**Completing the disclosure process**

**The safeguarding of young people in our care is very important. The Scout Association has various processes in place to ensure that appropriate adults can take up volunteering opportunities; one element being the requirement of a Disclosure check.**

**Which roles require a disclosure check?**

When an adult volunteers with Scouting they are added to Compass. Depending on the role they have chosen, a Disclosure check may be required.

Compass knows this automatically and will inform the user if a Disclosure check is required. Compass also provides reminders at regular intervals before a volunteer’s Disclosure check expires. This will enable early action to obtain a new Disclosure check.

In addition to notifications directly to the volunteer, the line manager, relevant Commissioner and local Appointment Secretary will also receive regular notifications of those volunteers who need to complete a new Disclosure check.

It is important to keep email addresses up to date on Compass so that members do not miss these alerts.

POR: The appointment process in [Policy, Organisation & Rules](http://www.scouts.org.uk/por) sets out in full which roles require a Disclosure check.

Information about obtaining a disclosure for transgender members and helpers in regulated activity are available [here](https://members.scouts.org.uk/supportresources/4601/appointment-and-vetting-processes?cat=377,378&moduleID=10)

**How do I complete a disclosure application?**

The process for completing a Disclosure application depends on the country the appointment is within.  Click on the relevant country below for more information.

[England, Wales or a National UK appointment](https://members.scouts.org.uk/supportresources/search/?cat=268,368,824,825)

**What happens if a Disclosure check expires?**

Any adult in Scouting whose disclosure has expired and has submitted a repeat application may continue Scouting in a supervised capacity. They would not be able to stay overnight at an event until such as time as their new disclosure check is in place and the National Vetting Process is completed.

The relevant Commissioner will receive notification of those volunteers who have not submitted an application and must therefore be suspended from involvement with Scouting until a valid disclosure check is in place and the National Vetting Process completed.

Volunteers can see the expiry date of their Disclosure check on their record on Compass.  If the expiry date showing is in the past, that member does not have a current valid Disclosure.

Within the disclosure tab on Compass there is a column called status where the current status of an application can be seen. An explanation of each status can be found [here](https://compasssupport.scouts.org.uk/?post_type=faq&guide-cat=disclosures).