



# Norfolk Lowland Search and Rescue



## Disclosure of Convictions - Statement

Having a criminal record will not be a bar to joining Norfolk Lowland Search And Rescue (NorLSAR) unless the NorLSAR Committee considers that a conviction means that the applicant is unsuitable. Under the requirements of the Rehabilitation of Offenders Act 1974 and any other relevant legislation there may be a need to ask all volunteers to disclose any 'unspent' convictions.

The nature of this membership means that it is exempt from those provisions of The Rehabilitation of Offenders Act 1974 that allows convictions to be regarded as "spent". This is because of the work NorLSAR carries out, working with children and vulnerable adults.

Consequently, all applicants must state whether they have **any** convictions, cautions or bind-overs. Any information given will be treated in complete confidence. A criminal record will not necessarily be a bar to obtaining membership. Disclosure information will not be used unfairly.

Any failure to declare any convictions, cautions or bind-overs which subsequently come to notice will lead to the withdrawal of any offer of membership or to disciplinary action which may lead to termination of membership.

All applicants, whether active operational members or non-operational, for example volunteers assisting with administration duties only, are required to fill in the Criminal Records Bureau Disclosure Application (attached). The CRB forms are to be returned in person to the **Membership Secretary/ NorLSAR Secretary** together with supporting ID documents.

Supporting ID documents required for the process are

- Driving licence – both paper part and ID card
- Passport
- A recent utility bill (electricity, phone bill, council tax etc) to confirm your current address.

If you do not have all of these documents, please contact the Membership Secretary/ NorLSAR Secretary for further information on other documents that can be used.

## **Having a CRB check is a requirement of Membership**

***Please complete below:***

I have read the above statement about Norfolk Lowland Search And Rescue policy on convictions etc, and

- I have nothing to declare.
- I have information to declare and have a separate sealed envelope containing details. (please mark front of envelope “**Private & Confidential**” and address to **Disclosure Officer**)
- I have a completed copy of CRB Disclosure Application Form and have the relevant supporting ID documents.

Please write the Application No: from the CRB form here .....

**Please “Tick” whichever statements above are appropriate**

If you have **nothing** to declare: Please present the relevant ID documents and completed CRB application form to the Membership Secretary or NorLSAR’s Secretary for countersigning. Please hand this form in at the same time

If you **have something to declare**. Please present your ID documents and completed CRB form to the Membership Secretary or NorLSAR’s Secretary for countersigning. Please hand this form in at the same time. The additional information you wish to declare, should be placed in a separate sealed envelope, and marked as described above. This information can be sent to the following address. Please ensure it is addressed to the “Disclosure Officer”, NorLSAR, PO BOX 3138, Norwich, Norfolk, NR7 0ZE or you can hand the sealed envelope to either the Membership Secretary or NorLSAR Secretary and it will be past onto the Disclosure Officer.

Any information received will be treated in the **STRICTEST CONFIDENCE**

..... *Print Full Name*

.....*Signature*

.....*Date*

**For Disclosure Officer Use Only:**

1. *Signed Disclosure Statement received..... Date.....Signed.....*
  2. *CRB Disclosure Application received.....Date.....Signed.....*
  3. *Supporting ID Doc's received.....Date..... Signed.....*
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- CRB Disclosure Application sent.....Date.....Signed.....*
  - CRB Disclosure Application returned.....Date.....Signed.....*