

UNIT LEADER CHECKLIST

for welcoming a new volunteer into your unit



New volunteer :

Date of first meeting:

Before the first unit meeting

- ☐ I've spoken with the new volunteer before they take part in their first unit meeting, given them my contact details and explained what to do if they cannot make a meeting for any reason
- ☐ I have explained where the meeting place is, how to get there and what time to arrive
- ☐ I have suggested what they might like to wear to the meeting, eg clothes that can cope with messy activities or shoes suitable for playing games
- ☐ I have explained the plan for the term and the dates of any planned outings or activities
- ☐ I have ensured that the new volunteer is familiar with Girlguiding's safeguarding policy, the code of conduct for volunteers and given them a copy of the unit safeguarding guidelines
- ☐ I've explained how the meeting will run, the opening and closing ceremonies, how the girls are organised and key guiding 'jargon'
- ☐ I have checked whether the new volunteer has any additional support needs or concerns that we should be aware of before the meeting
- ☐ I have explained what I would like the new volunteer to do in the meeting and they have confirmed that they are comfortable with this

During the first unit meeting

- ☐ I have introduced the new volunteer to the other team members
- ☐ I've given the new volunteer a tour of the venue pointing out key things like toilets, fire exits, etc before the girls arrive and explained the fire evacuation procedure
- ☐ I've introduced the new volunteer to the girls and given them the opportunity to tell the girls a bit about themselves
- ☐ I have encouraged the girls to introduce themselves to the new volunteer during the meeting
- ☐ I've made sure that the new volunteer has had opportunities to get involved in the ways agreed before the meeting

At the end of the first meeting

- ☐ I've thanked the new volunteer and said how much I am looking forward to seeing them at the next meeting
- ☐ I've talked to the volunteer about how they found the experience, including what they liked and what they found challenging
- ☐ I've explained when they will next hear from me/ when we will next meet
- ☐ I've encouraged the new volunteer to take a look at Guidance notes for leaders: running a Girlguiding unit on the Girlguiding website. (This gives any new volunteer (in any role) a valuable introduction to the Promise, Law, Five essentials and our programme. Search "Guidance notes for leaders" at www.girlguiding.org.uk to access the document.)

Completed by: