**Safety and Safeguarding Training Compliance Notifications**

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# Purpose

This document is aimed at District Commissioners, Area/Bailiwick/County/Island/Region (Scotland) Commissioners, Region Commissioners (Wales), Region Commissioners (England) and Chief Commissioners. It provides an outline of the compliance notifications that are in place to assist with managing safety and safeguarding training non-compliance and, in particular, the detailed files that are sent monthly.

# Mechanisms

These are the mechanisms that have been in place for some time:

1. We send a reminder email to people 60 days and 30 days before safety or safeguarding training is due to be renewed (based on the Mandatory Ongoing Learning records) and who have an email address in Compass. If both need to be renewed, then the person will get two emails. This email contains a link to undertake the online training and information on how to get their Compass record updated. The text of these emails can be seen [here](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/keeping-everyone-safe/learn-having-the-knowledge-to-keep-everyone-safe/giving-you-a-helpful-reminder/).
2. Each month we send an email to each person (with an email address in Compass) who is overdue safety and/or safeguarding training. This email contains a link to undertake the online training and information on how to get their Compass record updated. The text of these emails can be seen [here](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/keeping-everyone-safe/learn-having-the-knowledge-to-keep-everyone-safe/giving-you-a-helpful-reminder/).
3. Each month we send an email to the direct line managers of people to whom we sent an email in (b) above. This is one email that contains the details of all the relevant people we have notified. We take the following line managers (if there is no line manager or acting line manager at that level, we go the vacant post’s line manager):
* Group Scout Leaders for all adult members of the Scout Group including Group Executive and Group Scout Active Support Units.
* District Explorer Scout Commissioners for all adults in Explorer Scout Units within the District.
* District Commissioners for all adults with District Appointments including District Scout Active Support Units.
* Area/Bailiwick/County/Island/Region (Scotland) Commissioners for all adults with that level of appointment including Scout Active Support Units at that level.
1. Area/Bailiwick/County/Island/Region (Scotland) Commissioners may exempt people for a short while from the mandatory training requirements for exceptional reasons (e.g. health). Commissioners should refer to [this](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/suspensions/managing-volunteers-with-overdue-training/) web page to see the details of how to manage volunteers with overdue mandatory training.
2. From October 2022, each month, Commissioners with people overdue for safety and/or safeguarding receive by email a link to an excel file held on SharePoint and by text message a password. From December 2022, this file also contained people overdue for first aid training.
3. From January 2024, the monthly Commissioner file will also contain details of people who need to renew their safety and/or safeguarding within the next 60 days. This is a bit of an experiment and will hopefully help Commissioners to identify who needs to be chased up so that they do not become non-compliant next month. We understand that some Commissioners have systems in place to identify and action these people already – this is just to help people who do not have such a system in place already.

# Monthly Commissioner File Mechanism – Further Details

From February 2022 to August 2022, we ran an “escalation” system based on a tranche of overdue people in each month. This system produced multiple emails for Commissioners each month and we replaced that system with one that gives Commissioners the data in a single spreadsheet so that the number of emails is reduced, and the data is easier to see and use.

The data distributed in October 2022 and November 2022 was just safety/safeguarding. From December 2022 it included first aid data. From January 2024 it included people with safety and/or safeguarding needing renewal within 60 days of the start of the month.

Each month, Commissioners with people overdue for safety and/or safeguarding and/or first aid training and with people who have safety/safeguarding renewals due within 60 days, receive by email a link to an Excel file held on SharePoint and by text message a password. The vast majority of Commissioners have a mobile phone number in Compass, and we use that. If you do not, it would be helpful if you updated Compass with a mobile number. If you do not want to put your mobile number on Compass, but you are happy to receive just this password by text message, then send your mobile number to Tim (tim.kidd@scouts.org.uk) and we will use it only for this process.

For locations with multiple people sharing the Commissioner role, we choose one to get the file. If you have multiple people sharing the Commissioner role and you wish a specific person to receive the data, then please let Tim know. Also, if multiple people need to receive the file, let Tim know (by default, we send out just one file for each District/Area/Bailiwick/County/Island/Region (Scotland).

The file that you receive contains information on people who are in the area of your appointment (so, District Commissioners will contain information about all overdue people in the District; County Commissioners will receive information about all overdue people in the County).

The data is presented by District and by Group/Scout Active Support Unit. We also include a list of roles at District/Area/Bailiwick/County/Island/Region (Scotland) levels as appropriate. This should help Commissioners to easily see where there are locations that might need more help.

The files start with a description of the content and purpose of each of the worksheets in the file, to help Commissioners find their way around the data.

The data will be correct at the point we create the files and will depend on what has been updated in Compass at that point. The data includes all people who are overdue safety and/or safeguarding and/or first aid training.

There is a worksheet that shows people who have an active exemption and are non-compliant. These exemptions may be added by the County/Area/Regional Commissioner and ensure that, for a limited time, an individual does not receive emails from us centrally.

We also include a table to show the spread of the number of times that we have sent safety/safeguarding non-compliance emails to people so that one can easily see the longest overdue.

From January 2024 we added a worksheet to show the people who have a safety and/or safeguarding renewal due in the next 60 days. See below for more details on this.

# First Aid Specific Points

December 2022 was the first month that we included first aid data. There are some points about the data (given below) that mean it can be difficult to interpret in some cases. If you see what appears to be wrong data, then please check the points below and contact Tim if something does appear to be wrong so that we can check for any problems. Feedback is really helpful to iron out any wrinkles.

The first aid data has some points that are important to consider:

1. The rules about compliance have changed (particularly during covid lockdowns) and the modules applicable have also changed (when 10A and 10B were introduced). This means that some people who were compliant during the lockdowns might no longer be compliant if they have not completed 10B.
2. With the point above in mind, some people will see their Mandatory Ongoing Learning in Compass shows that they are compliant when in fact they are not (this is mostly the 10B issue). The data in the spreadsheet identifies those people so that you can see where this applies.
3. We take into account all the X010, 10A and 10B records in PLPs and MOGL in a person’s Compass record. Just for clarity, an X010 that is in-date counts as valid for first aid.
4. We have implemented the current rules (that 10B is required if the person is relying on a 10A and does not have a valid X010), bear in mind that the built-in Compass report does not do this and so these files will identify more people who need first aid training. Note also that the current rules take the expiry of those relying on 10A and 10B as the 10B date.
5. The “Overview” worksheet contains a table to indicate the issues that we see and how many people fall into each category. These are all people for whom first aid training is required.

| **Category** | **Explanation** |
| --- | --- |
| 10A and 10B expired | Had 10A and 10B previously, both are now expired. Might be worth checking to ensure the dates in Compass are correct as any new 10A or 10B completed since they were introduced should not have expired yet. However, they might have been used to record a previous first aid certificate and so expiring was correct.  |
| 10A missing | Has a valid 10B but no 10A recorded. Worth checking if a 10A should be entered. It might be that someone has entered just a 10B for a certificate that covers both 10A and 10B.  |
| 10A missing; 10B expired | Had 10B previously (now expired) and no 10A. Needs to do both 10A and 10B. |
| 10B expired | Has a valid 10A but 10B has expired. Worth checking if 10B has the correct dates. |
| 10B missing | Has a valid 10A but no 10B (normally people who did 10A during lockdown and now need to do 10B). |
| 10B missing; 10A expired | Had 10A previously (now expired) and no 10B. This person will need to do 10B. Whether they need to do 10A will depend on local circumstances – why it is now expired (I have seen records where the 10A expiry is very short and this might simply be a data entry error). |
| Missing 10A & 10B | Needs both 10A and 10B, has no previous first aid training recorded. |

1. The “Overview” worksheet also includes the number of 10A and 10B modules that need to be validated to get to full compliance – hopefully this will help in capacity planning.

# Safety/Safeguarding Renewal Data

From January 2024, we have added data to show you the people in your District / County / Area / Region (Scotland) that should have received the 60-day warning or the 30-day warning. Remember that some people will have no email address, or the wrong email address or may have clicked on the “unsubscribe” option in a previous email from Scouts and so will not get these reminders.

Anyone who is already overdue at least one of safety or safeguarding will *not* appear on this list (e.g. someone who is ***overdue*** safety at the first of the month – and will get a central email for that – but whose safeguarding is in date but needs to be renewed within 60 days). As these people are being chased already, it seems unnecessary to add them to this list.

The full data is in the worksheet “Renew Data” – see section for details of what this worksheet contains.

The columns “Safety Status” and “Safeguarding Status” have one of three possible values:

* “No warning” – no warning email has been sent as the renewal date is more than 60 days from the start of the month. This will only be seen where the person has one item that is due for renewal and the other item (this one) is more than 60 days from renewal.
* “60 days” – the person will have been sent a 60 day reminder already but has not yet been sent a 30 day reminder. This means that the renewal is required within 31 to 60 days from the start of the month.
* “30 days” – the person will have been sent both the 60 day and the 30 day reminder. This means that the renewal is required within 1 to 30 days from the start of the month.

District level data is analysed in a new worksheet “Renewal Overview”. For all other levels, the data is added in overview to the existing “Overview” worksheet (at the end).

# General Points to Bear in Mind

There are a few items that it is worth bearing in mind when considering this data:

1. We extract the data normally on the first working day of the month and try to send the emails within two days. In the intervening time we double check the data and prepare the emails to be sent. This way we hope that the data is as up to date as possible. Sometimes there is a slightly larger gap as we avoid certain days for various reasons.
2. The renewal data has only started to be added in January 2024, I have checked how we process this and it looks correct to me, but bear in mind that this is new and do let me (tim.kidd@scouts.org.uk) know if you find any anomalies.
3. The data is only as good as what has been put into Compass. If someone has completed their training but it hasn’t been put onto Compass, then we don’t know.
4. Sometimes Compass is updated (and backdated) for a specific piece of training some days or weeks after it has taken place but just after the first working day of the month when we extract the data. So, it *might* look as if that person should not have been included, but when the mandatory ongoing learning records are inspected, it is clear that Compass was updated *after* we extracted the data.
5. Many people have multiple roles. We use only one role when we send out the notifications. When looking at the data, remember that people might have other roles.

# Data Details

This section provides details on the data that is contained in the files. As it contains some personal data, the files are password protected and people that receive the files must remember to treat this data appropriately.

## Data Worksheet (this is safety and safeguarding training only)

This worksheet contains people who are overdue safety and/or safeguarding training.

| **Column** | **Content** |
| --- | --- |
| Overdue | Which of safety or safeguarding or both that are overdue. |
| Member | Person’s membership number. |
| Email | Person’s email address (this will contain “\*No Email\*” if there is no email address in Compass. |
| Name | Person’s name. |
| Email Count | Number of non-compliance emails that we have sent to this person (one a month). |
| Country | The country of the person’s role that we have included in this file. |
| Region | The Scout Region of the person’s role that we have included in this file. This will be blank if the role is at the Country level. |
| County | The Scout County (or Area, Bailiwick, Island, Region (Scotland)) of the person’s role that we have included in this file. This will be blank if the role is at the Region or Country level. |
| District | The Scout District of the person’s role that we have included in this file. This will be blank if the role is at the County, Region or Country level. |
| Group | The Scout Group of the person’s role that we have included in this file. For Scout Active Support Units and Explorer Scout Units, this will be the name of that Unit. |
| Role Title | Name of the person’s role (e.g. Group Scout Leader). |
| Role Type | The type of the person’s role, we classify the roles as follows:* Deliverer
* Governance
* Manager
* Supporter
 |
| Status | The person’s status (non-compliant or suspended). |
| Suspended Date | If the person is suspended due to training non-compliance, this is the date at which the suspension is recorded as having started. |
| Safety-Expiry | If the person has safety training in the Mandatory Ongoing Learning records of Compass, this is the date at which that training either has expired or will expire.  |
| Safeguarding-Expiry | If the person has safeguarding training in the Mandatory Ongoing Learning records of Compass, this is the date at which that training either has expired or will expire. |

## “FA Data” Worksheet (this is first aid training only)

This worksheet contains people who are overdue first aid training.

Each person is shown with only one role – even though they might have multiple roles. For first aid, we have selected which role to show according to this:

1. If they have an open deliver role (Section Leader or Assistant Section Leader) then choose that one.
2. If (a) does not apply but they have an open manager role (GSL or Commissioner) then choose that one.
3. If (a) and (b) do not apply, but they have an open supporter role (Assistant Commissioner) then choose that one.

| **Column** | **Content** |
| --- | --- |
| Overdue | This will contain “First Aid”. |
| Issue | A text string that describes why they are non-compliant. See the table in “4. First Aid Specific Points” on page 2 for details of what it contains and what it means. You can filter on this column to find the people of interest for any given issue.  |
| Needs 10A | Is set to “Yes” if the person needs to validate 10A. |
| Needs 10B | Is set to “Yes” if the person needs to validate 10B. |
| MOGL Compliant  | Is set to “Yes” if Compass MOGL will show that the person is up to date when actually they are not. |
| FA Expired | The date that the most recent valid first aid certification expired. This will be blank if there is no previous valid first aid certification recorded. (Added in April 2023). |
| Member | Person’s membership number. |
| Email | Person’s email address (this will contain “\*No Email\*” if there is no email address in Compass. |
| Name | Person’s name. |
| Country | The country of the person’s role that we have included in this file. |
| Region | The Scout Region of the person’s role that we have included in this file. This will be blank if the role is at the Country level. |
| County | The Scout County (or Area, Bailiwick, Island, Region (Scotland)) of the person’s role that we have included in this file. This will be blank if the role is at the Region or Country level. |
| District | The Scout District of the person’s role that we have included in this file. This will be blank if the role is at the County, Region or Country level. |
| Group | The Scout Group of the person’s role that we have included in this file. For Scout Active Support Units and Explorer Scout Units, this will be the name of that Unit. |
| Role Title | Name of the person’s role (e.g. Group Scout Leader). |
| Role Type | The type of the person’s role, we classify the roles as follows:* Deliverer
* Governance
* Manager
* Supporter
 |
| Suspended | Will be “Yes” if the person is suspended. |
| Exempt | Will be “Yes” if the person has a valid exemption (otherwise it will be “No”). |
| Exempt Reason | The reason given for the exemption. |
| Expires | The date that the exemption expires. |
| Is GSL | “Yes” if the person has an active GSL or Deputy GSL appointment (otherwise it will be “No”).  |
| Is DESC | “Yes” if the person has an active DESC appointment (otherwise it will be “No”).  |
| Deliverer | “Yes” if the person has an active deliverer appointment (Section Leader or Assistant Section Leader) - otherwise it will be “No”. |
| Manager | “Yes” if the person has an active manager appointment (GSL or Commissioner) - otherwise it will be “No”. |
| Supporter | “Yes” if the person has an active supporter appointment (e.g. Assistant District Commissioner or Assistant County Commissioner) - otherwise it will be “No”. |

## Exempt Worksheet (this is for safety, safeguarding and first aid training)

The people on this worksheet have a valid exemption in place authorised by the relevant Area/Bailiwick/County/Island/Region (Scotland) Commissioner. The person will only appear on this worksheet if (a) they are overdue safety/safeguarding/first aid training, and (b) they have an exemption that is still in date.

The data includes:

| **Column** | **Content** |
| --- | --- |
| Overdue | Which of safety or safeguarding or both that are overdue. If the person is overdue **only** first aid then this contains “First Aid”. See the “Overdue-String” column for more information.  |
| Member | Person’s membership number. |
| Email | Person’s email address (this will contain “\* No Email \*” if there is no email address in Compass. |
| Name | Person’s name. |
| Email Count | Number of safety/safeguarding non-compliance emails that we have sent to this person (one a month). |
| Country | The country of the person’s role that we have included in this file. |
| Region | The Scout Region of the person’s role that we have included in this file. This will be blank if the role is at the Country level. |
| County | The Scout County (or Area, Bailiwick, Island, Region (Scotland)) of the person’s role that we have included in this file. This will be blank if the role is at the Region or Country level. |
| District | The Scout District of the person’s role that we have included in this file. This will be blank if the role is at the County, Region or Country level. |
| Group | The Scout Group of the person’s role that we have included in this file. For Scout Active Support Units and Explorer Scout Units, this will be the name of that Unit. |
| Role Title | Name of the person’s role (e.g. Group Scout Leader). |
| Role Type | The type of the person’s role, we classify the roles as follows:* Deliverer
* Governance
* Manager
* Supporter
 |
| Status | The person’s status (non-compliant or suspended). |
| Overdue-String | A string that could be used in a mail merge process to indicate what training is overdue (it will contain “safety”, “safeguarding” and “first aid” as appropriate). For example “safety”; “safeguarding and first aid”. |
| Exempt Reason | The reason selected by the Commissioner when granting an exemption. |
| Expires | The date that the exemption expires. |

## Renew Data Worksheet

This contains the people who have a renewal date for safety and/or safeguarding within the next 60 days.

| **Column** | **Content** |
| --- | --- |
| Member | Person’s membership number. |
| Email | Person’s email address (this will be blank if there is no email address in Compass). |
| Name | Person’s name. |
| Safety Renew | If the person has safety training in the Mandatory Ongoing Learning records of Compass, this is the date at which that training will expire.  |
| Safety Status | Contains one of three possible values for safety training:* “No warning” – no warning email has been sent as the renewal date is more than 60 days from the start of the month.
* “60 days” – the person will have been sent a 60 day reminder already but has not yet been sent a 30 day reminder. This means that the renewal is required within 31 to 60 days from the start of the month.
* “30 days” – the person will have been sent both the 60 day and the 30 day reminder. This means that the renewal is required within 1 to 30 days from the start of the month.
 |
| Safeguarding Renew | If the person has safeguarding training in the Mandatory Ongoing Learning records of Compass, this is the date at which that training will expire. |
| Safeguarding Status | Contains one of three possible values for safeguarding training:* “No warning” – no warning email has been sent as the renewal date is more than 60 days from the start of the month.
* “60 days” – the person will have been sent a 60 day reminder already but has not yet been sent a 30 day reminder. This means that the renewal is required within 31 to 60 days from the start of the month.
* “30 days” – the person will have been sent both the 60 day and the 30 day reminder. This means that the renewal is required within 1 to 30 days from the start of the month.
 |
| Country | The country of the person’s role that we have included in this file. |
| Region | The Scout Region of the person’s role that we have included in this file. This will be blank if the role is at the country level. |
| County | The Scout County (or Area, Bailiwick, Island, Region) of the person’s role that we have included in this file. This is blank if the role is at the Region or Country level. |
| District | The Scout District of the person’s role that we have included in this file. This will be blank if the role is at the County, Region or Country level. |
| Group | The Scout Group of the person’s role that we have included in this file. |
| Unit | For SASUs and ESUs, this is the name of the Unit. |
| Role Title | Name of the person’s role (e.g. Group Scout Leader). |
| Exempt | Will be “Yes” if the person has a valid exemption (otherwise it will be “No”). |
| Exempt Reason | The reason given for the exemption. |
| Exempt End | The date that the exemption expires. |