

# 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.

