

# Criminal Records Bureau Disclosure Service

If your group or organisation works with children or vulnerable adults, it may be necessary for paid staff and volunteers to undergo Criminal Records Bureau Disclosure checks.

CRB checks are designed to help organisations from public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain areas of work, especially that which may involve contact with children or other vulnerable members of society.

Sefton CVS has registered with the CRB to obtain higher-level Disclosures for its own staff and volunteers. In our capacity as a CRB Umbrella Body, Sefton CVS also offers access to the Disclosure service to other organisations within Sefton.

## How can Sefton CVS help?

As a registered Criminal Records Bureau Umbrella Body, Sefton CVS is able to help groups and organisations through the process of applying for CRB checks on staff and volunteers. Our role is to:

- ✓ Check and validate the information provided by the applicant on the application form
- ✓ Establish the true identity of the applicant, through the examination of a range of documents using guidance provided by the CRB
- ✓ Ensure the application form is fully completed and the information it contains is accurate
- ✓ Countersign applications to confirm that the organisation has an entitlement to access criminal record information
- ✓ Ensure compliance with the CRB's Code of Practice

Organisations wishing to take advantage of the CRB Disclosure service offered by Sefton CVS will be required to sign an agreement outlining the roles and responsibilities of each organisation in undertaking the CRB process. A fee of £29 (Standard Disclosure) or £34 (Enhanced Disclosure) is payable for staff checks, in addition to an administrative charge of £20. Volunteer checks carry no fee but are still subject to a £20 administrative charge payable to Sefton CVS.

For more information, contact Sue Tracey or Ryan Forrest at Sefton CVS on **(0151) 920 0726**, or email [susan.tracey@seftoncv.org.uk](mailto:susan.tracey@seftoncv.org.uk)

For more information about the Criminal Records Bureau visit [www.crb.org.uk](http://www.crb.org.uk)