

Policy for CRB checking

Overview

A CRB check shows a person's criminal record up to and including the day it was issued. After that date, that person's criminal history is unknown. Because of this it is not enough to rely upon CRB checking as the cornerstone of any safeguarding policy. AHA has a Safeguarding Policy which is regularly reviewed and we take a number of measures to ensure that young people and vulnerable adults working with us are kept safe.

AHA understands that as part of this safeguarding process, we need to undertake CRB checks or ensure that there are current CRB checks for: members of staff on PAYE; freelance workers; freelance artists working on our projects and volunteers.

AHA will not simply take someone's word that they have a current CRB check: it is AHA's responsibility to ask to see their current Enhanced Disclosure Certificate. If they require a new CRB check then they will not be allowed to start work – even supervised – before the outcome of the check is known.

AHA uses one designated employee to carry out all its CRB checks. All information is treated confidentially and only shared with other members of the team directly involved with the post for which the CRB is being sought for.

When AHA informs applicants of their intention to carry out a CRB check applicants will be provided with a copy of AHA's 'Policy for the Employment of Ex-Offenders'.

Recruitment

A: For posts involving direct regular contact with young people and/or vulnerable adults¹

1. All advertised posts will clearly state that a CRB check will be required, and AHA's recruitment policy on ex-offenders will be issued in the application pack.
2. Upon appointment AHA will apply for a CRB check to be carried out on all staff. CRB checks will also be carried out on all artists, workers and volunteers who will have direct and regular contact with Young People and Vulnerable adults.
3. All staff, workers and artists who have regular direct contact with young people and vulnerable adults will have their CRB renewed every TWO years.

¹ regular contact is any work over the equivalent of 5 days.

B: For posts involving non-regular but direct contact with young people and/or vulnerable adults²

1. AHA will accept portability of a recent enhanced CRB (no less than ONE year old) of a worker as for posts as stated above and that is held with another appropriate organisation whose work we know and trust.
2. In this instance AHA will need to take sight of the original copy of the CRB and note reference numbers and details. AHA will also talk to the organisation the CRB was issued with to confirm whether:
 - i) the information provided reflects that which appears on the copy of the CRB check being presented
 - ii) the police did or did not issue additional information under cover of a separate letter

Information sharing

If AHA is contacted by another organisation wishing to use a worker with a recent AHA CRB check, AHA will only discuss whether:

- i) the information provided reflects that which appears on the copy of the AHA CRB check
- ii) the police did or did not issue additional information under cover of a separate letter

Information disclosed

If a CRB is returned to us with cited offences, AHA will refer to and follow the guidelines in its policy for Employment of Ex-Offenders. If AHA is made aware of a police letter accompanying a CRB (either directly or indirectly) AHA is legally obliged NOT to divulge that knowledge or contents to the applicant.

Secure storage, handling, use, retention and disposal of certificates and certificate information

As an organisation using the Criminal Records Bureau (CRB) service to help assess the suitability of applicants for positions of trust, AHA complies with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

Storage and access

Certificates and certificate information will be kept 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.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We

² one off workshops or work involving contact for no more than a total of 5 days

maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

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

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. In very exceptional circumstances, it may be considered necessary to keep certificate information for longer than six months.

Disposal

Once the retention period has elapsed, we will ensure that any certificates are immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate 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 certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.