Scouts
1st Molesey (Jaguar)

The Membership System – steps for new volunteers

This guide gives you information on how to complete essential tasks on the membership system:
https://membership.scouts.org.uk

More information and demo videos are here:
https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/

You can check the status of your role, as well as the reason(s) it might not be full by going to
My profile > My roles

You will also receive notifications in your **Actions** list for anythign that requires your attention.
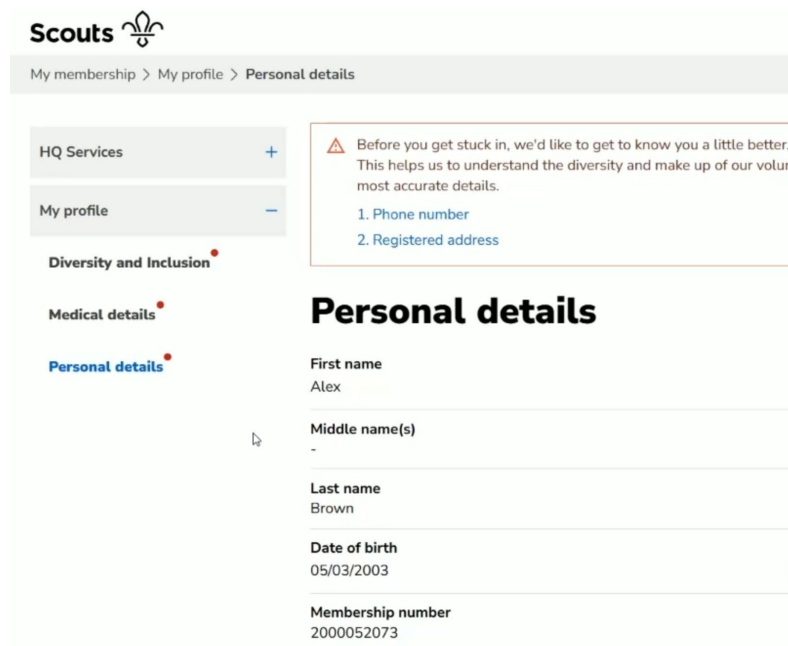
Reasons your role might not be full:

1. Member profile incomplete

Once you've signed in, you'll be asked to provide your personal information, relevant medical details along with EDI (Equity, Diversity and Inclusion) information. We collect this information to help us understand the diversity of Scouts and the growing needs of our movement.

https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/quick-start/#Completeyourpersonalinformation

==These sections must be completed before we are able to set up an application for a DBS check.==
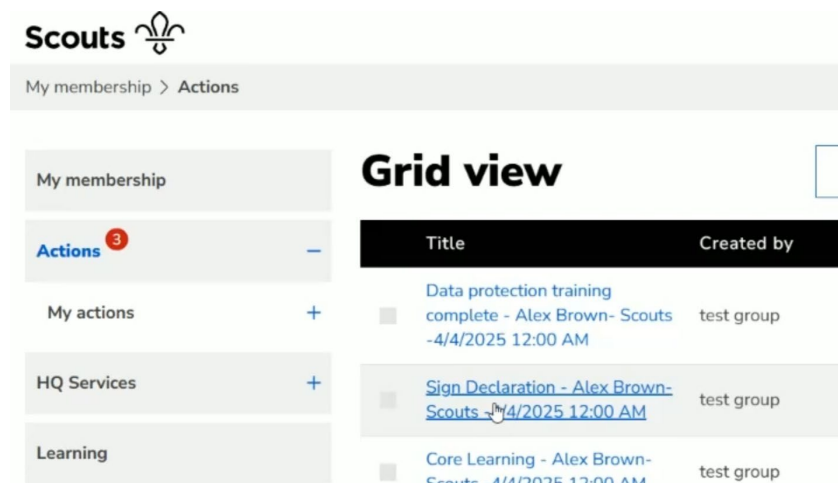
2. Declaration

You must complete the declaration for your role. A new declaration must be completed every time a new role is added to your record.

The declaration refers to accepting our Scout values and agreeing to follow Scout policies and complete the learning required for your role.

A link to complete the declaration will be in your **Actions** list.

https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/quick-start/#Signthedeclarationandprovidereferences

193 Walton Road, West Molesey, Surrey KT8 2DY
e. info@jaguarseascouts.org.uk w. www.jaguarseascouts.org.uk
Registered Charity number 305729 and Royal Navy recognised group number 74

/jaguarseascouts   @jaguarseascouts
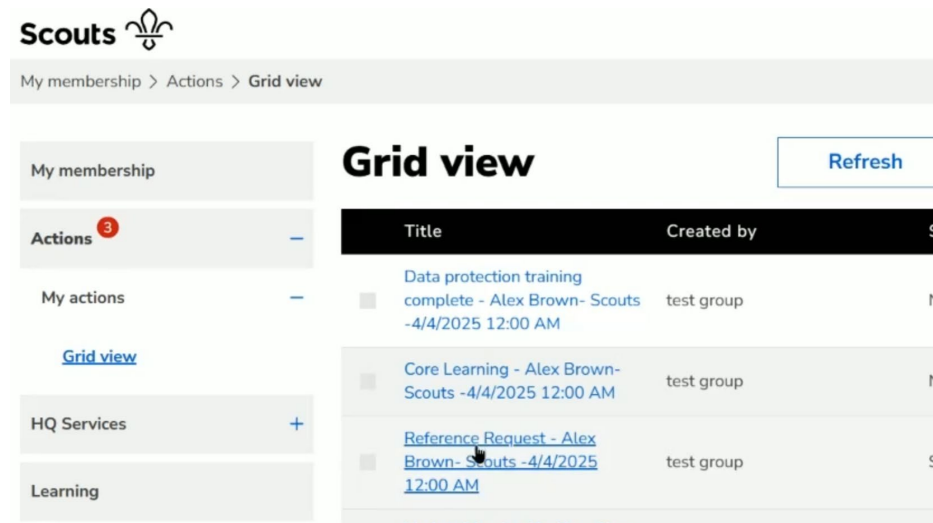
3. References

Most roles require 2 references. One referee can be from Scouts, the other should be from outside Scouts (but not a relative). One referee must have known you for at least 5 years.

 It is easiest to access this from your **Actions** list.

https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/quick-start/#Signthedeclarationandprovidereferences

Input the first name, last name and email address for between two and four different referees.

Although these people will receive an email, it is a good idea to contact them separately to remind them to fill in your reference request.

4. Disclosure (DBS check)

Your DBS check must be applied for and be returned before your role will become full.

We will guide you through this process. You can see the status of your DBS, as well as when it expires on the membership system under **Disclosures**.

5. The training (learning) for your role

We want all our volunteers to have the skills and knowledge they need to feel confident to keep young people safe and help them gain skills for life. This is why all volunteers need to complete some essential learning, known as Growing Roots learning.

Growing Roots is the learning everyone needs to complete when joining Scouts or taking on a new role. Some Growing Roots learning needs to be renewed every three years.

https://www.scouts.org.uk/volunteers/learning-development-and-awards/learning/growing-roots/
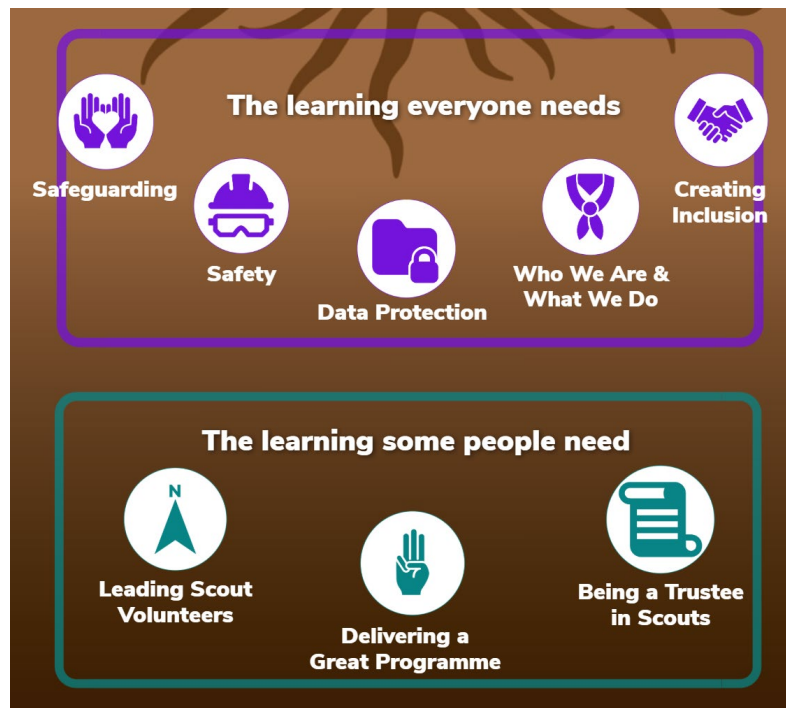
Everyone must

Within 3 months complete:

- Safeguarding
- Safety

Within 6 months complete:

- Data Protection
- Who We Are & What We Do
- Creating Inclusion

All new Section Team volunteers.

Within 6 months complete:

- Delivering a Great Programme

All new Team Leaders
(apart from section team/sub-team leaders)

Within 6 months complete:

- Leading Scout Volunteers

All new Trustees
Within 6 months complete:

- Being a Trustee in Scouts

Additionally

All Section Team volunteers, Group Lead Volunteers and 14-24 Team Leaders must complete First Response (first aid training) within their first 12 months and renew it every 3 years. If you hold an external first aid qualification, please let us know.

https://www.scouts.org.uk/volunteers/running-things-locally/local-teams/volunteering-development-teams/tools-to-support-volunteering-development-teams/first-response/

You complete all Growing Roots learning online by accessing **My Learning**. You find it under the section 'the learning you need'. Your progress is automatically tracked and recorded in your profile in My Learning and My Membership when completed. You also get reminders when your learning is due. Each online module will take about 30-45 minutes to complete.