

## ENSURING ALL OUR VOLUNTEERS HAVE CURRENT DBSs

THIS IS THE RESPONSIBILITY OF THE GSL. (Whilst now you may have help from supporting teams this will not be the case on the new system.)



### DEADLINES

- 30 days from new volunteer being added to Compass
- OR Expiry date of the current DBS

### REMINDERS

To volunteer and GSL at 90 days  
To volunteer and GSL at 60 days  
To volunteer and GSL at 30 days

### WHAT HAPPENS IF A RENEWAL APPLICATION HAS NOT BEEN COMPLETED BY THE DEADLINE

On the deadline, the volunteer must immediately return to being supervised until a new DBS application clears. The GSL must enforce this.

The exception is OH's roles which are closed immediately on the deadline date.

The volunteer will be suspended in the next 7 days. Some grace (up to the 7 days) may be given if you liaise, to allow a late submission of the renewal application. BUT please don't rely on this.

If the volunteer gets suspended for lack of DBS, they remain suspended once an application is submitted, and the suspension will only lift when the DBS clears.

### PLAN TO GET AHEAD

On Compass, go to Messaging/Reports

Pick ... Disclosure Report

Ensure all Levels for your area are selected, then pick 'Expiring within 90 days', click View Report.

Be aware, this will list expiry dates **irrespective** of whether someone has submitted an application or whether the renewal is through.

### WHAT DOES IT MEAN?

**Supervised access:** When around YP, an adult who needs supervision, must be within sight and hearing of someone with a full role who holds a current DBS.

- New volunteers should be supervised until their role is Full.
- Current volunteers who have not made an application to renew their DBS before expiry, must become supervised until it clears.
- If you submit a DBS renewal application before your expiry date, and your role was at Full, you may continue unsupervised, even if it doesn't clear before your expiry date.

**Suspended volunteers:** must NOT participate in any activities related to the Scouts and all other items in POR 16.4.2.8. The GSL must enforce this.

### SUPPORT FOR YOU

Any person with a full appointment can do the ID check and pass the info to someone with an Atlantic login.

Many roles can have an Atlantic login, get one by contacting HQ

Full guidance is [here](#)

How does an Application get into Atlantic

- At 30 days before an expiry, Compass will put an application in Atlantic for you overnight
- When someone is first added to Compass, Compass will put an application in Atlantic for you overnight
- You do it manually - in Compass go to the disclosure tab of the person's record and bottom left is 'Request Disclosure', login to Atlantic when it says or it doesn't work

You can do an application for someone from 17.5 years old. But be aware that the Compass record will be 'hidden' until they are 18y so add them, request the DBS, all in one go, with no mistakes.

## ENSURING ALL OUR VOLUNTEERS HAVE CURRENT MOL

This currently covers **Safety** and **Safeguarding** learning. THIS IS THE RESPONSIBILITY OF THE GSL. (Whilst now you may have help from supporting teams this will not be the case on the new system.)



### DEADLINES

- 5 months from start-date of first role
- OR Expiry date of the current learning

### WHAT DOES IT MEAN?

**Suspended volunteers:** must NOT participate in any activities related to the Scouts and all other items in POR 16.4.2.8. The GSL must enforce this.

### REMINDERS

To volunteer and GSL at 60 days

To volunteer and GSL at 30 days

(These are done in batches so may not arrive on the exact dates)

### SUPPORT FOR YOU

Guidance on how to encourage volunteers to do the learning is [here](#)

Tip tips are

- Give the volunteer time during their normal scouting meeting to do the learning
- There are paper workbooks if online is the issue

### WHAT HAPPENS IF THE LEARNING HAS NOT BEEN COMPLETED BY THE DEADLINE

The learning must have been recorded on the membership system.

If the deadline is reached, the person will be **suspended**. They may not do any scouting activities until the learning is done, the certificates used to lift the suspension and the person told they can return.

If they have still not done the learning 30 days later, their role will be closed and they must re-apply to Scouting if they wish to return.

### PLAN TO GET AHEAD

On Compass, go to Training/Adult Training

Select 'Search Adults with MOL due for renewal'

Select the number of months ahead you want, then click Search

Be aware, this will only show you renewal deadlines, not first time deadlines.