

# WANT TO HELP OUT?

Occasional Helper (OH) Form  
(England, Wales and Northern Ireland)



[scouts.org.uk/appointment](https://scouts.org.uk/appointment)

Thank you for offering your support to The Scout Association and making it possible for 400,000 young people in the UK to experience challenge and adventure.

There are over 100,000 adult volunteers in Scouting in the UK. We are committed to providing high quality experiences for young people between the ages of 6 to 25, but equally as important to us is that Scouting is fulfilling and rewarding for adult volunteers.

For more information about Scouting, visit [www.scouts.org.uk](http://www.scouts.org.uk) or contact the Scout Information Centre on 0845 300 1818.

We look forward to welcoming you to the adventure of Scouting.

**IMPORTANT:** Please note, that by signing this form you are agreeing for The Scout Association to retain your personal data (see the Marketing and Data Protection sections on page 3).

Please contact the Scout Information Centre for more information.

## SECTION 1: About you

Membership number (if known)

Title (Mr/Mrs/Miss/Ms etc)

Surname

Forename 1

Forename 2

Forename 3

Known as

Previous surname (s)

Date of birth

D	D	M	M	Y	Y
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Gender (M/F)

M	F
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Honours (MBE etc)

National Insurance number

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Date of joining\*

\* Note: this is the date you joined as an adult or youth member

D	D	M	M	Y	Y
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Address

Postcode

Telephone (daytime)

Telephone (home)

Mobile

Email address

Occupation type (eg Professional, Retired, Student, Other)

Occupation detail (eg Manager)

Special needs/disability (attach additional information if appropriate)

Current/previous Scouting roles/involvement

Cancellation dates

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## SECTION 2: YOUR LOCATION

Group:

District:

County/Area:

Anticipated start date:

## SECTION 3: Marketing

The Association, at all levels or through carefully selected third parties, may use your personal details to keep in touch with you about Scouting in general, to provide you with access to additional opportunities and services and to contact you with information relevant to your involvement in Scouting.

Additionally, from time to time we would like to contact you with details of new products and services promoted either directly by The Scout Association or its own subsidiary companies.

I am content to receive details about new products and services being promoted directly by The Scout Association or its own subsidiary companies.

I would prefer to be contacted by:

Post  Telephone  Email

### THIRD PARTIES

The Scout Association may pass your details onto carefully selected third parties who provide products or services which may be of interest to you.

Please note, by giving such permission you will be assisting in promoting Scouting activities, the funding of such activities and the Association in general.

I am content for The Scout Association to pass my details onto carefully selected third parties.

## SECTION 4: Declarations

Please note, by signing this form you will, as appropriate, accept, confirm and declare all the matters under this section. If you do not agree with any one of the items below, please do not sign this form. For advice, please contact your line manager or the Scout Information Centre.

### 1. Acceptance of Scouting values and Association rules

By signing this application, I confirm that I:

a) understand that because my volunteering for the Association may involve substantial contact with persons under the age of 18, any conviction, which would be regarded as 'spent' for other purposes, must be disclosed and I hereby declare that I have not at any time, within the United Kingdom and its dependencies, or in any other country or territory, been found guilty by a court of any offence concerning children or young people under 18 years of age nor bound over, placed on probation, cautioned, or discharged conditionally or absolutely in relation to such offences;

b) have not been convicted of any other offence(s) relevant to the role I am undertaking in Scouting (please check the Guidelines on page 4);

c) accept that my continued involvement with Scouting is subject to the agreement and consent of the relevant Group Scout Leader, relevant Commissioner and/or section leader;

d) undertake to report to the section leader, Group Scout Leader or relevant Commissioner, as appropriate, any changes in circumstances that could affect my involvement with The Scout Association;

e) am not included on the Children's Barred List established by the Safeguarding Vulnerable Groups Act 2006 and the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (please see Guidelines on page 4);

f) have received a copy of Young People First – Child Protection – Code of Good Practice (known as the 'yellow card') and accept and understand that the aim of the Child Protection Policy is to safeguard the welfare of all Members by protecting them from physical, sexual and emotional harm.

## 2. Data Protection

The Data Protection Act 1998 ("the Act") governs collection, recording, storage, use and disclosure of personal data whether held electronically or in manual form. As a registered Data Controller, the Association is committed to the Data Principles of the Act and, therefore, in order to become an Occasional Helper you must agree to the Association holding your personal data during and beyond your involvement to ensure the effective running of the organisation.

By signing this application, I agree to the Association during and beyond my involvement:

- retaining my personal data to facilitate any present or potential future involvement with Scouting;
- retaining sensitive and personal data regarding any special needs or disabilities; and
- carrying out checks into my suitability to carry out a role in Scouting, including a Criminal Records check.

I confirm that I have read and understood all the information provided in this form and also in all the additional documents referred to. I further confirm that the information that I have provided in this form is correct and true to the best of my knowledge and belief.

Name of applicant

Signature

Date

D	D	M	M	Y	Y
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### To be completed by line manager

The below should be signed by the line manager or relevant Commissioner as appropriate:

Name

Signature

Date

D	D	M	M	Y	Y
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## GUIDELINES FOR COMPLETING THIS FORM

### 1. Who should fill in this form?

You need to fill in this form if you are completing a CRB Form (ANI form in Northern Ireland), but are not taking on a formal role or appointment for which an Adult Application (AA) Form would need to be completed.

You need to complete a CRB/ANI Form if you:

- will have unsupervised access to young people; or
- will have involvement with the handling or management of funds; or
- will be assisting with overnight activities (including Nights Away); or
- will be helping out more than once a month.

### 2. Why do I need to fill in this form?

We ask all those who complete a Criminal Records check to complete either the Adult Application (AA) Form or Occasional Helper (OH) Form to ensure that we have accurate records of those involved in Scouting at all levels within the organisation.

### 3. Which criminal convictions disqualify me from taking on a role in Scouting?

All convictions, including those that are spent, will show on your Criminal Records check. Some criminal convictions or behaviour may disqualify you from certain roles in Scouting, specifically any convictions which involve the harming of children, young people or vulnerable adults in any way. For more information, please contact the Records Department at Gilwell Park.

### 4. Who should I ask for help when filling in this form?

Your section leader, Group Scout Leader or relevant Commissioner can provide you with help in filling in this form. If you need any more help, the Scout Information Centre (based at Gilwell Park, Chingford) can be contacted to answer any questions on any part of this form. The Scout Information Centre can be contacted at [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk) or on 0845 300 1818. Alternatively, the website [www.scouts.org.uk](http://www.scouts.org.uk) provides information about volunteering in Scouting.

### 5. Children's Barred Lists

The Safeguarding Vulnerable Groups Act 2006 (covering England and Wales) and the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 established a list of people barred from working with young people. The list is administered by the Independent Safeguarding Authority (ISA). Individuals on this list are disqualified from taking on a role in Scouting and must therefore declare if they are on the list mentioned. For more information please contact the Records Department at Gilwell Park.

**PLEASE RETURN THIS FORM TO THE APPOINTMENTS SECRETARY WITH, WHERE APPROPRIATE, A COMPLETED CRIMINAL RECORDS CHECK FORM**