

Staff CRB Checks and Employing Ex-offenders: Guide to Policy and Procedure for Managers of Applicants

1	Introduction.....	3
2	Recruiting ex-offenders	3
3	Criminal Records Bureau checks - procedural notes.....	5
	3.1 Instructions for staff subject to a CRB check	5
	3.2 Frequently asked Questions.....	6
4	Secure storage, handling, use, retention and disposal of information	8
5	Sources of further information	9

1 Introduction

- held on lists maintained by the Independent Safeguarding Authority (ISA)²;
- other data sources such as [British Transport Police \(new window\)](#); the [Royal Military Police \(new window\)](#); the [Ministry of Defence Police \(new window\)](#);
- [Scottish Criminal Records Office \(SCRO\)](#) (new window) - if you have spent any time living in Scotland.

(CRB website (www.crb.homeoffice.gov.uk)

What information is available through a CRB check?

For positions where a CRB check is required, job adverts and recruitment briefs will contain a statement that an offer will be subject to such a check. Recruiting managers will liaise with Human Resources to ensure that this procedure is fully implemented. We ensure that all Chairs of recruitment panels have received appropriate training in equality and diversity and the relevant legislation relating to the employment of ex-offenders i.e. the Rehabilitation of Offenders Act 1974.

All staff are the [Rehabilitation of Offenders Act \(ROA\) 1974](#) in the recruitment process. When recruiting for roles which are not s with the ROA 1974.

If an applicant refuses to consent to an Enhanced CRB check for a position identified as subject to such a check, which are posts involving contact with children and/or vulnerable adults, the University will not take the job application any further.

It is the responsibility of the recruiting manager in consultation with Human Resources . Normally, we will undertake to discuss any matter revealed via a CRB check with the person seeking the position before withdrawing a conditional offer of employment. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

In dealing with persons with a criminal record, the University will consider the following:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- circumstances have changed since the offending behaviour or the other relevant matters and

² The Independent Safeguarding Authority (ISA)

- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

A CRB application form will be sent to all relevant new staff along with the employment contract and covering letter. Please review the CRB application form and accompanying instruction materials and complete the CRB application form as directed. For further guidance on completing the CRB form, the CRB offers an Application Form e-guide available at ww35.crbguide.co.uk. Once you have completed the form please contact Julia Marsh as soon as possible on 0118 378 6249 j.m.marsh@reading.ac.uk to arrange an appointment to show your identity documents, discuss the forms of ID which the University can accept and clarify any queries you may have on the process.

The CRB will send the results of the CRB Disclosure to the individual named on the form and to the Lead Signatory/Countersignatory. You may keep your copy for your records.

3.2 Frequently asked Questions

How much does a Disclosure cost and who pays for it?

The current fee for an Enhanced CRB check is £44.00. The relevant University department will pay for this fee for staff CRB checks.

How long does a CRB check take? What safeguards should be put in place whilst the check is being carried out?

The CRB tries to ensure that Disclosures are issued in the shortest time possible (the CRB service standard is to complete Enhanced Disclosures

4 Secure storage, handling, use, retention and disposal of Information

The University complies fully with the CRB Code of Practice <http://bit.ly/xYjqZt> regarding the correct handling, use, storage, retention and disposal of CRB Disclosure information. It also complies fully with its obligations under the [Data Protection Act](#)

Disposal

Once the retention period of six months has elapsed, we will personally ensure that all CRB Disclosure information is destroyed by secure means i.e. by shredding. While awaiting destruction, CRB 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 CRB Disclosure or its contents.

5 Sources of further information

If you would like more information about the CRB or its Disclosure service please visit the CRB website (www.crb.homeoffice.gov.uk)

or call the CRB on the following numbers:

- General Enquiries:
- Registration Information Line:
- CRB Check Application Line:
- Dispute:
- Welsh Language Line:
- Minicom Line:
-

(Telephone calls are charged at national rate. Calls will be recorded for security and may be monitored for training purposes.) Alternative