



Procedure - Disclosure

Purpose

To define the process by which All Saints' PCC applies the Durham Diocese Disclosure Policy.

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RELATED DOCUMENTS

Document	The Diocese of Durham introducing Disclosure through the Criminal Records Bureau.
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SECTION 1 - GENERAL OUTLINE

1.1 This procedure covers the process by which All Saints' PCC will implement the Durham Diocese Disclosure Policy. It's purpose is to ensure that the policy is applied to those individuals in positions as identified by the PCC, and is applied in a consistent manner.

1.2 Scope

The Diocesan Disclosure Policy states that it should be normal practice for parishes to carry out an Enhanced Criminal Records Bureau (CRB) Check on all employees and volunteers who:

- Work directly with children and young people
- Whose duties may bring them into contact with children or vulnerable adults
- Carry positions of responsibility within the church
- May be approached by a child due to a position of trust or leadership

to find out if they have a criminal or employment record which would compromise or preclude that person from working with, or in extreme cases, having contact with children or vulnerable adults. In response to this the PCC has stated that any individual within All Saints', who is a member of any one of the following groups, will undertake a CRB check:

Groups	For Children	Vulnerable Adults
Sunday School Teachers	yes	no
Childrens Workers	yes	no
Youth Workers	yes	no
Helpers with Creche and Toddlers	yes	no
Licensed Readers	yes	yes
Organist/Music Director	yes *	no
Choir members and leader	yes *	no
Music group members and leader	yes *	no
Home Communion Administrators	no	yes
Transport Providers (drivers)	yes	yes

*** only if team include children**

1.3 Responsibility

Membership of the above groups is strictly subject to a satisfactory CRB Check taking place, however provisional membership will be permitted whilst the check is pending, provided that in the case of membership of groups 1 and 2 a Diocesan Protection of children and young people – confidential declaration form has been completed and signed.

The time-scale for receipt of checks is outside of this procedure's control due to system being externally administered by the Diocese and Criminal Records Bureau.

All new applications should be initiated in a timely manner by the Disclosure Validator.

SECTION 2 - OPERATION OF THE SYSTEM

2.1 New applications.

When a new employee or volunteer becomes involved with any of the areas previously identified, it should be asked of the applicant if:

- They already hold an existing enhanced Diocesan CRB certificate
- The certificate be produced

If all the above criteria can be met, then the original certificate should be sent to the Diocese for verification, and upon clear disclosure confirmation by the Diocese the person is then informed by the Disclosure Validator that there are no concerns and that their appointment may continue.

If any one of the above cannot be met then a new application must be made.

Prior to an application for CRB Check being requested from the Diocesan office the applicant is informed that they have a right to decline a CRB check.

If a person declines a CRB Check, the Incumbent must be informed immediately by the Disclosure Validator. The person declining the check will also be told that they cannot, with immediate effect, continue with the work for which the application was required. The incumbent will be informed of the situation and, in a timely manner, discuss the reasons for the check being declined with the individual. If after this meeting the individual still declines a check then they will be informed by the Incumbent that they cannot resume the work for which the application was being sought.

Upon agreement of a CRB Check being carried out, a request is sent to the CRB Administrator at the Durham Diocesan office. This request will ask for an application form for the named individuals requiring CRB Checks. Upon receipt of the Disclosure Application Form, the Validator gives it to the applicant.

In order to progress the application, the CRB Validator will arrange a meeting with the applicant to check the appropriate identification documents, and to then complete section 'X' of the Disclosure Application Form. The Form is then sent by the Validator to the Durham Diocesan office with the appropriate fees. In all cases the fees will be paid by the PCC.

Upon CRB Check completion, the CRB office will inform both the Diocesan office and the applicant of the outcome. Where the outcome is clear, i.e. a nil return, the Validator will be informed and will then confirm with the applicant that they are confirmed in the role for which the application was sought.

Where the outcome is negative, i.e. for those which raise queries, the Diocesan office will make recommendations made on the basis of the offence recorded. For details of the process by which these recommendations are made please refer to the Documentation issued by the Durham Diocesan office.

The subsequent recommendation, if no concerns are raised, will be communicated to the applicant and incumbent, via the Validator, and the applicant may be confirmed in the role being sought.

If a negative recommendation is received from the Diocesan office, then the applicant must immediately be informed by the Incumbent that they must cease in the role for which the application is being sought. The concerns raised by the Diocesan office should then be confidentially discussed with the applicant to explain the Diocesan office recommendation.

A secure record is kept by the CRB Validator of all those who have been CRB Checked and the outcomes. If printed out this record is kept in a locked cabinet with restricted access.

Any information relating to the subsequent process involving a negative outcome must be held and communicated confidentially, and only to those directly involved i.e. the Diocesan office, the Incumbent and the CRB Validator.

The current system within the Diocesan Office is such that CRB check results can take considerable time to be concluded. To that end the CRB Validator should make timely communications with the Diocesan Office to expedite any outstanding results.

2.2 **Re-checks**

All people will be require to be re-checked every 5 years

2.3 **Reporting to PCC**

The Validator will report to the PCC annually either in person or in writing with regard to progress in the implementation of the Disclosure Procedure and Policy.

SECTION 3 – VALIDATORS

3.1 **Names**

The people named below are authorised by the PCC to act as Validators for this procedure:

- **Rev. John Lambert**
The Vicarage
Quarry Road
Eaglescliffe
Stockton on Tees
TS16 9BD

- Robert Pepper
3 the Cottages
Low Easby
North Yorkshire
TS9 6JH

No	<i>Policy Document Change History</i>	<i>Date</i>	<i>Who</i>
2	Checklist groups modified and Alan Farish changed to John Lambert	12/11/09	RP
1	Recheck frequency was 3 years, now is 5 years	22/06/09	RP
N	Re-typed in new format	22/06/07	RP