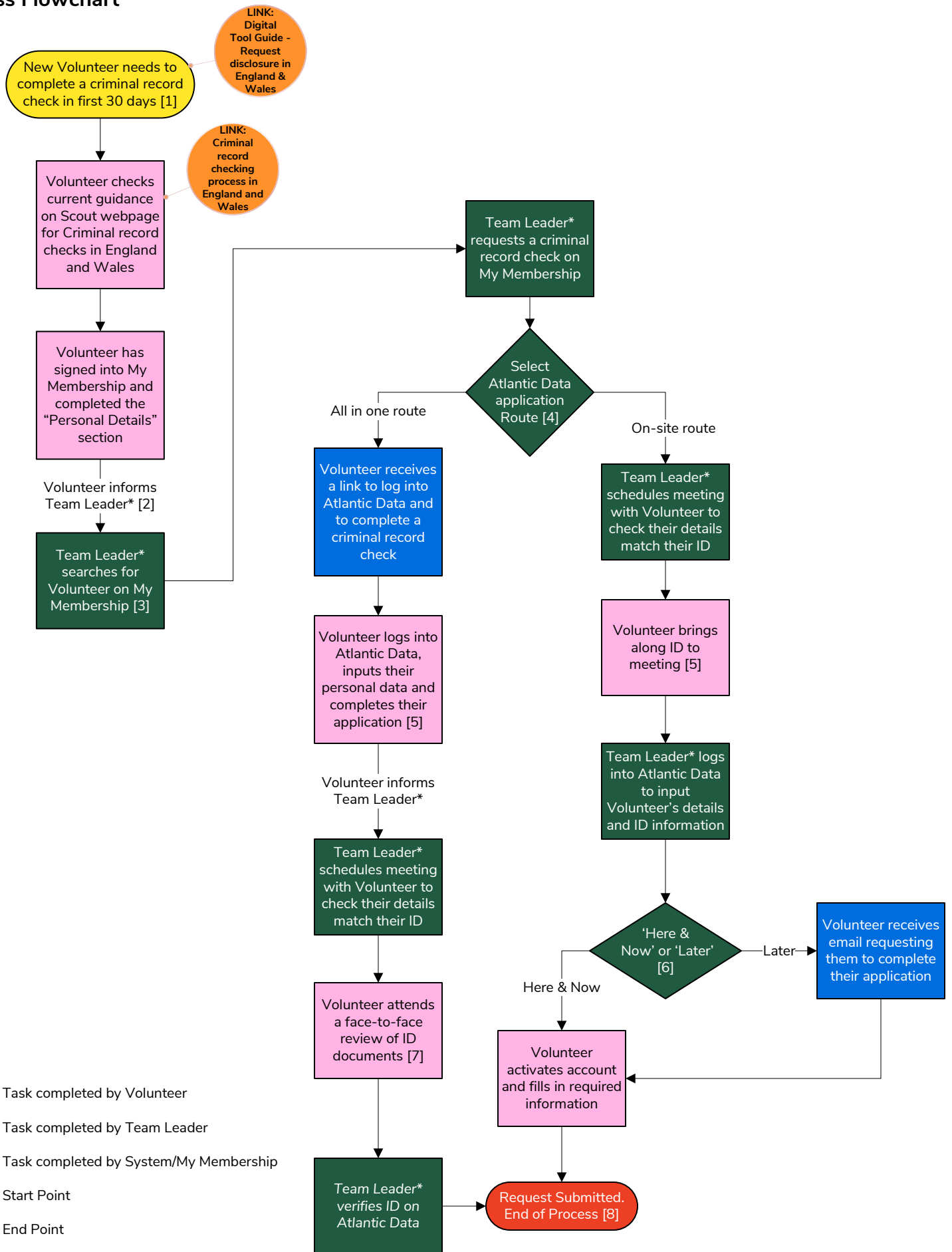


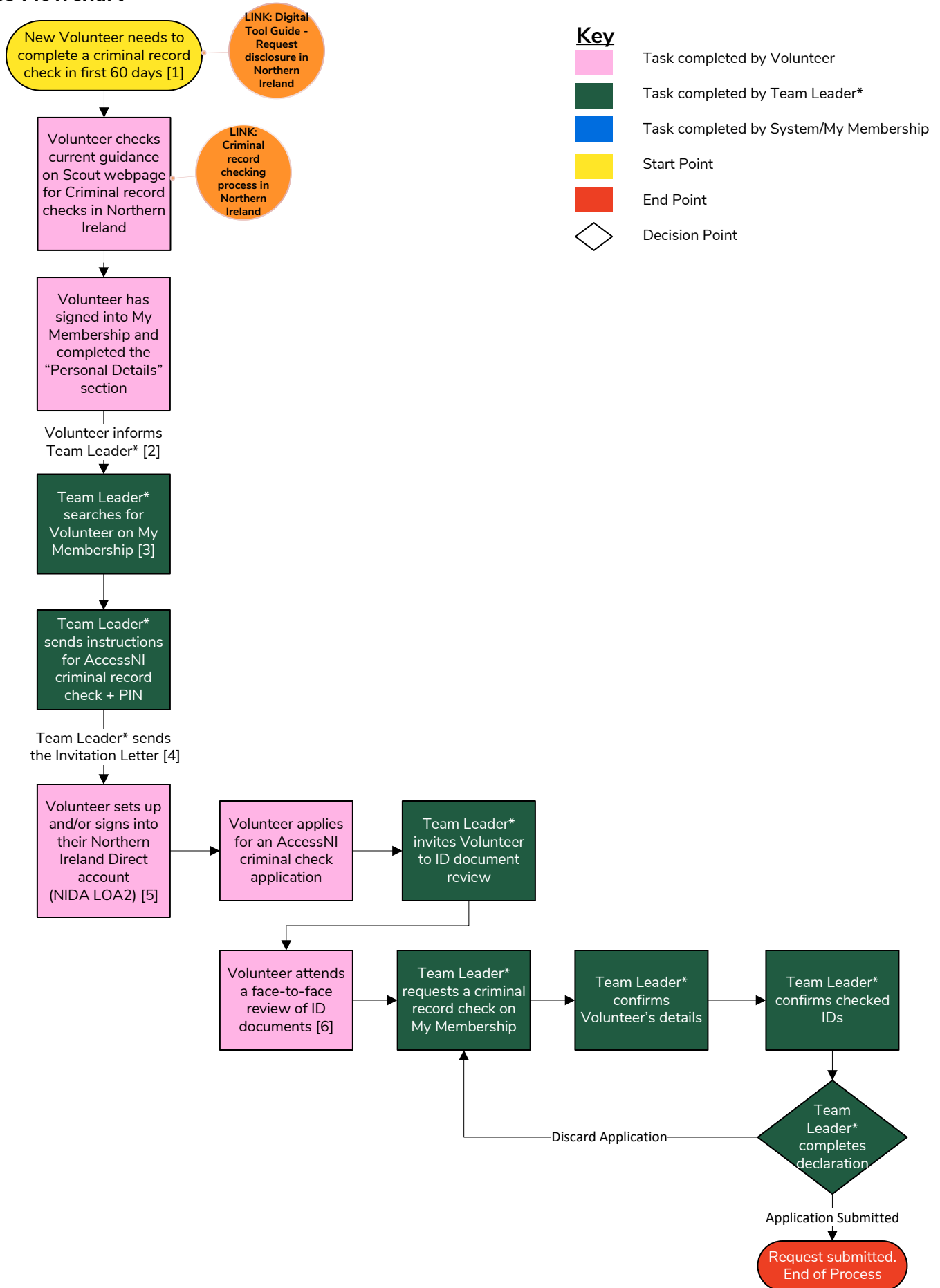
Requesting a criminal record check (disclosure) in England & Wales

Process Flowchart



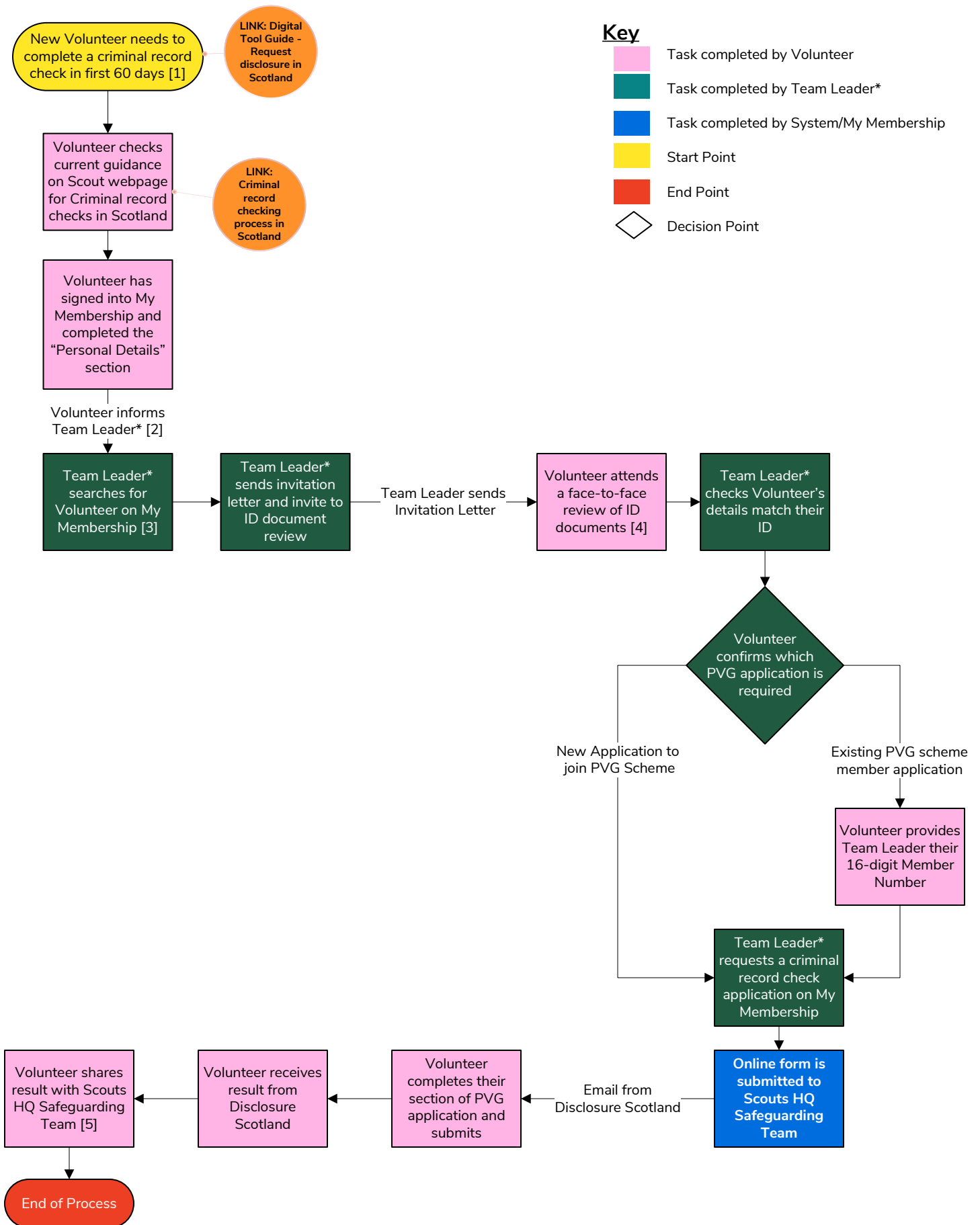
Requesting a criminal record check (disclosure) in Northern Ireland

Process Flowchart



Requesting a criminal record check (disclosure) in Scotland

Process Flowchart



Requesting a criminal record check (disclosure) – new volunteers only

Process flowchart

Footnotes

[1] "Criminal Record Check" is referred to as "Disclosure" within My Membership

[2] This can be the Team Leader, Lead Volunteer or Chair – or any of the following roles/accreditations: Leadership Team Members, Disclosure Support Volunteers, Managers of the Activity Permit Scheme, Recruiters, Volunteer Safeguarding Leads and Locally Employed Staff - Leadership Support.

[3] It's recommended the Team Leader does a basic check of the data entered by the volunteer (i.e. names, address, post code, date of birth) as these can't be corrected once the information has been added in Atlantic Data.

England & Wales

[4] In the '**all in one**' route, the volunteer receives a link by email requesting them to log in to Atlantic Data and input their ID information. In the '**on site**' route, the Team Leader needs to meet with the volunteer to input their data and validate their ID.

[5] See 'Criminal record checking process in England & Wales' webpage for links to DBS ID checking guidelines (and ID Checking Form)

[6] Click the 'Here & Now' or 'Later' button to select when the applicant will complete the application.

[7] The Scouts ID Checker can be the Team Leader or any full member with relevant permission.

[8] If incorrect data is input, it will not be possible to process the criminal record check request. In that happens, email disclosures@scouts.org.uk to determine the best way forward.

Northern Ireland

[4] Where the Volunteer needs to update their criminal record check after 5 years, it requires a recheck. The Team Leader must use the Recheck Invitation Letter.

[5] From 3 April 2025, there's been some changes to the application process for Access Northern Ireland (AccessNI) Criminal Record Checks. All applicants are now required to have a Northern Ireland Direct account (NIDA LOA2) before they apply for an ANI Criminal Record check.

Once an applicant has an NIDA LOA2 account, they can apply for an Access NI Criminal Check Application and, under the new requirements, the applicant themselves will need to upload 2 identify documents. NI Direct will verify the applicant's identity but there is still a legal responsibility for The Scouts to satisfy themselves of the person's identity and a requirement to review the identity documents.

[6] The Scouts ID Checker can be the Team Leader or any full member with relevant permission.

Scotland

[4] The Scouts ID Checker can be the Team Leader or any full member with relevant permission.

[5] From 1 April 2025, the PVG process includes a requirement for Scouts volunteers to 'Share' their certificate with The Scouts' HQ Safeguarding Team unless the volunteer disagrees with the information on their certificate and asks Disclosure Scotland to review it.

When volunteers receive their certificate online, they will have 14 days to click on the 'Share' button, whether their certificate is clear or contains adverse information. If a volunteer does not click 'Share', the Safeguarding Team will not be able to complete the vetting process and so the volunteer's membership will be declined, even if the volunteer's certificate is clear. If the volunteer misses the 14 day deadline to 'Share' with the HQ Safeguarding Team, they need to start the PVG process again from the beginning.

Once the HQ Safeguarding Team has viewed the volunteer's certificate, all known information will be considered as part of the vetting process and if further information is required, the HQ Safeguarding Team will contact the volunteer.

Please note, PVG checks are just one element of the National Vetting Process. The issuing of the certificate doesn't mean the volunteer's membership is full and complete. The membership system will confirm the status of a volunteer's membership.

Further Information

Last reviewed: 22 May 2025

If you have been sent this process flowchart, please ensure you are viewing the most up-to-date version. You can download the latest version going to link: <https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/disclosures/>

or clicking the button below:

Digital Tool Guide - Criminal record checks/disclosures