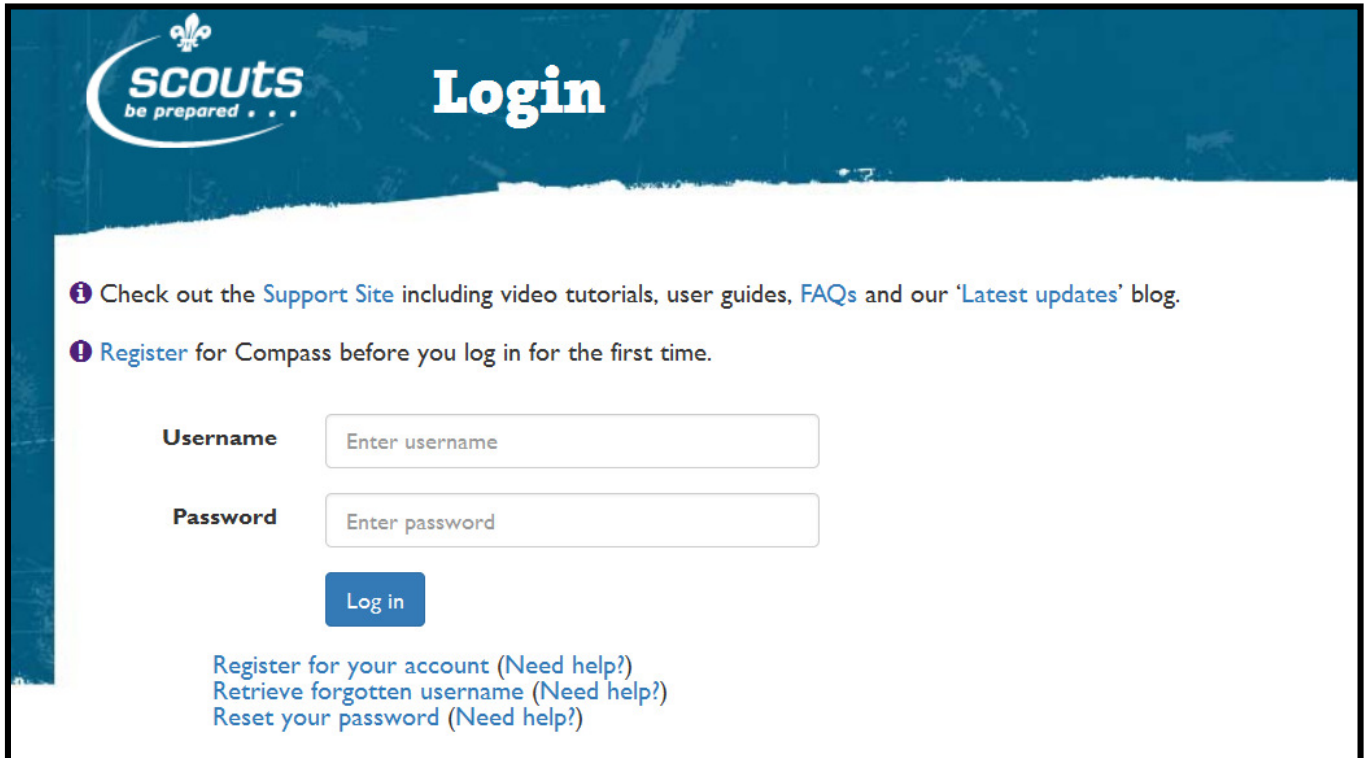


To: Group Scout Leaders

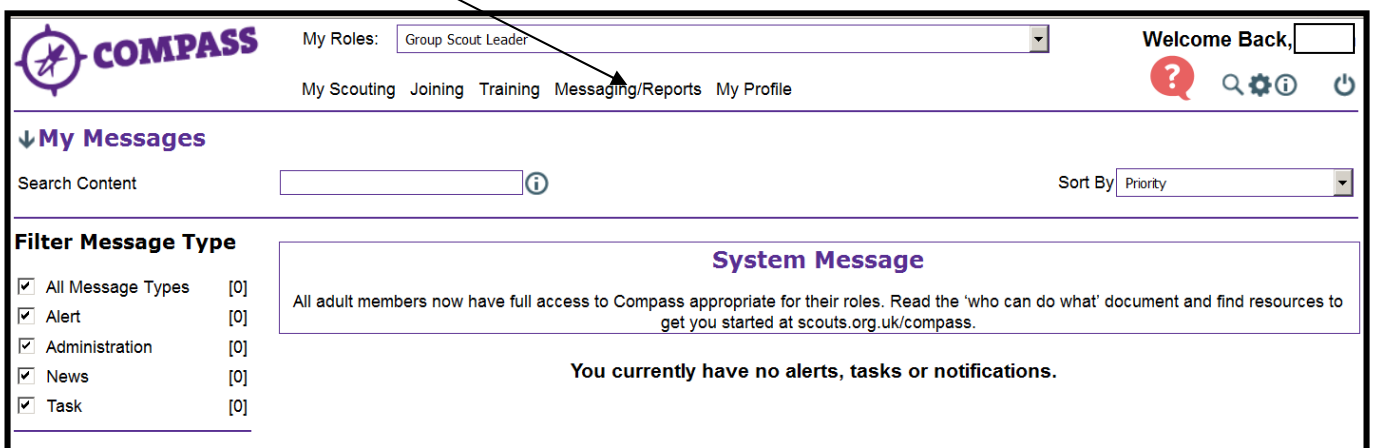
Process for:

- finding out which Leaders in your Group require an AccessNI Recheck
- arranging to meet with them, and
- carrying out their AccessNI online application.

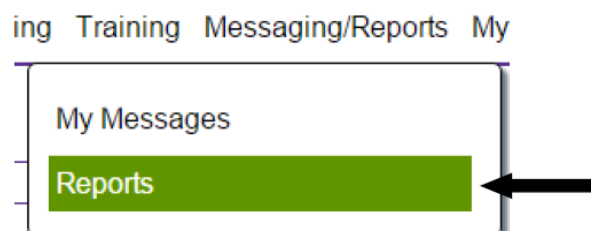
1. Log into Compass <https://compass.scouts.org.uk/login> and enter your Username and Password



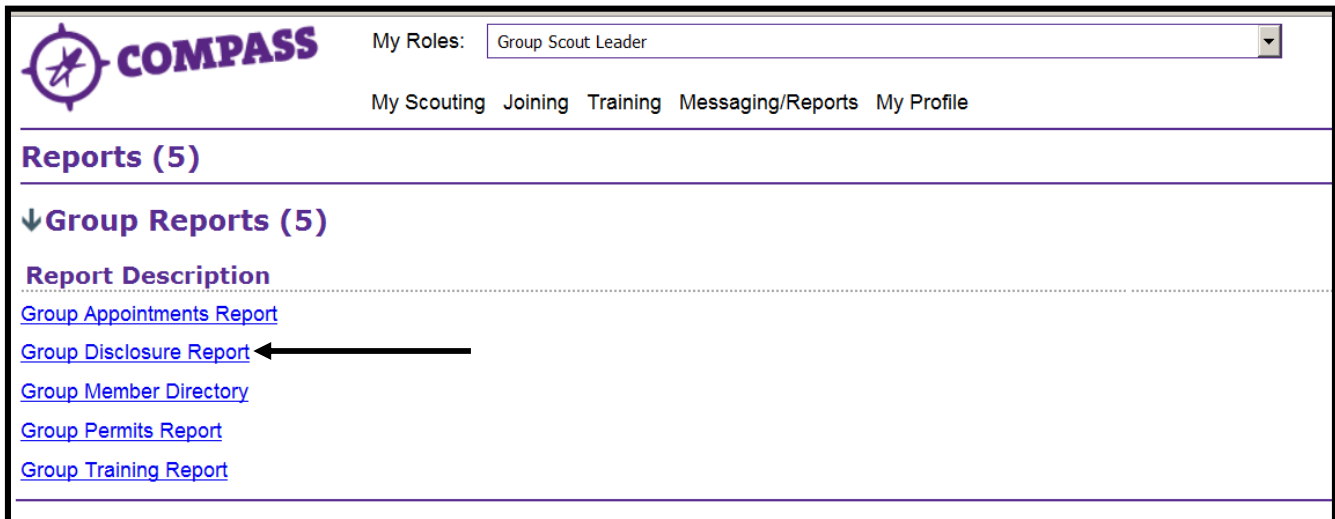
2. Click on Messaging/Reports



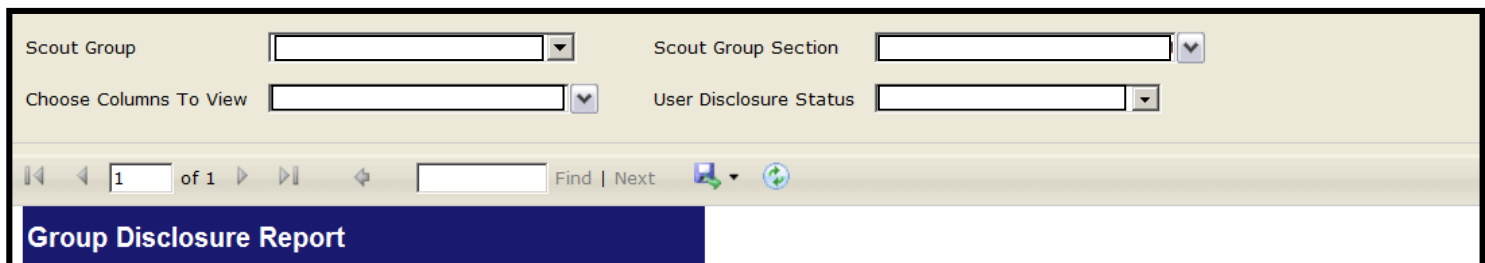
3. A Drop down menu will appear. One of the options available is 'Reports'. Click on 'Reports'.



4. As a Group Scout Leader you will have 5 Reports Available. Click on Group Disclosure Report.



This window will appear

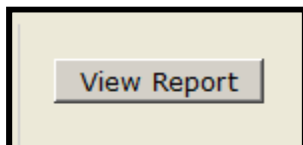


Use the downward arrows on each box to select the information you want to see.

User Disclosure Status box can be

- Expired and Expiring Today
- Expiring within 30 days
- Expiring within 90 days
- Expiring within 180 days
- Expiring within 12 months
- Pending

5. Click on View Report (Scroll over to the right hand side of the screen).



6. Arrange to meet with a Leader whose Access Check is due to expire using the attached Rechecks Invitation Letter and complete their AccessNI online application.

It is important that this is carried out **BEFORE** their existing AccessNI check expires.

7. Complete and sign the AccessNI Recheck Information Form and return to your District Appointments Secretary.