

## Disclosure Policy

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| Policy prepared by:                                             |                                                                                                                       |
| Policy owner:                                                   | Professional Conduct Lead                                                                                             |
| Policy approved by and date:                                    | UKBHC Board<br>9 <sup>th</sup> Sept 2025                                                                              |
| Brief summary of changes since previous version:                | Minor                                                                                                                 |
| Queries about the interpretation or application of this policy: | Contact<br>Email:<br><a href="mailto:Professionalconduct.lead@ukbhc.org.uk">Professionalconduct.lead@ukbhc.org.uk</a> |

## Introduction

1. This policy sets out how the UKBHC will publish and disclose information relating to the fitness of practice of registered chaplains.
2. The UKBHC is committed to ensuring that information that is disclosed is appropriate, proportionate and in the public interest. The key principles of the disclosure and publication policy are consistent with the principles of good regulation as set out by the Council of Healthcare Regulatory Excellence (CHRE) in “Right Touch Regulation”.
3. The UKBHC does not publish any information relating solely to the health of a registrant in order to protect their confidentiality. Health information is treated as confidential regardless of whether the case is considered by the Screening Committee, Conduct and Competence Committee or Health Committee.

## Online search of the Register facility

The online register is the definitive list of all chaplains who have current registration with the UKBHC and is the primary source for checking a chaplain’s registration status. If a chaplain’s name appears on the list it indicates that they are registered with the UKBHC, their registration fees have been paid and their registration is up to date. If a person’s registration has lapsed, UKBHC will still have a record of this but it will not appear in the on-line search results. Personal details such as the chaplain’s date of birth and address are not displayed on-line.

The Register can be accessed at [The Register - UKBHC](#)

## **Chaplains who are subject to a Caution Order or Conditions of Practice**

4. If a chaplain has been made the subject of a caution order or a conditions of practice order their name will appear on the online list with details of the relevant order.

## **Duration of fitness to practice determinations on the online register**

5. In keeping with the UKBHC's commitment to openness and transparency and to ensure the public can access relevant and up to date fitness to practice information all sanctions will be displayed online against a registrant's entry for the duration as listed below:

|                                                           | <b>Caution</b>                       | <b>Practice Conditions</b>                   | <b>Suspension</b>                             |
|-----------------------------------------------------------|--------------------------------------|----------------------------------------------|-----------------------------------------------|
| Length of time determination will remain on the register. | A period not exceeding two (2) years | Duration of the condition plus one (1) year. | Duration of the suspension plus one (1) year. |

## **Registrants whose names have been removed from the Register due to Fitness to Practice proceedings.**

6. Registrants who have been removed from the register will not have their names displayed on the list. The UKBHC will hold a record of these chaplains and on request to the UKBHC Registrar, employers and members of the public can check whether a particular individual has been struck off as a result of Fitness to Practice proceedings.

The Registrar can be contacted at [registrar@ukbhc.org.uk](mailto:registrar@ukbhc.org.uk).

### **Publication of Committee determinations.**

7. At the end of Committee hearings decisions and reasons in cases where a sanction is imposed will be recorded by the Chair of the Committee and available on request to the Registrar within **ten working days** of the end of the hearing.
8. Cautions, Conditions of Practice and Suspensions will be put on the online Register within **12 hours** of a Committee determination.
9. In the case of a removal from the Register this will be enacted as soon as possible after the Committee determination but no later than **12 hours** after such a determination.
10. The UKBHC will not publish the outcome of a hearing where no impairment or sanction has been applied.

### **Employer Checks.**

11. Anyone employing a UKBHC Chaplain can and is advised to check whether the Chaplain is registered.