**Local Disclosure Guidance: Southern Europe**

British Scouting operates across Europe, the Middle and East Asia as well as in other parts of the world. Each of the countries have very different criminal justice systems, cultures and mechanisms of safeguarding and vetting.

It is the policy of The Scout Association to check all adult volunteers to ensure that only adults appropriate for a role are permitted to undertake responsibilities in Scouting.

Adults who volunteer in British Scouting Overseas and who require a Disclosure as part of their role, are required to secure an acceptable disclosure check in their country of residence and in addition a Disclosure check through the Disclosure and Barring Service (DBS)(If applicable). The local variations for Southern Europe are outlined on page 2.

Disclosure

Notification Form

(

Online

)

Have you been a resident of

the United Kingdom since

10

th

Birthday?

Yes

No

DBS

required

Local

disclosure

Local

disclosure

Submission to

HQ

Local check

Form

Submission

to HQ

)

Online

(

Local check

Form

Submission

to HQ

Online

(

)

Completion of National Vetting Process

Non-UK (“Local”) disclosure checks

A local check for BSO members must meet the following criteria:

* It must clearly identify the individual concerned. It must name the individual and should provide at least one additional identifying feature. (Passport number, membership number, address, date of birth etc)
* It must be provided by a recognised authority from the Country (Police, Sheriff, Judiciary, criminal records agency or other public body)
* It must be provided in English or information contained verified locally and any concerns raised with the vetting team at UKHQ (vetting@scouts.org.uk)

|  |  |  |
| --- | --- | --- |
| Country  | Vetting System  | Comments  |
| France  | Bulletin n°3 (Extrait de Casier Judiciaire)   | BSO members have dual membership of Scouts et Guides de France and checks can be carried out using their system in many cases. However, to ensure a consistent and speedy approach, applicants should obtain the Extrait de Casier Judiciaire direct from <https://casier-judiciaire.justice.gouv.fr/>  No charge  |
| Italy | Certificato Penale (Penal Certificate) or Certificato dei Carichi Pendenti (Certificate of Pending Procedures) | Apply in person at local Public Prosecutor’s Office) of the court competent for the area where you liveFee € 3.10 |
| Romania | Certificat de Cazier Judiciar | Apply in person at your local county police stationYou must have:* A completed application form. Obtainable at link below; local police station
* Photographic ID when collecting from police station

Fee of RON 1 (approx. 0.20p) payable by tax stamp available at Post Offices; turnaround of 10-30 days* [List of police stations that accept applications](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants/www.politiaromana.ro/site_judetean.htm)
* [Online form](http://politiaromana.ro/directia_cazier_registrul_operatorilor_intracomunitari.htm) (Romanian only)

Central Office in Bucharest:Criminal Record and Operational Situation Department3-5 Eforie St, Sector 5BucharestTelephone: (+402)131 531 89General Inspectorate of the Romanian Police:13-15 Stefan cel mare StreetBucharestTelephone: (+402)120 825 25 |
| Spain  |  Certificate of Convictions (Certificado de Antecedentes Penales)  AND  Certificate of Sexual Offences (Certificado de Delitos de Naturaleza Sexual)  | Central Office of Citizens Advice Ministry of Justice Calle Bolsa 8. 28012 Madrid [www.mjusticia.gob.es](http://www.mjusticia.gob.es/)  For regional offices of the MoJ: click [here.](http://www.mjusticia.gob.es/cs/Satellite/en/1288779908060/MuestraInformacion.html)  Cost € 3.78 for Certificate of Convictions, free for Certificate of Sexual Offences  |
| Switzerland | Criminal Records Extract / Stafregisterauszug | Apply online to the Swiss Criminal Records Register, or in person at local post officeOnline:<https://www.e-service.admin.ch/crex/cms/content/strafregister/strafregister_en> Email: info@bj.admin.ch Fee CHF 20.00; notarisation fee CHF 20.00 |

* Support for the cost of obtaining local disclosures is available; applications should be made with full details of the disclosure obtained with proof of payment, to secretary@britishscoutingoverseas.org.uk
* All disclosure checks, both DBS and local, must be renewed at intervals of not more than five years

For general advice on these procedures, please contact secretary@britishscoutingoverseas.org.uk