

The Criminal Records Bureau (CRB) Disclosure Process:

1) The Branch MUST advertise the requirement for Instructor and Assistant Instructors to undergo CRB checks in all membership application information - this is to be certain that potential members understand that they may be asked to undergo a check, and at what point, before they decide to apply for membership.

2) The individual member must apply for the CRB check to be undertaken themselves via the Branch Welfare Officer - the correct forms will be provided to registered branches. The CRB will not accept applications for disclosure from any third party. The completed application should then be passed to the Branch Welfare Officer. Currently there is no fee charged for the disclosure procedure. The applicant should be reminded of the need to contact the BSAC Welfare Officer at HQ. Tel: 0151 350 6206 or e-mail welfare@bsac.com urgently if they discover inaccuracies in their disclosure statement (this is to stall communication with the branch that may cause embarrassment and/or confusion). The nature of the inaccuracy should not be discussed with anyone at this stage.

3) The branch should accompany the member's CRB Application Form with their own form (see appendix 4) for the BSAC to process the request (The BSAC will not process requests from individuals without the endorsement of either the Welfare Officer or Chairman of their registered branch). The branch will only be allowed to ask the question: *"The applicant will have significant contact with children and vulnerable adults. Is there anything in this person's record that may make them unsuitable to be a member of the BSAC?"*

No other correspondence will be entered into with the branch.

4) Once the BSAC Welfare Officer receives an application for a CRB check that is correctly endorsed by a registered branch it will be countersigned and forwarded to the CRB.

5) The CRB sends a disclosure statement direct to the applicant - together with details of how to challenge the contents if necessary. A copy of the disclosure statement will also be sent to the BSAC Welfare Officer.

6) The BSAC Welfare Officer will pass the disclosure statement through a protocol (developed with help from the NSPCC and the CRB) that will generate a "Yes/No" answer to the question asked by the branch.

a. If the answer is "No" (*the applicant has nothing in their record to exclude them from BSAC membership*) this is communicated immediately to the Branch and the applicant is 'approved'.

b. If the answer is "Yes" (on the basis of their previous criminal record or investigations, the member will be excluded from BSAC membership) then communication with the branch is delayed by 7 days (to allow the applicant to receive the disclosure statement, challenge its content and inform the BSAC Welfare Officer/Membership Services Team that a challenge has been made).

If the Welfare Officer receives notification that the content of a disclosure statement is to be challenged, the BSAC Welfare Officer will contact the applicant direct and introduce themselves as such. HQ should also remind the applicant that the branch has no knowledge of the content of the disclosure statement.

Branches and applicants should note that a delay does not imply anything:

- Disclosures may take time to process
- The BSAC Welfare Officer may simply be on holiday
- The CRB may be experiencing a seasonal rise in demand for checks that results in a delay

7) The serial number on the copy of the disclosure statement held by the BSAC Welfare Officer will be recorded and the Disclosure document itself will be permanently destroyed (by shredding). The BSAC will not receive copies of disclosure statements, nor will they be kept on file, anywhere, for more than 30 days.