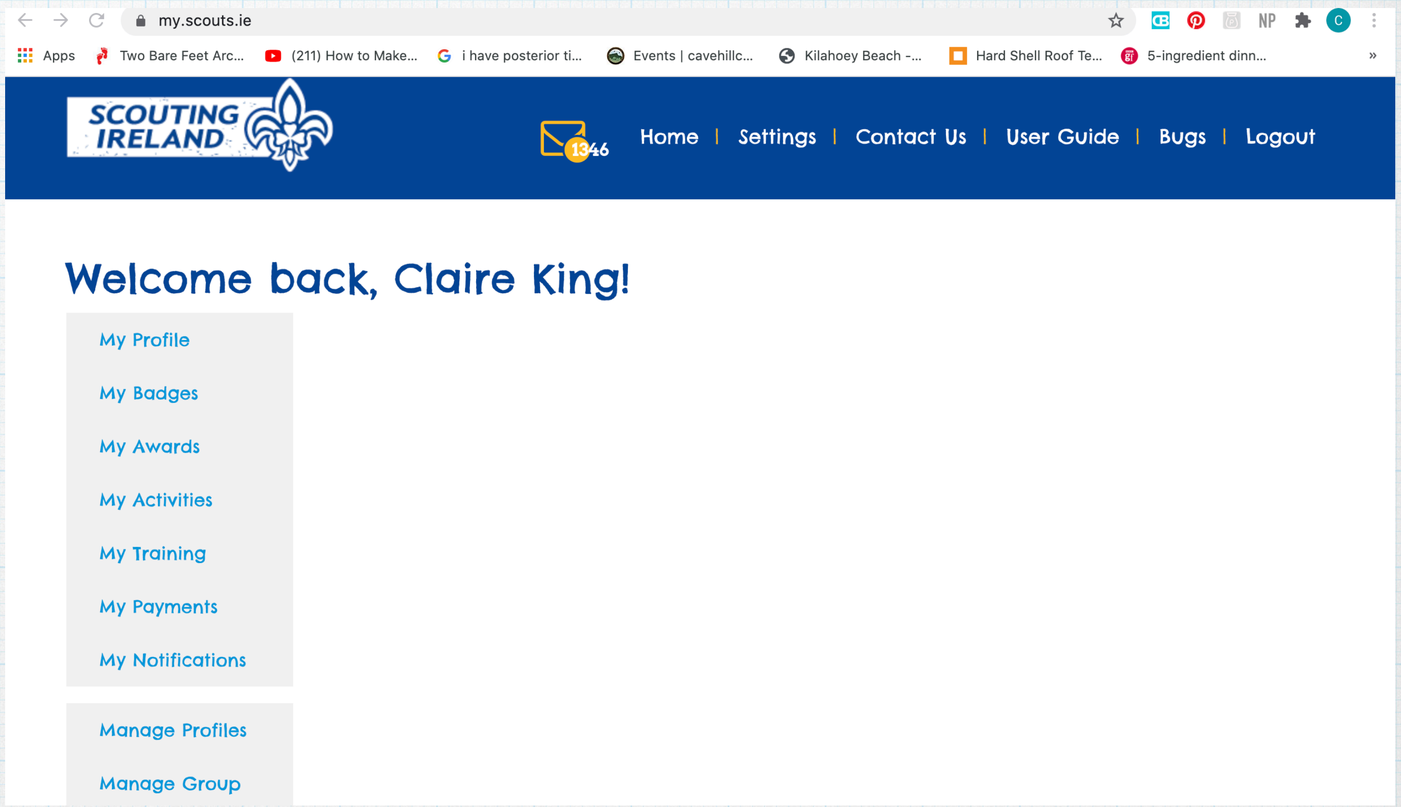
HOW TO generate vetting reports for Group Leaders

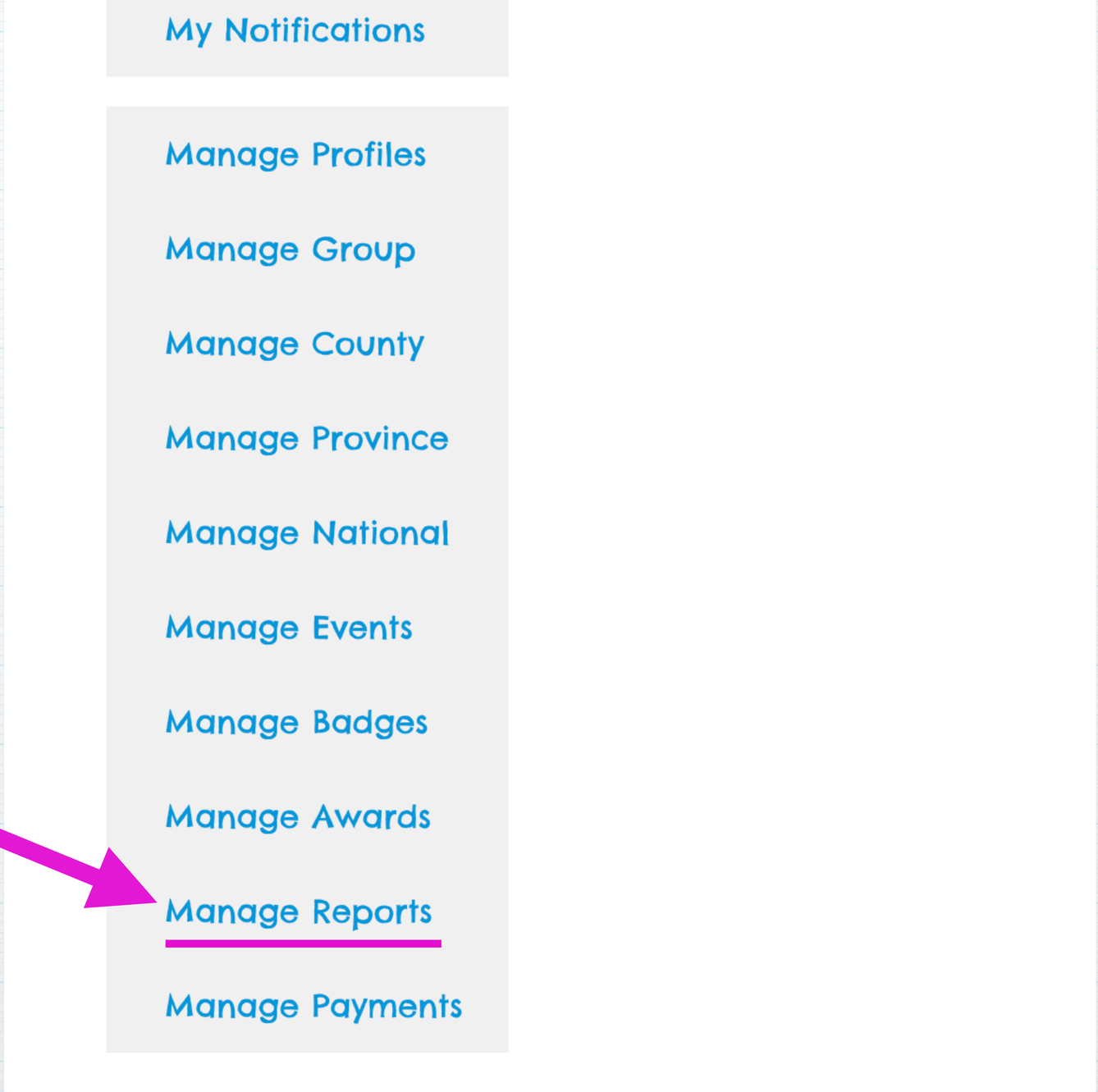
STEP BY STEP GUIDE

sign into my.scouts.ie

* sign into the database using your user name and password
* if you have any problems signing in contact National Office

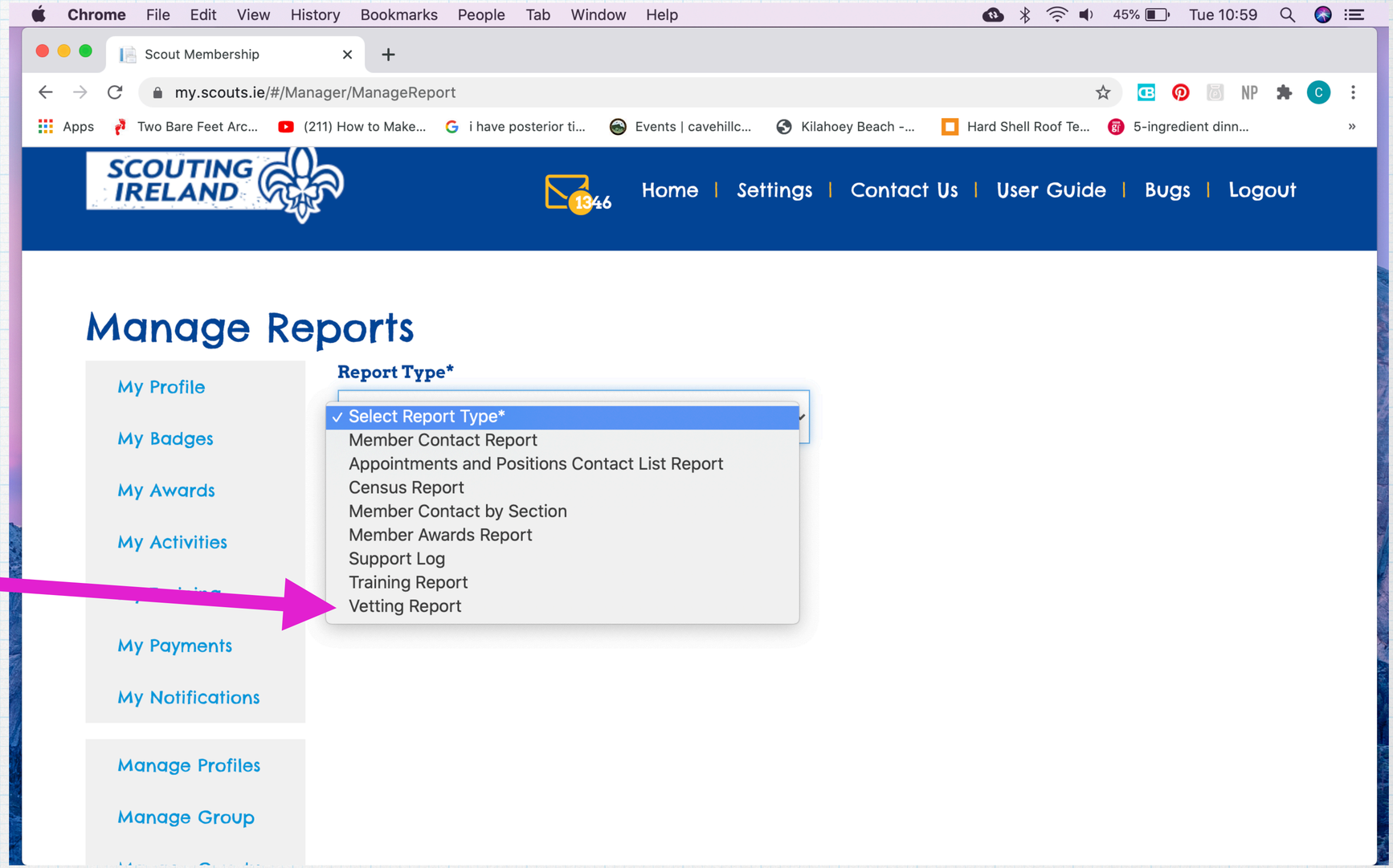


from the menu on the left of the screen click on manage reports



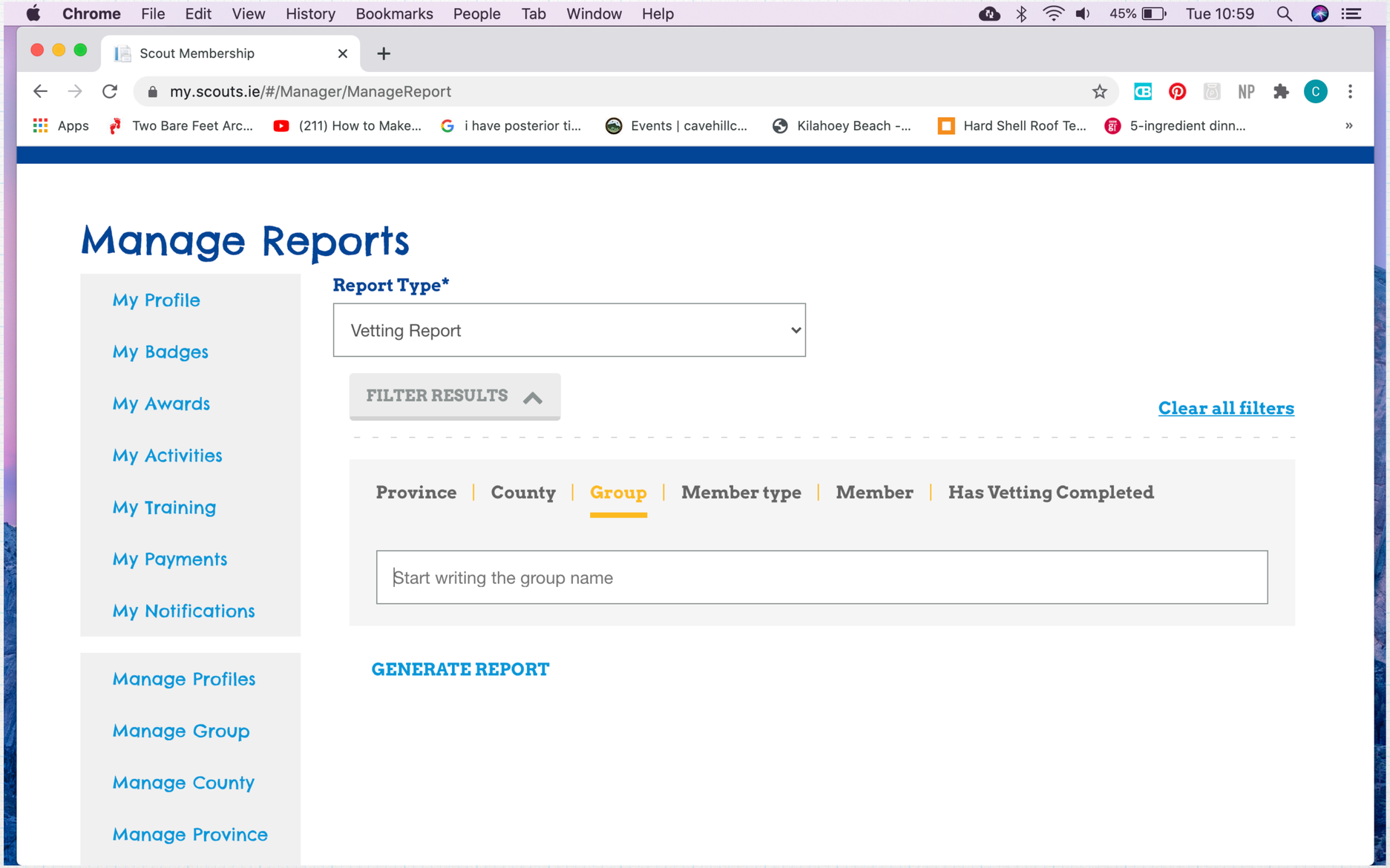
* select which report you want to generate

* to find out when members of your group where last vetted select 'vetting report'



*click on filter results then type in the name of your group

*then click generate report



GENERATE REPORT

DOWNLOAD

County	Group	FirstName	Surname	Email Address	Latest Vetting Completion Date	Latest Vetting Application Date

* Last Vetting Completion date - this is the date of the last vetting that was fully completed.

* Last Vetting Application date - this is the date of the last application the person completed. If this is date is after the date of the last vetting completion then there has been a delay in the completion of the application - check that the ID verification process was followed and sent to National Office. If the date is more than a few months ago the leader may have to submit another application and ensure all steps in the process are followed and completed.

any queries

email: safeguarding@scoutfoundationni.org.uk