

Affiliation of Colour Therapy Organisations  
**ACTO Policy for Disclosure of Criminal Records**

### **Background**

The Affiliation of Colour Therapy Organisations (ACTO) recognises the relevant legislation that is in place to protect young people and vulnerable adults.

To this end ACTO will advise that all members have their criminal records checked by adhering to the “Disclosure” procedure.

This procedure came into effect on 1<sup>st</sup> March 2009.

All members must declare on an appendix to their Membership Application all convictions both spent and unspent cautions, reprimands and final warnings that are held on the Police National Computer as well as non-conviction information from local Police records if it is thought to be relevant.

If the Disclosure shows up any issues of concern the MCS Co-ordinator will investigate further

If the tutor or assistant’s name appears on the PoCA list of DfEE 99 they will not be appointed.

If the results of the Disclosure require, the potential tutor or assistant may be interviewed the MCS Co-ordinator and a note of the meeting will be made.

The prospective member will have the right of appeal against this decision. He/she should place their appeal in writing to the ACTO board within 7 days of the notification that the offer has been withdrawn.

Subject to satisfactory clearances (including references) being received the offer of appointment may be confirmed.

### **Existing Member**

If it is discovered that an existing member has not declared a conviction or caution or there is good reason to believe that they have been convicted or cautioned during the course of his/her tenure then an Enhanced Disclosure will be sought.

The employee will be asked to attend an interview with the ACTO board to discuss the outcome of the Disclosure.

At this meeting a full appraisal of the situation will be made and a note kept of the meeting.

If it is believed that the person deliberately withheld conviction information to gain tenure within ACTO, this will be regarded as very serious and disciplinary procedures will be applied.