

Board of Education

CRB Evidence Checker Guidelines



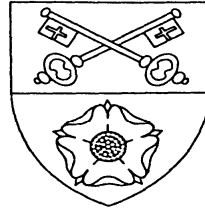
For those verifying ID & checking CRB Applications on behalf of the Blackburn Diocese CRB Registered Body.



Board of Education

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**Diocese of
Blackburn**

 THE CHURCH
OF ENGLAND

Evidence Checker Guidelines for CRB Disclosures

Contents

1. Introduction	3
2. Who needs a CRB & Levels of Checks?	4
3. Validity and Portability of CRB Disclosures	12
4. ‘Blemished Disclosures’	15
5. The Role of the Independent Safeguarding Authority	16
6. Record Keeping	17
7. Charges for processing CRB Disclosures	19
8. The Role of the Evidence Checker/ID Verifier	21
9. ID Checking	23
10. Checking & completing the CRB Application Form	28
APPENDICES	36
Appendix I - Other addresses – Additional Information	37
Appendix II - Volunteers or not Volunteers?’	45
Appendix III Handling, Storage, Retention Disposal of Disclosures and Disclosure Information	48
Appendix IV Questioning Ineligible Applications	49
Appendix V Glossary of Terms	50
Appendix VI Evidence Checker Declaration Form, CRB Application Form Checklist & Sample Retention Letter	53
Appendix VII Useful Contacts & Acknowledgments	58

1. Introduction

This guidance is aimed at those involved in the recruitment and selection process for all employees and volunteers where a CRB Disclosure is required.

Disclosures are designed to help employers make safer recruitment decisions and should not be regarded as a substitute for any of the full range of existing pre-appointment checks, including taking up references and enquiring into the person's previous employment history. Disclosure should be seen as complementary to existing recruitment practice and should only be sought after a candidate has been provided with a provisional offer of employment or a voluntary position

These guidelines are aimed at those individuals who act as ID/Evidence checkers on behalf of the Diocese and whose responsibility it is to complete sections w and x on the back page of the application form application form. The aim of this guidance is to outline the procedures for the successful completion of a CRB application, and the role of the Evidence Checker. Returning forms due to errors causes an increase in work load and delays in the processing CRB applications; a charge is levied to reflect this.

This guidance further aims to provide Evidence Checkers with sufficient knowledge to check a CRB applicant's ID, to check that the form has been completed correctly and how to maintain and store relevant information. The maintenance of records by schools and parishes is a vital part of Safeguarding issues, particularly as inspection of these records may be requested by a statutory body e.g OfSTED or Social Services, at any time!

These guidelines do not include the Church procedures for safeguarding children or vulnerable adults. Those policies and procedures can be found in *Protecting All God's Children* (4th edition 2010), along with a code of practice, and *Promoting a Safe Church* (1st edition 2006) and on the Board of Education website under 'Child Protection'. Vulnerable adults will have separate safeguarding guidelines. For school Schools see '**Every Child Matters – Safeguarding Children and Safer Recruitment in Education**' by the Department for Education.

N.B. These Guidelines are intended for those within Blackburn Diocesan Board of Education family of Churches and Schools only, therefore, the contents may differ from the advice given by other Registered Bodies.

2. Who needs a CRB?

A CRB Check is required for those who:

- will be working regularly with children or vulnerable people
- will be working in an establishment that is wholly or mainly for children
- will be working in healthcare
- have applied to be a foster carer, adoptive parent or childminder
will be working in certain other professions

Or

Anyone who works in a Regulated Activity

A Regulated activity is defined as:

- Activity involving contact with children or vulnerable adults and is of a **specified nature** (e.g. teaching, training, care, supervision, advice, medical treatment or in certain circumstances transport) on a **frequent, intensive and/or overnight** basis;
- Activity involving contact with children or vulnerable adults in a **specified place** (e.g. schools, care homes etc), frequently or intensively;
- **Fostering and childcare**;
- Certain **specified positions of responsibility** (e.g. school governor, director of children's services, director of adult social services, trustees of certain charities).

These positions are set out in the Safeguarding Vulnerable Groups Act 2006.

What is frequently, intensively and/or overnight?

- **Frequently** is currently defined as 'once a week' for most services, except for health and social care services which involves personal care when it is 'once a month or more'
- **Intensively** takes place on '4 days in one month or more'
- **Overnight** takes place between 2-6 am

If you are not sure whether the position you are applying for really requires a CRB disclosure check please contact the CRB directly on Telephone No.– 0870 90 90 811

Those in the Diocesan Family of Churches

These roles will usually require a CRB check.

- ✓ *Bishop, Dean, Archdeacon Stipendiary parish clergy SSM +NSM*
- ✓ *Local Ordained Clergy*
- ✓ *House for Duty clergy*
- ✓ *'Permission to officiate' clergy*
- ✓ *Those seeking ordination training or ordination*
- ✓ *Safeguarding/Child Protection Officers in a diocesan or parish context*
- ✓ *Designated Safeguarding/ Child Protection Officers on the PCC (i.e. those with a supervisory/management role in relation to all safeguarding matters for and on behalf of the PCC.)*
- ✓ *Readers*
- ✓ *Chaplains*
- ✓ *Licensed evangelists*
- ✓ *Pastoral assistants*
- ✓ *Commissioned lay workers, including lay ministers, youth, children and family workers.*
- ✓ *Musical director, organist, choir leader, where the choir or musical group is wholly or mainly for children and young people.*
- ✓ *Youth clubs leaders and helpers (for U18's)*
- ✓ *Sunday School teachers and helpers (for U18's)*
- ✓ *Leaders/assistant leaders church parents and toddlers group (but not the parents who supervise only their own children).*
- ✓ *PCC approved home visitors for schemes that are wholly or mainly for families with children or vulnerable adults.*
- ✓ *PCC approved luncheon club/specialist club leaders/assistants/drivers for schemes that are wholly or mainly for vulnerable adults.*
- ✓ *All tower captains, ringing masters and adult ringers who train/teach children under 16 years of age.**

- ✓ *Choir directors, music directors and organists etc. where they teach, train or supervise children under 16years of age.**
- ✓ *PCC approved drivers for PCC sponsored arrangements for children and young people, or arrangements wholly or mainly for adults who are vulnerable.*

** Where a group has only children aged 16-18, then checks are not mandatory but would still be advisable.*

These roles may require a CRB check. Careful evaluation of these roles will be needed.

- ✓ *Churchwardens will only be required to have a CRB check if they are identified as having a specific safeguarding responsibility (i.e. responsibility for recruitment of children workers) or if they have another role which includes working with children.*
- ✓ *Head Server (minimum two adults per group on the altar) Sacristan/Verger.*
- ✓ *Church/church hall cleaner*
- ✓ *Church tour guides*

These roles do not usually qualify for a CRB check. (Unless there are specified aspects of their role which means that the person will be responsible for children or vulnerable adults.)

- ✗ *Musical director, organist, choir leader (where the choir or musical group is mainly for adults).*
- ✗ *Choir members (adults and those over 16 years of age).*
- ✗ *Adult server*
- ✗ *Sidesmen and sideswomen.*
- ✗ *Those serving refreshments.*
- ✗ *People in the church welcome team for services.*
- ✗ *Flower arrangers*

(‘Safeguarding Guidelines relating to Safer Recruitment – for all those who work on behalf of the Church of England’ - 4th Edition)

Those in the Diocesan Family of Schools

All staff (including cleaners and catering staff) employed in or by a school.

Supply Staff:

Schools, must check with the relevant supply agency and obtain written confirmation that all appropriate checks have been undertaken. They must also see a copy of the CRB disclosure in cases where the disclosure contains information which may impact on Child Protection issues.

Visitors:

It is not necessary to obtain a CRB Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or Secondary pupils undertaking voluntary work or work experience in other schools. It is good practice (and strongly recommended) that visitors sign in and out, and are escorted whilst on the premises by a member of staff or appropriately vetted volunteer.

Examples of people who do not need to apply for a CRB Disclosure include:

- Visitors who have business with the head teacher, principal or other staff or who have brief contact with children with a member of staff present;
- Visitors or contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on school premises;
- Volunteers or parents who only accompany staff and children on one-off outings or trips that do not involve overnight stays, or who only help at specific one-off events, eg a sports day, school fête or college open day;
- Secondary pupils on Key Stage 4 work experience in other schools, FE colleges or nursery classes; secondary pupils undertaking work in another school or FE college as part of voluntary service, citizenship or vocational studies; or Key Stage 5 or 6th form pupils in connection with a short careers or subject placement. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question.

Volunteers

It is only necessary to carry out CRB checks on volunteers who have regular (three or more times in a 30 days period, or once a month or more, or overnight) and involves contact with children, then an Enhanced CRB Disclosure should be obtained. Under no circumstances must a volunteer who has not obtained a CRB disclosure be left unsupervised with children. It should be noted that not all unpaid workers are categorised as volunteers, student teachers and people gaining work experience, although unpaid for their time are not considered volunteers therefore the normal CRB checks and payments should be carried out in line with standard procedure.

Governors

In line with other volunteers, governors in positions that include regular work in the presence of children, or who care for, train, supervise or are in sole charge of children should be asked to obtain an Enhanced CRB Disclosure.

List 99 Checks

List 99 checks **must** be undertaken for all school staff including local authority employed school staff before they begin work.

List 99 checks are completed as part of the CRB enhanced disclosure request. A separate List 99 check will not be required unless the CRB disclosure remains outstanding at the time the individual begins work.

Regarding Building Work Contractors

CRB regularly receives enquiries regarding checks being a mandatory requirement when tendering for contracts. Organisations insist that a condition of a tender bid is that all staff will be CRB checked. In many cases the work or services of the contract would not require a CRB check. If any contracting authority or tenderee is unsure if a position of employment warrants a CRB check they should contact the Customer Service department at CRB at customerservices@crb.gsi.gov.uk or call 0870 90 90 811.

It should be noted that it is illegal to insist that a CRB check forms part of a tender, unless the services provided meet the criteria for an eligible CRB check as defined by the Exceptions Order of the Rehabilitation of Offenders Act 1974

Children should not be allowed in the areas where builders are working, for Health & Safety reasons, so these workers should have no contact with children and would not require a CRB check. However, where contractors have unsupervised contact with children, then Enhanced CRB checks will be required.

Every Child Matters - Safeguarding Children and Safer Recruitment in Education

- **Section 4.74** Children should not be allowed in areas where builders are working for health & Safety reasons, so these workers should have no contact with children. However in schools and FE Colleges should ensure that arrangements are in place with contractors via the contract where possible, to make sure that any contractors' staff that come into contact with children undergo appropriate checks.
- **Section 4.23** Examples of People who do not need to apply for a CRB Disclosure include:

Visitors or contractors who come on site only to carry out emergency repairs or to service equipment: and who would not be expected to be left unsupervised on school premises.

Eligibility – Trade and maintenance workers

We are aware that increasing numbers of applications are being submitted to the CRB for tradespersons and maintenance workers, for example, the position of electrician, plumber, photocopier engineers.

None of these positions are listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, so if a person is carrying out this role in a general capacity, there is no eligibility for a CRB check.

We (at Teachernet) have confirmed with our colleagues at the Department for Education (DfE) that there is an entitlement in relation to these posts when the work involved is carried out on School premises, but only in limited circumstances as detailed below.

Organisations faced with the decision on whether they are entitled to undertake a CRB check on this type of role may be inclined to assume that they are entitled in all cases where there is a school involvement. However, it should be understood that to meet the current definition of Regulated Activity, and enable an application to be submitted for an Enhanced CRB check including a check of the ISA children's barred list, the work of the tradesperson must meet all of the following criteria:

- the work has to be carried out at a school regularly (once a week or more or on four days or more in a single month or overnight);
- the work has to take place regularly on the SAME school premises. For example, a tradesperson who works in several different schools, but only works in the same school once a fortnight, is not in regulated activity;
- the work has to involve the opportunity for contact with children at the school. If the work is done out of hours when no children are on site, or on a part of the site which is separated from areas where children have access, it is not regulated activity.

Where a school uses a trades / maintenance worker who works (i) regularly and (ii) at the same school and (iii) has opportunity for contact with children, then this would be considered as carrying out a Regulated Activity and would therefore require an Enhanced Disclosure.

A copy of the guidance is available at:

www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/

CRB Disclosures and Governing Bodies of Academies

4.50 The chair of the board of governors/directors of an Academy Trust (the legal entity that runs and manages an Academy or groups of Academies) must obtain, prior to being appointed as a chair, an enhanced CRB check which is countersigned by the Secretary of State and an enhanced CRB certificate.

4.51 Enhanced CRB checks must be made for all other governors/directors of the Academy Trust. These checks must have been completed before a governor/director takes up his/her position. The chair is responsible for ensuring that CRB checks on the remaining governors/directors are undertaken by the Academy.

4.52 As independent schools, Academy Trusts have the same responsibilities as all independent schools in relation to carrying out CRB checks in relation to both staff (including volunteers) and supply staff.

Students on work placements, volunteers and occasional visitors

There is no definition of ‘regular contact’ in this legislation, so Ofsted will take a common sense approach to deciding what is ‘regular’. For example, a student could have regular contact with children during the course of a short placement. Where a student on a work placement is likely to have regular contact with children, Ofsted will undertake a CRB check on that student. Where a student does not have regular contact with children (for example if they are only attending the placement as a ‘one-off’ arrangement) Ofsted will not require a CRB check. In such cases the childcare provider must ensure that the student or volunteer is never left in unsupervised contact with children.

Anyone who works with children and/or vulnerable adults is required to have a CRB Disclosure. However, if anyone i.e. school, parish or other obtains a CRB Disclosure where they are not legally allowed or required to do so they may be acting illegally and could be prosecuted.

See also: **Every Child Matters Change For Children ‘Safeguarding Children and Safer Recruitment in Education’** available to download from the Department for Education www.everychildmatters.gov.uk or www.teachernet.gov.uk/publications Search using ref: 04217-2006BKT-EN See also appendix V

The safeguarding regulations introduced in October 2009

State that:

- a person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups
- an organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law
- if your organisation works with children or vulnerable adults and you dismiss a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left, you must tell the Independent Safeguarding Authority.

Levels of Checks

Enhanced CRB Check – Enhanced checks are for posts involving work in a regulated activity for a regulated activity provider with children or vulnerable adults. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a Teacher, Scout or Guide leader. Enhanced checks are also issued for certain statutory purposes such as gaming and lottery licences.

Enhanced checks contain the same information as Standard checks but with the addition of a check of the new barred lists if requested and any locally held police force information considered relevant to the job role, by Chief Police Officer(s).

Standard CRB check – *The Diocese does not process CRB Applications at this level as all our applications should be for those working or volunteering to work with children and or vulnerable adults.*

Standard CRB checks are for people entering certain professions, such as members of the legal and accountancy professions. Standard checks contain the following:

- Convictions, Cautions, Reprimands and Warnings held in England and Wales on the Police National Computer, the most of the relevant convictions in Scotland and Northern Ireland may also be included;
- Standard checks no longer include a check of the old or new barred lists from 12 October 2009, therefore if you are working or volunteering with children or vulnerable adults, you may now be entitled to an Enhanced CRB check

3. Validity & Portability of CRB Disclosures

Validity

How long does a CRB last?

Under the CRB's own Code of Practice Section 4.2.1 it states that -

'Disclosures carry no absolute guarantee of accuracy. Neither do they carry a pre-determined period of validity because a conviction or other matter could be recorded against the subject of the Disclosure at any time after it was issued. '(Code of Practice and Explanatory Guide – 2001)

There is no official period of validity for a Criminal Records Bureau (CRB) check. The information on a CRB check will reflect what was available at the time it was issued. You should check the date of issue on a CRB check to decide whether to request a new one.

You may be required by law to carry out a fresh check of the Independent Safeguarding Authority Childrens' and/or Adults' list in accordance with sector-specific guidance.

For Schools - Ofsted Guidance for Repeating CRB checks

'CRB checks do not run out but they provide information about a person's criminal records history at one point in time and must be used with other methods to check suitability. Our regular inspection programme, as well as our investigations into concerns, provides the best means of checking that someone continues to be suitable to work with children. We have agreed with the Department for Education that we will not routinely repeat CRB checks to confirm suitability. We do, however, reserve the right to repeat any check – including CRB – if we get information that suggests a person may no longer be suitable but we do not need to recheck someone every three years. '

(Ofsted Fact Sheet May 2011)

For Churches and Church Groups

Current Church of England guidelines recommend that the policy of renewal of CRB checks is currently for all checks to be renewed after five years or earlier at any stage where safeguarding concerns arise and a CRB check is needed for assessment

(Safeguarding Guidelines Relating to Safer Recruitment – For all those who work on the behalf of the Church of England 4th Edition 2011)

Portability

What is portability?

Portability refers to the re-use of a CRB check, obtained for a position in one organisation and later used for another position in another organisation

Ultimately it is for the employer to determine whether to accept a previously-issued CRB check. However you should consider the following before making a decision:

- The applicant's criminal record or other relevant information may have changed since its issue.
- The decision made by a Chief Police Officer to disclose information on a CRB check was made based on the position for which the CRB check was originally applied for. You cannot assume that no other intelligence would be disclosed for a different position.
- Enhanced checks may contain 'additional' non-conviction information which is withheld from the applicant's copy in the interests of the prevention or detection of crime. If you choose to accept the applicant's copy of a previous check you will need to find out from the previous Countersignatory if any additional information was revealed in a separate letter.
- The information revealed was based on the identity of the applicant, which was validated by another Registered Body, at the time that the original check was requested. Therefore, you should ensure that the identity details on the certificate match those of the applicant.

The Diocese suggests that portability should not be accepted unless the applicant has been known to you for at least two years and the disclosure on which portability is considered is absolutely clear and ‘enhanced’.

How would portability work?

If you ask an individual to be CRB checked and they tell you that they already have a CRB check, you could:

- Ask the individual to show their copy of the CRB check.
- Contact the Countersignatory named on the front of the CRB check and confirm that the reference number and identity details match.
- Ask if the Countersignatory received any additional information - the Countersignatory can only confirm or otherwise the existence of such information – but not the content of the information.

- If there is no additional information, carry out a formal risk assessment to decide whether to accept the CRB check.
- If there was additional information, you are strongly advised to ask the individual to apply for a fresh check.

Those who move frequently between short-term appointments may not wish to apply for a fresh CRB check each time they seek a new position, especially if this occurs every few days. Similarly, those who take up two positions that both require a CRB check (for example, a full-time job and a weekend or voluntary position) may be able to avoid making two applications to the CRB.

What are the limitations of portability?

The CRB check may not be at the level you require - there are two different levels of check: Standard and Enhanced. If an Enhanced check is needed do not accept a ported Standard check.

- The CRB check may not have included a check of the new Independent Safeguarding Authority (ISA) Children's or Vulnerable Adults' barred lists.
- A CRB check carries no formal period of validity and the older a check the less reliable the information is, as the information it contains may not be up to date. The date of the issue (on the individual's copy) should be used as a guide as to when to request a new CRB check.
- Information revealed through a CRB check always reflects the information that was available at the time of its issue.
- You may be required by law to carry out a fresh check of the barred lists. In certain circumstances, portability cannot be used e.g. care workers need a new CRB check each time they change employment.
- An original CRB check, not a photocopy, contains a number of security features to prevent tampering or forgery.
- Once a recruitment decision (or other relevant decision – e.g. for regulatory or licensing purposes) has been made, a recipient of a Disclosure must not retain it, or any associated correspondence, for longer than is necessary for the particular purpose. In general, this should be for a maximum of 6 months.

Risks of Accepting Portability. There are serious risks with portability, which need to be balanced with the bureaucratic challenge of serial checks. This is particularly relevant when checking, whether a previous issued CRB check can apply within an organisation when someone has been checked for youth work now volunteers for working with a vulnerable adults group in the same church. This is because someone who is not on the ISA Children's Barred list and is okay to work with children, may be on the ISA Vulnerable Adult's Barred list and not able to work with Vulnerable Adults. Please see **Appendix IV** 'Questioning Ineligible Applications'

N.B. Portability is currently under review as part of the Government's 'Freedoms Bill' due to become Statute Law in November 2012.

4. 'Blemished' Disclosures

What happens if any Information is contained in the CRB Disclosure?

The Diocese believes that all people are created in the image of God and fairly and equally in all matters. We will not discriminate on any grounds except where the post requires faith or denomination qualifications. We fully endorse the CRB Policy on the recruitment of ex-offenders but we do have a paramount duty to protect the children in our care and those who work with children. The completion of a self declaration form allows any applicant for a post the opportunity to divulge any information which they believe would be relevant in the recruitment and appointment process. The ultimate decision whether to allow a person to work with young people rests with the Incumbent, the Headteacher or the relevant senior person within the organisation. To assist them in making a decision the Bishop of Blackburn has appointed a professionally qualified Child Protection Officer who will review all disclosures which contain any information no matter what their nature.

Very few disclosures ever contain any information of disclosure and the ones that do very rarely relate to matters which would affect people working with children. In those cases the Bishop of Blackburn's Child Protection Officer will simply write to the Incumbent or Headteacher informing them that there is no difficulty. We do advise that until that information has been received in writing from the Child Protection Officer, the person should not take up the post. In many cases it may however be more appropriate for an oral conversation to take place. Where a decision is taken that a disclosure has identified issues which in the opinion of the Child Protection Officer raises questions about the suitability of working with children, the person concerned will be offered the opportunity to meet the Child Protection Officer to discuss this matter. The Child Protection Officer is supported by a Child Protection Committee consisting of professionals from several different disciplines and in the event of a dispute the matter would be referred to them. The ultimate decision has to lie with the person making the appointment i.e. Incumbent or Headteacher.

It is only on very rare occasions and when the matters under discussion are child related that advice is given not to allow work with children.

The CRB Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly and to provide assurance to applicants that this is the case.

For Schools & Churches in the Diocese only – You will be contacted by the Bishop's Representative for Child Protection who will advise you on the matter.

5. The Role of the Independent Safeguarding Authority (ISA)

On 12 October 2009, the key barring provisions in Schedule 3 of the 2006 Act and Schedule 1 of the 2007 Order came into force. Key changes introduced include:

- The replacement of the previous barred lists (Protection of Vulnerable Adults (POVA) list, Protection of Children Act (POCA) list and List 99 in England and Wales; the Disqualification from Working with Children (DWC) List, the Unsuitable Persons List (UP List) and the Disqualification from Working with Vulnerable Adults (DWVA) List in Northern Ireland) as well as the current system of Disqualification Orders which is operated by the criminal justice system with two new lists – the ISA Children’s barred list and the ISA Vulnerable Adults barred list
- Regulated activity commenced, which widened the scope of sectors covered by the barred lists to include prisons and most general health care settings;
- A new single ISA Referral Form and new ISA Referral Guidance came into operation
- New duties to share information and make referrals to the ISA for regulated activity providers, personnel suppliers, keepers of registers, supervisory bodies, local authorities, Education and Library Boards and HSC bodies. The above bodies also have an existing duty to provide information they hold to the ISA on request.

The Independent Safeguarding Authority (ISA) is established under section 1 of the Safeguarding Vulnerable Groups Act 2006. It was created to help prevent unsuitable people from working or volunteering with children and vulnerable adults in England, Wales and Northern Ireland.

The ISA has four statutory duties:

- To maintain a list of individuals barred from engaging in *regulated activity* with children;
- To maintain a list of individuals barred from engaging in *regulated activity* with vulnerable adults;
- To make well-informed and considered decisions about whether an individual should be included in one or both barred lists; and
- To reach decisions as to whether to remove an individual from a barred list.

A Referral form is available in the Blackburn Diocese Parish Child Protection Policy

A referral is information which does or could indicate that an individual has engaged in an activity that caused concern for the safeguarding of children or vulnerable adults. Making a referral involves completing and signing an ISA Referral Form and posting to the ISA together with any supporting information and evidence you may hold.

6. Record Keeping

Handling & Safe Storage of Information

Under their obligations in CRB 'Code of Practice' the Diocese seeks to ensure that sensitive information is handled and stored appropriately and kept for only as long as necessary.

Once a Disclosure Certificate has been issued the Applicant and the Diocese will each receive a copy. Whilst we at the Diocese try to maintain appropriate records, organisations must realise that this information is confidential. Therefore it is important that all groups, where CRB Checks are required, keep a record of their own. As soon as the applicant receives their copy they should bring it to the 'responsible person' for recording.

Under the terms of the Data Protection Act 2000 we are not allowed to disclose CRB Disclosure Numbers. **Therefore, it is important for your organisation to keep your own records of people for whom you have applied for a CRB check. No Photocopy or other image of the Disclosure maybe retained nor must any copy or representation of the contents be made or kept. However, with the applicant's signed consent you can keep a copy of the applicant's own Disclosure.**

It is an offence to:

1. Disclose information contained within a Disclosure to any person who is not a member, officer or employee of the Registered Body or, in the case of Umbrella Bodies, their client unless a relevant legal exception applies;
2. Disclose information to any member, officer or employee where it is not related to that employee's duties
3. Knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure

Persons guilty of such offences are liable to deregistration, imprisonment or a fine unless a relevant exception applies as outlined in CRB Guidance.

Recipients of Disclosure Information are advised to keep a record of the following:

1. **The person's name,**
2. **The Disclosure Number when received. *You as the employer/responsible person must have sight of the Applicant's CRB Disclosure certificate before you confirm their role in your organisation.***
3. **The type of Disclosure (Enhanced or Standard)**
4. **The position in question**

Recipients of Disclosure information:

- **must ensure that it is not passed on to anyone who is not authorised to receive it other than in the course of their duties.**
- **must securely store Disclosure information**
- **all recipients of Disclosure information must treat it with care, responsibility and confidentiality.**
- **The Diocese may only store Disclosure for up to six months after which time it is destroyed by a suitably secure method i.e. shredding.**

If the applicant has not received their copy of the Disclosure certificate within 28 days of applying, please contact the Diocese to see if we have received our copy. If the Diocese has not received their copy the applicant will have to contact the CRB directly, they will need to quote the form reference number (as per top right hand side of application form) and their date of birth.

We will be happy to give any assistance we can.

It is the responsibility of the person employing an individual to ensure they have sight of every applicant's (Employee and/or Volunteer) Disclosure Certificate as soon as the applicant receives their copy. This applies particularly if a Disclosure Certificate has Offences recorded on it, so that an informed decision can be made whether or not to employ that individual.

No one should be working unsupervised with children/vulnerable people until the person with responsibility for their employment has seen the Applicant's Disclosure Certificate and consideration can be given as to their employment.

However, employers should be fully aware of their duties under the provisions of the Criminal Justice and Court services Act 2000 and the Rehabilitation of Offenders Act 1974 when considering candidates for employment in their organisation.

All Applicants must be treated impartially (including those with a criminal record), and not discriminated against unfairly, although this does not mean an informed decision cannot be made in relation to concerns in respect of the safety of children and/or vulnerable adults. Employers/organisations must have a written policy in respect of the safety of children and vulnerable adults.

7. Charges for CRB Applications

For Schools & Churches

CRB currently charge £44.00 for an ‘*Employee*’ CRB. The Diocese will issue an invoice for this amount when we receive the DAF. There is no additional administration charge levied on an employee CRB check by the Diocese.

A CRB for a ‘*Volunteer*’ is “free-of-charge” There is no administration charge levied on ‘*Volunteer*’ CRB by the Diocese.

Administration fee for processing correct forms:

To those in the Family of Schools/Churches: No Charge

Administration fee for processing incorrect forms:

To those in the Family of Schools/Churches:

If the form is incorrectly completed and has to be returned: £7 per form plus VAT every time the form is handled

If the form is rejected by the CRB having been sent direct to the CRB without being returned to us £15 plus VAT

CRB Charge per employee £44.00

Other Organisations

For Groups/Companies other than Diocesan Church of England Schools or Churches. The Charge for an ‘*Employee*’ CRB Check is £51.00+VAT. This covers the £44.00 levied by the CRB plus £7.00+VAT administration charge.

For a ‘*Volunteer*’ in an organisation other than a School or Church there is an Administration Charge of £7.00 + VAT.

The charge for erroneous forms returned to sender is £7.00 + VAT

To those **not** in the Family of Schools/Churches: £7 per form plus VAT

To those not in the Family of School/Churches:

If the form is incorrectly completed and has to be returned form plus VAT: An additional £7 per every time the form is handled

If the form is rejected by the CRB having been sent direct to the CRB without being returned to us £20 plus VAT

***However, forms returned to the sender because they have been incorrectly completed will incur a charge of £7.00 + VAT per form. Incorrect forms cause a significant increase in workload and this charge contributes to covering administrative costs**

For all Groups/Organisations

Request for Payment/Invoices will usually be accompanied by a letter explaining why the form has been returned and giving guidance to assist any amendments that need to be made.

Please note DAFs will not be processed until Requests for Payment have been paid in full.

CRB Disclosure Certificates are important original documents which should be treated as you would a Birth Certificate or Passport and should be kept safely and securely.

Copies are not available from the Diocese or the CRB.

If you lose a CRB you will have to apply for a new one!!!!

If you wish to track the progress of an Application you need to keep a note of the following:

1. The Disclosure Application Form (DAF) Reference Number, which can be found on the top right hand side of the DAF*
2. The person's Date of Birth*

*This will enable you to use the CRB Online Tracking Service to track the progress of a DAF. If the details you provide match a valid application form the tracking service will tell you at what stage in the process the application has reached.

This service is free-of-charge on www.direct.gov.uk/crb

Please allow 28 days from receipt at the Diocese for a CRB Application to be processed and forwarded to the CRB. If the applicant does not receive their Disclosure Certificate within in this time please contact the Diocese.

8. The Role of the Evidence Checker/ID Verifier

Evidence Checkers are responsible for the correct completion of application forms for CRB checks, making a mistake on the form at this stage, and not spotting any errors made by the applicant during your checks, may delay the processing of the application and will incur an administration charge when forms have to be returned for correction.

If any required information is missing, the form will be rejected and returned to you.

An Evidence Checker, is a trusted person delegated with the role and trained by the Registered Body (in this case Blackburn Diocese), who is responsible for establishing the true identity of the applicant, and completing section W and X of the application form.

If there are any discrepancies with the ID documents, and fraud is not suspected - you should seek clarification from the applicant. This will enable you to cross the 'Yes' box in section w59. If you do not verify that the true identity has been established, we will need to request further information and the application will be delayed.

Please use the Registered Body validation boxes in sections a and b as a checklist to confirm the relevant information has been verified.

Registered Bodies i.e the Diocese at Church House must not attempt to amend the application form without the applicant's knowledge and agreement as it will invalidate the declaration by the applicant and may breach data protection legislation.

Under the CRB Code of Practice the Diocese as a Registered Body must:

1. Accurately and comprehensively verify the identity of the applicant prior to the submission of a Disclosure application;
2. Ensure that any person undertaking identity verification checks on their behalf is suitable and trained accordingly

An 'Evidence Checker' is the Incumbent, the Headteacher, or someone who has attended the Diocesan CRB Training at the Diocese and is on the list of Approved Evidence Checkers. (In the event of an Interregnum a Church Warden may act as a temporary Evidence Checker – please let us know if this is the case. In the event of a Headteacher's absence through long term illness or other then the Deputy Headteacher may fill in as Evidence Checker – again please let us know if this is the case). Evidence Checkers are responsible for completing section W & X of the form.

'Evidence Checkers' must never complete or sign section Y of the form (including Incumbents and Headteachers).

- 1. The main role of the Evidence Checker is to verify that all checks are correct and relevant as well checking that the applicant has correctly filled in their part of the application form.**
- 2. The person named in section w58 must place an X in the relevant verification boxes in section 'a' of the form and in section 'b'. These are labelled for registered body use only, but where a registered body uses external evidence checkers then the Evidence Checker must complete the verification boxes in section a and b as these will not be completed at the Diocese.**
- 3. The Evidence Checker must indicate in the verification boxes that they have seen an original document that matches exactly the information provided by the applicant, if the field relating to that document has been completed.**
- 4. These fields cover the applicant's**
 - Title Mr Mrs Miss Ms or Other**
 - Full Name including all 2nd forenames**
 - Date of Birth**
 - Driving Licence Number**
 - National Insurance number**
 - Passport number**
 - Current address**

If this information is not checked and verified it will affect the information released by the CRB and may result in the release of an inaccurate CRB.

CRB updates are provided through the Diocesan Clergy and School mailings and on both the Diocese of Blackburn and Board of Education websites. It is important that Evidence Checkers keep up to date with CRB matters by regularly checking these sources of information.

Clergy and Headteachers are politely asked to let their 'Evidence Checkers' know of any such updates, if relevant.

9. ID Checking Process

Establishing a person's ID

We would like to draw your attention to this particular area as it presents problems on the application form and raises concerns that the appropriate checks on a person's identity are not being undertaken.

Further information on identity checking and the acceptable documents can be found on the home office website

The full list of acceptable ID Documents is available from
www.crb.homeoffice.gov.uk/id

Identification checking process

The applicant must provide a range of ID documents as part of the CRB application process.

Evidence Checkers must:

- follow the three route ID checking process as outlined in the guidance using the list of Groups 1; 2a and 2b documents.
- check and validate the information provided by the applicant on the application form/ continuation sheet.
- establish the true identity of the applicant through the examination of a range of documents as set out in this guidance.
- ensure that the applicant provides details of all names by which they have been known.
- ensure that the applicant provides details of all addresses where they have lived in the last five years.
- ensure the application form is fully completed and the information it contains is accurate.

If there are any discrepancies in the information provided by the applicant and/or the identity documents supplied, and fraud is not suspected, please seek clarification from the applicant. Failure to do this may compromise the integrity of the CRB service and introduce risk into your recruitment or licensing arrangements.

Registered Bodies/Evidence Checkers must not attempt to amend the application form without the applicant's knowledge and agreement, as it will invalidate the declaration by the applicant and may breach data protection legislation.

Please note that:

- You must only accept valid, current and original documentation.
 - You must not accept photocopies.
 - You must not accept documentation printed from the internet e.g. internet bank statements.
 - Identity information for the applicant's name, date of birth and address recorded in Section A and Section B on the CRB application form must be validated.
 - You should in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness.
 - All documents must be in the applicant's current name as recorded in Section A (see below for guidance on recent changes of name).
 - One document must confirm the applicant's date of birth as recorded in Section A.
 - You must ensure that the applicant declares all previous change of name, and provides documentary proof to support the change of name.
 - You must see at least one document to confirm the applicant's current address as recorded in Section B, in accordance with the guidance.
 - You must provide a full and continuous address history covering the last five years. Where possible you should seek documentation to confirm this address history.
- ID checking process guidance May 2012 - 3 -
- You should cross-match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their CV. This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last five years but the application form only shows London addresses, you may wish to question the applicant further about this.
 - A document from each of the groups should be included only once in the document count e.g. do not accept two bank statements as two of the required documents, if they are from the same bank.
 - You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

The Route(s) an Evidence follow to check an applicant's ID

ROUTE ONE

Can the applicant produce a group 1 document if 'yes', then the applicant must produce 3 documents:

- 1 document from Group 1 **and**
- 2 further documents from Group 1 or 2 which must verify their current address

Note – Non-UK/Non-EEA Nationals:

All Non-UK/Non-EEA Nationals should be validated via Route One by supplying the following combination of Documents:-

- Current Passport; and
- Biometric Residence Permit OR Work permit/Visa (UK) and
- 1 Further document from Group 2a or 2b, which refers to their current address.

If the applicant has satisfied this route, then the document check is complete. If the applicant cannot produce a Group 1 document then go to Route Two.

ROUTE TWO

The applicant must produce:

- 3 documents from Group 2 comprising of;
 - 1 document from 2a; **and**
 - 2 further documents from Group 2a or 2b; one of which must verify their current address.
- and**
- The Organisation conducting the ID check will then need to ensure an external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

If the applicant fails the external validation check, they will need to go for fingerprinting. This may add delay into the overall application process.

PLEASE NOTE: Details of the external ID validation are currently being developed by the CRB when we know more we will let you know via a further newsletter and the website.

ROUTE THREE

ALL Evidence Checkers must have exhausted Route One and should have endeavoured to have accessed an external validation check (Route Two) before you consider processing them via Route Three

If the applicant cannot meet the requirements of Route One or Two, you should have a discussion with them to establish why they could not meet these requirements and whether there has been a recent change of name that has not been declared.

For Route Three, the applicant must produce:

- A certified copy of a UK birth certificate; **and**
- 4 further documents from Group 2a or 2b; one of which must verify their current address

If the applicant fails to produce the required document set at Route Three, they will need to go for fingerprinting. This may add delay into the overall application process. Please refer to Question 9 in the FAQ's for more information.

All copies of UK birth certificates state 'certified copy' when issued by the General Records Office.

What if I cannot establish the applicant's ID using one of the three routes?

If the Employer or ID/Evidence Checker cannot establish an applicant's identity in accordance with CRB ID guidelines then they should mark W59 on the application form with a NO. Applicants who are unable to provide the required documents will then be asked to give their consent to have their fingerprints taken in line with the current procedure. Registered Bodies/Employers should be aware that this will require attendance by the applicant at a Police Station at an appointed time, and may add delay into the overall application process.

List of Accepted ID Documents

GROUP 1 – Primary Trusted Identity Credentials

Current Valid Passport - UK,,EEA or Non-EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa	Birth Certificate (UK & Channel Islands) Issued within 12 months of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
Current Photocard Driving Licence (UK) (Full or Provisional) – England/Wales/Scotland/Northern Ireland/Isle of Man. A Photocard Licence is only valid if the individual presents it with the counterpart licence; except Jersey.	Old Style Paper Driving Licence
Bio Metric Residence Permit (UK)	

GROUP 2a – Trusted Government/State Issued Documents

Current Valid Passport (UK, EEA or Non-EEA)	Bio Metric Residence Permit (UK)
Current UK Driving Licence (Photocard + paper Counterpart or old style paper version	Marriage/Civil Partnership Certificate
Copy Birth Certificate (UK) issued after 12 months of birth (full or short form acceptable)	Adoption Certificate
HM Forces ID Card (UK)	Fire Arms Licence (UK)

Group 2b – Financial/Social Documents

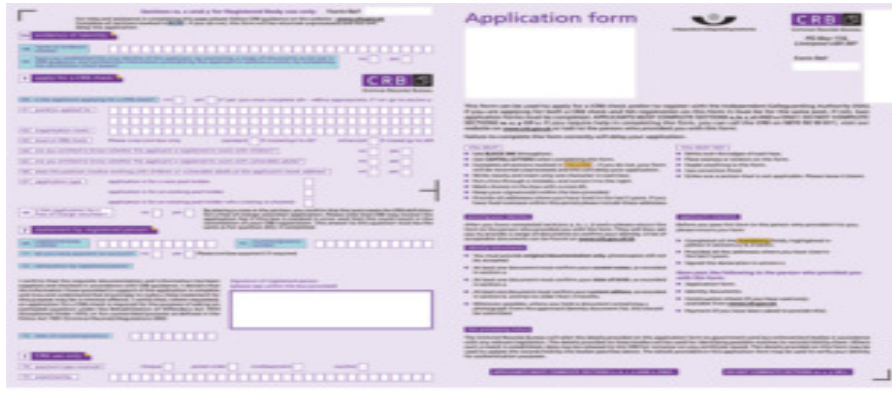
** Mortgage Statement	*Bank or Building Society Statement (UK)
** Financial Statement e.g. pension, endowment, ISA (UK)	* Credit Card Statement (UK)
**P45/60 statement (UK)	* Utility Bill (Gas Water Electric., telephone) NOT Mobile Telephone)
** Council Tax Statement (UK & Channel Islands)	*Benefit Statement- e.g. Child Allowance, Pension
** Work Permit /Visa (UK) (UK Residence Permit)	
A Document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK and Channel Islands) e.g.:	
<ul style="list-style-type: none"> • Document from Department for Work and Pensions • The Employment Service • Customs & Revenue • Job Centre, Job Centre Plus, and Social Security 	
EU National ID Card	
Cards Carrying the PASS accreditation logo (UK)	
Letter from Headteacher – 16/17 year olds in full time Education only	

NB. * Documentation should be **less** than three months old

** Issued **within** the last 12 months.

Not denoted – it can be more than 12 months old

10. Checking & Completing the CRB Application Form



Before you complete section w & x of any application forms & prior to sending them to the Diocese please ensure you have checked the following:

See Diocesan CRB Checklist in appendix VI

General Rules

The following general rules apply throughout the application form. Failure to follow them may result in the application form being returned for correct completion and delay the application – please ensure when checking the applicant’s details that they, too, have followed them correctly.

Write clearly in CAPITAL LETTERS using black ink and place only one letter or number in each box.

- Do not strike through any of the sections or state that a field is ‘not applicable’ or ‘N/A’.
- If any of the fields are not relevant to the application, please leave them Blank.
- Do not write anything outside the boxes on any part of the form, including the front page.
- Don’t place any stickers or stamps on the form, for example address labels.
- Do not use correction fluid.
- If you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it.
- If you make a mistake when writing in your or the applicant’s details, put a line through the mistake and write the correct information alongside it in the next available text box to the right. If this doesn’t leave you with enough space, then you must include it instead on the official continuation sheet



CRB Continuation sheets can be downloaded from the CRB website at www.crb.homeoffice.gov.uk/continuation for Other Names & Previous Addresses & Additional Information. Use this sheet to record any information that is required but which will not fit in the boxes provided on the application form.

If you are including additional names/addresses on a continuation sheet, you must ensure that you include the surname/forename/ addresses and the period (month and year only) that the name/address was used

- Adhere to the same general rules when filling in the continuation sheet that are outlined here for completing the application form.
- Include the application form reference number (located on the front of the form) along with the name and date of birth of the applicant on the continuation sheet to ensure it can be matched up to the form.
- Do not attach anything to the form by any means. Continuation sheets should be placed inside the relevant form.

The ‘Diocesan Evidence Checker Declaration Form.’

To be completed by the Evidence Checker –

- Use this sheet to confirm that you have completed all the necessary checks for sections A,B,C, & E
- Use this sheet to confirm that you have completed correctly sections W & X
- Include your organisation name & address (where the diocese can write to you in in case that we have to return a form)

Remember, although the applicant will be completing sections a, b, c, and e on the form, it is still your responsibility to ensure that all parts of the application form have been completed correctly.

SECTION A

A1-14: Check that applicant has completed all the mandatory fields marked in Yellow. See also Diocesan CRB Check list appendix VI

What if the Applicant has been adopted?

Evidence Checkers should inform applicants that if they were adopted before the age of 10, they do not need to provide their surname at birth in Section A of the CRB application form, they should give their adoptive name in this section.

This is because the age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name that was used until the age of 10.

What if the applicant has changed their name recently and cannot provide ID documents in this new name?

Documents in a previous name can be accepted ONLY where the applicant can provide documentation supporting a recent change because of:

- Marriage/civil partnership {marriage/civil partnership certificate
- divorce/civil partnership dissolution {decree absolute/civil partnership dissolution certificate}
- deed poll {Deed Poll certificate}

In these instances, you must:

1. Return a 'Continuation Sheet' with the application form clearly stating
 - current and previous names
 - date of the change
 - reason for the change
 - the document you have seen to support this change
2. Ensure that all 'Previous names' i.e. surnames **and** forenames & 'Dates used' are recorded in Section A (Additional Personal Details)

How do I check for indicators of fraud?

Always check for signs of tampering when checking identity documents. Documents should be queried if they display any signs of damage, especially in the areas of personal details such as the name and the photograph. The following guidelines should help you look out for any suspicious signs when authenticating documents.

Checking a passport

Check the general quality and condition of the passport. Treat it with suspicion if it is excessively damaged; accidental damage is often used to conceal tampering. Photographs should be examined closely for signs of damage to the laminate or for excessive glue or slitting of the laminate; these signs would indicate photo substitution. If the photograph appears excessively large, this might indicate an attempt to hide another photograph underneath. There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph.

Check there is no damage to this area. If the passport is from a foreign national, you can still follow the same general procedures as above.

Checking a birth certificate

Birth certificates are not wholly reliable for confirming identity, since copies are easily obtained. However, certificates issued at the time of birth are more reliable than recently issued duplicates. Check the quality of paper used; genuine certificates use a high grade. There should be a watermark visible when the document is held up to the light. Any signs of smoothness on the surface would indicate that original text might have been washed or rubbed away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.

Checking an EU photo identity card

Examine the card for evidence of photo tampering or any amendment of the printed details.

Checking an HM Forces ID card

Examine the card for evidence of photo tampering or any amendment of the printed details.

Checking a firearms licence

Check the licence is printed on blue security paper with a Royal crest watermark and a faint pattern stating the words 'Home Office'. Examine the licence for evidence of photo tampering or any amendment of the printed details, which should include home address and date of birth. The licence should be signed by the holder and bear the authorising signature of the chief of police for the area in which they live, or normally a person to whom his authority has been delegated.

Checking a Driving Licence

(I) Checking a Photocard Driving Licence (Evidence checker **must** also see paper counterpart)



1. ROBINSON	<i>Surname</i>
2. CHRISTINE JOSEPHINE	<i>Forename(s)</i>
3. 02-07-75LONDON	<i>Date and Place of Birth</i>
4a 02-10-90 4b 01-10-00 4c DVLA	<i>4a Licence Valid From</i> <i>4b Licence Valid to</i> <i>4c Licencing Authority</i>
5. ROBIN757025CJ999 01	<i>Licence Number</i>
6. Photograph	<i>Licence Holder's Photo</i>
7. SIGNATURE	<i>Licence Holder's Signature</i>
8. ADDRESS	<i>Licence Holder's Address</i>
9. CATEGORY	<i>Vehicles Licence applies to</i>

Checking the Driving Licence Number (Photocard & old style paper licence)

ROBIN 757025 CJ 9999 01
NNNNN YMMDDY II CCCC Issue No.

ROBIN = First five digits of Surname

757025 = Date of birth rearranged **YMMDDY** therefore DOB= 02/07/75

(please note that for females the first m is represented by 5 where the month is less than the number ten i.e. January to September so July would = 57. For October to December add the 5 to the 1 of the month i.e. November is the 11 month and becomes 1[M] + 5 = 6 & 1[M] = 61 for November)

CJ = first digits of forenames Christine Josephine where there is only one forename then the number 9 will replace the 2nd letter.

9999 (4Digits) is a computer generated number. Older style licence **999** (3 digits)

01 is the issue number

Female Licences - Birth dates MONTHS are listed as follows:-

January – September will be 51,52,53,54,55,56,57,58,59 and October, November, December will be 60,61,62 respectively

(II) Checking an old style driving licence (no photograph)

Remove the document from the plastic wallet and check that it is printed on both sides. It should have a watermark visible by holding the licence up to the light and there should be no punctuation marks in the name or address. The ‘Valid To’ date should be the day before the bearer’s 70th birthday (unless the bearer is already over 70). The ‘Valid To’ date can therefore be cross-referenced with the applicant’s date of birth detailed in Section A.

Other forms of identification

Ensure all letters and statements are recent, i.e. within a three month period. Do not accept documentation printed from the internet. Check letter headed paper is used, bank headers are correct and all documentation looks genuine. The address should be cross-referenced with that quoted in Section B.

Where to go for help

The PRADO website is provided by the Council of European Union. Employers are able to use this website to identify the basic safeguards contained in European documents and a few more other nationality documents.

The Public Register of Authentic Identity and Travel Documents Online (PRADO website)

What should an Evidence Checker do if they suspect false identity or documents?

If you suspect that you have been presented with a false identity or documents at the time of application, do not proceed with the application process.

- If you suspect identity fraud once a CRB check has been submitted, you must contact the CRB
- You can report a fraud to Action Fraud by using the Home Office online fraud reporting tool, **or by speaking to a specialist fraud advisers on 0300 123 2040.**

You are also advised that under Section 8 of the Asylum and Immigration Act 1996 all employers in the United Kingdom are required to make basic document checks to help prevent anyone from working illegally. By carrying out checks employers will be able to establish a defence for themselves if any of their employees are found to be working illegally at a later date.

Further details are available on the UK Border Agency website and the UK Border Agency

Employer Helpline on 0845 010 6677

What do I do if an applicant cannot provide the required documents?

If, as an Evidence/ ID checker you cannot establish an applicant's identity in accordance with the revised CRB ID guidelines, then you should mark W59 on the application form with a **NO**. Applicants who are unable to provide the required documents will then be asked to give their consent to have their fingerprints taken in line with the current procedure. You should be aware that this will require attendance by the applicant at a Police Station at an appointed time, and may add delay into the overall application process.

Are there any exceptions?

Yes, for 16/17 year old applicants in full-time education. In the first instance, they are expected to follow Routes One, Two or Three. However, if this is not possible due to a lack of a Group 1 document or employment /financial history, they can use a letter confirming their identity from their Head Teacher or College Principal as a Group 2b document, verifying their name and any other relevant information required e.g. address or date of birth.

Section B - Address History

B32-37 Applicant must show current address in section as this is where their Disclosure certificate will be sent. Yellow boxes are mandatory

Section C (Where Applicable)

Use this section to show a complete 5 Year address history if applicant has not lived at 'current address' for five years.

See Appendix I 'Other Addresses Additional Information' **For those applicants who do not have a straightforward address history because they are, or have been in the last five years:**

- a student
- working away from home
- a frequent traveller
- living on a canal boat, cruise ship or merchant vessel
- of no fixed abode
- a member of HM Armed Forces
- overseas
- living in a refuge or sheltered accommodation

During your checks, as the external evidence checker you **must** also complete the verification boxes in sections **a** and **b** of the form marked 'registered body use only' as applicable. Only cross the verification boxes where you have actually seen the relevant documents

SECTION D - SHOULD BE LEFT BLANK

SECTION E - Check the applicant has crossed E55, dated E56 and E57 signed this section

Completing Section W & X - Evidence Checker only

As an Evidence Checker, you must complete all the mandatory information – that is the fields marked in blue – in sections w and x and all other fields that are relevant to the application. If you answer ‘yes’ to any of the questions marked in blue, you must then go on to complete the rest of the details requested.

Please ensure that the position applied for in X61 is clear and specific to the actual role the applicant will be undertaking. You must take into consideration the Eligibility Criteria as described in Appendix IV. The CRB **do not** accept ‘Volunteer’ as a job title on its own. For further information on the definition of a Volunteer see Appendix III.

All CRB applications processed by the Diocese must be at the Enhanced Level, therefore the Evidence Checker must also complete Section X63-66.

Finally, the Evidence Checker must complete Section X 67-68

LEAVE SECTION Y BLANK – this for Church House use only

**Evidence Checkers including Incumbents and Headteachers must never
complete Section Y**

APPENDICES

Appendix I

Other addresses – Additional Information

- Students & Student Declaration Form
- Working away form home
- Frequent or long term travellers & Employees or residents of Cruise ships, Canal Boats or Merchant vessels
- No fixed abode
- HM armed forces
- Overseas and current overseas address
- Women’s Refuge/Sheltered Accommodation

Appendix II

‘Volunteers or not Volunteers?’

Appendix III

- Handling, Storage, Retention
- Disposal of Disclosures and Disclosure Information

Appendix IV

‘Questioning Ineligible Applications’

Appendix V

Glossary of Terms

Appendix VI

- Evidence Checker Declaration Form
- Sample letter for the retention of disclosure information
- CRB Application Form Check List

Appendix VII

- Useful Contacts List &
- Acknowledgements

Appendix I: Other Addresses – Additional Information

These notes are taken from the CRB e-guide to completing the application form

The information below provides you with more detailed information about how those applicants with multiple addresses must fill in their address history in sections b and c on the application form. If necessary the applicant can use the ‘Additional Information’ section of the CRB continuation sheet to explain their address history.

Students

If you are a student and you live on campus or in other student accommodation during term time but reside with your parents (or a similar permanent home address) in the period between academic years, put the address where you want us to write to you and send the certificate to, in section b.

If this is your parents’ address (or similar permanent home address), the date you have been ‘at the address since’ in b37 should be the month and full year you originally moved into that address.

Ensure that you provide a complete address. The only field that is not mandatory in section b is the ‘county’ field. If you live in the United Kingdom, you must write the words ‘UNITED KINGDOM’ in b36 and provide your postcode at b35. If this address is not in the United Kingdom, you must still provide the name of the relevant country but leave the postcode field blank.

If you have lived at this address for at least five years, you must still provide details of all the student addresses you lived at during the last five years in section c so that we have your full address history for that period.

As it is likely there will be gaps between your student addresses, as you leave one student address in the summer and do not move into the next address until the autumn when you begin your next year of study, we will use your parents’ address (or the similar permanent address you have supplied) to fill in the gaps.

Because of this, if you moved into your parents’ address less than five years ago, you must include in section c any previous family homes that you have lived at outside term-time during the last five years.

We will not assume the address you provide in section b is your parents’ address. We will not make assumptions about whether or not the addresses you provide in section c refer to your parents’ address. You must tell us on a continuation sheet, or separate sheet of paper, which of the addresses you have provided are these more permanent residences. Do not write this information on the application form itself.

If you prefer that we write to you and send your certificate to your student address, please provide this at section b and your parents' address (or similar permanent address) in section c.

Provide the full address details of the halls of residence or other student accommodation you have lived at in the last five years in section c.

These details are requested in blocks of six fields, c38 to c43 and c44 to c49, which are similar to those in section b. The only field that is not mandatory is the 'county' field.

If you are still living at your most recent student address, you must complete the 'dates from and to' fields but the 'date to' will be the month and year in which you complete and sign your application form. Do not leave this field blank or your application will be delayed.

Similarly, if you have provided your parents' address (or similar permanent address) where you reside outside term times in section c, the 'date to' will be the month and year that you were last residing at this address.

Please do not write 'current', 'still there', 'present' or any similar phrases in any of the fields or anywhere else on the application form.

There is space on the application form to record up to two additional addresses. Further addresses should be supplied on an official continuation sheet, which can be downloaded at www.crb.homeoffice.gov.uk/continuation

If you are required to provide evidence of term time addresses etc please use the University Student Residence Declaration Form below:-

Any other **previous addresses** I have lived at within the last 5 years are listed below.

37 Address

38 Town /City

41 County

41/42 UK Post Code Country

43/44 Period of Residence from **(Month & Year only)** To **(Month & Year only)**

Any other **previous addresses** I have lived at within the last 5 years are listed below.

37 Address

38 Town /City

42 County

41/42 UK Post Code Country

43/44 Period of Residence from **(Month & Year only)** To **(Month & Year only)**

Any other **previous addresses** I have lived at within the last 5 years are listed below.

37 Address

38 Town /City

43 County

41/42 UK Post Code Country

43/44 Period of Residence from **(Month & Year only)** To **(Month & Year only)**

Signed

Date

Working away from home

If at any time in the last five years you have been required to spend a day or two away from your permanent address due to your work, we do not require details of the hotels or similar types of residency that you stay in for those short periods.

If you are a travelling salesman, a pastor, a speaker, a locum, a supply teacher, or similar and the nature of your work means that you are frequently spending one or two days in different places away from your permanent address, we do not require details of each of the places that you visit. Simply provide the details of your permanent address in full in section b and the date that you first started living there.

However, if you spend months at a time living at an alternative address that is not your permanent home address we do require the details of this residence and the dates between which you were at the alternative address. Put this information in section c. Provide details of your permanent home address in section b. In both cases, the only field that is not mandatory is the 'county' field.

Similarly, if your work requires you to reside somewhere other than your home address during the week but you return home to your permanent residence at weekends, you must provide the address details of both residences.

Use section b to provide the details of your permanent home address – it is this address that we will use to write to you and send your certificate or registration details to.

Use section c to tell us about the other address. We require the month and year at which you first started to stay at that address and the month and year in which you last stayed at that address. These 'dates from and to' must be completed, so if that you continue to use this alternative address at the time of your application, please provide the current month and full year as your 'date to'.

Please do not write 'current', 'still there', 'present', 'not applicable', or any similar phrases in any of the fields.

Frequent or long-term travellers

We do not require details of your one or two-week annual holidays.

However, if you have spent long periods of time travelling around the UK or abroad in the last five years, we do require some details from you.

In all cases we require a full address in section b at which we can write to you and send your certificate or ISA-registration details to. The only field that is not mandatory in section b is b34, the 'county' field.

If you were travelling abroad:

In section c you must write the word 'TRAVELLING' in the address field, supply the name of the country in which you were travelling in the 'country' field and the dates between which you were in that country in the 'dates from and to' fields. These should be provided using the month and year (MM/YYYY) format. Leave all other fields blank.

If you were travelling around the United Kingdom:

In section c you must write the word 'TRAVELLING' in the address field, provide the name of the county and write 'UNITED KINGDOM' in the country field. You must also provide the dates between which you were travelling in that area using the month and year (MM/YYYY) format.

There is space on the application form to record up to two additional addresses. Further addresses should be supplied on an official continuation sheet, which can be downloaded at www.crb.homeoffice.gov.uk/continuation

Employees or residents of Cruise ships, Canal Boats or Merchant vessels

If, during the last five years, you have lived or worked on a cruise ship, canal boat, or merchant vessel which, essentially, became your permanent place of residence for that period of time, then you must provide the registered port address or the permanent mooring address for that ship, boat or barge in section c. We do not want to know about each of the places that you passed through or temporarily stopped off at, only the registered port or permanent mooring address. You must also provide the dates between which you lived on the vessel.

We do not need to know about standard holidays on boats or ships unless they have lasted for months at a time and have, essentially, become your permanent residence and are within your five-year address history – in which case you must provide details as above.

No Fixed Abode

If, during the last five years, there has been a period of time during which you had no fixed abode, you must supply some details about this in section c.

Write 'NO FIXED ABODE' in the address field and provide the town or city, the county and the country where you were during this period, along with the dates between which you were of no fixed abode. These dates should be provided using the month and year (MM/YYYY) format. If you were of no fixed abode in more than one county, you must supply each one as a separate address using this same format.

We cannot accept 'NO FIXED ABODE' as your current address in section b.

This is because we require a full address at which we can write to you and send your certificate or ISA-registration details. In these circumstances you must provide a 'care of' address in section b and explain this on a separate sheet or on a continuation sheet. An official continuation sheet can be downloaded at www.crb.homeoffice.gov.uk/continuation

HM Armed Forces

If you are a member of Her Majesty's Armed Forces and you have a British Forces Post Office (BFPO) number, you may use this as your current address in section b of the form or, if relevant, as part of your five-year address history in section c.

Due to a specific arrangement with HM Forces, the fields that are mandatory for all other forms of address are not required for BFPO addresses.

Simply write your BFPO number in the 'address' field and leave the town/city, county, UK postcode and country fields blank. Do not write 'not applicable' or 'N/A' or any other information in these boxes.

If you are supplying the BFPO number as your current address, we still require the month and full year at which you began using this address in b37.

If you are supplying the BFPO number as part of your 'other addresses' history in section c, we still require the 'dates from and to' that you used this address.

Overseas

A previous overseas address

If you have lived at an address anywhere other than the United Kingdom in the five years prior to the date you are filling out the form, you must supply some information in relation to this.

Write the word 'OVERSEAS' in the 'address' field, the name of the country in which you were living in the 'country' field and the dates between which you lived there in the 'dates from and to' field – these should be provided using the month and full year **MM/YYYY** format.

Please leave all other fields relating to this address blank. Do not write 'not applicable' or 'N/A' or any other information in these boxes.

A current overseas address

If you are currently living abroad but you are applying for work with children or vulnerable adults in the United Kingdom, you must supply your full address in section b. It is this address that we will use to write to you and send your certificate.

Women's refuge/ sheltered accommodation

If you have lived at a women's refuge or other type of sheltered accommodation in the last five years we require details of this address. However, you should not make any reference to the nature of the address when providing details about it.

If it is your current address, simply provide the number of the residence and the name of the road in b32, followed by the remainder of the information required in that section. All fields marked in yellow are mandatory.

If the address is in the United Kingdom, please write UNITED KINGDOM in b36 and supply the postcode in b35.

The date at which you began living at the address should be provided using the month and full year format (MM/YYYY).

If it is a previous address, please provide the information in the same way in section c and tell us the dates between which you lived at the address.

Appendix II: ‘Volunteers or not Volunteers?’

The CRB clearly state that:

‘Unclear or ambiguous entries may delay the disclosure process, and terms such as volunteer or helper should not be used in this field. Applications should specify the actual role being undertaken and avoid use vague terms such as:-

- Volunteer – an unpaid position but doing what?
- Helper – helping whom doing what?

The CRB may invoice for any application which it considers does not meet the definition, and take retrospective action to recover the cost of any free-of-charge Disclosures’

The CRB do not accept ‘Volunteer’ in Section X 61 on the application Form. They need to know the type of work or group a person will be working with as this will directly assist the police with the type of information they disclose.

You *must* identify the position applied for clearly e.g. Children’s Work Volunteer, Sunday School Teacher (Vol), Classroom Helper (Vol). School Governor (Vol) etc Volunteer Pastoral Assistant, Church Warden, Church Helper. Quite often some roles will involve contact with both children and vulnerable adults please cross both boxes in section x on the CRB form if this applies.

Volunteers or not Volunteers?

The CRB has many enquiries about whether a position is considered to be that of a volunteer and, hence, whether the CRB check is free of charge. To help to clarify the situation further, we have taken a closer look at those who work in educational establishments.

Students

Whilst it may be true that students on work experience/placements, trainees and student teachers receive no payment and may consider they are volunteers, it is CRB policy (in agreement with the Department for Children, Schools and Families and the Department for Innovation, Universities and Skills) that:

The primary aim of the work experience, e.g. as a student teacher, is to satisfy the mandatory requirements of a PGCE or equivalent qualification.

- Such qualifications cannot in any circumstances be secured without such work experience; and
- The work experience does not, therefore, aim principally to benefit a third party, even though this may be the perception of the student.

Therefore, these types of applications are not regarded as volunteers.

Further guidance

The Department for Children, Families and Schools (DCFS) guidance, entitled Safeguarding Children and Safer Recruitment in Education, advises that it is not necessary to obtain a Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or secondary pupils undertaking voluntary work or work experience in other schools.

The guidance adds that you do not require a Disclosure if you are:

- “secondary pupils on key stage 4 work experience in other schools, colleges or nursery classes, secondary school or college as part of voluntary service citizenship or vocational studies, or key stage 5 or sixth form pupils in connection with a short careers or subject placement”.

The Commission for Social Care Inspection (CSCI), the regulatory body for the Adult Care sector, within their policy guidance advises that:

- “For adult settings, the Department of Health has advised that, for students under 18 years of age undertaking placements in regulated services for adults, no CRB or POVA check is required based on the rationale that the role they are undertaking will not be taking the place of an existing care worker and will be supervised”.

Whilst there may be eligibility for checks to be undertaken on students due to the area in which the work experience is carried out, the guidance issued by the statutory and regulatory bodies indicates that there is no requirement for such checks to be undertaken.

Ofsted Early Years guidance regarding placements confirms:

- “For early years work, the ‘rule’ is that they need a CRB check if they are in regular/long-term contact with children. We would not normally require one if the person was only there on a short-term placement, but we would insist that they must be supervised at all times if they are unchecked.
- “For children’s homes, there is a regulatory requirement that they must have a CRB in place before starting work.”

Work Experience

The phrase ‘work experience’ clearly refers to the purposes for which it is undertaken, i.e. to gain experience to apply in the future.

This type of work experience can be clearly distinguished from the category of other types of voluntary activity that young persons may undertake, which may bring them under the CRB criteria, and definition of a volunteer, e.g. voluntary work as a care home

or hospital lay visitor, where the experience is not a mandatory part of their educational requirements.

Therefore, the definition of a volunteer does not apply to those on work experience. However, if a Disclosure is required for an eligible position, the relevant fee should be paid.

Workplace Mentors are regarded as volunteer positions and no charge will be made for these applications.

NB. This guidance includes and supersedes the information issued in the Disclosure Newsletter 33 (December 2005) and applies to any individual undertaking work experience or work placement including 14-16 year olds.

Appendix III:

Handling, Storage, Retention & Disposal of Disclosures and Disclosure Information

In consideration of our agreement with the Criminal Records Bureau, in helping to assess the suitability of applicants for positions of trust, we agree to comply with the CRB code of Practice, Data Protection Act and other legislation in regard to the correct handling, use and disposal of Disclosures and Disclosure information.

Storage & Access

Disclosure information is always stored separately and securely, in a locked, non portable, storage container, with access strictly limited to those who are entitled as part of their official duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We will maintain a record of all whom Disclosures or Disclosure information have been revealed. We are aware that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage.

Disclosure information is only used specifically for the purpose for which it was requested and for which the applicant's full consent was given.

Retention

The Diocese may keep Disclosure information for up to six months to allow for the resolution of disputes or complaints' unless there are exceptional circumstances. If this happens it will be done in consultation with the Diocese who will seek advice from the CRB giving full consideration to Data Protection and Human Rights Legislation. The Conditions regarding safe handling and storage will still apply.

Disposal

Once the period of retention has lapsed the Diocese will ensure that any Disclosure information is immediately and appropriately destroyed (e.g. by shredding, pulping or incineration). Until that time the information will continue to be kept securely. However, we as the employing organisation/group may keep a record of the name, date, and type of disclosure, the position for which it was requested, the unique reference number and the details of the recruitment decision taken.

Our Relationship with the Diocese of Blackburn

We accept that the Diocese of Blackburn as our Umbrella Body has responsibility to ensure as far as possible, that we comply with all the requirements of the CRB Code of Practice, this and other policy statements, and in other CRB procedures and processes. We understand that the Diocese will store, handle and retain disclosures on our behalf and dispose of them as per the CRB Code of Practice and the Data Protection Act. We undertake to keep the Diocese informed of any changes in our organisation, which could materially affect our ability to work within these expectations

Appendix IV: ‘Questioning Ineligible Applications’

Where potentially ineligible positions applied for are identified, the CRB have begun contacting organisations to determine why the applications have been submitted. Where applications are found to be ineligible, the CRB will provide the organisation with further guidance to ensure that it clearly understands eligibility requirements, the implications of submitting ineligible checks and they will also insist that the organisation takes steps to ensure that it does not submit ineligible checks in the future.

We understand that for some organisations, it is a case of misunderstanding the legislation and erring on the side of caution when it comes to checking their staff; however this is not a valid reason for submitting ineligible checks.

We have also found that, in some instances, a position is in fact eligible but the information stated on the application form does not provide enough detail, e.g. ‘administrator’ instead of ‘school administrator’.

Question X61 of the application form asks you to record the ‘position applied for’, and it is vital that you provide the principle role details, being as specific as you can about the position in question in order to expedite the application. This must fit within the criteria of a regulated activity

We have included some common ineligible job roles below:

- Volunteer in a Charity shop - Although the function of the shop may be to provide financial support to a charity which may help children or some vulnerable adults, there is no requirement for people working in the shop to be CRB checked. Although children may come into the shop, any contact is incidental as with any merchandising outlet. Additionally, although a shop assistant may be dealing with money, unless they are working in a position which is regulated by The Financial Services Authority (FSA), they are not eligible for a CRB check.
- Pub/café/bar positions – Any positions working in a pub/café/bar, e.g. bar tender, bar manager, waitress are not eligible for a CRB check. When an individual who makes an application to be a pub licensee needs to provide evidence of being a fit and proper person to be granted a licence by the Local Authority, they are only requested to declare unspent convictions which can be presented via a Basic Disclosure Certificate, processed by Disclosure Scotland, or a subject access request directly made by the applicant to the police. You cannot submit applications for checks of both barred lists if the applicant will be working with only children or only Vulnerable Adults. (Rehabilitation of Offender’s Act 1974)
- An Applicant may not be barred from working/volunteering with children but is barred from working with Vulnerable Adults. You would be committing an offence by asking for a check of the ISA Vulnerable Adult’s Barred List, as being on that particular list does not necessarily, prevent the Applicant from working with children (and vice versa).

It is an Offence for an Applicant to apply to work with a particular vulnerable group if the Applicant is on that group’s Barred List.

If the Applicant **is** going to working/volunteering with both vulnerable groups then checks must be made of **both** Barred Lists.

Appendix V: Glossary of Terms

Care Standards Act 2000	This Act provides for the administration of a variety of care institutions, including children's homes, independent hospitals, nursing and residential care homes.
Caring for young people and the vulnerable?	Published by the Home Office, it aims to outline principles of good practice and help organisations working with vulnerable people to draw up their own codes of practice for preventing abuse of trust.
Child Protection Policy	All organisations working with children should formally adopt a child protection policy. Such policies are recommended in government guidance such as "Safe from Harm" and "Working together to Safeguard Children" For Churches/Church Groups without such a policy the Diocese a model policy available on the Blackburn Diocese Board of Education website.
Code of Practice	This Code sets out the Criminal Records Bureau requirements that the Diocese as a Registered Body and employers must comply with in order to access Enhanced Disclosures.
Continuation Sheets	Use these when it has not been possible record all the information requested on the application form.
Criminal Record	A criminal record relates to a person's convictions, whether spent or unspent under the Rehabilitation of Offenders Act 1974; cautions; reprimands; final warnings and other non-conviction information such as acquittals.
Criminal Records Bureau	The CRB is an executive agency of the Home Office, set up under the Police Act 1997 to facilitate safer recruitment procedures for the protection of children and vulnerable adults.
Counter-signatory	This is an individual within the a Registered Body/Umbrella Organisation authorised by the CRB to support CRB Applications and complete Section Y.
DAFs	Disclosure Application Forms – this is the form each Applicant completes for a disclosure from the CRB.
DfE	Department for Education - this the Government Department with responsibility for children's services.
DOH	Department of Health – this is the Government Department with responsibility for protecting & improving the nation's health and social services.
Disclosures	There are two Types of Disclosure Standard & Enhanced- The Diocese only undertakes 'Enhanced' disclosures.
Disclosure Application Reference Number	This is the reference number allocated to each DAF as seen on the top right corner of the Application Form. The Disclosure Certificate will have a different specific Disclosure Number which relates the individual applicant.
Employment	Employment as far as the CRB are concerned is interpreted widely and covers volunteer as well as paid work

ISA Children's Barred List	Formerly known as POCA & List 99; this is a list managed by the Vetting and Barring Scheme (Previously managed by the DCSF) on behalf of the Department of Health, of people banned from working with children.
Police National Computer	This is the police national database against which all checks are made. For Enhanced Disclosures, checks against local police records will also be made as well as the lists held by the newly introduced Vetting & Barring Scheme,(previously held by the Department of Health and the Department for Children Schools & Families)
Portability	This refers to the re-use of a CRB Disclosure, obtained for a position, in one organisation and later used for another position in another organisation – NB This practice is no longer endorsed by the CRB due to the risk factors involved.
ISA Vulnerable Adults Barred List	Formerly known as the POVA List This list is managed by the Vetting and Barring Scheme; previously it was managed by the DCSF on behalf of the DOH.
Recruiting Safely	Guidance for employers and other bodies in the health and social care field on recruiting and retaining staff and volunteers with criminal records
Registered Body	A Registered Body is an organisation registered with the Criminal Records Bureau to administer Disclosures
Regulated Activity	<p>Regulated activity is defined as:</p> <ul style="list-style-type: none"> • Activity involving contact with children or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, medical treatment or in certain circumstances transport) on a frequent, intensive and/or overnight basis; • Activity involving contact with children or vulnerable adults in a specified place (e.g. schools, care homes etc), frequently or intensively; • Fostering and childcare; • Certain specified positions of responsibility (e.g. school governor, director of children's services, director of adult social services, trustees of certain charities). These positions are set out in the Safeguarding Vulnerable Groups Act 2006. <p>What is frequently, intensively and/or overnight?</p> <ul style="list-style-type: none"> • Frequently is currently defined as 'once a week' for most services, except for health and social care services which involves personal care when it is 'once a month or more' • Intensively takes place on '4 days in one month or more' • Overnight takes place between 2-6 am <p>(NB. The Government is reviewing these definitions and they have not yet been finalised.)</p>

Rehabilitation of Offenders Act 1974	This Act enables some criminal convictions to become ‘spent’, or ignored, after a ‘rehabilitation period’. A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention the conviction when applying for jobs or obtaining insurance, or when involved in criminal or civil proceedings.
Safe From Harm	Issued by the Home Office in 1993, this document contains various recommendations to be adopted by Voluntary organisations working with children.
ID Verifier/Evidence Checker	This is the individual within an organisation responsible for the recruitment of workers. This person is required to see and check the identity of each applicant and will be in direct contact with the Diocese during the checking process. The Diocese will only be able to deal directly with this person in matters concerning individual applications. The Evidence Checker’s name must be on the Diocesan list of Approved Evidence Checkers
Umbrella Body	An Umbrella Body is a Registered Body that provides access to the CRB to other non-registered organisations

CRB Application Form Check List

SECTION A

ARE YOU USING A BLACK PEN? (N.B. Spaces **must** be left between words but not numbers)

- | | | |
|----------------|--|--------------------------|
| A1-3 | Are these completed in full? | <input type="checkbox"/> |
| A4 | Has this been crossed? If YES the fields A5-7 must be completed. | <input type="checkbox"/> |
| A5-A6 | Are these completed in full? Forenames must be re-entered. | <input type="checkbox"/> |
| A7 | Is this in the correct format? MM/YYYY*(no gaps) | <input type="checkbox"/> |
| A8-A13 | Repeat if necessary. Is a continuation sheet required? | <input type="checkbox"/> |
| A14 | Date of birth. Is the correct format used? DD/MM/YYYY* | <input type="checkbox"/> |
| A15 | Has this been crossed? - | <input type="checkbox"/> |
| A16-A17 | Are these fields completed? | <input type="checkbox"/> |
| A20 | Has this been crossed? | <input type="checkbox"/> |
| A21 | If YES is crossed, this must be completed? | <input type="checkbox"/> |
| A22 | Has this been crossed? | <input type="checkbox"/> |
| A23 | If YES is crossed, this must be completed or an explanation provided on a continuation sheet. | <input type="checkbox"/> |
| | Is there another forename indicated and not shown at A3? | <input type="checkbox"/> |
| A24 | Has this been crossed? If YES is crossed, A25-27 must be completed. | <input type="checkbox"/> |
| A28 | Do not complete (or cross NO) | <input type="checkbox"/> |
| A30 | Is this completed? – if appropriate | <input type="checkbox"/> |

SECTION B

- | | | |
|---------------|---|--------------------------|
| B32-37 | Has the full address and post code been provided?
Is the correct format used? MM/YYYY*
Does the address cover a full five year address history?
If no or if additional addresses are provided has Section C been completed? | <input type="checkbox"/> |
|---------------|---|--------------------------|

SECTION C

- | | | |
|----------------|--|--------------------------|
| C38-C43 | Repeat if necessary. Are there any gaps? | <input type="checkbox"/> |
| C44-C49 | Repeat if necessary. Are there any gaps?
Is a continuation sheet required? Is it completed correctly? | <input type="checkbox"/> |

SECTION D

LEAVE THIS SECTION BLANK

SECTION E

- | | | |
|------------|--|--------------------------|
| E55 | Has the applicant completed the box? | <input type="checkbox"/> |
| E56 | Is the Signature inside the box? | <input type="checkbox"/> |
| E57 | Is the form dated and the correct format used? DD/MM/YYYY* | <input type="checkbox"/> |

SECTION W- Evidence Checker only

ARE YOU USING A BLACK PEN?

- W58 Has the name of the Evidence Checker been entered?
- W59 Has the box been crossed?

SECTION X- Evidence Checker only

ARE YOU USING A BLACK PEN?

- X60 Is the box crossed?
- X61 Have you been **specific** with the position applied for?
Use only the top line – 30 characters (Remember CRB do not accept 'Volunteer')
- X62 Has your organisation name been entered?
- X63 Is the Enhanced box crossed?
- X64 Is the applicant working with children?
Are you entitled to know if the individual is barred from working with Children?
- X65 Is the applicant working with vulnerable adults?
Are you entitled to know if the individual is barred from working with vulnerable adults?
Is the box crossed?
- X66 Is the applicant working in **their own home** with children or vulnerable adults (is the position home based)?
Is the box crossed?
- X67 Is the appropriate box crossed?
- X68 Is the application for a volunteer (free of charge)?
Does it meet the CRB definition and criteria?
Is the box crossed?

SECTION Y - CHURCH HOUSE USE ONLY

LEAVE THIS SECTION BLANK

This Section is for Church House Board of Education staff only
Evidence Checkers including Incumbents & Headteachers must never complete Section Y

FINALLY - Evidence Checker Only

- Have you checked the form is complete and accurate?
- Is this application eligible for a CRB Check? Is the role a 'Regulated Activity'?
- Have you read and completed the Declaration Form?
- Have you completed the ID/Address 'Verification Boxes' marked **Registered body use only** in section A and B where applicable?

***Date Formatting**

DD/MM/YYYY = DAY, MONTH and YEAR - i.e. Date of birth in A14 and date of signature E57
MM/YYYY = MONTH and YEAR ONLY – i.e. Dates 'from and to' A7+ B37 (A9&A13 + C43& C49 where applicable, also applies to dates on continuation sheet)

Sample Letter – for the Retention of Disclosure Information

Organisation Name

Organisation Address

Applicant's Name

Applicant's Address

Date

To whom it may Concern

I [*Applicant's Name*] give my signed permission for [*Organisation Name*] to keep a copy of my CRB Disclosure for their records on the understanding that they will store it securely and separately and treat its contents with confidentiality as per the CRB Code of Practice and the Data Protection Act (2001)

Yours Faithfully

Applicant's Signature

Applicant's Name & Title (Block Capitals)

Appendix VII: Useful Contacts List

Useful Contacts:-

<u>Diocese</u>	<u>CRB</u>
<p>Helen Morris – CRB Countersignatory Email – helen.morris@blackburn.anglican.org Telephone – 01254 503070 Ext 220</p> <p>Debbie Jagger CRB Administration Officer Diocese of Blackburn Board of Education Church House Cathedral Close Blackburn BB1 5AA Email – debbie.jagger@blackburn.anglican.org Telephone – 01254 503070 Ext 227</p> <p>Board of Education Website www.bdeducation.co.uk</p>	<p>Criminal Records Bureau PO Box 110 LIVERPOOL L69 3EF</p> <p>Telephone – 0870 90 90 811 Mincom - 0870 90 90 344</p> <p>www.direct.gov.uk/crb – information and access to services for CRB applicants and the general public</p> <p>www.businesslink.gov.uk/crb – information for registered bodies and other associated businesses and organisations using the CRB service</p> <p>www.homeoffice.gov.uk/crb – corporate information and publications for particular interest groups and partners</p> <p>Independent Safeguarding Authority Website only http://www.isa.gov.org/ Telephone – 0300 123 1111</p>

Acknowledgements

This document has been put together using the following sources:-

Government & Sector Specific Guidelines

Department for Education & Skills '**Every Child Matters** – Safeguarding Children and Safer Recruitment in Education' 2006 [HMSO Publications]

Church of England **Safeguarding Guidelines relating to Safer Recruitment** – for all who work on behalf of the Church of England [4thEdition 2011]

Internet Sources

www.homeoffice.gov.uk/crb

Application Form Guidance

Identity Checking Guidance

Eligible Positions Guidance

CRB Continuation Sheet

CRB Code of Practice

www.direct.gov.uk/crb

Criminal Records Checks: An Introduction

www.businesslink.gov.uk/crb

Who needs a CRB Check?

Accepting a previously issued check

Employing someone with a criminal record

How to apply for a criminal record check