

# Together we can make scouting amazing!



Our guide to getting  
started with local scouting.

  
**Scouts**  
South London



## The adventure starts here...

Thank you for offering to help with scouting in your local area. This short guide aims to provide you with the information you need to get started and to help you fill in our adult information form and if needed, complete your application for your Disclosure and Barring Service check (DBS check).

As scouts, we believe in preparing young people with skills for life. We encourage young people to do more, learn more and be more. Each week, we help over 460,000 young people aged 6-25 across the UK enjoy fun and adventure while developing the skills they need to succeed, now and in the future.

We're talking about teamwork, leadership and resilience – skills that have helped Scouts become everything from teachers and social workers to astronauts and Olympians. We help young people develop and improve key life skills.

We believe in bringing people together. We celebrate diversity and stand against intolerance, always. We're part of a worldwide movement, creating stronger communities and inspiring positive futures.

All this is made possible by our dedicated team of adult volunteers. Working together in small teams they make scouting happen and ensure that our programme is fun and exciting for the young people taking part.

Baden-Powell once said, 'Scouting is not a science... it is a great game'. Enjoy the game, have fun helping others and thank you for contributing to the lives of young people in your local community.

A massive big thank you once again, and welcome aboard!



# Filling in your adult information form

We know that young people thrive in safe surroundings and as scouts we acknowledge our duty of care to safeguard and promote the welfare of children and young people. We are committed to ensuring that our safeguarding practices reflect our statutory responsibilities, follows government guidance and complies with best practice and The Charity Commission requirements.

This is why we know you will understand that it is important for us to know exactly who is helping to run our activities, be it occasionally or on a regular basis or working with young people or supporting those that do, and why we require all adults to complete all or part of our adult information form, which you will find enclosed in this pack. The information you provide on the form will enable us to keep a clear record of where you are volunteering.

Please take your time to fill in the parts you need to complete clearly and correctly. The enclosed leaflet will guide you through the areas of the form you need to complete depending on the role you are take on.

If you have any questions regarding the form, please do not hesitate to ask the person who gave you this pack or the other members of your team who will be able to help you.

## Safeguarding our young people

Disclosure and Barring Service checks (DBS checks), are an important part of our process and our approach to safeguarding our members. The welfare and safety of our young people is our paramount concern and that is why we need to be satisfied that everyone who is helping to provide scouting activities is a *'fit and proper'* person' to work with children and young people.

It is our policy that adults (18 years and over), who want to help scouting are not permitted to undertake unsupervised responsibilities until the appropriate enquiries have been made. This means any adult who:

- a) may be helping out occasionally - more than once a month
- b) is taking on a formal adult appointment to help run or support scouting
- c) may have unsupervised access to our young people
- d) will have involvement with the handling or management of funds
- e) will be assisting with overnight activities and residential experiences.

## Getting the right level of DBS check for scouting

There are five types of enhanced DBS checks and scouting has a legal obligation to ensure only people with the appropriate check are permitted to engage in certain duties. Often a DBS check from another organisation will be of the wrong level for scouting and therefore DBS checks are not transferrable, this is why we ask you to complete a new DBS application with us.

Please remember, if your role involves you working with our young people, you can start to get involved immediately but only in a supervised capacity for now as it is the policy of the scouts (The Scout Association), that unsupervised access to young people is not permitted until a clear DBS certificate has been received.

*If required...*

## Proving your Identity for your Disclosure and Barring Service check (DBS check)

Once you have completed your adult information form please return it to your volunteer line manager. If your new role requires you to hold a cleared DBS they will then ask you to provide a range of documents to confirm your identity for your DBS check. This can be done by using our online system or by meeting with your volunteer line manager to complete our identity checking form. **Please discuss which option you would like to use with them when you hand over your completed form.**

*Please note*, that emails you receive from email addresses that include 'thescouts.disclosures.co.uk' domain are not spam requests and are part of your DBS check process.

### Proving your identity

When completing your DBS application you will be asked to provide a range of documents to confirm your identity. You must provide **original documents only**; photocopies will not be accepted.

In order to process your DBS application, The Scout Association will attempt to verify your identity using a third party (Atlantic Data Ltd). The agency will check the details you supply against any particulars on any database (public or otherwise), to which they have access. A record of the search will be retained but will not be visible to other parties or affect your credit record.

### *Confirming your identity is easy...*

In order for us to process your DBS application you must be able to provide a combination of documents from the list below. The easiest route is to show **one document from group 1 and two further documents from either group 1, or group 2a or 2b.**

If you do not have any of the documents in group 1, then you must be able to show **one document from group 2a and two further documents from either group 2a or 2b.**

**At least one of your documents must show your current address.**

**You must use documents from group 1 if you have them.**

The information you provide must match your identity, date of birth and address information that you provided on your adult information form.

If you do not possess any of the required identity documents for a disclosure application to be carried out, your DBS check cannot proceed any further using our online system and you must speak to your volunteer line manager for further advice.

<i>Group 1 – Primary trusted identity credentials</i>	
Document	Notes
Passport	Any current and valid passport
Biometric Residence Permit	UK
Current driving licence photocard (full or provisional)	UK, Isle of Man, Channel Islands or EEA
Birth certificate issued within 12 months of your birth	UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, such as embassies, high commissions and HM force
Adoption certificate	UK and Channel Islands

<i>Group 2a – Trusted government documents</i>	
Document	Notes
Current driving licence photocard (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) – paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate, issued after time of birth	UK, Isle of Man, Channel Islands
Marriage or civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands, Isle of Man

<i>Group 2b – Financial/social history documents</i>		
Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK or EEA	Issued in last 12 months
	Countries outside the EEA	Issued in last 12 months – branch must be in a country where the applicant lives or works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK or Channel Islands	Issued in last 12 months
Council tax statement	UK or Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill – not mobile telephone bill	UK	Issued in last 3 months

Document	Notes	Issue date and validity
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

#### **Data protection statement**

The Scout Association (the scouts), provides this facility under license agreement with Atlantic Data Ltd the provider of disclosures.co.uk, a wholly owned service provided by Atlantic Data Ltd. The DBS application is processed on behalf of the scouts by Atlantic Data Ltd. in accordance with the Data Protection Act and DBS Code of Practice. The scouts is the 'data controller'. Both the scouts and Atlantic Data Ltd. have undertaken to hold this data securely in accordance with the General Data Protection Regulation and the DBS Code of Practice.



# Getting started with scouting...

Now that I've said 'YES!'

Most people will be asking themselves all sorts of questions. Things like...

*"What have I let myself in for?"*

*"Have I got any useful skills to offer?"*

*"Will I get the hang of it?"*

*"Can I ever be as capable as the other adults?"*

*"What needs to be my first step?"*

Don't worry, questions like these are quite normal, but they do suggest that, like the rest of us, you need support. When you start a new job, someone will usually tell you about the company you have joined, where you fit in, what is expected of you and where you can gain support, they will also help you identify any additional skills you may need to do your job. Taking on a role in scouting is no different and that's the aim of our welcome to scouting web pages!

As an adult volunteering with scouting you have a unique role to play in the lives of young people. Over time you will meet young people who are benefitting from the fun and adventure they have had while in our care. They may not say thank you today, next week or even when they leave but throughout their lives they will remember and use the skills and fun they had as a scout!

The welcome and induction of our adult volunteers is very important to us and we really want to make sure that you settle in quickly and have everything you need to get started in your new role.

Whether you are working with young people, leading other adults or supporting scouting in another capacity, we don't expect you to get started on your own. The other members of your team will make sure that you receive the information you need and will be able to answer any questions you may have.

In addition to the face to face support you will receive, we also have our welcome to scouting webpages. These pages will help you in your first few weeks and provide you with lots of information, show you some of our tools and resources and help you get started and 'find your feet'.

You can find the pages at:

**[southlondonscouts.org.uk/welcome](https://southlondonscouts.org.uk/welcome)**





# Included in this pack

With this guide you should have received the following items:



## Adult Information Form

Our adult information form is designed to collect the information we needed to add you as a new adult member of local scouting



## Young people first – Safeguarding: a code of practice

A small yellow card which details our child protection policy



## A quick guide to scouting

An overview of our key policies and some of the support that is available to you

If you are missing either of these items, please speak to the person who gave you this pack or contact us at [contact.us@southlondonscouts.org.uk](mailto:contact.us@southlondonscouts.org.uk) and we will send you a copy.



## Where to go for more information...

We have a wealth of information and resources available to support you in your role, here are some you may find useful!



South London Scouts provides a wealth of volunteer support and online resources

**Web:** [southlondonscouts.org.uk](http://southlondonscouts.org.uk)

**Email:** [contact.us@southlondonscouts.org.uk](mailto:contact.us@southlondonscouts.org.uk)

**Phone:** 0843 289 1548



The Scout Information Centre, based at Gilwell Park (UKHQ), provides a single point of contact for information relating to any aspect of scouting. It is open from 8am - 7pm weekdays, 9am - midday Saturdays

**Web:** [scouts.org.uk](http://scouts.org.uk)

**Email:** [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk)

**Phone:** 0345 300 1818



**Members Resources**

A wide range of information and resources to support you in your role in scouting are available in the member's area of [scouts.org.uk](http://scouts.org.uk)

## And finally,

Thank you for choosing to give some of your spare time to scouting. We know that life can be busy, so remember we are all about flexibility: You really can make your new role fit around your family, work and other commitments and give as much time as you choose on your terms! But one thing is for sure, with your help we can continue to ensure we provide young people in your local community with skills for life.

We wish you every success as you start to help with local scouting. With over 560,000 members in the UK and 50 million members across the globe, your part of the world's largest youth organisation providing challenge and adventure for young people and adults alike. So be sure to take full advantage of every opportunity it offers and have the most amazing adventure!



# Do you know...

- Scouting is a charity. All our adults are volunteers and the majority have a full time job and family
- About half our volunteers are female
- Not all adults in scouting wear uniform or work directly with young people
- All our volunteers are covered by a comprehensive insurance while taking part in scouting activities
- There are over 30,000 young people waiting to join scouting. The main reason for this large waiting list is that we need more adults to help us meet the demand for scouting across the UK.

# How we operate...

All our adults operate within the key polies of the association:

- Anti bullying - bullying of any type is unacceptable
- Spiritual - understand and observe the scout promise
- Equal opportunities - no young person or adult should experience discrimination
- Safety - provide scouting in a safe manner
- Development - make scouting available to all communities
- Safeguarding - safeguard the welfare of all members



**Scouts**  
**South London**



[southlondonscouts.org.uk](https://southlondonscouts.org.uk)



[contact.us@southlondonscouts.org.uk](mailto:contact.us@southlondonscouts.org.uk)



[#SouthLondonScouts](https://www.instagram.com/SouthLondonScouts)

# A quick guide to scouting

...to help you get  
started



# Hello...

This booklet is to give you a bit more information about scouting and will add to what you've hopefully been told by someone in person.

And that's key - there is so much information out there it can be a bit mind boggling to start with - so booklets like this and our online welcome can't beat the personal touch.

So, if you have a question, or are unsure about something, please ask!

One really important thing... we want you to get just as much out of this experience as the young people do. If there's something going on that you like the look of, but don't know how to get involved, let us know.

A massive big thank you for the time you're about to volunteer!

# Our purpose...

**Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.**



**Welcome to scouting, you have joined a team of over 160,000 volunteers who help the scouts to provide fun, friendship, challenge and adventure to over 460,000 young people all over the UK!**



## **Supporting you**

Whatever your volunteering role, we aim to get you settled into it as quickly as possible so that you too can enjoy all the benefits that scouting has to offer. Over the next few months, members of your team will support you in getting to grips with all the things you need to know and will help you develop the skills that you need to be able to really get stuck in. For now, this quick guide will highlight some of the things that you might find useful early on.

# Our values

## Integrity

We say what we mean and when we make a promise, we keep it.

We listen to others, explore our differences and work to find common ground.

## Respect

## Care

We are friends to all and think of others before ourselves.

We believe passionately in improving the lives and life chances of young and helping them explore and develop their beliefs and attitudes.

## Belief

## Cooperation

Scouting is about teamwork. We believe that when we work together we achieve more than we can on our own.



# Our key policies

Everyone that is involved in running and supporting scouting is required to act in accordance with the key policies of The Scout Association. They provide a framework within which we provide safe and inclusive scouting, in line with our purpose and values.

## Child protection policy and young people first code of practice

It is the policy of The Scout Association to safeguard the welfare of all members by protecting them from neglect and from physical, sexual and emotional harm.

Our yellow card, young people first, details the child protection policy and code of practice.

## Equal opportunities policy

No young person or adult in scouting should receive less favourable treatment on the basis of: class or socio-economic status; ethnic origin; nationality or race; gender (including gender reassignment); marital or civil partnership status; sexual orientation; disability; pregnancy and political or religious belief (including the absence of belief). All adults and young people in scouting should seek to practise equality.



## **Inclusive scouting**

The policy of The Scout Association is to include young people with additional needs and disabilities in mainstream scouting wherever possible. Where it is not possible or appropriate, there is a network of specialist scout groups and explorer scout units for young people who would otherwise not be able to participate and enjoy scouting.

## **Anti-bullying policy**

The Scout Association is committed to the prevention of all forms of bullying among Members.

## **Safety policy**

It is the responsibility of all those involved in scouting to seek to ensure, so far as is reasonably practicable, that all activities are conducted safely, without risk to the safety of participants. The purple card, safe scouting and emergency procedures, details the safety policy and code of practice.

## **Religious policy**

Members of the movement are encouraged to do their best to make every effort to progress in the understanding and observance of the scout promise to do their duty to God or to uphold scouting values; to explore their faith, beliefs and attitudes; to consider belonging to some faith or religious body and to carry into daily practice what they profess.

## **Development policy**

The scout movement is open to all young people. We are committed to making scouting available and accessible for all.



# Getting started

Whether you have agreed to help local scouting occasionally, as a member of a parent rota, or are taking on a leader, supporter, trustee, active support or volunteer manager role we want to support you. We offer a wide range of training and support which is designed to provide you with the relevant knowledge and skills you need to make sure you are confident doing the role you've taken on. The topics the training scheme covers are split into modules and how many modules you do depends on your role.

Everyone's first step is to complete our essential information module (we call this module 1), which will provide you with an introduction to scouting and information on how we safeguard young people and the way we make scouting safe for everyone involved amongst a few other things.

## Executive committee roles

If you are taking on a role as a member of an executive committee you can complete module 1 for executive members online at:

[southlondonscouts.org.uk/01e](https://southlondonscouts.org.uk/01e)

## Occasional helpers, rota members or active support roles

If you are working with young people as a member of a beaver, cub or scout programme supporters rota or if you are getting involved with supporting scouting through providing active support you can complete module 1 online at:

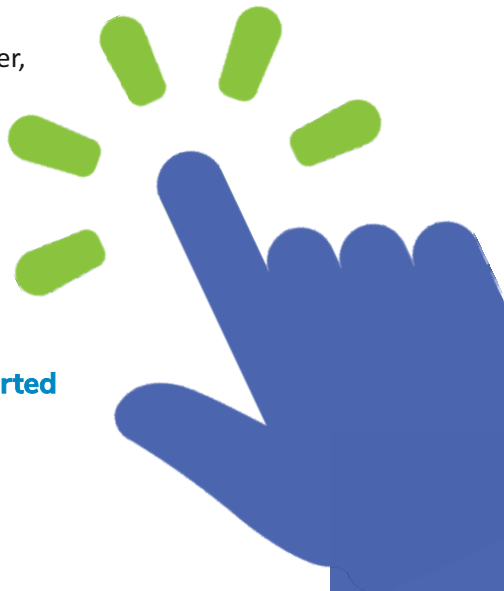
[southlondonscouts.org.uk/01](https://southlondonscouts.org.uk/01)

## Leader and section assistant roles

If you are taking on a leadership role, as a leader, assistant leader or beaver, cub or scout section assistant, we recommend that you attend one of our essential information evenings which will provide you with the opportunity to join in the discussion and ask questions.

You can find out when our next evening will take place at:

[southlondonscouts.org.uk/getting-started](https://southlondonscouts.org.uk/getting-started)





We hope this guide has been useful. Our welcome to scouting web pages will also help you find your feet you can find them at:

[southlondonscouts.org.uk/welcome](https://southlondonscouts.org.uk/welcome)



[southlondonscouts.org.uk](https://southlondonscouts.org.uk)



[contact.us@southlondonscouts.org.uk](mailto:contact.us@southlondonscouts.org.uk)



[#SouthLondonScouts](https://www.instagram.com/SouthLondonScouts)

This card contains essential information for all adults in Scouting. Please keep it with you at all times.

## Young people first Safeguarding – a code of practice

### What do I do if...?

**If a young person tells you they are being abused, you must:**

1. Allow them to speak without interruption, and accept what they say
2. Be understanding and reassuring – do not give your opinion
3. Tell them you will try to help but must pass the information on
4. Tell your Group Scout Leader or District Commissioner immediately
5. Write careful notes of what was said using the actual words
6. Include the time and date and full names of those involved
7. Sign and pass your notes to your Group Scout Leader or District Commissioner
8. Make sure that Scouting poses no further risk to their welfare

**If you are concerned about the welfare of a young person or there is a concern, complaint or allegation about an adult or yourself, inside or outside Scouting, you must:**

1. Tell your Group Scout Leader or District Commissioner immediately
2. Write careful notes of what you witnessed, heard or were told
3. Include the time and date and full names of those involved
4. Sign and pass your notes to your Group Scout Leader or District Commissioner
5. Make sure that Scouting poses no further risk to their welfare

**It is your duty to report ALL safeguarding concerns as a matter of urgency following the correct process.**

If a young person is at immediate risk of significant harm call **999** and request Police. Inform your Group Scout Leader or District Commissioner once you have done this.

**You must refer any concern or complaint to your GSL or DC as a matter of urgency. DO NOT investigate it yourself.**

If you are in any doubt about what to do, contact the Scout Information Centre on **0345 300 1818**  
or **safeguarding@scouts.org.uk**

You can also contact the NSPCC on **0808 800 5000**  
or **help@nspcc.org.uk**

There are other organisations that you can also go to for further information and advice, such as the NSPCC. Other organisations can be found on our website.

**It is the policy of the Scouts to safeguard the welfare of all young people by protecting them from neglect and from physical, sexual and emotional harm.**

**All members have a duty to report concerns or suspicions and a right to do so in confidence and free from harassment.**

## Code of behaviour



- Do** remember that you are a role model at ALL times, inside and outside Scouting. Set a good example for others to follow.
- Do** treat everyone with dignity and respect in line with the Scouting Values
- Do** treat all young people equally - do not show favouritism
- Do** follow the adult-to-young person ratios at all times
- Do** remember that you have been placed in a position of trust - do not abuse this
- Do** report all allegations, suspicions and concerns immediately

- Do** remember that someone may misinterpret your actions
- Do** respect a young person's right to personal privacy
- Do** act within appropriate boundaries, even in difficult circumstances
- Do** encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours
- Do** make everyone (young people, parents and carers, Young Leaders and other helpers) aware of our safeguarding arrangements and share our Yellow Card - our Code of Behaviour
- Do** create an environment where young people feel safe to voice their concerns

- Do** have separate sleeping accommodation for young people, adults and Young Leaders working with a younger section
- Do** plan activities that involve more than one other person being present, or at least within sight and hearing of others. Do not plan to be alone with a young person.
- Do not** drink alcohol when you are directly responsible for young people and never allow young people on Scouting activities to drink alcohol
- Do not** trivialise abuse or let it go unreported
- Do not** join in physical contact games with young people

- Do not** overstep the boundaries between yourself and young people by engaging in friendships or sexual relationships
- Do not** allow activities that encourage bullying behaviour including initiation ceremonies, dares or forfeits
- Do not** use inappropriate, suggestive or threatening language, whether verbal, written or online
- Do not** rely on your reputation or position to protect you

# Welcome to our adventure

**Our volunteering  
agreement:  
what you can expect from us  
and what we expect from you**

**Through the adventure of scouting, young people get to take risks in a safe environment, try new things, work as a team and have their first taste of responsibility.**

**All this (and lots more), is made possible by the efforts of our dedicated team of hard working adults – people like you!**

Simply put, without people like you scouting wouldn't exist and we realise it is important for us to provide you with as much support as we possibly can and for us all to know what we can expect of each other.

So, to help you in your role we have a volunteering agreement. Its purpose is to support you and ensure that you know and understand the policies, processes and best practices of the scouts.

It covers:

- **adults in scouting**
- **your role**
- **definitions of adult membership**
- **responsibilities and commitments of your appointment**
- **our adult appointment process**
- **our commitment to diversity**
- **volunteer expectations and responsibilities**
- **obligations of your appointment**
- **our review process**
- **some helpful dos and don'ts**
- **our commitment and responsibilities**

and much, much more!

**You can find our volunteering agreement at:**  
**[southlondonscouts.org.uk/volunteering](https://southlondonscouts.org.uk/volunteering)**



# What areas you need to fill in on your Adult Information Form

We know you will understand, that it is important that we know exactly who is helping to run or support scouting, be it occasionally or on a regular basis. That's why everyone over the age of 18 is require to complete all or part of our Adult Information Form.

Please fill in clearly the parts of the form you need to.

## All adults

### Please fill in the following sections...

Page 2

Role

Role location

Personal information

Page 5

Address

Email addresses

Telephone numbers

Page 8

Signature

Date

Print ful name

## If you are taking on the role of...

Section Assistant

Section Leader

Assistant Section Leader

Group Scout Leader

Commissioner

## Please also complete...

Page 5

First referee

Page 6

Second referee

## We encourage you to fill in the following sections...

Page 3

Ethnicity

Disabilities

Nationality

Page 4

Religion or faith

Occupation

# Volunteering with scouting is easier than you think and doesn't mean making a regular commitment

Part of scouting's modern appeal is our approach to flexible volunteering, it's great when people can make a regular commitment to help to provide scouting to young people, but we know it's not always possible. We understand that busy, often unpredictable lives can mean that people often can't commit to set hours, on set days.

Everyone has something to offer scouting, whatever their age or ability. Whether you are in the thick of activities with a group of young people or working behind the scenes in a management, trustee or support role, there are lots of ways to get involved:

## **Running activities for young people**

Working as part of a small leadership team to help plan and run exciting programmes for members of one of our youth sections. You can do this weekly, bi-weekly, once a month etc. or as it suits you.

## **Become a volunteer manager**

Our managers provide support and guidance to other adults, so they are motivated and inspired to provide first class scouting opportunities for young people. Whether it's someone to talk to, thank them, or provide practical help with managing resources and recruiting other volunteers. These are important and rewarding roles.

## **Providing expertise**

Help manage short projects, organise events, manage funds, recruit more adults, marketing and publicity or deliver training to our adults. These are just a few of the ways you can help us make a difference in this area!

## **Helping to coordinate local scouting**

Our trustee roles are a great way of helping with minimal time commitment. Our trustees help make decisions about local scouting and ensure our leadership teams have everything they need to run quality programmes.

## **Help provide active support**

'Active support' means helping out when needed. It could be by running activity badges for young people, helping with catering for events or camps, assisting with running activities, helping with transport or anything else that would support local scouting. It's a way of offering some of your time to scouting and helping out when it's good for you.

There's never been a better time to get involved and help inspire our members to be awesome adults in the future. So why not help us give young people the skills they need to succeed and find out how scouts can be just as rewarding for you.

**To find out more speak to the person that gave you this pack or visit our volunteering pages at [southlondonscouts.org.uk](http://southlondonscouts.org.uk)**

# Adult information form

This form is to be used by anyone over 18 years of age who wishes to volunteer with the Scouts, or become a member of Scout Network. The form is designed to support the collecting of information to help input data onto Compass, the Scouts online membership system.

Your personal data will be stored on Compass to support your application process, as well as your current and potential future involvement in Scouting. It is also kept for monitoring purposes. Some information is considered special category data under the General Data Protection Regulation and the Data Protection Act 2018, and as such will be managed as required under the regulation. Further information can be found at [scouts.org.uk/dppolicy](https://scouts.org.uk/dppolicy).

Once this information has been added to Compass, this form will not be retained.

## Role

Role applied for (if known)

Section (if applicable)

## Role location

Group

District

County/Area/Region(Scotland)

Region (England)

Date of joining the Scouts (as an adult member over the age of 18)

## Personal information

Please complete in block capitals. Boxes marked with a \* are compulsory fields on Compass.

You can update your personal information on Compass any time after registering.

Member number (if known)

\*Title

\*Surname

Previous surname

\*Forename(s)

Known as

\*Date of Birth

\*Gender - Please tick the appropriate box below, according to how you would like your gender to be displayed on Compass. Due to the information required for disclosure applications, the system is currently only able to record the genders of 'female' or 'male'. Information about sensitive disclosure applications can be found at <https://bit.ly/2S5igbD>.

Female

Male

If you have any questions, please contact the Scout Information Centre on 0345 300 1818 or by email [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk).

\*Postcode

Previous postcode (if applicable). If you have previously held an adult role in Scouting while living at a different address, please provide your previous postcode to help us avoid creating a duplicate record.

## Diversity information

Information on members' gender, ethnicity, religion or faith, and disability is requested by the Scouts to help in monitoring its membership. The data will help the Scouts in understanding the makeup of the membership, monitoring progress against its inclusivity goals, and prioritising development work both nationally and locally.

This information is not required to complete the appointment process and can be completed online later.

## Ethnicity

(please tick appropriate box)

### White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background

### Mixed/multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed/multiple ethnic background

### Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

### Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean background

### Other ethnic group

- Arab
- Other
- Prefer not to say**

## Disabilities

(please tick any relevant boxes and provide details)

The Scouts uses this information to provide you with any support you will require to fulfil your role as an adult

### Guidance

- |  |                      |   |
|--|----------------------|---|
| <input type="checkbox"/> Developmental | <input type="text"/> | Developmental – ADHD/ADD, Autistic Spectrum Disorder, Dyslexia, Dyspraxia,            |
| <input type="checkbox"/> Injury        | <input type="text"/> | Injury – Body, Brain  |
| <input type="checkbox"/> Physical      | <input type="text"/> | Physical – Spina Bifida, Down's Syndrome, Other                                       |
| <input type="checkbox"/> Medical       | <input type="text"/> | Medical – Allergies, Arthritis, Asthma, Diabetes, Epilepsy, ME/Chronic Fatigue, Other |
| <input type="checkbox"/> Mental health | <input type="text"/> | Mental Health – Bipolar, Depression, Eating Disorder, Self-harm, Other                |
| <input type="checkbox"/> Progressive   | <input type="text"/> | Progressive – Muscular Dystrophy, Other   |
| <input type="checkbox"/> Sensory       | <input type="text"/> | Sensory – Hearing, Vision, Other  |

Details

## Nationality

## Religion or faith

(please tick as appropriate)

- Buddhist
- Christian (all denominations)
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion or faith
- No religion
- Prefer not to say

## Other information

The following information is used to address you with your full title and to assess your occupation to assist local volunteer managers in appointing you to the most appropriate role.

Honours (MBE, JP, BEM, etc.)

## Occupation

- Employed
- Unemployed
- Retired (whether receiving a pension or not)
- Student
- Long-term sick or disabled
- Looking after home or family
- Other

Occupation detail

## Qualifications and skills

The information you share with us will be used to assess if your skills can be used within the local Scouting programme. This information is not required to complete the appointment process and can be completed online at a later date.

Please list the qualifications and skills that you are able to bring to Scouting.

## Hobbies and interests

The information you share with us will be used to assess if your skills can be used within the local Scouting programme. This information is not required to complete the appointment process and can be completed online at a later date.

Please list any hobbies or interests that you may wish to share within Scouting.

## Gift Aid

Gift Aid information for HMRC is not collected using this adult information form. It should be recorded in a suitable format, such as the form that can be found at [fundraising.scouts.org.uk/gift-aid](https://fundraising.scouts.org.uk/gift-aid).

## Contact information

**Address** (Please provide the rest of your address below).

*Address	<input type="text"/>
*Town	<input type="text"/>
*County	<input type="text"/>
*Country	<input type="text"/>

### \*Email addresses

Please provide a personal email address as your primary contact, as we need to keep you updated about the programme, organisation and rules related to your personal membership. This email address will also act as one of your unique identifiers on Compass, so this should not be an email address that you share with a family member.

(Please indicate in the small box which email is your primary contact)

<input type="checkbox"/> Home	<input type="text"/>
<input type="checkbox"/> Scouting enquiries	<input type="text"/>
<input type="checkbox"/> Work	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>

**\*Telephone numbers** (Please indicate in the small box which phone number is your primary contact)

<input type="checkbox"/> Daytime	<input type="text"/>
<input type="checkbox"/> Daytime mobile	<input type="text"/>
<input type="checkbox"/> Home	<input type="text"/>
<input type="checkbox"/> Home mobile	<input type="text"/>
<input type="checkbox"/> Scouting enquiries	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>

**References** (not required for Scout Network and other specific roles; see Policy, Organisation and Rules (POR) in the appointments chapter)

Please add details of two people to act as referees who are known to you and who can be contacted by email. The referees should preferably have knowledge of your work or contact with young people, and should be able to comment on your character and relationships with others. At least one referee should have known you for at least five years and one of the referees must not be from Scouting. Referees must not be relatives. Examples of referees include your employer, college tutor, etc. The referees' personal data will only be used for the purposes of providing a reference.

I can confirm that I have been given permission to provide the referees' personal data.

### First referee

Name	<input type="text"/>
Relationship	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Phone number	<input type="text"/>

**Second referee**

Name	<input type="text"/>
Relationship	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Phone number	<input type="text"/>



## Declarations

Please note that by signing this form you will, as appropriate, accept, confirm and declare all the matters under this section. If you do not agree with any one of the items below, do not sign this form. For advice, please contact your line manager or the Scout Information Centre at 0345 300 1818 or [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk).

### 1. Applicant declaration: Acceptance of Scouting values and Association rules

By signing this application, I confirm that I:

- a) accept the values of Scouting as set out in the purpose and values (please see the publication, The Adventure Starts Here);
- b) have received a copy of Young People First: Safeguarding – Code of Good Practice (known as the 'Yellow Card') and accept and understand that the aim of the Child Protection Policy is to safeguard the welfare of all members by protecting them from neglect and from physical, sexual and emotional harm;
- c) am prepared to make the Scout Promise (where appropriate – if you are unsure please contact your line manager or the Scout Information Centre);
- d) agree not to promote any beliefs, behaviours or practices that are not compatible with the values of Scouting;
- e) agree to abide by the policies and rules of The Scout Association
- f) accept that Scouting is a uniformed organisation
- g) accept the requirement to undertake the appropriate learning and/or training within the timescale as laid down by The Scout Association
- h) am subject to a check made against records at UK Headquarters and certain roles will be required to undertake a Criminal Record Disclosure check.

### 2. Data protection

As a registered Data Controller, The Scout Association is committed to the Data Principles of the General Data Protection Regulation and the Data Protection Act 2018. By signing this application, I agree to The Scout Association during and beyond my Membership or involvement with the organisation:

- a) retaining my personal data to facilitate any present or potential future involvement with Scouting, in line with The Scout Association Data Protection and Data Retention Policy available at [scouts.org.uk/dppolicy](https://scouts.org.uk/dppolicy). In summary, 10 years after leaving The Scout Association, the data will be reduced to only include name, date of birth, awards, training records, events attended, roles and permits held, and any complaints in summary format. This remaining data will be retained for 100 years.
- b) retaining sensitive (special category) personal data regarding my religion or faith, disabilities, ethnicity, medical information and/or commission of offences or alleged offences, in line with The Scout Association Data Protection and Data Retention Policy available at [scouts.org.uk/dppolicy](https://scouts.org.uk/dppolicy). In summary, 10 years after leaving The Scout Association the data will be reduced to only include name, date of birth, awards, training records, events attended, roles and permits held, and any complaints in summary format. This remaining data will be retained for 100 years.
- c) carrying out checks into my suitability to carry out a role in Scouting, including obtaining references and a criminal record check (if relevant).
- d) understand that The Scout Association may use and store my sensitive (special category) data to fulfil their obligations to me.

### 3. Communications preferences

If you become a member of the Scouts, you will receive messages from UK Headquarters relevant to you in your Scouting role. As part of your membership, we provide the membership magazine, the membership email and direct emails to support your role. You can choose to receive additional marketing information about products, services or offers, as well as additional topics that are not directly related to your role. You will be given a membership number, which you can use to sign into Compass at [compass.scouts.org.uk](https://compass.scouts.org.uk) to edit your communications preferences.

Each Scout Group, District and County/Area/Region Executive Committee is a Data Controller with overall responsibility for compliance with data protection and how they communicate with you locally. The preferences set on Compass only influence communications from UK Headquarters.

**For Occasional Helpers/Non-Member PVG:** The role of Occasional Helper and Non-Member PVG (Scotland) is not a membership appointment of the Scouts and so no member communications are sent to individuals in relation to this role. If you would like to receive information about membership roles in Scouting, you can request this by updating your communications preferences on Compass.

**For Scout Network Members:** All members of Scouting aged 18-25 are part of Scout Network and may be sent opportunities and updates. You can edit your communication preferences on Compass.

### 4. Trustee declaration

Note: this declaration only applies to you if your role requires you to be a charity trustee. This includes:

- Chairs, Secretaries and Treasurers of Executive Committees
- County Commissioners
- District Commissioners, District Explorer Scout Commissioners, Youth Commissioners, Scout Network Commissioners
- Group Scout Leaders, Assistant Group Scout Leaders
- Section Leaders, who opt to be on the Group Executive Committee at the AGM (but not Assistant Section Leaders or Section Assistants)
- Nominated, Elected and Co-opted Members of Executive Committees

By signing this form, I declare that I:

- a) am willing to act as a charity trustee and understand The Scout Association's fundamental policies and rules set out in Policy, Organisation and Rules (POR)

- b) am aware of my duties and responsibilities as a charity trustee in relation to the respective laws and guidance documents:
- England & Wales - Charities Act 2011 and 'The essential trustee (CC3)'
  - Scotland - Charities and Trustee Investment (Scotland) Act 2005 and 'Guidance for Charity Trustees'
  - Northern Ireland - Charities Act (Northern Ireland) 2008 and 'Running Your Charity (CCNI EG024)'
  - Jersey - Charities (Jersey) Law 2014
  - Guernsey - Charities and Non Profit Organisations (Registration) (Guernsey) Law 2008
  - Isle of Man - Charities (General) Regulations 1990
- c) do not have an unspent conviction for:
- i. an offence involving dishonesty or deception
  - ii. money laundering offences
  - iii. terrorism offences including financing
  - iv. an offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
  - v. the offence of contravening a charity regulator Order or Direction
  - vi. offences of misconduct in a public office, perjury or perverting the course of justice
  - vii. aiding, attempting or abetting the above offences
  - viii. any other offence listed in the Charities Act 2011, Charities and Trustee Investment (Scotland) Act 2005, Charities Act (Northern Ireland) 2008, or the Charities (Jersey) Law 2014
- d) do not have an IVA, Protected Trust Deed (PTD), debt relief order and/or a bankruptcy order
- e) have not been removed and/or disqualified as a trustee by a charity regulator or court under the law of any part of the United Kingdom, or from holding any equivalent position under the law of any other jurisdiction
- f) am not a disqualified company director
- g) am not a designated person for the purposes of anti-terrorism legislation
- h) am not on the sex offenders register
- i) have not been found in contempt of court for making (or causing to be made) a false statement
- j) have not been found guilty of disobedience to an order or direction of a charity regulator in the United Kingdom
- k) am not disqualified from being a charity trustee for any other reasons detailed in the Charities Act 2011, Charities and Trustee Investment (Scotland) Act 2005, Charities Act (Northern Ireland) 2008, or the Charities (Jersey) Law 2014
- l) will ensure all information provided to a charity regulator of the United Kingdom is true, complete and correct and understand that it is an offence under the respective laws to knowingly or recklessly provide false or misleading information
- m) will ensure funds held by the Scout Group/District/County/Area/Region (Scotland) are held (or will be held) in the organisation's name in a UK bank or building society account

If your Scout Group, District, County/Area/Region (Scotland) pays (or will pay) any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

I have read and understood the applicant declaration, data protection, communications preferences and trustee declaration.

Signature

Date

Full name (please print)

Once you have completed this form, please pass it to your line manager.

**To be completed by the data processor** (volunteer adding this information to Compass):

Membership number

Should you require any support with the completion of this form, you can contact your line manager or the Scout Information Centre on 0345 300 1818 or by email [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk), Scottish Headquarters on 01383 419073 or Northern Ireland Headquarters on 028 9049 2829.

