



Criminal Records Bureau (CRB) Checks



The CRB assists organisations such as employers, volunteer involving organisations and licensing bodies, by identifying candidates and/or volunteers that may be unsuitable for certain kinds of work. This enables these organisations to make more informed recruitment and licensing decisions.

A CRB check can identify the history of convictions (spent and unspent), cautions and reprimands of an applicant which may be taken into consideration before employment.

Who does this apply to?

This applies to staff and volunteers of all organisations whose work involves working directly with children, young people or vulnerable adults and may at times work on a one to one basis.

It applies to people who work directly with clients and to those who have access to personal data.

Types of check

Organisations wishing to use the CRB service can ask for one of two types of check. The type of check required will depend upon the nature of the position. The two checks are Standard and Enhanced; both require a fee but are free of charge to volunteers (additional costs may still apply).

Standard checks

These contain details of all current and spent convictions, as well as details of any cautions, reprimands or warnings held on the Police National Computer.

Standard checks are only available for people working or volunteering with children or vulnerable adults, as well as some positions within the health, pharmacy, legal, banking, financial and other professions.

Enhanced checks

Same information as Standard checks, but can also include any information held by local police forces that a Chief Constable considers relevant to the position applied for. This information, referred to as “approved information”, will normally be disclosed to both the applicant and the employer. However, in exceptional circumstances, the information may be provided in a separate letter issued to the employer or volunteer involving organisation only and is referred to as “additional information”.

Enhanced checks are available for those who are regularly caring for, training, supervising or in sole charge of children or vulnerable adults. They are also available for certain licensing purposes and judicial appointments.

What's the Process?

1. Obtain a CRB form from one of the organisations which you will either complete there or take with you.
2. You will need to take with you at least 3 separate proofs of identity and address, including, where possible, a passport and a bill showing the person's name and address. You will also need to bring payment (price stated below with each organisation)
3. Once the form has been verified it is sent for checking which can take approximately 3-4 weeks

CRB Checks in Ealing

The following Organisations in Ealing are able to undertake CRB checking on behalf of other groups. It is free for volunteers, £31 for a Standard Check and £36 for an Enhanced Check (*prices stated below include administrative charges*).

EASE

The Base, 187 Copley Close, Hanwell, W7 1AZ
Mon to Thur 9.30am - 5.30pm; Fri 9.30- 3.00pm

Contact: Jackie Sear

Tel: 020 8575 6139

Email: easejs@tiscali.co.uk

Price: Volunteers (£5), Standard (£36),
Enhanced (£41)

Havelock Family Centre

Aleka House, Havelock Rd, Southall, UB2 4PB
Mon to Thurs 9.30am–5.00pm (by appointment)

Contact: Neelam Rahi

Tel: 020 8574 2443

Email: nrahi@havelockfamilycentre.org.uk

Price: Volunteers (£10), Standard (£41),
Enhanced (£46)

Ealing Community Transport

Greenford Depot, Greenford Rd, UB6 9AP
Mon to Fri 9.00am– 5.30pm (or by arrangement)

Contact: Anna Whitty or Indy Purewall

Tel: 020 8813 3210

Email: transport@ectgroup.co.uk

Price: Volunteers (free), Standard (£31),
Enhanced (£36)

*(To use ECT you must be a member of the organisation
for which there is an annual membership fee)*

Ealing Council

Perceval House, 14-16 Uxbridge Road, Ealing, W5 2HL
Tues 8.30am to 11.30am, Thur 2pm– 5pm

Contact: Mark Nelson or Deverall Ward

Tel: 020 8825 8880

Email: crbunit@ealing.gov.uk

Price: Members: Volunteers (£5), Enhanced (£46);
Outside Orgs: Volunteers (£10), Enhanced (£53)

Ensuring Better Services for Children and Vulnerable Adults

Organisations who work with vulnerable groups have a responsibility to ensure that their staff and recruitment processes enable a safer environment for these people.

Obtaining CRB checks are just part of this process. Other good practice around employing staff includes:

- Always obtaining at least 2 references prior to employment
- Always asking for proof of identity and qualifications at interviews
- Having a policy on the Recruitment of Ex-offenders stating that your organisation will ensure that people with criminal records are treated fairly (in compliance with the CRB legislative Code of Practice and the ROA Act). Sample policies are available on the CRB web-site at www.crb.gov.uk/PDF/CRB_DIP011-Policy-Statement_Ex-offenders_Eng.pdf

**Ealing Safeguarding Children's Board (ESCB) together with its
Voluntary Sector partners has produced new local guidelines to
Safeguarding Children known as the Yellow Book.**

For a copy contact

Halima on 020 8280 2235 or email halima@ealingcvs.org.uk