

# THE SCOUT ASSOCIATION

## Disclosure Scotland (DS)

### Frequently asked questions

**FOR ISSUE TO SCOUT  
OFFICIALS PROCESSING  
DS APPLICATIONS**



**MAY  
2007**

#### **Does HQ still use the Central Registered Body in Scotland (CRBS)?**

No. As free Disclosures are now available directly from Disclosure Scotland, **immediately discard all CRBS application forms beginning with barcode Ref No 003 and only use new DS forms obtained from HQ beginning with No 002!**

#### **Do current leaders who have been checked under the old CE system need to undertake a DS check?**

Yes. SHQ is committed to a policy of retrospective checking. All "persons who must be checked" (see definition below) who have never been DS checked via the TSA must now submit their first DS application when one of the following first occurs:

- the next appointment review, or
- the first change of appointment before the next review.

#### **Who must be checked by Disclosure Scotland?**

All persons in a child care role as determined by the Protection of Children (Scotland) Act 2003 **must** be checked using DS procedures. Such persons include: Warranted Appointments, Section Assistants, Skills Instructors, Activities Authorisations, members of the Scout Network (working with young people) and Scout Fellowship, and Trustees of Group, District and Area/Region Executives (e.g. Chairman, Secretary and Treasurer). All adults who have attained the age of 18 **must** also be checked when attending camps/residentials as well as those within households offering home hospitality. DS checks are not required for occasional parent helpers who would normally act as an additional pair of hands under supervision. It is recommended that they complete a self-declaration form, copies of which are contained in the SHQ Parent & Guardian Welcome Packs. **N.B.** Lapsed Leaders, etc., must be DS checked anew upon resumption of a role defined above.

#### **Is there any information or literature available to DS applicants regarding the Disclosure process?**

Yes. Together with the issue of an application form, ensure that all applicants receive a copy of a leaflet entitled, "The Criminal Records Bureau & Disclosure Scotland - Disclosure policy & procedure for volunteer roles".

#### **Do Leaders, etc., need to complete another DS check on a change of appointment or role?**

No, provided the person remains within the same District. Upon transfer to a new District, a new DS check is mandatory.

#### **For how long is a DS Disclosure valid?**

Disclosures are designed for use immediately after issue. Therefore, a Disclosure has no period of validity.

#### **So, how frequently do subsequent DS checks have to be undertaken?**

The issue of a new warrant and/or a 5 year review will necessitate a (new) DS check.

#### **Do identity documents need to be checked by a member of the District Team?**

Ideally, the District Secretary or the Secretary of the Appointments sub-committee should check and record identity documents. However, HQ will permit the Group Scout Leader or another specifically assigned Scout official to undertake this role in recognition of the practicalities of this task where the District membership is very large or geographically widespread. To prevent collusion, HQ instructs that the person checking must not be related to the applicant.

#### **How do I obtain DS forms and the DS booklet entitled, "An applicant's guide to completing the Disclosure..."?**

You must contact Scout HQ Information Centre on 0845 300 1818 for all your DS application forms, literature and advice.

#### **May blank DS applications be photocopied?**

No. You must only use HQ supplied original forms, each of which has a unique barcode Ref No beginning with 002.

#### **Are continuation sheets available from HQ for applicants with numerous former names and addresses?**

Yes. A Scout HQ *DS Continuation Sheet for Disclosure Application Forms* is now available for use.

#### **Are DS Disclosures sponsored by other Organisations, e.g. Health Authorities, acceptable to the Association?**

No. Do not accept Disclosures from other sources! All applicants must submit a DS application to HQ via the District (or Area/Region, as the case may be). There are cogent reasons for this. Please see Scout HQ leaflet, "The Criminal Records Bureau & Disclosure Scotland - Scout HQ Policy on Disclosure Portability".

#### **Do DS automatically issue updates on subsequent criminal convictions after a Disclosure is issued?**

No. DS cannot issue such updates. Criminal convictions that accrue after the issue of a Disclosure will only be revealed upon the submission of a further DS application and the receipt of another DS Disclosure.

#### **What sort of criminal convictions will be revealed and what about those that are spent?**

All spent/unspent recordable convictions plus any relevant police intelligence will be revealed on a Disclosure. As a general guideline, recordable convictions are those that may attract a prison sentence. Such offences are held on the Police National Computer (PNC). A criminal record will include all police reprimands, cautions, warnings and offences that have accrued since the age of criminal responsibility. In England & Wales this age is currently 10; for Scotland the age is 8 but is due to be raised to 12. Scotland has taken the decision that even minor traffic offences tried by Scottish courts are also recordable. However, this is not the case in England and Wales where a minor traffic offence is not normally recordable unless, for example, the driver was arrested for it, or it was heard in conjunction with another recordable offence. Major motoring offences that are recordable include driving whilst disqualified, drink driving, and death by dangerous driving.

#### **Within Scouting, who is informed of an adverse Disclosure?**

Upon receipt at Scout HQ of an adverse Disclosure, the Chief Executive at Scottish Headquarters will be informed. Following consultation with the Chief Commissioner of Scotland and the appropriate Assistant Chief Commissioner, the Chief Executive may, in their collective discretion, inform the DC (or AC/RC as the case may be). In turn, they may inform their respective Appointment sub-committees.