

FACTSHEET



Checking evidence and filling out a Returns Form for a DS Form

FS 16

Introduction

This factsheet is designed to assist in filling out a Scout Association Returns Form for DS forms. It also provides details on checking evidence for DS forms.

The Policy Document

Those unsure as to the procedures of DS forms or wishing to get hold of either a DS 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 DS 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 be checked in order to fill out the Returns Form correctly.

Filling in the Returns Form

The Returns form should be filled in using a black pen.

In the 'name of applicant box', fill in the forename(s) of the applicant(s) in lower case along with the surname in capitals. These names should be those listed in Part B of the applicant's DS form.

The Application Bar Code Number is found on the front of the DS form in one of the top corners. It must begin with 002.

If the applicant is a member of The Scout Association and know their membership number this should be inserted into the 'Role and Scout Membership No' box. If they do not know this/are not a member write 'SSAGO Member'.

Fill in the Group, District or Area/Region box with the name of your university.

Checking identity documents

There are 3 combinations of ID that can be provided:

1. 1 document from group 1, plus 2 from Group 2
2. 2 documents from Group 1 plus 1 from Group 2
3. 3 documents from Group 2*
- 4.

*This option should only be used when photo ID is unavailable.

Group 1 is a form of photo ID, preferably a passport and/or driving licence but can include a Travel Pass or Student Card

Group 2 is any other non-photo ID such as a birth certificate, TV licence, household bill, bank statement etc.

All documentation should be checked to ensure the names, date of birth, address and full details match those provided on the DS form. Providing that the evidence is satisfactory check the boxes of the ID seen. Details of

any ID that is not a passport or driving licence should be provided.

Signing the form

The person who has checked the identification of applicants should sign the bottom of the returns form, print their full name and date the form. 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. If you are a member of The Scout Association provide your membership number.

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 DS 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

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!