

# Pre-induction information

This sheet will provide you with useful information about the **SEAs** registration process prior to your induction. If you have any questions about the process, please contact your **SETPOINT** contract-holder (details at [www.stemnet.org.uk](http://www.stemnet.org.uk)).

## 1. Volunteer registration form

The volunteer registration and data protection form must be completed by all individuals wishing to register as an Ambassador.

This form is used to:

- gather essential contact details and relevant details of past experience/skills
- gather information which will help when reporting the progress of the **SEAs** programme to the DTI, who fund the programme
- give **STEMNET** and the **SETPOINT** contract-holder permission for your details to be kept on a secure computerised database (for use only for the purposes of **SEAs** programme administration and operations)

## 2. Criminal Record Bureau (CRB) checks

CRB is an executive agency of the Home Office. Its primary purpose is to help employers and voluntary organisations make safer recruitment decisions. The CRB will help identify prospective candidates who may be unsuitable for certain work, especially that involving contact with children or other vulnerable members of society.

The CRB helps to protect the public through a service called 'disclosure'. This service will improve access to criminal records and other relevant information held by the police and by government departments.

The CRB will protect the rights of all citizens to have this information treated sensitively and confidentially. The CRB has addressed this issue in a number of ways:

- no disclosures can be issued without the consent of an individual applicant.
- the information provided on disclosures is always provided to individual applicants. If they are unhappy about any aspect of it or believe it to be wrong they can challenge it and have it reviewed.
- there are safeguards in the CRB's code of practice to ensure that personal information provided by the CRB to any organisation remains confidential. This is to ensure that the individual's rights to privacy should not be abused.

### How does the disclosure process work?

All potential **SEAs** must apply for a disclosure through the **STEMNET** registered body or be prepared to show the **SETPOINT** contract-holder an original Standard Disclosure which has been processed through another registered body and which is less than three months old. (Note: Standard level disclosures only can be used from another registered body route.)

Thus, all prospective **SEAs** must complete a disclosure application form. They must then present this along with appropriate forms of identification to an authorised **SETPOINT** contract-holder staff representative who will conduct an ID check and arrange for an authorised countersignatory to sign the application (Information on this should have been provided by your **SETPOINT** contract-holder). The completed form is sent to the CRB who will search appropriate databases to obtain relevant details. The resulting disclosure document is sent to the applicant, and a copy sent to the countersignatory only.

The information contained in a disclosure document must be kept strictly confidential in line with the requirements laid out in the code of practice and **STEMNET**'s policy on security and storage of information, which you can obtain from your **SETPOINT** contract-holder. This information will be kept strictly confidential, and will only be viewed by the countersignatory or another authorised person in line with the provisions laid out in the code of practice and security policy.

No bias will be formed towards convictions that are not relevant to the issues related to working with or supervision of young people.

### 3. SEAs ID cards

The **SEAs** ID card is issued once the individual has fulfilled the four requirements to become an Ambassador:

- registration form completed
- CRB form completed and CRB check completed
- CRB disclosure accepted by **STEMNET**
- induction briefing completed

The **SEAs** ID card is issued by the **SETPOINT** contract-holder, with your name, ID number, card expiry date, and your photograph, signed by the **SETPOINT** contract-holder and laminated. All **SEAs** ID cards expire three years after the CRB issue date and will be re-issued when a new CRB disclosure has been obtained.

Enamel Science and Engineering Ambassador badges are also available and may be given to individual **SEAs** along with the **SEAs** ID card. Many **SEAs** are proud to wear these badges and comment on how much discussion they provoke from others. Each **SETPOINT** contract-holder should have a supply of these badges. If not, please contact the **STEMNET** office (details on [www.stemnet.org.uk](http://www.stemnet.org.uk)) who can supply you with one.

You can find further information at [www.crb.gov.uk](http://www.crb.gov.uk)

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