



Policy, Organisation and Rules

March 2024 edition

**Welcome Conversation supplement,
May 2024**

This document supplements the March 2024 edition of Policy, Organisation and Rules (POR) and replaces the following rules within Chapter 16 – Adult Roles

16.1.5.3	16.1.7.2	16.1.7.5
16.1.7	16.1.7.3	16.1.8.1
16.1.7.1	16.1.7.4	16.1.8.2

It also creates the following new rules:

- 16.1.7.6
- 16.1.7.7
- 16.1.7.8
- 16.1.7.9

And removes the following rule:

- 16.1.7.4

The rules in this Supplement establish the Welcome Conversation for the appointment of new adult volunteers.

These rules and the introduction of the Welcome Conversation apply only in the following circumstances, without exception:

- a) Only the Bailiwick of Guernsey, Belfast County, City of Coventry County, Clwyd Area, Dorset County, Greater London Middlesex West County, Humberside County, Royal Berkshire County, South East Scotland Region, West Yorkshire County – and the Districts and Groups within these - are authorised to use these rules.
- b) Between 1 June and 1 September 2024 these authorised Counties may implement these rules to establish the Welcome Conversation in place of Appointment Panels within the Appointment Process. Counties should ensure that whole Districts implement these across all of their Scout Groups, Units and Teams at once. It is acknowledged that individual Districts may switch over at different points during this time.

Once implemented during this time, reversion to the previous rules is not permitted.

- c) These rules must be fully adopted within the entirety of each of these authorised locations no later than 1 September 2024. At this point the previous rules and processes they describe will cease to be the current rules of The Scout Association in these authorised locations.

Wording from March 2024 edition of POR		Replacement POR wording for use in all parts of authorised Counties that have adopted Welcome Conversations	
Definitions chapter	<p>Appointment panel</p> <p>A panel of three people drawn from the appointments advisory committee which meets with a person applying for an appointment in the Scouts. It is good practice for a member of the panel to be aged under 25, and for the panel to have a diverse mix of members, including someone currently in a programme role.</p>	Definitions chapter	<p>Welcome Conversation</p> <p>As part of the volunteer joining process at the Scouts, a Welcome Conversation must be conducted where the role requires the volunteer to be a “Member” according to the Roles Table in POR (Chapter 16).</p> <p>In a Welcome Conversation, the new volunteer meets with their volunteer line manager and an independent person (defined in 16.1.7.6).</p> <p>It is good practice for Welcome Conversations to be carried out by a diverse mix of members including people under the age of 25.</p>
16.1.5.3	For governance roles, the approving body as shown in the roles table must vote to approve the applicant for the role. This means that there is no meeting with an appointment panel and references are not checked.	16.1.5.3	For governance roles, the approving body, as shown in the Roles Table in POR (Chapter 16), must vote to approve the volunteer for the role. This means that there is no Welcome Conversation and references are not checked.

16.1.7	Meet with an appointment panel	16.1.7	Welcome Conversation
16.1.7.1	The applicant's line manager must ensure that a meeting with an appointment panel is requested if the roles table shows it is required. The appointments advisory committee may decide not to hold the appointment panel meeting for the applicant.	16.1.7.1	This section 16.1.7 applies to all volunteers: <ul style="list-style-type: none"> a) new to the Scouts b) returning to the Scouts after a break in service of 30 days or more. Where a break in service relates to a suspension, a Welcome Conversation is not required, follow POR section 16.4 c) taking on a new role where any previous roles have not required an Appointments Panel or Welcome Conversation. According to the roles table in POR (Chapter 16).

<p>16.1.7.2</p>	<p>The appointment panel must have three members (see the Definitions Chapter). The applicant's line manager must not be a member of the appointment panel. The appointments chair may allow one additional attendee at the appointment panel meeting, for example during validation of Module 37 or if the applicant requires a sign language interpreter. The appointment panel meeting must not take the form of an interview. Members of the appointment panel must only consider the applicant's:</p> <ul style="list-style-type: none"> a) awareness and acceptance of the Scouts' values and policies b) ability and willingness to carry out the requirements of the role 	<p>16.1.7.2</p>	<p>The purpose of the Welcome Conversation is to:</p> <ul style="list-style-type: none"> a) welcome the volunteer and help them feel part of the team- identify support they need for their tasks and responsibilities b) confirm that volunteering with the Scouts is the right fit for them. c) help the volunteer to be prepared for their volunteering journey- addressing questions and future learning and development opportunities d) make sure volunteers are clear on our expectations of them and to make sure they understand and commit to our values, the Scout Promise, Our Volunteering Culture, and how we keep young people safe (the Safeguarding Code of Conduct for Adults - Yellow Card, and Purple Card) <p>For a Section Team role, the Welcome Conversation must be attended by:</p> <ul style="list-style-type: none"> a) the volunteer b) the volunteer's Group Scout Leader or District Explorer Scout Commissioner (or their designate). c) an independent Welcome Conversation volunteer (defined in 16.1.7.6) <p>In other Group, District, or County (or equivalent) teams, the Welcome Conversation must be attended by:</p> <ul style="list-style-type: none"> a) the volunteer b) the volunteer's Line Manager (or their designate) c) an independent Welcome Conversation volunteer (defined in 16.1.7.6)
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16.1.7.3	The purpose of the appointment panel does not include consideration of the outcomes of personal enquiry or references	16.1.7.3	The Welcome Conversation does not include consideration of the outcomes of personal enquiry, or references.
16.1.7.4	If the roles table shows that the minimum membership level for the role is “Member”, the appointment panel must confirm that the applicant is willing to live by the Scout Promise.	16.1.7.4	This rule has been removed and is left intentionally blank
16.1.7.5	The Appointments Secretary must ensure that the membership system is updated with the appointment panel’s recommendation	16.1.7.5	Until the new digital/membership system is live, the outcome of the Welcome Conversation must be recorded in Compass by the Appointments Secretary or the relevant Commissioner in the ‘Appointments Advisory Committee Approval’ box.

	There was no previous 16.1.7.6.	16.1.7.6	<p>The independent Welcome Conversation volunteer must:</p> <ol style="list-style-type: none"> a) Hold a full, current appointment in a role which requires a Welcome Conversation or Appointments Panel as part of the joining journey b) Have completed and validated the learning for a Welcome Conversation volunteer (and that learning must already be recorded on Compass). See 16.1.7.8. c) Hold an active role in the Scouts and be or have been within the previous 5 years: <ul style="list-style-type: none"> • in a similar role in a Section Team at Group level or in an Explorer Unit if the volunteer is taking on a Section Team role within a different Scout Group or Explorer Unit to the new volunteer being appointed <p>A similar role in a Section Team means a role in the same section as the volunteer is joining, or the section that is the previous or next age section to the section the volunteer is joining.</p> <ul style="list-style-type: none"> • in a similar District or County role within a different team to the new volunteer being appointed.
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	<p>There was no previous 16.1.7.7.</p>	<p>16.1.7.7</p>	<p>Until the new digital/membership system is live, each independent Welcome Conversation volunteer must be recorded on Compass as an Appointments Advisory Committee Member. This applies to all volunteers taking on the independent Welcome Conversation volunteer tasks, including Commissioner roles or Group Scout Leaders if they are carrying out Welcome Conversations as the independent person.</p> <p>For any volunteer not already holding the role, the allocation of an Appointments Advisory Committee Member role on Compass is purely for recording the completion of Welcome Conversation Learning (see 16.1.7.8) and who is eligible to conduct the conversation. In this case, all other Appointments Advisory Committee responsibilities and obligations in POR related to Appointments Advisory Committee Members do not apply to independent Welcome Conversation volunteers.</p> <p>If the independent Welcome Conversation volunteer is already an Appointments Advisory Committee Member, there is no additional role recording required, but they must complete and record the Welcome Conversation Learning (following 16.1.7.8)</p>
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	There was no previous 16.1.7.8.	16.1.7.8	<p>The line manager and the independent Welcome Conversation volunteer must each have completed their Welcome Conversation Learning and their validated learning must be recorded on Compass. This must be completed prior to any involvement in a Welcome Conversation.</p> <p>For the independent Welcome Conversation volunteer this learning must be recorded on Compass within the Personal Learning Plan (PLP) for their Appointments Advisory Committee Member role.</p> <p>For the line manager, this must be recorded on Compass within the PLP for their line manager role (e.g. Group Scout Leader, District Explorer Scout Commissioner, County Commissioner).</p>
	There was no previous 16.1.7.9.	16.1.7.9	<p>In the event of the line manager and the independent Welcome Conversation volunteer disagreeing , then the outcome must be determined by the next level up. For example a Group disagreement must go to the District Commissioner who must determine how the appointment should proceed given the concerns raised.</p>
16.1.8.1	If the references and appointment panel meeting have raised no concerns, the Appointments Secretary must ensure that the approver is informed of the appointments advisory committee’s decision to recommend appointment of the applicant to the role.	16.1.8.1	<p>Following the current appointment process overall, if the references and Welcome Conversation have raised no concerns, the Appointments Secretary must ensure that the approver is informed of the decision to recommend appointment of the volunteer to the role.</p>

16.1.8.2	Otherwise, after consulting with up to two other Appointments Advisory Committee Members and (where appropriate) the references received from the referees, the Appointments Chair must make a final recommendation to the approver on the suitability of appointment.	16.1.8.2	Otherwise, after consulting with up to two other Appointments Advisory Committee members where there is no agreement on an appointment (16.1.7.9 and 16.1.8.1), the Appointments Chair must make a final recommendation to the approver on the appointment.
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