



SSAGO
Student Scout and
Guide Organisation

POLICY DOCUMENT:

CHILD PROTECTION
(NOVEMBER 2010)

POLICY DOCUMENT

1 Overview

As stipulated in the SSAGO Constitution, Membership for individuals joining SSAGO or any affiliated club is conditional on completion of a Criminal Records Bureau (CRB), Disclosure Scotland (DS) or the Access Northern Ireland (ANI) check.

This Policy document outlines the processes required to complete a CRB, DS or ANI check, for all membership types. It stipulates the procedures to be followed in submitting the necessary disclosure numbers, returns form and the handling of any information returned.

All information is subject to the Data Protection Act of 1988.

2 Definitions

For the purposes of this document the following definitions hold true:

The term CRB is used to refer to a Criminal Records Bureau (CRB) Disclosure

The term OH is used to refer to an Occasional Helper form

The term DS is used to refer to a Disclosure Scotland (DS)

The term ANI is used to refer to an Access Northern Ireland (ANI) check.

The term Club Committee is used to refer to any member of the Clubs Committee.

The term Club Chairperson is used to refer to the Club Chairperson, President or equivalent position.

The term Club Secretary is used to refer to the Club Secretary or other nominated Club Official. The Club Secretary is recommended for the roles described in this document where the term Club Secretary is used.

3 Child Protection

All SSAGO members aged 18 and over must follow The Scout Association's Child Protection Policy and Young People First Code of Good Practice (also known as the yellow card) and Girlguiding UK's Child Protection Policy "Safe From Harm".

4 Requirements for CRB/DS/ANI checks for SSAGO

Any member of SSAGO who has not been CRB/DS/ANI checked through The Scout Association MUST complete a check. Checks carried out by Girlguiding UK are not able to be accepted by SSAGO.

Any member who holds a CRB check from The Scout Association but joins a SSAGO club in Scotland or Northern Ireland is required to complete the appropriate check for their new country (ie DS/ANI check) and vice versa.

5 Those who hold a CRB/DS/ANI check through The Scout Association

Any person wishing to join SSAGO who has had a check already carried out through The Scout Association must provide proof of this to the SSAGO National Executive Committee. Details of how this is to be collected and submitted are given below.

5.1 Gathering information from CRB/DS/ANI checks from Club members

For those members that already hold an appropriate CRB/DS/ANI check it is the requirement of the Club Secretary to gather their disclosure numbers. This should be done by viewing the paper copy of the disclosure. The Club Secretary must check both sides of the disclosure form thoroughly to establish if there are any convictions noted.

5.1.1 If there are no convictions on the disclosure

If there are no convictions on the disclosure, the Club Secretary must check the date of issue. If the disclosure is less than five years old the Club Secretary should take down the full name on the disclosure plus the disclosure number and date of issue, and place it into the form 'CRB/DS/ANI Club Record Sheet' in Appendix 1 of this policy document. This should be sent to the SSAGO Members' Officer as soon as possible after a person has joined SSAGO.

If the disclosure is more than 5 years old the person MUST complete a CRB/DS/ANI check as detailed in section 6.

5.1.2 If there are convictions noted on the disclosure

If there are any convictions on the form, the Club Secretary must then check the date of issue. If the disclosure is over 6 months old the person MUST have a CRB/DS/ANI check through SSAGO in order to become a member. This should be done as detailed in section 6 'Checking CRB/DS Forms'. If the disclosure is less than 6 months old the Club Secretary must take a note of the disclosure number and immediately pass this to the National SSAGO Chairperson. The Chairperson is then responsible for calling The Scout Association to obtain details of the conviction. The Chairperson will then follow the procedures as detailed below in 'Handling of an adverse CRB/DS Return' to establish if SSAGO membership can be granted.

5.1.3 If a disclosure number is not known

Any member who claims to have had a check completed through The Scout Association but does not know their disclosure number can make contact with

The Scout Association's Confidential department via the info centre 0845 300 1818. This should ONLY be done in exceptional circumstances.

5.2 Gathering information from CRB/DS/ANI checks from Independent/Associate members

For any Independent or Associate members who are associated with or linked to a nearby club should have their check recorded as above. Where a member is not linked to a club they should make contact with the SSAGO Members Officer. The Members Officer will work with these members to find a local Scout leader who can check their disclosure and provide the relevant details to SSAGO.

6 Completing CRB/DS Forms

For any person wishing to join SSAGO who does not hold a CRB/DS/ANI check through The Scout Association; has moved from England/Wales to Scotland (and all such moves); has a CRB/DS/ANI check which is more than 5 years old; or has a CRB/DS/ANI check with convictions noted on it that is over 6 months old is required to have a CRB/DS/ANI check completed through the following procedure put in place by SSAGO.

If any member is awaiting a return of a check from The Scout Association they should NOT be checked again but MUST provide evidence that this check has been completed and submitted (this can be obtained by contacting the person who checked their form).

A check completed within SSAGO is done through The Scout Association and is therefore transferable to a Network or volunteering role with The Scout Association. SSAGO members should ensure they keep their paper disclosure safe to be able to provide the disclosure number for future appointments.

A CRB is obtained through the completion of an Occasional Helper (OH) form. OH forms can be obtained from The Scout Association Information Centre: info.centre@scout.org.uk, (0845) 300 1818 or ordered online at <http://www.sbuk.org.uk/info.centre/catalog.php?cat=223>.

DS forms and DS Returns forms can be obtained from The Scout Association Information Centre: info.centre@scout.org.uk, (0845) 300 1818 or ordered online at <http://www.sbuk.org.uk/info.centre/catalog.php?cat=246>. The return address to be used on the DS Returns form must be the National SSAGO Members Officers. DS information and assistance is also available from the same website as a number of factsheets.

If you have any further questions that are not answered within the factsheets, then you may contact the SSAGO Members Officer (members@ssago.org.uk) or The Scout Association's Records Department via the Scout Information Centre: info.centre@scout.org.uk - (0845) 300 1818.

6.1 Checking Club Members

It is the Club Chairperson's responsibility to ensure that all members of their club hold a CRB/DS/ANI check through The Scout Association. The Club should issue new members who do not hold such a check with an OH/DS form on joining and provide assistance in completing the form.

Members of the Club Committee are eligible to countersign the Identity Checker (OH forms)/Part E (DS) in place of a local Scouting Official. A Club Committee member may not countersign their own CRB/DS/ANI.

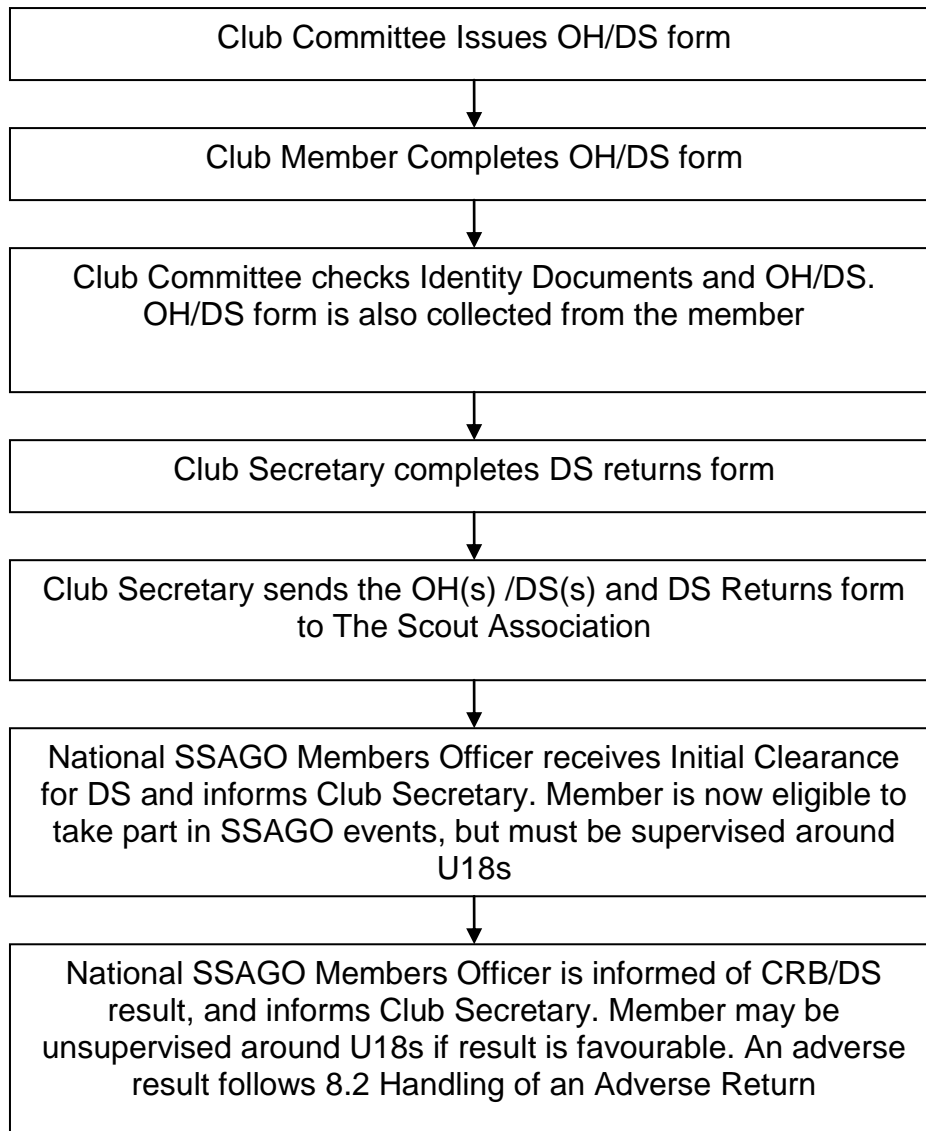
It is the Club Secretary's responsibility to collect all completed OH/DS forms, complete the DS Returns form and send them to The Scout Association.

"SSAGO: Returns to SSAGO Members Officer – [name and membership number]" must be written on the front of each OH form before it is sent off (name and membership number of current SSAGO Members Officer available from members@ssago.org.uk).

For a DS form the return address must be the National SSAGO Members Officer (address of current SSAGO Members Officer available from members@ssago.org.uk).

When the National SSAGO Members Officer receives initial clearance (for DS forms) and full clearance, they will notify the Club secretary.

The flowchart below outlines the process necessary for a Club Member to obtain a CRB/DS check through SSAGO.



6.2 Checking Independent/Associate Members

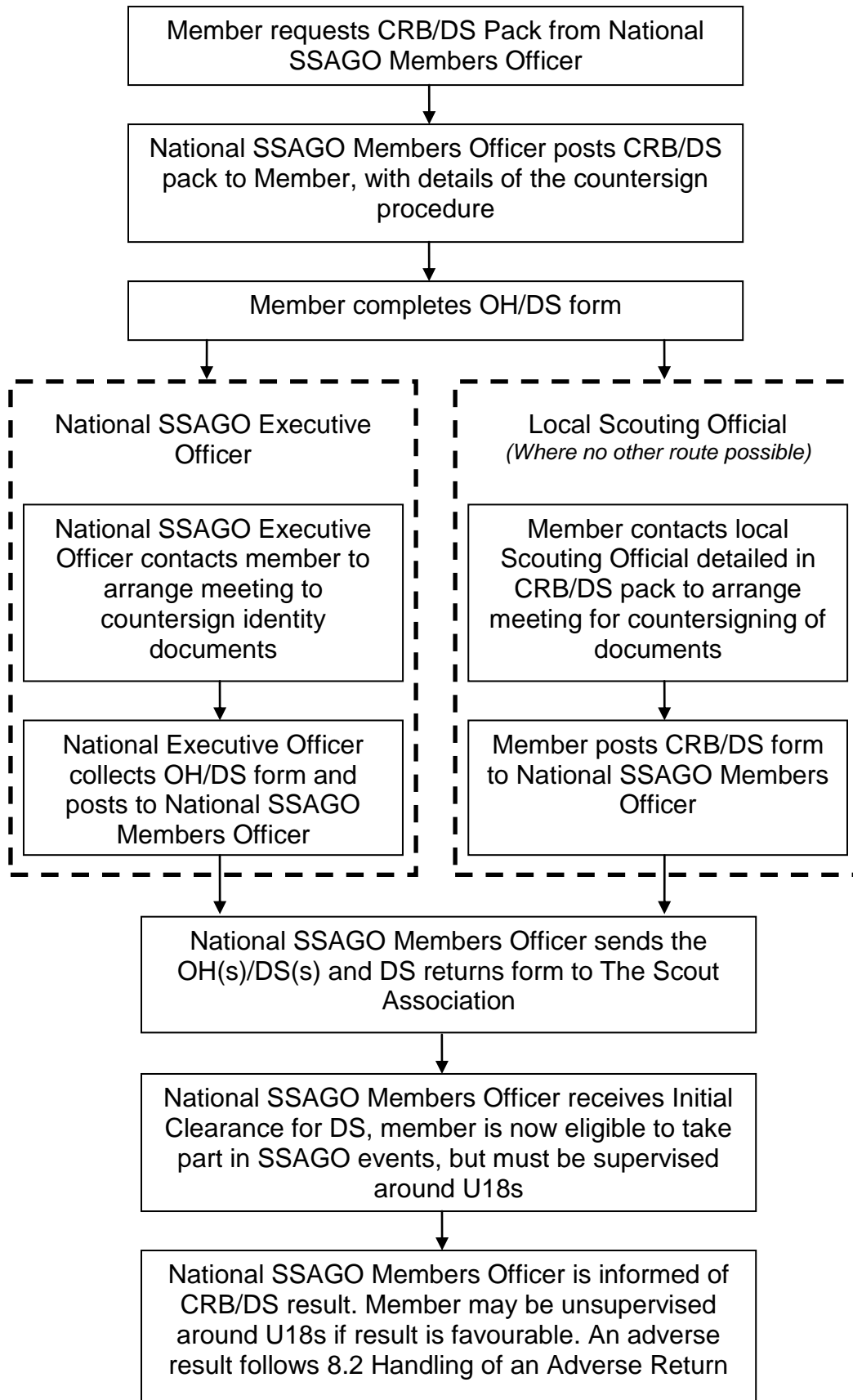
Independent or Associate members who are associated with or linked to a nearby club should complete a OH/DS check following; 6.1 Checking Club Members.

Where a member is not associated to a nearby club they should first contact the National SSAGO Members Officer to request a CRB/DS pack. Once the member has received this pack they should complete the OH/DS form. If they have any questions, then they may contact the SSAGO Members Officer or The Scout Association's Records Department via the Scout Information Centre: info.centre@scout.org.uk - (0845) 300 1818.

Once the form is completed the member is required to have their identity documents countersigned. Where a member is informed in their CRB/DS pack that an officer of the National SSAGO Executive will countersign their identity documents, the countersigning Officer will contact the member to arrange a meeting to countersign the documents.

In all cases arranging to have the documents countersigned by a nearby club or member of the National SSAGO Executive will be sought. Where this is not possible, the National SSAGO Members Officer will contact the member's Scout County Secretary to obtain contact details for a Local Scouting Official that would be willing to countersign the documents. These contact details will be provided to the member in their CRB/DS pack. Once the member has completed their OH/DS form they should contact the Local Scouting Official to arrange a meeting to have their identity documents countersigned. The member should then send the completed OH/DS to the National SSAGO Members Officer who will complete a DS returns form and send these to The Scout Association.

The flowchart on the following page outlines the process necessary for obtaining a CRB/DS check through this route for SSAGO:



6.3 Checking Honorary Members

Ex-officio Honorary Members (*Chief Scout, Chief Guide, the Chairperson of SAGGA and the appropriate representative from Girlguiding UK and The Scout Association*) are not asked to complete a CRB/DS check. A CRB/DS check through their own organisation is acceptable. Members awarded an exceptional service honorary membership, must hold CRB/DS check through The Scout Association before they attend any SSAGO event.

7 Completing ANI Checks

ANI forms can be obtained from the Northern Ireland Scout Office by telephoning: (02)890 492829. Once obtained the SSAGO member should complete and post the ANI back to the Northern Ireland Scout Office following the information provided in the ANI pack sent by Northern Ireland Scout Office.

8 Handling of Returns

ANI Returns will be administered through the Northern Ireland Scout Office.

CRB/DS Returns will follow the two routes detailed below.

8.1 Handling of a Favourable Return

Favourable returns will be received by the National SSAGO Members Officer. Where the member belongs to a club, the National SSAGO Members Officer will notify the relevant club of the person passing the full clearance.

8.2 Handling of an Adverse Return

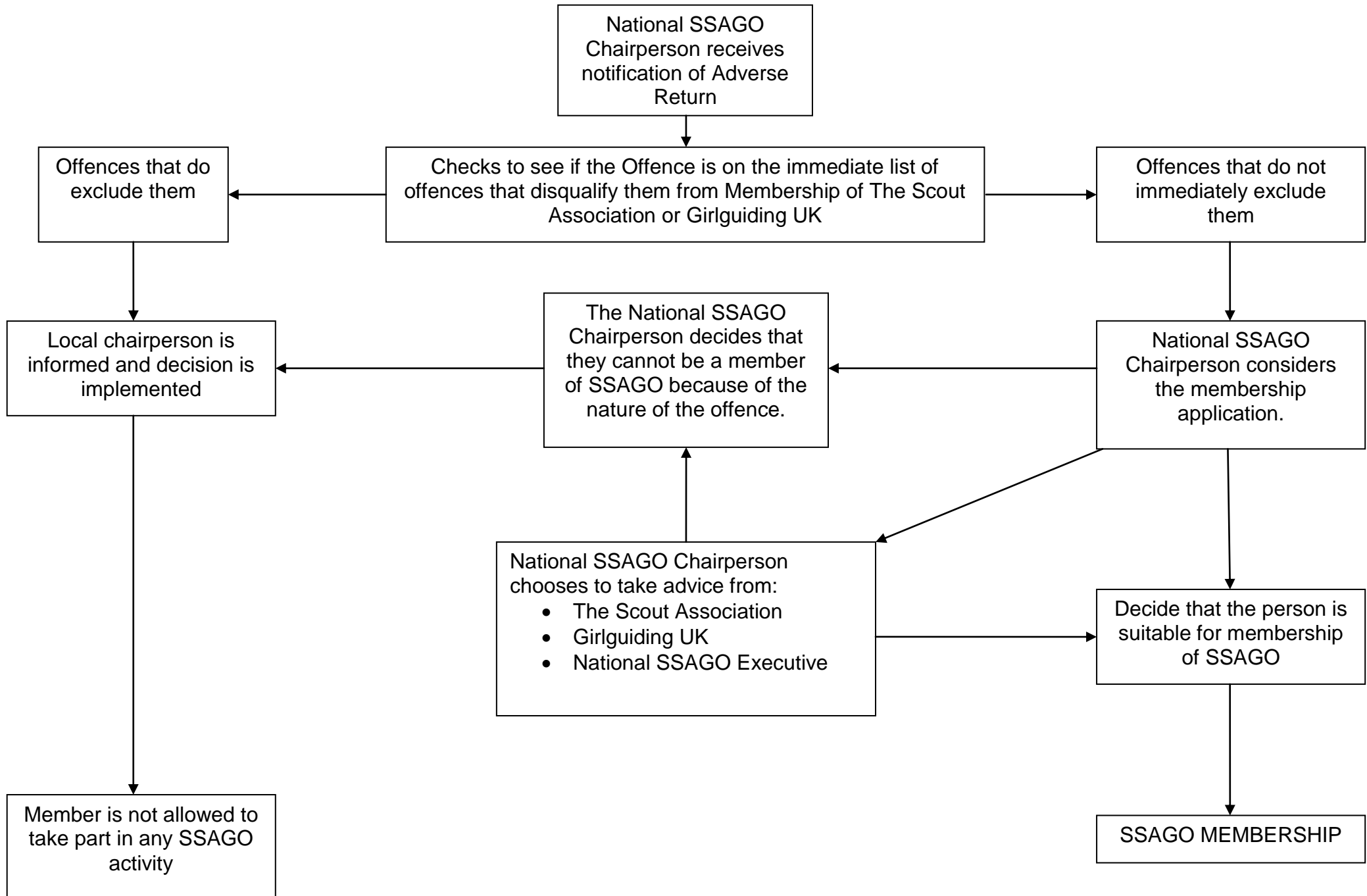
An adverse return from a CRB/DS will be received by the National SSAGO Chairperson. Dependent on the severity of the offence and with the guidance supplied by The Scout Association in their adverse return letter, the National SSAGO Chairperson will either:

- Approve membership.
- Approve membership with conditions.
- Exclude membership.

In making the decision the National SSAGO Chairperson may contact the individual in question. In addition the National SSAGO Chairperson will follow the steps shown in the flowchart on the following page.

Any offence which is an automatic ban from The Scout Association is an automatic ban from SSAGO. There is no right of appeal in such case.

National SSAGO Chairperson Handling of an Adverse CRB/DS Return



Where an individual is excluded their name shall be added to the SSAGO banned members list held by the National SSAGO Chairperson and the National SSAGO Members Officer.

In any circumstance the minimum number of people will be disclosed the information of an adverse disclosure. Where another person has been disclosed information pertinent to this adverse return, their name will be added to the list of informed people and returned to The Scout Association. In addition, they will be asked to sign a “non-disclosure agreement”. Any SSAGO member found discussing the information of an adverse disclosure not in the context of making a decision on membership will instantly have their SSAGO membership terminated and their name added to the SSAGO banned members list.

In no circumstance will details of an adverse disclosure be disclosed to a member’s Student Union. The Students Union will be advised that you cannot be allowed membership of SSAGO and that they should extend this ban to the union club.

9 Confirming CRB/DS details

By following this process the National SSAGO Executive is able to maintain up-to-date records on those members who hold a CRB/DS/ANI check through The Scout Association. It enables the National SSAGO Executive to determine those members who still need to complete a CRB/DS check. Where an ANI was completed through 7 Completing ANI Checks, once received the ANI number must be immediately forwarded to the National SSAGO Members Officer, who will then confirm the details with the Northern Ireland Scout Office.

The National SSAGO Executive has the right to use this record to restrict access to SSAGO events. The National Executive Committee also has the right to contact The Scout Association’s Confidential Department at any point in time to check the disclosure numbers provided by clubs for their members.

