

# The Criminal Records Bureau (CRB) - Frequently Asked Questions

## What is a CRB Disclosure?

A CRB Disclosure is a document that contains information held by police and Government Departments that can be used by employers and voluntary organisations to make recruitment decisions.

While an individual may have had or currently holds a criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer a CRB Disclosure will show evidence of this. It will also now contain details from the Independent Safeguarding Authority (ISA) Barred lists for Children and Vulnerable Adults.

## Why do I need a CRB Disclosure?

The BCU is committed to ensure that children and vulnerable adults enjoy Paddlesport in a safe environment in which they are protected from any form of poor practice or abuse. A CRB Disclosure offers the BCU and all those involved in paddlesport the means to check the back ground of applicants to ensure that they do not have a history that would make them unsuitable for posts they may hold or activities they may undertake in the name of the BCU. It is a vital part of the screening process that clubs, centres and organisations can use to help safeguard children and vulnerable adults whilst in their care.

## Who needs a CRB Disclosure?

Working with the NSPCC, Child Protection in Sport Unit and WT Associates we have developed both policies and procedures to support everyone involved in our sport. Individuals who are required to undertake a CRB check with the BCU are outlined in the BCU Disclosure Policy (SPC P4). It will only relate to those living in England and Wales.\*

\*Due to variations in legislation and procedures these policies and procedures do not apply to those living in Scotland. If this applies to you please contact the SCA for information.

## What if I already hold a CRB Disclosure completed for another employer of volunteer Body?

The BCU is not able to accept CRB Disclosure certificates from other organisations. This is on the guidance of the Criminal Records Bureau, who has ceased to offer a "Portability" service.

## How do I apply for a Disclosure?

The BCU is a CRB Registered Body and, therefore, able to administer Criminal Records Bureau (CRB) Disclosures.

If you wish to initiate a CRB Disclosure procedure you can either contact Joanne Simpson on [joanne.simpson@bcu.org.uk](mailto:joanne.simpson@bcu.org.uk) or Helen Laywood on [Helen.Laywood@bcu.org.uk](mailto:Helen.Laywood@bcu.org.uk). This can be done individually or through a Club or centre.

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Club /Centre Welfare Officers can either send for individual or bulk CRB applications providing they supply the membership number, names and addresses of the individual. A CRB application form will then be registered in the name of the individual and forwarded to you for completion

## What sort of Disclosure do I need?

The BCU only conducts Enhanced Disclosures. An Enhanced Disclosure includes an additional check with local Police Forces.

Local police records may contain additional information that might be relevant to the position sought.

## What sort of information will I be required to show and include on my Disclosure Form?

In completing the form you are required to include:

- Your full name and any other name that you may have been known by
- Details of addresses you have lived at
- Your date and place of birth
- Your National Insurance number
- In addition you will be required to provide personal identification documents including items such as your passport and/or driving licence. This must be verified by a BCU Designated Identity checker which are listed below.
- The Designated Identity checker will then acknowledge on your Disclosure form that they have seen your identification. You must then return the form to the BCU for processing. In some cases your club or Centre Welfare Officer may return it for you.

For further guidance on completing your CRB Disclosure please refer to the guidance notes for applicants (SPC G18)

**NB** - *The CRB Disclosure form issued to you from 1st July 2010 onwards is a new form designed by the CRB to include information required for registration to the Independent Safeguarding Authority (ISA) that was due to be implemented in 2010. This scheme has now been halted by Government so that a comprehensive review of the scheme can be undertaken. Applicants for CRB Disclosure should complete the form as per the guidance below and take note of what you should do on the sections that refer to ISA registration.*

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## What is the role of the *designated identity evidence checker*?

When completing the form there are aspects of the form and identity requirements that will require confirmation by a designated *identity evidence checker* before being returned.

Most Canoe England clubs have a Club Welfare Officer who can act as a *designated identity evidence checker (DIEC)*. There are also other regional officers that are available to you. The full list of DIEC's are as follows:

| Designated Identity Evidence Checkers                        |
|--|
| Club Welfare Officers (or nominated club person)             |
| Paddlesport and Senior Development Officers (Canoe England)  |
| Centre Welfare Officer (or nominated centre member of staff) |
| Regional and Local Coaching Officers                         |

## Who will receive my Disclosure?

You (the applicant) will receive your Disclosure form in the post once the check has been completed.

The turnaround time for CRB Disclosures to be returned is around 6 – 8 weeks, although some can be shorter as well as considerably longer. (The BCU has no control over this).

A copy of your CRB Disclosures will also be returned to the BCU. The Club will **NOT** receive a copy of your Disclosure although they are advised to ask to see your completed Disclosure.

## Can I challenge the information on my Disclosure?

Yes, if you think that any information on your Disclosure is incorrect please contact the CRB Dispute Line on 0870 90 90 778

## How long will my Disclosure be valid?

A Disclosure is only valid on the day that it is issued. However, the BCU require that you undertake a CRB disclosure every 3 years.