

Criminal Records Bureau Policy

Name of Group Date.....

In the course of following our aims, some of the volunteers of our projects have contact with young people (under the age of 18) and vulnerable adults. It is, therefore necessary for the project to obtain a Criminal Record Bureau disclosure for those volunteers. Each post will be evaluated to determine whether a CRB disclosure is deemed appropriate.

A disclosure is a document containing information held by the police and government departments. It enables an organisation to check the background of volunteers to ensure that they do not have a history that would make them unsuitable for the post they want to fill or work in. Disclosures provide details of a person's criminal record, including convictions, cautions, reprimands and warnings held on the police national computer. They also contain details from lists held by the Department of Health, Department for Education and Skills and local police forces.

Having a criminal record will not necessarily bar a person from working with the project. This will depend upon the nature of the position and the circumstances and background of the offence(s).

All applications made and information received will be dealt with in accordance with the CRB Code of Practice.

Information will be kept securely in a lockable, non-portable, storage container (a filing cabinet), with access strictly controlled and limited to those who are entitled to see it as part of their responsibilities.