**District Explorer Scout Commissioner (DESC) Induction Checklist**

This checklist is designed as a ‘self-service’ guide for a new District Explorer Scout Commissioner to complete in partnership with other volunteers. Some of this should be delivered by the District Commissioner (DC), as the line manager, and other points could be delivered by relevant people.

The ‘supported by’ column can be used to detail whose action/task this is, in some instances this will be the DC, Training Advisor (TA), buddy or will be a self-led activity. However, the ‘Line manager within first month’ section must be completed by the District Commissioner as soon as possible.

The links in each section will give advice and guidance and can be used as the starting point for a conversation. This document can be edited electronically to update your progress (this will allow you to follow the links) or it can be printed and act as a checklist.

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| **The following are completed as part of the appointment process.**  **However, this may be a good time to double check and action any outstanding points:** | **Done** |
| My role description has been agreed between me and the District Commissioner [District Role Descriptions](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/role-descriptions/district-roles/) |  |
| My Compass record has been updated |  |
| I have attended Appointments Advisory panel meeting |  |
| The [Young People First (yellow card) and Safety cards](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/) have been issued and  discussed with me |  |

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| **To be delivered by the Line Manager within the first month** | |
| **Topic Covered** | **Done** |
| I have agreed the key priorities for Explorer provision in my District  [Running an Explorer Unit](https://www.scouts.org.uk/volunteers/running-your-section/running-an-explorer-unit/) |  |
| I understand my role in the District Team |  |
| I know what the District/County’s strategies and plans are and I know how I can contribute to this |  |
| I understand governance and my role as a [trustee of the District](https://www.scouts.org.uk/volunteers/running-things-locally/executive-committees/the-district-executive-committee/) |  |
| I know what support I can expect from my line manager (DC) |  |
| I understand my role in Safety and Safeguarding as a DESC  [Safe Scouting and what to do in an emergency](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/safe-scouting-and-emergency-procedures/)  [Safety checklist for managers](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/staying-safe-safety-checklist/staying-safe-managers/) |  |
| I understand the complaints process  [Scouts complaints policy](https://www.scouts.org.uk/about-us/policy/scouts-complaints-policy/) |  |
| I understand what my responsibilities are within the Appointments Process as a DESC  [The Appointments Process](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/appointing/) |  |
| I have been appointed a buddy (ideally someone who understands the role) and have made contact with them. |  |
| I have an action plan for completing my induction and who will be supporting each aspect  [District Explorer Scout Commissioner Induction](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/induction/key-line-manager-induction/district-explorer-scout-commissioner-induction/) |  |

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| **Action required in first month - supported by the most appropriate person locally** | | |
| **Topic Covered** | **Supported by** | **Done** |
| I have been provided with a local welcome pack |  |  |
| I have been introduced to key supporters such as Assistant District Commissioners, District Trustees, District Explorer Scout Administrator, Explorer Scout Leader’s etc |  |  |
| I understand the role of the District Explorer Scout Administrator (DESA) and how we can work best together. I have started the recruitment process if this role is not already filled. |  |  |
| I have introduced myself to the Explorer leaders and shared my contact details |  |  |
| I have booked dates to visit all of the Explorer Units within my District |  |  |
| I have set meeting dates with my leadership team |  |  |
| I have been informed of upcoming District meetings |  |  |
| I have been informed of the District vision and how the Explorer Units (including the Young Leader Unit) fit into this |  |  |
| I have been taught how to use our systems & tools – including access to my email account, Compass access, Online Scout Manager (OSM) access, and Explorer Units finances/banking |  |  |
| I have received a handover from previous DESC/DC |  |  |
| I have been given a snapshot of the District Explorer provision such as numbers of young people, adult volunteers, etc. |  |  |
| I have been informed of what District and County resources are available and how to access them e.g. Tech support, equipment, grants and funding, Active Support etc |  |  |
| I am aware of Policy Organisation and Rules (POR) and where to find it [Policy Organisation and Rules (POR)](https://www.scouts.org.uk/por/) |  |  |

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| **Training Advisor (TA) within five months** | | |
| **Topic Covered** | **Supported by** | **Done** |
| I have been assigned a Training Advisor (TA)  [Information for Training Advisors](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/trainers/training-advisers/) |  |  |
| I have met with my TA to agree a Personal Learning Plan  [Adult personal file for managers and supporters](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/support-resources-for-learners/adult-personal-file-for-managers-and-supporters/) |  |  |
| I have completed and validated my Getting Started modules  [Getting started training](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training/) |  |  |
| I know where to find the DESC manager training and booked onto necessary courses  [Managers and supporters training](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/managers-and-supporters-training/) |  |  |
| I am aware of my responsibilities as DESC for my team’s training  [Module Matrix](https://cms.scouts.org.uk/media/10813/ms-module-matrix_sept2020_v3.pdf) |  |  |

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| **Staying Safe and Safeguarding - supported by the most appropriate person locally** | | |
| **Topic Covered** | **Supported by** | **Done** |
| I know what to do in an emergency, who to contact and understand the procedures. I have been given a purple card.  [Safe Scouting and what to do in an emergency](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/safe-scouting-and-emergency-procedures/) |  |  |
| I understand my role with risk assessments within the Explorer provision and have been given a copy of the Safety Checklists (white cards)  [Risk Assessments](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/)  [Safety checklist for Executive Committees, Leaders and Managers](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/staying-safe-safety-checklist/) |  |  |
| I know that the Safety and Safeguarding training modules are mandatory and ongoing learning. I am aware that I am responsible for ensuring that all of my team complete these.  [Safety training](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/ongoing-training-for-all/safety-training/)  [Safeguarding training](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/ongoing-training-for-all/safeguarding/) |  |  |
| I understand how to use the In Touch system and know my responsibility in ensuring it is used by Units  [In Touch system information](https://www.scouts.org.uk/volunteers/running-your-section/intouch/) |  |  |
| I understand the systems for approving activities  [Guidance on approving activities](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/general-activity-guidance/approving-activities-guidance-for-commissioners/) |  |  |

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| **Digital and Data – supported by the most appropriate person locally** | | |
| **Topic Covered** | **Supported by** | **Done** |
| I have been given access to the relevant compliance data and understand how to use it  (This is accessed by the District Commissioner and can be shared) |  |  |
| I understand how to use the data in the best way  [GDPR FAQ page](https://www.scouts.org.uk/volunteers/running-things-locally/data-protection-and-record-management/gdpr-faqs/) |  |  |
| I am aware of how to collect and store Unit data and how to use it in line with GDPR  [GDPR workbook](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/support-resources-for-learners/independent-learning-workbooks/gdpr-workbook/) |  |  |
| I have been given access to the data held for Explorer provision in the District and any other relevant local information |  |  |
| I have been given access to the system the Units use for storing data |  |  |
| I understand how to plan for the future and store data securely for my successors, following GDPR rules  [GDPR FAQ page](https://www.scouts.org.uk/volunteers/running-things-locally/data-protection-and-record-management/gdpr-faqs/) |  |  |
| I know where to go for digital skills support and advice  [Digital skills support and advice](https://www.scouts.org.uk/digital-transformation/digital-skills/) |  |  |
| I am aware of free digital tools available for charities e.g. Microsoft 365 |  |  |
| I know where to find free digital training for charities  [Free online training](https://knowhow.ncvo.org.uk/tools-resources/building-a-digital-workforce/the-toolkit/free-online-training) |  |  |
| I know how to run meetings online using Zoom or similar  [Taking Scouts online](https://www.scouts.org.uk/volunteers/scouts-at-home/taking-scouts-online/) |  |  |
| I have been informed on how to use Compass in my role, including appointments and disclosure reports.  Note: Until your role is full you will have limited access. For help contact your Appointments Secretary or DC.  [Changes to Compass](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/updates-to-our-learning-and-training/changes-to-compass/) |  |  |
| I understand how to use Atlantic Data to process disclosure applications  [Completing the disclosure process](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/appointing/disclosure-checking/) |  |  |

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| **Running things locally - supported by the most appropriate person locally** | | |
| **Topic Covered** | **Supported by** | **Done** |
| I am aware of what funding support is available for Units from the District  [Asking for funding support from the District](https://www.scouts.org.uk/volunteers/running-things-locally/grants-and-funds-for-your-local-group/grants-between-counties-districts-and-groups/asking-for-support-from-the-district/) |  |  |
| I understand the different District Team roles and how they can support Units  [District role descriptions](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/role-descriptions/district-roles/) |  |  |
| I am aware of how to search for and apply for grants for Explorer provision  [Information on applying for funding for your Group](https://www.scouts.org.uk/volunteers/running-things-locally/grants-and-funds-for-your-local-group/) |  |  |
| I have been made aware of any relevant organisations that local Scouting has links with  [Working with local businesses](https://www.scouts.org.uk/volunteers/growing-scouts/community-engagement/working-with-local-businesses/)  [Furthering reach toolkit](https://www.scouts.org.uk/volunteers/running-your-section/running-a-squirrel-drey/squirrels-furthering-reach/furthering-reach-toolkit/) |  |  |
| I know where to find more information about supporting young people and adults with additional needs  [Supporting those with additional needs and neurodiversity](https://www.scouts.org.uk/volunteers/inclusion-and-diversity/supporting-those-with-additional-needs-and-neurodiversity/)  [Funding to support additional needs](https://www.scouts.org.uk/volunteers/running-things-locally/grants-and-funds-for-your-local-group/grants-from-ukhq/funding-to-support-additional-needs/) |  |  |

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| **GSL/DESC Induction workshops -** [Check the dates and sign up here.](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/induction/key-line-manager-induction/group-scout-leader-induction-workshops/) | **Done** |
| The District Explorer Scout Commissioner’s Role as a manager |  |
| Building an Effective Team |  |
| Planning Ahead to Aid Development |  |
| Managing Recruitment |  |
| Your Role Within the Volunteer Journey |  |
| Keeping Everyone Happy – The Review Process |  |

**Congratulations on completing your District Explorer Scout Commissioner Induction!**