

Criminal Records Bureau (CRB) Checking Service

Introduction

Specialist Contractors are regularly asked to provide CRB checks for employees working on projects and sites such as schools, hospitals, and care and residential homes. To assist NSCC members in fulfilling this request, NSCC is working with Capita Recruitment Vetting Service (CRVS) to provide an online CRB checking service.

From **26 July 2010**, schools and a range of other workplaces will be classed as 'regulated locations' and any person working there more than once a week or more than 3 days in any one month will be required to be registered with the Independent Safeguarding Authority (ISA). An Enhanced CRB check is part of this registration process.

The NSCC/CRVS Service

The NSCC service provided in partnership with CRVS enables NSCC members to request a CRB check online, verify the necessary identification documentation, and subsequently register individuals with the ISA.

The cost of a CRB check with CRVS is **£45.50 + VAT** (CRB fee £36.00 + admin fee £9.50 + VAT).

How to Get Started

To begin using CRVS to carry out CRB checks on their workforce, NSCC members should call **0844 249 1004** and ask for the 'NSCC Umbrella Team'.

As employers, they will be registered with CRVS and issued with log in details that enable them to use the NSCC online service and identify a Company Nominated Person who will be responsible for verifying identification documents. Detailed guidance on how to use the system will be sent to employers by CRVS.

Making an Application

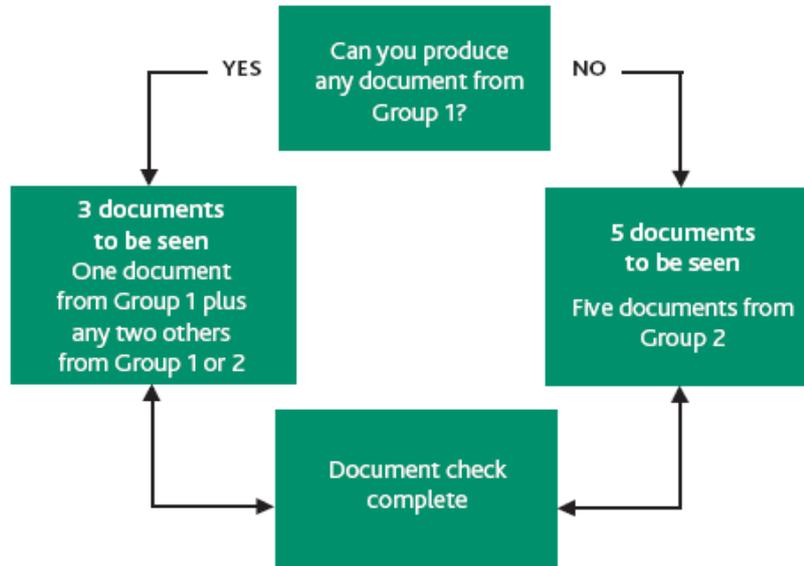
Employees requiring CRB checks will need to complete an online application form providing the following information:

1. Organisation reference – provided by employer
2. Password – provided by employer
3. National Insurance (NI) number
4. Address history for at least five years
5. Job title
6. Conviction history.

Employees will also need to provide the Company Nominated Person with original identification documents as shown in the tables below. These should be checked by the Company Nominated Person who will then use the online service to confirm that the documents are correct and show the applicant's address and date of birth (where appropriate).

Payment can be made by company credit/debit card or invoice by calling the 'payment only' helpline on **020 8293 6319** between 9:00am – 5:30pm Monday to Friday and quoting NSCC and the company name.

Identification Documents



Group 1

Valid passport (any nationality)
 Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable)
 UK Driving Licence (photo card & counterpart or old style paper licence)
 Valid photo identity card (EU countries only)
 UK Firearms Licence
 Adoption Certificate
 HM Forces ID Card

Group 2

Issued whenever	Issued within last 3 months	Issued within last 12 months
<ul style="list-style-type: none"> • Marriage certificate • 'Re-issued' UK birth certificate, issued after 12 months of date of birth (full or short form acceptable) • Valid NHS Card • Exam certificate (e.g. GCSE, NVQ) • Valid vehicle registration document • Valid TV Licence • Certificate of British nationality • Valid insurance certificate • National Insurance number card • Connexions card • Asylum registration card 	<ul style="list-style-type: none"> • Utility bill (electricity, gas, water, telephone, mobile phone contract / bill)* • Credit card statement* • Store card statement* • Mail order catalogue statement • Correspondence or a document from: the Benefits Agency; • Employment Service; Inland Revenue; or a Local Authority • Addressed payslip • Bank or building society statement • Letter from Head Teacher 	<ul style="list-style-type: none"> • Financial statement (e.g. pension, endowment, ISA) • Child benefit book • Work permit / visa • Mortgage statement* • P45/P60 statement • Court summons • Disclosure certificate (issued in the last 12 months)

* If you intend to use more than one document of this type, please ensure it is from a different organisation.

Guidance on Convictions

If a request for a disclosure results in the provision of information on a conviction, the employer should reassess the suitability of the individual to be allocated to the work in question. In some cases, the decision will be straightforward e.g. an individual convicted of a sexual offence against a school pupil will clearly be unsuitable for work in an occupied school. In other cases, the decision may be more difficult e.g. an employee convicted of a minor assault 15 years ago when an apprentice. In this situation, the use of a risk assessment process is recommended.

The risk assessment should cover the following issues:

- How relevant is the offence to the safety of vulnerable people who will come into contact with the employee?
- How long ago did the offence occur?
- Was the offence a one off or part of a history of offending?
- Have the individual's circumstances changed since the offence was committed so that a further offence is less likely?
- What attitude does the individual take towards the offence?

If an employer wishes to discuss a specific risk assessment, advice is available from CRVS on **0844 249 1004**. However, the final decision on suitability rests with the employer and CRVS cannot make such a decision on behalf of the employer.