

• DAVID •
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CRB POLICY

Criminal Records Check by Criminal Records Bureau

Due to the nature of the work its staff performs, the College applies for criminal record checks from the CRB in respect of all prospective staff members, governors and volunteers.

There are two types of check that may be requested from the CRB, Standard and Enhanced. The College will always apply for an Enhanced CRB check. The Enhanced check may contain non-conviction-related information from local police records which a chief police officer thinks may be relevant in connection with the employment of the individual concerned.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked for the equivalent of a CRB check, if one is available in the relevant jurisdiction(s).

The College will require agencies who supply temporary workers to confirm that all such workers have an enhanced CRB check before they begin work at the College.

Contractors undertaking regular or long term work within the College will complete an enhanced CRB for the College before they can begin work. If a contractor is needed to be onsite before a CRB check can be completed or checks can be made, they will need to be escorted at all time whilst on the premises.

All peripatetic staff will need to complete a CRB check before starting work at the College.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the College will carry out a risk assessment signed by the College's Child Protection Officer.

All information volunteered by an applicant or obtained through a CRB check will be treated in confidence, kept securely and in accordance with the Data Protection Act. The College will ensure that any copies of associated correspondence and copies of ID documents relating to a CRB Disclosure application will be destroyed by suitably secure means such as shredding. All staff will be rechecked every four years.

CRB Checks- Checklist

Category of person	Is CRB check required?
Staff Member	YES
Governor	YES
Volunteer who works regularly and directly with children	YES
All other volunteers	NO but Risk assessment required
Contractors on closed building sites	NO
Contractors whose staff may have access to children	YES- contractor must be required in the contract with the College to undertake checks and provide evidence to the College.
Key Stage 4 work-experience students	NO- It is the responsibility of the placing college
People who are on site during the holiday period when students are not present e.g. hirers of premises for community or leisure activities	NO
Visitors who are not left unsupervised on college premises	NO
Gap Year Students	YES
Host families for overseas pupils	NO but it is college policy to List 99 check all over-16 year olds living in the house
Education Guardians	NO because appointed by parents
Supply staff	YES
Independent Listeners	YES
Peripatetic/self employed staff	YES
Ancillary staff	YES