

# **Your guide to adding a new section Team Member / Team Leader**



**Scouts**

Doncaster Danum

# Completing the joining journey for a Team Leader / Team Member

## The Four Week Challenge

Before adding a new volunteer to the system we suggest you meet with them and run the 4 week challenge, they only need a to be on the system after 4 weeks or when they are ready to commit to volunteering or when they are taking part in an overnight stay. Until then they can be a helper but should not be left 1:1 with a young person.

### What's the Four Week Challenge all about?

The Four Week Challenge is a gradual introduction to Scouts. New volunteers agree to help out for just four weeks, while a more experienced leader shows them the ropes and helps them get involved.

The Four Week Challenge works because it's manageable: people feel more comfortable signing up for a short amount of time. As an existing volunteer, you get four whole weeks to help them settle in, grow in confidence, and see just how much they can get from Scouts.

## 1. Adding the Member

Start by signing in to [scouts.org.uk](https://scouts.org.uk).

On your welcome page:

1.1 Click **'My membership'**.

On the left-hand side menu (if you're using a phone, click the menu button on the top right):

1.2 Click **'Teams'**

1.3 Click **'My units'**.

On the **'My units'** page:

1.4 Click **'Select'** under **'Actions'**.

1.5 Click **'Add member'** from the dropdown menu.

On the **'Add member'** page:

1.6 Type the member's **'First name'**, **'Surname'**, **'Date of birth'**, **'Postcode'** and **'Email'** into the boxes.

If the member was part of Scouts in the past and you know their membership number, switch the toggle button **'Scouts member'** to **'Yes'**, and type their membership number into the box.

1.7 Click **'Search'**.

The next step depends on the search result

**If there IS NO match, or if the options don't match the member:**

1.8 Click **'Add new member'**.

1.9 Type **'Country of residence'** into the box.

If the country of residence isn't the UK, select **'Yes'** or **'No'** to confirm if the member was a resident in the UK at any time since their 10th birthday.

1.10 Tick the acknowledgement box.

1.11 Click **'Add member and assign role'**.

On the **'Assign new role'** page:

1.12 Type the **'County'**, **'District'**, **'Group'** and **'Section'** into the boxes.

1.13 Select a **'Team'** and **'Role'** from the dropdown menus.

1.14 Type a **'Start date'** into the box.

1.15 Click **'Assign role'**.

**What happens next:** The new volunteer receives an email welcoming them to Scouts and inviting them to log in to

**If there IS a match for your search that corresponds with the member:**

- 1.8 Select the member from the list.
- 1.9 Click **'Assign role'**.

On the **'Assign new role'** page:

- 1.10 Type the **'County'**, **'District'**, **'Group'** and **'Section'** into the boxes.
- 1.11 Select a **'Team'** and **'Role'** from the dropdown menus.
- 1.12 Type a **'Start date'** into the box.
- 1.13 Click **'Assign role'**.

**What happens next:** The new volunteer receives an email welcoming them to Scouts and inviting them to log in to scouts.org.uk.

## 2. Personal Details

The volunteer must now activate their account. They receive an email welcoming them to Scouts and inviting them to log in to. They then need to sign the declaration and add all their personal details, inc diversity and inclusion information.

## 3. References

The volunteer will have an action to add at least two references.

On the welcome page:

- 3.1 Click **'My membership'**.

On the left-hand side menu (if you're using a phone, click the menu button on the top right):

- 3.2 Click **'My profile'**.
- 3.3 Click **'Roles and accreditations'**.
- 3.4 Click **'My Roles'**.
- 3.5 Click **'My references'**.

On the **'My references'** page:

- 3.6 Type the **'First name'**, **'Last name'** and **'Email'** into the boxes for at least 2 referees.

If you'd like to add other referees, click **'Add referee'** and repeat step 6.

- 3.7 Tick the box to confirm you have read and understood the guidance before submitting the referees' details
- 3.8 Click **'Submit'**.

A message will appear at the bottom of the screen to confirm your referees' details have been submitted successfully.

**What happens next:** The referees receive an email requesting them to complete the reference form, this must be completed within 30 days.

Referees should be familiar with the applicant's work or interactions with young people and be able to speak to their character and relationships with others. Referees must not be relatives. At least one referee must have known the volunteer for at least five years and one referee must be external to Scouts.

## 4. Request Disclosure

*(This must be done within 30 days of being added into the membership system)*

Start by signing in to scouts.org.uk. On your welcome page:

- 4.1 Click **'My membership'**.

On the top right (if you're using a phone, click the menu button on the top right):

- 4.2 Click **'Search member'**.

On the **'Member search'** page:

- 4.3 Type the member's name into the text box and click **'Search'**.
- 4.4 Click the member's name on the list.

On the left-hand side menu, under the member's name (if you're using a phone, click the menu button on the top right, then click the member's name):

4.5 Click '**Disclosures**'.

4.6 Click '**Request disclosure**' under the column '**Action**' (you might need to scroll along using the bar at the bottom of the list).

On the member's disclosure page:

4.7 Check the member's details match their ID.

4.8 Select one of the application routes for Atlantic Data.

'All in one' route: requires the volunteer you're requesting the disclosure for (the applicant) to log in to Atlantic Data and input their data before you validate their ID.

4.9 Click '**Request disclosure check**'.

**What happens next:** If you've selected 'all in one' route: The applicant receives a link by email requesting them to log in to Atlantic Data and input their ID information. You'll then meet with them to check their ID.

## 5. Volunteer completes the disclosure request "all in one" through Atlantic Data.

**Note:** They should have received an email from Atlantic Data requesting them to complete their disclosure check. They should click the link on the email they've received to complete their DBS application form.

**What happens next:** They need to inform YOU they've completed their application so you can arrange a face-to-face meeting to check their documents.

## 6. Process the disclosure request through Atlantic Data

**Note:** You can only process the disclosure request after the applicant inputs their ID information.

Start by accessing Atlantic Data.

On the '**Atlantic Data sign-in**' page:

6.1 Click the '**Login with TSA single sign-on**' blue button, leaving the username and password fields blank.

On the '**Role management page**':

6.2 Select role from the dropdown menu.

6.3 Click the '**Proceed**' button.

On your '**Home**' page, under the '**Applicant Search**' section:

6.4 Type the volunteer's '**Forename**', '**Surname**', '**Date of Birth**', '**Email address**' or '**Membership Number**'.

6.5 Click the '**Search**' button.

6.6 Click the volunteer's name from the table, under the '**Disclosure Applications**' section.

If there's more than one row with the volunteer's name, click on the row with the '**Application Status**' marked as '**Pending ID verification**'.

On the '**Available Actions**' pop-up window:

6.7 Click '**Update as ID Verified**'.

On the '**Verify ID**' page, under the '**Applicant ID Details Confirmation**' section:

6.8 Type the answers for all three '**Security Questions**' into the boxes.

Under '**The ID Verifier Confirmation**' section:

6.9 Select '**Yes**' or '**No**' to confirm you verified the ID.

**Note:** If someone else did the ID verification, you should select '**No**', type the name of the member who verified the ID into the '**Evidence Checked By**' box and select their name from the dropdown list.

6.10 Type the date into the '**ID Verified on**' box. Click the '**Confirm**' button.

Don't forget by adding this member you now need to ensure they adhere to the learning compliance process. 