



Dear Branch Instructor Candidate,

Thank you for your interest in the role of a Branch Instructor (BI) within the Scottish Sub Aqua Club and for attending the BI Course.

The position of BI meets the definition of a child care position (in terms of the Protection of Children (Scotland) Act 2003) and ScotSAC has a legal duty to ensure the suitability of any individual who works or volunteers in child care positions within our organisation.

ScotSAC is working with the Disclosure Administration Service (DAS) which provides us with a confidential and independent service for checking all applications for child care positions.

In accordance with ScotSAC's Child Protection Policy (available at www.scotsac.com), after assessments have been completed, BI candidates are required to apply for and receive an Enhanced Disclosure Certificate from CRBS before the award is granted and a BI number issued.

This pack contains the forms required to apply for a child care position. These are:

- Application form (DAS Project) for child care position
- Self Declaration form
- Disclosure Application form
- ID Coversheet
- Procedures to Become an Instructor flowchart

N.B. You will also require a copy of your Recommendation of BDO form

Please read carefully page 6 of the application form to apply for a child care position before signing the declaration. The copy of your BDO's recommendation will provide one reference.

Retain this paperwork but do not date it until you have completed your BI assessments.

On completion of all assessments:

Sign and date your Application form, Self Declaration form (sealed an envelope marked Self Declaration) and the Disclosure form; include the ID Coversheet (which will be signed and dated by the Lead Signatory, on receipt) and the copy of your BDO's recommendation.

Send only this paperwork, in an envelope marked " Private and Confidential", to: Lead Signatory, Scottish Sub Aqua Club, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ

Applications will be forwarded to, and processed by the Disclosure Administration Service, part of the Central Registered Body in Scotland. It can take several weeks for a disclosure certificate to be issued.

On receipt of the disclosure certificate:

You will receive a full disclosure certificate directly from CRBS. Upon receipt, fill in date disclosure issued and send course paperwork, assessment forms, Qualification Record Book, Instructor Log Book and Dive Log Book to the National Coach at HQ. **DO NOT send your disclosure form.** After verification, the BI award is granted and a BI number issued.

Qualification Record and Instructor Log Books are signed by the NDO and Chairman and returned to the candidate.

This procedure is also shown in the enclosed flowchart.

Thank you again for your interest in the role of BI and good luck with your assessments

Yours Sincerely

ScotSAC Lead Child Protection Officer, childprotection@scotsac.com

Branch Instructor Role Description

Responsible to: The BDO of their Branch and National Diving Council

Appointed by: The Board via the National Diving Council

Essential Qualifications:

- Have satisfactorily completed a ScotSAC BI training course and achieved the Branch Instructor Award.

The following duties are required for this post:

- The BI shall carry out such training that their BDO considers appropriate to their level of skill.
- Training may be carried out in a swimming pool or open water.
- The BI shall deliver lectures that their BDO considers appropriate to their level of skill.
- The BI shall assess the skills levels of trainees.
- Caring for, training or supervising children in line with the ScotSAC Child Protection Policy

Other duties involved in the job:

- Assist the BDO with the development of training within the Branch.

The rewards or benefits that this post holder can gain are:

- Maintenance of essential skills through repeated demonstration to trainees.
- Putting back into sport.
- Satisfaction.
- Kudos and status attached to post.
- CV Quote.

Time Commitment:

As required by the needs of the Branch to train new Members.

Appointment Term:

- Indefinite while continuing to regularly carry out the duties of the post.

This position requires an enhanced disclosure check and appointment will not be confirmed until after a satisfactory check is carried out.

NOTE – pages 3-9 have been removed.

Cont/d over

GUIDANCE ON COMPLETING SELF-DECLARATION FORMS

Please read these notes before completing the Self-Declaration Form.

The information you give in this Self-Declaration Form will support the information we also obtain from your application form, references and, where we decide to make an appointment, a Disclosure Certificate. All of these sources of information will help us to make an informed decision about your application.

1. Who must complete the Self-Declaration Form?

It is the policy of this organisation to ask all applicants who apply to work in “child care” positions to complete a self-declaration form. The post which you are applying for is also exempt from the *Rehabilitation of Offenders Act 1974* by the *Exclusions and Exceptions (Scotland) Order 2003*. This means we are entitled to ask you about your criminal convictions. You are therefore advised to declare all convictions including ‘spent’ convictions.

2. Which sections of the form must I complete?

As the Job/Task description states that the position requires an **Enhanced Disclosure** check you must complete all parts A, B, C, D and E of this form.

You must also provide identification so that the personal details you provide can be verified. You will be asked to provide these should we invite you to interview.

3. Who gets to read the Self-Declaration Form?

The Self-Declaration Form should be sent to us in a sealed envelope. Please do not send it with your completed application form. If you are not invited to interview or considered further for the post, the envelope will either be destroyed or returned to you unopened for you to dispose of.

The envelope will be opened if you are being considered for interview. If you are selected for interview and you have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this at the interview.

4. What happens to the Self-Declaration Form after a decision has been made on my application?

If you are unsuccessful the Self-Declaration Form will either be destroyed or returned to you for you to dispose of.

If you are successful, Disclosure checks will then be requested. The Self-Declaration Form and the Disclosure certificate will then be retained by us until a decision has been made on your application. Usually, this information will not be kept any longer than six months.

5. What happens if my application is successful?

If your application is successful you will also be required to complete an **Enhanced Disclosure** check under the terms of the *Police Act 1997 (Part V)*.

6. What happens if I do not wish to complete a Self-Declaration Form?

In accordance with our child protection policy and guidelines you will not be allowed to work in a “child care” position within our organisation.

GUIDANCE ON DISCLOSURE CERTIFICATES

Recent changes in the laws have enhanced the ways in which employers and organisations can take steps to ensure that people who work with children are suitable for such positions. The following provides answers to commonly-asked questions.

1. Do I have to employ people with previous convictions?

The Rehabilitation of Offenders Act 1974 provides that after a certain amount of time, a conviction will be regarded as 'spent'. This means that in certain circumstances, a potential employee does not have to declare this conviction. It is illegal to discriminate against someone on the grounds of a spent conviction.

2. Are there exceptions to this rule?

Yes. For certain positions, a prospective employer can ask you to declare all spent and unspent convictions. These are known as 'exempted positions' and are listed in the Rehabilitation of Offenders Act 1974 Exclusions and Exceptions (Scotland) Order 2003. These include child care positions and includes voluntary positions.

3. How can I ask people about their previous convictions?

Applicants for child care positions (paid and unpaid) will be made aware that such positions are exempted i.e. they will be asked to declare all convictions. As part of our recruitment and selection procedures all staff/ volunteers should complete an application form and a self-declaration form. The self-declaration form provides an opportunity to declare convictions and is confidential. The interview process helps us to identify the person we wish to appoint. At this point you successful applicants will be asked to complete a Disclosure Scotland check. This will verify or otherwise the information contained in the self-declaration form.

4. How can I get access to criminal records information?

Part V of the Police Act 1997 changed the procedures for checking criminal records. Organisations can apply for criminal records information to Disclosure Scotland. Disclosure Scotland began operating as part of the Scottish Criminal Records Office in Scotland on 29th April 2002.

To access a Disclosure Scotland Certificate an organisation must firstly register with Disclosure Scotland. Each registered body will have to pay a fee of £150 to register with an additional £10 per named signatory. From 1 April 2006 the cost rose to £20 and organisations will need to decide whether they will seek to pass on the charge this cost. Unpaid volunteers in the voluntary sector can access free Disclosures through the Central Registered Body for Scotland (CRBS) run by Volunteer Development Scotland.

5. What are the different types of Disclosure Certificates?

For those applying for a child care position, an Enhanced Disclosure is required. Enhanced Disclosures are only available for exempted positions. Enhanced Disclosures can only be obtained through a Registered Body and the Lead or Counter signatory must sign the application form. A copy of the Enhanced Disclosure Certificate will be sent to both the applicant and the Registered Body. The Enhanced Disclosure reveals details of all spent and unspent convictions and may also include non-conviction information held locally by the police, where this is considered relevant to the post or voluntary work sought. Only an Enhanced Disclosure will be considered suitable for a child care position.

6. Is more than one Disclosure Certificate required?

For people who work in more than one different area e.g. Club and Local Authority, it is possible that more than one check will be required. At present there is no guidance or rule about this and each employer must decide whether another check is necessary. A Certificate issued for one post may not be appropriate for another. Only applicants have the right to show their Disclosure Certificate to whomever they choose.

7. What happens to the Disclosure Certificate?

Disclosure Scotland recommends the Disclosure Certificate be destroyed after a decision on recruitment has been reached. They must not be kept any longer than 90 days.

8. What if the information on the Certificate is incorrect?

Disclosure Scotland has provided an appeals procedure for the applicant to challenge the accuracy of the information on the Certificate assuming the inaccuracy is known about.