

NAME (IN FULL):

MEMBER NO:

Induction (Outdoors Leader)

The aim of the induction phase is to ensure you:

- Are clear about the process to get qualified
- Have basic information about groups you will be working with
- Understand your role and responsibilities as a Guide Leader
- Meet the State Girl Guide Organisation requirements, including complying with relevant legislation.

Meeting with District / Region Manager	DM / RM Signature
Complete the membership forms, including providing references / referees if new to Guiding.	
Complete Police Check / Working with Children forms.	
Meet the relevant legal requirements for working with children in your State / Territory.	
Discuss the importance of complying with GGA policies and <i>Guide Lines</i> . <i>Guide Lines</i> is available at https://www.guidelinesforgirlguides.org.au/ .	
Discuss the Outdoors Leader Position Description, see <i>Guide Lines</i> .	
Discuss the Code of Conduct and subsequently sign the paper form or complete it online.	
Discuss the State conflict resolution / grievance / dispute resolution policy and processes.	

Resources	Completed
Obtain the <i>Leader's Handbook</i> .	
Access the Guide handbooks.	
Access the <i>Activities Manual</i>	
Purchase and wear the Girl Guides Australia uniform.	

Local Induction	Qualified Unit Leader Signature
Introduction to Unit / District / Region leadership team.	
Information on local meetings of District / Region team – when, where, whom.	
If likely to frequently use a meeting place or outdoor activity centre, visit it to review facilities, emergency exits / fire procedures, First Aid kit, cleaning equipment, garbage disposal, keys, local risks etc.	
Identify outdoor equipment available, location, borrowing procedures.	
Meet other Guide Leaders.	

Record here the date all elements of the Induction were completed, scan / copy this page and signed Code of Conduct, and send to your District / Region Manager who will then forward to your State Office.	Date
Office Use Only Records Updated by State Office:	