



## Safeguarding Vulnerable People, and Criminal Records Bureau Disclosures

### What the Incumbent has to do

The Incumbent has to take steps which satisfy both the ISA and CRB procedure and the House of Bishops' safeguarding policies. These steps are listed on the Diocesan Certificate, and are repeated in detail here.

**The Incumbent can delegate these duties, but only when authorised by the Archdeacon.**

- a. The Incumbent contacts the Archdeacon's Office requesting a CRB Disclosure Application form (hereafter referred to as 'CRB form') for each person to be checked. This will arrive, together with the Diocesan Certificate and CRB Documents List.
- b. The Incumbent gives three forms to the applicant for completion:
  - i the CRB form
  - ii the CRB Documents List
  - iii The House of Bishops' Confidential Declaration form. (House of Bishops' Policy 2004)

*(The Confidential Declaration form is in the Appendix Section D of the Diocesan Safeguarding Policy for Children, 'God's Children: Our Diocese' and should be photocopied for each applicant by the Incumbent).*

NB: Guidance for the applicant on how to complete the CRB form is available at <http://www.crbeguide.co.uk/>

- c. The Incumbent will explain to each applicant (separately or in a group):
  - i the need for the CRB check
  - iii that a Disclosure could result in them not being allowed to take up the post (whether paid or voluntary).

- d. All applicants should fill in the CRB form -  
Sections a, b, c and e.

Questions a28 and a29 and section d should **not** be completed.

All applicants should also complete the Confidential Declaration.

The applicant gives these documents to the Incumbent, together with:

*(to satisfy the CRB):*

the Documents List, together with the specified documents as proof of identity

(NB: If the applicant has answered 'yes' to questions 'a20', 'a22', and 'a24' original documentary evidence must be produced by the applicant to enable the Incumbent to verify the responses to questions a21, a23 and a25-27)

**and**

*(to satisfy the House of Bishops):*

two written references (except for churchwardens)

### e. The Incumbent checks

- that the applicant has completed Sections a, b, c and e, but has **not** completed questions a28, a29 and section d.
- The Incumbent should check the applicant's identity documents and then confirm verification by placing a cross against a1- a3 verified, a14 verified and current address verified in the '**registered body use only**' boxes in sections 'a' and 'b' of the form.
- If the applicant has answered 'yes' to questions a20, a22 and a24 the Incumbent should confirm that they have verified these details against the original documents by placing a cross against a21 verified, a23 verified and a25 verified in the '**registered body use only**' box in section a of the form.
- The Incumbent should then complete section W.

The Incumbent **does not** sign the CRB form and **does not** complete sections X and Y. This is done by the Archdeacon.

N.B. Guidance on how to verify an applicant's identity is available at <http://www.crbeguide.co.uk/>

- f. The Incumbent makes sure all steps listed on the Diocesan Certificate have been covered, and then signs and dates the Certificate.

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- g. The Incumbent sends to the Archdeacon:
  - i. the completed CRB form **and**
  - ii. the completed Documents List **and**
  - iii. the completed Diocesan Certificate **and**
  - iv. if the applicant will be a paid employee, a cheque for £36 payable to BDBF

The Incumbent files securely the Confidential Declaration and the two written references. All supportive documents are returned to the applicant.

- h. The Archdeacon contacts the Incumbent when the Disclosure is received.

**When an applicant has an existing Disclosure**

Some people have already been through a CRB Enhanced Disclosure procedure with a registered body other than the Diocese of Birmingham. However, we are finding increasingly that other registered bodies do not provide this information. We therefore suggest that the applicant completes a new form for the post within the parish. If the applicant already has an Enhanced Disclosure issued via another parish within the Diocese of Birmingham, then we are able to verify that Disclosure upon request.

The Church of England's policy is that all those who regularly work with children or vulnerable adults should have an enhanced CRB check before they take up their post as a paid employee or volunteer.

*Please contact your Archdeacon if you have any queries or difficulties.*