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To: **The below roles who have registered on Compass:**

Assistant Section Leaders, Section Leaders,
District Explorer Scout Commissioners, Network Commissioners
Group Scout Leaders (and acting), Scout Active Support Managers and Co-ordinators
Group, District, Explorer Scout and Network Administrators
District and County/Area/Region (Scotland) Commissioners (Deputy, and Acting)
District Appointment Secretaries, Local Development Officers

cc: All County/Area/Region (Scotland) Commissioners and District Commissioners

Dear colleagues,

A process to enable adults new to Scouting to have a disclosure check completed is now live, ensuring this important process can still take place while Compass is offline.

This process is for any new adult at Section, Group or District level whose role requires a disclosure check.

This email has only been sent to members who already hold a role in Scouting that has access and permissions to complete a disclosure check, and already have a username and password for Compass. It has not been sent to those members who are not registered on Compass as the system will not work for them and we do not want to cause additional frustration for individuals if they try to use the process but can't.

More information on how this will work

A simple guidance sheet and FAQ document has been created to walk you through the steps of how to add a new adult in Scouting in order to start the process of their disclosure check.

View the [guidance sheet](#) and [FAQ](#) for members in England and Wales.

View the [guidance sheet](#) and [FAQ](#) for members in Scotland and Northern Ireland.

Both sets of guidance are also on www.scouts.org.uk/compass in the Appointments and Disclosures section.

If you are a member in British Scouting Overseas unfortunately it is not possible for you to use this process currently. However, we will be back in contact with members in this area shortly with specific instructions.

Please be advised that this process will allow new adults to be added to the system for a disclosure check, but it will also mean that when Compass goes live again these new adults will already be on

Compass (this part will be administered by HQ) so you will not have to input any of these new adults into the system again.

Thank you for taking the time to take on board this interim process, and your patience while it was developed and tested.

If you have any queries at all please contact the Scout Information Centre on 0208 433 7100 or info.centre@scouts.org.uk.

Yours,

The Scout Association



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