

CLUBS FOR YOUNG PEOPLE (SCOTLAND) DISCLOSURE PROCEDURES FOR EXISTING LEADERS

- Request (in writing) from Laurence Weir a Disclosure Application and a Self Disclosure Application form to be sent direct to the applicant **enclosing 2 x LARGE 1st class stamps and 1 x ORDINARY 1st class stamps with each application. Without stamps requests and applications cannot be processed.**
- Verify the identity of the applicant, as laid down, and complete the forms PA2 and PA3. **Under no circumstances must these forms be completed by the applicant.**
- Check the Disclosure Application form has been completed in all the required sections (in black ink). Correction fluid must not be used. All writing **MUST** be contained within the boxes. If a mistake is made, a new form is required.
- Return the completed Disclosure Application, the forms PA2 and PA3 and send all forms to Laurence Weir.
- Laurence Weir will authorise and forward the paperwork to the CRBS. **DO NOT SEND THESE FORMS DIRECT TO THE CRBS.**
- Disclosure information will be sent direct to the applicant by Disclosure Scotland and a copy to Laurence Weir. Clubs for Young People (Scotland) will give advice to the club/organisation on the suitability of the applicant in writing. **However, clubs/organisations are ultimately responsible for decisions they make regarding the employment of staff. THE FINAL DECISION IS YOURS.**
- **YOU MUST AWAIT CONFIRMATION FROM CLUBS FOR YOUNG PEOPLE (SCOTLAND) AS OUR CERTIFICATE MAY CONTAIN MORE RELEVANT INFORMATION THAN THE APPLICANT'S CERTIFICATE.**

*The procedure laid out above is to satisfy conditions contained in the Act of Parliament for the protection of young people.....**do not take short cuts.***

PROTECTION OF CHILDREN (SCOTLAND) ACT 2003

Please note: Disclosure applications can only be submitted by the person who has completed the form PA1.