

# Branch Leader Onboarding Checklist



**Young Leaders Pathway**

Young Archaeologists' Club



Use this checklist to ensure each step of the Young Leader onboarding process is completed in the correct order. If any steps have not been completed, they must be finished before the young person can become a YAC Young Leader.

Name of Potential Young Leader:

Completed by (Name of YAC Leader):

Date:

## 1. Initial Information Pack

- Provide after the young person completes their observation session
- Confirm if they wish to apply
- Pack includes programme overview, expectations and next steps

## 2. Online Application Form

- Email the application link to the young person
- CC the parent /guardian
- Offer support if they need help completing the form

## 3. References and Checks

- Collect references
- Ensure PVG check is completed (Scotland only)
- Wait for approval from CBA before progressing

Contact the young person to formally confirm that they are now a YAC Young Leader

## 4. Welcome Pack

- Role information
- Key Contact
- Training requirements
- Practical guidance
- PVG/DBS/Access NI guidance
- GDPR Information
- Code of Conduct
- Safeguarding links
- Information on other CBA youth programmes

## 5. Safeguarding and Code of Conduct Review

- Review these together with the young person
- Ensure they understand expectations, behaviour standards and reporting routes
- Any questions they may have

## 6. Progression Passport Introduction

- Explain how the Passport works
- Encourage the young person to record:
  - What they did (hard skills)
  - What they learned (soft skills)
- Schedule their first check-in with a Mentor.

## 7. Confirm Start Details

- Agree on the first session date
- Introduce them to their Mentor (if not already done).
- Make sure they know who to contact for support.
- Share Branch calendar.

Notes: