

THE SCOUT ASSOCIATION

Disclosure Scotland (DS)

New forms and fact sheets - have you got the latest?

FOR GENERAL ISSUE



AUG
2007

Disclosure Scotland (DS)

To order any of the forms or leaflets below, or for advice, etc., please contact Scout HQ Information Centre via:

Tel No: 0845 300 1818

e-mail: info.centre@scout.org.uk or

the web: www.sbuk.org.uk/info.centre/catalog.php?cat=246

As free Disclosures may now be obtained directly from Disclosure Scotland, The Scout Association no longer uses the intermediary Registered Body known as The Central Registered Body in Scotland.

Consequently, this change has necessitated the issue of the following revised forms, leaflets, etc.

This is what you must do to comply with the new procedures.

1. **Immediately discard currently held supplies of Returns Form TSA09, DS applications that begin with barcode No 003 and all linked leaflets and forms with a version date of Nov 2005, or earlier.**
2. **Immediately use and distribute the new Returns Form TSA10, the new DS application forms that begin with barcode No 002 and the new, linked leaflets and forms dated May 2007, or later, which are obtainable from HQ – see contact details in the banner, above.**
3. **WARNING! HQ will now reject any DS applications that begin with barcode No 003.**

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- **HQ DS Returns Form (TSA10)** (for Scout Officials - May 2007)
Completely revised form.
Only for use with 002 bar coded DS applications. Immediately discard all forms TSA09!
 - **HQ Disclosure Policy and Procedure for Volunteer Roles** (for Applicants - May 2007)
Revised leaflet for distribution to all applicants! It explains in detail the implications of the Disclosure process, what convictions will be revealed, how to lodge a DS dispute, etc.
Ensure all applicants receive a copy together with a new DS application form!
Only to be read in conjunction with 002 bar coded DS applications.
 - **HQ DS Guidance Notes** (for Scout Officials - May 2007)
Revised! Incorporates all the latest tips, advice and new DS procedures that will enable you to successfully submit DS applications first time, every time!
Only to be read in conjunction with 002 bar coded DS applications.
 - **HQ DS Frequently Asked Questions** (for Scout Officials – May 2007)
Revised! Incorporates the latest FAQ's and advice for Scout officials who process DS application forms.
Only to be read in conjunction with 002 bar coded DS applications.
 - **HQ DS Application Continuation Sheet** (for Applicants and Scout Officials – May 2007)
Revised! An essential form for all applicants who need to enter additional names or addresses.
Only to be used in conjunction with 002 bar coded DS applications.
 - **HQ Policy on Disclosure “Portability”** (for Applicants and Scout Officials - May 2007)
Revised! A leaflet for all applicants and Scout officials that explains why the Association does not accept Disclosures issued via other organisations such as the Education or Health authorities.
 - **HQ Specimen DS Application** (for Applicants and Scout Officials - May 2007)
Revised! A scaled down DS application visually detailing the correct method of completion. An essential and simple leaflet that will aid applicants and Scout Officials alike.
Only to be read in conjunction with 002 bar coded DS applications.
 - **Blue DS booklet, “An applicant’s Guide to Completing the Disclosure Application”.**
Now that HQ no longer uses the CRBS, this is the new, blue, comprehensive DS booklet that will guide applicants in the completion of a DS application.
Only to be read in conjunction with 002 bar coded DS applications.