

Hayling Scouts Family Camp – Parent Registration

All adults camping at our Family Camp, whether as a Leader / Helper or Parent, is required to complete a “Disclosure” check using the governments DBS service.

The purpose of this check is to ensure the safety of everyone taking part and especially our young people.

We suggest that you print the forms below and hand these to your leader when showing the identification documents in step 2 below.

Process Summary

1. There are 5 steps to the process:-
 - Complete the Initial Registration form (see below)
 - Personal Data consisting of Names, Address, Telephone and Email
2. Provide the Identification Document Information
 - Show your Identification Documents to your section Leader
 - They will make a note of the required information so we can make sure we get it right first time
3. Register you with the Scouts DBS system
 - We will then register you with the Scouts registration system
 - This will initiate the checking service
4. You then complete the checking information
 - You will receive an email from the checking service (Atlantic) with a temporary login
 - You need to login and complete the required information
5. Confirmation
 - **ONLY** you will receive confirmation that your check is complete.
 - If there are any questions identified, **ONLY** you will receive these.
 - In the unlikely event of any problems with your check, **ONLY** you and Scouting HQ will be notified and you will be informed of what action to take.

Notes:

- Once you registration is complete and the checking service is initiated, **ALL** paperwork you have provided will be destroyed.
- No-one associated with 3rd Hayling Scouts will be informed of the status of your check at any time.
- Successful checks are flagged on the database, but no information is stored about outstanding questions or any concerns.
- We do not record or maintain any information locally regarding your registration.
- Blank forms are available through your Leader

Personal Information

Title	
Surname	
First Name	
Middle Names	
Known As	
Nationality	
Date of Birth	
Contact Information	
Address	
Post Code	
When you moved to this address (month/year)	
Telephone (Home)	
Telephone (Mobile)	
Telephone (Other)	
Email	

Please Note: If you have ever been known by a different name, OR you have not lived at your current address for a period of more than 5 years, you will be required to enter this in step 3 of the process.

Identification Documentation

In order to complete the DBS check, we need to see and record the information from certain documents. The list of acceptable documents is quite long, however as long as you have a current valid Passport and / or Photo-card Driving License this validation is quite straight forward.

In total you will need 3 documents, so for example with both the Passport and photo-card driving license, you will only require 1 further document from group 2 below, or with only 1 of the Passport / Driving License, you will need 2 further documents from group 2.

Please Note: If you **do not** have either a valid passport or photo-card driving license, please contact me so that we can go through the longer list.

Group 1 Identification Documentation		
Driving License (photo card)	Number (including last 2 digits)	
	Date of Issue (4a)	
	Date Expires(4b)	
	To Date (11)	
Passport	Number	
	Date of Issue	
	Date of Expiry	
	Place of Birth	

Group 2 Identification Documentation		
Please choose your identification documents from:-		
<ul style="list-style-type: none"> • Council Tax Statement (Current Year Only) • P45 / P60 (Issued within last 12 months) • Mortgage Statement (Issued within last 12 months) • Bank Statement (Issued within last 3 months) • Credit Card Statement (Issued within last 3 months) • Utility Bill (Not for a mobile phone and issued within last 3 months) • Benefit Statement (Issued within last 3 months) 		
Please complete the information below for your documents.		
Selected Document	Date of Issue	Place of Issue / Issued By