District Commissioner Induction Checklist

This checklist is designed as a ‘self-service’ guide for a new District Commissioner to complete in partnership with other volunteers and a staff member.

The Knowledge Checker section is to help you identify which areas you may need more information on, and you can work through this on your own or with your allocated staff member.   
**Part 1 - Checklist**

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| **The following are completed as part of the appointment process.**  **However, this may be a good time to double check and action any outstanding points:** | **Completed** |
| My role description has been agreed between me & the County/ Region/ Area Commissioner  [District Role Descriptions](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/role-descriptions/district-roles/) |  |
| My Compass record has been updated |  |
| I have attended County Appointments Advisory panel meeting |  |
| I have been issued the [Young People First (yellow card) and Safety cards](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/) |  |
| I have a copy of the DC safeguarding [Grey card](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/safeguarding-procedures-for-county-and-district-commissioners-grey-card/) |  |
| I know how to access P.O.R and that there may be variations based on my Nation.  UK: [Policy, Organisation and Rules | Scouts](https://www.scouts.org.uk/por/)  Scottish Variations: [Scottish POR | Scouts Scotland](https://www.scouts.scot/scottish-por/) | ☐ |

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| **Training** | | | |
| **Topic Covered** | | **Completed** | |
| I have been assigned a Training Advisor (TA).  [Information for Training Advisors](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/trainers/training-advisers/) | |  | |
| I have met with my TA and agreed a Personal Learning Plan  [Adult personal file for managers and supporters](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/support-resources-for-learners/adult-personal-file-for-managers-and-supporters/) | |  | |
| I have completed the mandatory Getting Started Modules and been validated  [Getting started training](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training/) | |  | |
| I have completed the independent learning for managers and supporters [Independent learning for managers and supporters](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/managers-and-supporters-training/independent-learning/) | |  | |
| I have booked onto the skills courses as part of the leadership and management training  [Skills courses for managers and supporters](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/managers-and-supporters-training/skills-courses/) | |  | |
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| **Digital and Data – supported by the most appropriate person locally** | | |
| **Topic Covered** | **Completed** | |
| I know where to find the mandatory training Compliance Data and how to act on it |  | |
| I understand the principles of GDPR and how to manage data properly.  [GDPR FAQ page](https://www.scouts.org.uk/volunteers/running-things-locally/data-protection-and-record-management/gdpr-faqs/)  [GDPR workbook](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/support-resources-for-learners/independent-learning-workbooks/gdpr-workbook/) |  | |
| I know where to find information about my District and have access to the Dropbox Census figures. |  | |
| I know how to plan for the future. I know how to store data securely for successors following GDPR rules.  [GDPR FAQ page](https://www.scouts.org.uk/volunteers/running-things-locally/data-protection-and-record-management/gdpr-faqs/) |  | |
| I know how to use digital skills and put them into practice in my role.  [Digital skills support and advice](https://digitalskills.scouts.org.uk/) |  | |
| I know some of the free digital tools available for charities. i.e Microsoft 365 |  | |
| I know some of the free digital training available for charities  [Free online training](https://knowhow.ncvo.org.uk/tools-resources/building-a-digital-workforce/the-toolkit/free-online-training) |  | |
| I know how to use Compass including appointments and disclosure reports, permits etc.  *Note: Until your role is made full you will have limited access. For help contact your Appointments Secretary or County/Region/Area Commissioner.*  [Compass Support Site](https://compasssupport.scouts.org.uk/) |  | |
| I know how to process disclosure applications.  England and Wales: [England and Wales | Scouts](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/appointing/england-and-wales/)  Scotland: [Online PVG process (scouts.scot)](https://www.scouts.scot/members/online-pvg-process/)  Northern Ireland: [Northern Ireland | Scouts](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/appointing/northern-ireland/) |  | |

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| **Running things locally** | |
| **Topic Covered** | **Completed** |
| I have introduced myself to the District team and shared my contact details |  |
| I have booked dates to visit all groups. |  |
| I know the geography of the District and how the groups fit in the area. |  |
| I have booked in reviews with all of the District Team (including GSLs).  [Review Process](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/review-process/) |  |
| I have scheduled meetings with the District Team and circulated the dates in advance. |  |
| I have ensured emergency contact details are collected for meeting attendees. |  |
| I’ve had a handover from the previous DC. |  |
| I have introduced myself to the District Trustees. |  |
| I have met with the District Chair. |  |
| I am aware of when the next District AGM is due. | ☐ |
| I know what the District’s responsibilities are as a charity.  England and Wales: [Charity Commission guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/charity-commission-guidance#minute-guides-for-charity-trustees)  Scotland: [OSCR | Managing a Charity](https://www.oscr.org.uk/managing-a-charity/)  Northern Ireland: [The Charity Commission for Northern Ireland](https://www.charitycommissionni.org.uk/charity-essentials/) | ☐ |
| I am familiar with the District’s financial situation. |  |
| I know what the District assets are and how these are managed. |  |
| I understand the complaints policy and process and know where to find the supporting documents.  [Complaints policy](https://www.scouts.org.uk/about-us/policy/scouts-complaints-policy/) |  |
| I know what support is available for a Critical Incident and how to access it.  [Serious incident reporting](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/incidents-and-illness/emergencies-and-reporting/serious-incident-reporting/) |  |
| I know where to find the information regarding suspensions and Mutual Agreed Restrictions.  [Suspensions process for Commissioners](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/suspensions/suspensions-process-for-commissioners/)  [Mutually Agreed Restrictions](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/suspensions/mutually-agreed-restrictions/) |  |
| I understand the rules around [Nights Away](https://www.scouts.org.uk/volunteers/running-your-section/nights-away-and-camping/nights-away-permit-scheme/), [activities](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/general-activity-guidance/approving-activities-guidance-for-commissioners/) and [visits abroad](https://www.scouts.org.uk/volunteers/running-your-section/international-scouts-and-events/going-abroad-with-scouting/the-process-and-planning-for-your-trip/the-visits-abroad-process/). | ☐ |
| I am aware of the Young Leader Scheme and how it can be run successfully.  [Explorer Scout Young Leaders' Scheme | Scouts](https://www.scouts.org.uk/volunteers/running-your-section/running-an-explorer-unit/explorer-scout-young-leaders-scheme/) | ☐ |
| I am aware of my responsibilities in approving any new Squirrel Dreys in my District  [The process of opening a Squirrel Drey at District level](https://www.scouts.org.uk/about-us/strategy/our-programmes-of-work/early-years/the-trail-to-squirrels/) |  |

**If you are stuck on any part of this checklist, please ask whoever is supporting your induction for guidance.**

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| **Personal Engagements with member of staff** | | **Completed** |
| 1 | Date |  |
| 2 | Date |  |
| 3 | Date |  |

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| **District Commissioner workshops** | **Completed** |
| Your Role as Leader of the District |  |
| Building and Leading an Effective Team |  |
| Your Role Within the Volunteer Experience |  |
| Keeping Everyone Happy – The Review Process |  |
| Safety workshop |  |
| Commissioners’ Safeguarding training |  |
| District Commissioner Support Day |  |

**Part 2 - Knowledge Checke**r

**As a District Commissioner, rate the following statements on a scale of 1 to 5:**

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| --- | --- | --- | --- | --- |
| **1**  Not at all confident | **2**  Slightly confident | **3**  Somewhat confident | **4**  Quite confident | **5**  Very confident |

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| **Statement** | **Rating** |
| 1. I can assist the District to support and include young people with additional needs. |  |
| 1. Scouting in the District fully represents the demographics of the area. |  |
| 1. I know how to actively monitor and make efforts to improve the inclusivity of the District. |  |
| 1. I have the skills to lead the District. |  |
| 1. I can support adult recruitment across the District. |  |
| 1. I can recruit new adults to the District Team. |  |
| 1. I understand what a good welcome and induction looks like for volunteers. |  |
| 1. I understand the importance of regular reviews in retaining adults |  |
| 1. I know how to value, award and recognise volunteers. |  |
| 1. I can put support in place for Sections to create quality programmes. |  |
| 1. I can increase the visibility of Scouts in my District, both in the community and online. |  |
| 1. I know how to create and implement a development plan that aligns with the Scouts vision and strategy. |  |