

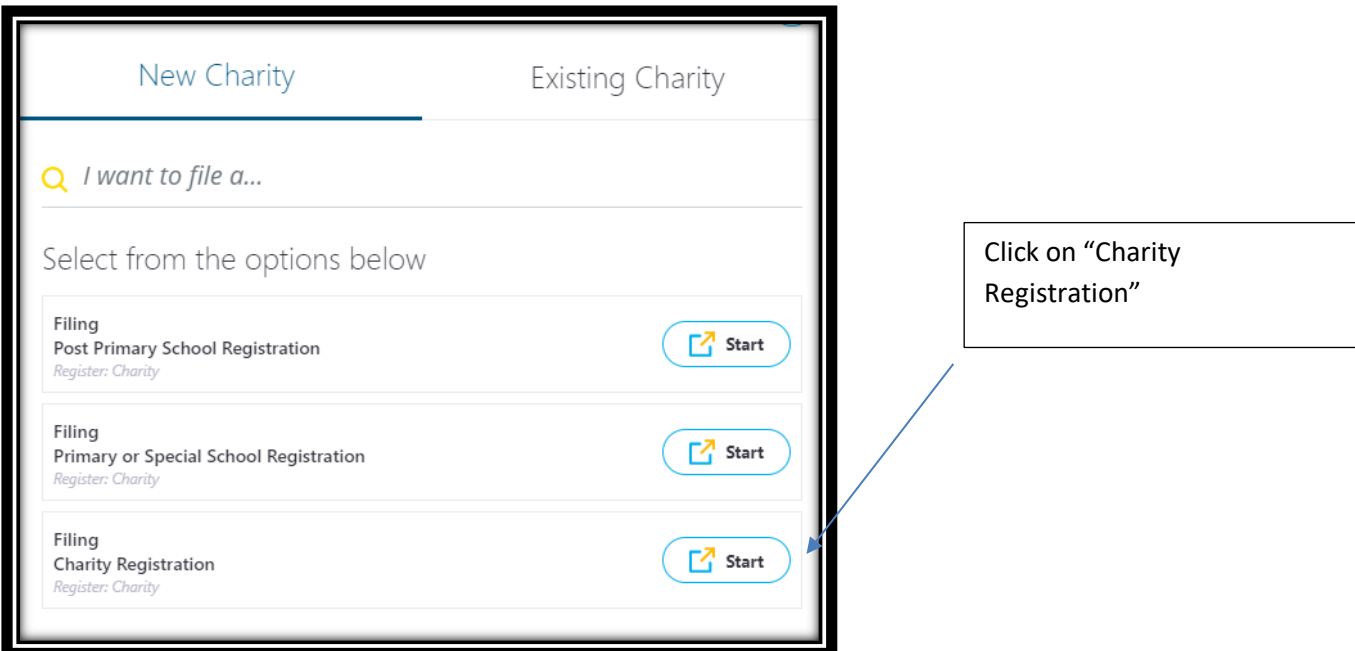
Step by step guide to registering a Scout Group with the Charities Regulator as an unincorporated Charity – Updated April 2024

Please read this guide thoroughly before and while filling in the application.

Since some of the information will appear on the Charities Register on their website, please make sure that the info entered is completed with correct formatting, capital letters, etc. If you have any questions on this guide or if you are answering any of the questions below differently then what is presented, please contact your support officer or email charityregistration@scouts.ie

Creating a new filing

Log onto the CRA portal, click on “new filing” on the left-hand side of the screen which will create the following pop up screen and click on “Charity Registration”. The application can be saved at any point throughout the process by clicking on “save draft” at the bottom of any of the pages and can be returned to at a later date.

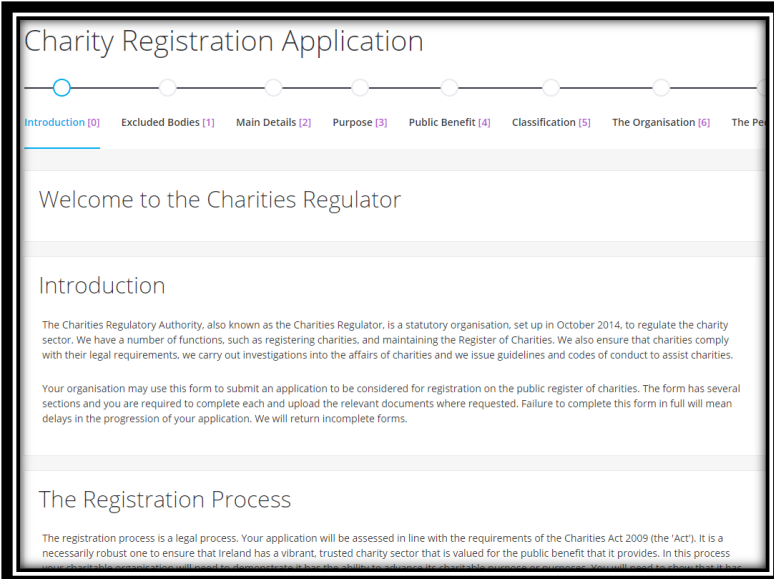


The screenshot displays the 'New Charity' selection screen on the CRA portal. It features two tabs: 'New Charity' (selected) and 'Existing Charity'. Below the tabs is a search bar with the placeholder text 'I want to file a...'. Underneath, the instruction 'Select from the options below' is followed by three rows of options, each with a 'Start' button:

- Filing Post Primary School Registration (Register: Charity)
- Filing Primary or Special School Registration (Register: Charity)
- Filing Charity Registration (Register: Charity)

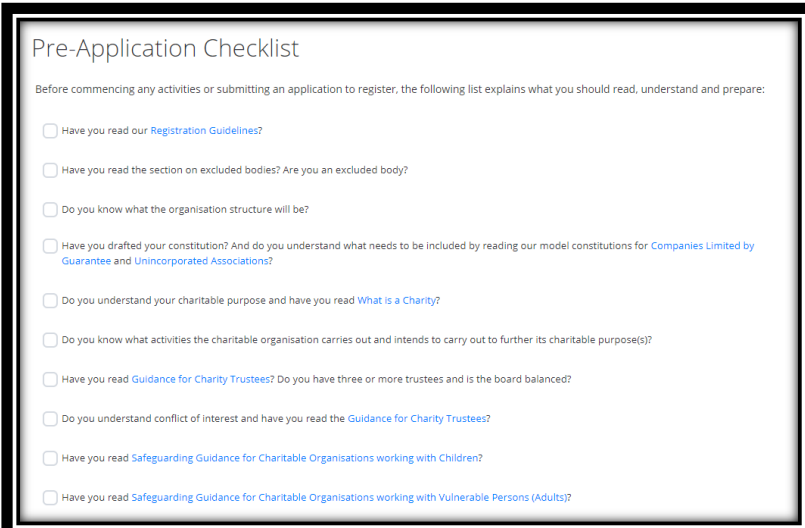
A callout box with a blue arrow points to the 'Start' button for 'Charity Registration', containing the text: 'Click on “Charity Registration”'.

Page 0: Introduction



The screenshot shows the 'Charity Registration Application' page. At the top, there is a progress bar with seven steps: Introduction (0), Excluded Bodies (1), Main Details (2), Purpose (3), Public Benefit (4), Classification (5), and The Organisation (6). The 'Introduction' step is currently selected. Below the progress bar, the page title is 'Charity Registration Application'. The main content area is titled 'Welcome to the Charities Regulator' and 'Introduction'. It contains text explaining the Charities Regulatory Authority's role and the registration process. The page is framed by a thick black border.

This is the first page of the application and is just a small introduction to the registration process, along with asking the applicant to tick a pre-application checklist.



The screenshot shows the 'Pre-Application Checklist' page. It begins with the text: 'Before commencing any activities or submitting an application to register, the following list explains what you should read, understand and prepare:'. Below this is a list of ten checklist items, each with an unchecked checkbox. The items are: 'Have you read our Registration Guidelines?', 'Have you read the section on excluded bodies? Are you an excluded body?', 'Do you know what the organisation structure will be?', 'Have you drafted your constitution? And do you understand what needs to be included by reading our model constitutions for Companies Limited by Guarantee and Unincorporated Associations?', 'Do you understand your charitable purpose and have you read What is a Charity?', 'Do you know what activities the charitable organisation carries out and intends to carry out to further its charitable purpose(s)?', 'Have you read Guidance for Charity Trustees? Do you have three or more trustees and is the board balanced?', 'Do you understand conflict of interest and have you read the Guidance for Charity Trustees?', 'Have you read Safeguarding Guidance for Charitable Organisations working with Children?', and 'Have you read Safeguarding Guidance for Charitable Organisations working with Vulnerable Persons (Adults)?'. The page is framed by a thick black border.

Read through the checklist and tick the boxes.

Click "Next" when you are ready to move on.

Page 1: Excluded Bodies

This section ensures that your Scout Group isn't an excluded body.

Excluded Bodies

Introduction

The Act specifies types of organisations that are not charitable organisations. These are known as "excluded bodies". The Act sets out 6 categories of excluded bodies. The information provided in this section is for guidance purposes only and its content is not to be taken as a definitive statement on the law. The full legal text on excluded bodies can be found in Section 2(a-f) of the Charities Act.

If you are unsure if you are an excluded body, we suggest that you seek independent advice on the matter before proceeding with your application.

In this section, you will be asked a number of questions to determine whether your organisation may be an excluded body. If you tick yes to one or more of the questions, you may be an excluded body.

Is your organisation a political party, or a body that promotes a political party or candidate? *

Yes

No

Does your organisation promote a political cause, unless the promotion of that cause relates directly to the advancement of the body's charitable purpose? *

Yes

No

All Scout Groups are deemed to be a Charitable so click No for all questions and then click "Next" at the bottom of the page.

Page 2: Main Details

Organisation Type

The organisation type describes your legal form, for example whether you are a company limited by guarantee, an association, a trust, a school, or a co-operative. Your constitution should tell you what organisation type you are.

Please select your organisation's Organisation Type *

Company

Association

Trust

Private Charitable Trust

Co-operative

Friendly Society

Royal Charter Governance

Statute / Statutory Instrument

Foreign Registered Company

Education Body (as defined in the Charities Act 2009)

Click on "Association"

Name of Charity

What is the full name of your organisation? *

Click here to enter text (max 500 characters)

Check Name

Other Names

No Other Names in this list

Add Other Name

Establishment

Where was your organisation established? *

Republic of Ireland

Enter name of Scout Group, as it appears on database.

Number > County > Local area (chosen name) > Scout Group

Example – 3rd Monaghan Carrickmacross Scout Group

Leave blank

This is left as Republic of Ireland

Search Address

Enter the Eircode or 1st line of the address and click to autofill

Line 1 *

Click here to enter text (max 70 characters)

Line 2

Click here to enter text (max 70 characters)

Line 3

Click here to enter text (max 70 characters)

City

Click here to enter text (max 70 characters)

Country *

Republic of Ireland

County *

Eircode *

Click here to enter text (max 70 characters)

Enter the principal address of your scout group (where it meets more than anywhere else)

Would publishing this address jeopardise anyone's safety or security? *

Yes
 No

Contact Details - Operational Address

Is your place of business or operational address the same as your principal address? *

Yes
 No

Contact Details - Telephone, Email & Social Media

Main Telephone Number
We suggest you input a dedicated telephone number here for your charity rather than a personal number.

Main Telephone Number *
Click here to enter text (max 40 characters)

Secondary Telephone Number
Click here to enter text (max 40 characters)

Main Email Address
We suggest you use a dedicated email address for your charity rather than a personal email address and ensure that more than one person has access to it for example charityname@gmail.com/hotmail@yahoo.ie.

Main Email Address *
Click here to enter text (max 70 characters)

Click No, as appropriate

Click Yes

Enter main telephone number and email address. This would be the person filling in the application, probably Group Leader or Group Secretary

If your organisation has a website, please enter the address here:

Click here to enter text (max 70 characters)

If your organisation uses social media, please enter the relevant addresses here:

Click here to enter text (max 500 characters)

Enter group website if it has one

Enter group facebook page address and any other social media accounts it might have

Other Legal Identifiers

Does your organisation currently hold, or has it ever held, a CHY number issued by the Revenue Commissioners? *

Yes
 No

Has your organisation ever been refused a CHY number by the Revenue Commissioners? *

Yes
 No

Registration in other Jurisdictions

Is your organisation registered as a charity in another jurisdiction? *

Our organisation is not registered as a charity in another jurisdiction
 Northern Ireland
 England & Wales
 Scotland
 Other

Changing your Legal Form

This section is for a charity that intends to change its legal form, for example a charity changing from an unincorporated association to a company limited by guarantee. When you change your charity's legal form you must register the new entity because the entity originally registered with the Charities Regulator will no longer legally exist.

Is this application being submitted to replace an existing charity? *

Yes
 No

Click No

Click No

Click 1st option

Click No

Page 3: Purpose

Charitable Purpose

The prevention or relief of poverty or economic hardship

Tick this box to see more information about this Charitable Purpose

The advancement of education

Tick this box to see more information about this Charitable Purpose

The advancement of religion

Tick this box to see more information about this Charitable Purpose

Any other purpose that is of benefit to the community which has 12 sub-categories

Tick this box to see more information about this Charitable Purpose

Leave the above options blank

Charitable Purpose

Please select your organisation's relevant Charitable Purpose(s)

[Click here to select all that apply](#)

Any other purpose that is of benefit to the community

Purpose

Please select all other relevant Charitable Purposes that are of benefit to the community

[Click here to select all that apply](#)

The promotion of civic responsibility or voluntary work

The promotion of civic responsibility or voluntary work

In which of these areas does your organisation provide benefits?

[Click here to select all that apply](#)

Promotion of good citizenship

Choose the options shown from the dropdown boxes

Click "Next"

Page 4: Public Benefit

It should be noted that if you outline activities which require financial expenditure, this should be reflected in your financial information provided on the **Financial Information** page

Activity 1

Weekly meetings - Enter more info

[Click here to add more activities](#)

Activity 2

Outdoor Adventure Activities - Enter more info, including overnight camps

Activity 3

[Click here to enter text \(max 500 characters\)](#)

Activity 4

[Click here to enter text \(max 500 characters\)](#)

Activity 5

[Click here to enter text \(max 500 characters\)](#)

Activity 6

[Click here to enter text \(max 500 characters\)](#)

Enter description shown, along any other info you deem appropriate

Enter description shown, along any other info you deem appropriate

Enter other appropriate activities, i.e. water activities, etc

Objectives

It is vital that every charitable organisation is managed in such a way that the public benefit it provides is sustainable and all charitable assets are protected.

A level of planning, appropriate to the size and complexity of the charitable organisation, will assist the charity trustees in ensuring it is managed effectively. The charity trustees should discuss how the charitable organisation will continue year-on-year, its long and short-term goals, its financial estimates and priorities and how these will be monitored.

Please provide details of each of your organisation's objectives.

Example 1
An organisation which supports children with autism
Objective 1: We will improve access to speech and therapy in our area for people with autism

Example 2
A community hall
Objective 1: We will provide cultural and artistic experiences to the community
Objective 2: We will improve environmental surrounds of the community
Objective 3: We will improve access to training and skills in the community

Objective 1 *


The aim of the Scout Group is to encourage the physical, intellectual, character, emotional, social, and spiritual development of young people

Click here to add more objectives

Enter the aim of the Scout Group from the Group Constitution

Who will benefit from your organisation's work? *

[Click here to select all that apply](#)

Members of the organisation 

Members of the organisation

Members:
A member means a person who maintains their membership in the club by the payment of monthly, quarterly, or annual fees in the manner established by the rules and regulations thereof.

If Membership Fees are payable, please upload a document detailing your fees and explain what the fees entitle the Member to and any concessions for those who cannot pay?

Enter the option shown from dropdown box

Upload Group's Fees & Concessions Policy

Beneficiary Selection

Beneficiary Selection
We call the people you who are intended to benefit from your activities 'beneficiaries'. We recommend charity trustees draft and agree a policy on the organisation's intended beneficiaries. We call this a beneficiary selection policy.

For organisations who:

- have a selection process to avail of services or activities;
- impose limitations for example if your service is limited to children;
- charge a fee;
- give grants or funding

you must submit a beneficiary selection policy.

Please upload your beneficiary selection policy

Fees
An organisation may charge fees for its activities or services however you must show us how this is not a barrier to accessing your services.

Do you charge fees for your organisation's activities or services? *

Yes
 No

Please provide information on fees and concessions *

Required

Upload Group's Membership Policy

Click Yes

Upload Group's Fees & Concessions Policy

Where will your organisation provide benefit?

In which areas of Ireland will your organisation provide benefit? [Ⓞ]

Click here to select all that apply

Will your organisation provide benefit outside Ireland? *

Yes

No

Other Documents

While we highly recommend that you use annual and strategic plans to set goals and track the progress of your organisation, if you do not use annual plans or strategic plans you do not need to prepare one for this application. You are expected to detail your current or planned activities and objectives in this section.

If you have already prepared a Business Plan, please attach a copy here.

[Upload File](#)

Choose the appropriate county/ies from the dropdown box

Click No

Upload Group's Strategic Plan

Click "Next"

Page 5: Classification

Is your charity a state body (i.e. formed by Statute / Act)? *

Yes

No

Please select your 1st Primary Classification *

Community relations, reconciliation, advocacy and civic responsibility

This primary classification is most compatible with operations which further the charitable purpose(s) of:

- Any other purpose that is of benefit to the community:
 - The advancement of conflict resolution or reconciliation
 - The promotion of religious or racial harmony and harmonious community relations
 - The promotion of civic responsibility or voluntary work

Tick this box to see more information about this Primary Classification

Please select up to two Secondary Classifications *

Promotion of civic responsibility

You now have the option to select an additional Primary Classification, if this is relevant for your charity.

Please select your 2nd Primary Classification

Click No

Choose option shown from dropdown box

Choose option shown from dropdown box

Leave blank

Page 6: The Organisation

Tell us about your organisation

Please provide a short summary of the history of your organisation to date. *

History of Group

When were you established? *

DD/MM/YYYY

Are you already carrying out activities? *

Yes
 No

Tell us about your operations

Do you have a premises? *

Yes
 No

Tell us about your operations

What type of premises do you have? *

Required

Lease Agreement / Proof of Ownership
If you do not have access to or cannot obtain this information, please upload a document explaining who the lease is with, and how much you pay in rent on a yearly basis (renters) or please detail whose name the property is registered in and when it was acquired (owners)

Please upload a copy of your Lease Agreement or Proof of Ownership of your premises *

Upload File

Required

Give a short history of the Group

Enter start date and click yes for already carrying out activities

Click yes (as this is referring to Groups meeting place) and pick option from dropdown box

Upload your lease agreement/proof of ownership, document outlining agreement, etc

Regulation

Which Government Department(s) or other statutory bodies regulate, inspect or audit your organisation?

Click here to select all that apply

TUSLA - Child and Family Agency Department of Education and Skills / Education and Training Boards / HEA / FETAC / HETAC Other

For example if you receive a grant from a government body this would be entered here.
If you are required to have child safeguarding you would insert Tusla

Please provide details for the [Other] option selected above. *

Department of Children, Equality, Disability, Integration and Youth

Pick options shown from dropdown box

Enter text shown

Page 7: The People

Do you have a minimum of three trustees who are unrelated, independent and resident in the state? *

Yes
 No

What is the minimum number of trustees your organisation must have, according to your Governing Document? *

3

Trustees List

Trustees

No Trustees in this list

Add Trustee

One trustee must be assigned the role of Chairperson. Please add the details for your Chairperson in the [Add Trustees] section above before answering the following question.

Who is the Chairperson of your organisation?

Please Select

Selected Chairperson *


Click Yes and add 3 to the minimum number box

Click on "Add Trustee" for the pop up below to appear

From the dropdown box click on trustee who is Chairperson


Add Trustees ✕

Trustee Name


This Trustee is an * 

Individual ←


Organisation

Title * 

Click here to enter text (max 10 characters)

First Name * 

Click here to enter text (max 70 characters) ←

Last Name * 

Click here to enter text (max 70 characters)

Enter an email address to receive important updates and newsletters from the Charities Regulator

Email

Click here to enter text (max 70 characters)

Phone

Click here to enter number

Trustee Address

Search Address ←

Enter the Eircode or 1st line of the address and click to autofill

Line 1 *

Click here to enter text (max 70 characters)

Click Individual

Enter Trustee Details.
The name on the application should match the name that was entered on the Trustee Declaration form

Enter Trustee address details and there is an option of adding an email address and number to keep up to date with CRA Newsletters, etc

Add Trustees ✕

Click here to enter text (max 70 characters)

Country *
 Republic of Ireland ▼

County *
 ▼

Eircode *
Click here to enter text (max 70 characters)

Trustee Details

Please enter the date that this trustee was appointed to the board.

Start Date * 👁
DD/MM/YYYY 📅

Please add any other charities registered in the Republic of Ireland that this trustee is also a trustee of.

Search by Charity Name or Number...
Start typing to search...

Selected Organisations

Clear Selection

Each Trustee is required to submit a [Trustee Declaration](#) which states that the application for registration is made by the charity trustees in accordance with section 39 of the Charities Act 2009 and that the information in the application is true and accurate to the best of their knowledge. Please note, we do not accept digital signatures i.e. no typed signatures.

Please attach signed trustee declaration form(s) here: *

📄 Upload File

📁 Save

Cancel

Enter the start date of Trusteeship, the date the declaration was signed

Enter details if appropriate

Upload the Trustee Declaration Form

Staffing and Volunteers

Do you have or intend to have employees in the next three years? *

Yes
 No

How many volunteers do you have or propose to have over the next three years? *

Required

Conflicts of Interest

Managing conflicts of interest is an ongoing obligation in any organisation. Conflicts should be managed in accordance with the organisation's Conflicts of Interest Policy and a Register of Interests should be maintained. These documents should then be implemented as soon as the organisation is registered and commences activities.

If your organisation becomes a registered charity, all charity trustees should be aware of what a conflict of interest is and should discuss and adopt a policy for identifying, managing and recording all conflicts. We recommend that the board of charity trustees reads our [Managing Conflicts of Interest](#) guidance document before drafting a conflict of interest policy. Please find a template Conflict of Interest Policy [here](#).

Please upload your Conflict of Interest policy *

Click "No"

Enter estimated number

Upload Groups Conflict of Interest Policy

Connections

No Connections in this list

Advisors and Accountant

Please insert details of any advisors, which may include legal advisors or accountants

Does your organisation use the services of an external advisor? *

Yes
 No

Fundraisers

A professional fundraiser is a person or company to whom an organisation may pay fee to assist them in fundraising, this includes online platforms where you might pay a per cent service provided.

Does your organisation use a professional fundraising service? *

Yes
 No

Add any connections that the Group needs to declare

This could be a solicitor, accountant or other financial advisor and enter the details asked for. Scouting Ireland not included.

An organisation that carries out fundraising as its business. If yes, enter all details asked for.

Page 8: Constitution

Does your main object clearly outline what the charitable organisation is set up to achieve, where it will operate, who it will help and how it will do so? *

Yes
 No

Insert your main object here exactly as it is worded in your constitution. *

Required

2. Have you met the constitution requirements? (Please note your application will be returned if you do not meet the requirements)

If you decide not to use the model constitution you must ensure that you have, at a minimum, amended your constitution to include our [Standard Clauses for Incorporated Entities](#) before your application for charitable status can be processed.

Does your constitution contain the income and property clause? *

Yes
 No

Does your constitution contain the additions, alterations or amendments clause? *

Yes
 No

Does your constitution contain the winding up clause? *

Yes
 No

We recommend that you do not alter these standard clauses.

Have you input altered standard clauses? *

Yes
 No

Click yes

Insert Aim from Group Constitution

Click Yes

Click No

3. Have you inserted the Charities Regulator's recommended clauses?

Do you have a clause relating to the disqualification of trustees under Section 55 of the Charities Act? *

Yes

No

4. Revenue Clauses

To obtain your charitable tax exemption number you will need to apply to the Revenue Commissioner. This is a separate process to registering to become a charity on the register.

If your organisation becomes a registered charity and you wish to avail of a Charitable Tax Exemption (CTE) Number from the Revenue Commissioners (Revenue) your organisation's constitution need to contain rules applying to pensions and the accumulation of funds.

Does your organisation's constitution have a clause applying to pensions? *

Yes

No

Does your organisation's constitution have a clause relating to the accumulation of funds? *

Yes

No

Click "No"

Click "No" on both questions

Constitution

Once you are satisfied that you have met the Charities Regulator's requirements, please upload your constitution here.

Please upload your Constitution *

Upload Group Constitution Document

Page 9: Financial

Bank/Credit Union Account/ Electronic Payment Service

Bank/Credit Union/Electronic Payment Service account(s) should only be in the name of the organisation.

Does your organisation have Bank and/or Credit Union Accounts? *

Yes

No

Accounts

No Accounts in this list

Click Yes

Click add account, which will open a pop up

Add Accounts ✕

Account

Type *

Bank Account

Credit Union Account

Use *

IBAN

Account Number / Sort Code

Account Name *

IBAN *

Save
Cancel

Add bank or credit union account details and click save.

Add all accounts that the Group has, including section accounts.

Financial Year End

Income and expenditure is based on the figures in the organisation's financial statements for the financial period 12 months immediately preceding an application.

For most charitable organisations, the end of year date is the 31 December. If you are unsure what this date is, check your financial statements.

What is your organisation's next financial Year End date? *

Has your organisation commenced operations, including raising or receiving funds? *

Yes

No

The information required in the following section can be found in your financial statement for the financial period 12 months immediately preceding an application

Enter 31/08 which is Group's financial year end

Click yes

Income from central government or local authorities *	€
Income from other public bodies *	€
Income from philanthropic organisations *	€
Income from donations *	€
Income from bequests *	€
Income from trading and commercial activities *	€
Income from other sources *	€
Total Income	€0.00
Expenditure on salaries & wages *	€
Other Expenditure *	€
Total Expenditure	€0.00
Surplus/(Deficit) for the Period	€0.00

Enter Group's last year's financial amounts

Assets and Liabilities at the end of the financial period

Cash at Bank and in Hand includes deposits with banks and other financial institutions, which are repayable on demand, but excludes

An asset is an item of property owned by the charity, regarded as having value and being available to the charity. Assets include, but a equipment. This figure should agree with the total value of assets as stated in your financial statements.

Cash at Bank and in Hand *

€

Other Assets *


€

Total Assets
€0.00

Liabilities include, but are not limited to, loans, overdrafts, creditors and bank overdrafts. This figure should agree with the total value


Total Liabilities *

€

Net Assets/(Liabilities) 
€0.00

Financial Accounts

Please upload your organisation's unabridged financial accounts *

 Upload File

Enter Group's financial details here

Upload Group's yearly Group Accounts that would have been submitted to County Treasurer

Financial Projections - Year 1

Income from central government or local authorities *

€

Income from other public bodies *

€

Income from philanthropic organisations *

€

Income from donations *

€

Income from bequests *

€

Income from trading and commercial activities *

€

Income from other sources *

€

Projected Total Income
€0.00

Expenditure on salaries & wages *

€

Enter Group's financial projections/budgeted income for the coming year

Other Expenditure:
You should input any other expenditure below, this could include money you intend to spend, for example, on rent, utilities, insurance, travel expenses, training, and

* €

Details / Value of other expenditure

* €

Details / Value of other expenditure

* €

Details / Value of other expenditure

* €

Details / Value of other expenditure

* €

Details / Value of other expenditure

* €

Details / Value of other expenditure

* €

Details / Value of other expenditure

Enter Group's financial projections/budgeted expenditure for the coming year

Financial Projections - Year 2

Income from central government or local authorities *

€

Income from other public bodies *

€

Income from philanthropic organisations *

€

Income from donations *

€

Income from bequests *

€

Enter Group's financial projections/budgeted income and expenditure for the 2nd year coming

International Transfer of Funds

Are you now or will you be in receipt of, or do you now or will you transfer, funds outside of the State? *

Yes

No

Click No

Page 10: Safeguarding

Child Safeguarding

Do you currently or plan to work with children? *

Yes
 No

As you selected yes, you must upload a child safeguarding statement which must include

1. Name of organisation,
2. Nature of service and principles to safeguard children from harm,
3. Written assessment of risk,
4. Provide a list of the following procedures and policies,
 - o Procedure for the management of allegations of abuse or misconduct against workers/volunteers regarding a
 - o Procedure for the safe recruitment and selection of workers and volunteers to work with children,
 - o Procedure for provision of and access to child safeguarding training and information, including the identification
 - o Procedure for the reporting of child protection or welfare concerns to Tusla,
 - o Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons; mandated persons are those who because of their qualifications, training and experience are in a key position to protect children from harm
5. Procedure for appointing a relevant person; A relevant person 'means a person who is appointed by a provider of a relevant service to a position of responsibility in the relevant service as defined in the Safeguarding Statement',
6. Implementation: At a minimum, reviews must be carried out every 24 months.

Please upload your Child Safeguarding Statement *

[Upload File](#)

Garda Vetting

Are all relevant staff or volunteers Garda vetted and deemed suitable to work (have contact) with children in line with the Garda Vetting Code of Practice 2016? *

Yes
 No

As you selected yes, please submit name of Garda Vetting body *

Scouting Ireland

Click yes

Upload Group's Safeguarding statement

Click Yes and enter "Scouting Ireland" in box

Vulnerable Adults

“Vulnerable person” means a person, other than a child, who has a disorder of the mind, who has an intellectual disability, who has a physical impairment, whether as a result of injury, illness or disease, such a nature that it restricts the capacity of the person to guard himself or herself against harm, or a person requiring assistance with the activities of daily living including dressing, eating, walking, or any other activity of daily living.

Do you currently work or plan to work with vulnerable adults? *

Yes
 No

As you selected yes you must upload a vulnerable adults safeguarding policy including, at least:

1. Name of organisation,
2. Nature of service and principles to safeguard vulnerable adult from harm,
3. Written assessment of risk,
4. Provide a list of the following procedures and policies:
 - o Procedure for the management of allegations of abuse or misconduct against staff or volunteers providing our service;
 - o Procedure for the safe recruitment and selection of workers and volunteers to ensure the safety of vulnerable adults;
 - o Procedure for provision of and access to vulnerable adult safeguarding training for staff and volunteers in the occurrence of harm;
 - o Procedure for the reporting of vulnerable adult protection or welfare concerns to the appropriate authorities;
 - o Procedure for maintaining a list of the persons (if any) in the relevant service who have ongoing contact with children and families and who based on their role and experience are in a key position to protect vulnerable adult's from harm;
5. Procedure for appointing a relevant person. A relevant person 'means a person who is responsible for the day to day management of the service and will be the first point of contact in respect of the provider's vulnerable adult safeguarding arrangements.
6. Implementation: At a minimum, reviews must be carried out every 24 months.

Please upload your organisation's Vulnerable Adult Safeguarding Statement *

[Upload File](#)

Click “Yes”

Upload SI’s “Safeguarding Adults at Risk” policy

Garda Vetting

Are all relevant staff or volunteers Garda vetted and deemed suitable to work (have contact) with vulnerable adults in line with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016? *

Yes
 No

As you selected yes, please submit name of Garda Vetting body *

Click here to enter text (max 70 characters)

Click Yes and enter “Scouting Ireland” in box

Page 11: Further Info

Further Info

If you would like to attach any further documents in support of your application, please do so here

[Upload File](#)

Upload any additional documents here – i.e. Scout Group Charter, Bank Statements, etc

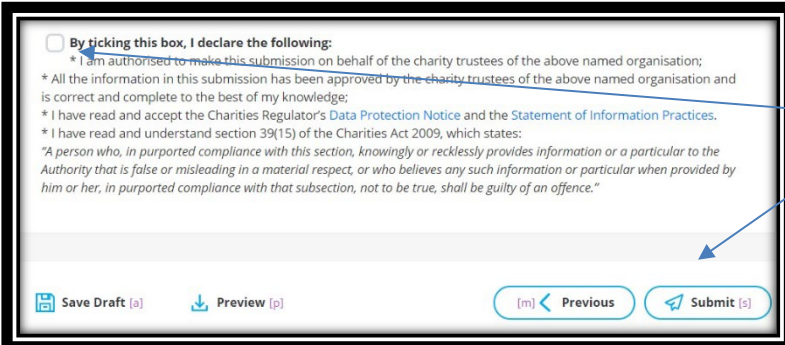
Page 12: Data Protection

This section outlines the Data Protection commitments for the Charities Regulator.

Click next at the bottom of the page

Page 13: Declaration

This page outlines the Group's full application for review.



By ticking this box, I declare the following:

- * I am authorised to make this submission on behalf of the charity trustees of the above named organisation;
- * All the information in this submission has been approved by the charity trustees of the above named organisation and is correct and complete to the best of my knowledge;
- * I have read and accept the Charities Regulator's Data Protection Notice and the Statement of Information Practices.
- * I have read and understand section 39(15) of the Charities Act 2009, which states:
"A person who, in purported compliance with this section, knowingly or recklessly provides information or a particular to the Authority that is false or misleading in a material respect, or who believes any such information or particular when provided by him or her, in purported compliance with that subsection, not to be true, shall be guilty of an offence."

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After checking that you are happy with the answers on this page, tick the box and Submit the application

Well Done! 😊

Note: The Group's application will most likely be returned to the Group for minor adjustments or clarifications, etc. This is normal and nothing to be worried about. If you can't answer the question that is being asked please contact your Support Officer or the dedicated email address.