

Criminal Records Bureau (CRB) Disclosure **Policy Statement**

Compass Disability Services
Units 11 – 12 Belvedere Trading Estate
Taunton, TA1 1BH

March 2009
Date for Review: February 2012

Introduction

The Criminal Records Bureau (CRB) offer a service of checking criminal backgrounds to help organisations identify candidates who may be unsuitable to work with children or other vulnerable members of society. As an organisation that is frequently in direct contact with vulnerable people, Compass Disability Services uses this CRB Disclosure service.

Policy Statement

In accordance with Compass Disability Services' Vulnerable People Policy and Recruitment of Ex-offenders Policy, we must exercise vigilance and rigour in the recruitment of staff who will be working with vulnerable groups. There are also legal obligations for the organisation to check the conviction status of those who will be working with children under the age of 18, elderly or disabled people.

Compass Disability Services will apply for a CRB Disclosure for:

- All employees whose roles fall within the categories known as the Exceptions to the Rehabilitation of Offenders Act 1974 – this includes all members of staff who regularly train, supervise or are in sole charge of a vulnerable adult or child. These categories can be checked online at: www.crb.gov.uk/Default.aspx?page=1855
- All members of the Board of Trustees, in line with guidance from the Charities Commission.

An employee undertaking a role where a CRB Disclosure is required, and all trustees, will not be able to fully participate in their role in an unsupervised capacity until a satisfactory Disclosure has been received.

All roles that are subject to CRB checks at the recruitment stage will be subject to additional CRB checks every three years, in line with the trustees' term of service and Compass Disability Services' commitment to safeguarding vulnerable people.

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Compass Disability Services is fully committed to complying with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation.

Responsibilities

It is the responsibility of the manager who is recruiting for a particular post to determine whether a CRB Disclosure is necessary, and for ensuring that procedures are followed.

It is the responsibility of the Operations Manager to ensure that all CRB renewals are kept up-to-date and are not left to lapse at the three year period.

Ultimate responsibility for ensuring that Compass Disability Services' commitment to safeguarding vulnerable people is upheld, lies with the Chief Executive Officer.

Policy Revisions

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees or volunteers should pass suggestions or recommendations for the revision of any aspect of this policy through normal channels to the CEO.

Additional Information:

- Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information
- Recruitment of Ex-offenders Policy
- Data Protection Policy

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Criminal Records Bureau (CRB) Disclosure Application Procedure

1. Before advertising a position, determine if a CRB disclosure will be necessary by checking the Disclosure Access Category Codes (<http://www.crb.gov.uk/Default.aspx?page=1855>) against the Job Description.
2. If a CRB disclosure will be required then you must ensure that the following statement (noting the relevant disclosure type) is added to all application forms, job adverts and recruitment briefs associated with the position: ***“This position will be subject to an enhanced/standard Criminal Records Bureau (CRB) Disclosure.”***
3. Any job offer where a CRB Disclosure is relevant should state that ***“The offer of employment is subject to the receipt of two satisfactory references and satisfactory CRB clearance.”***
4. Upon acceptance of a job offer where a CRB Disclosure will be required, a “CRB Application accompanying letter” needs to be completed (**F:\SAIN FILES\Governance\Staffing and recruitment\Recruitment Letters Template**). This should be sent with a Guide to Completing the CRB Application Form, Disclosure Application Form, 2 x Continuation Sheet and Authority from Individual to Release Information Form (all found in the CRB file in the personnel documents drawer). The CRB application form used must be one issued by our umbrella body, Taunton Deane CVS, as this will have their reference preprinted on it.
5. Upon receipt of the completed application, one of the authorised signatories needs to check the ID against the application, completing section “X” of the CRB application form (<http://www.crb.gov.uk/default.aspx?page=582>), noting the documents seen on the “Documentary Evidence Sheet” (found in the CRB file in the personnel documents drawer).
6. Complete section “Y” of the CRB Application form putting an X in section Y4, the category code in Y5 and selecting the type of disclosure required in section Y6/Y7. Do NOT complete any other parts of this section, this includes NOT signing the form.
7. The CRB Application form along with any continuation sheets, the “Authority from Individual to Release Information” Form and the “Documentary Evidence” sheet should be delivered to: Liz Binns, Taunton Deane Council for Voluntary Service, Flook House, Belvedere Road, Taunton, TA1 1BT
8. The employee or trustee must not be authorised to fully participate in their role in an unsupervised capacity until a satisfactory CRB Disclosure has been received by Compass Disability Services.

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