

# CHECK THEIR DETAILS

Here is a step by step guide to help you check your leaders details on [www.scouts.org](http://www.scouts.org)

1. Open [www.scouts.org.uk](http://www.scouts.org.uk) If you haven't yet registered please follow below, If you have please go to step 3

2. Near the top right hand corner is a space for username and password, under that is "Register Now!", click on that and you'll be taken to a page requesting some information, complete the data and click register. One of the items is Membership Number; you'll find it on the Appointment Card that should have been sent to you and also on the address label of Scouting. If you still can't find it get in touch and we'll forward it to you.

3. Log In with your Username and Password

4. On the right hand side select "Member Search"

5. You now have the option of searching for individual members using either their name or Membership number or selecting "Show all my Members" which will list all of your members

6. If from "My Tools" on the right you select "Reports" you will be presented with a list of categories and downloadable reports.

6.1 Appointments – Members List with Disclosure Details.

This will show you all of your members with the date that their CRB disclosure runs out, note that a blank date means that it has already run out.

Please ensure that a repeat CRB is completed in time to get it through the system before the existing CRB runs out. We suggest that if you allow 2 months, things should be resolved in time to ensure there is no time when a valid CRB is not in place.

Repeat CRB Forms are available for the County Downloads web page:

<http://www.solihullscouts.org.uk/leader-resources/downloads>

6.2 Appointments – Review Due

This will show all of your members where their review is overdue.



### 6.3 Appointments – Review due within the next six months.

This will show all of your members where their review is due within the next six months.

Both of these reports should be used to ensure that all appointments are current. Everyone is supposed to have their Appointment reviewed every 5 years or in certain special circumstances more frequently. This should be carried out by their Line Manager and basically ensures that there is an opportunity for a review of roles and agreement of future plans. One thing to note is that as part of the review you're supposed to, have a current CRB, have undertaken appropriate Training and taken part in some for of Safeguarding Training. We're struggling with Safeguarding at the moment but hope to get things moving shortly but do need to insist on CRB's in particular. CRB's are supposed to be renewed every 5 years but it could make sense to renew them at the same time as a review.

If you are unsure about any of this please contact the Deputy County Commissioner Adult Support or Appointments Secretary.

