

# The Appointment Process

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## Important note

This chapter describes the appointment process applicable to appointments in Counties and Districts and Groups.

The appointment to Headquarters roles is outlined in Chapter 6 of POR. Broadly, the appointment process for Headquarters roles is similar to that described in this chapter.

## 1. Definitions

### 1.1 Appointments:

<b>Appointment</b>	An adult role in Scouting which requires the adult appointment process as laid out in this document to be followed.
<b>Pre-provisional Appointment</b>	A new role starts with a Pre-Provisional Appointment status and is complete when the Appointments process is complete.
<b>Provisional Appointment</b>	This status reflects that completion of the Getting Started training requirements is a requirement for a role. If the Getting Started training requirements are not complete by the time that the Appointments process is complete, then the role status will change from pre-Provisional to a Provisional Appointment.
<b>Full Appointment</b>	An adult role in Scouting for which the holder has satisfactorily completed the adult appointment process and the associated Getting Started training requirements as laid out in this document.

### 1.2 Roles:

#### SECTION LEADERSHIP TEAM ROLES

A Colony, Pack, Troop or Unit will have a Section Leadership Team (see Rules 3.7, 3.8, 3.9 and 4.7) comprising:

<b>Section Leader</b>	An adult responsible for the supervision, planning and delivery of the programme for the Colony, Pack, Troop or Unit and the management of the Section.  It is possible for this to be a role shared between two or more volunteers.
<b>Assistant Section Leaders</b>	One or more adults appointed to assist the Section Leader in all aspects of the role. It is good practice, but not necessary, to have one or more Assistant Section Leaders.
<b>Section Assistants</b>	One or more adults who assist the Section Leader in planning and delivering programmes to young people in the Movement.

Additionally, a Colony, Pack, Troop or Unit may use Helpers to assist delivery of the Section's programme:

<b>Helpers</b>	<p>Additional adults (for example parents or subject experts from the community) may be used on a regular or occasional basis to support the delivery of programme. The Personal Enquiry and criminal records disclosures checks requirements detailed in Rule 3.26(b), 4.28(b) and 5.19(f) must apply wherever applicable for these adults.</p> <p>A person who requires a Personal Enquiry (including where relevant a criminal records disclosure check) [Rules 3.26, 4.28, 5.19] and who does not have an active role on Compass that includes a criminal records check must be registered on Compass as an Occasional Helper<sup>SV</sup>. This Occasional Helper role on Compass is not otherwise part of the Appointment Process, carries no membership status and is only provided to enable the Personal Enquiry and criminal records disclosure checks to be conducted if required by Rules 3.26, 4.28 and 5.19.</p>
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### MANAGER ROLES

A Group, District or County will be led and managed by a team comprising:

<b>Managers</b>	<p>An adult appointed in the Movement who is the line manager for adults within the Movement and does not normally directly deliver programmes to young people, as defined by the role description.</p> <p>The roles include Group Scout Leader, District Commissioner, District Explorer Scout Commissioner, District Scout Network Commissioner, County Training Manager, Scout Active Support Manager, Regional Commissioner, County/Area Commissioner).</p>
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### SUPPORT ROLES

Delivery of Scouting is supported by adults with a variety of roles:

<b>Administrator</b>	An adult appointed in the Movement to carry out administrative functions within Scouting.
<b>Adviser</b>	An adult appointed in the Movement to provide advice on a particular subject.
<b>Assessor</b>	An adult appointed in the Movement to assess a particular aspect of Scouting.
<b>Co-ordinator</b>	An adult appointed in the Movement who co-ordinates activities on behalf of the line manager.
<b>Instructor</b>	An adult appointed in the Movement to provide instruction in a particular skill area.
<b>Scout Active Support Member</b>	An adult appointed in the Movement to provide active support to Scouting with no responsibility for other adults or young people.

<b>Supporter</b>	<p>An adult appointed in the Movement who works to develop Scouting without having management responsibility for people, as defined by the role description (e.g. Assistant District Commissioner, Assistant County Commissioner, District Scouter and County Scouter, Assistant Regional Commissioner).</p> <p>District Scouters and District Leaders may be appointed to support one or more Assistant District/County Commissioners, or the District Explorer Scout Commissioner, in the execution of their role.</p>
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## GOVERNANCE ROLES

Charity governance is undertaken by charity trustees<sup>SV</sup>:

<b>Trustee<sup>SV</sup></b>	An adult who is a charity trustee within Scouting (Rules 3.23b(v), 4.25f(v), 5.15e(v), Chapter 6 for Group, District, County, UK Headquarters respectively).
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### 1.3 Other Terms<sup>SV</sup>

<b>Appointments Advisory Committee</b>	<p>The committee appointed by the relevant Executive Committee to assist with the process of appointing adults in Scouting. This is the only mandatory Committee of a District or County Executive Committee (Rules 4.25(f)(ii) and 5.16(f)(ii)).</p> <p>Note:</p> <p>1) Rules 4.25(c) and 5.16(c) [At least 2 members of the Appointments Advisory Committee should be young persons between the age of 18 and 25 years old].</p> <p>2) Rule 2.2(d) [AAC must comply with Equal Opportunities Policy, both in membership and actions].</p>
<b>Appointments Advisory Committee Panel</b>	A panel of three persons drawn from the Appointments Advisory Committee which undertakes a meeting with an applicant for an appointment in Scouting. As an expression of the intent behind Rules 4.25(c) and 5.16(c), it is good practice for at least one Panel member to be between the age of 18 and 25 years old. Similarly, as well as age, a panel should have an appropriate 'equal opportunities' mix [Rule 2.2(d)].
<b>Appointments Chair</b>	The person appointed by the relevant Executive Committee to chair the Appointments Advisory Committee.
<b>Appointments Secretary</b>	The person appointed by the relevant Executive Committee to act as the Secretary of the appointment process.

## 2. The Appointment Process Overview

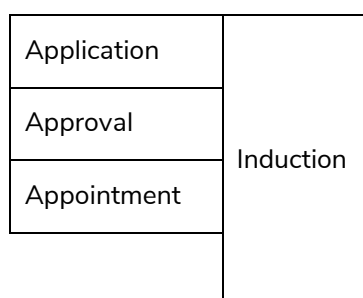
- a) **Purpose:** The purpose of the appointment process is to ensure that all those adults that the Movement accepts as volunteers:
- i. are appropriate persons to volunteer with The Scout Association;
  - ii. are appropriate for the roles they are undertaking; and

iii. fully accept the responsibilities of the roles and, where appropriate, the responsibilities of membership of The Scout Association.

b) **Principles:** The appointment process must be run so that:

- i. the applicant feels welcomed and not threatened by the appointment process;
- ii. the applicant is kept informed of progress through the appointment process;
- iii. the Association has robust assurance of appointing only appropriate people; and
- iv. the applicant takes a role that is appropriate to their skills, knowledge and attitude.

c) **Stages of appointment:** All adult appointments pass through four stages in the appointment process:



- i. **application:** where a line manager agrees to support an adult applying for an appointment and agrees a role description for that appointment;
- ii. **approval:** where independent checking concludes that the applicant is suitable for an appointment and includes agreement from the relevant Commissioner or body, successful outcome of the Personal Enquiry and, where appropriate, taking up two references;
- iii. **appointment:** where the relevant Commissioner or body makes the appointment; and
- iv. **induction:** where the line manager ensures that the adult receives a high-quality induction (this stage starts from the application process and runs for some time after the appointment is made).

d) **Roles in the appointment process:** the following roles are undertaken in the appointment process:

- i. **line manager:** the line manager is responsible for recommending the applicant for the appointment. The details of the appointments that each role may recommend for appointment are given in *Table 2: Appointments*.
- ii. **approver:** the appointment is approved by the Appointments Advisory Committee, the relevant Executive Committee or the relevant Scout Council according to the appointment being made. The details of who may approve each appointment are given in *Table 2: Appointments*.
- iii. **relevant Commissioner/body:** the relevant Commissioner, the relevant Executive Committee or the relevant electoral body with the responsibility for making the appointment. Details of who the relevant Commissioner/body is for each role are given in *Table 2: Appointments*.

### 3. The Appointments Advisory Committee

#### 3.1 Appointing the Appointments Advisory Committee

- a) An Appointments Advisory Committee is mandatory for each District and each County/Area/Region (Scotland) and primarily exists to assist with the process of appointing adults in Scouting.
- b) The following members of the Appointments Advisory Committee are appointed by a resolution of the relevant Executive Committee:
  - i. **Appointments Chair:** The Chair is appointed to lead the Appointments Advisory Committee. The Chair must not be the Chair of the relevant Executive Committee (because the Chair of the Executive Committee is involved in the resolutions of disputes involving the Appointments Advisory Committee).
  - ii. **Appointments Secretary:** The Secretary is appointed to ensure that the required administration is carried out for the Appointments Advisory Committee.
  - iii. **Appointments Members:** Sufficient members must be appointed to ensure that three members can be found to undertake the meeting with each applicant.
- c) In appointing the members of the Appointments Advisory Committee, the Executive Committee should bear in mind the range of skills and attributes that will be required in committee members. All members of the Appointments Advisory Committee must be over 18 years old. Every Appointments Advisory Committee should have, as members, at least two young people between the age of 18 and 25 years old. (Rules 4.25c and 5.16c.). Rule 2.2(d) must also be observed.  
Appointments Advisory Committee members do not require to have current or previous experience in Scouting.
- d) All members of the Appointments Advisory Committee must have successfully completed a Personal Enquiry.
- e) Districts and Counties/Areas/Regions (Scotland) may choose to share an Appointments Advisory Committee so long as:
  - i. each Executive Committee involved agrees to sharing an Appointments Advisory Committee which must be recorded by resolution of each Executive Committee;
  - ii. each Executive Committee involved has an Appointments Secretary appointed to carry out the role on behalf of that Executive Committee (an individual may act as Appointments Secretary for more than one Executive Committee if agreed by the individual and the relevant Executive Committees);
  - iii. each Executive Committee involved agrees the appointment of the Chair and the other members of the Appointments Advisory Committee; and
  - iv. the Chair of the Appointments Advisory Committee is not the Chair of any Executive Committee on whose behalf the Appointments Advisory Committee acts.
- f) Districts and Counties/Areas/Regions (Scotland) may have more than one Appointments Advisory Committee so long as:
  - i. each Appointments Advisory Committee is appointed by the relevant Executive Committee according to (b) above; and
  - ii. each Appointments Advisory Committee has a clearly defined responsibility for appointments (for example, by geographical area or type of appointment) which must be recorded by resolution of the relevant Executive Committee.

### **3.2 Training Requirements for Appointments Advisory Committee Members<sup>SV</sup>**

- a) The Appointments Chair, Appointments Secretary and other members of the Appointments Advisory Committee must show that they are competent to carry out this important role of checking potential new adult volunteers in The Scout Association. It is therefore mandatory that members meet certain validation criteria that are defined in The Scout Association's adult training scheme and validate both Module 1EX and GDPR (Essential Information) and Module 37 (the training module for Appointments Advisory Committee members). Note that for an Appointments Panel it is good practice that the Panel members are fully validated against their training obligations.
- b) As the line manager, the Appointments Chair is responsible for ensuring that all members of the Appointments Advisory Committee have validated the required modules. The Appointments Chair, however, does not necessarily have to be the Training Adviser for the Appointments Advisory Committee members. The Appointments Chair should work closely with the County/Area Training Manager/Assistant Regional Commissioner Adult Training (Scotland) or the Local Training Manager (according to local arrangements) to co-ordinate the allocation of appropriately skilled Training Advisers to ensure the validation of each role holder.

### **3.3 Duties of the Appointments Advisory Committee<sup>SV</sup>**

- a) The Appointments Advisory Committee is responsible for the following areas:
  - i. Approval meetings: meeting with new adults to assess whether they are aware of and willing to uphold the values and policies of The Scout Association and whether they understand the requirements of the role and are able to carry them out (for adults new to Scouting and for change of role).
  - ii. Appointment Reviews: supporting the review process, considering (with the line manager) the outcome of a review.
  - iii. Suspensions: on request following the local suspension of an adult, recommending continuation of suspension, re-instatement, modification or cancellation of an appointment.
  - iv. Complaints: on request, taking part in the resolution of complaints from applicants regarding the outcome of the appointment process; and
  - v. Cancellations: on request, considering together with the Commissioner recommendations to end appointments and/or a person's involvement in Scouting as a result of disagreements between adults.

The details of these duties are given in the Appointments Advisory Committee support material.

### **3.4 The Appointment Panel Meeting**

- a) The local Appointments Advisory Committee may agree that there are some roles or circumstances when it will not normally meet with candidates. It is expected that Appointments Advisory Committee will normally meet with persons new to Scouting in the County or District. But Appointments Advisory Committees may, for example, choose to not normally meet with a person changing from Section Leader to Assistant Section Leader in the same Section, or an Explorer Scout Young Leader taking on a Section Assistant role when they reach the age of 18. Similarly, if the Appointments Advisory Committee Panel has recently met the applicant for another appointment, the committee may decide not to meet the applicant again.

It is good governance practice for the whole Appointments Advisory Committee to discuss their implementation of local Panel arrangements, to agree their proposals with their parent Executive Committee, and to reconfirm (with updates if required) with their parent Executive Committee on an annual basis.

- b) The decision to meet with candidates (or not) is entirely one for the Appointments Advisory Committee to make.
- c) To balance the need for a suitably rigorous selection process and the need for a welcoming and non-threatening process, exactly three members of the Appointments Advisory Committee (the Appointments Advisory Committee Panel) will be required to determine an applicant's appropriateness for an appointment by meeting with the applicant. It is good practice for a member of the Panel to be aged under 25, and for the Panel to have an 'equal opportunities' mix of membership, including a current practitioner in a 'programme' role. Except in cases specifically agreed in advance with the Appointments Chair, a Panel meets with only one applicant at one time
- d) In some circumstances, the Appointments Chair may allow one additional person to be present at the meeting, for example if Module 37 is being validated, or if the applicant needs an interpreter/signer to attend the meeting.
- e) The line manager of the applicant is not allowed to be a member of the Appointments Advisory Committee Panel that meets the applicant, nor can the applicant's line manager be present at any such meeting (so if an interpreter/signer is required for (e) above then that role may not be undertaken by the applicant's line manager).
- f) The Appointments Advisory Committee Panel members will assess the following areas:
  - i. **Values and policies:** that the applicant is aware of and accepts (and by personal example is prepared to uphold and promote) the values and policies of The Scout Association – including confirming the applicant's willingness to make and live by the Scout Promise if applying for a Member role (as defined in Table 2: Appointments).
  - ii. **Role:** that the applicant understands the requirements of the role and is able and willing to carry it out.

The purpose of the Appointments Advisory Committee Panel is restricted to these two topics. The Panel meeting role does not include consideration of the outcomes of Personal Enquiry or references.

### 3.5 Other matters for the Appointments Advisory Committee

- a) When the Appointments Advisory Committee is asked to consider or make decisions on any of the following:
  - whether to appoint when there are unsatisfactory references
  - whether to appoint when there is an unsatisfactory personal enquiry
  - the outcome following a local suspension process
  - the outcome of Appointment Reviews
  - the outcome of complaints regarding the appointment or review process,

three members of the Appointments Advisory Committee should meet to consider the issues. The Chair of the Appointments Advisory Committee is the person responsible for selecting these members, ensuring a fair and independent panel is formed. It is good practice for a member of the Panel to be aged under 25, and for the Panel to have an 'equal opportunities' mix of membership, including a current practitioner in a 'programme' role. .



## 4. Making Appointments

### 4.1 Personal Enquiry<sup>sv</sup>

- a) No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. See POR Rules 3.26, 4.28 and 5.19.

This personal enquiry may include a criminal records check – the roles that require a criminal records check are detailed in Table 2: Appointments.

- b) An adult may not have any involvement in Scouting where a current report from an appropriate professional or statutory source suggests that the individual is not an appropriate person to hold a position in Scouting.
- c) All reasonable practicable steps must be taken to ensure that those appointed to a role in Scouting are appropriate persons.
- d) In all cases of doubt concerning the suitability of an individual the District, County or Regional (Scotland) Commissioner (as appropriate) and the Appointments Advisory Committee must err on the side of caution and not approve an appointment. The welfare and safety of young people must be the overriding factor.

### 4.2 Age Limits

- a) The minimum age for all appointments is 18.
- b) There is no maximum age for appointments, with the exception of Youth Commissioner appointments. Please see Rule 4.44f (iii) and Rule 5.35j (iii) for details.

### 4.3 Membership of the Movement

- a) Some roles require the applicant to become a Member of the Movement (see Rules 3.1, 4.1, 5.1). These roles are indicated in Table 2: Appointments under the “Membership” column as “Member”.
- b) Some roles require the applicant to become an Associate Member of the Movement (see Rules 3.1, 4.1, 5.1). These roles are indicated in Table 2: Appointments under the “Membership” column as “Associate Member”. In these cases, the applicant may choose to become a Member if they wish.
- c) Some roles do not require Membership or Associate Membership. These roles are indicated in Table 2: Appointments under the “Membership” column as “None”. In these cases, the applicant may choose to become a Member or an Associate Member if they wish.
- d) The Appointments Advisory Committee must maintain a local process that tracks such choices to change membership status – if not recorded by the Appointments Secretary on behalf of the Appointments Advisory Committee then the membership status must be assumed to be that recorded for the role in Table 2: Appointments.

### 4.4 Charity Trustees

- a) All applicants proposed (by nomination or election) for roles that carry charity trustee responsibility (see Table 2: Appointments) must be eligible to be a charity trustee. It is the responsibility of the line manager as defined in Table 2: Appointments to ensure that the applicant is aware of and conforms to this requirement.

- b) The roles of Chair, Treasurer and Secretary may not be held by Leaders, Managers or Supporters where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example a Section Leader should not be a Group Treasurer in the same Scout Group or a District Treasurer, but could be Group Treasurer in a different Scout Group (subject to having the time and skill to undertake both roles). Note Rules 3.24d, 4.26d, 5.17d.

#### 4.5 The Procedure for Making Appointments

There are three processes used in the making of appointments. The relevant process for each role is shown in *Table 2: Appointments*.

**Process 1:** Roles that are appointed using the Appointment Process managed by the relevant Appointments Advisory Committee

When the relevant line manager wishes to appoint any adult to a new role that is subject to the AAC process, Process 1 in the table below must take place.

**Process 2:** Roles that are appointed by the relevant Scout Council at their Annual General Meeting

When the relevant electoral body has at its AGM elected a member of the Executive Committee or agreed the nomination of a member to the Executive Committee, Process 2 in the table below must take place.

**Process 3:** Roles that are appointed by the relevant Executive Committee.

When the relevant Executive Committee has appointed a role within its authority, Process 3 in the table below must take place.

**Table 1: The Appointment Process**

Process element	Process 1	Process 2	Process 3
a) Before an application is made for an appointment, the line manager (as defined in <i>Table 2: Appointments</i> ) must discuss the appointment with the applicant including agreement of the role description.	Yes	Yes	Yes
b) Within 30 days of the application, election or nomination to a role, the applicant's line manager must initiate a Personal Enquiry, including a criminal records check if indicated as required in <i>Table 2: Appointments</i> .  Note that a criminal records check is also required for persons who have access to records (paper or electronic) containing personal details of young persons. (If necessary, the Occasional Helper role on Compass can be used in these cases.)	Yes	Yes	Yes

Process element	Process 1	Process 2	Process 3
<p>c) For all new roles, or role changes, the applicant must be made aware, by the relevant line manager, of the:</p> <ul style="list-style-type: none"> <li>a. Fundamentals of Scouting (POR Chapter 1)</li> <li>b. Key policies of Scouting (POR Chapter 2)</li> <li>c. Responsibilities and commitments of the appointment (these are listed on the Declarations page of the Adult Information Form)</li> <li>d. Our Safeguarding Code of Behaviour [Young People First - Safeguarding - a code of practice (informally known as the 'Yellow card')]</li> <li>e. Training obligations of the appointment; and</li> <li>f. The procedure for the appointment of adults.</li> </ul>	Yes	Yes	Yes
<p>d) For an adult new to Scouting, a new record must be set up on Compass. The Appointments Advisory Committee will define the local process, but normal practice will be for the line manager or their nominee to enter the adult's details into Compass. The Adult Information Form may be a useful method for the adult to gather all necessary information, though it can be entered directly online.</p>	Yes	Yes	Yes
<p>e) For all new roles, or role changes, the role should be added to the adult's Compass record. Any roles being closed should be updated at the same time. The Appointments Advisory Committee will define the local process, but normal practice will be for the line manager (or a local Administrator) to enter the adult's role details into Compass.</p>	Yes	Yes	Yes
<p>f) There then follow three process components that must be undertaken. Each of these process components must be complete within a maximum of 5 months from the Role Start Date on Compass. The three process elements can – and should - be undertaken in parallel with each other.</p>			

Process element	Process 1	Process 2	Process 3
<p><b>f1) Personal and criminal records enquiry.</b></p> <p>If the applicant is being re-elected or re-nominated without any break in service then a new Personal Enquiry is not required, unless it has been five years since the last Personal Enquiry when a further criminal record check is required.</p> <p>Otherwise, the line manager should initiate a personal and criminal records enquiry via Compass and the appropriate country process. The Appointments Advisory Committee can consider this step complete when it is recorded as such on Compass. Headquarters will, if necessary, contact the relevant Commissioner during this process.</p> <p>Until the Personal and Criminal Enquiries are complete, the applicant must not have any unsupervised access to young people (unsupervised access is defined in POR Rules 3.26c, 4.28c, 5.19c).</p>	Yes	Yes	Yes
<p><b>f2) References</b></p> <p>If the applicant's character and background are not known (as determined by the Appointments Advisory Committee), or if the applicant is returning to Scouting after a period of absence, the Appointments Secretary must obtain at least two references in writing (using form RF or using Compass).</p>	Yes	No	No
<p><b>f3) Meeting with AAC Panel</b></p> <p>The Appointments Secretary must arrange for the applicant to meet with an Appointments Panel, in line with rule 3.4 in this chapter, as soon as possible. The Appointments Secretary will make the information on Compass available to the Appointments Advisory Committee Panel prior to the meeting with the applicant. Note that the contents of criminal records check disclosures, and of any references, are not part of the Panel meeting.</p> <p>When the Appointments Advisory Committee Panel has met with the applicant, it will inform the Appointments Secretary of its recommendation.</p>	Yes	No	No

Process element	Process 1	Process 2	Process 3
<p>g) Once the process elements in (f) above are complete the Appointments Secretary must update Compass to reflect the outcomes.</p> <p>If all three elements are satisfactory then the Responsible Commissioner should be asked for approval. Once that approval is recorded on Compass the appointment will automatically move to Provisional status (or, if <i>Getting Started</i> training is already complete, will move direct to Full status).</p> <p>If references or the AAC Panel meeting have raised any doubts about the suitability of the candidate, then the Appointments Chair should be advised by the Appointments Secretary. The Appointments Chair will consult in confidence [see 3.5 above] with up to 2 other Appointments Advisory Committee members (and the referee(s) if required), and with the responsible Commissioner, in order to agree next steps to draw the matter to an appropriate conclusion.</p> <p>If the outcome is to not appoint then details of the reason must be recorded on Compass using the <i>End Role Unsuccessfully</i> option.</p>	Yes	No	No
<p>h) Once the requisite <i>Getting Started</i> training (see Table 2: <i>Appointments</i>) is recorded on Compass by the adult's Training Adviser, and the appointment process is complete, the appointment will move to Full status. This must be completed within a period of five months from the role start date recorded on Compass.</p>	Yes	Yes	Yes
<p>i) Once the appointment has reached Full status, an appointment certificate can be issued if that is agreed local practice and presented to the applicant by the District, County or Regional (Scotland) (as appropriate). [Note: <i>Your Role in Scouting</i> certificates can be created via the Brand Centre.]</p> <p>Adults who are to become Members of The Scout Association should be invested by their line manager (or nominee) and make or reaffirm the Scout Promise. [Note: Associate Members are not required to make the Promise (Rule 3.1(t))]</p>	Yes	Yes	Yes

Process element	Process 1	Process 2	Process 3
j) If the District, County, Area or Regional (Scotland) Commissioner (as appropriate) does not accept the conclusion of the Appointments Advisory Committee, the application must be considered and reviewed by the Chair of the relevant District, County or Regional (Scotland) Executive Committee. The Executive Committee Chair's decision is final.	Yes	n/a	n/a
k) In exceptional circumstances Headquarters may, notifying the responsible District, County or Regional (Scotland) Commissioner, refuse to issue an appointment. In these cases, UK Headquarters will make the necessary updates to Compass to reflect their decision.	Yes	Yes	Yes
l) Working with the applicant and the appropriate Training Adviser, it is the responsibility of the line manager to ensure that the applicant meets all training obligations appropriate to the role.	Yes	Yes	Yes

#### 4.6 Pre-Provisional and Provisional Appointments

- a) Pre-Provisional and Provisional Appointments allow an adult volunteer to start getting involved in their new role whilst completing the appointment process.

A new role starts as a Pre-Provisional Appointment and this completes when the Appointments process is complete.

If the Getting Started training requirements have not been completed by the time that the Appointments process is complete, then the role status will change from pre-Provisional to a Provisional Appointment.

- b) It is required that roles reach Full status within 5 months from the start date of the role as recorded on Compass. It is important to achieve this 5-month goal if at all possible.
- c) An Appointment that has not reached Full status within 5 months of role start date may be renewed only once, for a maximum of 5 months, by the District Commissioner, County/Area or Regional (Scotland) Commissioner (as appropriate) in consultation with the relevant Appointments Advisory Committee. If at the end of the renewed Appointment period the applicant's role has still not reached Full status then the appointment must be cancelled by the District Commissioner, County/Area or Regional (Scotland) Commissioner (or their nominee) using the 'end role' facility on Compass.
- d) During the period of Provisional Appointment the relevant Getting Started training modules must be completed as detailed in Table 2: Appointments. These modules can be undertaken in parallel with the Appointment processes listed in this chapter while the appointment is at Pre-Provisional status.

- e) Ultimate responsibility for ensuring that the Pre-Provisional and Provisional Appointment stages are successfully completed, including ensuring that minimum safety standards are met, rests with the line manager (see *Table 2: Appointments*) during the Pre-Provisional and Provisional Appointment periods.

#### **4.7 Full Appointments**

- a) A Full Appointment will be issued when an adult has satisfactorily completed the appointment and any Getting Started processes defined in *Table 2: Appointments*.
- b) An adult holding a Full Appointment may have unsupervised access to young people in accordance with The Scout Association's Child Protection Policy.
- c) Any appointment may, in exceptional circumstances, be refused by Headquarters.

#### **4.8 Induction**

- a) The person specified in the column entitled "Responsible for Induction" in *Table 2: Appointments* will ensure that the applicant is given a full induction into the role starting when the applicant has agreed to apply for the appointment.

#### **4.9 Training**

- a) All appointed adults must undertake the training as specified in the columns headed "Getting Started" and "Training Obligations" in *Table 2: Appointments*. Training listed in the "Getting Started" column must be complete (recorded on Compass) before an appointment can move to Full status.
- b) For those appointed adults that must complete a Wood Badge (as listed in the "Training Obligations" column of *Table 2: Appointments*), if it is not completed within three years of the role start date recorded on Compass, the appointment should be ended by the relevant District, County or Regional (Scotland) Commissioner acting together with the Appointments Advisory Committee. Where the Appointments Advisory Committee and the relevant District, County or Regional (Scotland) Commissioner agree that there are genuine extenuating circumstances that have prevented completion of the Wood Badge, further periods to total no more than two years may be allowed for the completion of the Wood Badge.
- c) For the Wood Badge to be awarded, an up to date first aid certificate (a minimum of First Response) and a current valid Personal Enquiry (see POR Rules 3.26, 4.28 and 5.19) must be held.
- d) All role holders in roles requiring Module 1 or Module 1EX must also complete GDPR training within 5 months of their role start date.
- e) There are obligations for on-going training. These are:
  - Safeguarding.** Required by all roles recorded in *Table 2: Appointments* as requiring an Appointment Review. Safeguarding training must be completed within 5 years of the role start date recorded on Compass [this initial safeguarding training will normally be undertaken as part of Module 1]. Thereafter, for as long as the adult is in a role that requires an Appointment Review, the training must be undertaken again no later than 5 years after their last recorded Safeguarding training completion date on Compass.

**Safety.** Required by all roles recorded in Table 2: Appointments as requiring an Appointments Review, together with all Trustees/Executive Member roles. Safety training must be completed within 5 years of the role start date recorded on Compass [this initial safety training will normally be undertaken as part of Module 1]. Thereafter, for as long as the adult is in a role that requires an Appointment Review or is a Trustee role, the training must be undertaken again no later than 5 years after their last recorded Safety training completion date on Compass.

**First Aid.** Required by all roles recorded in Table 2: Appointments as requiring a Wood Badge. First Aid training must be completed within 3 years of the role start date recorded on Compass. Thereafter, for as long as the adult is in a role that requires a Wood Badge, the training must be undertaken again no later than 3 years after the last recorded First Aid training completion date on Compass.

NOTE: Rule 4.9e First Aid within the Appointment Chapter is now for implementation by Counties by 31 December 2020. During this time, where the revised processes have not yet been implemented locally, reference should be made to The Appointment Process - 5 Reviewing Appointments c October 2018 version of POR.

Note that all adults in roles (other than Trustee roles) which require an Appointment Review (see Table 2: Appointments) are encouraged to gain a first aid certificate (minimum of First Response) and then to renew it every three years.

**GDPR.** All role holders in roles requiring Module 1 or Module 1EX must also have completed GDPR training within 5 months of their role start date.

## 5. Reviewing Appointments

- a) It is good practice for line manager and role holder to hold an informal review meeting at least annually – an opportunity to mutually take stock to celebrate successes and to plan for the future. It is also an opportunity to determine if the role holder has any additional training needs (including the required on-going training) and also to agree whether another role would be more suitable.
- b) A 'formal' Appointment Review normally takes place during the final 6 months of an appointment (though can be convened by either the line manager or the role holder at any time). A key outcome of this meeting will include an agreement over whether the individual's appointment should be renewed, whether they should take on a different role, or whether they will leave Scouting. It is good practice for line manager and role holder to agree the approximate first review date at the start of a role and record that on Compass.
- c) The purpose of the review is therefore to determine whether:
  - i. the appointment is to continue for another period; or
  - ii. the appointment is to be ended; or
  - iii. the adult will apply for a different role.
- d) Unless indicated differently in Table 2: Appointments, the appointee's line manager is responsible for ensuring that the formal Review is conducted during the final 6 months of an appointment (or earlier if required by the relevant Commissioner).



Adults who are in a role carrying the obligation of a Wood Badge (see Table 2: Appointments) must hold an up to date first aid certificate (a minimum of First Response) at the time of the Review, unless the Review is within 3 years of the role start date recorded on Compass. Role holders must also hold current safety, safeguarding and GDPR training at the time of the Review.

These on-going training requirements must be monitored at the point of each 'formal' Appointment Review and action taken to quickly rectify if any are not in place at the time of the Review.

- e) The line manager has a responsibility to ensure timely Appointment Reviews are held (see (b) above). The Appointments Secretary should support the Appointment Review process and should maintain an oversight of the Appointment Review process in the County/District. Roles requiring Appointment Review are listed in Table 2: Appointments.

Line managers (unless otherwise stated in Table 2: Appointments) should schedule an Appointment Review to be held no later than the 'next review date' recorded on Compass [if no such date is recorded then it must take place no later than 5 years after the role start date or 5 years after the previous Appointment Review].

- f) It is good practice to schedule the meeting 3 months in advance. However, where an earlier Appointment Review is requested (by line manager or appointment holder or the relevant Commissioner) then a shorter notice period is acceptable, though there must be at least two weeks' notice except in the most exceptional circumstances. During an Appointment Review the person carrying out the review will record the details on Form AR (including the recommended outcome of the review) and pass the completed form to the Appointments Secretary.
- g) The Appointments Advisory Committee (note 3.5 above) and the relevant District, County, Area or Regional (Scotland) Commissioner together consider the completed Form AR and reach a decision on the review of the appointment.
- h) The Appointments Secretary is informed and records the decision. The Appointment Secretary must also update Compass appropriately (if not already updated by the line manager), including recording the date for the next Appointment Review (if required).
- i) The following table gives details of the line manager for each appointment who will carry out the Appointment Review:

Appointment	Carry out review
Other Group appointments.	<p>Group Scout Leader.</p> <p>Note that, particularly in larger Groups, the Group Scout Leader cannot realistically undertake all Appointment Reviews. Therefore, the Group Scout leader is able to delegate appropriately within the Group's 'management team' although the conclusion of such Reviews must be agreed with the Group Scout Leader as part of the Review process.</p>

District appointments (not reporting to the District Commissioner).	Line manager of the individual.
District appointments reporting to the District Commissioner (including Group Scout Leader).	District Commissioner.
County/Area/Regional (Scotland) appointments (not reporting to the County/Area/Regional (Scotland) Commissioner).	Line manager of the individual. For example, the Regional Commissioner should undertake the Appointment Review of a County Commissioner
County/Area/Regional (Scotland) appointments reporting to the County/Area/Regional (Scotland) Commissioner.	County/Area/Regional (Scotland) Commissioner.
Members of Executive Committees.	Not applicable due to annual election/nomination process at the AGM. However, it is good practice for Group Chair, Secretary or Treasurers to have an Appointment Review prior to nomination/election at AGM for the fifth time, and every five years thereafter. Secretary/Treasurer Appointment Reviews should be undertaken by their Executive Chair. For good governance, Appointment Reviews for Chair Roles should not be undertaken by GSL/DC/CC as appropriate but by District Chair/County Chair/Regional Commissioner.

- j) The following appointments may be held for a term of no more than five years: County Commissioner, Deputy County Commissioner, Regional Commissioner (Scotland), District Commissioner, Deputy District Commissioner. If appropriate, extension(s) can be made to the initial term, but the total time in role must be less than 10 years.

As guidance this rule should also be applied to District Scout Network Commissioners, County Training Managers, Assistant County Commissioners, Assistant Regional Commissioners (Scotland), Assistant District Commissioners, District Explorer Scout Commissioners, Local Training Managers and Group Scout Leaders.

- k) On the appointment of a County Commissioner, all appointments held at County level (including those of District Commissioners) will be subject to review.

The review must be completed within six months of the County Commissioner's appointment.

NOTE: In a County/Area that has no Districts then the appointments at (l) below should be treated as County appointments.

- l) On the appointment of a District Commissioner, all appointments held at District level including Explorer Scout Leaders, Scout Network Leaders and Group Scout Leaders will be subject to review.

The reviews must be completed within six months of the District Commissioner's appointment.

## 6. Ceasing to hold an Appointment

- a) An appointee may resign an appointment by notifying the relevant line manager listed in *Table 2: Appointments*. The appointee and the line manager will agree a final date for the role and the line manager will ensure that date is recorded on Compass.
- b) On ceasing to hold an appointment, in the case of satisfactory service, the line manager or the Appointments Secretary will end the appointment on Compass.
- c) In the case of an individual with satisfactory service who has resigned due to moving out of the District, County or Region (Scotland), the Appointments Secretary enters the adult's new address, if known and if agreed by the adult, on Compass.
- d) If the adult's service has been unsatisfactory, Compass should be updated with full details. Alternatively, a Form CS can be completed and sent to Headquarters who will end the appointment. On receipt of the cancellation via Compass, or the Form CS, Headquarters may seek further information on the cancellation if necessary.

## 7. Cancellation or Non-renewal of Appointments

- a) The relevant Commissioner and the Appointments Advisory Committee, acting together, may end or not renew any appointment [whether appointed using process 1, 2 or 3 from *Table 1: The Appointments Process* in this chapter] on one or more of the following grounds:
  - i. the appointee resigns when notified that a recommendation is to be made for the cancellation or non-renewal of the appointment
  - ii. Unsatisfactory outcome of a Personal Enquiry and/or criminal records check
  - iii. the appointment is not to be renewed following Appointment Review
  - iv. the appointee has ceased or failed to perform the duties of the appointment satisfactorily
  - v. it becomes evident that the appointee no longer accepts the fundamental principles of the Movement
  - vi. it becomes evident that the appointee is not an appropriate person in respect of the Association's Policies and Rules
  - vii. the adult has not met the training requirements of the role
    - o the appointee has failed within the time limits satisfactorily to complete Adult Training appropriate to the appointment including the *Getting Started* and training obligations listed in *Table 2: Appointments*. For Trustee appointments, the appropriate Chair must be part of the decision process.
    - o the adult does not hold a current first aid certificate (a minimum of First Response) if they hold an appointment that requires a Wood Badge;
    - o the adult has not met their on-going training requirements, including safety and safeguarding. For Trustee appointments, the appropriate Chair must be part of the decision process.
  - viii. the appointee has or is likely to bring the name of the Association into disrepute
  - ix. the appointment should be terminated following the closure of a Group, Explorer Scout Unit, District Scout Network or a Section.

Although it is good practice to have these discussions in the framework of an Appointment Review, action may be taken without an Appointment Review where the responsible

Commissioner and the responsible Commissioner's line manager agree that circumstances require it. In these cases it is important that the role holder is advised of the reasons for the cancellation or non-renewal.

- b) Additionally, in the case of provisional appointments, the relevant Commissioner and the Appointments Advisory Committee, acting together may end or not renew any appointment where: the appointee has failed to complete the requirements of the provisional appointment, even after an extended provisional appointment period to enable completion.
- c) In exceptional circumstances Headquarters may, after consultation with the relevant Commissioner, end or refuse to renew an appointment. The UK Chief Commissioner, or nominee, must ensure that appropriate processes and responsibilities are defined, agreed and implemented at Headquarters to enable this process to be appropriately and consistently applied.

## 8. Resolving Disagreements

- a) If there is a complaint from an applicant because an appointment has not been approved, the applicant may:
  - 1. In the first instance, meet the Appointments Chair and another member of the Appointments Advisory Committee (preferably a member who has not been part of the approval meeting for the complainant). This meeting shall allow the complainant to explain the problem and to see if an agreeable resolution can be found.
  - 2. If the complainant is still not satisfied after step 1, the complainant may make an appeal to the Chair of the Executive Committee that is the parent body of the Appointments Advisory Committee.

The Executive Committee Chair may choose to ask a small number of members (not normally exceeding 3) of the Executive Committee (not involved in the appointment of the individual) to investigate the issue and provide a confidential report to the Chair, whose decision is final.

Once step 2 has been completed, the complainant may not take the complaint any further.

- b) If there is disagreement over appointment cancellation (whether or not as the outcome of an Appointment Review) the individual may only appeal against the process:
  - 1. In the first instance, meet the Appointments Chair and another member of the Appointments Advisory Committee. The purpose of this meeting is to allow the complainant to explain the problem regarding the process and to see if an agreeable resolution can be found.
  - 2. If the complainant is still not satisfied after step 1, the complainant may make an appeal to the Chair of the Executive Committee that is the parent body of the Appointments Advisory Committee.

The Executive Committee Chair may choose to ask a small number of members (not normally exceeding 3) of the Executive Committee (not involved in the review process of the individual) to investigate the issue and provide a confidential report to the Chair, whose decision is final.

Once step 2 has been completed, the complainant may not take the complaint any further.

- c) The UK Chief Commissioner, or nominee, must ensure that appropriate processes are defined, agreed and implemented at Headquarters in case of disagreements related to implementation of 7(c).

**Table 2: Appointments<sup>SV</sup>**

Notes:

\* If an Executive Member [roles marked \* in the Approver column in this Table] resigns during the period between AGMs, then an Extraordinary Meeting of the relevant Council should be held to appoint a replacement, unless there is only a short period until the next AGM. This would be particularly important for continuity of Chair, Secretary or Treasurer roles.

\*\* If an Executive member has already had completion of Module 1 recorded on Compass then there is no obligation to undertake Module 1EX, though completion of Module 1EX (and recording on Compass) is encouraged.

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>SV</sup>	Criminal Records Check Required?	Appointment Review Required?
<b>GROUP</b>											
<b>SECTION LEADERSHIP TEAM ROLES</b>											
Section Leader	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, 2 and 3	Wood Badge and First Aid certificate	Member	Yes (if opts-in)	Yes	Yes
Assistant Section Leader	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, 2 and 3	Wood Badge and First Aid certificate	Member	No	Yes	Yes
Section Assistant	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR and 3	No requirement	Associate Membership	No	Yes	Yes
<b>MANAGER ROLES</b>											
Group Scout Leader	District Commissioner or nominee	1	District Appointments Advisory Committee.	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>sv</sup>	Criminal Records Check Required?	Appointment Review Required?
Assistant Group Scout Leader	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes
<b>GOVERNANCE ROLES</b>											
Group Chair	Group Scout Leader	2	Group Scout Council at the AGM*	Group Scout Council	Group Scout Leader	No requirement	Modules 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes
Deputy Group Chair (this will be an Elected, Nominated or Co-opted Group Executive member appointed by the Executive to be Deputy Chair)	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Chair	No requirement	Modules 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Group Secretary Group Treasurer	Elected by Members of the Group Scout Council	2	Group Scout Council at the AGM*	Group Scout Council	Group Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes
Other Elected Group Executive members	Elected by Members of the Group Scout Council	2	Group Scout Council at the AGM*	Group Scout Council	Group Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Nominated Group Executive members	Group Scout Leader	2	Group Scout Council at the AGM*	Group Scout Council	Group Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Co-opted Group Executive members	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>sv</sup>	Criminal Records Check Required?	Appointment Review Required?
Committee/Sub Committee members (who are not also members of the Group Executive Committee)	Group Chair	3	Group Executive Committee	Group Executive	Group Chair	No requirement	None	None	No	No	No
<b>SUPPORT ROLES</b>											
Group Administrator	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
Group Adviser	Group Chair	3	Group Executive Committee	Group Executive Committee	Relevant Assistant District Commissioner	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	Yes
Group Chaplain	Group Scout Leader	3	Group Executive Committee	Group Executive Committee	Group Scout Leader	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
Group Communications Manager	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
Group Skills Instructor	Group Scout Leader	1	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	No
Group President Group Vice President	Group Chair	2	Group Scout Council at the AGM*	Group Scout Council	Group Chair	No requirement	Module 1 and GDPR	None	No	No	No
Group Scout Active Support Manager	Group Scout Leader	1	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
Group Scout Active Support Co-ordinator	Group Scout Active Support Manager	1	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Active Support Manager	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	Yes
Group Scout Active Support Member	Group Scout Active Support Manager or nominee	None		Group Scout Active Support Manager or nominee	Group Scout Active Support Manager	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	No
<b>DISTRICT</b>											
<b>SECTION LEADERSHIP TEAM ROLES</b>											
Explorer Scout Leader	District Explorer Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1, GDPR, 2 and 3	Wood Badge and First Aid certificate	Member	Yes (if opts-in to a Group Executive role under terms of a Partnership Agreement)	Yes	Yes
Assistant Explorer Scout Leader	District Explorer Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1, GDPR, 2 and 3	Wood Badge and First Aid certificate	Member	No	Yes	Yes
Unit Assistant	District Explorer Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1 and 3 (Within 5 months)	No requirement	Associate Member	No	Yes	Yes
<b>MANAGER ROLES</b>											
District Commissioner	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes



Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
Deputy District Commissioner	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
District Youth Commissioner	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes
District Explorer Scout Commissioner	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes
District Scout Network Commissioner	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes
<b>GOVERNANCE ROLES</b>											
District Chair	District Commissioner or nominee	2	District Scout Council at the AGM*	District Scout Council	District Commissioner or nominee	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes
Deputy District Chair (this will be an Elected or Nominated District Executive member appointed by the District Executive to be Deputy Chair)	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
District Secretary District Treasurer	Elected by Members of the District Scout Council	2	District Scout Council at the AGM*	District Scout Council	District Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
Elected District Executive members apart from the Secretary and Treasurer	Elected by Members of the District Scout Council	2	District Scout Council at the AGM*	District Scout Council	District Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Nominated District Executive members	District Commissioner or nominee	2	District Scout Council at the AGM*	District Scout Council	District Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Co-opted District Executive members	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
District Appointments Chair	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1EX** and GDPR (within 5 months) Module 37	None	No	No	No
District Appointment Advisory Committee members and Secretary/Assistant Secretary	District Appointments Chair	3	District Executive Committee	District Executive Committee	District Appointments Chair	No requirement	Module 1EX** and GDPR (within 5 months) Module 37	None	No	No	No
Committee/Sub-Committee members (who are not also members of the District Executive Committee)	District Chair	3	District Executive Committee	District Chair	District Executive Committee	No requirement	None	None	No	No	No
<b>SUPPORT ROLES</b>											
Deputy District Youth Commissioner	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
Assistant District Commissioner	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
District Scouter	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
District Leader (except District Explorer Scout Leader)	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 3	Wood Badge and First Aid certificate	Member	No	Yes	Yes
District Explorer Scout Leader	District Explorer Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1, GDPR, 2 and 3	Wood Badge and First Aid certificate	Member	No	Yes	Yes
District Administrator	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	No	No
District Badge Secretary	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	No	No
District Camp Warden Assistant District Camp Warden	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
District Centre Manager	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
District Chaplain	District Commissioner	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
District Communications Manager	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	No	No
District Explorer Scout Administrator	District Explorer Scout Commissioner	3	District Commissioner or nominee	District Commissioner or nominee	District Explorer Scout Commissioner	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
District Adviser	Relevant Assistant District Commissioner	3	District Executive Committee	District Executive Committee	Relevant Assistant District Commissioner	No requirement	Module 1 and GDPR (within 5 months) Module 25 (Nights Away Advisers) required for Nights Away Advisers	Associate Member	No	Yes	Yes
District Skills Instructor	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	No
District President District Vice President	District Chair	2	District Scout Council at the AGM*	District Scout Council	District Chair	No requirement	Module 1 and GDPR	None	No	No	No
District Scout Active Support Manager	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
District Scout Active Support Co-ordinator	District Scout Active Support Manager	1	District Appointments Advisory Committee	District Commissioner or nominee	District Scout Active Support Manager	No requirement	Module 1 and GDPR	Associate Member	No	Yes	Yes
District Scout Active Support Member	District Scout Active Support Manager or nominee	None		District Scout Active Support Manager or nominee	District Scout Active Support Manager	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	No
<b>COUNTY</b>											
<b>MANAGER ROLES</b>											
County Commissioner	Regional Commissioner	1	UK Headquarters Appointments Advisory Committee	Country Chief Commissioner or nominee	Regional Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes
Deputy County Commissioner	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
County Youth Commissioner	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes
<b>GOVERNANCE ROLES</b>											
County Chair	County Commissioner or nominee	2	County Scout Council at the AGM*	County Scout Council	County Commissioner or nominee	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
County Deputy Chair (this will be an Elected or Nominated County Executive member appointed by the Executive to be Deputy Chair)	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
County Secretary County Treasurer	Elected by Members of the County Scout Council	2	County Scout Council at the AGM*	County Scout Council	County Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes
Elected County Executive members except the Secretary and Treasurer	Elected by Members of the County Scout Council	2	County Scout Council at the AGM*	County Scout Council	County Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Nominated County Executive members	County Commissioner or nominee	2	County Scout Council at the AGM*	County Scout Council	County Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Co-opted County Executive members	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
County Appointments Chair	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Module 1EX** and GDPR (within 5 months) Module 37	None	No	No	No
County Appointment Advisory Committee members and Secretary/Assistant Secretary	County Appointments Chair	3	County Executive Committee	County Executive Committee	County Appointments Chair	No requirement	Module 1EX** and GDPR (within 5 months) Module 37	None	No	No	No

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
Committee/Sub-Committee members (who are not also members of the County Executive Committee)	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	None	None	No	No	No
<b>SUPPORT ROLES</b>											
Deputy County Youth Commissioner	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
Assistant County Commissioner	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
County Training Manager	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	No	Yes
County Scouter	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
County Leader	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, 2 and 3	Wood Badge and First Aid certificate	Member	No	Yes	Yes
County Administrator	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	No	No

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
County Adviser	Relevant Assistant County Commissioner	3	County Executive Committee	County Executive Committee	Relevant Assistant County Commissioner	No requirement	Module 1 and GDPR (within 5 months) Module 25 (Nights Away Advisers) required for Nights Away Advisers	Associate Member	No	Yes	Yes
County Manager of the Activity Permit Scheme	County Commissioner	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Modules 1, GDPR, 2 and 4	Associate Member	No	No	No
County Supporter of the Nights Away Permit Scheme	Relevant Assistant County Commissioner	3	County Executive Committee	County Executive Committee	Relevant Assistant County Commissioner	No requirement	Module 1 and GDPR (within 5 months) Module 25 (Nights Away Advisers)	Associate Member	No	No	No
County Assessor	County Manager of the Activity Permit Scheme or relevant Assistant County Commissioner or County Adviser for Scout Show Assessors	1	County Appointments Advisory Committee	County Commissioner or nominee	County Manager of the Activity Permit Scheme or relevant Assistant County Commissioner or County Adviser for Scout Show Assessors	No requirement	Module 25 (Activity Assessors or Scout Show Assessors) Module 1 and GDPR recommended	Associate Member	No	Yes	Yes
County Skills Instructor	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	No



Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
County President County Vice President	County Chair	2	County Scout Council at the AGM*	County Scout Council	County Chair	No requirement	Module 1 and GDPR	None	No	No	No
County Scout Active Support Manager	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
County Scout Active Support Co-ordinator	County Scout Active Support Manager	1	County Appointments Advisory Committee	County Commissioner or nominee	County Scout Active Support Manager	No requirement	Module 1 and GDPR	Associate Member	No	Yes	Yes
County Scout Active Support Member	County Scout Active Support Manager or nominee	None		County Scout Active Support Manager or nominee	County Scout Active Support Manager	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	No
Safeguarding Awareness Co-ordinator	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Module 1 and GDPR UK Headquarters approved CPC training within one year of appointment plus ongoing refresher training.	Member	No	No	Yes
County Badge Secretary	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	No	No
County Camp Warden Assistant County Camp Warden	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
County Centre Manager	County Chair	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
County Chaplain	County Commissioner	3	County Executive Committee	County Executive Committee	County Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
County Communications Manager	County Commissioner or nominee	1	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Module 1 and GDPR (Within 5 months)	Member	No	No	Yes
County Safety Co-ordinator	County Chair	1	County Appointments Advisory Committee	County Executive Committee	County Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	No	Yes
Local Training Manager	County Training Manager	1	County Appointments Advisory Committee	County Commissioner or nominee	County Training Manager	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	No	Yes
Trainer	County Training Manager	1	County Appointments Advisory Committee	County Commissioner or nominee	County Training Manager	No requirement	Module 1 and GDPR (within 5 months) and then one or more of the following modules (depending on role description): Module 27, Module 28, Module 29	Associate Member	No	No	Yes

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
Local Training Administrator/County Training Administrator	Local Training Manager	1	County Appointments Advisory Committee	County Commissioner or nominee	Local Training Manager	No requirement	Module 1 and GDPR (within 5 months) Module 30	None	No	No	No
County Training Administrator	County Training Manager	3	County Executive Committee	County Commissioner or nominee	County Training Manager	No requirement	Module 1 and GDPR (within 5 months) Module 30	None	No	No	No
Training Adviser	County Training Manager	1	County Appointments Advisory Committee	County Commissioner or nominee	County Training Manager	Module 1 and GDPR	Module 25	None	No	No	Yes
<b>REGION (ENGLAND)</b>											
<b>MANAGER ROLES</b>											
Regional Commissioner	Chief Commissioner of England	UK Headquarters Search Group process	UK Headquarters Appointments Advisory Committee	Chief Commissioner of England	Chief Commissioner of England or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
<b>SUPPORT ROLES</b>											
Assistant Regional Commissioner (Growth)	Regional Commissioner	Headquarters Search Group Process	UK Headquarters Appointments Advisory Committee	Chief Commissioner of England Deputy UK Chief Commissioner	Deputy UK Chief Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
Regional Training Manager	Training Support Manager (England)	Headquarters Search Group Process	UK Headquarters Appointments Advisory Committee	UK Commissioner for People or nominee	Training Support Manager (England)	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
Regional Administrator	Regional Commissioner	None		Regional Commissioner	Regional Commissioner	No requirement	Module 1 and GDPR (within 5 months)	Member	No	No	No
<b>REGION (WALES)</b>											
<b>MANAGER ROLES</b>											
Regional Commissioner	Chief Commissioner of Wales	UK Headquarters Search Group process	UK Headquarters Appointments Advisory Committee	Chief Commissioner of Wales	Chief Commissioner of Wales or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
<b>SUPPORT ROLES</b>											
Regional Administrator	Regional Commissioner	None		Regional Commissioner	Regional Commissioner	No requirement	Module 1 and GDPR (within 5 months)	Member	No	No	No
<b>SCOTLAND</b>											
<b>MANAGER ROLES</b>											
Regional Commissioner (Scotland)	Chief Commissioner of Scotland or nominee	1	Scottish Council of the Association	Chief Commissioner of Scotland or nominee	Chief Commissioner of Scotland or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	See Scottish Variations from POR	Yes	Yes
District Commissioner (Scotland)	Regional Commissioner or nominee	1	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	See Scottish Variations from POR	Yes	Yes
<b>GOVERNANCE ROLES</b>											
Regional Chair (Scotland)	Regional Commissioner or nominee	2	Regional Scout Council at the AGM*	Regional Scout Council	Regional Commissioner or nominee	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	See Scottish Variations from POR	Yes	Yes

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
Regional Treasurer (Scotland) Regional Secretary (Scotland)	Elected by Members of the Regional Scout Council	2	Regional Scout Council at the AGM*	Regional Scout Council	Regional Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	See Scottish Variations from POR	Yes	Yes
Elected Regional Executive Members excluding Treasurer and Secretary (Scotland)	Elected by Members of the Regional Scout Council	2	Regional Scout Council at the AGM*	Regional Scout Council	Regional Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	See Scottish Variations from POR	Yes	No
Regional Appointments Chair (Scotland)	Regional Chair	3	Regional Executive Committee	Regional Executive Committee	Regional Chair	No requirement	Module 1EX** and GDPR (within 5 months) Module 37	None	See Scottish Variations from POR	No	No
Regional Appointments Advisory Committee Members including Secretary/Assistant Secretary (Scotland)	Regional Appointments Chair	3	Regional Executive Committee	Regional Executive Committee	Regional Appointments Chair	No requirement	Module 1EX** and GDPR (within 5 months) Module 37	None	See Scottish Variations from POR	No	No
<b>SUPPORT ROLES</b>											
Assistant Regional Commissioner (Scotland)	Regional Commissioner or nominee	1	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	See Scottish Variations from POR	Yes	Yes
Regional Administrators (Scotland)	Regional Chair	3	Regional Executive Committee	Regional Executive Committee	Regional Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	See Scottish Variations from POR	No	No

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
Regional Advisers (Scotland)	Relevant Assistant Regional Commissioner (Scotland) or Regional Adviser (Scotland)	3	Regional Executive Committee	Regional Executive Committee	Relevant Assistant Regional Commissioner (Scotland) or Regional Adviser (Scotland)	No requirement	Module 1 and GDPR (within 5 months) Module 25 (Nights Away Advisers) required for Nights Away Advisers	Associate Member	See Scottish Variations from POR	Yes	Yes
Regional Assessor (Scotland)	Regional Manager of the Activity Permit Scheme or relevant Regional Adviser for Scout Show Assessors	3	Regional Executive Committee	Regional Executive Committee	Regional Manager of the Activity Permit Scheme or relevant Regional Adviser for Scout Show Assessors	No requirement	Module 25 (Activity Assessors or Scout Show Assessors)	Associate Member	See Scottish Variations from POR	No	Yes
Regional Skills Instructors (Scotland)	Regional Commissioner (Scotland) or nominee	1	Regional Appointments Advisory Committee	Regional Commissioner (Scotland) or nominee	Regional Commissioner (Scotland) or nominee	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	See Scottish Variations from POR	Yes	No
Regional President and Vice Presidents (Scotland)	Regional Chair	3	Regional Executive in conjunction with the Chief Commissioner of Scotland	Regional Executive Committee	Regional Chair	No requirement	Module 1 and GDPR	None	See Scottish Variations from POR	No	No
Regional Scout Active Support Manager (Scotland)	Regional Commissioner or nominee	1	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	See Scottish Variations from POR	Yes	Yes
Regional Scout Active Support Co-ordinator (Scotland)	Regional Scout Active Support Manager	1	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Scout Active Support Manager	No requirement	Module 1 and GDPR	Associate Member	See Scottish Variations from POR	Yes	Yes

Appointment	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment	Training Obligations	Minimum Membership	Charity Trustee role? <sup>2v</sup>	Criminal Records Check Required?	Appointment Review Required?
Regional Scout Active Support Member (Scotland)	Regional Scout Active Support Manager	None		Regional Scout Active Support Manager	Regional Scout Active Support Manager	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	See Scottish Variations from POR	Yes	No
Regional Training Adviser (Scotland)	Assistant Regional Commissioner (Adult Training)	1	Regional Appointments Advisory Committee	Assistant Regional Commissioner (Adult Training)	Assistant Regional Commissioner (Adult Training)	No requirement	Module 1 and GDPR (within 5 months) Module 25	None	See Scottish Variations from POR	No	Yes

## Safeguarding and Vetting Decision Guidance

### 1. On Barred / Disqualified List

Applicant barred

Safeguarding Vulnerable Groups Act 2006

(<http://www.legislation.gov.uk/ukpga/2006/47/contents>)

Northern Ireland Order (<http://www.nidirect.gov.uk/disclosure-and-barring-protecting-children-and-vulnerable-adults>)

Protecting Vulnerable Groups (Scotland) Act 2007

(<http://www.legislation.gov.uk/asp/2007/14/contents>)

**EXCLUSION – NO APPEAL**

### 2. Any offence perpetrated as an adult against a child demonstrating a sexual interest in children

A range of threshold applied by different courts. A finding of guilt made in a criminal court ('Beyond reasonable doubt') or in Civil Courts ('Balance of Probability'). This includes offences defined by the Sexual Offences Act 2003 such as rape and other sexual assaults, indecent images of children, grooming, trafficking (children), voyeurism (children), and exposure of genitals with intent to distress or alarm (children).

This also includes sexual offences against children in another jurisdiction e.g. outside UK.

**EXCLUSION – NO APPEAL**

### 3. Other offences perpetrated by an adult against a child where the child suffered significant harm

A conviction in the criminal or judicial finding in another court defined in the link

<https://www.gov.uk/government/publications/guidance-on-offences-against-children>

This should include the offence of child neglect where the adult was convicted in the criminal court or made an Admission of guilt, accepted a Caution or a finding was made in the civil courts.

**EXCLUSION – NO APPEAL**

### 4. Adverse reference from a statutory agency or other professional source

Authorised by Policy, Organisation and Rules (Rule 4.1b) "An adult may not have an involvement in Scouting where a current report from an appropriate professional or statutory source suggests that the individual is not an appropriate person to hold a position in Scouting"

The source should be on the Competent Authorities list.

**EXCLUSION – NO APPEAL**

### 5. Conviction for serious offences against the person (adult)

To include: murder, rape, crimes associated with organising sexual exploitation, serious crimes of violence including convictions for domestic abuse, abuse or exploitation of a vulnerable adult. To also include drug, arms and people trafficking and sexual exploitation.

**EXCLUSION – NO APPEAL**



## **6. Applicant under 18 at time of an offence that would otherwise attract national action**

Consideration should be given to whether the applicant's youth or additional needs was directly relevant to their behaviour.

The decision makers must have a clear understanding that some childhood behaviours can become more embedded rather than dissipating with age e.g. some child-on-child sexual offending. Each case must be considered individually, informed by the best research.

**FURTHER CONSIDERATION BY NATIONAL HEADQUARTERS**

## **7. Offence which causes serious doubt about suitability**

For example: offences against the person (including manslaughter) , threats of violence, supplying controlled substances, possession of Class A drugs in the recent past (last 2 years).

An allegation of a sexual offence (adult victim) not progressed to trial.

Low-level/minor sexual offence (adult victim) committed many years previously.

Some offences of indecent exposure where the intention was not to alarm or distress.

Offences between consenting adults in public areas.

Presumption of exclusion where the total information available about the applicant implies that their involvement may:

1. Adversely affect the health and welfare of young people
2. Adversely affect the reputation of scouting
3. Adversely affect the welfare or other adults, scouting operations or the individual concerned

**FURTHER CONSIDERATION BY NATIONAL HEADQUARTERS**

## **8. Offence which causes doubt about the individual's compatibility with Scouting values**

Not an exhaustive list: harassment, blackmail, hate crime.

Presumption of exclusion where the total information available about the applicant implies that their involvement may:

1. Adversely affect the health and welfare of young people
2. Adversely affect the reputation of scouting
3. Adversely affect the welfare or other adults, scouting operations or the individual concerned

**FURTHER CONSIDERATION BY NATIONAL HEADQUARTERS**

## **9. Non-conviction information provided by other sources/held on TSA confidential records**

Where required passed to Medical Advisor for guidance.

Presumption of exclusion where the total information available about the applicant implies that their involvement may:

1. Adversely affect the health and welfare of young people
2. Adversely affect the reputation of scouting
3. Adversely affect the welfare or other adults, scouting operations or the individual concerned

**FURTHER CONSIDERATION BY NATIONAL HEADQUARTERS**

### **10. Barred from Trusteeship**

Only applies to applicants for roles providing trustee status where the applicant is disqualified by law from acting as a charity trustee (e.g. unspent conviction for an offence involving dishonesty or deception).

**FURTHER CONSIDERATION BY NATIONAL HEADQUARTERS**

### **11. Minor and unrelated (to scouting) offences**

For example: minor motoring offences, minor thefts, criminal damage.  
Three or fewer offences committed more than ten years ago

**DISCLOSURE CONSIDERED TO BE 'CLEAR' FOR SCOUTING PURPOSES**

### **12. Other conviction/caution**

**DISCLOSURE INFORMATION PASSED TO RELEVANT COMMISSIONER AND APPOINTMENT ADVISORY COMMITTEE WITH TECHNICAL ADVICE FOR CONSIDERATION**

Exclusion under boxes 1 to 5 are permanent. Exclusion under boxes 6 to 10 might be reconsidered in some circumstances after some period of time (for example such the application now meets the test of "three or fewer offences committed more than ten years ago" as given in box 11).

## Risk Assessment Tool

### Safeguarding Assessment

General Information	
Applicants Name:	
Membership Number:	
Appointment applied for:	
Date assessment started:	

Documentation/evidence used in assessment	
Tick all items used:	<ul style="list-style-type: none"><li><input type="checkbox"/> Confidential check</li><li><input type="checkbox"/> Criminal record check</li><li><input type="checkbox"/> Information from applicant</li></ul>
Other information used:	

Relevant information from the confidential check

Criminal records check	
Issuing authority:	
Date received:	
Nature of the offence: (based on the Safeguarding and Vetting Decision Guidance and information	

from the criminal records check)	
Seriousness of the offence: (determined by charge)	
Disposal issued by court:	
Length of time since offence occurred:	
Applicants age at the time of offence:	
Any explanation of the circumstances or mitigating factors that have been given:	
Any other comments:	

RISK ASSESSMENT	
Risk to young people	
Risk to reputation	
Risk to self or others	

CASE ASSESSMENT AND APPROVAL			
Safeguarding team recommendation:			
Name:		Date:	
Approval from Head of Safeguarding:			
Name:		Date:	

<b>For exclusions requiring approval from a Chief Commissioner:</b>	
Recommendation to Chief Commissioner:	
Decision from Chief Commissioner:	
Name:	Date:
Date of final decision:	
Final decision:	
Date applicant informed:	

Version: July 2016