

Criminal Record Bureau Briefing Notes

What the CRB does

The CRB carry out checks of all criminal records on the Police National Computer. They also check lists held by the Department of Health and the Department for Education and Skills for people banned from working with children.

Reasons for Disclosure

To enable the university to make safer decisions when appointing people to posts which have been identified as “at risk”.

Types of Disclosure

There are 3

- Basic
- Standard
- Enhanced

Glyndwr University’s policy is that basic disclosures will not be used.

Standard disclosures are used where the post holder will not come into contact with children or vulnerable adults on a regular basis. They should also be used for positions of trust – Senior post holders, those with financial responsibility, etc.

Enhanced disclosures are used for posts where there will be contact with children and vulnerable adults. The type of posts may include

- Lecturers, especially in social work, youth and community, nursing, education, art and design
- All posts in Techniquest and Plas Coch Sports
- Schools liaison officers
- BDU positions
- Any staff involved with festivals such as Scientriffic.

Glyndwr University’s policy indicates that a Risk Register will be kept which identifies the roles and level of disclosure required.

Non-UK Applicants

As the CRB only have access to records in England, Wales and Scotland, a disclosure for foreign employees is of little value. Therefore, the procedure for non-UK applications is that they are required to provide proof of identity and a voluntary disclosure/statement of truth, or other documentation from their country of origin, e.g. a statement of good character.

Changes of Role

If a current member of staff is appointed to a new role which involves working with children or vulnerable adults, or takes on new duties which involve working with children

or vulnerable adults, they will be required to go through the process. If they refuse, they will not be allowed to take up the new post/duties.

Portability of Disclosures

We will accept a disclosure up to 6 months old accompanied by a voluntary disclosure/statement of truth, and then the post holder must obtain a new disclosure within 3 months of starting work at Glyndwr University or a franchised employer.

Recruitment

The Staff Requisition Form has been changed to include a section on CRB. On receipt of the form into HR, they will check whether the post has been identified as requiring a CRB Disclosure, against the risk register.

If a disclosure is required, the following statement must be included in the advert:
“This post is subject to a Criminal Records Bureau (CRB) Disclosure”

The further particulars should include the following information, both of which are contained in the CRB policy:

Policy on the Recruitment of Ex-Offenders
Guidance for Candidates for roles requiring CRB Disclosures.

Interviews

If an applicant has identified that they have a criminal record, this will be discussed in a separate discussion with the candidate prior to interview as per the ROA policy.

Where a post has been identified as subject to a disclosure, it is crucial that the candidates are informed that failure to reveal information directly relevant to the position could lead to withdrawal of an offer of employment.

Disclosure Applications

All applications are processed through the Human Resources Department.

Where a new post requires a disclosure, the form should be sent to the successful applicant with the offer of employment together with the notes for guidance. Where it is obvious that a delay in receiving the disclosure may hinder the commencement of the post, the candidate may commence employment but will be asked to sign a voluntary disclosure/statement of truth (including a disclosure up to 6 months old, if they have one) An agreement must also be drawn up to highlight those parts of the position they cannot take up until the disclosure has been received.

Contracts

All contracts must include a statement such as those contained in the policy.

Storage and destroying of CRB Disclosures

Only those who are counter signatories have the right to see CRB Disclosures. HR will keep them for 6 months, after which they will be securely destroyed.