



Keeping up to date

Guidance notes for updating the Charity Register of the Charity Commission for England and Wales

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Introduction

As charity trustees of a registered charity with the Charity Commission for England & Wales, it is your responsibility to ensure that the record for your charity on the charity register is correct and up to date.

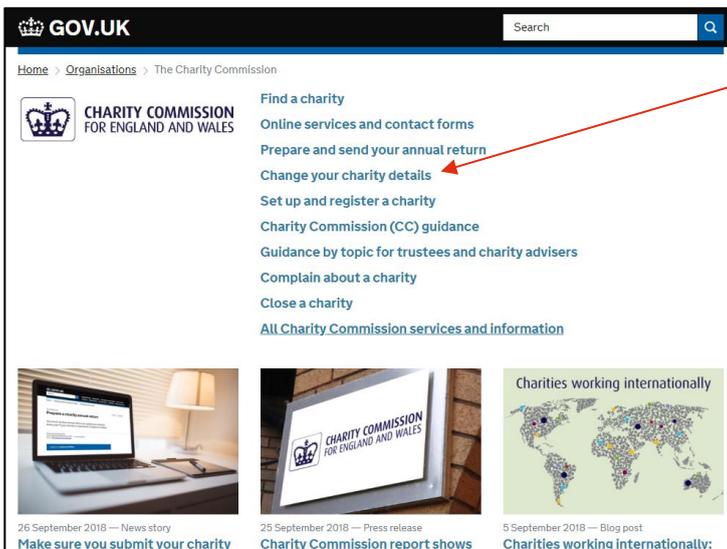
The Charity Commission for England & Wales have recently updated their website system to make it easier for trustees to update the charity details as and when they chance rather than just annually when the annual return was submitted.

This guide is written to help Scout Groups, Districts and Counties/Areas complete the various elements on the Charity Commission for England & Wales website, making the process even quicker for members and to provide some consistence across the whole movement.

The online system is managed, run and maintained by the Charity Commission for England & Wales. Should you have any questions about the operation of the online system, please contact the Charity Commission for England & Wales.

Where to go

To update the charity register, you will need to visit the Charity Commission for England & Wales website which sits within the main Government online site; <https://www.gov.uk/government/organisations/charity-commission>



On this page there's a linked called "Change your charity details". Click on this to proceed to the next page where you will be able to click on the green "start" button to begin the process.

To be able to update your charity details, you will need a password specific to your charity.

If the password is not known among your Executive Committee members, you will need to contact the Charity Commission for England & Wales who will be able to provide you with a new password.

Contact details for the Charity Commission for England & Wales can be found online

<https://www.gov.uk/change-your-charitys-details>

When you have logged onto the system, there is a help function located in the bottom righthand corner of the page. Should you need assistance, when you click on this link, you'll be provided with a code which you can give to the helpline operator who will then be able to see the screen and webpage that you are on to assist you to navigate the site.

Co-Browse with our support



Logging in for the first time

When you log onto the system for the first time you will be asked to complete details that are missing from the register and you will need to go through the process step by step. Having gone through this for the first time, when you log on subsequently you will be able to choose which section you wish to update.

Terms and conditions

Once you log on you'll be presented with the terms and conditions. At the bottom of this page you will be asked to enter some details and select which role you hold within the charity.

 GOV.UK

Update Charity Details
200396 SMITH'S CHARITY - WARBLETON ESTATE (MALDEN SHARE)

ALPHA Having problems on this page? Your [feedback](#) will help us to improve this service

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Terms and Conditions

Please read these terms and conditions (Terms) carefully before using the update charity details service.

Your access and use of this service is based on accepting and complying with these terms. The terms apply to all people who access this service on behalf of your charity.

When accessing this service you agree to be bound by these terms. If you do not agree with any part of the terms then you may not access or use the service.

Our personal information charter

To fulfil our statutory role we have to collect and process personal data. Our [personal information charter](#) explains how we process personal data.

Updating of and provision of information

We need to collect personal data about charity contacts and trustees to fulfil our statutory role as a regulator. The information we collect in this service is needed to maintain the integrity and accuracy of the public register of charities. The personal information we collect keeps records up-to-date for regulatory purposes.

Use of your personal data

There are circumstances where we may disclose your personal data, but we will only ever do so in accordance with the law. The circumstances where we will share your personal data are:

- a) so that we can properly carry out our statutory objectives, functions and duties, including, but not limited to, through the provision of the public register of charities;
- b) when we are required to do so by law

Further information can be found in our [privacy notice](#).

! It is a criminal offence under Section 60 of the charities act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.

I certify that I have read and understood these terms. I also agree that I am authorised by the charity to make changes to register particulars on behalf of the charity and its trustees. I am aware that any of the trustees may have a role within another charity/charities and understand that if I update their details this change will apply to that individual's details across all other charities they are connected to. I agree that I have the individual's permission to do this.

Your role at the charity (select one):

Trustee
 Employee
 Advisor
 Volunteer

Given names

Family name

Telephone number

Email

[Continue](#)
[Cancel](#)

Charity Commission's [privacy notice](#) – [how we use your personal information](#)

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Important information

The following provides some important information about the details that need to be entered into the charity register. Make sure you read this so that you enter the correct information.



Update Charity Details
 200396 SMITH'S CHARITY - WARBLETON ESTATE (MALDEN SHARE)

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Important information – please read before using the service

Please be aware of the following:

- **Trustees:** we require the full legal names of all trustees. The existing display names, where alternative names and titles can be entered, will be removed.
We are asking for a residential and an email address for each trustee. We will use the information to match trustee records across different charities. We will use the email address to tell trustees about changes other people make to their record(s).
- **Charity contact:** we will use the details of the charity contact to get in touch with your charity. The charity contact must be a named individual rather than an organisation. A named individual employed by an organisation such as a local authority can still act as the charity contact.
- The charity contact details are not shown to the public on the register.
- An individual may be a trustee and charity contact at the same time. They can choose to have a different address for each role.
- **Bank/building society accounts:** we are asking for details of all bank and building society accounts registered in the UK. We are collecting this information to help us fulfil our statutory objectives.
- **The register will show the names of the trustee(s) to the public. No other personal details or bank/building society account information will be shown to the public.**
- **Public address:** the register shows the public address details. The public will use this information to contact your charity

Any changes you make will update the Register of Charities within 24 hours.

How we tell you that your details have changed

We will email the charity contact and the person signing the declaration (if not the same person) to confirm we have made the changes. We will also email anyone whose personal details have changed to tell them that their record has been updated.

You can expect to receive an email within 24 hours of the change being made.

[Continue](#)

Charity Commission's [privacy notice – how we use your personal information](#).

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Charity Register pages

Having passed the terms and conditions and important information pages, you will be presented with a number of pages that can be navigated by using the tabs at the top of the page.



Simply select the tab for the details you wish to update and then click on “Edit” on the right hand side to update the section you need to. On your first time logging onto the system you will be required to progress through each page completely to ensure the information is up to date.

Activities and classifications

Activities

This information is shown to the public on the register. When you make changes it will take around 24 hours for the register to update.

Activities description [Edit](#)

[▶ What activities mean](#)

Last updated - 19/07/2018

Classification of activities [Edit](#)

[▶ What classifications mean](#)

What	Who	How

Last updated - 19/07/2018

Land and/or buildings [Edit](#)

[▶ What charitable property means](#)

The charity does not own or lease land and/or buildings

Last updated - 19/07/2018

Activities description

This is where you need to enter a short paragraph about what the charity actually does to meet its charitable objectives. The following wording is strongly suggested.

Scout Group

As Scouts, we believe in preparing young people with skills for life. We encourage our young people to do more, learn more and be more. Each week, the [insert Group name] Scout Group give young people of [insert local area] the opportunity to enjoy fun and adventure while developing the skills they need to succeed.

Scout District

As Scouts, we believe in preparing young people with skills for life. The [insert District name] Scout District supports Explorer Scout Units and the Scout Groups across [insert local area] to

encourage the young people to do more, learn more and be more. Each week, we support our members by providing the opportunity to enjoy fun and adventure while developing the skills they need to succeed.

Scout County/Area

As Scouts, we believe in preparing young people with skills for life. The [insert County/Area name] supports the Scout Districts across [insert local area] to encourage the young people to do more, learn more and be more. Each week, we support our members by providing the opportunity to enjoy fun and adventure while developing the skills they need to succeed.

Classification of activities

The next section on this page details **WHAT** the charity does, **WHO** the charity supports and **HOW** this is done. When updating this section you will select options from the list. The below images show the selections for a typical Scout Group, District and County/Area. It may be that additional items need to be selected as individual charities within Scouting may operate slightly differently.

What does your charity do?

[▶ What classifications mean](#)

- General Charitable Purposes
- Education/training
- The Advancement Of Health Or Saving Of Lives
- Disability
- The Prevention Or Relief Of Poverty
- Overseas Aid/famine Relief
- Accommodation/housing
- Religious Activities
- Arts/culture/heritage/science
- Amateur Sport
- Animals
- Environment/conservation/heritage
- Economic/community Development/employment
- Armed Forces/emergency Service Efficiency
- Human Rights/religious Or Racial Harmony/equality Or Diversity
- Recreation
- Other Charitable Purposes

Who does your charity help?

[▶ What classifications mean](#)

- Children/young People
- Elderly/old People
- People With Disabilities
- People Of A Particular Ethnic Or Racial Origin
- Other Charities Or Voluntary Bodies
- Other Defined Groups
- The General Public/mankind

How does your charity operate?

[▶ What classifications mean](#)

- Makes Grants To Individuals
- Makes Grants To Organisations
- Provides Other Finance
- Provides Human Resources
- Provides Buildings/facilities/open Space
- Provides Services
- Provides Advocacy/advice/information
- Sponsors Or Undertakes Research
- Acts As An Umbrella Or Resource Body
- Other Charitable Activities

Land and/or buildings

This is a straight forward answer of either yes or no. Select the correct option for your charity.

Areas of operation

This page is where you will need to select where your Scout Group, District or County/Area operates. You'll be presented with a list of local authority areas on the left. Select the area(s) appropriate to you and move them to the list on the righthand side.

For most Scout Groups, Districts and Counties/Areas you will not be operating outside of England and Wales. However, if you are British Scouting Overseas you will also need to select the countries and territories where British Scouting Overseas operates in.

Areas of Operation

This information is shown to the public on the register. When you make changes it will take around 24 hours for the register to update.

It is important that the register accurately reflects the area(s) trustees have chosen to operate their charity in. The area of operation may change from year to year, but if you keep your register entry up to date you are less likely to receive requests for help from outside your area.

- [▶ What area of operation means](#)

In England and/or Wales [Edit](#)

Kingston Upon Thames

Outside England and/or Wales [Edit](#)

Last updated - 19/07/2018

Trustees and contact

This is the page that is likely to require the most updating. This is where all charity trustees (in Scouting these are ALL the members of the Executive Committee) must be recorded, as well as on the Scouts membership system; Compass.

Trustees & contact

Your charity is showing details for 4 people. You must check these details are correct and update if needed.

Charities are legally required to have at least one trustee. You must enter the details of all trustees appointed to your charity.

You must ensure that each person named is not disqualified from acting as a trustee.

If trustees are linked to other charities, their details will update within those charity entries too. Trustees and charity contacts will receive an email to let them know their details have been updated.

The register will only show the names of the trustee(s) to the public. We will use the personal details of the charity contact to get in touch with the charity.

[Redacted Name]	Missing information required	Edit Remove
[Redacted Name]	Missing information required	Edit Remove
[Redacted Name]	Missing information required	Edit Remove
[Redacted Name]		Edit Remove

Date of birth [Redacted]

Trustee
Appointed 22/03/2015

[Redacted Address]

Last updated - 31/08/2018

[Add trustee/contact](#)

Guidance

Guidance is provided on the page as to what information is publicly displayed on the Charity Register and viewable by all and how some trustees may be linked to other charities.

Trustee list

The list of currently registered trustees will be shown. If there is information missing, the website will show you. To update the information click on "Edit". If the person is no longer a trustee click on "Remove".

If you need to replace all the trustees in the list, add a new trustee first before removing all of the others as there must always be a minimum of one trustee listed on the register.

Updated trustee record

Once you have updated a trustee's information, it will be displayed in the list. On this page, their name, address, email address and phone number will be displayed – but only their name will be shown on the public charity register.

As well as the list of trustees, the system will allow a contact to be added who is not a trustee. For example if you are completing this for a County/Area and you have a County/Area Office with a members staff, their details could be listed here as the point of contact, should the Charity Commission for England & Wales need to contact the charity rather than contacting the Chair of the Executive Committee.

For each charity, there must be a contact listed either as a trustee or as a contact if this person is different to a trustee.

Public address

This page is where you can enter further information that will be visible to the public on the Charity Register. Previously the Charity Register had a registered address which would often be a personal home address. Now, the register has the ability to list personal addresses in the trustees list and a public viewable address for the charity on this page.

Public address

These details are shown to the public on the register. They can be used by the public to contact your charity. When you make changes it will take around 24 hours for the register to update.

Public address [Edit](#)

Last updated - 19/07/2018

Telephone number [Edit](#)

Last updated - 19/07/2018

Email address [Edit](#)

Last updated - 06/05/2014

Charity website address [Add](#)

Public address

This should be the address of your meeting place or District/County/Area Headquarters if you have one. If you do not have a Headquarters building, the Executive Committee should agree which address they would like to be listed as the public address.

Telephone number

This should be a telephone number which you are happy to be displayed to the public. This could be a way in which potential new members make contact with you.

Email address

This should be an email address which you are happy to be displayed to the public. This could be a way in which potential new members make contact with you.

Charity website address

There is a section for your local website to be added here. This can provide helpful if you are applying for grant funding as funders may look at the Charity Register to find out more about your charity.

Governance

This page requires information in relation to the some of the key policies that charity has. In Scouting some of these policies are outlined in Policy, Organisation & Rules, however there are some policies which rest with the Executive Committee to manage and set. When updating this page, click on “Edit” and you will be able to choose from a “yes/no” selection for each policy.

Governance

This information is shown to the public on the register. When you make changes it will take around 24 hours for the register to update.

Policies [Edit](#)

- [What policies mean](#)

Safeguarding vulnerable beneficiaries	No
Complaints handling	No
Volunteer management	No
Risk management	No
Conflicting interests	No
Paying staff	No
Investment	No

Last updated - 19/07/2018

Regulators [Edit](#)

- [What regulators mean](#)

This charity is not registered or regulated by any other organisation

Gift Aid [Edit](#)

- [What Gift Aid is](#)

The charity is not registered for Gift Aid with HMRC

Policies

Below is the list with the answers that should be selected. Those that are listed as “yes” below are set out in Policy, Organisation & Rules. Those with the words “local policy” might apply to some Scout charities locally.

- Safeguarding vulnerable beneficiaries = YES**
- Complaints handling = YES**
- Volunteer management = YES**
- Risk management = YES**
- Conflicting interests = LOCAL POLICY*
- Paying staff = LOCAL POLICY*
- Investment = LOCAL POLICY*

Regulators

In most cases there will be no regulators to set for Scout Groups, District or Counties/Areas. In a small number of cases (ie Groups providing Scouting in schools, hospitals or prisons) you may need to select the appropriate regulator.

Gift Aid

This section is a straight forward yes or no option to select. It’s strongly encouraged that all Scout Groups, Districts and Counties register with HMRC to be able to claim Gift Aid on donations. For further information about Gift Aid please visit the Members area of www.scouts.org.uk.

Bank and building society accounts

This page now allows you to add the details of all of the bank accounts operated by the charity. As the guidance shows this is not shown on the public charity register and is used by the Charity Commission for England & Wales as the charity regulator.

You can update an existing account details by clicking on “Edit”. An account can be removed by clicking on “Remove”. To add a new account, you will need to click on “Add a new UK account” at the bottom of the page.

Bank and building society accounts

This information is not shown to the public on the register

- [▶ Bank/building society accounts guidance](#)

Account name	Sort code	Roll number	Account number	UK bank/Building society name	
					Edit Remove

Last updated - 12/03/2011

[Add a new UK account](#)