

CRB Policy Statement

This policy has been developed to accompany the charity child protection policy which and has been developed in line with current child protection legislation

CRB CHECKS - Background

The Criminal Records Bureau (CRB) enables organisations to make thorough recruitment checks when taking on new staff (either paid or volunteer) and is generally used when people are involved with children and/or vulnerable adults. Organisations can register with the CRB in order to enable checks to be carried out on existing or potential staff members. Alternatively larger bodies can register as an umbrella organisation, through which other groups can obtain a disclosure.

Precious Lives' Policy

It is a requirement of Precious Lives Membership that volunteers are CRB checked.

Currently this applies to

- All new volunteers
- All employed / session workers
- Child/Vulnerable Persons Protection Officers (CVPO)

Process

The process for obtaining the disclosure is outlined on the following page.

Where a disclosure certificate shows an applicant to have a criminal record, the applicant will be contacted by Precious Lives before any information is shared with the Group. If the applicant does not want any information shared the Charity's Trustees has the right not to take on the volunteer. (For more information, please see our policy on the engagement of a volunteer shown to have a criminal record).

Precious Lives abides by the CRB Code of Practice, which is available directly from, the Criminal Records Bureau (www.crb.gov.uk)

Complaints and Feedback

If you have any comments or complaints about this process, they should be addressed to the **The Chair, Precious Lives, 8 Otterburn House, Sultan Street, Thompson Avenue, London SE5 0XD.**

Process

1. Precious Lives will ensure that there is a Child/Vulnerable Persons Protection Officers (CVPO) in place
2. Application forms for CRB checks will be sent by the Umbrella agency to Precious Lives gives the form to the volunteer applicant to complete, along with the guidance notes.
3. The applicant completes the form
4. Precious Lives checks the form and the required proof of identity and completes the relevant section of the form to confirm the identity of the applicant.
5. The form is sent to the Umbrella agency, where it is checked, countersigned and forwarded to the CRB
6. CRB process the form and the Disclosure certificate is sent to the applicant, with a copy sent to Umbrella agency.
7. The applicant presents the certificate to the Precious Lives, who logs that it has been presented and the volunteer is clear to work.

8. Precious Lives National files its copy of the certificate for 6 months, in accordance with the rules on data management.
9. After 6 months the copy will be destroyed.
10. If there is a “negative result”, the CVPO will meet with the applicant

POLICY STATEMENT

Policy on the engagement of a volunteer or employee shown to have a Criminal Record in the Disclosure Information

If an applicant for a role with Precious Lives is shown to have a criminal record, this does not necessarily bar them from working with the Precious Lives. The fact that a person has a criminal record may be irrelevant to the role for which they are applying.

Applicants should be informed at the outset of application that a CRB Disclosure will be requested from them. This will provide a basis for the applicant to decide whether or not to apply for the post. Precious Lives Member Groups should emphasise that this information will be used only to assess the applicant’s suitability for the role insofar as it is relevant, and that they will not be discriminated against unfairly.

Precious Lives accepts that it is not possible to define a course of action for every possible criminal record that may be disclosed. **It is therefore PRECIOUS LIVES’ policy to treat each case individually, taking into account the nature of the offence disclosed and the role for which they have applied.**

If an applicant is shown to have a criminal record the following procedure should be followed:

1. The information will be discussed with the applicant and their approval sought to discuss with all relevant people.
2. If the applicant does not give approval for this information to be shared, s/he will not be accepted as a volunteer/employee.
3. If the applicant confirms the information is correct and gives approval for this information to be shared, the Chief worker will discuss the information with relevant people.
4. If it is agreed that the information is not a cause for concern, the applicant **may be** accepted as a volunteer/employee.
5. If it is agreed that the information is a cause for concern, the applicant **will not** be accepted as a volunteer/employee.
6. If the applicant disputes the information on the Disclosure, the process will be put on hold to allow the information to be checked. If, as a result of this, Precious Lives is not happy with the assurances and new information provided, the volunteer will not be accepted as a volunteer/employee.

Date Implemented: 20 th March	Future Review Dates			Notes
	2011	2012	2013	
Date to reviewed	June	June	June	
Date approved By Trustees				