

FACTSHEET



How to fill out a Returns Form

FS 14

Introduction

This factsheet is designed to assist in filling out a Scout Association Returns Form for CRB forms.

The Policy Document

Those unsure as to the procedures of CRB forms or wishing to get hold of either a CRB form or a Returns Form should check the 'Child Protection' Policy Document found in the resources section of the SSAGO website.

The Returns Form

The Returns Form accompanies completed CRB forms that are being sent to be checked. The details on each CRB form should have been checked ensuring that all boxes are filled out fully and ticked correctly. Evidence needs to have been checked on the forms before they are sent away and the person signing the Returns Form should be the person who has checked the applicants' documentation.

Filling in the Returns Form

The form should be filled in using block capitals and a black pen.

Applicant(s) Name(s) should be the full name that appears on the CRB form.

The application number is the 'Form Ref' found on the top right hand side of the front sheet of the CRB form.

If the applicant is a member of The Scout Association and know their

membership number this should be inserted into the 'Role Sought and HQ Membership No' box. If they do not know this/are not a member write 'SSAGO Member'.

Fill out Group, District, County/Area with the name of your university.

At the bottom of the form print your name, sign the form and date it. In the Appointment Box put your committee position (eg Club Secretary). Enter the name of your university into the district box and 'SSAGO' into the County/Area box. Leave the district and county/area number boxes blank.

On the other side of the form enter the name and address of the SSAGO Members' Officer in the box for replies.

Sending it off

When sending the form ensure you enclose every CRB form listed on the Returns Form along with any additional information. Send the form to:

The Scout Association,
Records Department,
Freepost SW 205
London. E4 7BR

Take a photocopy of the Returns Form before sending it off so as you have all the details recorded should you have problems with the CRB Returns.

More information

If you require any more information please do not hesitate to contact the SSAGO Members' Officer (members@ssago.org.uk). They would prefer questions than incorrectly filled in forms!