

disclosure news

The newsletter for all new developments in the CRB service



In this issue

Changes to CRB Fingerprint Letters
The Independent Safeguarding Authority
Restructuring of the Registered Body Network

AUGUST 2007

Welcome to the August issue of Disclosure News!

This month, we are updating you on important changes to fingerprinting policy, following a recent review by the CRB and the Association of Chief Police Officers (ACPO). Turn to page three to find out more.

We also bring you news on new additional documents now acceptable in the identification process.

Disclosure News aims to fully update you on all aspects of the CRB's service and on page three, we discuss changes to our online tracking service to include Welsh applications.

Also find out all about our upcoming Vetting & Barring Scheme workshops.

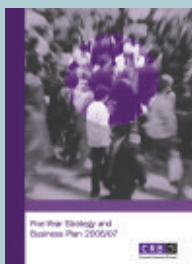
Finally, below we remind you to take a look at CRB's Business Plan which is now available to download at www.crb.gov.uk



CRB BUSINESS PLAN

Many of you will be aware that CRB published its new Business Plan in July. The Business Plan details the priorities of the CRB including its 2007/08 change programme and targets for the year ahead. It also highlights the importance of CRB working collaboratively with partners and stakeholders while outlining our role and governing structure.

CRB's Business Plan is now available for you to download from our website www.crb.co.uk



THE INDEPENDENT SAFEGUARDING AUTHORITY

The Independent Safeguarding Authority (ISA) is the new name for the Independent Barring Board, the body identified to administer the list of those sanctioned to work with children and vulnerable adults.

This body was established by the provisions of the Safeguarding Vulnerable Groups Act 2006 which lays the foundation for a new scheme which aims to help avoid harm, or risk of harm, to children and vulnerable adults. The Monitoring Scheme (TMS) will do this by preventing those who are deemed unsuitable from gaining access to children or vulnerable adults through work or volunteering.

This will be done by:

- Providing employers with a more effective and streamlined vetting service for potential employees; and
- Barring unsuitable individuals from working, or seeking to work, with children and vulnerable adults at the earliest opportunity

TMS will be phased in from Autumn 2008.

The ISA implementation team is running public information sessions in Autumn 2007. In these sessions you will find out further information on how you will be affected.

The dates for these sessions are:

13/09/07 – Belfry Hotel, Cambridge

27/09/07 – Holiday Inn, Plymouth

11/10/07 – Metropole Hotel, Llandrindod Wells

24/10/07 – New Connaught Rooms, London

14/11/07 - Park Inn, York

29/11/07 – Novotel Hotel, Southampton

04/12/07 – Marriott Gosforth Park, Newcastle

13/12/07- Village Hotel, Nottingham

If you would like to register to attend one of these sessions, please send an email to scheme.info@homeoffice.gsi.gov.uk with "Delegate Registration" in the subject line of the email. In the body of the email, please clearly state:

- Your full name
- Position and organisation
- Telephone number and email address
- The location and date of the event you would like to attend
- Whether you wish to attend the morning or the afternoon session



Independent Safeguarding Authority

NEW ADDITIONS TO DIP 002 LIST

The CRB works hard to try to keep the list of acceptable identification documents as relevant as possible. In the last few months, there have been several additions to this list including the acceptance of documents in a former name, where the birth certificate and the document effecting the change of name are supplied in support. We also now accept Asylum Registration Cards, a letter from a Headteacher (which can be used as evidence of identity only in the

case of a minor) and even a CRB Disclosure certificate.

We try to keep the paper version of the Applicants Guide to Completing the CRB Application Form as up to date as possible, but as new rules come into effect so frequently it is perhaps more advisable to ensure you have the most current guidance on acceptable documentation by checking the list at www.crb.gov.uk/dip

NEW CRB DIRECTOR



Last month saw the arrival of the CRB's new Director of Service Delivery, Trevor Carlile.

As Service Delivery Director with over 300 staff, Trevor will Chair the Service Delivery Board and will be a vital member of the Executive Team and Management Board. His main responsibilities will include managing the end to end Disclosure process and ensuring the CRB meets its key service delivery targets. He will maintain and develop the CRB's relationship with the Police forces and drive forward a strong customer service strategy. Trevor will also direct external communications through the challenges ahead as the CRB approaches delivery of new services.

Trevor's background includes working for Kent Police and the Metropolitan Police Service working in forensic services as Head of Operations. He then worked at the Home Office as Head of National Account Stakeholder Management for ID cards, dealing with

CRB input into the programme. He has more recently been working as Head of Identity Management Strategy at the Identity & Passport Service (IPS), where he was responsible for initiating the Cross Government identity management strategy and delivering the Home Office identity management strategy. Trevor has vast experience of operations in a customer service environment and change management, he also has a good knowledge of the police service, fingerprint technology and strategic identity management systems. This knowledge and experience will no doubt be helpful with CRB service enhancements in the future.

Trevor said:

"This is a challenging time for the CRB with a large change programme and introduction of the TMS. I am looking forward to working with the CRB staff in meeting these challenges and working with our customers to ensure future developments meet their needs."

EXCEPTIONS UPDATE

In July, Parliament approved amendments to the Exceptions Order of the Rehabilitation of Offenders Act 1974. This means that if you employ anyone in these new categories you will be entitled to obtain a CRB check as part of the recruitment process.

This list is reproduced on the DIP 003, which has been updated to reflect these recent alterations. You can find the DIP 003 at www.crb.gov.uk/dip. Additions to the Order include the following categories:

The Department for Children, Schools and Families, OFSTED and Government Offices in the English Regions - Staff in these departments who have access to sensitive or personal information about children or vulnerable adults.

ContactPoint - Those involved in establishing and operating the database containing basic information about children in England and those whose employment requires them to access this database.

Guidance by Electronic Means - People giving advice to children over the telephone or via electronic communication including the internet and text messaging.

Members of the Independent Barring Board - The chairman, board members and members of staff of the Independent Barring Board.

Gambling Commission - The Gambling Commissioners and all Gambling Commission staff.

Ministry of Defence - Persons working with under 18s serving in the armed forces.

Amendments have also been made to the Police Act 1997 regulations so that the positions referred to above are eligible for Enhanced Disclosures.

TRACK WELSH APPLICATIONS ONLINE

Many of you will be familiar with CRB's online tracking service, which allows the status of an application to be monitored by using www.crb.co.uk/tracking. To use the tracking service all you need to have are the form reference number and the applicant's date of birth. However, applications made using a Welsh application form could not be checked using this service as Welsh

application forms do not have an individual reference number. However, the CRB has now put in place a system that allocates an individual identification number, which will allow Welsh applications to be tracked. Every month the CRB will write to each countersignatory who has approved an application in Welsh. The letter will contain a list of those Welsh applications

together with their individual reference numbers. By inputting the form reference number and the applicant's date of birth, the progress of a Welsh Disclosure can be monitored.

If you don't have access to the website you can still request an update by calling the CRB's Information Line on 0870 90 90 811.

**Ffurflen Gais am Ddatgelu
Gwybodaeth (Disclosure)**



*Asiantaeth Weithredol
y Swyddfa Gartref*

RESTRUCTURING OF THE REGISTERED BODY NETWORK

The CRB is currently reviewing the Registered Body (RB) Network. The first stage of this was to consider the registered status of those organisations that did not meet the criterion for the lower limit of 100 applications made within a 12 month period. This project is ongoing.

The next stage of the process is to consider the registration status of countersignatories within those RBs that remain. The Registration Regulations allow for a limit on the maximum number for Countersignatories within organisations, to be specified by the Secretary of State.

The current proposal is that for those Registered Bodies countersigning fewer than 1000 applications per year the limit is likely to be 20, but a higher volume of applications will result in a higher number of Countersignatories, for some Registered Bodies.

The CRB is analysing the current list of countersignatories and the total amount of Disclosures countersigned by each since signatory status was granted. We intend to write to the Lead Countersignatories of each organisation where countersignatories have been identified as not having used the Disclosure service within the last 12

months with a view to cancelling their registration. An appeal process will be put in place and this will be detailed in the letter.

The initiative will begin by September. However, Lead Countersignatories should continue to meet their obligations under the Code of Practice, and make the CRB aware of changes to the list of Countersignatories for their organisation. For further information about what details you should provide and how, please see our website www.crb.gov.uk/dip

CHANGES TO CRB FINGERPRINT LETTERS

In exceptional circumstances, the CRB is unable to distinguish an applicant from a record held on the Police National Computer (PNC). On these occasions, the only way in which we can clearly identify the applicant - to confirm or deny a match against a PNC record - is to request the applicant attend a local police station and provide his or her fingerprints. These are then compared against the fingerprint records held by the police and a match is confirmed or denied accordingly.

Following a recent review of the CRB fingerprint process by the CRB and the Association of Chief Police Officers (ACPO) National Fingerprint Board, the CRB has introduced a number of changes to the letters that are issued in relation to these matters. The most significant of these changes is an amendment to the consent statement

that CRB applicants are required to sign to allow their fingerprints to be used for CRB purposes. This will ensure that the CRB is fully meeting its data protection obligations and that the applicant is providing fully informed consent to the whole range of checks, which the police are permitted to undertake by legislation. In future the statement will read:

"I consent to my fingerprints being taken by the police service and used as evidence of my identity in connection with my application for a CRB Check. I understand that my fingerprints might also be the subject of speculative searches against all fingerprint records held by the police and other law enforcement authorities in connection with, or as a result of, an investigation of an offence. I understand that at the end of these enquiries my fingerprints will

be destroyed and not retained for any other purpose."

Commenting on these changes, Liam O'Donnell, CRB Policy Advisor, said:

"These changes will ensure that our applicants are fully informed about what will happen with their fingerprints and that CRB is fully compliant with its legal obligations."

Tom Jack, Staff Officer to the Police National Fingerprint Board, concludes:

"Having worked closely with the CRB on this matter, we are satisfied that the resultant changes will fully meet both the requirements of the police service and the CRB."

For further information on this issue, please contact Liam O'Donnell on 0151 676 1406 or via e-mail at liam.odonnell@crb.gsi.gov.uk.



CONTACT INFORMATION

Address:

PO Box 110
Liverpool L69 3EF

Website:

www.crb.gov.uk

Telephone:

Information line 0870 90 90 811
Registration line... 0870 90 90 822
Disputes line..... 0870 90 90 778

Application line 0870 90 90 844
Minicom line..... 0870 90 90 344
Welsh line 0870 90 90 223