

ARCHDIOCESE OF SOUTHWARK

A USERS' GUIDE TO

THE CRIMINAL RECORDS BUREAU

FOR THOSE WORKING

AT A LOCAL LEVEL

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INTRODUCTION

Following the recommendations in the Police Act 1997, the Criminal Records Bureau (CRB) was set up early in 2002. Their purpose is to help employers and voluntary organisations to make safer decisions when recruiting workers. The result of this initiative is that it is now a requirement that all those who work with, or have close contact with children, young people or vulnerable adults, must apply for a Disclosure through the CRB.

Initially, this applied to new workers, both employees and volunteers as well as clergy and Religious, but it now applies to existing workers, clergy and Religious, and volunteers. The COPCA Management Board has decided that all existing clergy and Religious who meet the criteria for a CRB check should have completed the process by the end of December 2004. All existing volunteers who meet the criteria for a CRB check should have completed the process by the end of December 2005.

Organisations including churches are implementing this new process as part of their existing good practice. They have to relate to the CRB through a registered body. The Catholic Office for the Protection of Children and Vulnerable Adults (COPCA) is a registered body with the CRB and is the means of contact with the CRB for obtaining disclosures.

DISCLOSURE

1.1 LEVELS OF DISCLOSURE

For Church purposes two levels of disclosure, Enhanced and Standard, will be obtained.

1.2 ENHANCED DISCLOSURES

These are for those who have regular contact with children and young people whose work in the Church might involve "regularly caring for, training, supervising or being in sole charge".

An example of a post that requires this level of check is a leader of a residential trip for children.

1.3 STANDARD DISCLOSURES

These are for those who regularly undertake limited roles which bring them into contact with children and young people but have no supervisor or training responsibilities.

An example of a post that requires this level of check is those serving in a tuck shop.

COPCA recommends that Disclosure levels for posts and roles are agreed by the Diocesan/Religious Child Protection Commission.

1.4 WHO APPLIES FOR THE DISCLOSURE?

Application for a Disclosure is made by the person who is to be appointed and a form is provided by the Church. However, the Church has important responsibilities in the process which are detailed later.

1.5 WHAT WILL DISCLOSURES REVEAL?

This new service, applying to office holders, employees and volunteers, will provide information held on the police national computer, the lists of people banned from working with children and young people held by the Department of Health and the Department for Education and Skills and where appropriate local police records.

They will show spent and unspent convictions as well as cautions.

1.6 WHAT WILL IT COST?

The CRB makes a charge of £28 for a Standard Disclosure Check and £33 for each Enhanced Disclosure Check carried out for a paid employee. The CRB do not charge for Disclosure checks carried out in respect of a volunteer.

In the case of Religious Orders, a cheque should be made payable to "CMRS Trust" for the cost of the Disclosure and forwarded to the Conference of Religious Counter Signatories with the CRB Disclosure Application

A Direct Debit payment arrangement has been made with the CRB for Disclosures and so no payment needs to be sent with the application in all other cases. Arrangements will be made with Dioceses and Religious Orders to recoup costs paid to the CRB by COPCA.

1.7 FORMS

Five different forms are needed to support this process. They are:-

- Application Form for the post – standard application forms are available from your Child Protection Co-ordinator/Child Protection Officer.
- Identity Verification Form.
 - Confidential Declaration Form. (See Section 1.9). This is seen only by the Child Protection Co-ordinator/Child Protection Officer.
 - The Data Protection Declaration Form.
- These forms are also available from your Child Protection Co-ordinator/Child Protection Officer.
- CRB Disclosure Application Form
 - This is the form used to apply for a CRB Disclosure. These are held by the Child Protection Co-ordinator/Officer in the Diocese or the Conference of Religious Counter Signatories. Each form is coded and unique to each individual applicant and so cannot be photocopied.

1.8 APPOINTING A VOLUNTEER OR AN EMPLOYEE

To appoint a person as a volunteer or an employee it is necessary to:

- Draw up a written description of the role and responsibilities of the post.
- Decide the level of Disclosure required for the post. This decision is made by the interview panel, Child Protection Co-ordinator/Child Protection Officer and/or Child Protection Commission.
- Advertise the post including that the post requires a CRB Check and at which level i.e. Enhanced or Standard.
- Ensure ALL applicants complete an application form.
- Arrange and facilitate an interview with the applicants.
- Ask all applicants offered an interview to complete an Identity Verification Form and Confidential Declaration Form and bring these to the interview.
- At interview, the identity verification process is completed by a member of the interview panel (this could be a Local Representative for Child Protection and requires photocopies of documentation used to verify identity to be made.) The Confirmation of Identity Verification at Interview form should be completed. (See Appendix 1). This form should then be sent to the person who will verify the identity of the individual on the CRB application form (Section 1.12).
- The Confidential Declaration Form is handed to the interview panel by the applicant in a sealed envelope and is seen only by Child Protection Co-ordinator/Child Protection Officer. (See Section 1.9).
- The successful candidate is offered the post subject to a satisfactory Disclosure.
- Two satisfactory references must be obtained and confirmed.
- The applicant should be advised of the process for obtaining a Disclosure. (See Section 1.10).
- The applicant must complete the CRB Disclosure Application Form and a Data Protection Form and take it to the Local Child Protection Representative (LCPR) or other suitable person (Section 1.12) for identity verification.
- The Local Child Protection Representative (LCPR) or other suitable person (Section 1.12) completes the identity verification section on the CRB Application Form using the information obtained at interview and held on the Identity Verification Form and sends the CRB Application Form to the Counter-Signatory, (see Section 1.16). The Counter-Signatory signs the Form and forwards it to the CRB. The Counter-Signatory also enters details of the application onto the COPCA national Database
- The person responsible for the appointment receives from the Counter-Signatory their decision concerning the Disclosure after the Disclosure Application has been dealt with by CRB. (The CRB will send the Disclosure back to the applicant and the Counter-signatory).
- Upon receipt of a satisfactory Disclosure, confirm the appointment.
- A flowchart detailing the steps to appointing a volunteer/employee can be found at Appendix 2.

1.9 CONFIDENTIAL DECLARATION FORMS FOR NEW EMPLOYEES/VOLUNTEERS

After the interview, the Confidential Declaration Form of the successful applicant is sent to the Child Protection Co-ordinator/Child Protection Officer.

The Child Protection Co-ordinator/Child Protection Officer views the form and store it securely. If for any reason the Child Protection Co-ordinator/Child Protection Officer decides that the information detailed on the form questions the suitability of the applicant, s/he will alert the Chairperson of the interview panel although will not disclose the contents of the Confidential Declaration Form with the Chair of the panel. The Child Protection Co-ordinator/Child Protection Officer has clear procedures as to what to do in such circumstances.

Confidential Declaration Forms for successful candidates should be held for 100 years by the Child Protection Co-ordinator. A decision regarding the storage of Confidential Declaration Forms for candidates who are not offered the post is yet to be made. In the interim, these forms should also be retained until further guidance is issued.

1.10 HOW TO OBTAIN A CRB DISCLOSURE APPLICATION FORM

The Child Protection Co-ordinator/Child Protection Officer in a Diocese and the Conference of Religious Counter Signatories have copies of the CRB Disclosure Application Form and Data Protection Declaration Forms. The person who is responsible for the appointment process at local level will be able to access or advise how to obtain an Application Form. In Religious Orders, the Conference of Religious Counter Signatories issue these forms to the Child Protection Co-ordinator for the Order and so Religious can obtain forms from their Child Protection Co-ordinator.

1.11 COMPLETING AN APPLICATION FORM

Parts A – H are completed by the applicant (Parts E and F no longer need to be completed and should be left blank).

Separate guidance issued by the CRB is available to assist the applicant complete the form. It is important that a 5 year address history is provided.

Key Do's and Don'ts for the applicant are:-

Do's:

- Use **black ink** throughout and write clearly in BLOCK CAPITALS only.
- Use only one letter or number for each box.
- To correct a mistake on the form put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.
- Leave an empty box between words but not between postcodes or telephone numbers.
- Mark choices in the boxes indicated with a cross [**x**], not a tick.

- Be sure to sign the declaration at Section H, item 68, keeping all of your signature inside the box.
- In Section B, to enable the correct information to be identified, please use the following generic role title:

For volunteers working with children – **Volunteer, Church Ministry:** followed by either **CHN** (for those working with children) or **V Ad** (for those working with vulnerable adults) or **CHN/V Ad** (for those working with both groups).

It is also necessary for clergy, religious and any relevant employees to indicate that they work with both groups by adding: **CHN/V Ad** after their role title.

Don'ts

- Do not write over the edges of the box.
- Do not place any stamps or stickers on the form, i.e. featuring addresses or dates.
- Do not strike out a section of the form or state a field is not applicable. If it is not relevant to the application then please leave it blank.
- Do not staple any attachments to the form.
- Do not use correction fluid.
- Do not complete sections E and F, instead leave blank.
- Do not complete sections X, Y and Z.
- Do not return the form direct to the CRB.

1.12 IDENTITY VERIFICATION (SECTION X OF CRB DISCLOSURE APPLICATION FORM)

Applicants need to have their identity verified in order to avoid the possibility that someone may maliciously be applying for a Disclosure using someone else's name.

The person verifying identity completes section X of the form, again using **black ink (NB. they do not sign the form)**.

This section must be completed in full and paragraph 1.15 provides details of the information required.

The applicant will have produced documentary evidence of identity at interview and these documents are required to be originals. These will have been photocopied and it is by utilising the photocopies that section **X** of the Disclosure application form is completed. If a photocopy was not made at the time of interview, the applicant will be required to produce their original documentation again.

If the post is not with a parish then suitable individuals to complete Section X of the form are:

- Line Manager
- Local Congregation Leader i.e. in Religious Congregations

Verifiers should study the documents, checking that they are signed and comparing the likeness of any photograph with the Applicant.

1.13 UNDERTAKING CRB CHECKS FOR EXISTING OFFICE HOLDERS, EMPLOYEES OR VOLUNTEERS

As detailed in the introduction to this document, in line with good practice in other Churches and childcare organisations, existing office holders, employees and volunteers are required to obtain a CRB Disclosure. This will involve significant numbers of people and Dioceses and Religious Congregations are working systematically to achieve this objective.

The process of undertaking a CRB Disclosure in respect of an existing office holder, employee or volunteer is slightly different in that it is not part of a recruitment process. Nevertheless this does require that certain criteria are fulfilled and an outline of the process can be found below.

- The Child Protection Co-ordinator/Child Protection Officer alongside the person responsible at local level e.g. Bishop, Congregation Leader, Line Manager, leader of children's activity, Local Child Protection Representative will identify the individuals who satisfy the criteria to undergo a CRB check. These individuals will be advised in writing.
- Where an individual completed an application form and references were taken up at the time of appointment, it is not necessary to repeat these steps. For employees and volunteers where an application form was not completed and the factual details of the person are not recorded elsewhere, an application form will need to be completed.
- Where references were not taken up at the time of appointment, they should be done so as part of the process of the individual obtaining a CRB Disclosure.
- All applicants are required to complete a Confidential Declaration Form and Data Protection Declaration Form – the Confidential Declaration Form completed by existing office holders, employees and volunteers is a different document to that completed by new workers/office holders.
- The Child Protection Co-ordinator/Child Protection Officer can advise as to whom the Confidential Declaration Form should be seen by. This is likely to be the person who has responsibility for the individual completing the Disclosure however issues of confidentiality will need to be addressed at local level and so the Child Protection Co-ordinator/Child Protection Officer may be the person who has access to this information.
- The Confidential Declaration Form will be stored for 100 years by the Child Protection Co-ordinator. The Data Protection Declaration Form can be stored by the Child Protection Co-ordinator or the person responsible at local level.
- Copies of CRB Disclosure Application forms and the Data Protection Declaration forms are available from the Child Protection Co-ordinator/Officer in a Diocese and the Conference of Religious Counter Signatories. The person who is responsible for the appointment process at local level will be able to access or advise how to obtain these forms. In Religious Orders, the Conference of Religious Counter Signatories issue these forms to the Child Protection Co-

ordinator for the Order and so Religious can obtain forms from their Child Protection Co-ordinator.

The rest of the process is the same as for an individual who is new to the organisation in that the individual completes the CRB Disclosure Application Form (see Section 1.11), Box X on the CRB Disclosure Application Form needs to be completed to confirm their identity (See Section 1.14) and the form needs to be countersigned. (See Section 1.16).

1.14 IDENTITY VERIFICATION FOR EXISTING OFFICE HOLDERS, EMPLOYEES AND VOLUNTEERS

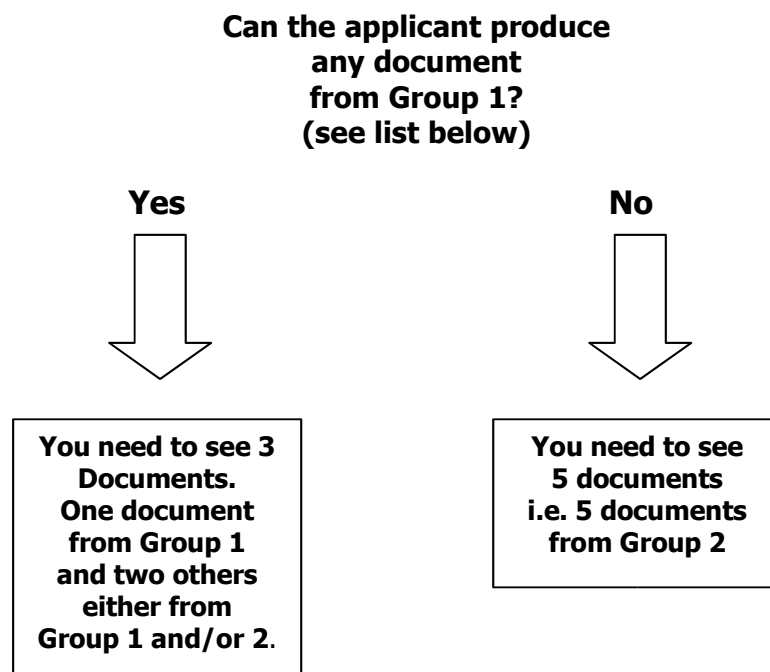
The same level of identification is required for the identity verification of an existing worker as for a new worker. Section 1.15 provides guidance. Individuals who may complete Section X of the CRB Disclosure Application Form for existing workers are:

- Local Child Protection Representatives e.g. at parish level for clergy and volunteers.
- Line Manager e.g. in care homes.
- Local Congregation Leader i.e. in Religious Congregations.

They should follow the guidance at Section 1.12.

1.15 EVIDENCE REQUIRED FOR IDENTITY VERIFICATION FOR NEW AND EXISTING OFFICE HOLDERS/EMPLOYEES/VOLUNTEERS

The CRB has produced the following guidelines as to what is appropriate documentation evidence.



Group 1

- Valid passport (any nationality)
- UK Driving Licence (either photocard or paper)
- Original UK Birth Certificate (issued within 12 months of the date of birth) (full or short form acceptable)
- Valid photo identity card (EU countries only)
- UK Firearms licence

Group 2

- Marriage certificate
- Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)
- P45/P60 statement**
- Bank or building society statement*
- Utility Bill (electricity, gas, water, telephone – inc mobile phone contract/ bill)*
- Valid TV licence
- Credit Card statement*
- Store card statement*
- Mortgage statement*
- Valid insurance certificate
- Certificate of British Nationality
- British work permit/visa**
- Correspondence or a document from: the Benefits Agency, the Employment Service, the Inland Revenue, or a Local Authority*
- Financial statement (e.g. pension, endowment, ISA)**
- Valid vehicle registration document
- Mail order catalogue statement*
- Court summons**
- Valid NHS Card
- Addressed payslip
- National Insurance number card
- Exam certificate (e.g. GCSE, NVQ)
- Child Benefit Book**
- Connexions card
- Certificate of British Nationality
- Work permit/visa**

* documentation should be less than three months old

** issued within past 12 months

If at all possible the identity verification should be completed using only information that can be recorded in Section X. This makes it easier for the CRB to process the application.

Crossing the box at Line 15 tells the CRB that you have seen one document showing evidence of the applicant's current address. Do not place a cross at line 15 if the document is a marriage certificate, P45 or P60. These can be recorded in Section X.

If the documents recorded in section X are insufficient to complete the identity verification process in the above diagram, list all documents seen on a separate sheet of A4 paper. Please include the name of the applicant, the form reference number and the registered body number. (The form reference number is found on the front page of the form). An example of this sheet can be found at Appendix 3.

1.16 COUNTER-SIGNATORY

The Form should then be sent to the Counter-Signatory who completes section Y of the CRB Disclosure Application Form and forwards it to the Criminal Records Bureau.

Each Diocese will have at least one Counter-Signatory (usually the Child Protection Co-ordinator) and, where in the post, the Child Protection Officer will also be approved as a Counter-Signatory.

There are two approved Counter-Signatories for the Conference of Religious based at the Conference of Religious Offices.

See Appendices 4 and 5 for contact details of Counter Signatories.

1.17 WHAT IF THE APPLICANT HAS ALREADY BEEN SUBJECT TO A DISCLOSURE APPLICATION?

If a Disclosure has already been undertaken in respect of an applicant, e.g. if they work with children or vulnerable adults in another organisation, the person responsible for the appointment should:

- Re-verify the identity of the applicant in accordance with procedures
- See the applicant's original copy of the Disclosure and ensure that it has not been tampered with
- Check that the Disclosure was made under the same CRB category code (i.e. for children or vulnerable adults), and at the required level (Standard or Enhanced).

COPCA policy is to accept Certificates which have been issued in the last 12 months.

If no copy Disclosure can be produced, the Disclosure process must be repeated.

If the applicant can provide a Disclosure, the process for "portability" as advised by CRB must be followed. In summary this means that the applicants written consent must be obtained to confirm with the CRB that at the time the Disclosure was issued no other information was released to the previous Counter-Signatory.

Further information can be obtained from your Child Protection Co-ordinator/Officer or the Conference of Religious Counter Signatory. The applicant's details will still need to be entered on to the COPCA Database and so the Local Child Protection Representative or other suitable person will need to obtain the relevant information. The applicant will also need to complete a Confidential Declaration Form.

1.18 CHANGE OF CIRCUMSTANCES

A new check **must** be carried out if the nature of the task changes significantly.

An example would be if an individual is known within the Church setting although has minimal contact with children and vulnerable adults and subsequently takes up a role which means that they **do** have access to children and vulnerable people.

In these circumstances a CRB Disclosure **is** required: it is not sufficient to rely on previous knowledge of the individual.

Your Child Protection Co-ordinator/Child Protection Officer will be able to provide advice in such circumstances

If an individual moves to undertake a similar role in a different location (or Diocese) then the COPCA National Database must be checked, and the portability procedure applied. If an individual changes location within the same Diocese/Congregation and retains the same role, within the agreed timescale for a CRB re-check, there is no need to undertake a further CRB check.

1.19 APPLICANTS FROM OVERSEAS

If an applicant has never previously lived in the UK, no purpose will be served by carrying out a Disclosure check on their arrival in the UK. Although if the applicant is to be employed in an establishment inspected by the Commission for Social Care Inspection (CSCI), then they must complete a Disclosure regardless of whether they have lived in England and Wales. It is possible in some countries to apply to the applicant's local police force for a certificate of good conduct. The level of information contained on these varies between countries, with some being partial and some complete extracts from the applicant's criminal record.

The CRB can provide advice on obtaining details of criminal records from other countries.

It is recommended that when an applicant is from overseas, extra care be taken with references.

Your Child Protection Co-ordinator/Child Protection Officer has been issued with guidance on this matter and will be able to assist you in such circumstances.

1.20 FINDING OUT THE RESULT

After the Disclosure has been sent by the Counter-Signatory to the CRB there will be a delay of a few weeks.

A Disclosure will be sent to the applicant by the CRB. It is confidential to the applicant and does not have to be shown to anyone else.

A copy of the Disclosure will also be sent by the CRB to the Counter-Signatory. The Counter-Signatory will advise the Chairperson of the interview panel if it is satisfactory and that the applicant may work with children or vulnerable adults.

In cases of doubt, the latter is dealt with by the Child Protection Co-ordinator/Child Protection Officer following clear procedures issued by COPCA. The Child Protection Co-ordinator/Child Protection Officer will, after following procedures, alert the Chair of the interview panel as to whether the applicant is suitable for work with children or vulnerable adults. Details of the Disclosure will not be revealed, but the decision will be shared with the Chairperson of the interview panel.

1.21 APPEALS PROCESS

If an applicant believes that the information supplied by the CRB is inaccurate, they must pursue this with the CRB themselves.

There will be no appeals process for voluntary positions for decisions made based on information supplied by the CRB.

Employees and officer-holders will make use of any existing appeals processes through their Diocese or Religious Congregation.

If an applicant has a complaint about any aspect of the processing of a Disclosure application, they should state their complaint in writing to the relevant Counter-Signatory, who will initiate enquiries. This process includes sharing the complaint with the Director of COPCA.

Section 8 of the "Policies, Procedures and Codes of Practice Relating to CRB Checks in the Catholic Church in England and Wales" provides further guidance and your Child Protection Co-ordinator/Child Protection Officer will be able to provide further information.

1.22 USEFUL CONTACTS

The first point of contact for a Local Child Protection Representative or any individual with some responsibility for recruitment should be the local Diocesan Child Protection Co-ordinator/Child Protection Officer or the Conference of Religious Counter Signatories who will in turn be able to assist or seek further advice - a list of contacts can be found at Appendices 4 and 5.

APPENDIX 1

CONFIRMATION OF IDENTITY

VERIFICATION AT INTERVIEW

(To be completed by the person in charge of the appointment procedure, and forwarded with photocopies of the identity documents seen, to the Counter-Signatory in the Diocese/CoR Counter-Signatory Office.)

I confirm that I have seen the following original identity/*qualification documents. (Photocopies attached.)

Name of Applicant:

1.

2.

3.

4.

5.

6.

Signed: _____

Name:

Position:

Parish/Diocese/Religious Congregation:

Date:

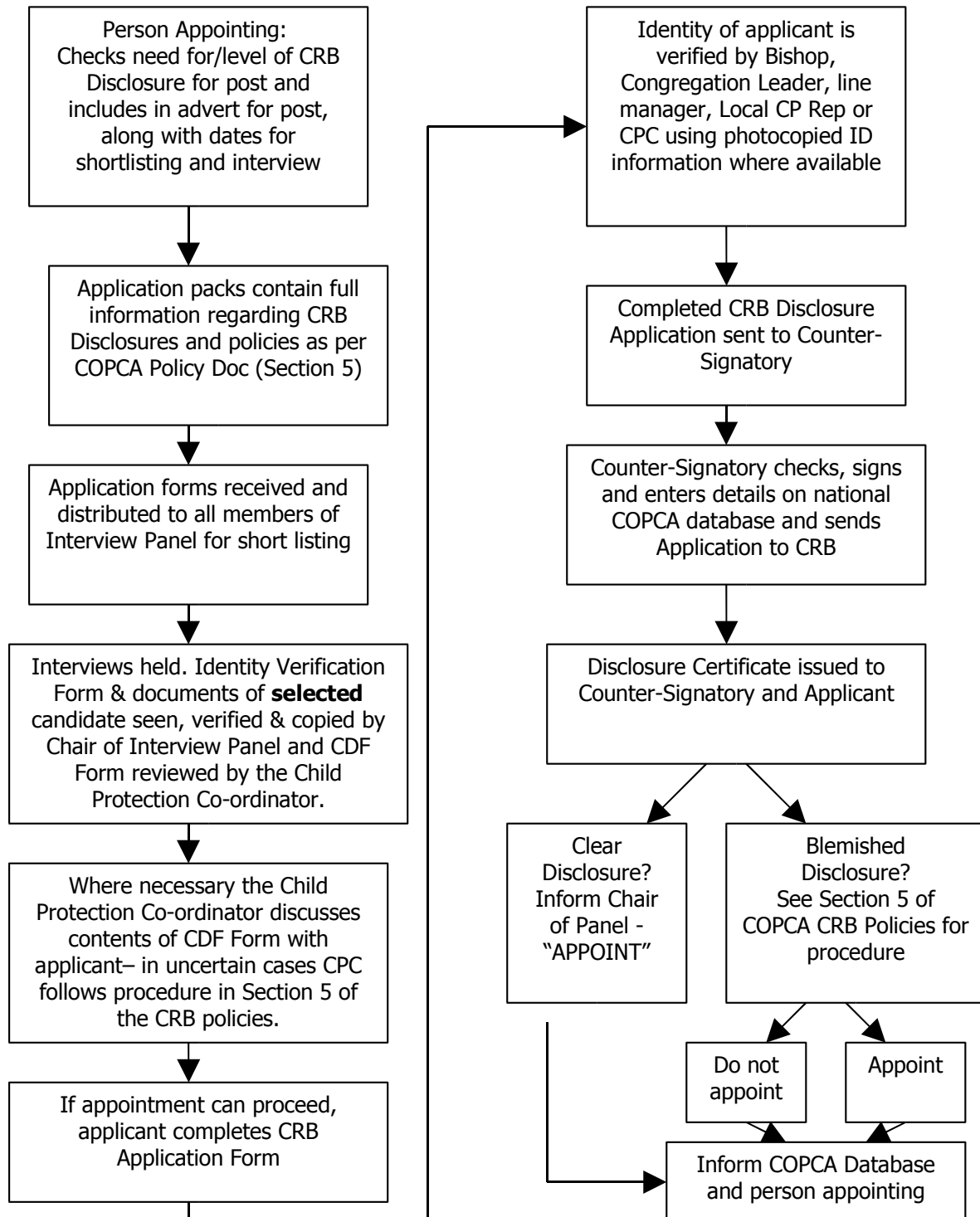
*for employee posts only

APPENDIX 2

FLOW CHART

CRB RECRUITMENT AND APPLICATION PROCESS

NEW APPLICANTS



APPENDIX 4**LIST DETAILS OF OUR COUNTER-SIGNATORIES FOR EACH DIOCESE**

List of details for Counter-Signatories.

COUNTER SIGNATORIES BY DIOCESE

Name	Diocese	Tel No.
Shirley Hosgood	Arundel & Brighton	01273 241 203
Deacon Thomas Murray	Arundel & Brighton	01403 253 667
Carmel Knowles	Birmingham	0121 230 6240
Jane Jones	Birmingham	0121 230 6240
Fr Frank Jackson	Brentwood	01245 465 333
Simon Moules	Brentwood	01268 784 564
Fr John Maguire	Cardiff	02920 230 492
Jane Dziadulewicz	Clifton	0117 954 0993
Barbara Warwick	East Anglia	01362 699 015
Fr Peter McGuire	Hallam	01246 432 289
Fr Dennis Tindall	Hexham & Newcastle	01207 232 798
Julie Courtney	Lancaster	01772 732 313
Sarah Baker	Leeds	0113 261 8046
Deacon Des Bill	Liverpool	0151 522 1043
Fr John Heneghan	Liverpool	01704 531 229
Jean Carolan	Liverpool	0151 522 1043
Michael Doyle	Menevia	01834 845 982
Deacon John Steel	Middlesbrough	01642 325 443
Fr Tony McDermott	Northampton	01604 715 661
Virginia Bird	Northampton	01223 306 600
Fr Brendan Killeen	Northampton	01604 768 483
John Creedon	Nottingham	0115 960 3010
Geoffrey Hunton	Nottingham	0115 960 3010
Chris Jarvis	Plymouth	01752 225 209
Deacon Nick Reynolds	Portsmouth	01420 568 157
Michael Stanier	Portsmouth	01420 568 157
Patricia Gilligan	Salford	0161 832 8317
Fr Barry O'Sullivan	Salford	0161 832 8317
Pauline Butterfield	Shrewsbury	0151 652 9855
Fr John Kavanagh	Southwark	0208 698 1449
Helen Sheppard	Southwark	0207 960 2504
Fr Harry Turner	Westminster	01582 712 245
Peter Turner	Westminster	0208 969 5305
Keith McDonogh	Wrexham	01978 261 938

APPENDIX 5**COUNTER SIGNATORIES FOR RELIGIOUS ORDERS**

Name	Conference of Religious	Tel No.
Caroline Power	Conference of Religious	0208 201 1860/0208 959 8578
Ray Wilson	Conference of Religious	0208 201 1860/0208 959 8578