

OUTSTANDING SUPPORTING INFORMATION TO BE SUBMITTED WITH ALL APPLICATIONS TO THE CSP FOR FULL MEMBERSHIP (WITH DISCLOSURE (S))

GUIDANCE ON MAKING A DISCLOSURE ON THE FULL MEMBERSHIP APPLICATION FORM WHEN APPLYING FOR CSP FULL MEMBERSHIP

Please note you MUST send ALL this information in to the CSP marked for the attention of the *Professional Regulation Officer, CSP, Chief Executive Office, 14 Bedford Row, London WC1R 4ED as soon as possible and by the deadline date quoted in the letter accompanying this document.

1. Information requirements

1.1 What information do you need to provide?

Your confidential disclosure needs to include:

- **A personal statement**
- **A reference from someone independent** from you who has known you for at least two years
- **A letter from a physiotherapy educator at the Higher Education Institution (HEI)** at which you are/were enrolled.

In addition, you need to provide one or more of the following, depending on the focus of your disclosure:

- **A copy of an enhanced Criminal Records Bureau check (CRB)** (that is up-to-date and not more than six months old)
- **A copy of your bankruptcy order and/or Certificate of Discharge from bankruptcy**
- **Details of disciplinary action** taken against you by a regulatory or professional body.

More detail on these requirements is given below

- Your **personal statement** should:
 - Be addressed to the CSP Professional Regulation Officer, Chief Executive Office, CSP at the above address* (**not** 'To whom it may concern')
 - Explain the timing and full circumstances of the disclosure in question and its consequences (i.e. whether it resulted in a conviction or caution and, if the former, whether it carried a custodial or suspended sentence, a community service or rehabilitation order, or a fine)
 - Explain how you have developed, including through rehabilitation where appropriate, since the events you describe
 - Be written in an appropriate style – please bear in mind you are providing information on a serious matter for a significant purpose for an organisation that sets high standards of professional conduct and practice for its members
 - State whether you have already disclosed the issue(s) in question to the HEI at which you are/were enrolled

- A **reference** should be supplied from someone who has
 - Known you for at least two years, but is independent of you (i.e. it should not be written by a relative or friend)
 - Standing by virtue of his/her position in the community or professional status, and/or has employed you
 - Knowledge of the issue(s) detailed in your disclosure
 - The capacity to provide robust and fair observations about how the issue(s) described in your disclosure relate to your character, conduct, personal development and any subsequent rehabilitation.

In addition, a reference should

- Be addressed to the CSP Professional Regulation Officer, Chief Executive Office at the CSP, address as above*
 - Explain how the referee knows you and for how long
 - Be written in an appropriate style (given it is needing to provide information on a serious matter for a significant purpose).
- **A letter should be supplied from a physiotherapy educator employed in the HEI** at which you are/were enrolled. This should explain
 - How the educator knows you (e.g. your personal tutor, your programme's admissions tutor, or the member of staff who had particular responsibility for professional suitability matters in your HEI school/faculty)
 - The HEI screening process you went through to gain admission to the physiotherapy programme
 - Whether the HEI was aware of the content of your disclosure when you were admitted to the programme
 - Anything the educator views as relevant to the disclosure you have made.

Again, the letter should be addressed to the CSP Professional Regulation Officer, Chief Executive Office, CSP at the above address.

1.2 What happens if information is not provided?

1.2.1 Omitted information

Your disclosure needs to provide full and up-to-date information. Omissions will delay your application being considered and therefore the earliest point at which you can gain access to the benefits and services of CSP full membership (including professional liability insurance [PLI] for clinical placements).

To avoid delays occurring, please ensure you

- Sign your application form
- Tick all relevant boxes on the application form
- Supply all required documentation
- Supply documents that are themselves complete and up-to-date.

1.2.2 Withheld information

The CSP treats seriously any case where it has reason to believe information that is potentially significant to eligibility for membership has been withheld. The act itself of withholding information could be grounds for membership not being conferred.

1.2.3 The importance of supplying full information

The CSP appreciates you may feel anxious about supplying personal information that may impact on your eligibility for membership. However, it is important you provide full information from the earliest stage. This will:

- Speed up a decision being made on your eligibility for membership by reducing the CSP's need to ask for additional information and delays arising as a result
- Enable you to present yourself in the best possible light; giving full information will help you to present potentially crucial details about your personal circumstances and development.

The CSP will consider all information you provide fully and fairly.

1.2.4 Security of information

The CSP commits to manage information you provide in ways that respect your confidentiality and the sensitivity of the issue(s) involved. It has secure arrangements for storing personal documentation relating to individual disclosures that conform to the Data Protection Act 1998. Under this same Act, you have the right to access data held on you by the CSP.

1.3 Can you use the same information for different purposes?

CSP information requirements are intended to present a minimal burden. Ways of minimising the effort involved in fulfilling the requirements are suggested below.

- You can use the same material as you prepared and obtained for your HEI, although you may need to:
 - Edit this to meet slightly different requirements (e.g. your personal statement for full membership needs to be addressed to the CSP Professional Regulation Officer, Chief Executive Office, CSP at the above address)
 - Update the material if time has passed between the two processes (and the outcome of a matter, or related circumstances, has changed during this period)
- You can use the same enhanced Criminal Records Bureau (CRB) check as obtained for an HEI, recognising that:
 - This should not be more than six months old
 - Only you, as the subject of a check, can share its contents with a third party (in this case, the CSP)
 - A check contains accurate information at the point at which it is issued; if a matter subsequently arises, you need to obtain a fresh check.

Please visit the Criminal Records Bureau website www.crb.gov.uk to find further help and guidance on how to obtain CRB checks, if you are unable to get this from your university or employer. On the CRB website you must look for an “umbrella body” within your own region/postal area and contact the “umbrella body” directly as an individual applicant applying for a CRB check to be carried out by them. The CSP is unable to carry a CRB check out for you.