



1st Twyford Scout Group: DBS Clearance application

Attached is the ID form to start the process of obtaining DBS clearance. You may think that it is somewhat 'over the top' but this requirement stems from government legislation and not from the Scout Association. The form is editable so you either print it off and fill in by hand or you can fill it in before printing and sign it afterwards. The second option should avoid errors when reading your handwriting. The name of the role you will have is Occasional Helper – no uniform involved!

- 1) The information from this form is input by 1st Twyford into the national Scout Association database (known as Compass) which then updates another system (Atlantic Data) which is sanctioned by the government. It is Atlantic Data which will process the DBS application. Once successfully input your form is destroyed.
- 2) Please read through the form carefully. It explains how to select the necessary ID documents. To avoid hold-ups **please write clearly** when filling in the form so that we can decipher Os from zeros, etc – it is difficult to change anything once the process has started. And a tip – if you have a middle name then be sure to show it on the form. (the DBS system will pick up on such things). The form provides the correct number of boxes for each form of ID so please ensure you fill all of them including the last 2 letters in the Driving Licence section.
- 3) Once you have completed the form, bring it along in person to a section meeting at the HQ for checking by a Leader. When handing the form to the Leader, you will need to show the original copies of the three items of ID paperwork that you have chosen so that we can check them against your entries on the form.
- 4) Once checked we will input your application and then Atlantic will email you a login. You then simply follow the instructions to complete the application at home which will include more personal details from your IDs. No 1st Twyford leaders will see this part of your information. Please do not 'sit' on this as your application will just stall. Sometimes it can take up to a couple of months to go through the system.
- 5) You will receive a clearance certificate through the post. A clearance is valid for five years.

Any queries just contact us:-

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