



## Catholic Diocese of Nottingham

### INFORMATION SHEET FOR APPLICANTS TO CRIMINAL RECORDS BUREAU (CRB)

#### 1) When Should I Apply for a CRB Check?

From January 2004 all volunteers who work or are involved with children and young people in parish activities will be able to apply for a CRB check. The CRB check is actually the final part of a recruitment process and in order to obtain one, all new volunteers should have received a job description, filled in an application form as well as a confidential declaration form, supplied, and had references taken up and been "interviewed" (in reality more a focussed discussion about the role). Existing volunteers will have to have completed a confidential declaration form at least, and should also fill in an application form and supply references if this was not done when they started in their role.

#### 2) Why a CRB Check?

The purpose of the CRB check is to identify anyone who has a conviction for offences against children and young people, or is in some way disqualified from working with children or vulnerable adults. Criminal Records Bureau will firstly check that the applicant is who they say they are by considering information about identity supplied with each application. It then checks lists held by the Police, Department for Education and Skills, and the Department of Health.

There are three levels of check, basic, standard and enhanced. All volunteers who have regular contact with children and vulnerable adults will need to apply for an enhanced check.

#### 3) Applying for your Check

To apply for a CRB check you must first fill out an application form. Your parish child protection representative will give you details of how to obtain a form.

Some parts of the form may be complicated to fill in, however the CRB do give guidance, and your parish rep will also be willing to help if you get stuck.

The sections you need to fill in on the form are A,B,C,D and H. In section B you need to print the title of your role in the parish, and the name of your parish (as the organisation), and the address of the parish (as the organisational address).

#### 4) What happens when I fill in my form

Once completed you will then have to give the form to your parish rep and also show him/her at least three documents proving your identity. At least one of these needs to be a passport, driving licence or birth certificate. The other two can be things such as utility bills or anything official with your name and current address on.

Your parish rep will then send the form to John Creedon, Child Protection Co-ordinator for the Diocese, who will sign it before sending it off to the CRB for them to process.

The Catholic Church has decided that a national database will be created with the details of everyone who has applied for a CRB check. Prior to sending off the form to the CRB, some of your details will be entered onto this database.

#### 5) How much does it Cost?

A CRB check is free for all volunteers who work with children and young people and vulnerable adults. For paid staff the enhanced check currently costs £36 .

#### 6) How long will it take?

After your application has arrived at CRB, it should take about four weeks for your check to be processed. You will receive a certificate which belongs to you. A copy of this will be sent to John Creedon. This copy will be retained for up to six

months, in case of any dispute about anything that might be recorded on the certificate. After then it will be destroyed.

## **7) What if there is information on the check about past offences?**

Having a Criminal record will not necessarily bar an individual from being a volunteer or paid employee of the Diocese.

However a judgment may need to be made about an individual's involvement with children and young people. To reach such a judgement information may be needed from the Police, Social Services and the person themselves. This judgement will not be made by one person alone, but will involve the Diocesan Child Protection Co-ordinator, as well as the Child Protection Co-ordinator for the Church of England Diocese of Southwell, as well as the Director of Family Care – the organisation in Nottingham which employs John Creedon. More information about how this process works is available on request from your parish child protection representative.

## **8) What if I already have a CRB check?**

If you already have a CRB check through your involvement with another organisation it ought to be "portable", i.e. it should be acceptable for us to use for your involvement in activities with children and young people in the Catholic Church.

Unfortunately the procedures suggested by the CRB for us to go through in order to accept another organisation's CRB disclosure are so cumbersome and bureaucratic that it is easier if you apply for a new disclosure through the Church.

Any further information about anything on this information sheet can be obtained either from your parish child protection rep or from John Creedon, Diocesan Child Protection Co-ordinator on 0115 9603010