

MODULE 37

advising on
adult appointments



scouts.org.uk/appointment

Note: Although in some parts of the British Isles Scout Counties are known as Areas or Islands – and in one case Bailiwick - for ease of reading this publication simply refers to County/Counties. In Scotland there is no direct equivalent to County or Area. In Scotland Scouting is organized into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts. The focus of responsibility is outlined in Scottish Variations from POR.

Criminal Records check: All adults in Scouting must go through a series of safeguarding checks to ensure they are safe to work with children and young people. The safeguarding checks are known in different countries by different names, as follows:

England and Wales: Criminal Records Bureau (CRB)

Scotland: Disclosure Scotland (DS)

Northern Ireland: Access Northern Ireland (Access NI)

For ease of reading, this resource refers only to 'Criminal Records check', to cover all of the above.

More information on issues relating to safeguarding and Criminal Records checks can be found at scouts.org.uk/safeguarding.

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Who is Advising on Adult Appointments for?

This module is for all members of the Appointments Advisory Committee, including the Appointments Chairman and Appointments Secretary. It provides information and gives practical advice on the running of the Appointments Advisory Committee.

What does this module contain?

The module contains approximately 3 hours and 40 minutes of learning that may be managed in a variety of ways.

How is this module validated?

The validation of this module is based on the individual's ability to meet the validation criteria as set out in the *Training Adviser's Guide* and the *Adult's Personal File*. This means the adult will be required to demonstrate an understanding of the structure and the responsibilities of the Appointments Advisory Committee; the appointment process; and how to carry out an effective approval meeting.

What information is provided?

The module contains objectives that relate to understanding the roles in the Appointments Advisory Committee.

The objectives for the module are given followed by methods of training. The content is given in outline with the key points expanded in more detail. Trainer's notes are also given to provide guidance on methods or other key points.

The information is not however a script for the session. Prior knowledge and/or detailed research of the subject matter by the trainer will be required before it can be delivered.

Session details

1. Structure and responsibilities of the Appointments Advisory Committee (40 minutes)
2. The appointment process (40 minutes)
3. Running approval meetings (1 hour 40 minutes)
4. Other responsibilities of the Appointments Advisory Committee (40 minutes)

Depending on the number and experience of the participants and staff, these sessions may need to be preceded by introduction and/or integration sessions. Ideas can be found on www.scouts.org.uk/trainersresources

Planning considerations

The learners for this module may have different levels of experience within Scouting. Some may be (or may have been) a Leader or Commissioner and may have a lot of Scouting experience; others may have had very little involvement and this may be their only role in, or experience of Scouting.

The number of participants on the course will determine your ways of working. If you have a large number of participants it is recommended that you use facilitators to provide greater support in smaller group work.

It should also be remembered that for many people undertaking this module, it will be their only exposure to The Scout Association's Adult Training Scheme and there may be a need to explain some details about how the scheme works.

Advising on Adult Appointments

AIM:

To enable an adult to participate fully as a member of the Appointments Advisory Committee.

OBJECTIVES:

There are 17 overall objectives for this module.

1. Describe the structure of the Appointments Advisory Committee.
2. List the main responsibilities of the Appointments Chairman, Appointments Secretary and Appointments Advisory Committee member.
3. Describe the operation of a pool of members used to undertake the approval meeting.
4. Describe the relationship between the Appointments Advisory Committee and the Executive Committee.
5. Describe how the Appointments Advisory Committee is itself appointed.
6. Outline the responsibilities of the Appointments Advisory Committee.
7. Describe the four stages of the appointment process (application, approval, appointment and induction).
8. Discuss the two main styles of appointment process (those using the Appointments Advisory Committee and those using the relevant Scout Council or Executive Committee).
9. List the records that should be kept by the Appointments Advisory Committee.
10. List sources of support and information (both human and material) for members of the Appointments Advisory Committee.
11. Describe the preparation necessary for an effective approval meeting.
12. Describe ways in which the approval meeting can be made non-threatening and welcoming to the adult.
13. Demonstrate effective questioning techniques.
14. Prepare a suitable agenda for an effective approval meeting.
15. Describe the key items that should be checked to ensure that an individual is fit and proper to hold an appointment in Scouting.
16. Discuss factors that are important in making sound decisions.
17. Describe in outline the rules of The Scout Association that are relevant to the responsibilities of the Appointments Advisory Committee, including
 - a. review
 - b. suspension
 - c. cancellation
 - d. disagreements.

METHODS

A series of sessions

This module may be delivered as a series of training sessions in a variety of time settings.

One to one training

This module may be delivered on a one to one basis by a trainer, or someone with sufficient experience to coach an adult through the subject areas. In this case the timings and methods will need to be reviewed and revised to suit the learner.

DVD

This training is available as a DVD.

The DVD can be used in a variety of ways: to help in the delivery of a course, in a one-to-one training setting or as a stand alone package.

RESOURCES

To carry out the training in its entirety, you may need the following:

- Pens
- Paper, sticky tape, pliable adhesive
- Flipchart, paper and marker pens
- Sticky labels or name tags
- Card
- Pins
- Pinboard
- Sticky dots
- *Module 37: Advising on Adult Appointments* DVD
- Powerpoint presentation from www.scouts.org.uk/trainersresources
- Laptop
- Projector
- DVD player
- Copies of relevant handouts and worksheets for each participant

The following resources can be downloaded from www.scouts.org.uk and are available to order The Scout Information Centre:

- Factsheet FS270001 - *Data Protection and the Data Protection Act 1998*
- *Adult's Personal File*
- Assistant Cub Scout Leader role description
- *The Appointment Process: Guide for Appointments Advisory Committee Members* (one for each participant)
- *The Appointment Process: Guide to Appointing Adults* (one for each participant)
- *The Appointment Process: Guide for Line Managers*
- *The Appointment Process: Guide for Appointment Secretaries*
- *The Appointment Process: Guide for Managers*
- Welcome Pack
- Cancellation/Suspension (CS) Forms
- Adult Application (AA) Forms
- Reference (RF) Forms
- Welcome Prompt Cards
- Appointment Review (AR) Forms
- Criminal Records check forms

Resources by session are summarised at the start of each set of trainer's notes for each session.

Structure and Responsibilities of the Appointments Advisory Committee

session 1

00:40

KEY OBJECTIVES:

1. Describe the structure of the Appointments Advisory Committee.
2. List the main responsibilities of the Appointments Chairman, Appointments Secretary and Appointments Advisory Committee member.
3. Describe the operation of a pool of members used to undertake the approval meeting.
4. Describe the relationship between the Appointments Advisory Committee and the Executive Committee.
5. Describe how the Appointments Advisory Committee is itself appointed.
6. Outline the responsibilities of the Appointments Advisory Committee.

RESOURCES

For this session you require the following resources:

- *Adult's Personal File* (downloadable from www.scouts.org.uk/learnersresources)
- Worksheet 1: Assortment of Responsibilities for Role Description task
- *The Appointment Process: Guide for Appointments Advisory Committee Members* (one for each participant)
- *The Appointment Process: Guide to Appointing Adults* (one for each participant)
- Welcome Prompt Card
- Powerpoint slides 1-3
- Flipchart paper and pens
- Depending on your chosen method: laptop, projector, card, pliable adhesive, pins, pinboard

00:05



TRAINER INPUT

Explain that the purpose of this module is to ensure that all members of the Appointments Advisory Committee are prepared for their role.

Explain that this module is for all members of the Appointments Advisory Committee and will cover four main areas:

1. Structure and responsibilities of the Appointments Advisory Committee
2. The appointment process
3. Running approval meetings
4. Other responsibilities of the Appointments Advisory Committee.

Explain that much of the content covered in this training is taken from *The Appointment Process: Guide for Appointments Advisory Committee Members* and *The Appointment Process: Guide to Appointing Adults*.

Introduce them to these resources and explain that they exist to offer them support when undertaking their role.

Give each participant a copy of *The Appointment Process: Guide for Appointments Advisory Committee Members* and *The Appointment Process: Guide to Appointing Adults* and explain that you will refer to the materials throughout the training, highlighting where the relevant sections are.

Depending upon the prior knowledge and experience of the participants this could be their first experience of The Scout Association's Adult Training Scheme. If appropriate spend time putting their training into context within the scheme and run through the validation criteria for this module – this can be found in the *Adult's Personal File*. Hand out copies of the relevant page to the participants.

00:05



TRAINER INPUT

If participants are not yet aware, spend time explaining that the Appointments Advisory Committee plays a role from the time an adult decides to take on an appointment in Scouting through to the time they review their role, where a decision is made as to whether they continue in the role, change role or will no longer hold an appointment.

Use the Adults in Scouting Model (Powerpoint slide 1) or the Welcome Prompt Card to illustrate what an adult should experience in their time in Scouting and where the Appointments Advisory Committee fits in to it. Explain that an adult in Scouting should go through the following stages:

1. The adult is recruited into the role.
2. The adult meets with their line manager, agrees their role description and applies for an appointment in Scouting. The Appointments Advisory Committee processes this application and the appointment gets approved.
3. The adult is integrated locally through an induction.
4. The adult will carry out the duties of the role and gain the training necessary for the role.
5. Up to 5 years into the appointment the adult will review the role and the Appointments Advisory Committee will process this review. The outcome will either be reassignment, retirement or renewal of the appointment.

00:05



TRAINER INPUT

Describe the organisation of the Appointments Advisory Committee.

Suggested methods of delivery include: pinning up cards, using Powerpoint slide 2, or any other visual you feel could convey the following points. You may choose to brainstorm these points with more experienced participants.

The Appointments Advisory Committee

Where it fits in:

It is a mandatory sub-committee of the District or County Executive Committee.

Draw out that the District or County Executive Committee works closely with the relevant Commissioner to support Scouting in that particular area.

Among other things, Executive Committees are responsible for:

- promoting the development of Scouting;
- raising funds and administering finances;
- attending to District/County administration, including registrations and membership of the Movement; and
- appointing an Appointments Advisory Committee and a chairman of this committee.

Who it is appointed by:

Its officers and members are appointed by the District or County Executive Committee. Members will go through the appointment process. Draw on the experience the participants have had of their appointment process and explain that the process will be covered in further detail in the next session.

Who it reports to:

It reports to the relevant District/County Executive Committee.

Who it is made up of:

It requires:

- an Appointments Chairman;
- an Appointments Secretary; and
- a 'pool' of committee members.



TRAINER INPUT

Introduce participants to the role of the Appointments Advisory Committee as a whole.

Suggested methods of delivery include: pinning up cards, using Powerpoint slide 3, or any other visual you feel could convey the following points. You may choose to brainstorm these points with more experienced participants.

Roles of the Appointments Advisory Committee:

- **Determines suitability:**

It exists to determine the suitability of an individual for an appointment.

- **Approval meetings:**

Three members of the committee meet with the adult to assess (a) that the adult is aware of and willing to uphold the values and policies of The Scout Association and (b) that they understand the requirements of the role and are able to carry it out. This means ensuring the adult knows the commitment of the role and has the abilities needed for it.

Attendance at approval meetings is co-ordinated by the Appointments Secretary, who will use the committee members as a resource pool. The Appointments Secretary will ensure that three members are able to attend the approval meeting. The committee should be made up of a diverse group of people reflecting the local community, and it is important that this diversity is reflected in the make-up of approval meetings.

- **Reviews:**

The Appointments Secretary administers the review process and ensures that Group Scout Leaders, Commissioners and managers review appointments.

- **Change of appointment:**

It considers applications for change of appointment and assesses if the applicant is able and prepared to carry out the role.

- **Cancellations:**
It cancels appointments and records the reason for the cancellation, considering these reasons alongside the Commissioner.
- **Suspensions:**
It considers the continuation of suspension of an adult and advises the Commissioner on this (NB: the original decision to suspend an adult does not involve the Appointments Advisory Committee).
- **Disagreements:**
It supports the Commissioner in the resolution of disagreements between adults.

00:10

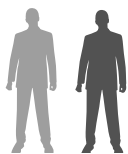
TASK

Having introduced the participants to the overall role of the Appointments Advisory Committee, spend some time introducing them to the individual roles on the committee. If the group is large divide the participants into smaller groups. Each group should have the following headings on flipchart paper:

1. Role description: Appointments Secretary
2. Role description: Appointments Chairman
3. Role description: Committee member

Give each group a set of cards from Worksheet 1: Assortment of Responsibilities for Role Description task. These cards are an assortment of the responsibilities of the three different roles. The participants should work in their groups to place the responsibility detailed on the card under the right role title. It may help to arrange the participants so that there is a mixture of different roles and experience in each group.

00:10



REPORT BACK

Bring the participants back as one group. Using the task they have just done, go through and outline what the role descriptions should look like. You can do this visually by moving the cards to their right places. When outlining what the role descriptions should look like, expand upon each point individually.

The Appointments Secretary

To administer in a timely manner the appointment process within the County/District:

This will include registering adult applications on the online Membership Admin area on www.scouts.org.uk, sending for references, arranging approval meetings, ensuring relevant checks are processed, reviewing the progress of applications and issuing certificates of appointment for local presentation.

Creating and maintaining records of all appointments within the County/District on the online Membership Admin area:

Appointments Secretaries are responsible for making sure that the online Membership Admin area is kept up to date by recording changes made to appointments and the cancellation of appointments.

Administering the review process in the County/District:

This will include informing both the appointment holder and the person undertaking their review when a review is nearly due, issuing the relevant forms to be completed and checking that the forms are returned in the required timescales.

The Appointments Chairman

On behalf of the Executive Committee ensure that the appointment process within the County/District follows the rules, procedures and policies of The Scout Association:

Explain that the Appointments Chairman is therefore the person who is ultimately responsible for the activities of the Appointments Advisory Committee.

Manage meetings of the whole Appointments Advisory Committee as necessary to ensure that the committee fulfils its responsibilities:

The Appointments Chairman will use the meetings of the whole Appointments Advisory Committee to ensure that its responsibilities are fulfilled. This will involve appropriate discussions around the responsibilities outlined earlier (i.e. review, suspensions, disagreements).

Ensure that new members of the committee are inducted, trained and supported:

Explain that the Appointments Chairman is responsible for the adults on the Appointments Advisory Committee and is therefore the person accountable for the induction, training and ongoing support of its members.

Committee member

Undertake approval meetings required to determine if an adult is suitable for a particular appointment in Scouting:

Draw out that the Appointments Advisory Committee should be used as a resource pool. Three different members from this pool will attend each approval meeting, which is an informal meeting with an applicant to determine their suitability for an appointment in Scouting. Explain that there should therefore be more than three members on any Appointments Advisory Committee to ensure that applicants can be met without unreasonable delay. The exact number of people will depend upon local circumstances.

Explain that the Appointments Chairman and Appointments Secretary are not required to be at the meeting with the adult, but they may be one of the three selected members on some occasions.

To contribute to full committee meetings as part of the committee's responsibilities:

As well as taking part in approval meetings, Appointments Advisory Committee members will also attend the meetings of the whole Appointments Advisory Committee, which are managed by the Appointments Chairman, and should use their skills and experience to contribute fully to these meetings.

The role descriptions are as outlined in *The Appointment Process: Guide for Appointments Advisory Committee Members*.

Explain that this session has looked at the responsibilities of the Appointments Advisory Committee in outline and that the following sessions will go into more detail.

The Appointment Process

session 2



00:40

KEY OBJECTIVES:

7. Describe the four stages of the appointment process (application, approval, appointment and induction).
8. Discuss the two main styles of appointment process (those using the Appointments Advisory Committee and those using the relevant Scout Council or Executive Committee).
9. List the records that should be kept by the Appointments Advisory Committee.
10. List sources of support and information (both human and material) for members of the Appointments Advisory Committee.

RESOURCES

For this session you require the following resources:

- Worksheet 2: Empty Flowchart
- Powerpoint slide 4
- Factsheet FS270001 - *Data Protection and the Data Protection Act 1998*
- Pins or pliable adhesive
- Paper or card
- Sticky dots



00:20



TRAINER INPUT

Explain that this session is going to look at the appointment process and what adults in different roles will experience.

Explain that there are four main stages in the appointment process, which all appointments will go through – application, approval, appointment and induction.

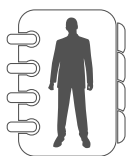
Prepare a large visual of the flowchart in Worksheet 2 using paper or card. This is the flowchart in *The Appointment Process: Guide to Appointing Adults* but with empty boxes. Have available on cards the text that goes into each of the boxes. These should be visually displayed in no particular order by the side of the empty flowchart for the participants to see. Go through the different elements of the flowchart as below asking the participants to position the cards under the right headings as you go through – application, approval, appointment and induction.

Headings:

- Key policies and appointment process discussed and role description agreed
- AA Form and Criminal Records check form completed
- Satisfactory references
- Appointments Advisory Committee approval
- Approval of relevant Commissioner/Chair

- Criminal Records checks clear
- Provisional appointment issued (Welcome Pack sent)
- *Getting Started* completed (within 5 months of provisional appointment being issued)
- Full appointment confirmed (appointment card sent to adult and certificate sent to Appointments Secretary)

At the end, all of the above information should be in the flowchart and it should look like the flowchart displayed in *The Appointment Process: Guide to Appointing Adults*.



Trainer's notes

Depending on the participants you may choose to make this input more active. Ideas include: getting the participants to fill in the flowchart as two smaller groups before you expand (this will work well with more experienced participants) or blindfold one participant while the others have to direct the participant as to where to place the card.

As you go through draw out the following:

Application:

- The adult's line manager agrees to support them in applying for an appointment
- A role description is agreed, the key policies of The Scout Association are discussed and the appointment process is explained to the adult
- The AA Form and Criminal Records check form are filled out

The responsibilities of the committee at this stage are:

- The Appointments Secretary should enter the details from the Adult Application Form (AA Form) onto the online Membership Admin area

The Appointments Secretary should then:

- Send the Criminal Records check form to Headquarters to be processed
- Send for the references as stated on the AA Form (where required)
- Organise a meeting between the adult and three members of the Appointments Advisory Committee

Approval:

- The Criminal Records checks are returned as clear
- The adult will meet with three members of the Appointments Advisory Committee
- Two satisfactory references will be returned
- The relevant Commissioner will approve the appointment

The responsibilities of the committee at this stage are:

- The three members of the Appointments Advisory Committee will meet the adult and will communicate their decision to the Appointments Secretary

The Appointments Secretary should update the online Membership Admin area with dates of:

- The Appointments Advisory Committee approval
- Satisfactory references received (where required)
- The relevant Commissioner/Chairman approval

Appointment:

- The adult will be issued with a provisional appointment and will receive a Welcome Pack
- *Getting Started* training will be completed within 5 months
- The adult will be issued with a full appointment and will receive an appointment card directly from Headquarters
- A certificate of appointment will be presented locally

The responsibilities of the committee at this stage are:

- The Appointments Secretary should notify the Local Training Manager (depending on local practice) of the provisional appointment so that training can begin
- When the appointment certificate has been received, the Appointments Secretary should send this to the relevant person locally to be presented

Induction:

- Induction happens throughout the appointment process to ensure that the adult is supported in their role. Among other things, the line manager is responsible for ensuring that the adult is introduced to the people they will be working with, that they know where to go for further support and that they have the tools that they need to carry out their role effectively.

Explain that although this flowchart outlines the appointment process for the majority of adults, including all Leaders and Commissioners, there are a number of roles in Scouting for which it is not necessary for the adult to meet with the Appointments Advisory Committee and to complete references.

These include:

- Nominated/elected trustees
- Co-opted trustees
- Presidents
- Advisers and Administrators

You can refer to *The Appointment Process: Guide to Appointing Adults* for a summary of the appointment process for different roles.



00:10

TASK

Explain that not everyone going through the appointment process will be an adult new to Scouting as some will be existing Members who are changing roles. To help them understand the requirements of the appointment process for adults who are changing roles they are going to undertake the following task.

Around the room have different statements pinned up on the wall. In pairs, the participants must go to each statement and decide whether it is true or false. Give each participant a set of coloured dots made up of two colours. One colour will mean 'true' and the other 'false'. When they have read and discussed the statement in their pair they must decide whether it is true or false.

Use the following statements:

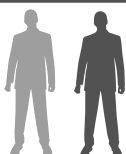
Statement 1: All adults changing appointments must complete a Criminal Records check

Statement 2: All adults changing roles must fill in an AA Form

Statement 3: All adults changing roles will need to attend an approval meeting

Statement 4: All adults changing roles need to have provided satisfactory references

Statement 5: Adults changing roles always need the support of the line manager for their intended role when applying for a new role in Scouting



REPORT BACK

Once the participants have placed their dots, go to each of the statements and provide the facts as outlined below:

Statement 1:

All adults changing appointments must complete a Criminal Records check

answer: False

Adults will only need to complete a new Criminal Records check if they are changing Districts or if there has been a break in service. The Criminal Records check also needs to be renewed every 5 years, or at the time of the appointment review (whichever comes first).

Statement 2:

All adults changing roles must fill in an AA Form

answer: True

All adults changing roles should fill in an AA Form for a number of reasons:

- it is the only way to ensure that role details are changed and kept up to date on the online Membership Admin area and are known within the District. The change of appointment will trigger an appointment card to be sent directly to the adult to ensure their card is kept up to date;
- it is a good chance to collect any change in contact or personal details that can be updated on the online Membership Admin area;
- it is a good chance to remind adults of the key policies of the Association; and
- there are separate declarations on the AA Form for those who are Charity Trustees – if someone is taking on a new role as a trustee, they may not have signed this declaration before.

Statement 3:

All adults changing roles will need to attend an approval meeting

answer: False

The meeting with the Appointments Advisory Committee for adults changing roles is discretionary. The committee should consider whether the responsibilities, skills and abilities used in their current role are different to the role the adult has applied for. For example, they may not decide to meet with a Beaver Scout Leader who is changing roles to an Assistant Beaver Scout Leader, but they will probably want to meet with a Beaver Scout Leader changing roles to a Group Scout Leader. Also it may be that the adult may have moved to a role that does not require an approval meeting to take place, such as a co-opted trustee.

Statement 4:

All adults changing roles need to have provided satisfactory references

answer: False

Adults changing roles do not need to complete references unless they are changing Districts or if there has been a break in service.

Statement 5:

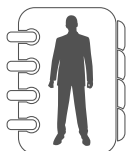
Adults changing roles always need the support of the line manager for their intended role when applying for a new role in Scouting

answer: True

It is important that the line manager is aware of the adult who is changing roles and will, in the future, be supported by them. This is to ensure that they:

- know who they are responsible for
- provide an induction
- ensure that the adult completes the relevant training
- ensure that the adult receives ongoing support

Trainer's notes



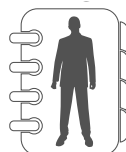
If the participants have varied in opinion as to whether they thought the statement was true or false, then you may wish to ask the reasons why they came to the decisions they made. This will make the feedback more interactive.

TRAINER INPUT



Make the participants aware that the online Membership Admin area will house many of the records that they will need and will be used to track where the adult is in the process.

Trainer's notes



You may wish to have the online Membership Admin area available online or to use a screenshot as you explain.

It records:

- Personal and contact details of adults (which will be entered using details from the AA form)
- Details of appointments, including start dates and review dates
- The date of the Criminal Records check clearance
- The issue of the provisional appointment
- The completion of *Getting Started* modules
- The issue of the full appointment

In addition to these records, you should keep a record locally of:

- Dates of approval meetings: who was seen, who attended from the committee and the recommendation made from that meeting
- References

Make the participants aware of the Data Protection Act and the rules guiding the storage and maintenance of records. Handout factsheet FS270001 - *Data Protection and the Data Protection Act 1998*.



TRAINER INPUT

This session has looked at the different elements that make up the appointment process. To help them in their role there are a number of resources available to support them. Outline what these are:

Publications:

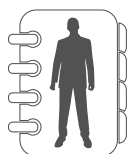
- *The Appointment Process: Guide for Appointments Advisory Committee Members*
- *The Appointment Process: Guide to Appointing Adults*
- *The Appointment Process: Guide for Line Managers*
- *The Appointment Process: Guide for Appointments Secretaries*
- *The Appointment Process: Guide for Managers*

These resources are available to download from www.scouts.org.uk/appointment and to order from the Scout Information Centre.

People:

- Local people available to talk to, e.g. the District Chairman, District Commissioner, Appointments Secretary, Appointments Chairman, etc.
- Headquarters - the Scout Information Centre, National Headquarters.

You may find it useful to display these visually by pinning up cards, using Powerpoint slide 4, or any other method you feel would be appropriate. Answer any questions the participants may have and conclude the session.



Trainer's notes

This would be a natural time for the participants to take a break. In this break it is recommended that the resources for the Appointments Advisory Committee are available so they can have a look at what is available to support them in their role. These resources should include:

- *The Appointment Process: Guide for Appointments Advisory Committee Members*
- *The Appointment Process: Guide to Appointing Adults*
- *The Appointment Process: Guide for Line Managers*
- *The Appointment Process: Guide for Appointment Secretaries*
- *The Appointment Process: Guide for Managers*
- Welcome Packs
- Adult Application (AA) Forms
- Reference (RF) Forms
- Cancellation/Suspension (CS) Forms
- Appointment Review (AR) Forms
- Criminal Records check forms
- Online Membership Admin area

Running Approval Meetings

session 3

01:40

KEY OBJECTIVES:

11. Describe the preparation necessary for an effective approval meeting.
12. Describe ways in which the approval meeting can be made non-threatening and welcoming to adults.
13. Demonstrate effective questioning techniques.
14. Prepare a suitable agenda for an effective approval meeting.
15. Describe the key items that should be checked to ensure that an individual is fit and proper to hold an appointment in Scouting.
16. Discuss factors that are important in making sound decisions.

RESOURCES

For this session you may require the following resources:

- Handout A: Sample Adult Application Form (AA form) for goldfish bowl scenario
- Handout B: Goldfish bowl scenario
- Assistant Cub Scout Leader Role Description – available from www.scouts.org.uk
- Powerpoint slides 5-6
- *Module 37: Advising on Adult Appointments* DVD
- DVD player
- Flipchart and pens
- Card

00:02



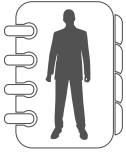
TRAINER INPUT

Explain that this session is about the approval meeting, attended by three members of the Appointments Advisory Committee and the adult wishing to take on a role in Scouting. Explain that there should only ever be three people from the committee involved in this meeting at any one time, although exceptions can be made for those with additional needs. This session is designed to give the participants the skills to help them make the most of this meeting and to run them as effectively as possible. The session will cover:

- Preparations for the approval meeting
- The agenda of the approval meeting
- Creating a welcoming and non-threatening atmosphere
- Questioning techniques
- Making sound decisions

Explain that the purpose of the approval meeting is to find out if:

- a. the adult is aware of and willing to uphold the values and policies of The Scout Association; and
- b. they understand the requirements of the role and are able to carry it out.



Trainer's notes

It would be good if the above points were visible throughout this session. This will help the participants to keep focused on the purpose of the meeting. Suggested methods include pin up cards, Powerpoint slide 5 or any other visual you feel would work.



TASK

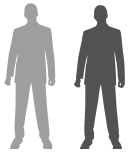
Preparations for the meeting

In buzz groups ask the participants to identify the factors that should be considered when planning for an approval meeting.



REPORT BACK

Ask the participants to feedback their ideas and capture them on a flipchart. These should include:



Checking the right things are in place:

- The Appointments Secretary checks that the Adult Application form (AA form) has been properly completed
- The Appointments Secretary checks that the line manager has met the individual and supports the application

Communication with the adult wishing to volunteer:

- The Appointments Secretary arranges the approval meeting with the adult and three members of the Appointments Advisory Committee.
- It is good practice to phone the adult and ask them what dates are most convenient for them, what transport is available to them and if there are any special needs to consider.
- Once a date, time and place have been agreed and the three members have confirmed their availability, the Appointments Secretary can send a letter with all of the details the adult needs to know including a map and directions to the venue and the names of people they will be meeting.
- It is a good idea to tell the adult's line manager so that they can support them in attending the meeting.
- Emails can also be effective but be aware that not everyone checks them regularly and some people have high security that may block them from receiving it.
- A follow up phone call can check that the adult has received the information and is happy with the details for the day.
- The approach has to be flexible taking into account the needs of the individual.

Include Everything:

- Venue – address, map, directions, parking info (accessibility, disabled parking)
- Time
- Date
- Names of all involved
- Give a contact number for before the meeting and on the day of the meeting if it is different
- Explain what they are to expect – what will be covered, how long the meeting is likely to last.

Communication with the committee members

- The Appointments Secretary makes sure three members are available choosing a diverse mix from the members e.g. age, sex, background, culture, with the adult to be approved in mind.
- The Appointments Secretary makes sure the members have a copy of the AA form detailing what role the adult wishes to take on, previous experience in Scouting, the role description, etc.
- The three committee members communicate to decide what time they will meet before the meeting.

Book the venue

Make sure that the venue is suitable and welcoming, consider:

- Is the heating effective in the winter or too hot in the summer?
- Are there chairs that are comfortable?
- Are there tea/coffee making facilities?
- Is there a place to park the car?
- Is there good signage?
- Is it accessible if the adult has a special need?
- Are there good public transport links?
- Will there be any distractions?
- Is there good signage around the building?
- Is the room an appropriate size?



TRAINER INPUT

The agenda of the meeting

Explain that certain things need to be included in the meeting and that it is good to have a clear idea of what needs to be covered, when and by whom. This will mean that things do not get overlooked, that the experience is similar for everyone and that each member knows the part they are playing in the meeting.



TASK

Have the eight items of the agenda on paper and placed under the chairs of eight of the participants. You may also wish to include some false items. As a large group they should discuss which of the eight are the true items and then place them in the order they would expect them to be covered in the meeting. They could pin these up. Once they have placed the items of the agenda in order, go through and expand on each one.

- **Welcome**
Make sure the adult has been welcomed
- **Introduction**
Introduce the three committee members (names, roles etc)
- **Purpose**
Explain the purpose of the meeting
- **Time (duration of the meeting)**
Explain the expected length of meeting (normally around 30 minutes should be sufficient)
- **Questions**
Discussion with the adult (questions to discover whether the adult is suitable to hold the appointment)
- **What's next**
What will happen next, i.e. how the process will continue
- **Any questions?**
Ask the person wanting to take on the role if they have any questions, then thank them for attending and offering time to Scouting
- **Post meeting time**
Once the adult has left, the three members discuss the appointment and inform the Appointments Secretary of the decision, who ensures that arrangements are made to inform the adult.

Show the participants where they can find guidance on the agenda in *The Appointment Process: Guide for Appointments Advisory Committee Members*.



TRAINER INPUT

Creating a welcoming and non-threatening atmosphere and questioning techniques

Explain that the approval meeting needs to be made welcoming and non-threatening and that thought should be given to the layout of the room, how the adult is greeted and to giving the adult a positive experience. Consideration should also be given to the questions that are used. Make them aware of different types of questions – open, closed and leading questions. It may be useful to have this as a visual prompt, which can be found in powerpoint slide 5.

- Open questions start with words such as *why, how, who, what* and *if*, that prompt a longer descriptive answer and are good to use when looking for detail from the adult.
- Closed questions. Questions that can only be answered with a short response, e.g. 'yes' or 'no'. These questions are good at confirming views and are usually best fitted in after an open question.
- Avoid leading questions e.g. 'I think , what do you think?' or 'Scouting says that. . . . , do you agree?'

Explain that they need to use questions that will give them answers that will help them decide if the adult is right for the role. Refer them back to the two areas introduced at the beginning of the session:

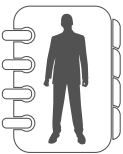
- a. the adult is aware of and willing to uphold the values and policies of The Scout Association; and
- b. they understand the requirements of the role and are able to carry it out.

00:15

TASK

For this task the participants are either going to observe a goldfish bowl scenario role played by the trainers and facilitators or watch a similar scenario on a DVD. The appropriate sections on the DVD can be found by taking the 'Trainer Menu' option. The supporting resources for the goldfish bowl scenario can be found in Handouts A and B and the Assistant Cub Scout Leader role description is available to download from www.scouts.org.uk.

Explain to the participants that they are going to observe an approval meeting between three members of the Appointments Advisory Committee and the adult wishing to take on a role. Ask them to consider how welcoming they feel the meeting is (the atmosphere, the members, the flow, etc) and to decide whether the questions being asked are appropriate and are asked in the right way. If they do not find it a distraction encourage the participants to take notes as they observe.



Trainer's notes

You may find that you do not have enough facilitators to act out the goldfish bowl scenario; in this instance you may choose to use the participants to take on a role. Please bear in mind that not all participants will be comfortable doing this. Alternatively use the DVD.

00:20

REPORT BACK

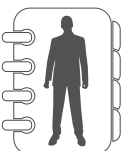
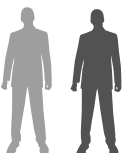
Trainer's notes

It is possible that participants will feel that this exercise does not reflect reality; these comments should be accepted. There is plenty of good practice that can be drawn from the exercise. The benefit of using the goldfish bowl scenario rather than asking the participants to draw from their own experience is that they will have a common experience that they have all shared. It is important that they discuss what they saw rather than what they may have done on a previous occasion.

Lead a discussion based on what the participants have just observed. You may wish to list these observations on a flipchart as they are mentioned.

Firstly, look at how to be welcoming and non-threatening. From what they have just seen draw out the importance of seeing:

- The way the chairs are positioned e.g. not an interview panel but a meeting. Informal rather than formal atmosphere.
- That people are welcomed and properly introduced.



- That there is some general conversation with the adult before the questioning starts.
- That the purpose of the meeting is explained and how long it will take.
- That the adult is offered refreshments and perhaps some biscuits, etc.
- An appropriate mix of people doing the approval meeting (age, experience, gender, knowledge of the appointment, representative of the local community).
- A conversation rather than a grilling.
- A clear agenda, so that important things that make the adult feel welcome do not get missed.

Next discuss the types of questions used. Draw out the importance of:

- The type of questions being used, e.g. open, closed and leading questions.
- Knowing the questions you are going to ask before the meeting to ensure they are phrased correctly and will get the most from the adult.
- Knowing who is going to ask what, so that the same ground isn't covered twice or missed altogether.
- Making sure the questions match the purpose of the meeting.

Questions should find out.

- **Personal Qualities**

A person's individual characteristics and personality. These can be: positive attitude, forward looking, keenness, enthusiasm, sense of humour, initiative, reliability, tolerance, honesty, realistic approach, successful relationships with adults and young people.

- **Functional Qualities**

A person's ability to do a particular role through the skills and qualities they have. For example: practical skills, organisational skills, team player, leadership qualities, empathy with the age range, maturity, communication skills, ability to learn new skills.

- **Individual Needs**

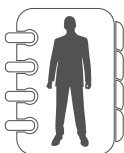
Whether the individual has a special need that has to be considered (this should have been put in the Adult Application Form and the approval meeting can be used to gain more information where necessary).

- **Personal Faith and Values**

A person's commitment to the underlying values of The Scout Association:

- Duty to self: being trustworthy, self-confident, self-controlled and having self-respect.
- Duty to others: respecting others, working to serve other people, working to improve society, respecting the natural world.
- Duty to God: carrying into daily practice the principles of religious faith or belief, accepting that there is a higher being.
- Agrees with and will work within the policies of The Scout Association.
- Has a realistic understanding of the role they are taking on.

Explain that further guidance on appropriate questions to use and guidance on the different areas can be found in *The Appointment Process: Guide for Appointments Advisory Committee Members*.



Trainer's notes

The input to the discussions should mainly be from the participants with the trainer facilitating and helping to draw out the main points. If participants struggle you may wish to have prepared a flip chart or pin ups with the points on them to help stimulate discussion. The main thing is that all the points get made and that each participant is given the opportunity to input. If there are a large number of participants, it may be worth dividing them into smaller groups to allow people to easily contribute before taking comments from the group as a whole.



TRAINER INPUT

Decision Making



Explain that once the meeting has taken place the three members have to make the decision as to whether the person is suitable for the role. To do this effectively the following should happen:

- Put time aside to discuss fully
- Have all the facts available
- Be open and honest in discussions
- Maintain a calm discussion
- Face and discuss the difficult items as well as the easy ones
- Consider your feelings, but base decisions on an objective view of the facts

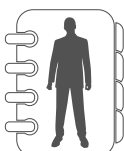
You may find it useful to display these points visually by pinning up cards, using Powerpoint slide 6, or any other method you feel would be appropriate.

The information discussed and the opinions shared should be considered as confidential and details should not be shared outside of this meeting unless necessary. If notes are taken then they should be appropriate to the discussion and you should be willing to show any notes that you make to the adult. The Appointments Secretary will need to be informed of the decision that has been made and will contact the adult wishing to take on the role with the decision. Guidance on how to feed back to the adult can be found in *The Appointment Process: Guide for Appointments Secretaries*.



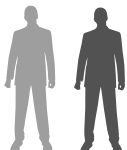
TASK

Divide the participants up into smaller groups. The participants are going to look at the facts of the meeting they have just observed using the AA Form (Handout A) the goldfish bowl scenario (Handout B), and the role description. In their groups they need to decide by looking at the facts whether they feel the individual is right for the role. Make it clear that they have observed only the beginning of the meeting and so not all of the relevant areas have been covered. With this in mind they should consider what else they would have included and whether they would have done anything differently to help them in making a decision.



Trainer's notes

You may find that the participants struggle in the detail and are resistant to make a decision. This is fine, the main thing is the process they are going through as a group, airing their views and considering the relevant factors.



REPORT BACK

Ask each group for the decision they have made and for them to explain why they have made that decision. Their decision is likely to raise the following points:

Positive:

- The adult seems aware of their time commitment to the role
- The adult uses many skills in his/her job that can be applied to their role in Scouting
- The adult has experience of that age range
- The adult shows a good commitment to the Child Protection Policy and the Equal Opportunities Policy
- Through the scenario question given on bullying adult showed a good approach as to how they would deal with the situation.

Negative:

- The adult's understanding of the Promise is not clear. The question was a closed question and could have been phrased in a different way to find out more about the adult's understanding.

The groups should feel that the adult came across well in the meeting but the questions used by the committee members did not draw out all the relevant information. Discuss what questions they would have added and remind participants that the information can be found in *The Appointment Process: Guide for Appointments Advisory Committee Members*. In particular, refer them to the example questions included in this guide.

CONCLUSION

This session has looked at the different elements that make up a well planned, welcoming and effective approval meeting. Take any questions the participants may have and conclude the session.

Other Responsibilities of the Appointments Advisory Committee

session 4

KEY OBJECTIVES:

17. Describe in outline the rules of The Scout Association that are relevant to the responsibilities of the Appointments Advisory Committee, including
- review
 - suspension
 - cancellation
 - disagreements.

RESOURCES

For this session you require the following resources:

- Worksheet 3: Other responsibilities of the Appointments Advisory Committee
- Appointment Review (AR) Forms
- Cancellation/Suspension (CS) Forms

00:15

TASK

Explain that this final session is to look at the other responsibilities of the Appointments Advisory Committee: review, suspension, cancellation and disagreements.

Divide the participants into two or four groups depending on the number of participants. Give each group either one or two of the following areas:

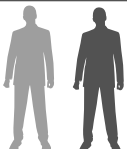
1. review
2. suspension
3. cancellation
4. disagreements

Ask each group to refer to a copy of *The Appointment Process: Guide for Appointments Advisory Committee Members*. Their task is to research into their given area and be prepared to present back their findings to the group. To guide their work give out Worksheet 3: Other Responsibilities of the Appointments Advisory Committee.

00:20

REPORT BACK

The groups should spend five minutes presenting back each area they researched. As they go through ensure the following have been covered:



Review

When should the appointment review take place?

At the end of an adult's appointment (appointments can be issued up to a period of five years).

Who should conduct the appointment review?

It is carried out by the adult's line manager. It is an opportunity to discuss how the adult is getting on and what the adult wants to do in the future.

What is the role of the Appointments Advisory Committee before the review?

The Appointments Secretary prompts the adult's line manager into carrying out reviews (at least three months before the review is due) and informs the adult of their upcoming requirement for a review.

What is the Appointments Advisory Committee's role after the review?

Following the review, the line manager and the Appointments Advisory Committee will consider the outcome, and together will reach a decision on the review of the appointment. The outcome will be an appointment renewal, reassignment to a new role, or retirement from Scouting altogether.

What does the Appointments Advisory Committee consider?

The committee considers whether the person is still suitable for the role, whether the person still accepts the principles and policies of the Association, whether appropriate training and ongoing learning has been completed, whether the person has an up to date Criminal Records check and whether they have carried out their duties to an acceptable standard.

If some of the above hasn't been completed, the committee should consider the reasons why – are they genuine reasons (i.e. work or family commitments) and is the adult willing to take appropriate action to ensure that they can continue with their role? Once a decision is made the adult is informed by the Appointments Secretary.

Suspension

Who has the right to suspend an appointment?

Only the relevant Commissioner has the authority to suspend someone.

What is the role of the Appointments Advisory Committee in dealing with suspensions?

The committee supports the Commissioner in dealing with the consequences of this process, specifically supporting and advising on whether to lift the suspension and reinstate the person.

What is the Appointments Advisory Committee's role?

Their role is to help ease the decision-making load of the Commissioner, and therefore reduce the likelihood of them being accused of personal prejudice against the adult.

Cancellation

Why do appointments get cancelled?

- The appointee ceasing or failing to perform the duties of the appointment satisfactorily, for example by not completing their training
- Increased family or work commitments
- The adult no longer accepting the principles of the Association
- The adult no longer following the rules and policies of the Association
- The closure of a Group or Section
- The adult moving out of the area

What is the Appointments Advisory Committee's role in cancelling appointments?

The committee's role is to:

- support the relevant Commissioner; and
- ensure a Cancellation/Suspension form (Form CS) is filled out, and that the appropriate reason for cancellation is recorded.

Resolution of disagreements between adults

What is the role of the Appointments Advisory Committee in resolving disagreements between adults?

The Appointments Advisory Committee's role is to:

Support the Commissioner if necessary by considering the findings of a conciliator if one is appointed. The role of the conciliator is to talk to both parties in order to reach a solution. He/she will report their findings to the relevant Commissioner.

The Appointments Advisory Committee does not:

Investigate the dispute.

00:05

CONCLUSION

Having looked at the four areas of responsibility, explain that it is important that the Appointments Advisory Committee acts sensitively and in confidence. They will be involved in dealing with and advising on sensitive issues and the training they have gained, particularly in the previous session on questioning techniques and decision making, will be vital in all aspects of their role. As discussed earlier the need to remain focused on facts and not to be influenced by personal bias is an essential part of the role.

It may be appropriate to use the interactive quiz on the DVD to reinforce the learning and it may highlight any gaps that may need to be covered further before the session is concluded.

Thank the participants for the time they have given to the training, answer any questions they may have and conclude the training.

Assortment of Responsibilities for Role Description task

WS1

To administer in a timely manner the appointment process within the District/County.

Creating and maintaining records of all appointments within the District/County on the online Membership Admin area.

Administering the review process in the District/County.

On behalf of the Executive Committee ensure that the appointment process within the District/County follows the rules, procedures and policies of The Scout Association.

Manage meetings of the whole Appointments Advisory Committee as necessary to ensure that the committee fulfils its responsibilities.

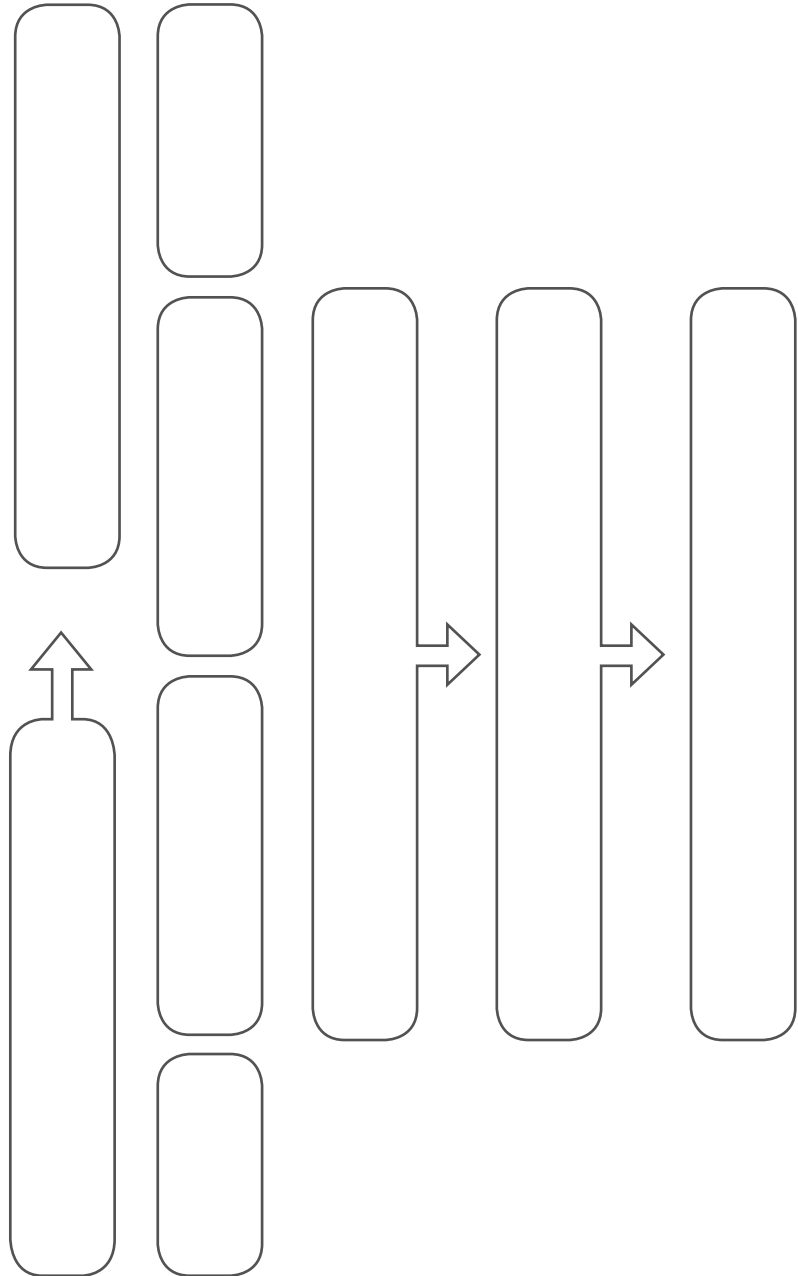
Ensure that new members of the committee are inducted, trained and supported.

Undertake approval meetings required to determine if an adult is suitable for a particular appointment in Scouting.

To contribute to full committee meetings as part of the committee's responsibilities.

WS2

INDUCTION



APPLICATION

APPROVAL

APPOINTMENT

Sample Form AA for role play

HO A

Thank you - we value your support

Thank you for your interest in becoming involved in The Scout Association. There are over 100,000 adult volunteers in Scouting in the UK. We are committed to providing high quality experiences for young people between the ages of six to twenty-five, but equally as important to us is that Scouting is fulfilling and rewarding for adult volunteers.

Once you have discussed what type of role you feel would best suit your lifestyle, skills and personal interests, and you are aware of and understand the requirements, then please complete the attached form. A welcome pack will follow with more information as soon as your provisional appointment is confirmed.

For more information about Scouting, visit www.scouts.org.uk or contact the Scout Information Centre on 0845 300 1818. We look forward to welcoming you to the adventure of Scouting.

IMPORTANT: READ GUIDELINES ON PAGE 6 BEFORE COMPLETING THE FORM

IMPORTANT: Please note, that by signing this form you are agreeing to be bound by the rules of The Scout Association ("the Association") and for the Association to:

1. check the details, including the acceptance, confirmations and declarations you provide; and
2. retain your personal data (see the Data Protection Sections on P.3 and P.4).

Please contact the Scout Information Centre for more information.

About you

Membership Number (if known)

Title (Mr/Ms/Miss/Ms/Doctor/Professor)

Forename 1

Forename 2

Forename 3

Known as

Surnames

Previous surnames

Honours (MBE etc)

Gender M/F

National Insurance Number

Date of birth

D	D	M	M	Y	Y
---	---	---	---	---	---

Date of joining

D	D	M	M	Y	Y
---	---	---	---	---	---

Address

Riverside Cottage
Lower Underwood
Postcode DC1 1UB
Telephone (daytime) 01558 128657
Telephone (home)
Mobile
E-mail address

Occupation

Occupation detail

Special needs/disability (attach additional information if appropriate)

If changing roles - current/previous Scouting roles

Cancellation dates

References

The referees shown below should have knowledge of your work or contact with children and/or should be able to comment on your character and relationships with others. At least one of the referees should have known you for at least five years and one of the referees must not be from Scouting. Referees must not be relatives.

Examples of referees includes your employer, college tutor, etc.

REFERENCE 1:

Name

Lawrence Peabody

Address

12 Sandy Lane
Lower Underwood
Postcode 01558 655211
Telephone (daytime)
Telephone (home)
Mobile
Email address
Relationship to applicant

REFERENCE 2:

Name

Sarah Laura

Address

4 Waterside Road
Lower Underwood
Postcode 01558 655211
Telephone (daytime)
Telephone (home)
Mobile
Email address
Relationship to applicant

Your role

You may need the help of your line manager to complete this section.

Role applied for

Assistant Cub Scout Leader

Membership type:

Member Associate Non Member

Group	1st Lower Underwood
District	Wallside
County/Area/Region (Scotland)	Didsworth
Anticipated start date	
Date of first review of appointment (if required for the role)	

Marketing and Data Protection

The Association, at all levels or through carefully selected third parties, may use your personal details to keep in touch with you about Scouting in general, to provide you access to additional opportunities and services and to contact you with information relevant to your role in Scouting.

Additionally, from time to time we would like to contact you with details of new products and services promoted either directly by The Scout Association or its own subsidiary companies.

I am content to receive details about new products and services being promoted directly by The Scout Association or its own subsidiary companies.

I would prefer to be contacted by:

Post Telephone Email

THIRD PARTIES

The Scout Association may pass your details onto carefully selected third parties who provide products or services which may be of interest to you.

Please note, by giving such permission you will be assisting in promoting Scouting activities, the funding of such activities and the Association in general.

I am content for The Scout Association to pass my details onto carefully selected third parties.

Goldfish bowl scenario – The Approval Meeting

HO B

ROLES:

Committee Member 1 (CM1)

Committee Member 2 (CM2)

Committee Member 3 (CM3)

The adult wanting to take on a new role

The layout of the room:

The three committee members are sitting in a circle with an empty chair in between them. A coffee table is in the middle. There are three glasses with water in them for the committee members on the coffee table.

The background

The committee members are short of time and the impression is given that they are rushed at the beginning. They have seen copies of the AA Form and the role description.

The Scene

We see the committee members two minutes before the meeting. They have set up the room and are sitting in their seats. They are quickly putting together an agenda and the adult walks into the room, looking uncertain.

The Questions

CM1

Explanation of purpose of meeting

- Meeting is part of the appointment process
- It is a chance to make sure that you are happy with what's involved in the role that you want to take on, and also that you're aware of our key policies
- It is also a chance for you to ask any questions about the role or about Scouting and we'll try to answer them for you
- It shouldn't take any longer than half hour

CM1

You want to take on the role of Assistant Cub Scout Leader – can I ask what attracted you to this?

CM2

As this is a role that involves working directly with young people, do you have any experience of working with young people?

CM3

I can see from your application form that you're a police officer – can I ask what skills you have picked up here, or anywhere else of course, that you feel will help you in the role?

CM1

The role involves a weekly commitment of planning and running programmes – are you happy that you will be able to fit this in around your existing commitments?

CM3

As a member of The Scout Association, you will be making the Scout Promise – have you come across the Promise yet?

CM3

And are you happy to make it as part of your role?

CM1

Have you come across the Equal Opportunities policy yet? (*Adult has not heard of this - it should be explained to them by CM1*).

CM1

How do you think that you would promote this policy in your Pack?

CM2

The Scout Association has a Child Protection policy to ensure that young people are protected from all forms of abuse. You may have come across the yellow card, which explains this and our code of practice? (*Adult nods*) How will you make sure that you follow this code?

CM2

As a youth organisation, we also need to make sure that young people in our care are not bullied. If one of your Cubs accused another Cub of bullying them, what would you do?

Guidance for the adult:

Role you are applying for:
Assistant Cub Scout Leader

Why are you applying?

- You have a daughter who is a Cub and you have been helping out in the Pack for a while now and want to get a bit more involved
- You enjoy working with children
- You like that Scouts offers something different to school

Your experience of working with young people:

- You have no formal experience
- As a parent though, you do spend lots of time with children (i.e. daughter and friends)

Your transferable skills:

- You work for the police

- Job requires organisation as there's lots of paperwork to do
- You have also picked up good communication skills
- You used to be a youth member in the Guides and have good memories of those times and your leaders

Your time commitment:

- You will be going to meetings every other week because your job is very busy (you have spoken to the other Leaders and the GSL about this and they are already happy about it)
- You have 3 full days off every other week which will give you the time needed to plan your programme and do anything else that needs doing

The Scout Promise

- You have heard of the Scout Promise and are happy to make it

Equal opportunities policy:

- You have not heard of this policy yet and seem a little uneasy about this
- It is explained to you by one of the committee members
- You would promote this policy by being open to all and making sure that anyone who wanted to join the Pack as a Cub or an adult helper was welcomed and given the opportunity to be involved in all activities

Child Protection

- You have come across the Yellow Card before
- You think the general approach is to be sensitive to the needs of young people and treat them fairly and with respect
- It is also about making sure you are accountable for your actions and that you don't do anything that can be misunderstood in the wrong way

Bullying

- If someone came to you and told you they were being bullied, you would listen and be sympathetic to what they were telling you
- You would then talk to them and agree how to sort it out with them so that they are happy with what you are going to do
- You would try to stay calm and would let them know that it's not their fault and that there was nothing wrong with them

Other Responsibilities of the Appointments Advisory Committee

WS 3

Appointment Reviews

Find out the following points

When should the appointment review take place?

Who should conduct the appointment review?

What is the role of the Appointments Advisory Committees before the review?

What is the Appointments Advisory Committee's role after the review?

Suspension

Find out the following points

Who has the right to suspend an appointment?

What is the role of the Appointments Advisory Committee in dealing with suspensions?

What is the Appointments Advisory Committee's role?

Cancellation

Find out the following points

Why do appointments get cancelled?

What is the Appointments Advisory Committee's role in cancelling appointments?

Resolution of disagreements between adults

Find out the following point

What is the role of the Appointments Advisory Committee in resolving disagreements between adults?