

Some helpful information about being a scouting volunteer

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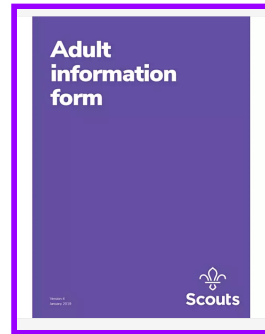
Here is some hopefully useful information that may help you navigate becoming a volunteer in scouting.



I'm sure at some point you would have heard someone like your GSL say the word compass! Apart from a device for navigation the scout association has a database of all adults this is also called "Compass".

What Is it for...

Anyone new to scouting aged 18+ is added to compass, there are several reasons that we do this, including Managing Roles (Adult roles in Scouting, there are a variety of adult roles in Scouting, from working as a helper in a Beaver Scout Colony to administrative posts in the County or District. Whatever a volunteer's skills, experience, preferences and available time, there will be a role in Scouting to suit them), Training records, DBS checks and any important information about the individuals such as Full name, address, contact and any health / emergency details. It is very important to keep all this information up to date. When you join you may have been asked to fill out an adult information form, we would have used this information to add you to Compass (pictured right).



Why do we have Compass...

Like most organisations having records of the people involved (which in our case are volunteers) it's vital to make sure we have the right people in the right place. We also need to make sure the individual has done what is required and the SA records any tools for their roles.

So why online

with such a large community of people all over the country a digital system is the best way to do this.

Who can see my data...

The vast majority of information can only be seen by those in the individuals line management structure, such as the group scout leader, the district team, however very few can see all the details and even fewer can make any amendments.

Security: Compass has been designed to be compliant with the UK's data protection requirements and undergone rigorous independent security testing. The Scout Association currently holds the ISO27001:2013 standard for the administration and support of scouting activities by the staff of The Scout Association based at its UKHQ at Gilwell Park. Information Security and Data Protection experts have also engaged in the testing and development of Compass to ensure it meets all relevant legislation

For more information contact the District training team:

training@leatherheaddistrictscouts.org.uk

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How do I access my information...

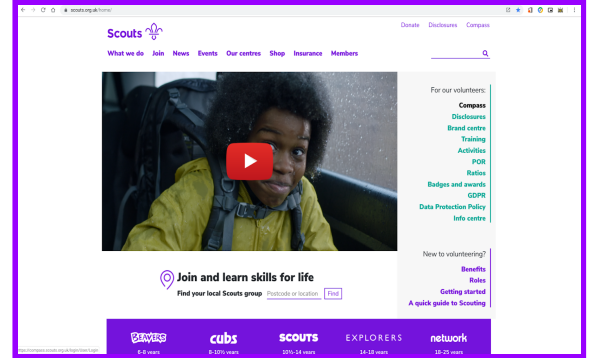
You can view all your own information at any time and add or amend your personal data as you need to, such as a new email address or emergency contact data.

The Compass portal is easy to find by doing a simple google search or clicking the link on the Scout Association home page. (pictured right).

The first time you access Compass you will need to register. Once you have completed the registration form (there is an online tutorial if you need help) you will be sent a confirmation email. You are then free to login to the compass portal.

<https://scouts.org.uk/home/> or

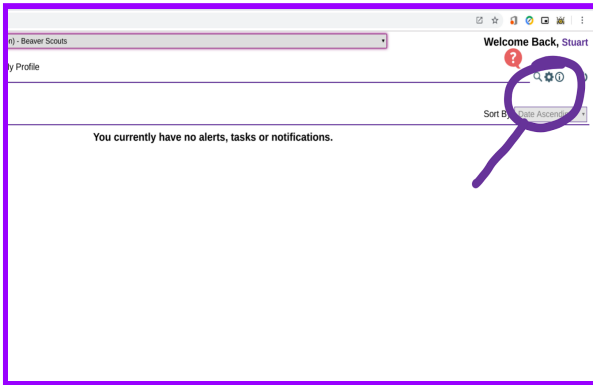
<https://compass.scouts.org.uk/login/User/Login>



I can't login...

At any time you can ring the SA call centre at Gilwell and they will help you gain access, as long as you are the account holder and can pass Data protection. (pictured right).

0345 300 1818 open 9am - 5pm Monday to Friday



I don't have any idea how compass works...

If you have any problems using the compass system your colleagues who are in the know, I'm sure they would be happy to assist you, however your line manager (for most this is your Group Scout Leader) should be able to provide you with some instruction. There is assistance available built into compass. (pictured right).

Should you require any further assistance.

FAQs and a user forum, this site can be found at <http://compassuserguide.scouts.org.uk/>

Support can also be found here

<https://compasssupport.scouts.org.uk/>

What happens when I leave scouting?

When you leave scouting your line manager will process this on compass, once this is done they and you will no longer be able to access any details.

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Leatherhead District Appointments & Introduction to Training

Appointments & Training for New adults & for those changing their roles

When an adult takes on a role with scouting or when an existing adult takes on a new role it is important to make sure that they have the knowledge and skills they require to take on this role. When this happens each person is required to meet with the AAC (Appointments Advisory Committee) when they complete this process they then MUST meet with the District LTM (Local Training Manager) or a Designated Member of the District training team.

Prior to Meeting with the AAC all new members should have at least the basics understanding of adult training explained to them by an experienced member of their group or line manager most likely the GSL. Before attending the AAC it is a good idea to have to have started the “Getting Started” modules.

The Appointments Process and your Role’s status

Appointment	An adult role in Scouting which requires the adult appointment process as laid out in this document to be followed.
Pre-provisional Appointment	A new role starts with a Pre-Provisional Appointment status and is complete when the Appointments process is complete.
Provisional Appointment	This status reflects that completion of the Getting Started training requirements is a requirement for a role. If the Getting Started training requirements are not complete by the time that the Appointments process is complete, then the role status will change from pre-Provisional to a Provisional Appointment.
Full Appointment	An adult role in Scouting for which the holder has satisfactorily completed the adult appointment process and the associated Getting Started training requirements as laid out in this document.

All new roles will be required to meet with a Member of the District Training team.

- Discuss and agree a PLP (Personal Learning Plan)
- Be assigned a TA
- Receive a Personal Learning Folder

There will be three categories of learners

- Leaders, Wood Badge
- Managers and Supporter Wood Badge
- Non Wood Badge

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SECTION LEADERSHIP TEAM ROLES (WOOD BADGE)

A Colony, Pack, Troop or Unit will have a Section Leadership Team comprising:

Section Leader	An adult responsible for the supervision, planning and delivery of the programme for the Colony, Pack, Troop or Unit and the management of the Section. It is possible for this to be a role shared between two or more volunteers.
Assistant Section Leaders	One or more adults appointed to assist the Section Leader in all aspects of the role. It is good practice, but not necessary, to have one or more Assistant Section Leaders.

MANAGER & SUPPORTERS ROLES (WOOD BADGE)

A Group, District or County will be led and managed by a team comprising:

Managers	An adult appointed in the Movement who is the line manager for adults within the Movement and does not normally directly deliver programmes to young people, as defined by the role description. The roles include Group Scout Leader, District Commissioner, District Explorer Scout Commissioner, District Scout Network Commissioner, County Training Manager, Scout Active Support Manager, Regional Commissioner, County/Area Commissioner).
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ADDITIONAL SECTION, GROUP & DISTRICT SUPPORT ROLES (NON-WOOD BADGE)

Additionally, a Colony, Pack, Troop or Unit may use Helpers to assist in the delivery of the Section's programme:

SA Section Assistants	One or more adults who assist the Section Leader in planning and delivering programmes to young people in the Movement.
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Other Group/sectional support: such as parents or those that help a section on an occasional basis

OH Occasional Helpers	Additional adults (for example parents or subject experts from the community) may be used on a regular or occasional basis to support the delivery of programmes. The Personal Enquiry and criminal records disclosures checks requirements detailed in POR must apply wherever applicable for these adults. A person who requires a Personal Enquiry (including where relevant a criminal records disclosure check) and who does not have an active role on Compass that includes a criminal records check must be registered on Compass as an Occasional Helper SV. This Occasional Helper role on Compass is not otherwise part of the Appointment Process, carries no membership status and is only provided to enable the Personal Enquiry and criminal records disclosure checks to be conducted if required by POR
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Delivery of Scouting is supported by adults with a variety of roles:

Administrator	An adult appointed in the Movement to carry out administrative functions within Scouting.
Adviser	An adult appointed in the Movement to provide advice on a particular subject.
Assessor	An adult appointed in the Movement to assess a particular aspect of Scouting.
Co-ordinator	An adult appointed in the Movement who coordinates activities on behalf of the line manager.
Instructor	An adult appointed in the Movement to provide instruction in a particular skill area.
Scout Active Support Member	An adult appointed in the Movement to provide active support to Scouting with no responsibility for other adults or young people.
Supporter	An adult appointed in the Movement who works to develop Scouting without having management responsibility for people, as defined by the role description (e.g. Assistant District Commissioner, Assistant County Commissioner, District Scouter and County Scouter, Assistant Regional Commissioner). District Scouters and District Leaders may be appointed to support one or more Assistant District/County Commissioners, or the District Explorer Scout Commissioner, in the execution of their role.

All appointed adults must undertake the training “Getting Started” and (recorded on Compass) before an appointment can move to Full status.

Before completing any training you must discuss and agree with your line manager (Group Scout Leader, District Commissioner) and a member of your local training team, that you will complete your ongoing learning requirement using the online training. We advise that if you have already completed the online version for your last review, you should attend a face-to face training session for the next. If you complete the training without informing your line manager they may decide not to accept it.

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Leatherhead District Mandatory Ongoing Learning (MOGL)

Adult volunteers including supporters are at the heart of Scouting, and we hope that you will get every bit as much out of it as you put in. Scouting is not only about young people, but also about the development of adults within the Movement.

To support adults in Scouting, the Association provides a comprehensive programme of training to build on existing skills and knowledge and develop new competencies. Some elements of training can count towards externally-recognised qualifications, and within the movement there are also awards to recognise dedication to training and outstanding service.

What is MOGL?

Mandatory ongoing learning is the handful of training modules that everyone in scouting has to do regularly. These courses are First Aid, Safety and Safeguarding. These must be completed within 5 months of starting and renewed every 5 years.

First Aid and First Response Training

Leaders, managers and supporters in Scouting must hold a current first aid qualification at the time of gaining their Wood Badge and at the appointment renewal. However, they are encouraged to keep their qualifications up to date at all times. The minimum standard for this qualification is First Response, but higher levels of qualification are needed if delivering first aid training or leading certain kinds of adventurous activities. This provision will ensure a minimum standard of first aid knowledge and training across the Movement.

Safety Training

The Scout Association offers a number of pieces of training containing information to help deliver and manage safe Scouting. You will first come across safety content in Essential Information as part of your induction and then in Running Safe Activities for Section Leaders or the Safety module of the Managers and Supporters training. Beyond this, all adults are required to undertake the ongoing safety training every five years.

Safeguarding Training

The Scout Association's Safeguarding Awareness training is an online alternative to face-to-face training. This has been designed using the objectives and training material used by safeguarding awareness trainers.

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GDPR Training.

General Data Protection Regulations (GDPR) Training is a mandatory module for all appointments. It covers the basic information that individual's need to know in relation to the General Data Protection Regulations, what this means for their role and for Scouting and how to effectively align with it. GDPR may seem minor but is as important.

Who should complete the training?

The training is available to anyone who wants to complete it. However, it is primarily aimed at volunteers who need to complete their ongoing safety training for their appointment review.

What happens if i don't do it?

The training is mandatory if it is not done then it is very likely that your appointment will be suspended. This means that you will be stopped from scouting until your training is updated.

Training	Status	Solution
Your MOGL has recently been completed or has more than 6 months till it expires		Keep an eye and make a note of the dates using your compass records.
Your MOGL has less than 6 months till it expires.		With support from you line manager and district register for a local or county course. In the case of safety and safeguarding complete the online course.
Your MOGL has recently expired or has less than 1 month till it expires.		You urgently need to complete the training. Where possible complete the online training or register for a local course. If the training is not done it could lead to your role being suspended.

District Training Manager (LTM), District Administrator (LTA) & Training Advisers (TA).

Training in the District is run and managed by the LTM & LTA who report to the DC and are managed by the county. Training advisors are managed by the LTM & LTA within the district. Training Advisers have an essential job in providing support to those undertaking training for their appointment in Scouting. Training Advisers with managerial experience, either with a Scouting role or externally, are able to become Training Advisers for Managers and Supporters to support and assess learners in their training for these key appointments.

For all Leatherhead district training enquiries:

training@leatherheaddistrictscouts.org.uk

For Appointments Committee enquiries:

stephen.moss@leatherheaddistrictscouts.org.uk

For more information contact the District training team:

training@leatherheaddistrictscouts.org.uk

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