



# CRB PROCEDURE

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Author: <i>Joel Hoyte</i>	Version: 1
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# Genesis Marital Arts

## Document Owner

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Genesis Marital Arts

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Reason for change	Date	Changed by
Policy review Process		

## Related Documents

Reference	Name	Date
	Admission care and protection of children and vulnerable	
	Recruitment & selection policy	
	Recruitment & Selection Procedure	
	Induction Policy	
	CRB Policy	
	CRB Code of Practise	
	Disclosure Monitoring Form	
	Guidance in completion of Disclosure applications	

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## 1. Introduction

The objective of the procedure is to establish the process for carrying out CRB Disclosure Checks to ensure Genesis and helpers involved in the process comply with relevant legislation, guidance and the Criminal Records Bureau's Code of Practise.

The process is linked to Genesis Martial Arts Induction Procedure.

## 2. Categories of Employment

There are five categories of employment to consider for the purpose of obtaining a Disclosure.

- Prospective employees offered a 'regulated position'.
- Prospective employees offered a 'non regulated position'.
- Existing employees in a regulated position.
- Existing employees in a non regulated position.
- Non-employees wither carrying out duties for clubs or other organisations, or service activity where those duties are deemed to be a regulated position regardless of whether paid or voluntary.

## 3. Regulated Positions

A 'regulated position' under the Criminal Justice and Court Service Act 2000 and Rehabilitation of Offenders Act 1974 is "a position whose normal duties include caring for, training, supervising or being in sole charge of children". The Rehabilitation of Offenders Act also defines a 'regulated position' as one "working with vulnerable adults".

The following positions are classed as 'regulated' positions within Genesis Martial Arts.

- Sports Coaches
- Coaching Assistances

All Instructors and helpers appointed to a 'regulated position' will be required to have a Disclosure in order to take up that appointment.

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## 4. Levels of Disclosure

There are two levels of disclosure.

**Enhanced** - This is required for “regulated” positions. It is the highest level of check available to anyone involved in regularly caring for, training, supervising or being in sole charge of children or vulnerable adults.

**Standard** – This is no longer viable as it does not do a thorough check for the individual.

## 5. The Recruitment Process

A Disclosure forms part of the recruitment process. Applicants will provide details of their criminal record at an early stage in the application process.

When advertising a ‘regulated position’ the advert should state “a CRB Disclosure will be required”.

The Company’s application forms also contain a statement confirming that the post the individual is applying for may be subject to Criminal Records Bureau processes and procedures. It asks applicants to give details of any convictions.

## 6. Paying for Disclosures

In the case of new starters, the individual/Instructor will be expected to cover the cost of the Enhanced Disclosure. The cost of this is **£80.00**

For current instructors who are without a CRB check or requiring a renewed check, the same payment process applies.

## 7. Monitoring Disclosure Applications

A Disclosure Monitoring Record Form (DMR01) must be completed detailing that date of application and issue of the disclosure, the name of the individual, the position for which the disclosure was requested, the unique reference number of the disclosure and details of the recruitment decision taken. The Chief instructor for monitoring purposes should keep the Monitoring Record Form securely at site.

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## 8. Obtaining a Disclosure

Following interview the successful candidate should be offered the position subject to satisfactory Disclosure. The disclosure process should be discussed with the individual and a copy of Genesis CRB Policy Statement should be given to the individual.

- Full Name
- Current Address (including postcode)
- Date of Birth

The individual should be advised that on receipt of the Disclosure Application form they should complete and return it to a Chief Instructor as soon as practicable.

CRB application forms can be obtained from the Child Protection Officer (Joel Hoyte).

Once completed the individual should return the form as soon as possible CP Officer along with the original identity documents that are required .i.e. original passport, driving licence etc.

The form and identity documents should then be passed to the 'Authorised Counter signatory' at headquarter (where the Counter signatory is not the recruiting manager). The Counter signatory must sign the application form (Section Y – Statement by Registered Person) to confirm they have seen the original identity documents and that the requested check is in accordance with relevant legislation. The Counter signatory will also be asked to provide their individual Counter signatory number (which will have been confirmed by the Head quarter), the relevant category code for the position (F086D), and the method of payment.

The Counter signatory must ensure that all documentation received is as required and that all sections of the form are fully and accurately completed in capital letters and black ink. Where an applicant uses the title Ms the original or same surname must be filled in within Section C20. Failure to ensure compliance with the above will not only result in the instructors /helpers being unable to work but the CRB also as the power to withdraw Genesis registration.

The CRB should then be forwarded to the CRB processing (see contacts, section 14).

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Once returned a decision should be made as to whether the individual can commence teaching for Genesis Marital Arts (based on information provided by the CRB). If the CRB returns a positive check .i.e. information provided on the individual regarding any convictions (current or 'spent') than guidance should be sought from the Lead Counter signatory. The majority of convictions covered by the Rehabilitation of Offenders Act 1974 become 'spent' or ignored after a defined rehabilitation period. Unless the position applied for is exempted from this act (i.e. regulated position) it is illegal for an organisation to discriminate against an ex offender on the grounds of a 'spent conviction'.

If a disclosure is not returned within 3 months of application guidance must be sought from the Child Protection Officer.

**An instructor/Helpers** currently working in a regulated position should have received a CRB check. The CPO should ensure disclosures have been obtained for these individuals and where missing a disclosure should be requested immediately. The above procedure for requesting a disclosure should be followed.

**Any non-Genesis instructors/ helper** carrying out duties deemed to be a regulated position should receive a CRB check in line with the procedure above, subject to repayment. Standard and enhanced disclosures are issued free of charge to volunteers. A volunteer is defined as "a person who performs any activity which involves sending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives". It is the role of the Counter signatory to validate whether the position is considered voluntary.

## 9. Accepting Previously Obtained Disclosures

Some individuals may have already received a disclosure linked to their training and membership of a professional body. Such previously obtained Disclosures can only be accepted in exceptional circumstances i.e. may be only 6 months old.

## 10. Retention and Disposal of Disclosure Information

Disclosure information must not be kept on an individual's personnel file. It must be kept in a secure. Lockable, non portable storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.

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Any disclosures received by Genesis will not be kept on file for any longer than six months, to allow for the consideration and resolution of any disputes or complaints. We reserve the right however, to keep a record of the date of issue of the disclosure, the name of the subject, the type of disclosure requested, the unique reference number of the disclosure and details of the recruitment decision taken. This information is held on the Disclosure Monitoring Record Form (DMR01).

Once the retention period has elapsed, the Disclosure will be suitably destroyed by secure means.

## 11. Rechecking Individuals

Individuals instructors /Helpers in a regulated position should be rechecked every 3 years.

## 12. The Disclosure Document

The CRB have ensured the Disclosure documents incorporate a number of security features in order to prevent falsification. These features include:

- A 'Crown Seal' watermark repeated down the left hand side of the disclosure.
- A heat sensitive diamond shaped security panel to the left of the disclosure title which will change colour when warmed, i.e. between finger and thumb.
- A background design incorporating the word Disclosure when appears in a wave like pattern across both sides of the document.

If there is any doubt as to whether a disclosure is genuine, or if it may have been altered in anyway please contact the CRB Information Line.

## 13. Contacts

There are two main numbers by which to contact the CRB.

To be confirmed

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To contact the CRB by post, write to:

## 14. Guidance for the correct completion of CRB forms

The Criminal Records Bureau requires a countersignature to support any application for new employees to be checked prior to employment. Having said this it is therefore essential that both the Counter signatory and employee complete the appropriate forms correctly. Please find guidelines on how to do this below. The CRB will return incorrectly completed forms and has the power to withdraw Genesis's registration if the number of recorded errors is too high.

## 15. Counter signatory

The information requested on the Lead Counter signatory and Counter signatory application forms is used to check that all Counter signatories are suitable people to see Disclosure information. This is an essential part of the process. All applications for Counter signatory status are checked by the CRB to the level of Enhanced Disclosure. Counter signatories will have access to sensitive personal information. It will be their responsibility both to ensure its security and to determine whether or not the applicant is allowed to undertake the role or position.

When completing the form the Counter signatory must remember that they will be held responsible for the authorisation of employee checks, and therefore the information supplied must be correct, and the manner in which you produce that information must be done so professionally.

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- Black ink and block capitals are to be used throughout
- One letter or number per box – ONLY
- One single line to be put through mistakes and corrections to be written legibly to the right of the mistake (or as close as possible)
- Asterisked (\*) fields are mandatory
- An empty box is to be left between words but NOT telephone numbers and post codes
- Box choices are to be marked with an “X” and nothing other
- If a section is not applicable, PLEASE LEAVE THIS BLANK
- Sign where requested

We recommend that completed applications are passed to a second person to complete an independent check of the form. Once satisfied all is completed accurately and the relevant ID documents have been provided the Disclosure form can be passed to the Counter signatory. The Counter signatory must then recheck the form and ID documents, complete sections X and Y before forwarding the application to the Criminal Records Bureau. This should reduce the risk of errors. Payment is made by the individual requesting a CRB check.

## 16. Instructors /Helpers

An instructor/ helpers completing their CRB form must understand the complexity of the form in terms of its recognition process. It is essential that the form is completed in the appropriate manner and that all information supplied is to be correct. Please follow the instructions given below:

- Black ink and block capitals are to be used throughout
- One letter or number per box – ONLY
- One single line to be put through mistakes and corrections to be written legibly to the right of the mistake (or as close as possible)
- Asterisked (\*) fields are mandatory
- An empty box is to be left between words but NOT telephone numbers and post codes
- Box choices are to be marked with an “X” and nothing other
- If a section is not applicable, PLEASE LEAVE THIS BLANK
- Do not complete sections E, F, G, X, Y AND Z
- Sign where requested

**If the employee as followed these guidelines correctly, there will be no problems in processing the CRB check.**

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