

The Marine Society & Sea Cadets

CRIMINAL RECORDS BUREAU (CRB)

INTRODUCTION OF A NEW DISCLOSURE APPLICATION FORM INCORPORATING THE APPLICATION FOR INDEPENDENT SAFEGUARDING AUTHORITY (ISA) REGISTRATION

1. From November this year (2010) it will be a legal requirement for new starters in regulated activities to be registered with the ISA. In preparation for this the CRB are to introduce a new application form for Disclosure which incorporates an application for ISA registration.
2. A timetable for the new form's introduction has been issued by the CRB. There will be no deviation from this timetable and to avoid the possibility of the CRB returning applications because they are on the wrong form the following MSSC timetable for the introduction of the new form is to be strictly adhered to:

<u>Date</u>	<u>Event/Action/Change</u>
28 June 2010	Applications from this date to be made on the new forms. Additionally, from this date, old forms returned from MSSC HQ because they have been incorrectly completed for whatever reason will become invalid and the applicant will be required to reapply on the new form.
19 July 2010	Applications on old forms will no longer be accepted at MSSC HQ. Only applications on the new form will be processed from this date and applications on the old form will be returned to the applicant
26 July 2010	Old application forms will no longer be accepted by the CRB
1 November 2010	It will be a legal requirement for new starters in regulated activities to apply to be registered with the ISA unless they have already done so (this applies to all Adult Volunteers and potential employees applying to work in the Sea Cadet Corps). It will be a criminal offence to work in a regulated activity role without being ISA registered and the MSSC will have a legal responsibility to check the registration status with the ISA for all new applicants.
1 November 2010 – 31 October 2015	MSSC must ensure that all existing Volunteers and Employees in regulated activities are ISA registered if they have not already done so. This will be accomplished by a phased programme.



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Registered charity numbers: England & Wales 313013, Scotland SC037808



3. There is an interactive “E-Guide” to completing the new form at www.crb.homeoffice.gov.uk/Interactiveguide and all Sea Cadet Corps adults with a responsibility for the checking and administration of the completion of CRB forms in England and Wales should make use of the online guide in preparation for the introduction of the new application form.

4. The new application form has been designed to assist the applicant and to hopefully improve the rejection rate. However there are a number of pitfalls which will invalidate the application form and cause it to be returned. Those pitfalls are listed on Page 1 of the new form but are repeated here as follows:

<u>Rules for Completion of the New Form</u>	<u>Notes</u>
BLACK INK MUST BE USED THROUGHOUT	Even dark blue ink will not be accepted and the form will be rejected and returned
All yellow highlighted sections must be completed	Failure to complete even one yellow highlighted section will invalidate the form , which will be returned
CAPITAL LETTERS MUST BE USED IN ALL BOXES EXCEPT THOSE REQUIRING A SIGNATURE	The form will be returned if this is not the case
Write clearly and insert only one letter in each box	The form will be returned if this is not the case
If you make a mistake put a line through it and correct it to the right	In this case if there is not enough room remaining to the right you must either use a continuation sheet or preferably start again with a fresh form
Where a choice is required mark your choice only with an “X”	MSSC HQ is not permitted and will not make choices for you – the form will be returned if you fail to make a required choice
You must keep all entries on the form within the boxes provided, including signatures	The form will be returned if this is not the case
Provide details of all addresses where you have lived for the last 5 years	This is one of the most common reasons for returned applications – you must ensure there are no gaps in the dates given and the dates must cover at least the last 5 years
<u>DO NOT</u>	A. Write over the edges of any box B. Place stamps or stickers on the form C. Staple anything to the form D. Use correction fluid E. Strike out a section that is not applicable – leave it blank



Summary

5. From November 2010 ISA registration is a statutory requirement for those applying to work in a regulated activity, whether employed or as an Adult Volunteer. The MSSC will be legally obliged to ensure that all Adult Volunteers and employees working in its regulated activities are appropriately cleared and registered to do so.
6. From 26 July 2010 the MSSC will embark on an individually targeted exercise to ensure that existing members of the organisation, not previously cleared through an appropriate Records Bureau, are not only cleared but also registered with the ISA. Those individuals requested to apply for Disclosure and ISA registration who fail to do so will not be able to continue to work for the MSSC and their appointments will be terminated.
7. New applicants in England, Wales and Northern Ireland, from 26 July 2010, must not be permitted to help out at Units, even if supervised, until or unless they are ISA registered. From 1 November 2010 it will be a criminal offence for an unregistered person to apply to work in a regulated activity and for Units and the MSSC to allow them to do so.
8. Please take a look at the interactive guide:
www.crb.homeoffice.gov.uk/Interactiveguide
9. Details of similar arrangements are being developed for Scotland and will be published when announced. Arrangements for Access NI remain in place. Chairs of Unit Management Committees, Commanding Officers and Officers in Charge of Units should ensure that all members of their UMCs and all their instructional staff have completed the Disclosure process by 31 October 2010. This applies to all Units in England, Wales, Scotland and Northern Ireland. Where there is no Disclosure record shown on Westminster by 31 October 2010, that person will no longer be able to continue as an Adult Volunteer.
10. Sea Cadet Regulations will be updated/amended in due course.

