

Criminal Records Disclosures and the Scout Network



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0845 300 1818

Introduction

The Scout Network is a unique Section in Scouting, as its members are young adults. This means that sometimes the Policy and Rules affecting the Section can become difficult to interpret.

This factsheet aims to help all those involved with the Scout Network understand the situation regarding the Criminal Records Disclosure process. In England and Wales the Disclosure Authority is the Criminal Records Bureau (CRB); for Scotland it is Disclosure Scotland (DS); In Northern Ireland the checks are made under the Protection of children and vulnerable Adults order. On reaching the age of 18, Scout Network Members must obtain a Criminal Records Disclosure via their national Disclosure Authority. However, the age threshold may be lowered to 17½ yrs in the case of those members who join the Scout Network early. For more information please contact the Scout Information Centre on 0845 300 1818 or your respective National Headquarters.

Who needs to be checked?

POR states that, *'No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made.'* This means that any member of the Scout Network over the age of 18 must complete the relevant criminal records disclosure checks.

Why do we need to do the checks?

The Criminal Records Disclosure process has been introduced to check the suitability of adults, who may have unsupervised access to young people. Members of the Scout Network may work towards Partnership Awards or run events for younger sections. In these cases, a Scout Network Member would have unsupervised access to the members of younger sections, and that is why the check must be done.

How do I obtain a Disclosure Application Form?

For CRB and DS, the application forms are obtainable from the Scout Information Centre. (For Northern Ireland, contact NI HQ.) Each form is uniquely numbered, so they must not be photocopied. It is recommended that the County/Area Scout Network Administrator is responsible for obtaining the forms. When the completed application forms are returned to the Records Department at Gilwell a Returns Form (TSA 08 for CRB; TSA10 for DS) must accompany it. The Records department aim to get the returns form back to you as quickly as possible, although this may take up 2 weeks. The Returns Form will advise the sender of the result of the HQ internal Confidential Index check.

Who may assist in the completion of the Criminal Records Disclosure application Form?

It is recommended that the form be completed by the Scout Network Member in conjunction with someone who is experienced in the process. This

The Scout Information Centre

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may be a District Secretary, County Secretary, or indeed the County Scout Network Administrator or someone who has been especially deputed to do so. This is also the person to whom you should produce your ID documents.

What Identification documents are needed?

To complete the Criminal Records Disclosure process you will need to provide different forms of identification that confirm your identity and your address. These vary, dependent on the disclosure process that you go through. More information can be found out about this from the Scout Information Centre or the Country Headquarters.

What if a Scout Network Member has no way of providing identification for an address that they live at for part of the year?

If a Scout Network Member has moved away from home temporarily, to go to University or for employment, they must provide all the addresses at which they are resident during the year. On both the CRB and DS forms the current address must be the address provided on all the forms of identification. On a separate piece of paper the applicant must also provide any other addresses at which they reside along with the period that they lived there. There must be no gaps between periods that an applicant has lived at the addresses given. **This sheet must be clearly titled and should not be stapled to the main form.** Failure to do this will result in the application process being considerably slower or the form being returned.

What help is there?

The Scout Association has produced a set of leaflets regarding the Criminal Records Disclosure process for the CRB and DS. (For Northern Ireland, contact NI HQ). Each Disclosure Authority has a Guidance booklet to assist applicants. It is recommended that a copy of this is held by all County/Area Scout Network

Administrators, and is made available to all those filling in the form.

All of the above are available free of charge from the Scout Information Centre.

What if an applicant has already been checked via another employer?

All new Scout Network Members must complete a Criminal Records Disclosure. This is regardless of whether they have had one through another voluntary organisation or through work. For further details on this please see Factsheet code CRBPORT 'Policy on Disclosure portability.'

Completing the form - at a glance

General Advice for CRB and DS applicants

- It is vital that the correct ID documents are produced and recorded on the application form together with all previous home addresses for the past 5 years – a full 60 months.
- The majority of delays occur because the application forms are incorrectly completed. This can be avoided if there is an experienced person to assist the Scout Network Member.
- Applicants must not omit forenames that they do not like or no longer use.
- Applicants must not abbreviate forenames.
- CRB applicants must use only black ink.
- DS applicants must only use blue or black ink
- DO NOT use staples.
- Where required enter an **X** in the appropriate box, not a tick, in accordance with the "watermark".
- Advise the applicant in advance to provide as many identification documents as possible. The more forms of ID, the quicker the form will be processed by the Disclosure Authority