



SSAGO
Student Scout and
Guide Organisation

POLICY DOCUMENT:

CHILD PROTECTION
(JULY 2007)

POLICY DOCUMENT

1 Overview

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

This Policy documents outlines the processes required to complete a CRB, DS or POC(NI) check, for all membership types. It stipulates the procedures to be followed in submitting the necessary returns form and the handling of any information returned.

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

The Term POC(NI) is used to refer to a Protection of Children (Northern Ireland) (POC(NI)) 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

Where SSAGO members have contact with under 18s they are to follow The Scout Association's Child Protection Policy "Young People First" (Also known as the yellow card) and Girlguiding UK's Child Protection Policy "Safe From Harm".

4 Completing CRB/DS Checks

CRB/DS 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>

A Criminal Records Bureau (CRB) District returns form is also known as TSA08/CRB10 and a Disclosure Scotland Returns form is also known as TSA10. These forms can be obtained through The Scout Association Information Centre: info.centre@scout.org.uk - (0845) 300 1818 or via the website: <http://www.scoutbase.org.uk/hq/records/crb/index.htm>. The return

address for these forms must be the National SSAGO Members Officer. As such copies of these forms will also be available through the SSAGO website resources section: <http://www.ssago.org.uk/resources/forms/>. These forms will have the return address already complete.

CRB/DS information and assistance is available from Scout Association in a number of factsheets. These factsheets can be found at:

<http://www.scoutbase.org.uk/hq/records/crb/index.htm>

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

All new members of SSAGO are required to complete a new CRB/DS, even if they hold a CRB/DS through scouting and guiding already. This is such that SSAGO can ensure that all its members are checked appropriately

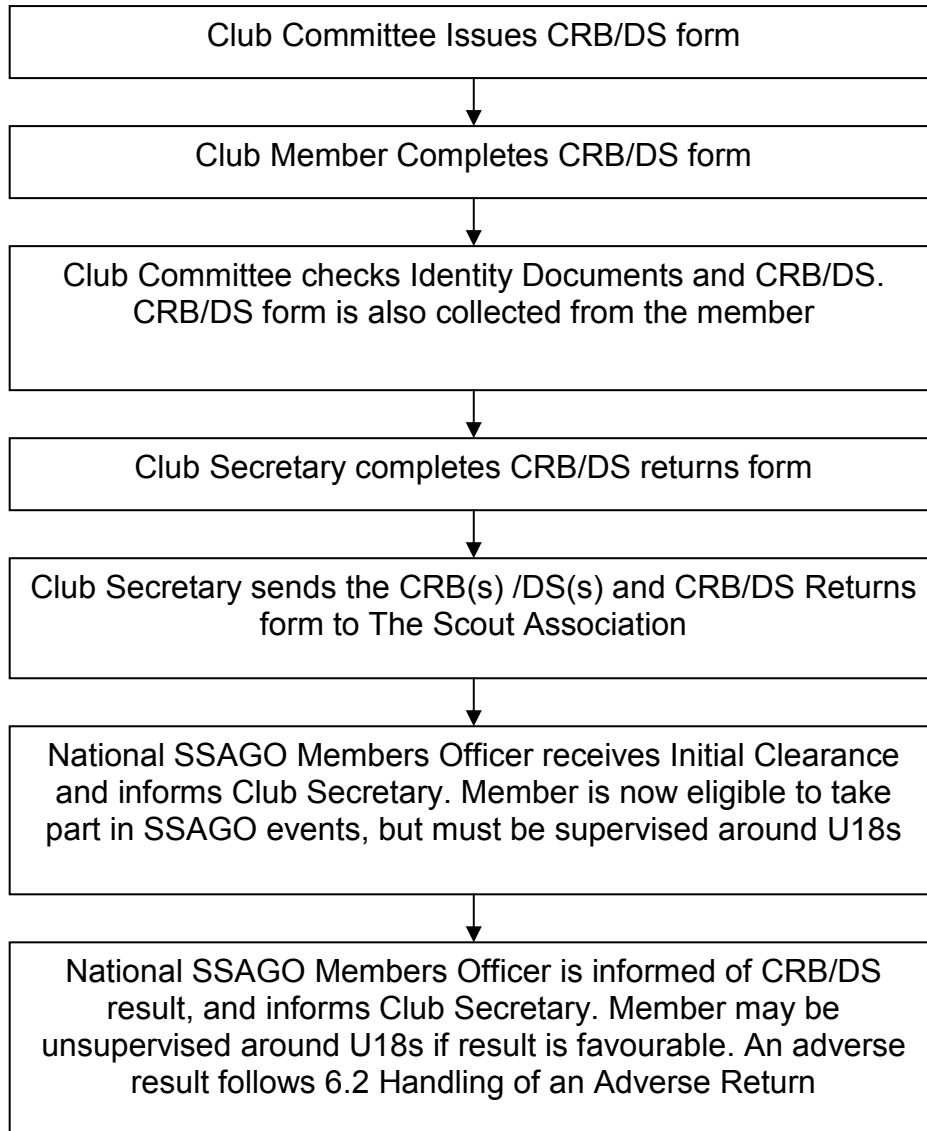
4.1 Checking Club Members

It is the Club Chairperson's responsibility to ensure that all members of their club complete a CRB/DS Check. The Club should issue new members with a CRB/DS form on joining and provide assistance in completing the form.

Members of the Club Committee are eligible to countersign section X to validate the identity documents. It does not have to be a local Scouting Official. A Club Committee member may not countersign their own CRB/DS.

The Club Secretary's responsibility to collect all completed CRB/DS forms, complete the CRB/DS Returns form and send these to The Scout Association. The return address must be the National SSAGO Members Officer. When the National SSAGO Members Officer receives initial clearance and full clearance, they will notify the Club Secretary.

The flowchart on the following page outlines the process necessary for a Club Member to obtain a CRB/DS check through SSAGO:



4.2 Checking Individual/Associate Members

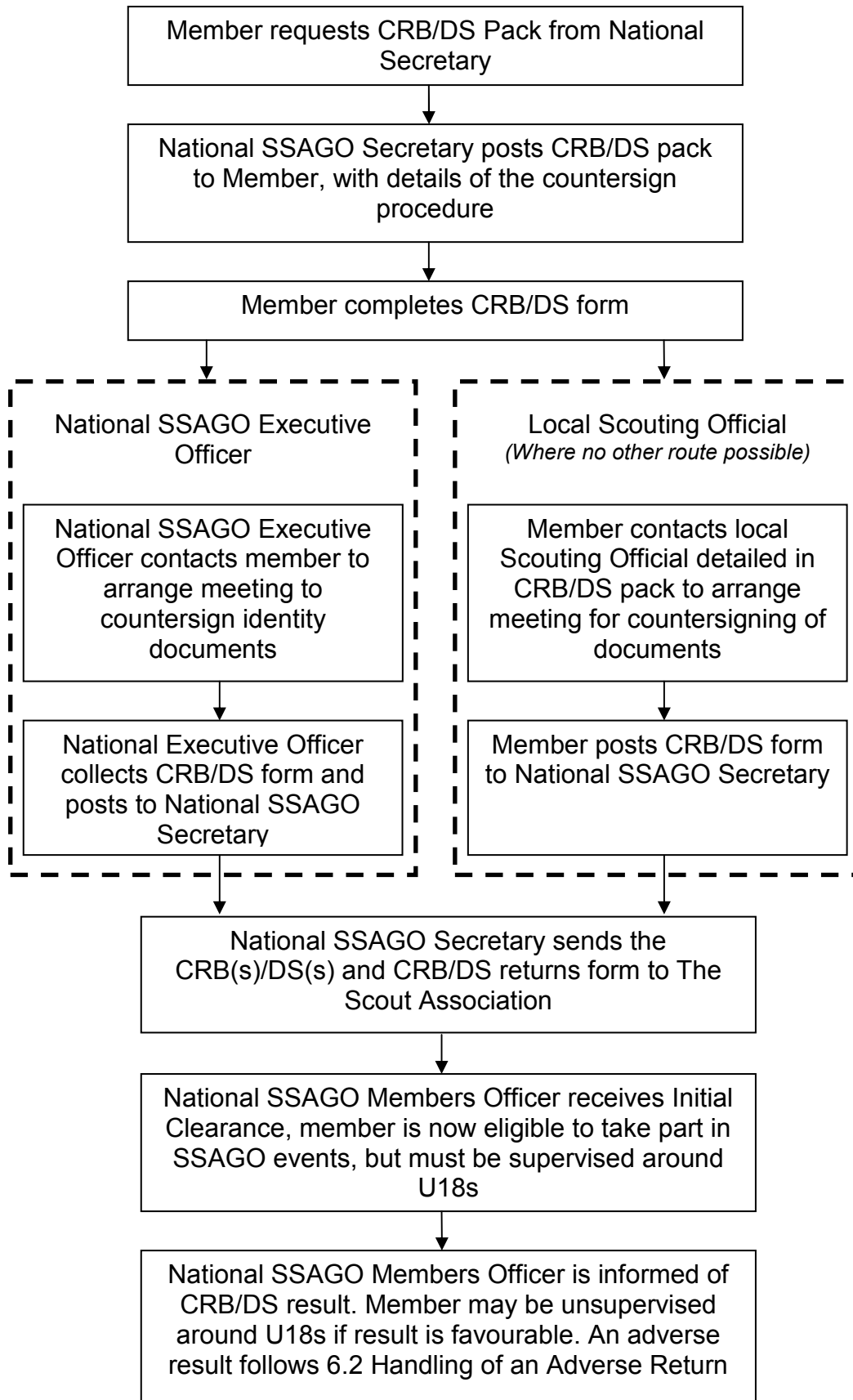
Individual or Associate members who are associated with or linked to a nearby club should complete a CRB/DS check following; 4.1 Checking Club Members.

Where a member is not associated to a nearby club they should first contact the National SSAGO Secretary to request a CRB/DS pack. Once the member has received this pack they should complete the CRB/DS form. If you have any questions, then you may contact any member of the National SSAGO Executive 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 near by club or member of the National SSAGO Executive will be sought. In circumstances where this is not possible. The National SSAGO Secretary will contact the member's Scout County Secretary 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 CRB/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 CRB/DS to the National SSAGO Secretary who will complete a CRB/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:



4.3 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 complete CRB/DS check through SSAGO before they attend any SSAGO event.

5 Completing POC(NI) Checks

POC(NI) 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 POC(NI) back to the Northern Ireland Scout Office following the information provided in the POC(NI) pack sent by Northern Ireland Scout Office.

6 Handling of Returns

POC(NI) Returns will be administered through the Northern Ireland Scout Office. CRB/DS Returns will follow the two routes detailed below.

6.1 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 initial and full clearance.

6.2 Handling of an Adverse Return

Adverse POC(NI) Returns will be dealt with by the Northern Ireland Scout Office.

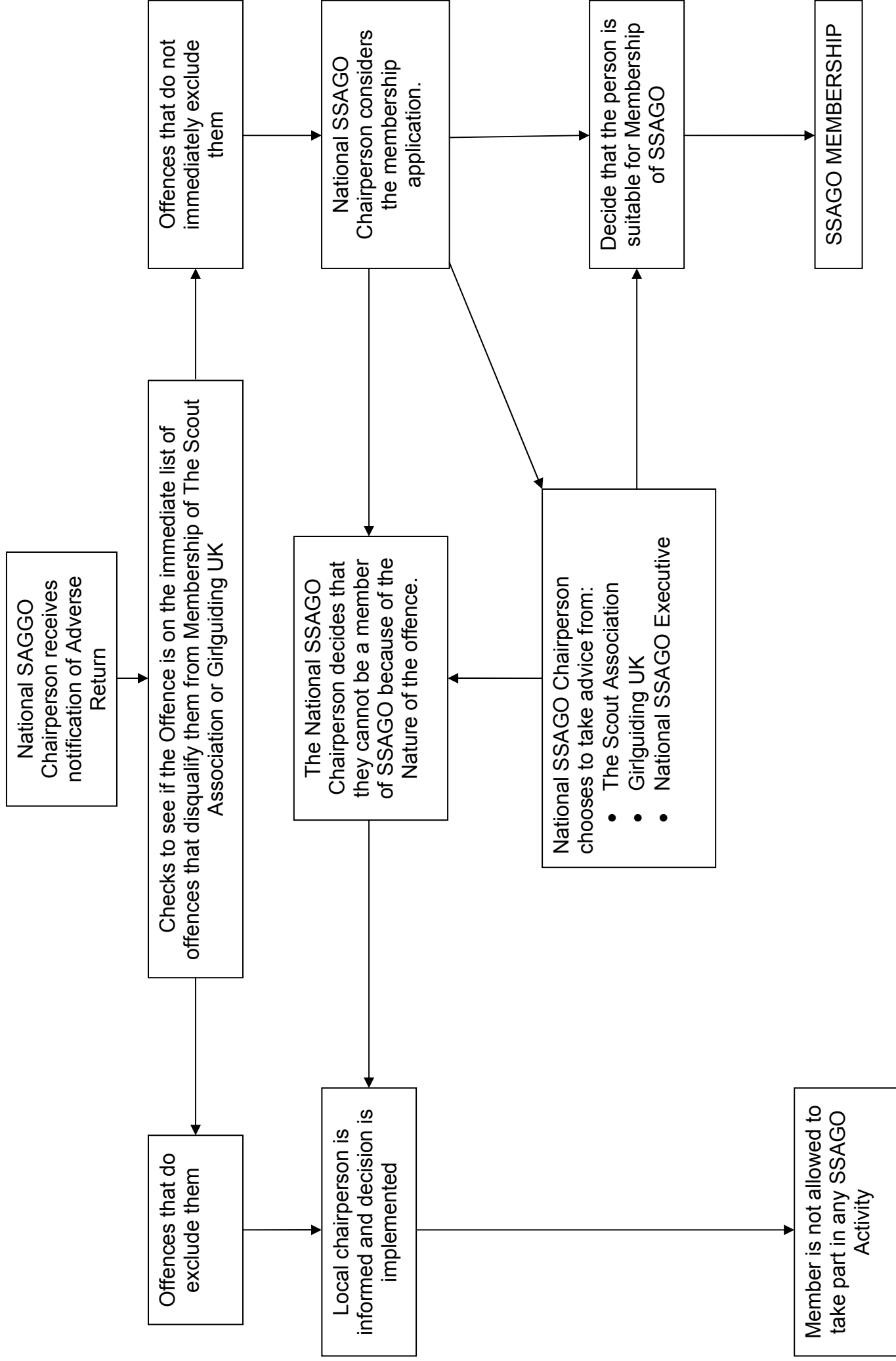
An adverse return from a CRB/DS, will be received by the National SSAGO Chairperson. Dependent on the severity of the offence and with the guidance supplied by The Scout Association in their adverse return letter, the National SSAGO Chairperson will either:

- 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 information of an adverse disclosure be disclosed to a member’s Student Union!

7 Confirming CRB/DS details

By following this process the National SSAGO Executive is able to maintain up-to-date records on those members who have pass a CRB/DS. It enables the National SSAGO Executive to determine those members who still need to complete a CRB/DS check. Where a POC(NI) was completed through 5 Completing POC(NI) Checks, once received the POC(NI) 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.