



Exemption Arrangement for Sexual Conviction Record Check

1. Background

To provide a safe environment for Scout activities and protect youth members from harm during their time in the Scout Movement, as well as to align with the Government's expansion of the Sexual Conviction Record Check ("SCRC") Scheme to cover volunteers, starting from 1 April 2026, all Commissioners, Leaders (including Instructors) and any other persons deemed necessary by the Scout Association of Hong Kong ("the Association") will be required to undergo the SCRC. They are also required to submit the "Sexual Conviction Record Check Result: Unique Checking Code" letter as proof of completion, which will be used for reference in processing nominations for new or renewal appointment. For details, please refer to Standing Circular No. 01/2026.

2. Exemption Arrangement

In view of the fact that employers in certain professions have already performed statutory registrations / background screenings or required prospective employees to undergo SCRC or criminal record checks during recruitment, members of the Association who work in such a profession may be exempted from undergoing SCRC upon submission of a certification letter and proof of employment issued by their employer.

3. Eligible Persons for Exemption and Required Supporting Documents

Applicants who are currently employed in the following sectors and have completed a criminal record background check or SCRC during the recruitment process may submit relevant supporting documents for the Association's consideration for an exemption from the SCRC requirement:

Eligible Persons for Exemption	Required Supporting Documents
The Government of the Hong Kong Special Administrative Region Full-time Civil Servants	A copy of valid proof of employment, e.g., staff card.
Registered teachers currently employed in primary schools, secondary schools, kindergartens, and child care centres offering formal curriculum*	A certification letter signed and chopped by the current employer certifying that the applicant is a <u>current employee</u> and he/she <u>has completed a criminal record background check upon appointment, or has undergone the SCRC upon appointment / during the period of employment</u> . Applicants must use the certification letter template specified by the Association which can be downloaded from the Association's website: www.scout.org.hk/en/circulars-forms/forms/index.html
Current registered social workers [#]	

Others (current employees who have undergone the SCRC as required by their employer due to the nature of their duties)	A certification letter signed and chopped by the current employer certifying that the applicant is a <u>current employee</u> and he/she <u>has undergone the SCRC</u> upon appointment / during the period of employment. Applicants must use the certification letter template specified by the Association which can be downloaded from the Association's website: www.scout.org.hk/en/circulars-forms/forms/index.html
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Remarks:

* *Registered under the Education Ordinance (Cap. 279 of the Laws of Hong Kong)*

Registered under the Social Workers Registration Ordinance (Cap. 505 of the Laws of Hong Kong)

4. Submission of Supporting Documents

4.1 First-time nominated Commissioners and Leaders

When submitting the Appointment Nomination Form (Form A01), the Adult Member Registration Form (Form R01), the certificate of completion for the "Safe from Harm" online self-learning course and copies of the "Required Supporting Documents" must also be provided to the respective Branch / Region / Subsidiary for processing.

4.2 Current Commissioners and Leaders

When submitting the Declaration for Commissioners and Leaders Appointment (Form R02) for the renewal of appointment, copies of the "Required Supporting Documents" must also be uploaded via the designated electronic form and submitted to the respective Branch / Region / Subsidiary for processing.

4.3 Instructor

When submitting the Instructor Registration and Appointment Form (Form CR01), copies of the "Required Supporting Documents" must also be provided to the Administration Branch of the Association for processing.

The information provided will be handled in accordance with the Association "Personal Data Privacy Policy Statement". The Association will review the aforementioned implementation procedures at appropriate times and update the arrangements.

For enquiries, please contact Scout Executive (Administration) at 2957 6334 or the Scout Executive of your respective Branch / Region / Subsidiary.



(Terence LO)

for Chief Commissioner