

Procedure for adding new adults and inviting them to a Panel meeting.

There has been some confusion recently regarding what is required when adding new adult volunteers to Compass and then inviting them to a panel meeting. This is causing us to miss people who need to come to visit the panel and also for DBS checks to not be completed.

When adding a new person to Compass we need to make sure references are applied for when required (see table at the end of this document). The fields in Compass are not the best for sending out references, the notification comes back to the wrong person and sometimes there isn't even a return address! Please allow our Appointments Secretary to apply for and follow up reference requests.

We would still like line managers (GSLs etc.) to add their new members to compass and ensure all fields are completed in full (excluding reference requests). Once you have added an adult please email our Appointments Secretary with their name, group, section and role of your new volunteer and the contact details for their references. Correct definition of roles can be found [here](#). We will then be able to progress their application and make the journey easier for everyone. Please remember that at least one reference must not be from Scouting.

There are a few things that we all need to do before we can invite our new volunteers to meet our panel.

The first and most important thing for new volunteers to understand is the appointments process and how it all works. A guide to this can be found online.

When we invite people to come to chat with us, we really like to talk to people about their interests outside of Scouting as this gives us a good overall picture of them, to enable us to do this please could the Hobbies and interests fields also be filled in on Compass. It doesn't need to be much, just a few words to help us start a conversation.

DBS checks will need to be completed by yourselves with the applicant present before your new volunteers can be invited to panel. If you are unsure how to complete a DBS online and would like some help please ask me for some assistance. If you are still unable to complete a DBS with the applicant please ask them to visit a drop in session where we will do their DBS with them (dates on the District website). Please try to avoid the paper document checking forms, they are causing problems. Regretfully we cannot do DBS checks for people which we are seeing at panel that month.

As a line manager, you need to make sure the new volunteers are aware of the Key Policies and Fundamentals of Scouting, the responsibilities and commitments of their new role, and they are aware of which role they are volunteering for and the training requirements for this role (a copy of all this can be found on line for them to read and bring along – links at the end of this document).

Once we have received satisfactory references and DBS check we will give your new volunteer a selection of dates for them to choose from. They will need to reply to this. As a line manager you will be copied into this email. If we don't hear back from them you will be asked to chase this.

To sum up, for new adult volunteers to be invited to the Appointments Panel they will need:

- To have been added to Compass
- Reference details passed on to our Appointments Secretary
- Replies to references received
- DBS checks satisfactorily processed
- To be aware of the role they have applied for and what's involved in that role

Appointments meetings and drop in sessions happen once a month and dates can be found on the District website. We can see up to 4 people each month for appointments and start from 8pm.



Chris Beale

District Commissioner

Ely District Scouts

Appendix

Role	Reference Required	DBS Required	Must come to appointments
Group Scout leader	Yes	Yes	Yes (unless appointed by DC)
Section Leader	Yes	Yes	Yes
Assistant Section Leader	Yes	Yes	Yes
Section Assistant	Yes	Yes	Yes
Treasurer	Yes	Yes	Yes
Secretary	No	Yes	No
Occasional Helper	No	Yes	No
Group Supporter	No	No	No

Table. Information required for new adult volunteers into Scouting.

[Fundamentals](#)

[Key policies](#)

[Responsibilities and Commitments](#)

[Training Obligations](#)

[Appointments Process](#)

[Copy of Role Description](#)