

The process outlined below is the process for recording a permit for National Scout Active Support Unit members, who hold no other local appointment on Compass.

Being assessed for a permit.

To be assessed for a permit, you will need to find an appropriate Assessor to complete the assessment. The 'Assessor Search' function within Compass can be used to aid this.

Recommendation made.

The Assessor makes a recommendation using the Assessment Checklist form, completing the relevant sections. The applicant will then need to send the Checklist form to the SASU Manager.

Assessment Checklist form completed.

The SASU Manager completes 'Knowledge of Scout Rules' (if not already completed), 'Safeguarding' and 'Personal Suitability' sections of the Assessment Checklist form.

Form sent to UKHQ.

The completed Assessment Checklist form is sent, by the SASU Manager, to UKHQ via email (activities@scouts.org.uk) or post Technical Team, Gilwell Park, Chingford, London, E4 7QW.

Permit is added to Compass.

Once the completed form arrives at UKHQ, the Technical Team will add the permit to the member's record on Compass using the HQ Administration role.

Assessment Checklist form returned.

A copy of the Assessment Checklist form is returned to the permit holder with the original being filed by the Technical Team within the UKHQ electronic folders and in line with the Scouts data protection policy.

