

SERVICE INFORMATION SYSTEM (SIS)

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CONVICTIONS POLICY OF CHESHIRE FIRE AND RESCUE SERVICE

POLICY SECTION

1. Introduction

- 1.1 Cheshire Fire and Rescue Service (CFRS) seeks disclosure of criminal convictions whenever it is handling applications for jobs or volunteering roles. It acts in accordance with the law and follows best practice.
- 1.2 The term “convictions” includes cautions.

2. Policy Statement

- 2.1 CFRS will ask all applicants to reveal criminal convictions on their application form. For some jobs and volunteering roles applicants will be expected to disclose all convictions (even those that are spent). For all other jobs only details of unspent convictions are sought.
- 2.2 CFRS expects existing staff and volunteers to disclose any convictions that occur whilst they are employed/actively engaged in volunteering activities.
- 2.3 CFRS will carry out enhanced Criminal Record Bureau (CRB) checks for jobs which involve working with vulnerable adults and children and for some volunteering roles.
- 2.4 CFRS will take a balanced approach when considering convictions and how they affect an applicant’s prospects. However, it is mindful of its responsibilities towards its service users. Decisions about the suitability of applicants that have made disclosures or been the subject of a CRB check disclosure will be made using openly available criteria.
- 2.5 CFRS complies with the Code of Practice for CRB which can be found at Appendix A. In particular, it ensures that the process is closely monitored and that access to information it holds is highly restricted and kept secure and separate from the relevant application or staff file.
- 2.6 CFRS does NOT allow anyone to take up a job or volunteering position (where a CRB check has been requested) until the CRB check has been returned and cleared.
- 2.7 CFRS will re-check staff who are subject of the CRB checking process and volunteers every three years.

3. Ownership and Monitoring

- 3.1 This Convictions Policy, the CRB process and decisions about suitability are the responsibility of the Lead Signatory for CRB checks.
- 3.2 The Lead Signatory will appoint a small number of counter signatories and identify a few administrators to deal with the process for handling CRB checks and disclosures of convictions.
- 3.3 The Lead Signatory will ensure that a counter signatory has responsibility for regular reporting to the Counter Signatory upon progress, particularly covering CRB checking.
- 3.4 The Lead Signatory will report to Leadership Board on the operation of this Convictions Policy at appropriate intervals.

4. Decision Making Approach

- 4.1 CFRS acknowledges the importance of the rehabilitation of offenders regime and has an open minded approach to the potential recruitment of people with previous convictions.
- 4.2 CFRS aims to promote equality of opportunity to ensure that people with criminal records applying for jobs should be treated according to their merits. Consideration will be given to any special criteria that applies to the role for example, those that involve caring for children or vulnerable adults which will debar some applicants.
- 4.3 Cheshire Fire and Rescue will take a balanced approach when considering convictions and how they affect an applicant's prospects. Having a criminal record, in itself, should not necessarily prevent a person from being appointed to any post, unless the offence debar the person. Where it is felt, however, that a recent or serious offence might mean that a person presents a risk to children or vulnerable adults then that person should not be appointed. Discrimination either in favour or against those persons currently in employment who have disclosed their criminal record is not permissible (unless the offence debar them), and such information is strictly confidential.
- 4.4 When considering an applicant for a position CFRS will:
 - Focus on a person's abilities, skills, experience and qualifications
 - Consider the nature of the conviction and its relevance to the role in question
 - Identify the risks to the organisation, service users, employees/volunteers
- 4.5 Consistency of approach in decision making is essential and while each disclosure requires assessment based on the specific circumstances, a

specific approach has been developed to assist with the decision making process. A decision making proforma that outlines the factors that need to be considered is used.

5. Disclosure by Applicants

- 5.1 All applicants for jobs will be asked to and must disclose Unspent convictions on the application form.
- 5.2 All applicants for volunteering roles will be asked to and must disclose Unspent convictions on the application form.
- 5.3 Some applicants for jobs must disclose ALL convictions (Spent and Unspent) on the application form.
- 5.4 Some applicants for volunteering roles must disclose ALL convictions (Spent and Unspent) on the application form.
- 5.5 The Lead Signatory maintains a list of those jobs/roles and the kind of disclosures that must be made. Where ALL convictions must be disclosed it follows that a CRB check will be carried out if an offer of a job/role is to be made.

6. Disclosure by Staff and Volunteers

- 6.1 All staff and volunteers are required to disclose any convictions that occur whilst they are employed/carrying out volunteering activities for CRFS.
- 6.2 Disclosure should be made at the point where an allegation has been reported that could result in a conviction. This includes all traffic offences. Regardless of whether the individual was on duty/acting in a volunteering role, or off duty/not involved in volunteering activities, as soon as a notice of intended prosecution has been served, a report of the circumstances should immediately be submitted to the Lead Signatory (copied to Station Manager/relevant Volunteer Leader). Information should be provided about the dates of any attendance at any court hearings and the eventual outcome. In the event that a conviction or sanction is applied a report with complete information is required to be submitted to the Lead Signatory.

7. Disclosure by Third Parties

- 7.1 It is possible that third parties may bring matters to the Service's attention. These matters will be investigated by, or on behalf of the Lead Signatory.

8. CRB Checks

- 8.1 CRB checks are carried out before some appointments can be confirmed.
- 8.2 The CRB check to be carried out will depend upon the job/role involved.

The Lead Signatory maintains a list of jobs/roles and the kind of check that is appropriate. If the job/role involves sufficient dealings with vulnerable adults and/or children to lead them to be exempted from the rehabilitation protection of the Rehabilitation of Offenders Act 1974 then an enhanced check will be carried out. This is the most comprehensive check available.

- 8.3 Any correspondence to applicants will make it clear that any kind of offer/commitment is conditional until the CRB check has been received and approval given by the Lead Signatory.
- 8.4 The procedures for dealing with disclosures are detailed in the Procedures Section of this policy.
- 8.5 CFRS renews CRB checks every three years provided that the job/role remains on the list maintained by the Lead Signatory.

9. Confidentiality and Security of Disclosure Information

- 9.1 CFRS complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of CRB Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the secure handling, use, storage and disposal of Disclosure information.
- 9.2 CFRS will ensure that access to disclosures and CRB checks are closely monitored and that access to information is highly restricted to the Lead Signatory, counter signatories and designated administrators within the HR Resourcing function.
- 9.3 All documentation pertaining to conviction checking will be held securely in a separate location within the HR Department to that of normal staff related records.

10. Retention and Disposal of Disclosure Information

- 10.1 Once a recruitment (or other relevant) decision has been made, disclosure information is not retained for any longer than is absolutely necessary. This is generally for up to a period of six months, to allow for the consideration and resolution of any disputes or complaints. CFRS however, advocates the best practice of disposing information at the earliest possible opportunity.
- 10.2 Supplementary notes are not made or retained in relation to Disclosure information received. If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months, CFRS will consult the CRB and given full consideration to Data Protection and Human Rights legislation before doing so. Throughout this time the Lead Signatory is kept informed and the usual conditions regarding safe storage and strictly controlled access will prevail.

- 10.3 Once the retention period has elapsed, if not done so already, all disclosure information will be immediately destroyed by secure means. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No photocopies or any other images of the disclosure or a copy of the contents of the disclosure will be taken or retained.
- 10.4 However, notwithstanding the above, records of dates 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 and details of the recruitment decision taken, will be retained.

PROCEDURES SECTION

Applications for Jobs

Procedure 1 Jobs requiring a CRB check

Procedure 2 Jobs not requiring a CRB check

Applications for Volunteering Roles

Procedure 3 Volunteering Positions requiring a CRB check

Procedure 4 Volunteering Positions not requiring a CRB check

Procedure 5 CRB rechecking for Staff

Procedure 6 CRB rechecking for Volunteers

Procedure 7 Handling Disclosures from Existing Staff

Procedure 8 Handling Disclosures from Existing Volunteers

Procedure 9 Handling Disclosures from Third Parties

Procedure 10 Decision Making when Disclosures are made

Applications for jobs

As part of the “Establishment” control process, the HR Information System (HRIS) will hold information on posts requiring a CRB check.

Procedure 1

Jobs requiring a CRB Check

	Process / Action	Responsibility
1	The job application form will include a self declaration section requesting the applicant to declare both spent and unspent convictions.	The Applicant
2	As part of the short listing process, the self declaration will be considered, and depending on the severity of the conviction the applicant may not be taken through to the next recruitment stage.	Senior HR Officer (Resourcing)
3	A CRB application form will be sent to all successful applicants. (CRB application forms include a self declaration asking applicants if they have ever been convicted of a criminal offence or received a caution reprimand or warning).	HR Admin Assistant (Resourcing)
4	Successful applicants will be asked to return their completed CRB application form and supporting identification evidence to HR. The submission of these documents will be timed to coincide with the applicant's medical or at an earlier stage if this is possible.	The Applicant
5	The completed CRB application form and identification documents will be checked and copied. The self declaration section will be matched against the self declaration on the job application. If both declarations are aligned the CRB application will be logged on HRIS and sent to the CRB by recorded delivery.	HR Admin Assistant (Resourcing)
6	If there is a discrepancy between the self declarations on the application	Lead Signatory

	Process / Action	Responsibility
	form and the self declaration section on the CRB application, the applicant will be interviewed and asked to confirm their self declaration details. A decision will be made whether to continue with the recruitment and a decision record proforma will be completed.	or Counter Signatories
7	Successful applicants will not be confirmed in post or issued a contract of employment until a CRB disclosure has been received and dealt with.	Line Manager
8	The CRB on-line tracker will be used to track the progress of applications.	HR Admin Assistant (Resourcing)
9	Disclosures from the CRB are addressed to the Lead signatory; envelopes must only be opened by either the Lead or a Countersignatory and stored in a locked cabinet until they have been dealt with.	Lead or Counter Signatories
10	Upon receipt of a clear disclosure, the recruiting manager will be emailed to confirm the CRB has been dealt with, and, subject to other satisfactory checks and medical, the applicants start date will be confirmed and a contract of employment issued.	HR Admin Assistant (Resourcing)
11	If a disclosure reveals additional convictions not declared on the application, the applicant will be asked to confirm their self declaration details. A decision will be made whether to continue with the recruitment process and recorded on the Decision Record Pro Forma.	Lead or Counter Signatories

Procedure 2

Jobs not requiring a CRB Check

	Process / Action	Responsibility
1	The job application form will include a self declaration section requesting the applicant to declare “unspent” convictions.	The Applicant
2	The self declaration will be considered, and depending on the severity of the conviction the applicant may not be taken through to the next recruitment stage.	Senior HR Officer (Resourcing)

Applications for Volunteering Roles

Procedure 3

Volunteer positions requiring a CRB Check

	Process / Action	Responsibility
1	The volunteer application form will include a self declaration requesting the volunteer applicant to declare both “spent” and “unspent” convictions.	The Volunteer Applicant
2	The self declaration section on the application form will be considered, and, depending on the severity of the disclosed conviction the volunteer applicant may be excluded from the next stage of the recruitment.	Senior HR Officer (Resourcing)
3	A CRB application form will be included in the volunteer recruitment pack. (CRB application forms include a self declaration asking applicants if they have ever been convicted of a criminal offence or	HR Admin Assistant (Resourcing)

	Process / Action	Responsibility
	received a caution reprimand or warning).	
4	Following the volunteer interview, their completed CRB application form and identification documents will be checked and copied and sent to HR for onward transmission to the CRB and for logging on HRIS.	Lead Advocate
5	The self declaration on the application form will be matched against the self declaration section on the CRB application. If both are aligned the CRB application will be logged on HRIS and sent to the CRB by recorded delivery	HR Admin Assistant (Resourcing)
6	If there is a discrepancy between the self declarations on the application form and the self declaration section on the CRB application, the applicant volunteer will be called for interview and asked to confirm their self declaration details. A decision will be made whether to continue with the recruitment and recorded on a decision record proforma.	Lead or Counter Signatories
7	Successful volunteers will not take up a volunteer post until a CRB disclosure has been received and dealt with.	Lead Advocate
8	The CRB on-line tracker will be used to track the progress of applications.	HR Admin Assistant (Resourcing)
9	Disclosures from the CRB are addressed to the Lead signatory; envelopes must only be opened by either the Lead or a Countersignatory and stored in a locked cabinet until they have been dealt with.	Lead or Counter Signatories
10	Upon receipt of a clear disclosure, the Lead Advocate will be emailed to confirm the CRB has been dealt with and subject to other satisfactory checks, a start date for the volunteer applicant will be confirmed and a contract issued.	HR Admin Assistant (Resourcing) With the Volunteer Coordinator
11	If a disclosure reveals additional evidence not declared by the volunteer applicant on their self declaration the applicant will be asked to confirm their self declaration details. A decision will be made whether to continue with the recruitment process and recorded on the Decision Record Pro Forma.	Lead or Counter Signatories

Procedure 4

Volunteer positions not requiring a CRB Check

	Process / Action	Responsibility
1	The volunteer application form will include a self declaration section requesting the volunteer applicant to declare "unspent" convictions.	The Volunteer Applicant
2	The self declaration will be considered, and depending on the severity of the conviction the volunteer applicant may not be engaged.	Head of Community Safety

Procedure 5

Re-checks for Staff

CRB re - checks will be undertaken every three years. Evidence of the re-check will be captured on HRIS.

	Process / Action	Responsibility
1	A CRB application form will be sent to all existing employees requiring a three year re-check. This will be issued five months prior to the CRB expiry date and will request supporting identification evidence.	HR Admin Assistant (Resourcing)
2	One month following the request, if the application and identification evidence has not been received, a reminder will be sent to the employee and a copy of the reminder to the line manager. This communication must be dealt with as a high priority.	Line Manager
3	A decision regarding any suspension from current duties will be made if an employee fails to provide a completed CRB application form and supporting identification evidence.	Line Manager / Lead or Counter Signatories
4	If a disclosure reveals evidence of a conviction, caution, reprimand or warning not already declared by the employee, and, not already logged on a previous Decision Record Proforma the employee will be interviewed about the offence. A decision will be made in respect of the employee's role and/or employment with the Service and recorded on the Decision Record Pro Forma.	Lead or Counter Signatories
5	All Decision Record Pro Formas will be kept as part of the CRB system and stored securely in a separate CRB file. Proformas will be accessed prior to an interview being arranged to ascertain if the conviction has already been discussed.	Lead or Counter Signatories

Procedure 6

Re-checks for Volunteers

The process for volunteers will be the same as for employees. Line Manager Responsibilities will be undertaken by Lead Advocates.

Procedure 7

Handling Disclosures from Existing Staff

	Process / Action	Responsibility
1	An existing employee will make a self declaration disclosing any convictions that have occurred whilst they are employed.	Employee
2	The self declaration will be considered, and depending on the severity of the conviction the employee may be called for interview about the disclosure.	Lead or Counter Signatories
3	A decision will be made in respect of the employee's role and/or employment with the Service and recorded on the Decision Record Pro Forma.	Lead or Counter Signatories

Procedure 8

Handling Disclosure from Existing Volunteers

	Process / Action	Responsibility
1	An existing volunteer will make a self declaration disclosing any convictions that have occurred whilst they are engaged with the Service.	The Volunteer
2	The self declaration will be considered and discussed with the Head of Community Safety, and depending on the severity of the conviction the employee may be called for interview about the disclosure.	Lead or Counter Signatories
3	A decision will be made in respect of the employee's role and/or employment with the Service and recorded on the Decision Record Pro Forma.	Lead or Counter Signatories

Procedure 9

How to handle disclosures by third parties

	Process / Action	Responsibility
1	All reported matters will be channelled through to the Lead Signatory	All Employees
2	An investigator will be commissioned to determine the source / substance of the disclosure	Lead Signatory
3	A decision will be made in respect of the investigation finding and the appropriate action that needs to follow.	Lead Signatory
4	A Decision Record Pro Forma will be completed on the outcome of the matter.	Lead Signatory

Procedure 10

Decision making when disclosures are made

Cheshire Fire and Rescue Service will consider disclosed convictions using the following procedure outlined on the Decision Record Pro-Forma:		
	Process / Action	Responsibility
1	An interview will be arranged with the individual.	HR Admin Assistant (Resourcing)
2	The interview will involve CFRS staff responsible for CRB checks (who will not necessarily be involved in processes to recruit staff or volunteers).	Lead or Counter Signatories
3	The letter inviting someone to attend will include details of the convictions to be discussed. NB: Any additional information supplied by the police will be restricted and cannot be supplied.	HR Admin Assistant (Resourcing)
4	Notes will be taken during the interview.	Lead or Counter Signatories
5	Following the interview the Decision Record Pro Forma will be completed.	Lead or Counter Signatories
6	The decision will involve consideration of some, or all of the criteria listed on the Decision Record Pro Forma.	Lead or Counter Signatories
7	The Decision Record Pro Forma will be kept as part of the CRB system. Pro Formas for applications taken forward to an offer will be kept to	HR Admin Assistant

	ensure the applicant is not interviewed again at re-check stage for the same disclosure. Other ProFormas will be destroyed after six months.	(Resourcing)
8	Whilst it is not necessarily possible, nor desirable to have a rigid approach, the use of criteria to assist CFRS in ensuring the right factors need to be considered.	Lead or Counter Signatories

DECISION RECORD PRO FORMA

Date of Self Declaration/Confirmation of Details
Matters Disclosed/Confirmed (detail about offences obtained from legal)
Date of Discussion
Summary of Discussion

--

Findings/Rationale (commentary against relevant headings)
--

Type and Gravity of Offence(s)

Type and Length of Sentence(s)

Pattern of Offending/Reoffending

Period Since Last Offence(s)

Circumstances During Offending and Since Last Offence(s)

Age at Last Offence(s)

Relevance of Offence(s) to Risks Associated with Position

Any other Pertinent Comments

Signed by Decision Maker

GUIDANCE SECTION

Extract from CRB Code of Practice – For Registered Persons and other recipients of Disclosure Information
Frequently Asked Questions

Extract from 'Code of Practice for Registered Persons and other recipients of Disclosure Information', issued by the Home Office in April 2009.

1. REGISTRATION

Registered Bodies must:

1. Provide sufficient information to the CRB to allow registration to proceed. This includes information on the organisation's status, the suitability of proposed countersignatories and the purposes for which registration is requested;
2. Demonstrate that they are likely to countersign and submit applications for relevant positions and employment;
3. Demonstrate that they are likely to submit the minimum annual number of Disclosure applications determined by the CRB;
4. Provide up-to-date information to the CRB as required in respect of the registration information and countersignatories;
5. Provide information on their organisation and nominated Lead and countersignatories as and when required by the CRB to determine suitability for initial and ongoing registration with the CRB;
6. Give access to CRB officials to official premises, data and documentation as and when reasonably required by the CRB to determine suitability for ongoing registration;
7. Submit Registration and Disclosure applications in the prescribed format;
8. Ensure that Disclosure applications are completed accurately and that all mandatory data fields are completed in full;
9. Ensure that any electronic application system complies with CRB specifications as stipulated.

2. IDENTITY VERIFICATION

Registered Bodies must:

1. Accurately and comprehensively verify the identity of the applicant prior to the submission of a Disclosure application;
2. Ensure that any person undertaking identity verification checks on their behalf is suitable and trained accordingly.

3. MANAGEMENT AND USE OF DISCLOSURE INFORMATION

Registered Bodies must:

1. Have a written policy on the secure handling of Disclosure information which, in the case of Umbrella Bodies, should be made available to their clients;
2. Store Disclosure information securely;
3. Retain Disclosure information, its content or any representation of the same in any format for no longer than is necessary and for a maximum of six months following the recruitment decision unless a dispute is raised or, in exceptional circumstances, where CRB agreement is secured;
4. Ensure that no reproductions of the Disclosure or its content are made, including photocopies or scanned images, unless with the prior agreement of the CRB or as a result of a stipulated requirement relating to the e-channel service;

5. Only share Disclosure information with relevant persons in the course of their specific duties relevant to recruitment and vetting processes;
6. Dispose of Disclosure information in a secure manner;
7. Ensure that Additional Information, including information as to its existence, is not revealed to the Disclosure applicant and is disposed of in the appropriate manner and at the appropriate time;
8. Ensure that they comply with CRB guidance on the portability of Disclosures and their contents.

4. SUITABILITY POLICY

Registered Bodies must:

1. Have a written policy on the suitability of ex-offenders that is available upon request to potential applicants and which, in the case of Umbrella Bodies, should be made available to their clients;
2. Ensure that all applicants for relevant positions or employment are notified in advance of the requirement for a Disclosure;
3. Notify all potential applicants of the potential effect of a criminal record history on the recruitment and selection process and any recruitment decision;
4. Discuss the content of the Disclosure with the applicant before withdrawing any offer of employment;
5. Provide a copy of the CRB Code of Practice to the applicant upon request.

5. PAYMENT AND FEES

Registered Bodies must:

1. Pay the prescribed registration fee before registration may proceed;
2. Pay countersignatory fees within the prescribed period;
3. Pay all subsequent Disclosure fees within the prescribed period;
4. Pay all fees related to Disclosure applications submitted after any decision by the CRB to suspend registration or de-register the organisation;
5. Publish all fees associated with Disclosure applications in relevant documentation;
6. Notify the CRB in writing of any change to the fees associated with Disclosure applications.

6. ELIGIBILITY

Registered Bodies must:

1. Use all reasonable endeavours to ensure that they only submit Disclosure applications in accordance with the Disclosure eligibility criteria for relevant positions or employment;
2. Correctly apply the CRB definition of a volunteer to assert eligibility for free-of-charge Disclosures.

7. ASSURANCE AND COMPLIANCE

Registered Bodies and their clients must co-operate in full with the CRB Registration Management team enquiries, audits and investigations in seeking to:

1. Determine eligibility for initial registration with the Disclosure service in accordance with the prescribed processes and criteria;
2. Ensure ongoing compliance of Registered Bodies with the obligations under this Code by undertaking assurance audits on a regular basis in accordance with the prescribed processes and criteria;
3. Implement the suspension or de-registration of a Registered Body where non-compliance is established in accordance with the prescribed de-registration processes and criteria.

8. OFFENCES

Registered Bodies must note that it is an offence to:

1. Disclose information contained within a Disclosure to any person who is not a member, officer or employee of the Registered Body or, in the case of Umbrella Bodies, their client unless a relevant legal exception applies;
2. Disclose information to any member, officer or employee where it is not related to that employee's duties;
3. Knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

Persons guilty of such offences are liable to deregistration, imprisonment or a fine unless a relevant exception applies as outlined in CRB Guidance.

Frequently asked Questions

What is a CRB check?

The Criminal Records Bureau (CRB) is an executive agency of the Home Office set up to help employers and voluntary organisations make safer recruitment decisions by conducting checks and providing details of criminal records and other information. The CRB aims to help identify prospective candidates who may be unsuitable for certain work and positions, especially those involving contact with children or other vulnerable members of society by providing information in the form of a “disclosure” about prospective employees’ police records and records held by the Department of Health and the Department for Education and Skills.

Who has responsibility for CRB policy and procedures within CFRS?

The Director of People and Organisational Development is the Lead Signatory and has overall responsibility for the use of CRB checks in the Service. Support is provided by three Counter Signatories; Innovations & Partnership Manager; HR Employee Relations Manager and HR Employee Services Manager who countersign applications and receive disclosures.

How do I decide whether an individual requires a CRB check?

Checks should be undertaken for all staff/volunteers in posts engaged in activities where they regularly deal with vulnerable adults and/or children. The HR Department will retain a list of the posts and volunteering roles that requires a CRB check. It is important that managers are mindful of the need to consider the question of CRB checking whenever staff/volunteers change roles.

Are CFRS workers treated differently?

All potential employees and potential volunteers that are CRB checked are treated the same way. Agency workers will also receive a CRB check if they are to be assigned to positions where they regularly deal with vulnerable adults and/or children.

Can an employee or volunteer take up their post prior to the Service receiving a satisfactory CRB disclosure?

No.

What does a CRB disclosure reveal?

Disclosures reveal details of spent and unspent convictions, cautions, warnings and reprimands held on the Police National Computer and also

information about any individual on registers held by the Department for Education and Skills and the Department of Health for those banned from working with children and/or vulnerable adults.

What happens if a potential unsatisfactory disclosure is received?

Only Lead and Counter signatories will receive disclosures. A decision making procedure and documentation has been agreed and will be followed.

What records are held and by whom?

HR will capture the date an application has been sent to the CRB and date the disclosure has been returned on the HRIS system. Clear disclosures will be destroyed immediately following system update, whilst those highlighting an offence will be retained securely (not on a Personal Record File) until a decision has been made. At this point disclosures will normally be destroyed.

Decision Record Pro Formas will be kept as part of the CRB system and stored securely in a separate CRB file which will only be accessible to Signatories and CRB Administrators. CRB information will not be retained on Personal Record Files.

Who should have access to CRB information?

Information provided by an applicant for the CRB is confidential and only to be used to judge the suitability of a person for a specific job. Access to all CRB documents including disclosures and Decision Record Pro Formas is restricted to Lead and Counter Signatories and HR staff who administer the CRB process. The HR Administrator will have access to track an application to ensure a disclosure is received back from CRB as soon as possible.

Do we re-check employees and volunteers?

A three yearly CRB check is undertaken on all employees in positions requiring a CRB check and for all volunteers. However within existing policies there is a requirement for all employees to report all convictions, cautions, warnings and reprimands.

What if we have difficulty obtaining a CRB Application and documentary evidence for a re-check?

Procedures have been adopted aimed at ensuring that staff/volunteers who are unable to cooperate with any re-checking requirements are removed from their duties pending the completion of a re-check.