

INFORMATION FOR CRB DISCLOSURE APPLICANTS

You have been asked to complete a CRB Disclosure Application form by your parish, related to the voluntary or paid work you are offering to do with children and young people. General information about Disclosure can be found on the CRB website, at <http://www.crb.gov.uk/Default.aspx?page=0>.

Do you already have a CRB Disclosure – is it portable?

Many volunteers will already have CRB Disclosures because of other work they do. The Diocese has issued guidance on how a parish should check the suitability of an existing CRB Disclosure for parish purposes (Annex 5). If you already have a Disclosure, please ask the Appointing Body Nominee in your parish to check it against the portability guidelines.

Completing the CRB Disclosure Application Form

Please see attached guidance from the CRB. This includes a list of the documents which the CRB accepts as proof of your identity.

Completing the Applicant's section of the Parish Request Form

Each CRB Disclosure Application form must be accompanied by a Parish Request Form. This gives your permission for your contact information to be kept at Diocesan Church House under the Data Protection Act 1998, and also is the diocesan tracking form whilst your application is being processed. The form should be given to you by whoever gives you the blank CRB Disclosure Application Form, and should tell you who has been appointed by the parish to check your documentary evidence of identity (the Approved Parish Representative).

CRB Code of Practice

There is a Criminal Records Bureau *Code of Practice*, which covers the proper use of Disclosure information. This can be found at http://www.crb.gov.uk/PDF/code_of_practice.pdf. Copies can also be obtained from Diocesan Church House.

Diocesan Policy on the Recruitment of Ex-offenders

There is a Diocesan Policy on the recruitment of ex-offenders to work with children and young people, which can be found in the Policy section of *Protecting Children in the Diocese of Oxford*, at http://www.oxford.anglican.org/files/stem/PCDO_PDF.pdf, page 8. The Parish Child Protection Representative has a copy of this book. Having a criminal record will not necessarily be a bar to obtaining a position working with children and young people in the Diocese. If you want independent advice on the subject of convictions and their effect on undertaking paid or voluntary work, you can contact the Apex Trust, which specializes in giving help of this kind, and which provides a helpline: 020 7638 5931, email jobcheck@apextrust.com.

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(please mark any faxes for the attention of
Ruth Reavley)

**CRB Guidance on checking Completing Application Forms,
dated 09/2007, edited for use in the Diocese of Oxford**

General Guidance

This guidance from the CRB contains step-by-step notes on how to fill in the application form, and has been customized for Diocesan use. If you have any questions, please call the CRB on 0870 90 90 811 or Ruth Reavley at Diocesan Church House on 01865 208215. Please note the CRB's contact centre uses a language interpreting facility. Minicom users call the CRB on 0870 90 90 344.

Do's

- Use **black ink** throughout and write clearly in **BLOCK CAPITALS** only.
- Use only one letter or number for each box.
- To correct a mistake on the form put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.
- Leave an empty box between words, but **not** between postcodes or telephone numbers.
- Mark choices in the boxes indicated with a cross [X], not a tick.
- Be sure to sign the declaration at Section H, Item 68, keeping all of your signature inside the box.
- Be sure to write the date you signed the form at Section H, Item 70.
- Use the checklist on page 5 "*What Happens Next*" to check your form.
- If you need to use a continuation sheet/s, see the instructions below.

Don'ts

- Don't write over the edges of the box.
- Don't place any stamps or stickers on the form, i.e. featuring addresses or dates.
- Don't strike out a section of the form or state a field is not applicable. If it is not relevant to the application then please leave blank.
- Don't staple any attachments to the form.
- Don't use correction fluid.
- Don't complete Sections E and F.
- Don't complete Sections X, Y and Z.
- Don't return the form to the CRB.

You have been asked to complete this form because you will be working with children and young people. This qualifies as a position listed in the Exceptions Order to the Rehabilitation of Offenders Act 1974. For further information, please contact Ruth Reavley, Diocesan CRB Administrator.

What Information must be give?

These lines **must** be completed. Detailed guidance line-by-line is given below:

- Section A**, Item 1, 2, 3, 4, 6, 8, 9, 10, 11.
- Section B**, Item 13 14. **Section C**, Item 28.
- Section H**, Item 68, 70

These lines must be completed **if they apply to you**:

- Section C**, Item 20, 21, 22, 23, 24, 25, 26, 27.
- Section D**, Item 36, 38, 39, 40, 41, 42, 45.
- Section H**, Item 67.

Incomplete forms may be returned to you and will delay your application.

Detailed line-by-line guidance

Section A.

Item 1–7 Enter your current name and residential address.

Item 8 Do not leave any spaces between letters or numbers for your postcode.

Item 9 Enter the month and year (for example 042000 for April 2000) you moved to your current address. If it was less than five years ago you will need to complete Section D, and then Continuation Sheets if necessary.

Item 10 Enter the day, month, year (for example 10101964 for 10 October 1964) you were born.

Section B

Line 13 We recommend you write “children’s worker”, “youth worker” or “working with children/youth” here. These cover the local detail of Sunday School, crèche, youth work, bellringing, vergers, and so forth, providing the CRB and police with the link to the Exceptions to the Rehabilitation of Offenders Act 1974.

Line 14 Please write the name of the town/village, and the dedication of the church (e.g. St Mary)

Section C

Line 20 If you have entered ‘Mrs’ or ‘Ms’ in Section A, Line 1, please enter your surname at birth, even if it is the same as provided at Section A, Line 2.

Line 22-27 Please provide details of any other names used at any time during your lifetime and the date during which the names were used. Use a continuation sheet if necessary. See page 4 for details.

Line 28-32 Complete whether or not your country of birth is in the UK.

Line 29 Please write your county/district of birth in full.

Line 33 Do not leave any spaces between numbers when providing your telephone number.

Line 35 Enter whether you would prefer to be called at home or work (if applicable), and a preferred time between 8.00am - 8.00pm weekdays or 10.00am - 5.00pm on Saturday. The CRB may use this number to contact you in relation to your application.

Section D

Please provide your 5-year continuous address history from the date the application form is signed

Line 36-45. If your current address (given at Section A) is less than 5-years old, please use Section D and then, if necessary, a continuation sheet. You should include overseas addresses where necessary. There must be no gaps or overlapping in the addresses provided for this period. Please give full address details, including postcode and the dates at which you resided at these addresses. If you do not provide a full 5-year address history your form will be returned.

Line 40 Do not leave any spaces between letters or numbers for your postcode.

Section E

Line 46-52 Please leave this entire section blank. The CRB no longer requires this information to process your application.

Section F

Line 53-64 Please leave this entire section blank. The CRB no longer requires this information to process your application.

Section G

Line 65 Please leave this section blank.

Section H

Line 66 Place a cross in the box applicable to you. If you are unsure how to answer this question, advice can be sought from Nacro (an independent voluntary organisation working to prevent crime). Tel: 020 7840 6464 or email: helpline@nacro.org.uk

Line 67 If you have used a continuation sheet, do not forget to put a cross in the box.

Line 68 Sign the form. If you do not it will be returned to you.

Line 69 The CRB no longer requires a signature in Line 69, please leave this blank.

Line 70 Enter the date you completed the form. If you do not it will be returned to you.

DO NOT complete Sections X, Y or Z.

Continuation sheets: address and/or name information

- Use a white A4 sheet of paper, clearly headed 'Continuation Sheet'.
- Use **black ink** and write clearly in **BLOCK CAPITALS** only.
- Write your form reference number (located on the front of the form), current name and address clearly at the top of the sheet.
- To supply additional information for Section C or D, please provide the information in the following format.

EXAMPLE OF A CONTINUATION SHEET

FORM REF: f12345678910
NAME: SUSAN BLOGGS
ADDRESS: 3 FLOWER ROAD,
HAMPFORD,
COUNTRYSHIRE C23 8TY

LINE NO.	
22 SURNAME USED	SMITH
23 USED FROM	1998
24 USED TO	2000
36-37 ADDRESS	1 HIGH ST
38 TOWN/CITY	TOWNSVILLE
39 COUNTY	COUNTRYSHIRE
40 POSTCODE	CO1 1Y2
41 COUNTRY	UK
42 FROM	031995
42 TO	041999

- Do not staple the continuation sheet to the form.

Final Checklist

- Have you provided all addresses for the last five years? (There should be no gaps in your dates.)
- If you have used a continuation sheet, have you included your full name, current address, form reference number (located on the front of the form) and crossed the box on the form? (Section H, Line 67.)
- Have you signed the form? (Section H, Line 68.)
- Have you dated the form? (Section H, Line 70.)

What Happens Next

You should take your ID documents to the Approved Parish Representative, who will check your Disclosure Application form, record Identity Document details and complete Section X, then send to the paperwork to the Diocesan CRB Administrator, who completes Section Y. Section Z is completed by the CRB. You should also complete the top section of the Parish Request Form.

Do not send your ID documents to Diocesan Church House or to the CRB.

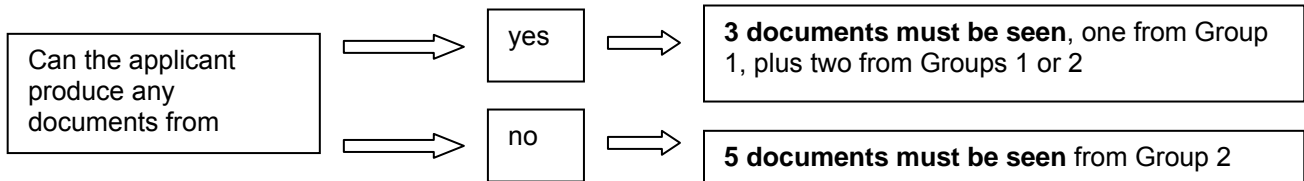
Packages sent to Diocesan Church House should contain:

- Application Form.
- A Continuation sheet if documents used as evidence of identity cannot be listed in Section X
- Continuation sheets (if used, for addresses or for names)
- Parish Request Form.
- Payment.

Name:

Disclosure Application Form Ref:
(taken from the top right of the CRB's form)

List of Valid Identity Documents and notes on checking them



- all documents need to be valid, current and original (no photocopies, nothing printed from the internet e.g internet bank statements)
- where possible, photographic evidence (passport, new style driving licence) should be asked for
- all documents must confirm the applicant's current name (section A), unless the name has changed recently (see below for further guidance)
- at least one document must confirm the applicant's current address (Section A)
- at least one document must confirm the applicant's date of birth (Section A)
- an X should only be put in section X, box 15 if **TWO** documents have been seen confirming the address in section A.
- the foreign equivalent of an identity document if that document is listed as "UK" on the list of valid identity documents below is not acceptable
- If an identity document is provided in a foreign language, the applicant must obtain a translation of that document, certified by a Notary Public.
- Only one document from each of the subgroups in Group 2 should be included in the document count, so do not accept two bank statements from the same bank as two of the required documents

Group 1	Date & signature when seen
Passport (any nationality)	
Birth Certificate (UK) issued within 12 months of date of birth - full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces	
Driving Licence (UK) (Full or provisional): England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence	
EU National Identity Card (EU countries only): The document must state that it is a national identity card; the document must carry a photograph of the applicant; the document must carry the full name of the applicant that corresponds with that on the Disclosure Application Form; the document must have been issued by one of the 27 EU Member States	
HM Forces ID Card (UK)	
Firearms Licence (UK)	
Adoption Certificate (UK)	
Group 2	
Marriage/Civil Partnership certificate	
Financial statement ** e.g. pension, endowment, ISA	
Birth Certificate	
Vehicle Registration Document (Document V5 old style and V5C new style only)	
P45/P60 statement (UK) **	
Mail Order Catalogue Statement *#	
Bank/ Building Society statement *#	
Court Claim Form (UK) ** documentation issued by Court Services	
Utility Bill *# electricity, gas, water, telephone – including mobile phone contract/bill	

Exam Certificate e.g. GCSE, NVQ, O Level, Degree	
TV Licence **	
Addressed Payslip *	
Credit Card Statement *#	
National Insurance Card (UK)	
Store Card Statement *#	
NHS Card (UK)	
Mortgage statement **#	
Benefit Statement - e.g. Child Allowance, Pension	
Insurance Certificate **	
Certificate of British Nationality (UK)	
Council Tax Statement (UK) **	
Work Permit/Visa (UK) **	
A document from Central / Local Government / Government Agency / Local Authority giving entitlement (UK) * for example, from the Department of Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security	
Connexions Card (UK)	
CRB Disclosure Certificate **	
Letter from Head Teacher*	
One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK): <i>Do not use more than one of the following documents</i> Convention Travel Document (CTD) - blue Stateless Person's Document (SPD) - red Certificate of Identity (CID) - brown Application Registration Card (ARC) Immigration Status Document (ISD)	

* documentation should be less than three months old

** issued within the past 12 months

if you use more than one document of this type, ensure that they are from different organisations. Internet documents are not acceptable.

Changes of name

Documents in a **previous** name can be accepted **ONLY** where the applicant can provide documentation supporting a **recent** change because of:

- o Marriage/civil partnership {marriage/civil partnership certificate}
- o divorce/civil partnership dissolution {decree absolute/civil partnership dissolution certificate}
- o deed poll {Deed Poll certificate}

In these instances, you must:

1. Return a 'Continuation Sheet' with the application form clearly stating
 - o current and previous names
 - o date of the change
 - o reason for the change
 - o the document you have seen to support this change
2. Ensure that all 'Previous names' and 'Dates used' are recorded in Section B (Other Names)

This list is complete as at 6 March 2008. It is subject to amendment. Checks can be made with the CRB website <http://www.crb.gov.uk/Default.aspx?page=582>