

Disclosure

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Disclosure Scotland Application Form

Over the last 18 months Disclosure Scotland has been working with our stakeholders to amend the existing Application Form to meet the requests of Registered Bodies to improve the layout and content of the form and to meet our legislative requirements.

The most significant changes are:-

- All boxes highlighted in yellow are Mandatory fields. You must provide information in this field or your application will be returned to you.
- Pages 3 and 4 have been reversed so that all the sections required to be completed by the applicant run consecutively. All sections in Page 4 are now under a heading Part E.
- Page 4 has been colour coded to further distinguish the sections required to be signed by the applicant and the countersignatories.
- Page 4 E2 'Position Applied For' has been extended to two lines to allow organisations to not only provide detail of the post title but a brief detail of their duties eg TEACHER – EDUCATING CHILDREN IN PRIMARY SCHOOLS. The new section on list searches means that Childcare or AAR need no longer be added in this field.
- The form introduces two new sections regarding information requirements to be confirmed by the Registered Person. These are Yes / No boxes. These sections require confirmation that an exempted question, as laid down by The Rehabilitation of Offenders Act 1974, can be asked and if the post is for a prescribed purpose as described in The Police Act 1997 (Criminal Records)(Scotland) Regulations 2006. (This legislation can be found on the Disclosure Scotland Website at www.disclosurescotland.co.uk) publications page.
The second section is regarding the list searches and confirmation of which lists require to be searched. This removes the requirement to complete Childcare or AAR in the 'Position Applied For' section.

- Confirmation of Identity now recommends at least three forms of identification to meet the Bichard recommendations. At least one should be photographic, one should contain address confirmation such as a utility bill and one other. It is, however, recognised that not all applicants may be able to meet the identification recommendations eg they may not have photographic ID or a utility bill in their name. This does not mean they cannot obtain a Disclosure Certificate. In such a circumstance it is for the organisation to satisfy themselves as to the identity of the applicant.
- The umbrella body section has been reduced in size.

New guidance notes will be circulated to all countersignatories to assist in completion of the revised form and in future to all new countersignatories.

New applicants' guidance notes for new Application Form will be issued with the new Forms.

There will also be amendments to the Disclosure Scotland Certificate.

The heading 'Reprimands, Warnings and Cautions' will be replaced by 'Cautions' to fall in line with legislation.

A new heading entitled 'Other Government Information' will confirm if the relevant lists for Childcare / Adults At Risk have been checked where applicable and the outcome of these searches.

The logos currently at the bottom of the Certificate are being removed.

The rear of the Certificate will also change to reflect these changes. This will happen in due course since we require to exhaust existing stock of the blank Disclosure Certificates. It is anticipated that this will take place in late February.

Disclosure Scotland is aware that this is a major change for organisations and hope that this letter helps in assisting during the period of adjustment.

The existing Disclosure Applications Forms can still be used until such time that it is phased out which is likely to happen in the middle of 2007.

I hope this information helps but if you have any queries please contact Disclosure Scotland on 0870-609-6006 or by e-mail at info@disclosurescotland.co.uk.

Yours sincerely



Brian Gorman
Head of Disclosure Scotland