

# THE SCOUT ASSOCIATION

## The Criminal Records Bureau (CRB)

Frequently asked questions.

### FOR ISSUE TO SCOUT OFFICIALS PROCESSING OR SUBMITTING CRB APPLICATIONS



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#### **Do current leaders who have been checked under the old CE system need to undertake a CRB check?**

HQ did not initially insist on this. However, pending an imminent HQ directive that will address this issue, DC's and CC's are now advised that it is extremely good practice to require a CRB check of all Leaders, helpers, etc., as yet unchecked.

#### **Who must be checked by the CRB?**

All persons likely to have **access** to young people **must** be checked using the CRB procedures. Such persons include: Warranted Appointments, Skills Instructors, Activities Authorisations, Scout Network members, Scout Fellowship members and Helpers/Assistants. Additionally, Officers of Group, District, County and Area Executives (e.g. Chairman, Secretary and Treasurer) **must** also be checked as well as all adults, **especially those attending camps**, who may have more than just a fleeting contact with our young members. **N.B.** Lapsed Leaders, etc., must be CRB checked anew upon return.

#### **Is there any information or literature available to CRB applicants regarding the Disclosure process?**

Yes. Together with the issue of an application form, ensure that all applicants receive a copy of a leaflet entitled, "*The Criminal Records Bureau & Disclosure Scotland – Disclosure policy & procedure for volunteer roles*".

#### **Do Leaders, etc., need to complete another CRB check on a change of appointment or role?**

No, **provided** the person remains within the same District. Upon transfer to a new District, a new CRB check is mandatory.

#### **Do we check persons under the age 18 years?**

No. A Youth Member under this age **must not** have unsupervised access to other Youth Members.

#### **For how long is a CRB Disclosure valid?**

Disclosures are designed for use immediately after issue. Therefore, a Disclosure has no period of validity.

#### **So, how frequently do subsequent CRB checks have to be undertaken?**

The frequency of CRB renewal intervals is being considered and will be announced in due course.

#### **Do identity documents need to be checked by a member of the District Team?**

Ideally, the District Secretary or the Secretary of the Appointments sub-committee should check and record identity documents. However, HQ will permit the Group Scout Leader or another specifically assigned Scout official to undertake this role in recognition of the practicalities of this task where the District membership is very large or geographically widespread. To prevent collusion, HQ instructs that the person checking must not be related to the applicant.

#### **How do I obtain advice, CRB application forms and the CRB purple booklet, "An applicant's guide to completing the Disclosure application form"?**

You must contact Scout HQ Information Centre on 0845 300 1818 for all your CRB forms, literature and advice.

#### **Can the CRB application form be photocopied?**

No. Each form has a unique bar-coded reference number that begins with the letter "F" and may be used only once.

#### **Are continuation sheets available from HQ for applicants with numerous former names and addresses?**

Yes. The *Scout HQ CRB Continuation Sheet for Disclosure Application Forms* may be used not only for extra names and addresses but also where Groups 1 and 2 identity documents may need to be inspected and recorded.

#### **Will the applicant receive his own copy of the CRB Disclosure?**

Yes. The CRB will send a copy of the Disclosure to the applicant in addition to the copy sent to HQ.

#### **Are CRB Disclosures sponsored by other Organisations, e.g. Health Authorities, acceptable to the Association?**

No. Do not accept Disclosures from other sources! All applicants must submit a CRB application to HQ via the District (or County/Area, as the case may be). There are cogent reasons for this. Please see Scout HQ leaflet, "*The Criminal Records Bureau & Disclosure Scotland - Scout HQ Policy on Disclosure Portability*".

#### **Do the CRB automatically issue updates on subsequent criminal convictions after a Disclosure is issued?**

No. The CRB cannot issue such updates. Criminal convictions that accrue after the issue of a Disclosure will only be revealed upon the submission of a further CRB application and the receipt of another CRB Disclosure.

#### **What sort of criminal convictions will be revealed and what about those that are spent?**

All spent / unspent recordable convictions plus any relevant police intelligence will be revealed on a 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 & 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 from the PNC.

#### **Within Scouting, who is informed of an adverse Disclosure?**

Upon receipt at HQ of an adverse Disclosure, the applicant's District Commissioner (or CC/AC, as the case may be) will be informed. The Commissioner may, in turn, inform the members of the local Appointments sub-committee.