

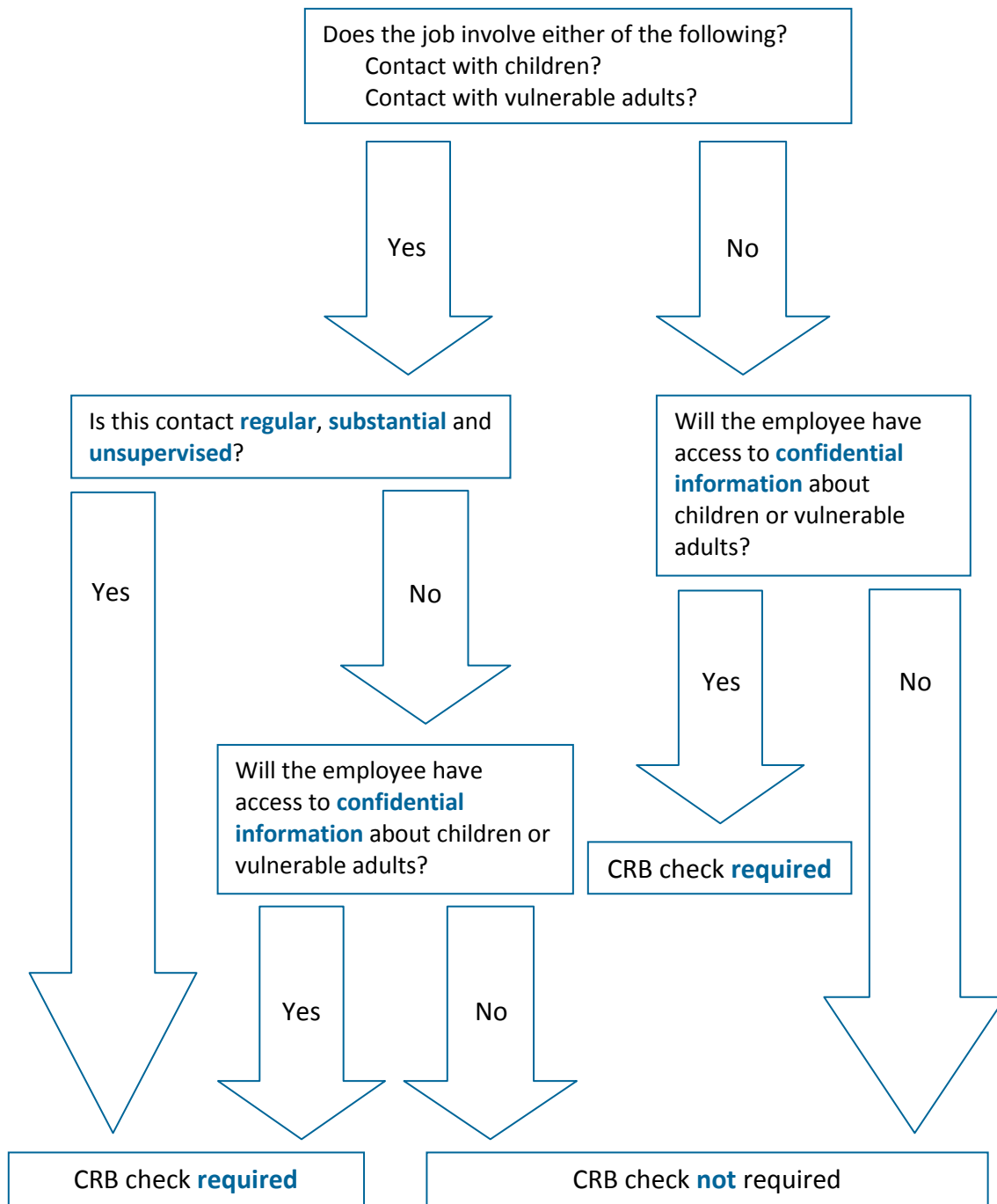


# Criminal Records Bureau (CRB) Checks



A CRB check is a process for gathering information about someone's criminal convictions and other cautions, reprimands and final warnings given by the Police. These checks **MUST** be carried out on staff whether paid or unpaid who work with children, young people and/or vulnerable adults. It applies to those that work directly with clients and/or who have access to clients' personal data.

## Who Should be Checked?



## Types of check

Organisations wishing to use the CRB service can ask for one of two types of check: **Standard** and **Enhanced**. Both check details of all current and spent convictions, as well as details of any cautions, reprimands or warnings held on the Police National Computer.

However the Enhanced check involves an additional level of check on local police records which could contain additional information that might be relevant to the post the applicant is being considered for. **It is therefore vital that Staff/volunteers undergo an Enhanced Check.**

## Applying for a Disclosure

Only organisations that are registered with the CRB can apply for checks. Organisations that are not registered will need to use the services of an 'umbrella organisation'. The umbrella organisation will need to countersign the application form and any information disclosed will go to them. Below is a list of organisations who you need to contact to apply for a CRB check. It is free to carry an Enhanced CRB check for volunteers and is £36 for paid staff .

<p><b>EASE (£5 admin fee)</b></p> <p>The Base, 187 Copley Close, Hanwell, W7 1AZ Mon to Thur 9.30am - 5.30pm; Fri 9.30- 3.00pm</p> <p><b>Contact:</b> Jackie Sear <b>Tel:</b> 020 8575 6139 <b>Email:</b> <a href="mailto:easejs@tiscali.co.uk">easejs@tiscali.co.uk</a></p>	<p><b>Havelock Family Centre (£10 admin fee)</b></p> <p>Aleka House, Havelock Rd, Southall, UB2 4PB Mon to Thurs 9.30am–5.00pm (by appointment)</p> <p><b>Contact:</b> Neelam Rahi <b>Tel:</b> 020 8574 2443 <b>Email:</b> <a href="mailto:nrahi@havelockfamilycentre.org.uk">nrahi@havelockfamilycentre.org.uk</a></p>
<p><b>Ealing Community Transport (No admin fee for members)</b></p> <p>Greenford Depot, Greenford Rd, UB6 9AP Mon to Fri 9.00am– 5.30pm (or by arrangement)</p> <p><b>Contact:</b> Anna Whitty or Indy Purewall <b>Tel:</b> 020 8813 3210 <b>Email:</b> <a href="mailto:transport@ectgroup.co.uk">transport@ectgroup.co.uk</a></p>	<p><b>Ealing Council</b></p> <p>Perceval House, 14-16 Uxbridge Road, Ealing, W5 2HL Tues 8.30am to 11.30am, Thur 2pm– 5pm</p> <p><b>Contact:</b> Mark Nelson or Deverall Ward <b>Tel:</b> 020 8825 8880 <b>Email:</b> <a href="mailto:crbunit@ealing.gov.uk">crbunit@ealing.gov.uk</a></p>

## 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
- Obtaining a copy of the recently launched Ealing Safe Recruitment Guidance to ensure that your organisation is doing everything it can to recruit the best staff for those you are responsible for. Please visit <http://www.ealingcvs.org.uk/index.php?nuc=content&id=145> to view this guidance