



## ASSOCIATED CLAN MACLEOD SOCIETIES

### CRIMINAL RECORD DISCLOSURE POLICY

#### 1. Statement of Principle

1.1. The Associated Clan Macleod Societies (ACMS) occasionally works with children.

1.2. ACMS has a duty of care to the children it works with and must ensure their safety. After thorough risk assessment of all our work ACMS has determined that:

- All positions with ACMS working with children are positions of trust.
- Applicants, staff and volunteers working with children must be suitable for positions of trust.
- Enhanced Disclosure is both proportionate and relevant to all positions with ACMS working with children.

#### 2. General provisions

2.1. ACMS uses the Central Registered Body in Scotland (CRBS) Disclosure Scheme to assess volunteer applicants' suitability for all posts working with children. We comply fully with the CRBS Code of Practice and treat all applicants fairly. We have a written policy on the recruitment of ex-offenders.

2.2. We comply fully with the CRBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. We also comply fully with our obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. We have a written policy on these matters.

2.3. We make every subject of a CRBS Disclosure aware of the existence of the CRBS Code of Practice and make a copy available on request.

#### 3. Outline procedure

3.1. On appointment (subject to CRBS Disclosure and references) the volunteer completes and signs a volunteer record sheet.

3.2. We then arrange for our Registered Certifier to take all the necessary details from you, print them onto the official CRBS form and send this to you with a list of identification that is required. You then check the form, sign it and return it to the Certifier with the original identification documents by recorded delivery.

3.3. The Certifier verifies the details, returns the identification documents to you by recorded delivery and forwards the form to the CRBS within one working day. Checks can take several weeks and on completion you will receive a completed CRBS Disclosure from the CRBS at your home address and ACMS will receive a copy. All being well, you will be able to begin working with children.

Dr Malcolm Macleod, OBE  
Executive Vice President, Associated Clan Macleod Societies  
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