Welcome process checklist

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| **Milestones** | **Date** | **þ complete** |
|  1 | Welcome Buddy assigned  |  |  |  |  |
|  2 | Welcome process explained and details givenTo 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 |  |  |  |  |