:

Appointing manager	Appointment
Group Scout Leader	Group Scout Fellowship Chairman.
Group Scout Council	Group Chairman, Group Secretary, Group Treasurer, Nominated and Elected members of the Group Executive Committee, Group President, Group Deputy President, Group Vice-President.
Group Executive	Group Administrator, Group Adviser, Co-opted Group Executive members.
District Commissioner	Skills Instructor, Section Assistant, Assistant Section Leader, Section Leader, Assistant Group Scout Leader, Unit Assistant, Assistant Explorer Scout Leader, Explorer Scout Leader, District Explorer Scout Leader, District Explorer Scout Administrator, District Skills Instructor, Group Scout Leader, Assistant District Commissioner, District Scouter, District Explorer Scout Commissioner, Deputy District Commissioner, District Scout Fellowship Chairman, Special Group Leader, Assistant Special Group Leader, District Scout Network Leader.
District Scout Council	District Chairman, District Secretary, District Treasurer, Nominated and Elected members of the District Executive, District President, District Vice-President.
District Executive	District Administrator, District Adviser, co-opted District Executive members, District Appointments Advisory Committee members (including Appointments Chairman and Appointments Secretary).
County/Area Commissioner	County/Area Scout Network Administrator, Scout Network Leader, Local Training Manager, District Commissioner, County/Area Skills Instructor, County/Area Scouter, Assistant County/Area Commissioner, County/Area Scout Network Commissioner, County/Area Training Manager, Deputy County/Area Commissioner, County/Area Child Protection Co-ordinator, County Scout Fellowship Chairman.
County/Area Training Manager	Training Adviser, Local Training Administrator, County/Area Training Administrator.
County/Area Scout Council	County/Area Chairman, County/Area Secretary, County/Area Treasurer, Nominated and Elected members of the County/Area Executive, County/Area President, County/Area Vice-President.
County/Area Executive	County/Area Administrator, County/Area Adviser, County/Area Safety Co-ordinator, Co-opted County/Area Executive members, County/Area Appointments Advisory Committee members (including the Appointments Chairman and Appointments Secretary).
Regional Commissioner	County/Area Commissioner.
Chief Commissioner	Regional Commissioner.

For further information on the specific responsibilities and roles involved with all appointments (including Scottish roles), please see table 1: Appointments in the Appendix.

# 5. IF THINGS GO WRONG

Like all things in life, sometimes things go wrong. In such cases, the appointing manager may be asked to help with any problems with the appointment process. For more details on what to do when things go wrong, see below.

If at any point in the appointment process it is decided not to continue with an adult's application, the Appointments Secretary must be informed, who will in turn notify Headquarters.

## A. PERSONAL ENQUIRY

In the event of the initial enquiry or the national Criminal Records check coming back as not clear, the information will be returned to the relevant Commissioner. In Scotland, the information will be returned to Scottish Headquarters. In Northern Ireland, the information will be returned to the Northern Ireland Scout Headquarters. Problems with a national Criminal Records check 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 situation.

The relevant Commissioner, together with the Appointments Advisory Committee, should decide whether to continue with the application, and should inform the Appointments Secretary of their decision. The Appointments Secretary must send full details of the decision to the Records Manager at Headquarters in a letter marked 'private and confidential', who will update the Member Admin area accordingly.

## B. REFERENCES

In the event of references establishing or giving doubt that the person is not suitable, the relevant Commissioner will be informed and, together with the Appointments Advisory Committee, should decide whether to continue with the application. If a decision cannot be reached, the Chairman of the relevant Executive Committee should make the decision and inform the Appointments Secretary. The Appointments Secretary will then update the Member Admin area and must send full details to the Records Manager at Headquarters in a letter marked 'private and confidential'.

## C. AGREEMENT FROM THE APPOINTMENTS ADVISORY COMMITTEE

In the event of the three members of the Appointments Advisory Committee being undecided, or deciding that the adult is not suitable for the role, the relevant Commissioner will be informed. The relevant commissioner, together with the Appointments Advisory Committee, will decide whether to continue with the application. If a decision cannot be reached, the Chairman of the relevant Executive Committee should make the decision and inform the Appointments Secretary. The Appointments Secretary will then update the Member Admin area and must send full details to the Records Manager at Headquarters in a letter marked 'private and confidential'.

## **D.RESOLVING DISAGREEMENTS**

Sometimes, those involved in the appointment process will disagree on whether or not to appoint an adult. In these circumstances, the following paragraphs explain how disagreements are resolved.

### **Appointments for which the Relevant Commissioner is the Appointing Manager**

For an appointment to be made, the Appointments Advisory Committee and the relevant Commissioner must agree.

If agreement cannot be reached between the Appointments Advisory Committee and the relevant commissioner, the matter is referred to the relevant Executive Chairman whose decision is final.

### **Appointments for which the relevant Scout Council makes the appointment**

The electoral body (the relevant Scout Council) has a veto on appointment. If, by majority vote of those present at the meeting and entitled to vote, it does not agree to the appointment, it cannot be made and no appeal is permitted.

### **Appointments for which the relevant Executive Committee makes the appointment**

The trustees (Executive members) make the appointment and no appeal is permitted.

### **Disagreement over appointment cancellation as the outcome of a review**

If the post holder disagrees with the cancellation of an appointment as the outcome of an appointment review, the disagreement will follow the principles of the complaint procedure, details of which can be found in factsheet FS140100: *Resolving Complaints - The Scout Association's Complaints Procedure*.

### **Resolution of complaints regarding the appointment process:**

If there is a complaint from an applicant because the appointment has not been approved, the applicant may: In the first instance, meet the Appointments Chairman and another member of the Appointments Advisory Committee (preferably a member who has not been part of the interview for the complainant). This meeting shall allow the complainant to explain the problem and to see if an agreeable resolution can be found.

If the complainant is still not satisfied after step one (above), the complainant may make an appeal to the Chairman of the Executive Committee that is the parent body of the Appointments Advisory Committee. The Chairman may choose to ask a small number of members of the Executive Committee (not involved in the appointment process) to investigate the issue and provide a confidential report to the Chairman, whose decision is final.

Once step two (above) has been completed, the complainant may not take the complaint any further.

It is important that you fully understand your role in the appointment process, and although the majority of adults will be suitable for roles in Scouting, it is important that you understand the procedures for when there is any doubt.

For further information on the appointment process, see [www.scouts.org.uk/appointment](http://www.scouts.org.uk/appointment), or the other support resources detailed in the appendix.

## **SUSPENSION:**

It is the responsibility of the relevant commissioner to recommend a suspension. They will need to consult with the line manager of the individual, who then has the responsibility to fill out a *Cancellation/Suspension (CS Form)* and send it to Headquarters. The commissioner should work closely with the line manager to ascertain the situation as clearly as possible, taking into account all factors outlined in the *Guide to Appointing Adults*.

Following a suspension, the Appointments Advisory Committee supports the Commissioner, especially as part of the decision making process when deciding whether to reinstate the person. It will consider the situation objectively, with the aim of being fair, while recommending what is best for Scouting. The Appointments Advisory Committee meets with the individual concerned to assess the situation before providing advice, and will then advise on whether the adult should be reinstated, have the suspension continued, have the appointment modified or have the appointment cancelled.

# APPENDIX

## WHO IS RESPONSIBLE FOR WHICH APPOINTMENTS?

**TABLE 1: APPOINTMENTS**

Appointment	Line manager to help make the application	Approver	Appointing manager	Responsible for induction	Training Obligations	Minimum membership
<b>GROUP</b>						
Group Scout Leader	District Commissioner or nominee	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Wood Badge required	Full Membership
Assistant Group Scout Leader Section Leader Assistant Section Leader	Group Scout Leader	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	Wood Badge required	Full Membership
Section Assistant	Group Scout Leader	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	Modules 1 and 3 required	Associate Membership
Group Chairman	Group Scout Leader	Group Scout Council at the AGM*	Group Scout Council	Group Scout Leader	Module 1 required if unsupervised access to young people	None required
Group Secretary Group Treasurer other Elected Group Executive members	Members of the Group Scout Council	Group Scout Council at the AGM*	Group Scout Council	Group Chairman	Module 1 required if unsupervised access to young people	None required
Nominated Group Executive members	Group Scout Leader	Group Scout Council at the AGM*	Group Scout Council	Group Chairman	Module 1 required if unsupervised access to young people	None required
Co-opted Group Executive members	Group Chairman	Group Executive Committee	Group Executive Committee	Group Chairman	Module 1 required if unsupervised access to young people	None required
Group Administrator	Group Chairman	Group Executive Committee	Group Executive Committee	Group Chairman	Module 1 required	None required
Group Adviser	Group Chairman	Group Executive Committee	Group Executive Committee	Group Chairman	Module 1 required	Associate membership

Appointment	Line manager to help make the application	Approver	Appointing manager	Responsible for induction	Training Obligations	Minimum membership
Group Skills Instructor	Group Scout Leader	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Module 1 required	Associate membership
Group President Group Vice President Group Deputy President	Group Chairman	Group Scout Council at the AGM*	Group Scout Council	Group Chairman	Module 1 required if unsupervised access to young people	None required
Group Fellowship Chairman	Group Scout Leader	Group Fellowship Members	Group Scout Leader	Group Scout Leader	Module 1 required if unsupervised access to young people	Associate membership
Group Fellowship Treasurer and Secretary	Group Fellowship Chairman	Group Fellowship Members	Group Fellowship Chairman	Group Fellowship Chairman	Module 1 required if unsupervised access to young people	Associate membership
Group Fellowship Member	Group Fellowship Chairman	District Appointments Secretary/Group Fellowship Secretary	Group Fellowship Chairman	Group Fellowship Chairman	Module 1 required if unsupervised access to young people	Associate membership
<b>DISTRICT</b>						
Assistant District Commissioner District Scouter  District Explorer Scout Commissioner  Deputy District Commissioner	District Commissioner or nominee	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Wood Badge required	Full membership
District Scout Network Leader	District Commissioner or nominee (in conjunction with the County Scout Network Commissioner)	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Wood Badge required	Full membership
District Explorer Scout Leader Explorer Scout Leader Assistant Explorer Scout Leader	District Explorer Scout Commissioner	District Appointments Advisory Committee.	District Commissioner or nominee	District Explorer Scout Commissioner	Wood Badge required	Full membership
Unit Assistant	District Explorer Scout Commissioner	District Appointments Advisory Committee.	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1 and 3 required	Associate membership
District Chairman	District Commissioner or nominee	District Scout Council at the AGM*	District Scout Council	District Commissioner or nominee	Module 1 required if unsupervised access to young people	Associate membership

Appointment	Line manager to help make the application	Approver	Appointing manager	Responsible for induction	Training Obligations	Minimum membership
District Secretary District Treasurer	Members of the District Scout Council	District Scout Council at the AGM*	District Scout Council	District Chairman	Module 1 required if unsupervised access to young people	Associate membership
Elected District Executive members apart from the Secretary and Treasurer	Members of the District Scout Council	District Scout Council at the AGM*	District Scout Council	District Chairman	Module 1 required if unsupervised access to young people	None required
Nominated District Executive members	District Commissioner or nominee	District Scout Council at the AGM*	District Scout Council	District Chairman	Module 1 required if unsupervised access to young people	None required
Co-opted District Executive members	District Chairman	District Executive Committee	District Executive	District Chairman	Module 1 required if unsupervised access to young people	None required
District Appointments Chairman	District Chairman	District Executive	District Executive	District Chairman	Module 1 and module 37 required	None required
District Appointment Advisory Committee members and Secretary	District Appointments Chairman	District Executive	District Executive	District Appointments Chairman	Module 1 and module 37 required	None required
District Administrator	District Chairman	District Executive Committee	District Executive	District Chairman	Module 1 required	None required
Explorer Scout Administrator.	District Explorer Scout Commissioner	District Appointments Advisory Committee.	District Commissioner or nominee	District Explorer Scout Commissioner	Module 1 required if unsupervised access to young people	None required
District Adviser	District Chairman	District Executive Committee	District Executive	District Chairman	Module 1 required	Associate membership
District Skills Instructor	District Commissioner or nominee	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Module 1 required	Associate membership
District President District Vice President District Deputy President	District Chairman	District Scout Council at the AGM*	District Scout Council	District Chairman	Module 1 required if unsupervised access to young people	None required
District Fellowship Chairman	District Commissioner	District Fellowship Members	District Commissioner	District Commissioner	Module 1 required if unsupervised access to young people	Associate membership
District Fellowship Treasurer and Secretary	District Fellowship Chairman	District Fellowship Members	District Fellowship Chairman	District Fellowship Chairman	Module 1 required if unsupervised access to young people	Associate membership

Appointment	Line manager to help make the application	Approver	Appointing manager	Responsible for induction	Training Obligations	Minimum membership
District Fellowship Member	District Fellowship Chairman	District Appointments Secretary/ District Fellowship Secretary	District Fellowship Chairman	District Fellowship Chairman	Module 1 required if unsupervised access to young people	Associate membership
<b>COUNTY</b>						
Deputy County Commissioner Assistant County Commissioner Scout Network Commissioner County Training Manager County Scouter	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Wood Badge required	Full membership
District Commissioner	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Wood Badge required	Full membership
Scout Network Leader	Scout Network Commissioner	County Appointments Advisory Committee.	County Commissioner or nominee	Scout Network Commissioner	Wood Badge required	Full membership
County Chairman	County Commissioner or nominee	County Scout Council at the AGM*	County Scout Council	County Commissioner or nominee	Module 1 required if unsupervised access to young people	Associate membership
County Secretary County Treasurer	Members of the County Scout Council	County Scout Council at the AGM*	County Scout Council	County Chairman	Module 1 required if unsupervised access to young people	Associate membership
Elected County Executive members except the Secretary and Treasurer	Members of the County Scout Council	County Scout Council at the AGM*	County Scout Council	County Chairman	Module 1 required if unsupervised access to young people	None required
Nominated County Executive members	County Commissioner or nominee	County Scout Council at the AGM*	County Scout Council	County Chairman	Module 1 required if unsupervised access to young people	None required
Co-opted County Executive members	County Chairman	County Executive	County Executive	County Chairman	Module 1 required if unsupervised access to young people	None required
County Appointments Chairman	County Chairman	County Executive	County Executive	County Chairman	Module 1 and module 37 required	None required
County Appointment Advisory Committee members and Secretary	County Appointments Chairman	County Executive	County Executive	County Appointments Chairman	Module 1 and Module 37 required	None required

Appointment	Line manager to help make the application	Approver	Appointing manager	Responsible for induction	Training Obligations	Minimum membership
Scout Network Administrator	Scout Network Commissioner	County Appointments Advisory Committee.	County Commissioner or nominee	Scout Network Commissioner	Module 1 required if unsupervised access to young people	None required
County Administrator	County Chairman	County Executive	County Executive	County Chairman	Module 1 required	None required
County Adviser	County Chairman	County Executive	County Executive	County Chairman	Module 1 required	Associate membership
County Skills Instructor	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Module 1 required	Associate membership
County President County Vice President County Deputy President	County Chairman	County Scout Council at the AGM*	County Scout Council	County Chairman	Module 1 required if unsupervised access to young people	None required
County Fellowship Chairman	County Commissioner	County Fellowship Members	County Commissioner	County Commissioner	Module 1 required if unsupervised access to young people	Associate membership
County Fellowship Treasurer and Secretary	County Fellowship Chairman	County Fellowship Members	County Fellowship Chairman	County Fellowship Chairman	Module 1 required if unsupervised access to young people	Associate membership
County Fellowship Member	County Fellowship Chairman	County Appointments Secretary/County Fellowship Secretary	County Fellowship Chairman	County Fellowship Chairman	Module 1 required if unsupervised access to young people	Associate membership
Child Protection Co-ordinator	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Module 1 required. HQ approved CPC training within one year of appointment. Ongoing refresher training	Full membership
County Safety Co-ordinator	County Chairman	County Appointments Advisory Committee	County Executive	County Chairman	Module 1 required if unsupervised access to young people	None required
Local Training Manager	County Training Manager	County Appointments Advisory Committee	County Commissioner or nominee	County Training Manager	Wood Badge required	Full Membership
Local Training Administrator	Local Training Manager	County Appointments Advisory Committee	County Commissioner or nominee	Local Training Manager	Module 1 required if unsupervised access to young people	None required

Appointment	Line manager to help make the application	Approver	Appointing manager	Responsible for induction	Training Obligations	Minimum membership
County Training Administrator	County Training Manager	County Executive	County Commissioner or nominee	County Training Manager	Module 1 required if unsupervised access to young people	None required
Training Adviser	County Training Manager	County Appointments Advisory Committee	County Commissioner or nominee	County Training Manager	Module 25 required	None required
<b>SCOTLAND</b>						
Regional Commissioner (Scotland)	Chief Commissioner of Scotland or nominee	Scottish Council of the Association	Chief Commissioner of Scotland or nominee	Chief Commissioner of Scotland or nominee	Wood Badge required	Full membership
Assistant Regional Commissioner (Scotland)	Regional Commissioner or nominee	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Wood Badge required	Full membership
District Commissioner (Scotland)	Regional Commissioner or nominee	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Wood Badge required	Full membership
Regional Chairman (Scotland)	Regional Commissioner or nominee	Regional Scout Council at the AGM*	Regional Scout Council	Regional Commissioner or nominee	Module 1 required if unsupervised access to young people	Associate membership
Regional Treasurer (Scotland) Regional Secretary (Scotland)	Members of the Regional Scout Council	Regional Scout Council at the AGM*	Regional Scout Council	Regional Chairman	Module 1 required if unsupervised access to young people	Associate membership
Elected Regional Executive Members excluding Treasurer and Secretary (Scotland)	Members of the Regional Scout Council	Regional Scout Council at the AGM*	Regional Scout Council	Regional Chairman	Module 1 required if unsupervised access to young people	None required
Regional Appointments Chairman (Scotland)	Regional Chairman	Regional Executive	Regional Executive	Regional Chairman	Module 1 and module 37	None required
Regional Appointments Advisory Committee Members including Secretary (Scotland)	Regional Appointments Chairman	Regional Executive	Regional Executive	Regional Appointments Chairman	Module 1 and module 37 required	None required
Regional Administrators (Scotland)	Regional Chairman	Regional Executive	Regional Executive	Regional Chairman	Module 1 required	None required
Regional Advisers (Scotland)	Regional Commissioner	Regional Executive	Regional Executive	Regional Chairman	Module 1 required	Associate membership
Regional Skills Instructors (Scotland)	Assistant Regional Commissioner (Adult Training)	Regional Appointments Advisory Committee	Assistant Regional Commissioner (Adult Training)	Assistant Regional Commissioner (Adult Training)	Module 1 required	Associate membership

Appointment	Line manager to help make the application	Approver	Appointing manager	Responsible for induction	Training Obligations	Minimum membership
Regional President and Vice Presidents (Scotland)	Regional Chairman	Regional Executive in conjunction with the Chief Commissioner of Scotland	Regional Executive	Regional Chairman	Module 1 required if unsupervised access to young people	None required
Regional Fellowship Chairman (Scotland)	Regional Commissioner	Regional Fellowship Members	Regional Commissioner	Regional Commissioner	Module 1 required if unsupervised access to young people	Associate membership
Regional Fellowship Treasurer and Secretary (Scotland)	Regional Fellowship Chairman	Regional Fellowship Members	Regional Fellowship Chairman	Regional Fellowship Chairman	Module 1 required if unsupervised access to young people	Associate membership
Regional Fellowship Member (Scotland)	Regional Fellowship Chairman	Regional Appointments Secretary/ Fellowship Secretary	Regional Fellowship Chairman	Regional Fellowship Chairman	Module 1 required if unsupervised access to young people	Associate membership
Regional Training Adviser (Scotland)	Assistant Regional Commissioner (Adult Training)	Regional Appointments Advisory Committee	Assistant Regional Commissioner (Adult Training)	Assistant Regional Commissioner (Adult Training)	Module 25 required	None required

Notes: \*Approval of these appointments would normally take place at the relevant Council AGM, however this could instead take place at an Extraordinary Meeting of the relevant Council.

## RESPONSIBILITY FOR REVIEW

Appointment	Carry out review
Group appointments	Group Scout Leader
District appointments (not reporting to the District Commissioner)	Line manager of the individual
District appointments reporting to the District Commissioner	District Commissioner
County/Area/ appointments (not reporting to the County/Area Commissioner)	Line manager of the individual
County/Area appointments reporting to the County/Area Commissioner	County/Area/ Commissioner
Members of Executive Committees	Not applicable due to election/nomination process at the AGM

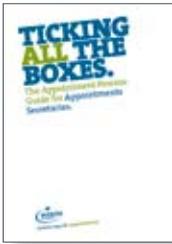
## OTHER RESOURCES TO HELP YOU WITH THE APPOINTMENT PROCESS

### For those involved in the process



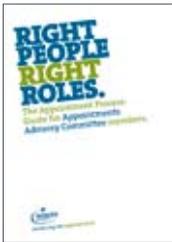
#### The Appointment Process: Guide for Line Managers

A pack with information for the person carrying out the initial discussion with the volunteer to help support them through the appointment process.



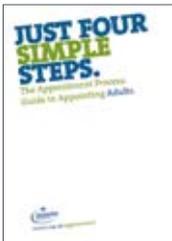
#### The Appointment Process: Guide for Appointments Secretaries

Support for the Appointments Secretary, outlining their role within the process.



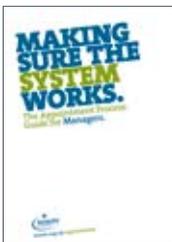
#### The Appointment Process: Guide for Appointments Advisory Committee Members

Support material for the Appointments Advisory Committee members.



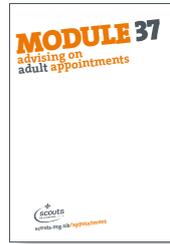
#### The Appointment Process: Guide to Appointing Adults

Support material for appointing adults to different roles.



#### The Appointment Process: Guide for Managers

Support material for Managers within the appointment process.



A training module for the Appointments Advisory Committee members. The training module (Module 37, *Advising on Adult Appointments*) includes an accompanying DVD and trainer's notes, which can be found at [www.scouts.org.uk/trainersresources](http://www.scouts.org.uk/trainersresources).

These resources are available to download from [www.scouts.org.uk/appointment](http://www.scouts.org.uk/appointment) or from the Scout Information Centre.

### For the new adult



#### AA Form

In a new, simpler format. The application form for any adult beginning a new role in Scouting.



#### Welcome postcard/e-card

An application acknowledgement with simple information on the next steps in the process.



#### Welcome Pack

A *Welcome Pack* with some Scouting basics and role specific information which is sent to the volunteer when they gain a provisional appointment.



#### Appointment Card

Outlining an individual's appointments and review dates. This is sent at confirmation of 'full' appointment.



The **Quick Reference Guide** explains simply the steps of the process.

## GLOSSARY OF TERMS USED

- **Appointments Advisory Committee:** The committee appointed by the relevant Executive Committee to assist with the process of appointing adults in Scouting.
- **Appointments Chairman:** The person appointed by the relevant Executive Committee to chair the Appointments Advisory Committee.
- **Appointments Secretary:** The person appointed by the relevant Executive Committee to act as the secretary of the appointment process.
- **Appointing manager:** The appointing manager is the relevant commissioner, the relevant executive committee or the relevant electoral body.
- **Appointments members:** Sufficient members must be appointed to ensure that three members can be found to undertake the approval meeting for each applicant.
- **Line manager:** The line manager is responsible for recommending the applicant for the appointment and guiding them through the appointment process. This will normally be the direct line manager of the adult, eg the Group Scout Leader for a Cub Scout Leader, but there may be some situations where there may be a more appropriate person.
- **Member Admin area at [www.scouts.org.uk](http://www.scouts.org.uk):** The membership database of records for all adult Members of The Scout Association.
- **Module 37, *Advising on Adult Appointments*:** The mandatory training module for all Appointments Advisory Committee members, Chairman and Secretaries.
- **Safeguarding:** All adults in Scouting must go through a series of safeguarding (Criminal Record) checks to ensure they are safe to work with children and young people.
- **Headquarters:** the Headquarters of The Scout Association, at Gilwell Park, Chingford, London, E4 7QW.
- **Adult Application (AA Form):** The form used by an adult to apply for a role in Scouting.
- **Reference (RF Form):** The form used to obtain references for an adult applicant.
- **Appointment Review (AR Form):** The form used to record the details of a review of an appointment.
- **Cancellation/Suspension (CS Form):** The form used to inform Headquarters that an appointment has been cancelled or suspended.
- **Criminal Records Check form:** The form used to check a person has no Criminal Record that may render them unsuitable for a role in Scouting (for example, the CRB form in England and Wales).

## NOTES

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