

Subject:	CRB POLICY
Meeting and Date:	Joint Staff Consultative Forum – 2 May 2012 General Purposes Committee – 14 May 2012
Report of:	Julia Crawford, HR Manager (Advisory Services), EK Human Resources
Classification:	Unrestricted
Purpose of the report:	Consideration of a shared, central CRB policy and process, managed by EK Human Resources
Recommendation:	<ul style="list-style-type: none"> • That General Purposes Committee approve the shared, central CRB policy, as at Appendix 1 • That General Purposes Committee delegate the identification and updating of posts requiring a CRB check to Christopher Allen, the Lead Safeguarding Officer for Dover District Council.

1. Summary

- 1.1 In January 2011 the HR Strategic Board agreed to a shared CRB policy and a central CRB process managed by EK Human Resources.
- 1.2 Dover District Council has become a CRB Umbrella Body with Sonia Godfrey, HR Manager (Business Services) as lead counter-signatory, supported by internal counter-signatories, a Lead Safeguarding Officer and local document checkers within each organisation (Dover District Council, Canterbury City Council, Thanet District Council, EK Services and East Kent Housing).
- 1.3 The Lead Safeguarding Officers are working with EK Human Resources to finalise a list of posts that require a CRB check for each organisation, and to identify document checkers. For Dover, the Lead Safeguarding Officer has been identified as Chris Allen (Community Safety, CCTV and Parking Manager).
- 1.4 The next stage is to formally adopt the policy and roll out a training programme to nominated document checkers at each organisation. A series of workshops will also be held to roll out the policy and guidance notes issued to both recruiting managers and document checkers to confirm the process to be followed. Finally we will add guidance on the CRB process to the EK Human Resources Intranet site.
- 1.5 General Purposes Committee are asked to approve the shared CRB policy and process, as attached at appendix 1 and to delegate the identification and updating of posts requiring a CRB check within Dover to the Lead Safeguarding Officer, Chris Allen (list of posts identified at appendix 2). General Purposes Committee are not being asked to approve the list of posts at Appendix 2, this is for information purposes only.

2. Introduction and Background

- 2.1 Last year, the Government announced that it plans to scale back the vetting and barring scheme (VBS) and criminal records regime to "common-sense levels" through merging the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) to form a streamlined new body providing a "proportionate" barring and criminal records checking service.
- 2.2 It is planned that there would be a large reduction of the number of positions requiring checks so that just those working most closely and regularly with children and vulnerable adults are involved. In addition, the Government plans improved portability of criminal record checks between jobs to cut down on needless bureaucracy.
- 2.3 The necessary legislative changes will be included in the Protection of Freedoms Bill. Subject to parliamentary approval, the Bill is expected to become law by mid 2012. The new regime would be introduced as soon as possible thereafter.
- 2.4 As the further scaling down by the Government of the CRB process isn't due to take effect for another 6-9 months, at present each of the organisations in the East Kent Partnership (CCC, DDC, TDC, EKS and EKH) have different policies, procedures and providers for CRB checks. This makes them difficult to monitor, is not cost effective and has been raised as an issue in Safeguarding audits conducted by the East Kent Audit Partnership.
- 2.5 In addition to these issues, there had been no consistency across the partners around identifying the posts that require CRB checks. Lists, where they were maintained, ranged from the very robust to those that probably would not meet the minimum Safeguarding requirements if challenged.
- 2.6 The main focus of the roles that require a CRB to be undertaken has been on Safeguarding children due to recent legislation. The authorities however, also work with vulnerable adults and a similar list should also be introduced and maintained (although this may be amended in the future).
- 2.7 These issues pose a significant risk for all partners and are, for the large part, the result of the lack of a comprehensive, fully adopted and embedded policy. The move towards shared services provides the opportunity to review the current situation and to introduce a more consistent approach, in terms of which posts undergo CRB checks, as well as how they are recorded, monitored and renewed.
- 2.8 As such, the Strategic HR Board were asked to agree a proposal, which looked at whether to consider an East Kent wide approach to CRB checks.

3. Identification of Options

- 3.1 EK Human Resources manage a shared CRB policy and process for Dover District Council, Canterbury City Council, Thanet District Council, EK Services and East Kent Housing.

4. Evaluation of Options

- 4.1 The benefits of a central CRB process are:

- The management of CRB checks from one central point, managed through EK Human Resources ensures that they are kept up to date. This is particularly appropriate given the shared services agenda.
 - The document checking process, if conducted at interview along with right to work verification, is straightforward and creates time efficiencies, which are not achievable if it is carried out as a separate process further down the line when an offer of employment is made. Training would be provided to assist document checkers to carry out this role.
 - Where the EK Human Resources are required to carry out document checks, an admin fee of £5 per application will be charged (there will be no fee where this process is carried out by trained document checkers within the organisation). This is to create equity in service where demand for a higher level of service from EK Human Resources will result in a cost to the organisation.
 - Having trained document checkers based at each organisation ensures that CRB checks can be completed without delay.
 - The increased ability to ensure confidentiality of the CRB outcomes.
 - The ability to make decisions on whether to continue with an offer of employment on a risk assessed basis that would be robust if challenged.
 - The policy would be applied consistently across all partners.
- 4.2 The central recording of CRB checks will offer a far more robust system than currently exists; enabling reporting to take place to identify posts which require CRB checks and when they are due for renewal. This will place all partners in a far stronger position in terms of minimising risk and evidencing this for future audits.
- 4.3 Feedback has been sought from representatives of all partners in respect of both the policy and the proposed new procedure. This has resulted in some minor technical amendments to the wording of the policy.
- 4.4 An exercise is currently being carried out with the Safeguarding leads at Dover, Canterbury, Thanet, EK Services and East Kent Housing to determine what checks will need to be carried out and where document checkers are required. It is unlikely that we get to a position where there is an identical list of posts that require CRBs as each partner has their own internal controls and procedures and their own style of job titles and scopes. The posts that are being identified are however within similar job areas.
- 4.5 The policy has been assessed against Dover District Council's Customer Access Review and didn't identify any groups or protected characteristics that would be negatively impacted or disadvantaged.
- 4.6 The number of checks conducted within each organisation will be monitored and a review of pricing may need to take place if numbers are excessively high.

NB. It is not proposed that EK Human Resources take on responsibility for the CRB checks for members of the public for licensing purposes.

5. **Resource Implications**

- 5.1 The only resource implications are officer time for the document checkers and the cost of creating counter-signatories within EK Human Resources. This will be in the region of £250 for 5 counter-signatories.

6. **Corporate Implications**

- 6.1 Comment from the Section 151 Officer: The Director of Finance, Housing and Community has been consulted and has no further comment to make.
- 6.2 Comment from the Solicitor to the Council: The Senior Solicitor has been consulted during the formulation of this report and has no further comment to make.
- 6.3 Comment from the Equalities Officer: This report does not specifically highlight any equalities implications however, in discharging their responsibilities members are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>

7. **Appendices**

Appendix 1 – CRB policy

Appendix 2 – List of DDC posts as identified by DDC Safeguarding Lead Officer

8. **Background Papers**

None.

Contact Officer: Julia Crawford, HR Manager (Advisory Services), EK Human Resources

Criminal Records Bureau Policy

1.0 Introduction

A Criminal Records Bureau (CRB) Disclosure is a document containing information held by the police and government departments, which gives details of a person's criminal record including convictions, cautions, reprimands, final warnings and other non-conviction information. Disclosures are provided by the Criminal Records Bureau (CRB), which is an executive agency of the Home Office.

Canterbury City Council, Dover District Council, Thanet District Council, EK Services and East Kent Housing (the 'organisations') are committed to fulfilling their duty to protect children and vulnerable adults to whom they provide a service, by ensuring the highest integrity of those appointed to positions of trust and undertaking the appropriate level of Criminal Record Bureau Disclosure. This includes people entering certain professions, such as legal services and accountancy. In doing so, the organisations comply fully with the CRB Code of Practice and undertake not to discriminate against any subject of a Disclosure on the basis of a conviction or other information revealed.

The organisations aim to promote equality of opportunity for all, with the right mix of talent, skills and potential and welcome applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant to the job being filled. Unless the nature of the work demands it, (this will clearly be stated on recruitment advertising and in the recruitment pack) candidates will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders' Act 1974. Having an unspent conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and the background to the offence(s).

Dover District Council is the registered body that currently carries out checks with the Criminal Records Bureau (CRB) on behalf of the organisations. The HR Manager (Business Services) from EK Human Resources is the Lead Counter signatory and a Lead Safeguarding Officer is identified at each organisation.

2.0 Scope

This document outlines the joint approach taken by Canterbury City Council, Dover and Thanet District Councils, EK Services and East Kent Housing for undertaking Criminal Records Bureau disclosures for new and existing employees. This policy does not cover members of the public requiring CRB Disclosures for licensing purposes.

The Policy does not apply to Councillors as it is not a legal requirement that District Councillors (i.e. Councillors of authorities not having education or social services functions) be subjected to CRB checks. However, this does not preclude Authorities from requesting Councillors to undergo CRB checks at a local level or if they are trustees or board members of an organisation which is responsible for children/vulnerable adult services.

3.0 Roles and Responsibilities

Line Managers should:

- Assess the level of disclosure required for the post they are recruiting to, based on the criteria within this policy
- Arrange for documents to be checked and copied by a trained document checker at interview stage
- Notify EK Human Resources of successful candidates and submit completed application forms and copies of appropriate documents at the earliest opportunity
- Advise successful candidates that a start date will be confirmed once the satisfactory employment references are satisfactorily received by EK Human Resources
- Where disclosures are returned with convictions, line managers should undertake a full risk assessment using the guidelines at Appendix 1 to determine whether or not to proceed with an offer of employment and notify EK Human Resources of the outcome of this process
- Where changes are made to a role, update the job description within a month to reflect requirement for CRB check and where in doubt check with their Lead Safeguarding Officer

EK Human Resources will:

- Offer support and guidance to managers on application of the policy and assessment of disclosure levels
- Provide or arrange training for document checkers within each authority to ensure that there are no avoidable delays in processing applications
- Act as lead signatories for all CRB disclosures and ensure that applications are sent to the CRB promptly
- Notify managers of CRB disclosure outcomes by telephone within 24 hours of receipt from the CRB
- Offer support and guidance to managers on the completion of risk assessments
- Issue offers of employment on the basis that employment cannot commence until the CRB disclosure is satisfactorily received
- Monitor CRB re-checking at least every 3 years

Lead Safeguarding Officer will:

- Confirm the list of posts that require a CRB check within their organisation
- Recommend document checkers and ensure list of document checkers within their organisation is kept up to date
- Liaise with EK Human Resources when a CRB check has been requested for a post not identified on the agreed list of posts requiring a CRB check.
- Keep up to date with relevant training

Individuals should:

- Disclose criminal convictions, where appropriate, upon application for a position
- Advise their line manager should they be convicted of any offence during the course of their employment

4.0 The Rehabilitation of Offenders Act 1974

4.1 Spent and Unspent Convictions

The Rehabilitation of Offenders Act 1974 was introduced to prevent people being discriminated against in their employment because of an offence committed in their past. For employers, this means that people whose convictions are “spent” should be treated as rehabilitated and as if their conviction had never taken place (see Appendix 2).

However, there are certain sentences excluded from rehabilitation under the Act that are never considered “spent”. These are:

- A sentence of life imprisonment
- A sentence of preventative detention
- A sentence of imprisonment, youth custody or corrective training for a term exceeding 30 months

4.2 Excluded Jobs and Professions

There is also a list of excluded jobs and professions under the Rehabilitation of Offenders Act 1974 which means that for certain types of employment it is lawful to reject a person for employment on the grounds of spent conviction (see Appendix 3). When making an application for one of the excluded job categories, job applicants are obliged to disclose all convictions, whether or not they are spent.

4.3 Declaring Previous Unspent (and Spent) Convictions at Application

Applicants for posts at all of the organisations covered by this policy are required to disclose previous unspent convictions, and for all ‘excluded posts’, to declare both spent and unspent convictions, at the point of application.

It is policy to seek a Disclosure Certificate from the CRB even where an applicant has made details of their criminal record known to the organisation at an earlier stage.

Where an individual has disclosed a conviction in his or her application for a post at one of the organisations or a conviction is revealed through a Disclosure, a discussion will take place with the applicant regarding the offence and its relevance to the position. Failure to reveal information relating to unspent convictions (and spent convictions in the case of “excluded” occupations) could lead to withdrawal of an offer of employment or termination of employment.

5 Validity / Expiry of Disclosure Information

A CRB disclosure obtained for a position with another organisation cannot be transferred for any position being applied for at any of the organisations covered by this policy.

The Disclosure Certificate is only valid for the date of issue, as it represents information available to the CRB on that date only.

Where employees hold a post, which, because of the nature of the work, is identified as requiring a CRB Disclosure; these will be required to be undertaken at least every three years.

6 Types of Disclosure

6.1 Standard Disclosures

Standard checks are used for people entering certain professions, such as members of the legal and accountancy professions. Standard checks contain:

- Convictions, cautions, reprimands and warnings held in England and Wales on the Police National Computer, most of the relevant convictions in Scotland and Northern Ireland may also be included

6.2 Enhanced Disclosures

Enhanced checks are for posts involving work in a regulated activity for a regulated activity provider with children or vulnerable adults. A regulated activity is defined as “activity involving contact with children or vulnerable adults and is of a specified nature on a frequent, intensive or overnight basis” or “activity involving contact with children or vulnerable adults in a specified place (e.g. schools or care homes) frequently or intensively”. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a teacher, Scout or Guide leader. Enhanced checks are also issued for certain statutory purposes such as Hackney Carriage and Private Hire licences.

Enhanced checks contain the same information as Standard checks but with the addition of a check of the new barred lists if requested and any locally held police force information considered relevant to the job role, by Chief Police Officer(s).

7.0 Agency staff and subcontractors

Managers should take all reasonable steps to ensure that individuals employed through agencies undertaking a post in the organisations where staff would be checked have undertaken a Disclosure at the same level. Where the organisation does not undertake the Disclosure for the individual, the manager must obtain a signed declaration from the agency or contractor that a Disclosure has been carried out and when this was undertaken. This declaration should include details of the Declaration reference number. The disclosure must have been undertaken in a reasonable time period.

8.0 Costs for a Disclosure

The organisation is responsible for all charges for CRB Disclosures for employees. Fees for agency workers and contractors are the responsibility of the supplier.

The cost of each standard disclosure is £26.00 and for each enhanced disclosure is £44.00 (at Feb 2012) plus a £5 administration fee, where document checking is undertaken by EK Human Resources. Dover District Council will invoice appropriately so purchase orders must be raised in advance. Only the administration fee is payable in respect of volunteers when EK Human Resources undertake the document checking process.

For CRBs carried out for 3rd parties under the Umbrella Body route, an administration fee of £15 is applied (see section 9.7)

9.0 Storage, use, retention and disposal of Disclosures and Disclosure information

9.1 General principles

As organisations using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the organisations covered by this policy comply fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. They also comply fully with their obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

9.2 Storage and access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

9.3 Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass disclosure information to anyone who is not entitled to receive it.

9.4 Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

9.5 Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights Act before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

9.6 Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

9.7 Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), Dover District Council will take all reasonable steps to satisfy itself that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the CRB Code and in full accordance with this policy. Dover District Council will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy.

9.8 Other Information

We ensure that all those at the organisations covered by this policy who are involved in handling Disclosure information as part of the recruitment process have been suitably briefed to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate briefing in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Dover District Council will make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and will make a copy available on request.

10.0 Application of the Policy

10.1 New Employees

All new employees whose job requires them to have a Criminal Record Disclosure will not be allowed to commence employment with any of the organisations covered by this policy, until their Disclosure has been returned and is satisfactory.

To prevent delays in new employees commencing employment, CRB forms should be completed and documents checked at interview (see Appendices 4 and 5).

10.2 Existing Employees

When an employee commits an offence resulting in a caution, reprimand, warning or conviction, the employee is expected to notify the appropriate Head of Service or Director of the offence.

On occasions the Police notify the organisation when an employee commits an offence. In such cases the matter will be referred to the Head of Service or Director to determine what action to take.

Careful consideration will be given before any action is taken, with particular reference to the relevance of the conviction to the post the employee undertakes.

Where it is considered that there is a significant risk, e.g. some violent offences would be relevant to posts involving unsupervised contact with the public, the organisation may consider appropriate safeguards, moving the employee to a more suitable post or, in serious instances, disciplinary action which may lead to dismissal.

In cases where a person has been employed and it is subsequently discovered that they have failed to disclose an 'unspent' conviction, they should not necessarily be dismissed. However, a full assessment of the situation is required, including the risks involved, the relevance of the conviction to the post and the probable breach to the contract of employment as a result of dishonesty and the reasons for non-disclosure.

If an employee has deliberately withheld conviction information in order to gain employment in a non-risk area, appropriate disciplinary action should be considered.

Evidence of previous convictions will not be used as an excuse to discipline or dismiss an employee for poor performance. The track record of the individual in their job role should be carefully assessed and, if it is satisfactory, this should be considered positively.

10.3 Disclosures that do not reveal a criminal offence

Information will be stored within EK Human Resources' secure drive, access to which is limited to specific users within the EK Human Resources, detailing only the employee's name, job title, service department, code, form reference, disclosure reference & the date of the disclosure.

10.4 Disclosures that reveal a criminal offence

If the Disclosure information indicates that the individual has a criminal record that could have a significant risk to the organisation, EK Human Resources and the Line Manager will consider the relevance of the offence or any other matter revealed. They will meet with the individual to seek clarification and any relevant information, taking the relevance of the Disclosure into consideration, as outlined above.

A decision will be taken whether the criminal record is not of relevant risk to the job, or that it is a significant risk. If it is decided that it is a significant risk, the decision to suspend the employee or to move them to another area, will be made. Staff will only be suspended where it is deemed that there is a significant risk to Children and Vulnerable Adults and/or the Authority. In such circumstances the disciplinary procedure may be invoked.

10.5 Monitoring and review of policy

The provisions of this policy will be subject to regular review and as required by changes in legislation and guidance. EK Human Resources will monitor the policy.

10.6 Communication and Training

The provisions of this policy will be communicated to all employees of the organisations covered by the policy, agency staff engaged in such positions and to contract/partnership staff where the contract/partnership agreement with the organisation specifies the requirement for a CRB disclosure for all personnel providing the contracted service/partnership activity.

Applicants for posts subject to a criminal record check will be made aware of this policy along with criminal record check requirements at the advertisement or application stage.

Appropriate training or support will be made available to those managers involved in recruiting to posts requiring a criminal record check, Lead Safeguarding Officers, document checkers, counter signatories and to those involved in completing Disclosure Application forms.

Any updates will also be communicated to relevant members of staff.

A list of posts currently identified for CRB Disclosures for each organisation is available from EK Human Resources upon request. Please note this is not a definitive list and should be considered as a guide only. In all cases consideration should be given as to the level of risk involved when determining if a Disclosure is required.

Risk Assessment

The Offence	The Job
Nature & Seriousness of offence(s)	Nature of job
Responsibilities of the job	Degree of supervision required
How long ago it occurred & number of convictions	Degree of access to vulnerable groups, property or information which would be manifestly incompatible
Whether it was work related	

Appendix 2

Sentence	Rehabilitation Period	
	People aged 18 or over when convicted	People aged 17 or under when convicted
Prison sentences of 6 months or less	7 years	3 ½ years
Prison sentences of more than 6 months to 2 ½ years	10 years	5 years
Borstal training (abolished in 1983)	7 years	6 years
Fines, compensation, probation, community service, combination, action plan, curfew, drug treatment & testing, & reparation orders	5 years	2 ½ years
Absolute discharge	6 months	6 months

If the post is exempt from the Act all convictions spent or unspent must be disclosed.

Excluded jobs and professions under the Rehabilitation of Offenders Act 1974

The eligibility codes are used by CRB as a reference point only for dealing with enquiries about CRB check eligibility.

Eligibility criteria	Eligibility Code
Any work which is defined as regulated activity relating to children within the meaning of www.legislation.gov.uk/ukpga/2006/47/schedule/4	01
Any work which is defined as regulated activity relating to vulnerable adults within the meaning of www.legislation.gov.uk/ukpga/2006/47/schedule/4	02
Any office or employment which is concerned with: a) the provision of care services to vulnerable adults b) the representation of, or advocacy services for, vulnerable adults by a service that has been approved by the Secretary of State or created under any enactment; and which is of such a kind as to enable a person, in the course of his normal duties, to have access to vulnerable adults in receipt of such services	03
Any work in a further education institution where the normal duties of that work involve regular contact with children	04
Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children	05
Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of vulnerable adults	06

The following criteria refer to all professions that are included in the ROA Exceptions Order 1975

Eligibility criteria	Eligibility Code
Medical Practitioner	07
Barrister (in England and Wales), solicitor	08
Chartered accountant, certified accountant	09
Dentist, registered dental care professional	10
Veterinary surgeon	11
Nurse, midwife	12
Optometrist, dispensing optician	13
Registered Pharmacists & Registered Pharmacy Technicians	14
Any profession to which the Health Professions Order 2001 applies and which is undertaken following registration under that Act	15
Registered osteopath	16
Registered chiropractor	17
Actuary	18
Registered foreign lawyer	19
Legal executive	20
Receiver appointed by the Court of Protection	21

The following criteria refer to all offices, employments and work that are included in the ROA Exceptions Order 1975 Eligible positions guidance.

Eligibility criteria	Eligibility Code
Judicial appointment	22
The Director of Public Prosecutions and any office or employment in the Crown Prosecution Service	23
Designated officers for: <ul style="list-style-type: none"> magistrates' courts justices of the peace local justice areas justices' clerks assistants to justices' clerks 	24
Clerks (including deputy and assistant clerks) and officers of the High Court of Justiciary, the Court of Session and the district court, Sheriff's clerks (including sheriff's clerks' deputy) and their clerks and assistants	25
Police constables or persons appointed as police cadets and persons employed for the purposes of assisting constables of a Police Force established under any enactment; naval, military and air force police	26
Any employment within the precincts of: <ul style="list-style-type: none"> a prison a remand centre a removal centre a short term holding facility a detention centre a Borstal institution a young offenders institution members of boards of visitors (England & Wales) 	27
Traffic wardens	28
Probation officers	29
Any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to persons in receipt of such services in the course of his normal duties	30
Financial Services position – This means all positions for which the Financial Services Authority or the competent authority for listings are entitled to ask exempted questions to fulfil their obligations under the Financial Services and Markets Act 2000	31
Those working within an Authorised Payment Institution as: <ul style="list-style-type: none"> Directors and managers Holders of qualifying holdings Controllers of the Authorised Payment Institution 	31a

Any occupation which is: <ul style="list-style-type: none"> concerned with the management of a place in respect of which the approval of the Secretary of State is required by section 1 of the Abortion Act 1967; or, carrying on a nursing home in England and Wales in respect of which registration is required by Section 187 of the Public Health Act 1936 or Section 14 of the Mental Health Act 	32
Any employment in the Royal Society for the Prevention of Cruelty to Animals (the	33

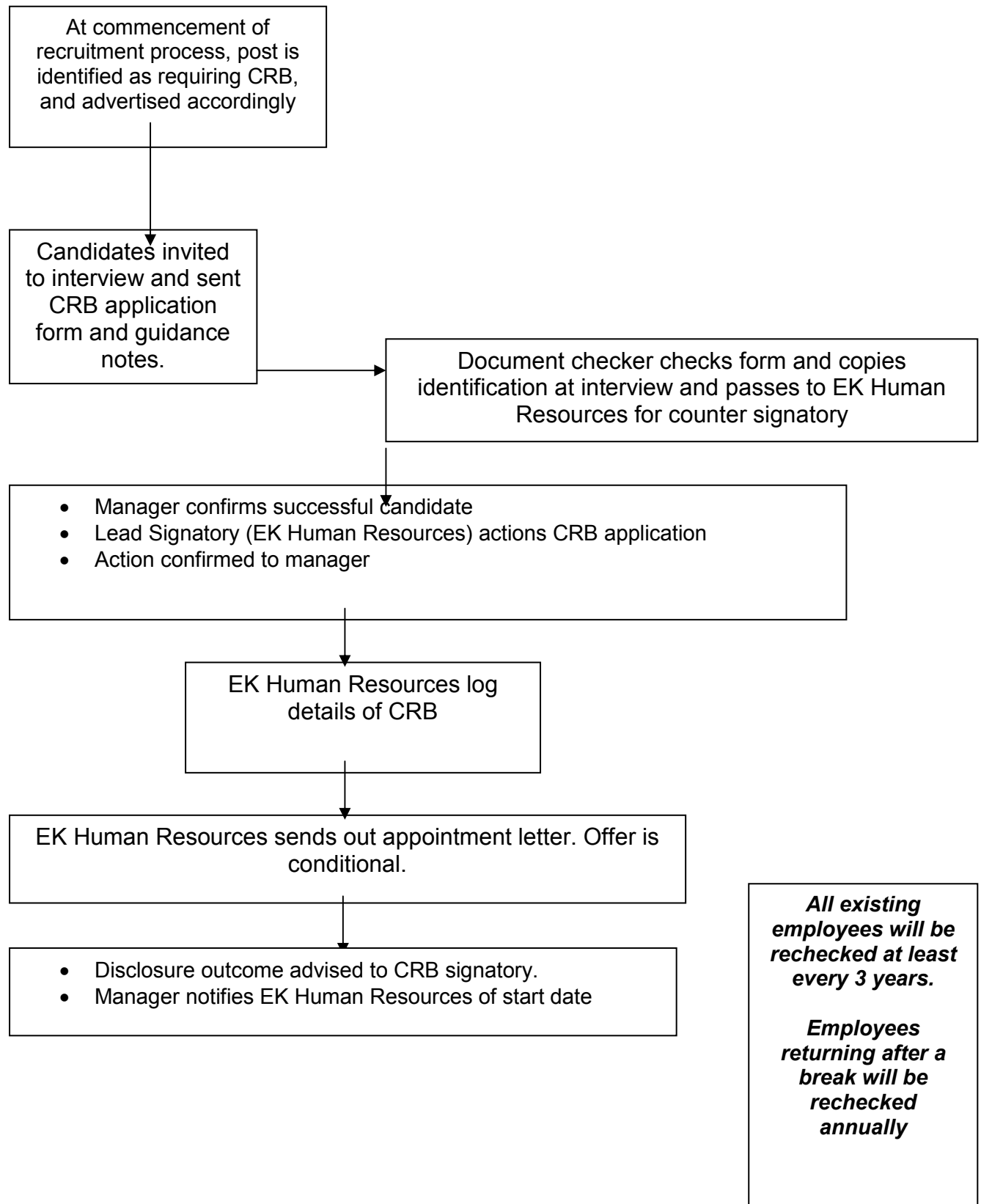
The following criteria refer to other activities which are included in the ROA Exceptions Order 1975

Eligibility criteria	Eligibility Code
A person living at the premises where a childminding or day care service is provided or who regularly works on the premises at a time when the childminding takes place	51
A person living in the same household as a person whose suitability is being assessed for a position working with children and who lives on the same premises where their work with children would normally take place	52
For National Lottery licensing purposes	53
For adoption purposes	54
For foster caring purposes	55
For the award of public works contracts, public supply contracts and public service contracts in accordance with Directive 2004/17/EC and 2004/18/EC of the European Parliament and of the Council of March 2004(a)	56
Football Stewards, supervisors or managers of football stewards	57
Approved Legal Services Body Manager	58
Those working for Alternative Business Structures as: <ul style="list-style-type: none"> Head of Finance and Administration of a licensed body approved under schedule 11 of the Legal Services Act 2007 Head of Legal Practice of a licensed body approved under schedule 11 of the Legal Services Act 2007 	58a
The Commissioner for Older People in Wales, his deputy and any people appointed by the Commissioner, to assist him in the discharge of his functions or authorised to discharge his functions on his behalf	59
Any employment or other work which is normally carried out in premises approved under section 9 of the Criminal Justice and Court Services Act 2000	60

The following criteria refer to licences that are included in schedule 2 of the ROA Exceptions Order 1975.

Eligibility criteria	Eligibility Code
For the purpose of licensing hackney carriages or private hire vehicle drivers (Taxi driver licences)	63
For licences issued under Section 25 of the Children & Young Persons Act 1933 (This relates to persons under the age of 18 travelling abroad for the purpose of performing or being exhibited for profit)	64
For the purpose of licensing under Section 8 of the Private Security Industry Act 2001	65

Any person or body required to obtain or retain a licence under regulation 5 of the Misuse of Drugs Regulations 2001 (a) or under article 3(2) of Regulation 2004/273/EC (b) or under article 6(1) of Regulations 2005/111/EC(c)	66
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CRB Process in Recruitment

Confirming your identity

Which documents do you need to provide?

Can you produce any documents from Group 1?

YES

NO

Error! Reference source not found.

Please note all documents must be in your current name (marriage certificate excepted). At least one document must show your current address and at least one document must show your date of birth.

List of Valid Identity Documents

Group 1

- **Passport** any nationality
- **UK Birth Certificate** issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- **UK issued Driving Licence** England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence
- **EU National Identity Card** EU countries only
- **HM Forces ID Card** (UK)
- **UK Firearms Licence**
- **Adoption Certificate** (UK)

Group 2

- **Marriage/Civil Partnership Certificate**
- **Financial Statement**** e.g. pension, endowment, ISA
- **Birth Certificate**
- **Vehicle Registration Document** (Document V% old style and V5C new style only)
- **P45/P60 Statement (UK)****
- **Mail Order Catalogue Statement***
- **Bank/Building Society Statement***
- **Court Claim Form (UK)**** documentation issued by Court Services
- **Utility Bill*** electricity, gas, water, telephone – inc. mobile phone contract/bill
- **Exam Certificate** e.g. GCSE, NVQ, O Levels, Degree
- **TV Licence****
- **Addressed Payslip***
- **Credit Card Statement***
- **National Insurance Card (UK)**
- **Store Card Statement***
- **NHS Card (UK)**
- **Mortgage Statement****
- **Benefit Statement*** e.g. Child Allowance, Pension
- **Insurance Certificate****
- **Certificate of British Nationality (UK)**
- **Council Tax Statement (UK)****

- **Work Permit/Visa (UK)****
- **A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)*** e.g. Department for Work and Pensions, the Employment Service, Revenue & Customs, Job Centre, Job Centre Plus and Social Security
- **One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK)** Do not use more than one of the following documents. Convention Travel Document (CTD), Stateless Person's Document (SPD), Certificate of Identity (CID), Application Registration Card (ARC)
- **Connexions Card (UK)**
- **CRB Disclosure Certificate****
- **Letter from a Head Teacher***

*Documentation should be less than three months old

**Issued within past 12 months

DDC Posts that require a CRB check

Job Title	Director	Update
Community Development Officer	Finance	Involved in ensuring residents claim all welfare benefits they are entitled to. Will have regular contact with vulnerable adults
Community Safety Team Co-ordinator	Environment & Corporate Assets	Involved with CRB checks and undertake safeguarding role for DDC
Community Safety, CCTV & Parking Manager	Environment & Corporate Assets	Involved with CRB checks and undertake safeguarding role for DDC
Community Safety Officer	Environment & Corporate Assets	Regular or frequent contact with victims of ASB
Community Safety Partnership Officer	Environment & Corporate Assets	Involved with CRB checks
Snr Environmental Protection Officer	Environment & Corporate Assets	Regular or frequent contact with victims of ASB
Housing Options Officer	Finance	Responsible for delivery of Homelessness Strategy. Regular contact with vulnerable adults.
Housing Advice Officer	Finance	Regular contact with vulnerable adults and young people made homeless
Recreation Officer	Finance	Regular contact with young people
Museum Education Officer	Community & Development	This role involves frequent contact with young people in an educational environment
Front of House (Museum)	Community & Development	This role involves frequent contact with young people in an educational environment
Senior Museum Custodian	Community & Development	This role involves frequent contact with young people in an educational environment
Parking Supervisor	Environment & Corporate Assets	This role formally identified by CRB as requiring a CRB check
CEO	Environment & Corporate Assets	This role formally identified by CRB as requiring a CRB check

02-Feb-12