



# Onboarding a New Leader Check list

- ❑ **Individual Adult Volunteer Plan created**  
Group Leader to work through the [IAVP Phase 1](#) with the new member, including role description, code of ethics, code of conduct, the Training Pathway, including on demand modules and where to book a course. This part of the plan is 12 months.
- ❑ **WWCC (Working with Children Check)**  
New Leaders will require this to become a member of Scouts NSW, apply online at [Service NSW](#).
- ❑ **Application for Adult membership - New Leader**  
Member to register for 'New Leader' membership via your formation's ScoutHub portal. Find your portal [here](#).
- ❑ **Reference Checks**  
Group Leader to conduct two reference checks, using this [fillable form](#) available on Scouts NSW website. Once complete, submit the reference check to Region Office.
- ❑ **National Police check email**  
Member to respond to email for National Police Clearance
- ❑ **Operoo profile**  
Member to respond to email to setup a profile with Scouts NSW
- ❑ **Scouts NSW Email address**  
Member to activate Scouts NSW email address, you need this for all Scouts communications
- ❑ **Scouts NSW Policies – the first ones to read**  
Where to find the policy and what to do
  - [POL17 Youth Protection Policy and Procedure](#)
  - [POL03 Privacy Policy](#)
  - [Social Media Guidelines](#)
  - [Scouts Australia Child Protection Policy](#)
- ❑ **Scouts Australia program handbook received**  
This can be downloaded at [Scoutshop.com.au](#) or a hard copy can be purchased

