Whether you are a new adult in Scouting or one of the longest serving, this guide is designed to help you understand your records and your responsibility for them.

1. Policy.

Compass is the official adult membership system of The Scout Association. It must contain accurate and up-to-date information on all adult Members and Associate Members of the Association as well as connected individuals such as Executive Committee Members and Occasional Helpers. See the Section 2 (Jargon) below. Compass has no youth data at present, or for the foreseeable future.

Adult members are responsible for maintaining their own data e.g. name, address, contact details, either directly or via a nominated individual. Certain other data may only be updated/maintained by authorised persons e.g. roles, training records, permits, etc.

Normally, Members with web access are expected to maintain their own personal data. Groups will nominate one or more people to act on behalf of those who cannot maintain their own data. They may be the Group Scout Leader, Assistant Group Scout Leader or Group Administrator. People in District roles without their own access should contact the District Appointments Secretary or a District Administrator.

The Scout Association retains certain information about adult volunteers after they have left Scouting. This is for two reasons:

1) it means that your lifetime service with Scouting will be recognised even if your service is not continuous
2) it enables the Scout Association to protect itself from those few people who have been found unsuitable.

When you view your records you may see past roles that are now closed, but they may not have full details. Data on non-current members is not accessible locally through Compass.

2. Jargon

Some of the terminology used by Compass is slightly different from previous usage**.** Other terms are included for completeness and for the benefit of new members.

Adults have one or more "**Roles"** in Scouting – the different jobs they do – and a "**Location**" where they do them. Locations means locations within the organisation hierarchy (see below) and not physical premises. An individual may have more than one role in the same location, and/or the same role in different locations. It is highly desirable to have recorded on Compass all the role and location combinations which apply to you.

The Organisation Hierarchy: The Scout Association covers the United Kingdom and a few Groups of mainly expatriates elsewhere. It is organised by **Country** (e.g. England) and within England into **Regions** (we are in the Greater London Region.) Each Region is divided into Scout **Counties** (which may not be the same as geographic or administrative Counties – ours is Greater London South West, usually abbreviated to GLSW, and covers 5 outer London Boroughs). Each Scout County is divided into **Districts** and in GLSW they correspond to the 5 Boroughs. The hierarchy as it affects you can be viewed in Compass by selecting "**My Scouting**".

A District comprises a number of Scout **Groups** with names of the type "99th Croydon". Most Groups have three **Sections** (Beaver Scouts, Cub Scouts and Scouts). Larger Groups may have more than one instance of a section type. The District is also directly responsible for **District Sections,** which can be an **Explorer Scout Unit** (ESU), a **Scout Network** or a **Scout Active Support Unit** (SASU)

Sections are run by adults with the role of **Section Leader**, with the help of other adults with the role of **Assistant Section Leader** or **Section Assistant**. Each of these roles has an appropriate Section as its location, and a "**role variant**" (Beaver Scouts, Cub Scouts or Scouts) attached to the role title. Only these three roles exists at the Group Section level in the hierarchy. The same roles exist in ESUs, and there are a few

differences for the adult sections (Scout Network and SASU). All other roles are at the level of the Group. Roles in District and District sections are slightly more complicated.

The principal roles in a Group are **Group Scout Leader**, and sometimes Assistant Group Scout Leader(s), and the Committee roles: Group Chair, Group Treasurer, Group Secretary and Group Executive Committee Member. Also note that **Occasional Helpers** are technically <u>Group</u> Occasional Helpers, and recorded as such even if they in practice only help with one section. Groups may also have a **Group Administrator**.

Each Role you hold has a "**Role Status**" Every role starts as "**Pre-provisional**", which essentially means that the basic checks on the individual have not been completed, "**Provisional**", which means that mandatory "getting started" training has yet to be completed, and "**Full**". The requirements of each stage vary according to the role, and may be found in POR The Appointments Process, here: www.scouts.org.uk Members page, under "Policy, Organisation and Rules".

Most but not all roles require a **Disclosure** check with the Disclosure & Barring Service (DBS). These were formerly known as CRB checks. The Scout Association allow 5 years between checks, provided the service is continuous, but do not accept disclosures done through other organisations.

3. Getting access to Compass.

Compass can be accessed through the link on the home page on www.scouts.org.uk , or you may prefer to set up your own favourites. The first time you access Compass you have to register. The link for registering (and for forgotten usernames and passwords) is at the bottom of the login page. If you are registering for the first time, spend some time following the link on the login page to the Compass support site, viewing the introductory video and reading <u>How to Register for Compass</u>.

Certain Compass users, depending on their roles, will also be able to use the Disclosures system. This is about the process of getting individuals checked by the Disclosure and Barring Service, and getting those checks renewed. This is NOT covered in this Guide.

Your role in Scouting determines what you can do and whose records you can see. If you have more than one role in Scouting, a drop-down list at the top of the Compass page will allow you to select the role that you want to use for whatever you are about to do.

4. Checking your own data

As a Compass user you are responsible for the accuracy of your personal data.

Following Registration you can access your own details by following this pathway:
- www.scouts.org.uk (takes you to the homepage)
- Compass (in blue at top right corner of the page)
- Login (enter your username and password)
- My Profile (at top of the page)

This should take you to your own details.

Personal Details.

Click "My Profile". Under your Membership Number and name is a tab for Personal Details. The system will normally go straight to this tab. On the Personal details page there are various sections – expandable by clicking the right-facing arrows on the left-hand side, which then turn to down arrows.

Check carefully Personal Details and Contact Details – because other people rely on the accuracy of this information, not least to get in touch with you. If you want to make a change, click the appropriate edit button on the right of your screen. Make the change and save it.

If something is wrong that you cannot change, (it will be greyed out) e.g. spelling of your name, your gender or your date of birth, contact your District Appointments Secretary urgently.

If you change your name, e.g by marriage, divorce, or otherwise, this can only be done by the Information Centre. They will usually want to see documentation, but it may be easier to get the documentation checked by someone such as the District Appointments Secretary. Legally you can be known by any name you like, but this is to prevent people evading the purpose of a DBS identity check.

You can change your "known as" name, but think hard about how you want to appear. Is it how you want to be known for most <u>Scouting</u> purposes? You are also asked on the personal details page about your ethnicity and faith/religion. You need to say something for each of these to save changes on the page, but "prefer not to say" is a valid answer. A few fields are only visible if you click "Edit". One is the Gift Aid box. Note that this is NOT a statutory declaration for Gift Aid purposes – only an indication that it might be worth asking you to complete one.

On the contacts page, check all the information. **Address** will usually be in the form recognised by Royal Mail. So in London Postal Districts the address has the word London, but not, for example, South Norwood. You must select the type of **email address** (one of which is 'no current email') and you must select the type of phone number. **Phone numbers** are entered with no spaces. Also indicate the preferred phone number and email with the buttons to the right. It is mandatory to enter a phone number but a phone number of 0 (though unhelpful) will get you through the checking and allow you to save that and other changes.

It is helpful to complete **Additional Needs / Disabilities**. Hopefully this information will replace the separate collection of disability data for the annual census.

Completing "**Qualifications & Skills**" and "**Hobbies / Interests**" are entirely up to you.

Roles

You should then view your Roles. If you do not show a full role that you believe you hold, contact your District Appointments Secretary. If you hold a role which is shown as pre-provisional or provisional that you think should be shown as a full role the most likely reasons and the appropriate follow-up are shown below:

Reason for lack of a full role	Follow-up questions
A disclosure is required but not shown on Compass	Have you completed the identity checking process and the additional applicant information? Contact your Group Scout Leader, Group Administrator or other Line Manager. Have you been asked to submit your new disclosure certificate to the Scout Association? [This is an indication of something of concern that will not necessarily prevent your involvement in Scouting.] Once you do submit it, there may be a significant delay in getting a decision made and recorded on Compass].
References required but not received	Does the Group Scout Leader or other Line Manager know who your referees are? Have your referees received reference requests, and have they replied?
Training complete but not shown	Contact District Training Manager
Training (first steps) not complete or not validated	Contact District Training Manager or your Training Adviser

Permits

If you think you should have a Nights Away Permit or an Activity Permit **you must** check that they are shown correctly. Failure to do so may leave you unauthorised to lead the activity concerned. If this means nothing to you – then you almost certainly don't have a Permit. If there is a problem with a permit you think you hold that does not show on Compass contact the District Commissioner in the first instance. If you want to apply for a Permit, consult your Group Scout Leader.

All permits are approved in two stages, first you must get a technical assessment and then the District Commissioner approves you. The District Commissioner can add restrictions but cannot remove ones proposed in the technical assessment. Make sure your permit(s) show as Current. (You can also view Expired permits.) Permits shown as "In Progress" are waiting for District Commissioner's approval.

It is the individual's responsibility to ensure that they renew permits, or they will be assumed to want them to lapse.

Note that there is no Scout Permit for shooting, because this is covered by specific legislation. As a result it will not appear on Compass.

Training

Most roles have a training requirement before they can be made full. You can view these initial training requirements (if any) by selecting View for the role on your record and then selecting training.

Check the training you are shown as having done. The system assumes that you will have a separate **Personal Learning Plan** (PLP) for each of your roles, but then attempts to recognise the training modules that you have already done.

Training is in three parts:

- Identification of training needed, or not needed because it is covered by prior learning. (This is actually Module 2 of the training scheme.)
- Training – through courses, e-learning, etc. for the modules agreed while doing module 2.
- Validation – proving to your Training Adviser that you are able to put your knowledge or learning into practice.

However, whilst the training may be the same for all sections, the validation may not be. There are almost unlimited combinations of circumstances, so you may need to contact the District Training Manager to get missing training entered.

Awards

This section shows adult awards for long service, good service and gallantry. It does not show awards from Training sections (such as Queen's Scout). It is a policy not to add the award record until several months after it is agreed at headquarters, to give time for local presentations. If you have received a Scout award that does not show, contact the Information Centre.

Emergency Details

It is good practice to record your emergency details here. In the event of an untoward incident at a Scout event it could speed up the notification of your family or other preferred contact and help hospitals to locate your medical records. It may also save you repeating the information multiple times at events.

Communications

You can set those communications you do and don't want from Scout headquarters. Your preferences may be over-ridden at times by virtue of the role(s) you hold.

Visibility

This is used to determine the extent to which people outside your hierarchy can find you, and how much information they can find. The options are explained on the tab. This is particularly designed for finding Permit holders for activities outside your home base.

Disclosures

This should give a history of your Disclosures with DBS, CRB and the equivalent bodies for other parts of the UK. The crucial information is the date at which your current Disclosure expires. The Scout Association is

vigorous in suspending members who have not met their disclosure requirements compliance, but the critical step is to have your disclosure application submitted:

- For new people, within 30 days of the role going onto Compass, or
- For renewals, within 30 days after the previous disclosure expires.

This applies even if you have a role with a future start date.

5. Viewing other people's data

If you select "My Scouting" you will be able to see the Section you are in – or the Group and Sections, or the District, Groups and Sections – depending on your role. Clicking on the number of members will give you a list of their names and you can find out key information about them – particularly their contact details and their roles and authorisations in Scouting.

Alternatively, use the magnifying glass top right of the screen, from which you can find individual members or get a list of your members. Holders of District roles are advised NOT to use the "My Members" option as it produces far too many responses. You can use the Reports option under Messages/Reports, but note that Reports contain data which is updated overnight and not in real time.

6. Contacting people/roles you don't know

District Appointments Secretary: appointments@croydonscouting.org.uk

District Commissioner: dc@croydonscouting.org.uk

District Training Manager: training@croydonscouting.org.uk

Information Centre: info.centre@scouts.org.uk or 0345 300 1818

7. Improving this document

If you have any ideas for improving this document please make them to tony.crackett@ntlworld.com .

Thanks.

Tony Crackett. Croydon District Administrator (Compass).