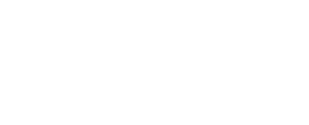
**Local Disclosure Guidance: Southern Europe**

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.



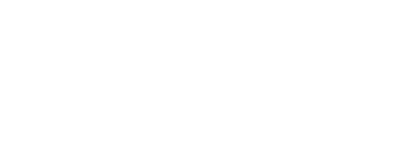
Disclosure

Notification Form

(

Online

)



Have you been a resident of

the United Kingdom since

10

th

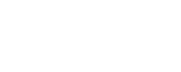
Birthday?



Yes

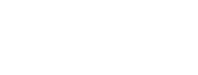


No



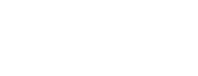
DBS

required



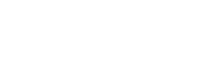
Local

disclosure



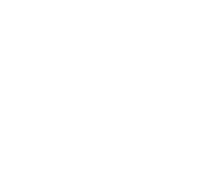
Local

disclosure



Submission to

HQ



Local check

Form

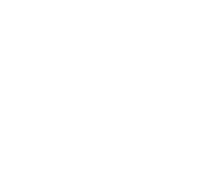
Submission

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](mailto: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 live  Fee € 3.10 |
| Romania | Certificat de Cazier Judiciar | Apply in person at your local county police station  You 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 Department  3-5 Eforie St, Sector 5  Bucharest  Telephone: (+402)131 531 89  General Inspectorate of the Romanian Police:  13-15 Stefan cel mare Street  Bucharest  Telephone: (+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 office  Online:  <https://www.e-service.admin.ch/crex/cms/content/strafregister/strafregister_en>  Email: [info@bj.admin.ch](mailto: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](mailto: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](mailto:secretary@britishscoutingoverseas.org.uk)