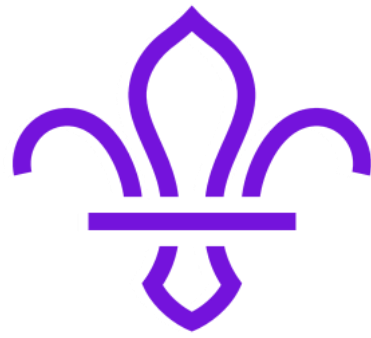


Scouts



West Lancashire

Welcome to the team...

A guide to your induction for those taking on leadership roles.



Thanks for Volunteering...

Welcome to West Lancs Scouts! It is my great pleasure to lead an organisation which I love, and to do so amongst so many amazing volunteers and I am delighted to welcome you to our team.

Scouting gives young people skills for life, the opportunity to develop their talents, make friends, go on adventures, make a difference in their communities, travel the world and be active citizens. Scouting transforms the lives of young people and volunteers, just like you, make that happen.

Volunteering is a great way to share your skills while developing yourself. You'll have the chance to have fun, try new things and meet new people in your area and most importantly you have the ability to inspire a generation of young people.

You can expect a warm welcome and flexibility to get involved in a way that works for you. We provide easy access to training and resources to support you in your role and plenty of support from a great team of like-minded people.

Whether you join us to directly support young people, or help behind the scenes, as a volunteer manager, administrator, treasurer or fundraiser - there is a role for everyone. This welcome pack will help you get started in your new role, and contains information about people who can help you along the way.

If you ever need any help or support, all you have to do is ask.

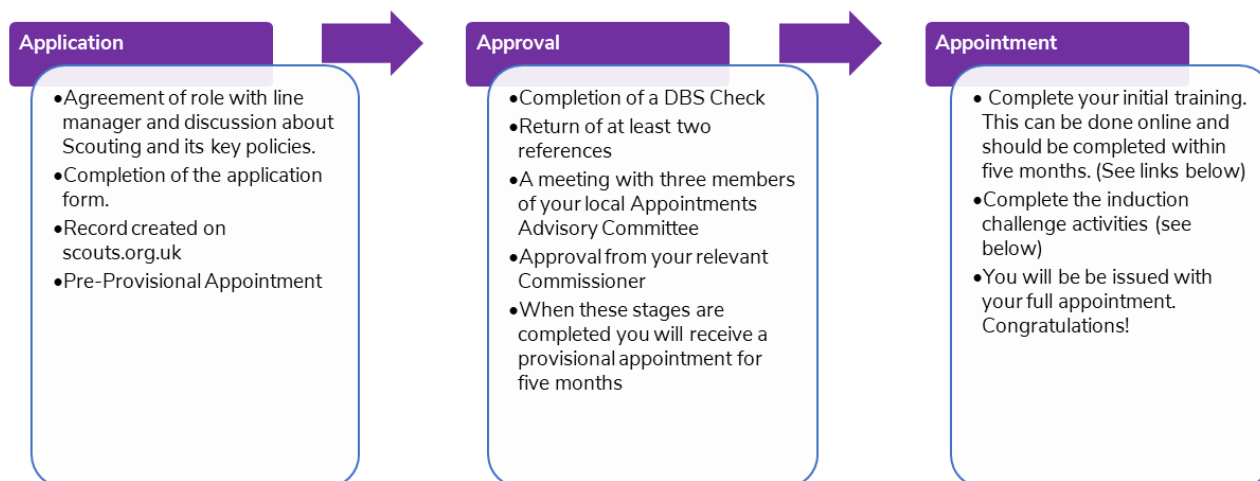
Finally, thanks for volunteering and for making a difference. I look forward to meeting you soon.



Craig Dewar-Willox
County Commissioner

The Appointment Process...

The appointment process in Scouting helps us to make sure that we appoint suitable adults into volunteer roles that are right for them. As a new volunteer you will have already started this process. Whether you want to be a Leader or Manager, Trainer or Administrator, Skills Instructor or Executive Committee Member, the appointments process aims to make sure that you take on a role that suits your skills, availability and interests. The process is in three stages, and are key to your successful induction. The diagram below shows the process at a glance:



Understanding your role...

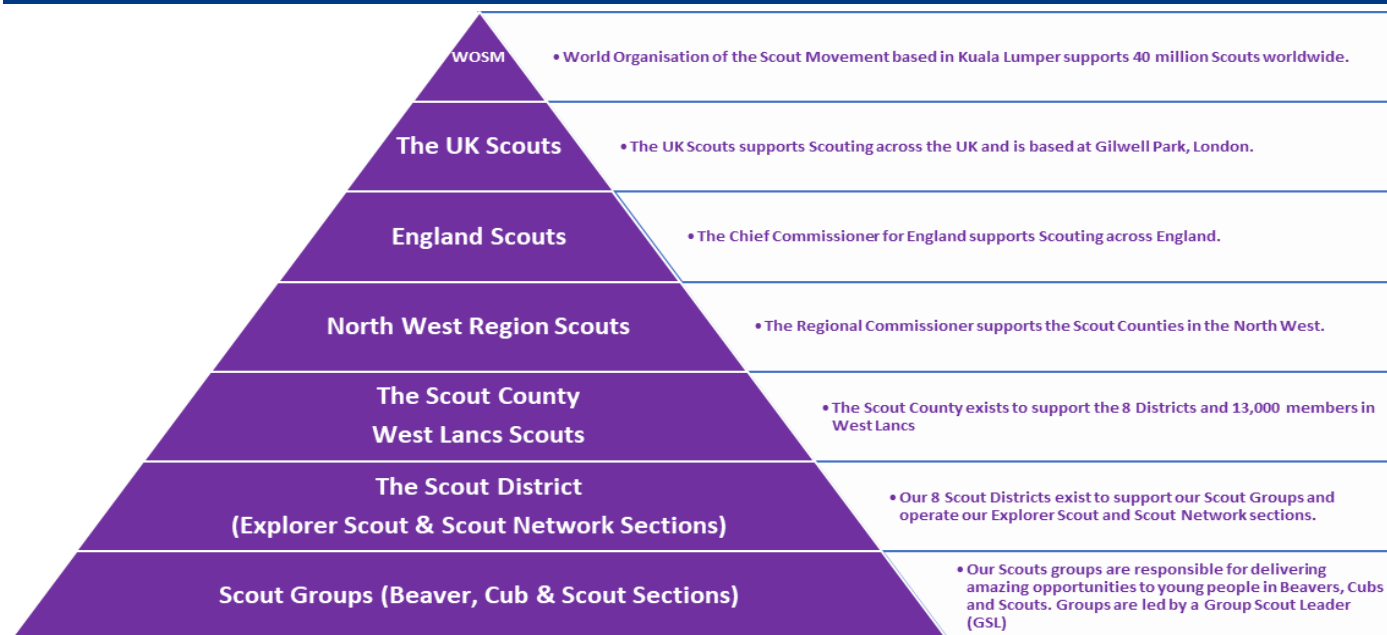
It's important that you understand the role that you've agreed to undertake. Each role is different and there are different types of training available to support you in getting to grips with some of tasks. With many roles in Scouting, tasks are often split between members of a team so it's important to discuss your new role with your line manager. For most roles, you can find a copy of a role description here. <https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/role-descriptions/>

Young People First...

The safety and wellbeing of all our members is of paramount importance. All adults are expected to follow your code of practice (also known as the yellow card) you can find it here:

<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/young-people-first-yellow-card/>

The Structure of Scouting...



About West Lancs Scouts...

The Scouts are the UK's biggest mixed youth organisation and West Lancs Scouts is one of the largest Scout Counties in the UK, with 13,000 members and growing.

The County is led by the County Commissioner and their team, 'The County Team' and supported by the County Executive Committee (Board of Trustees) who ensure that the charity meets its financial, legal and regulatory responsibilities. West Lancs Scouts is made up of 8 Scout Districts, which have a number of Scout Groups and Explorer Scouts unit within it. In total, we have 160 Scout Groups in our County. Each District is led by a District Commissioner:

Blackpool	Victoria DaSilva	DC@blackpoolscouts.org.uk
Chorley	Andrew Lewis	dc@chorleyscouts.org.uk
Fylde	Cath Lee	Cath.lee@fylDESCOUTS.org.uk
Lonsdale (Covering Lancaster, Morecambe and the surrounding areas)	Mandy Sweet	Mandy.sweet@lonsdalescouts.org.uk
Ormskirk	Michelle Durney	dc@ormskirkscouts.org.uk
Preston	Warren Frost	Warren.frost@prestonscouts.org.uk
South Ribble	June Holt	dc@southribblescouts.org.uk
Wyre	Jon Minshull	Jon.minshull@westlancsscouts.org.uk

West Lancs Scouts also owns and operates 'Waddecarr Scout Activity Centre' which is the playground of Scouting for our County. With events taking place all year round, adult training, great activities and facilities to support indoor and outdoor nights away we'd recommend a visit. You can find out more at www.waddecarr.org.uk

Waddecarr is also home to our County Office. We employ a number of members of staff to support the administration, finance and development of Scouting locally, and they are based at Waddecarr. You contact the County Office on 01995 61336 or by emailing county.office@westlancsscouts.org.uk

Training for your role...

We want to make sure that you have all the skills, support and knowledge to succeed in your role and we have a training scheme designed to do just that. Training is flexible and can be completed online or face to face and can fit around your existing commitments. Our volunteers rave about our training as a great way of making new friends and for sharing ideas. When you start you will be assigned a training advisor, who will be able to plan a personal learning plan with you taking in to account your prior knowledge and experience. Together, you will identify the training that you need and identify how you can do it. We ask that all new volunteers complete their basic training within the first five months of role. This can all be completed online (links below).

My Training Checklist...

Completed

Have I met my training advisor and created my personal learning plan?

Module 1- Essential Information <https://learning.scouts.org.uk/essential/index.html#/>

Safety <https://learning.scouts.org.uk/safety/index.html#/>

Safeguarding <https://learning.scouts.org.uk/safeguarding/index.html#/>

GDPR https://members.scouts.org.uk/training_module/GDPRwithcertificate/#/

Module 3 – Tools for the Job https://members.scouts.org.uk/training_module/141209_ken14082_m05_r1166/#/id/co-05

Remember to take a screen shot, or print the certificate at the end of each module and to send these to your line manager so that your record can be updated. Once you have completed the training above, you will then have a full appointment, and can begin the next stage of your training.

You can find out about the other training here: https://cms.scouts.org.uk/media/10813/ms-module-matrix_sept2020_v3.pdf
For details of courses happening within West Lancs Scouts and to book online, visit <https://westlancsscouts.org.uk/members/training/>

Programme Resources...

Delivering a great programme for young people is at the heart of what we do and there are loads of resources available to support you. Why reinvent the wheel?

We recommend that you use The Scouts Programme Planning tool. This is a digital resources with ready made activities for every section and every part of the programme- including badge work. It's quick and easy to use and has risk assessments to support your planning too.

You can plan your programme here: <https://www.scouts.org.uk/programme-planner/plan>

On-Brand Resources...

From newsletters to logos, images to promotional materials www.scoutsbrand.org.uk is a great place to visit for easy-to-make, branded resources.

The Induction Challenge...

To make your experience as enjoyable as possible, and to help you get off to a flying start we have created this induction challenge- a list of ten activities to help you navigate your way through your first few months in role. ✓

Log on to your own compass record on www.scouts.org.uk/compass this will help you track your progress with training.

Get a uniform and arrange to be invested with your line manager.

Access the Digital Planning Tools

Make contact with the Assistant District Commissioner (ADC) that supports your section to introduce yourself.

For Explorers this will be the District Explorer Scout Commissioner (DSNC).

Get a copy of the District Diary of events for your section

Attend a Group Leaders Meeting

Attend a District Leaders Meeting

Visit another section

Attend a District or County Event

Go on a Night Away with Scouts (this could be within your own group, going with another section, or attending a District/County event.

If you're 18-25, make contact with the District Network Commissioner to find out about additional opportunities for you, including the opportunity to gain awards.

Key Contacts...

The name of my group:

The name of my section:

The name and contact for my line manager:

The name and contact for my training advisor:

The name and contact for my ADC/DESC:

Useful websites:

www.westlancsscouts.org.uk

www.scouts.org.uk

www.waddecarr.org.uk

Our Vision

By 2025, we in West Lancs Scouts, will prepare better futures by equipping 12,000 young people with skills for life (character, practical, and employability skills). They will enjoy better wellbeing and play a full part in their communities.

Our Mission

Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

Our Values

We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.

Skills For Life



Our plan to prepare better futures 2019-2025

Our Goals

As a County, we aim to grow, become more inclusive and youth-shaped, while making a positive impact in our communities.

Our four pillars of work

To support the County to achieve these objectives, we will focus on four pillars of work:

Programme

A fun, enjoyable high-quality programme consistently delivered and supported by simple tools.

People

More, well-trained, better supported and motivated adult volunteers and more young people from all backgrounds.

Perception

Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

Places

Good quality, practical locations are available to support our Scouting programme across West Lancs Scouts.