



1. The Disclosure process is a cornerstone of the Association's Child Protection Policy.
2. Where roles or appointments are likely to provide access to children or young persons, it is the mandatory policy of the Association to require all persons to apply for a Disclosure from either:
 - **Criminal Records Bureau**
which includes England and Wales, Isle of Man, Channel Islands, British Groups Abroad and British Scouts Western Europe
 - **Disclosure Scotland.**
3. Any failure to fully comply with all Disclosure procedures will prevent your recruitment.
4. The information that you supply by completing a Disclosure Application Form will be treated as strictly confidential. The form will only be used in connection with the specific role for which you are applying.
5. To aid you in the completion of the form, please ask for help from your Scout contact. Do use the guidance booklet/leaflet issued by the relevant Disclosure authority (CRB or DS), copies of which have been distributed to every Scout District. Additional copies are available from The Scout Association on Tel 0845 300 1818. When completing the Disclosure application form please read thoroughly and comply with all the instructions contained within the guidance literature. You will save a lot of inconvenience by doing so and will eliminate the need for time consuming amendments at a later date that will considerably delay the processing of your Disclosure. For example, the following tips will expedite your application:
 - It is essential that you write **legibly** in **black** ink and in **PRINT**.
 - You must not omit your **forename** or any of your **middle** names.
 - On both CRB and DS applications you must submit all your previous addresses for the past 5 years. N.B. For Scotland, the requirement for a 10 year address history has now been reduced.
 - You must ensure that the dates between addresses about leaving no periods of apparent homelessness.
 - You must ensure that all your **current and former names** are entered on the application.
 - **Where your ID documents show a forename in full**, e.g. James, Patricia, Rodney, Richard, Lesley, etc., **do not enter an abbreviated forename or nickname on an application**, e.g. Jim, Patsy, Rod, Dick, Les, etc., **unless you also include the full name as an additional name.**
6. A Disclosure Application Form may ask if you have unspent convictions. If you are unsure how to respond you may contact NACRO, the National Association for the Care and Resettlement of Offenders on Tel No 020 7840 6464.
7. **WARNING!** It is a criminal offence for a "disqualified person" to knowingly apply for, offer to do, or accept work in connection with children by virtue of:
 - Section 35 Criminal Justice & Courts Services Act 2000, or
 - Section 11 Protection of Children (Scotland) Act 2003
8. Upon completion, submit the Disclosure application to your local Scout contact. This person is often the District or County/Area Appointments Secretary. You will be required to produce evidence of both your identity and your home address. Ensure that the documents are originals as photocopies are unacceptable.
9. Once the Disclosure Application Form has been checked, both locally and by the Records Department at the Association's Headquarters in London, it will be sent to the relevant Disclosure authority.
10. The Disclosure authority will carry out its checks and then issue a Disclosure direct to you, the applicant, and also to the Records Department at Scout Headquarters.
11. The information supplied by the Disclosure authority will be kept securely at Scout HQ for no longer than six months after the recruitment procedure has been completed. The Association will not keep any record of information revealed on a Disclosure.
12. Disclosure "Portability". The Scout Association will not accept a Disclosure that may have been issued to you previously by another organisation. Please ask for a copy of the leaflet on this subject.

13. **Procedures where a Disclosure reveals criminal convictions, cautions, etc., and police reports.**

Where a Disclosure is likely to list adverse matters, e.g. criminal convictions, etc. **it is very important that you understand the procedure below** which will be implemented as a part of the recruitment process.

As the recommendation to the Association to appoint an adult is essentially a local issue, the following persons within the locality to which you are applying will be informed of a Disclosure's contents:

- **For England and Wales, inc. Isle of Man, Ch. Islands, British Groups Abroad and British Scouts Western Europe -**
The local District Scout Commissioner or County/Area Commissioner, as the case may be. He/she may in turn also inform the local Appointment sub-Committee.
- **For Scotland -**
The Chief Executive of Scottish Scout Headquarters, who may also consult with the Scout Chief Commissioner of Scotland and an Assistant Chief Commissioner. The Chief Executive may then inform the local District Scout Commissioner, or Area Commissioner, as the case may be. In turn, they may inform the members of their respective Appointment Sub-committee.

You may be interviewed by either a Scout Commissioner or the Appointment sub-Committee, or both.

N.B. The submission by you of a Disclosure Application Form will be taken as your approval of the Association undertaking the procedures outlined within this paragraph.

14. **CRIMINAL CONVICTIONS: It is important for you to understand that as Scout Disclosure applications concern the welfare of children, all criminal convictions, both spent and unspent, will be included on your 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 and 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 their 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. The police may, at their discretion and in accordance with strict guidelines, remove qualifying convictions, etc. from the PNC.
15. Additionally, the police may impart information or intelligence about you that they feel is relevant, e.g. an impending prosecution, or an arrest for a sexual offence which did not culminate in a conviction.
16. The Disclosure of a criminal conviction, caution, reprimand, warning, information or police intelligence does not necessarily mean that you will be ineligible for a role within Scouting.
However, certain convictions or police information will render you unsuitable.
17. Your suitability will be assessed in the light of all the information available and in accordance with the Association's Equal Opportunities Policy (Criminality Section). A copy of the policy is available on the Association's website (www.scoutbase.org.uk) or from the Association direct.
18. **DISPUTES. If you disagree with the contents of your Disclosure, you must immediately notify both the relevant Disclosure authority and The Scout Association to initiate a "Dispute Procedure".** Prime examples of disputes are instances where a name or an address has been spelt incorrectly, or you have been misidentified as possessing a criminal conviction.
- The CRB may be contacted on 0870 90 90 778.
 - Disclosure Scotland may be contacted on 0870 609 6006.
 - The Scout Association may be contacted on 0845 300 1818 (ask for the Confidential Section).
19. In the event of a dispute, the Disclosure authority will investigate and expedite a resolution.
20. In exceptional cases, where the CRB or DS cannot differentiate between you and another person by conventional means, it may request you to supply your fingerprints at a police station for comparison against those held on the disputed file. This course of action must not be inferred as besmirching your good name or reputation. Your fingerprints will be destroyed after the comparison is completed.
21. The Association will recommence the recruitment process once the Disclosure authority has resolved the dispute. Until then, the Association will maintain your application as pending.