

FREQUENTLY ASKED QUESTIONS ABOUT CRB CHECKS

What is a Standard Disclosure?

A Standard Disclosure is required for posts that have regular contact with children or vulnerable adults. A 'vulnerable adult' means a person aged 18 or over who is:

- receiving nursing or personal care in their own home or a care home
- is dependent on others in performing basic physical functions
- has a physical or mental illness, including an addiction to alcohol or drugs
- has severe impairment in the ability to communicate with others
- is unable to protect himself from assault, abuse or neglect

A Standard Disclosure is also required for other positions of trust, including those working in financial or legal services.

A Standard Disclosure contains details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings.

If a position involves working with vulnerable people, the Disclosure will also check information held on government department lists, held by the Department of Health and Department of Education and Skills, of those who are banned from working with vulnerable adults or children.

What is an Enhanced Disclosure?

For posts involving greater contact with children or vulnerable adults. For example jobs involving regularly caring for, supervising, training or being in sole charge of children or vulnerable adults.

An Enhanced Disclosure involves the same checks as a Standard Disclosure, with an additional level of check on local police records for information that might be relevant for the post.

Are there any policies or procedures I need to put in place before I recruit people to my organisation?

You need to have two policies in place:

1. Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.
2. Policy Statement on the recruitment of ex-offenders.

District wide CVS will be able to help you with these policies and procedures

I am self-employed - Can I still apply for a CRB check?

Yes, but we will need to get in contact with a representative of the organisation that has recruited you because, under CRB policy, self-employed individuals cannot make their own assessment of suitability.

If you are not directly employed by an organisation, we require the details of a named individual within your Trade Association who is willing to accept confirmation of the information we receive from the CRB.

How old do I need to be to complete a CRB check?

Any person over the age of 10 years old is eligible to complete a CRB check.

I have been living abroad for some or all of the past five years - can I still get a CRB check?

Yes. If you are working with children or vulnerable adults you must apply for a Standard or Enhanced CRB Disclosure.

The CRB is only able to access information within the UK so a Disclosure may not provide a complete picture of any conviction history that may or may not exist.

Some countries (including most of the EU) have 'certificates of good conduct' or similar documents that citizens can request for employers. For advice on obtaining this document please call the CRB Overseas Enquiry Line on 08700 100 450

How will I know which level of disclosure is required?

The organisation that has asked you to apply will decide the appropriate level of Disclosure for the position. If your organisation requires further information and support in assessing the appropriate level of Disclosure, please contact us.

How long does it take to receive my CRB Disclosure Certificate?

We will send you an application form to complete. We will then meet with you to check your application form and verify your identity. On average, this process takes a minimum of one week.

The CRB state they will return 90% of Standard Disclosures within two weeks and 90% of Enhanced Disclosures within four weeks. However, our data tracking shows that applications may take a couple of weeks longer than the CRB state and we would advise that applications be submitted at the earliest opportunity.

What do I receive from the CRB?

You will receive a certificate from the CRB stating whether or not you have any history of a police record and, where appropriate, will confirm that your details have been checked against the list of those banned from working with vulnerable adults or children.

What happens if I have a previous conviction?

Having a criminal record will not necessarily stop you from working within the organisation. This will depend on the nature of your work and the circumstances and background of your offence(s). Organisations will have policies and procedures to ensure all staff and volunteers are treated fairly.

Who will know about my criminal record?

If a criminal record is revealed through a CRB check, the Unit and the named representative at the organisation are the only people who will know the details of the convictions, unless we are obliged to share information with other agencies (eg if you have applied to work with children when banned from doing so).

The information on my Disclosure is wrong - what can I do?

If you think that any information contained on your Disclosure is wrong, please contact us for advice. The CRB Disclosure Dispute line on 0870 90 90 778 can also advise on their dispute procedures.

Can I use my previous CRB check for another position?

The CRB does not endorse the use of portability, due to the risks involved. Organisations that choose to accept a previously issued Disclosure do so at their own risk.

Can I refuse to apply for a Disclosure?

It may be compulsory to check your details against the list of people who are banned from working with children. An employer may choose to withdraw the offer of a position if a candidate declines to apply for a Disclosure.

I am transgender and am concerned about revealing my previous gender - what can I do?

The CRB has a special application procedure for transgender people concerned that revealing details of previous gender to the person countersigning the application may infringe privacy.

I need a CRB check as part of my application to live overseas - can you help?

CRB Checks are only processed for those who have been offered employment or are employed in a position of trust within England & Wales.

Some countries request that those wishing to move abroad have a CRB Check. The applicant will need to apply direct to the local police for the release of personal information relating to them that may be held on the Police National Computer by contacting their local police force. Applicants should request form reference A221A PNC.

For how long are Disclosures valid?

A Disclosure carries no period of validity. The information that it contains reflects the position as of the date of its issue. The closer this date the more reliance can be placed on its content.

I was adopted before the age of 10. Do I have to provide my previous names?

No. You do not have to provide previous names if you were adopted before the age of 10. This is because the age of criminal responsibility is deemed to be 10. Therefore there is no possibility that an individual could be the subject of a criminal record in a name that was used up to that age.