Welcome process checklist

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| **Milestones** | | | **Date** | | | **þ complete** |
| 1 | Welcome Buddy assigned | |  |  |  |  |
| 2 | Welcome process explained and details given  To the new adult | |  |  |  |  |
| 3 | Warm welcome and Induction started | |  |  |  |  |
| 4 | Adult information Form completed  *and either entered onto Compass*  *or*  *passed to district appointments secretary to be*  *entered onto Compass (*[*https://compass.scouts.org.uk/*](https://compass.scouts.org.uk/)*)* | |  |  |  |  |
| 5 | I.D. documents checked and added to Atlantic Data  *(*[*https://thescouts.disclosures.co.uk/secure/login.php*](https://thescouts.disclosures.co.uk/secure/login.php)*)* | |  |  |  |  |
| 6 | Conversation one has happened | |  |  |  |  |
| 7 | Conversation two has happened | |  |  |  |  |
| 8 | DBS and I.D. check completed | |  |  |  |  |
| 9 | Satisfactory references received | |  |  |  |  |
| 10 | Clear DBS check received | |  |  |  |  |
| 11 | Getting Started learning completed | Essential Information |  |  |  |  |
| Safety |  |  |  |  |
| Safeguarding |  |  |  |  |
| Tools for the role |  |  |  |  |
| GDPR |  |  |  |  |
| Introduction to being a trustee |  |  |  |  |
| 16 | Induction complete | |  |  |  |  |
| 17 | Ongoing support identified | |  |  |  |  |
| 18 | Conversation notification form submitted | |  |  |  |  |
| 19 | Full appointment issued | |  |  |  |  |