

NATIONAL ASSOCIATION OF CHILD CONTACT CENTRES

MODEL POLICY ON CRIMINAL RECORDS BUREAU DISCLOSURE INFORMATION FOR STAFF & VOLUNTEERS AT CHILD CONTACT CENTRES

1. General Principles

- 1.1 As part of the National Standards of the National Association of Child Contact Centres (NACCC) of which Preston Child Contact Centre is a member it is required that all new staff/volunteers will have a criminal records check through the Criminal Records Bureau (CRB). For the purpose of the policy 'applicant' will refer to either paid staff or volunteer.
- 1.2 All staff/volunteers will have a CRB check undertaken every 3 years.
- 1.3 NACCC is a registered umbrella body processing CRB disclosures for its member centres. This Centre uses NACCC to process all its CRB disclosures.

2. Recruitment

- 2.1 All advertisements for positions within this Child Contact Centre whether for volunteers or paid staff will contain the statement, 'A Criminal Records Bureau disclosure will be requested in the event of a successful application'.
- 2.2 In accordance with the Rehabilitation of Offenders Act 1974 all application forms will contain the statement that, 'a criminal record will not necessarily be a bar to obtaining a position'.
- 2.3 All application forms will contain a section requiring the signature of the applicant stating they are willing for a CRB disclosure to be undertaken.

3. Paid Staff/Volunteers

- 3.1 This Child Contact Centre recognises that an offence listed in a disclosure is not necessarily a bar to employment.
- 3.2 This Child Contact Centre will review any information listed in a disclosure and in accordance with the CRB Code of Practice will consider the following when reviewing an applicant's suitability:-
 - a. Whether the conviction or other matter revealed is relevant to the position in question,
 - b. The seriousness of any offence or other matter revealed,
 - c. The length of time since the offence or other matter occurred,
 - d. Whether the applicant has a pattern of offending behaviour or other relevant matters, and
 - e. The circumstances surrounding the offence and the explanation(s) offered by the convicted person.
- 3.3 The Management Committee or person with legal responsibility will have the final decision as to the suitability of an appointment of a person whose application is subject to disclosure information. This decision will be taken in accordance with the Rehabilitation of Offenders Act 1974 and will be after discussion with the individual applicant.
- 3.4 Each applicant will be made aware that upon request a copy of the CRB Code of Conduct and this policy can be provided. This statement will be included in the application form.

4. Security & Retention of Disclosure Information

- 4.1 This Child Contact Centres takes confidentiality seriously and ensures that all information relating to disclosures is kept in a secure place, under lock and key.

- 4.2 Only relevant employees who have been assigned responsibility for disclosure information have access to this.
- 4.3 CRB sends out two copies of each disclosure per application, as follows:-
- a. One copy of the disclosure is sent to the applicant named in the disclosure.
 - b. One copy of the disclosure is sent to a named member of staff at the NACCC Registered Office.
- 4.4 NACCC then sends a letter detailing the information as set out in the disclosure to the person who checked the Identification of the applicant (normally the member centre co-ordinator). This letter clearly states that it should be treated as disclosure information and is sent recorded delivery.
- 4.5 This documentation will be kept in a in a secure manner, under lock and key, for a period not exceeding 6 months.
- 4.6 Disclosure information is destroyed using a confidential method (i.e. shredding).
- 5. Levels of Disclosure Checks**
- 5.1 This Child Contact Centre processes all checks at the level of 'enhanced' as defined by the CRB.
- 5.2 In the interest of the safety of the children using this Child Contact Centre it is required that a new check to be undertaken for all staff and volunteers upon their commencement of employment, regardless of disclosures currently held.
- 6. Payment of CRB Checks**
- 6.1 Currently the CRB do not charge for checks on volunteers and whilst this continues the NACCC will continue to process volunteer applications without charge.
- 6.2 There is a charge for paid staff and this cost is paid by this Child Contact Centre unless NACCC is able to secure funds to cover this cost in which case the cost will be met from said funds.