

Welcoming a new family – checklist

Meetings

- I've shared details about the meeting venue, and the day and time we meet.
- I've shared the upcoming programme and discussed with them any upcoming events we have.
- I've shared the details for dropping off and picking up their child at meetings.
- I've discussed with the family the sticker system we have in place and the activity at home challenges.

The child

- I've discussed with the family any additional needs that their child may have and heard from them how we can support their child with this.
- I've found out and recorded what strengths and interests their child has.
- I've asked and recorded any medical or dietary requirements their child may have.
- I've asked whether their child has any friends currently in the group that they'd like to be paired up with.
- I've asked and recorded who'll be doing the drop off and pick up of their child at meetings.

Communication

- I've taken the basic details for the young person and made sure the details are correct.
- I've invited the family into our communication channel (for example, WhatsApp group, Facebook group, Twitter account or website).
- I've made sure that the family have shared the contact number for the leaders in case of any emergency.
- I've introduced the family to all the leaders/helpers in the section.

Uniform/investiture

- I've shared with the family information about how they can purchase the uniform and recommended they wait four weeks before committing to buying a uniform.
- I've discussed with the family the stickers/badges they can achieve and the group's policy for giving these out.
- I've discussed with the family about investiture and the promise that their child can take (and remembered to discuss the different promises).

Costs

- I've discussed with the family the costs for attending Scouting and how we can support them.

Helping out

- I've discussed the leadership team we have in place and how they can help out by trying the 'four week challenge' or joining our termly rota to help out at meetings.
- I've discussed the [tasks and skills survey](#), as this will help us understand how they can support the group.

Safety

- I've shared details with the family about how they can raise any safety or safeguarding concerns they may have.
- I've explained to the family where they can find our code of conduct and anti-bullying policy.