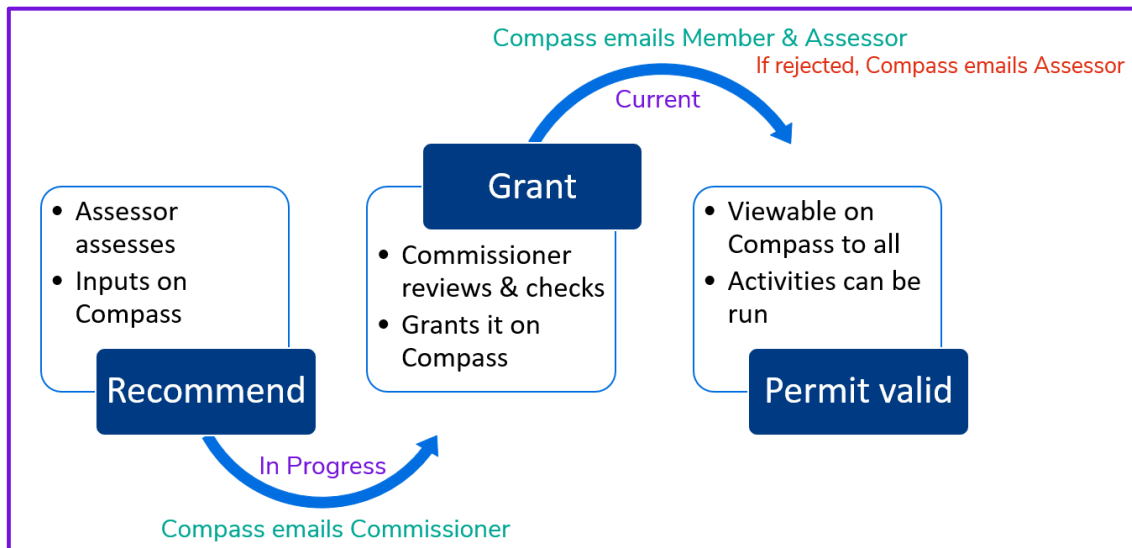


Processing Adventurous Activity and Nights Away Permits on Compass

The Compass documentation uses the term Assessor for both 'County Assessors – adventurous activities' and 'Nights Away Advisers'. Therefore, 'Assessor' in this document refers to both roles.



"The record on Compass is the definitive record of what permits have been granted, so if it is not recorded on Compass then the permit does not exist." This applies to Adults only.

Recommendations

If received on paper, they can be input by Administrators or Commissioners, using 'Add Permit'.

If the Assessor inputs it on Compass ([full instructions](#) on Compass Support website)

- Once logged in, select the 'County Assessor' or 'Nights Away Adviser' role to get the correct access.
- Having clicked Recommend, you can only recommend permits for which you have the relevant Assessor role as determined by the first part of the name after 'County Assessor –'.
- The Commissioner of the applicant's primary role will be pre-populated, with an alternative of the next senior Commissioner. If there is no Commissioner listed, it is because the applicant's role is not full.
 - If the Commissioner the applicant listed on the form is an option, select that.
 - If the Commissioner the applicant listed on the form is not an option, you should NOT proceed. Cancel out and ask the applicant to change their Primary role to their district role. If they need support, they can ask their line manager or appointments secretary to do it for them. Once it's been changed, input the recommendation.
 - If no Commissioner is listed, you should NOT proceed. Cancel out and tell the applicant you cannot process the recommendation until their role has gone to full. They should talk to their line manager for support with this. Once it's full, input the recommendation.
- All parts of the form should be completed, note that the Restrictions field is limited in size.
- Once saved, the Commissioner will get an email notification of the recommendation. It is not valid at this stage for the applicant to use it, should they look on Compass, they will see their permit as 'In Progress'. Assessors will also see it as 'In progress'.
- The recommendation can be edited until the Commissioner grants or rejects it. When on the Permit tab, click Update on the far right (not the blue type of the permit type as this only gives you view access). Assessors should take care to only use the 'Save' button, not the other Save options.

Granting ([full instructions](#) on Compass Support website)

- The Commissioner will receive an email notification for each recommendation. This is the ONLY notification that will be received. The permit is not valid at this stage until it is Granted.
- Once logged in to Compass, select your Commissioner role to get the correct access.
- Complete the form, granting or rejecting the permit.
- If the permit is granted, Compass will email the Applicant and the Assessor. If the permit is rejected, Compass will email the Assessor who should liaise with the Commissioner as to who takes it up with the applicant.

Potential problems

Timing

- The applicant requires the permit quickly eg for specific event. Assessor should advise applicant to email the Commissioner notifying him/her of this.
- The relevant Commissioner is unavailable within the timescale for which the permit is required. If the Assessor is aware of this, they can send the recommendation to another Commissioner. The Assessor can update the form so that it will go to the Commissioner's line manager instead. Or if it has been sent to the CC and the Applicant has a district role, ask the Applicant to change his primary role to his District one then edit the recommendation to the DC and Save, prompting a new email. Tell the CC you did this.
- Water activity permit recommendations only; If the permit is not granted within 6 months it should be reviewed by the Assessor as it is essential that permit holders keep their skills up to date. At this point, the Assessor should check the recommendation and may want to review it eg see the log book or do a practical assessment. If the Assessor then decides to make a recommendation, he/she should update to a current date, using the reset button if necessary.

Losing track of recommendations

This can happen, for example if the only email from Compass to the Commissioner is mis-laid, or the Commissioner changes before one is processed. As part of MAPS support to districts, there is central monitoring to check.

- The Commissioner should be careful with emails about permit recommendations to ensure they remain a reminder.
- If there is a change of Commissioner after the date of the recommendation but before the permit is granted, neither the former nor the new Commissioner will be able to grant the permit. Please contact Info Centre for support.
- A report is run monthly checking for permits which have yet to be granted which is sent to one of the MAPS team. They will liaise with DCs if permits have not been granted in what seems a reasonable time period. Assessors and/or permit applicants may be contacted after this liaison.

Permits being used before they are granted

Once a permit is granted, the Applicant gets an email titled "Permit Application Approved". Until that point the permit is not valid, yet the Applicant can easily think that as they've passed an assessment with an Assessor, they're 'good-to-go'. The governance of our safety is exposed and any activity would not be insured as it would not be run in accordance with POR.

- The Assessor should make it clear to the applicant that they only have a valid permit when they receive email notification that the Commissioner has granted the permit. The applicant should be advised to check their permit on Compass to make sure it is as they expected.