

WESTON-SUPER-MARE TOWN COUNCIL

POLICY FOR SAFER RECRUITMENT - PROTECTING CHILDREN & VULNERABLE ADULTS

This policy should be read in conjunction with the Town Council's policy on EMPLOYING PEOPLE WITH CONVICTIONS and the other policies and practice statements on recruitment and selection, and equal opportunities.

Application

1. This policy relates to those working in positions involving regular caring for, training, supervising, or being in sole charge of those under 18 or vulnerable adults or which involve regular contact with children or vulnerable adults. The classification of "working" will include employees, volunteers, agency workers etc.
2. This policy also applies to positions that may provide privileged access to children or vulnerable adults even if contact is not a regular part of the position. This includes some Town Councillors.

Legal Background

4. The Rehabilitation of Offenders Act 1974 enables offenders who had committed certain offences in the past to be permitted to conceal that fact when the convictions are "spent" within the terms set out in the 1974 Act. Under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001, that privilege is removed from people who are applying for certain jobs.
5. In December 1998, the government announced its intention to implement Part V of the Police Act 1997 and to establish a Criminal Records Bureau (CRB) which, through a service called 'Disclosure', would greatly increase access to criminal record checks for employment and voluntary service related purposes. The Criminal Records Bureau is a "One Stop Shop" with access to the Police National Computer, the Department of Health (DH), Department for Education and Skills (DfES), and local Police Force information.
6. The Protection of Children Act 1999 requires "childcare organisations" proposing to employ someone in a childcare position to ensure that individuals are checked and not to employ anyone who is included on the Protection of Children List or DfES List 99.
7. The Criminal Justice and Court Services Act 2000 created a new way for the courts to disqualify unsuitable people from working with children such that those who commit a serious offence against a child can be prevented from all such work by means of a disqualification order by a judge, as part of their sentence or the disposal of their case.

Scope of Checks

8. Different levels of Disclosure are available in respect of those seeking positions exempted under the Rehabilitation of Offenders Act 1974.
9. **Enhanced Disclosure** - This level is reserved for those working in positions involving **regular caring for, training, supervising, or being in sole charge of those aged under 18 or vulnerable adults**. A definition of vulnerable adults is given in Appendix 1. The Enhanced Disclosure may also contain non-conviction information from local police records that a Chief Police Officer thinks may be relevant in connection with the position sought. This is in addition to details of any spent and unspent convictions as well as

cautions, warnings and reprimands held at national level. The Disclosure also indicates if there are no such matters on record.

10. The Enhanced Disclosure will also reveal whether the individual is banned from working with children by virtue of their inclusion on lists of those considered unsuitable to work with children maintained by the DfES (List 99), and the Protection of Children List. By mid 2002, it will also reveal whether a person is banned from working with vulnerable adults by virtue of their inclusion on a list of those considered unsuitable to work with such people to be held by the DH.

11. **Standard Disclosure** - This level should be used for those working in positions which involve **regular contact with children or vulnerable adults** but where the working relationship is not as close as for Enhanced Disclosures.

12. The Standard Disclosure gives the same information as for Enhanced Disclosure but does not include relevant non conviction information.

13. **Basic Disclosure** - later in 2002 there will be a facility for individuals to apply for and obtain Basic Disclosures. A Basic Disclosure will only disclose "unspent" convictions and will not be acceptable for the positions described in this policy.

14. The Town Clerk is responsible for determining those positions for which a Disclosure Application is necessary.

15. The CRB service should not be regarded as a substitute for any of the range of existing pre-employment checks, including the taking up of references. Disclosures should be seen as complementary to existing recruitment practice.

16. Where appointments are made, two references are required in respect of external candidates. References must cover the whole period of three years immediately preceding the employee's engagement by the Council confirming the employee is of a trustworthy character. A job description must be sent to all referees in order for them to comment on the suitability of the applicant to the work activity for which they have applied.

Roles

17. The Town Clerk is the Town Council's Lead Counter Signatory and is responsible for applying for registration with the Criminal Records Bureau. The Lead Counter Signatory will be the principal point of contact between the Council and the CRB. They will be responsible for controlling the use, access and security of information and for compliance to the CRB Code of Practice (see Annex 2). They may delegate Counter Signatory responsibilities to other Officers who will be responsible for countersigning applications for Disclosures.

18. The other Counter Signatories control the use, access and security of information as well as countersigning applications and receiving Disclosures. They are also responsible for compliance to the CRB Code of Practice.

19. Generally, Counter Signatories will be duly authorised employees by the Town Clerk.

Procedure

20. Applicants for positions to which Disclosure will apply must be advised of this fact at the time of their application.

21. To ensure the most efficient and economical use of the arrangements, Disclosure Applications will continue to be made only when the final candidate has been selected and in respect of that candidate alone. The CRB should not be asked to confirm criminal records where the person concerned has admitted a conviction which would clearly render him or her unsuitable to work with those aged under 18 or vulnerable adults.

22. In exceptional circumstances, if a manager wishes to start a person prior to the completion of the clearance procedures, permission must be obtained from the appropriate Management Committee. Only the appropriate Management Committee may give approval to proceed with the appointment. Exceptional circumstances might include instances such as a delay in appointment leading to a reduced service being available. In such cases it will always be necessary to ensure that the worker will be closely supervised.

23. The selected applicant will be asked to produce evidence of their identity and to complete a Disclosure Application Form. It should be made clear to the applicant that refusal could prevent further consideration of the application.

The information given in response to checking requests

24. The Criminal Records Bureau will send a copy of the Disclosure Certificate to the applicant and to the Council.

25. In the event of offences being disclosed, it is for the Town Council's appropriate Management Committee to make a judgement as to the suitability of the individual, taking into account only those offences which may be relevant to the particular job or situation in question. The fact that a person has a criminal record does not automatically render him or her unsuitable for work with those aged under 18 or vulnerable adults. On the other hand it is not only sexual offences which may render a person unsuitable. A person's suitability should be looked at as a whole in the light of all the information available. Any matters of concern will be discussed by the Town Clerk and the appropriate Management Board / Committee.. The final decision to appoint or not will lie with the appropriate Management Board / Committee.

26. Where matters of concern are raised, they will generally be the subject of discussion with the applicant prior to a decision being made. **However, confidential information, which has not been disclosed by the CRB to the applicant, cannot be disclosed.**

27. Factors to take into account will include:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters; and
- the age of the applicant at the time of the offence(s).

1. An offence is committed if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

2. If an individual who is disqualified finds that they have inadvertently been applying for, offering to do, accepting or doing any work that falls within the definition of working with children, they should immediately bring the fact to the attention of the Town Clerk.
3. An offence is committed by a disqualified individual, who continues to work in a position for which he or she knows he or she is disqualified.
4. An offence is also committed if an individual or employer knowingly offers work with children to, or procures work with children for, an individual who is disqualified from working with children, or allows such an individual to continue in such work.
5. It is imperative that upon a disqualified person's discovery that they are working in a regulated position, he or she immediately ceases to work in that particular role.

Discrepancies and disagreements

6. A person who believes the information provided by the Criminal Records Bureau is incorrect can make representations to the Criminal Records Bureau through their complaints procedure.

Retention of Records

7. Disclosures contain sensitive personal data, which must be handled and stored suitably. Counter Signatories are responsible for ensuring that the content of a Disclosure Certificate is only disclosed to those entitled to see that content in the course of their duties.
8. Once a recruitment (or similar) decision has been made the Council may retain the Disclosure and associated correspondence for a maximum of 6 months. This period allows for any dispute about the accuracy of a Disclosure or a recruitment decision to be made and considered. In the case of a dispute, information may be retained for a period of 6 months after resolution of the dispute. The usual conditions in respect of storage and access remain in place during this period, i.e. in lockable and non portable storage containers. Access will be restricted to Lead and Countersignatures.
9. Disclosures should be destroyed by suitable secure means i.e. shredding, pulping or burning. They should not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack) whilst awaiting destruction.
10. No photocopy or other image of the Disclosure may be retained nor must any copy or representation of the contents be made or kept. It will, however, be acceptable to keep a record of the date of a Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique number issued by the CRB and the recruitment decision taken.
11. References in this section to Disclosure Certificate should be taken to include letters containing relevant non-conviction information not included on Disclosure Certificates.

Posts for which checks should be undertaken

12. There is no difference between paid or unpaid work. The definition of "work" is very, broad and includes any kind of work whether paid or unpaid, whether under a contract of employment (whether permanent or temporary) or casual, or apprenticeship, or otherwise than under a contract.

13. A Disclosure should normally be requested for all new starters to a position for which a Disclosure is necessary, even if transferring from another local authority and where they have already been checked and approved for employment, unless the guidelines on the portability of Disclosure can be fully met.

14. A Disclosure should be requested where a person is already employed by the Council in other areas of work and is moving to a position defined as a Regulated Position or Regulated Establishment (See Annex 1).

15. A Disclosure should be requested when a person moves from a position that requires a Standard Disclosure to a position that requires Enhanced Disclosure.

16. A Disclosure should be requested for Students, Trainees, New Deal etc and others employed for a limited period of practical work as part of their training, or for work experience in areas of work that would normally be defined as Regulated Positions or in Regulated Establishments.

17. A Disclosure is only valid on the day on which it is issued by the CRB. Accordingly, to ensure the continued safety of children and vulnerable adults a process of five-yearly re-checking will be instituted .

Appendix 1

DEFINITIONS

1. Regulated Position

Any position whose normal duties include:-

- Caring for, training, supervising or sole charge of children.
- Unsupervised contact with children made under arrangements by a responsible person.
- The supervision or management of a person in a regulated position.
- School Governors.
- Trustees of children's charities.
- Local Government bodies.

2. Regulated Establishment

Any work in any establishment exclusively or mainly for children. This includes:-

- School and Colleges.
- Children's Hospitals.
- Children's Homes.
- Children's Nursing Home.
- Day Care premises.
- Youth Centres

3. Vulnerable

'Under section 115 (4)(a) Police Act 1997 a person may be considered to be vulnerable if he receives:

Accommodation and nursing or personal care in a care home, or

Personal care in his own home through a domiciliary care agency, or

Health care services provided by an independent hospital, independent clinic, independent medical agency or National Health Service body, or

Services provided in an establishment catering for a person with learning difficulties.

And, in consequence of any one, or any combination, of the following factors,

namely:

- A substantial learning or physical disability, or
- A physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or
- A substantial reduction in physical or mental capacity due to advanced age.

He is substantially dependent upon others in performing basic physical functions, or his ability to communicate with those providing services, or to communicate with others, is severely impaired, and, as a result he would be incapable of protecting himself from assault or other physical abuse, or there is a potential danger that his will or his moral well-being may be subverted or over-powered."

4. Regular Contact

Contact that is part of a person's normal and routine duties. Regularly could be used to describe the duties that a person carries out every day but not all day, every week but not every day, every month, but only once a month.

5. Children

People under the age of 18 years.

6. Caring For, Training, Supervising, Sole Charge of

These terms carry their ordinary meaning as used in common parlance. Examples of the types of posts that may be covered by each term are:-

Caring For: Care Workers, Befrienders, Nurses, Home Help

Training: Teachers, Sports Instructors, Tutors, Trainers

Supervising: Teaching Assistants, Lifeguards, Leisure Assistants

Sole Charge: Childminders, Crèche Workers, Youth Workers, Home Care Workers.

7. Volunteers

Any activity which involves spending time, unpaid (except for travelling and other out of pocket expenses), doing something which aims to **benefit** someone (individuals or groups) other than or in addition to close relatives.

8. Spent Conviction

A person convicted of a criminal offence, and who receives a sentence of no more than 2½ years in prison, providing no further offending has taken place during a specified rehabilitation period, does not have to reveal it or admit its existence in most circumstances, including for example, applying for a job. In most circumstances, an employer cannot refuse to employ someone or dismiss them on the basis of a spent conviction.

9. Caution

A caution is a formal warning about future conduct given by a senior police officer, usually in a police station, after a person has committed an offence. It is used as an alternative to a charge and possible prosecution.

10. Reprimand

A reprimand replaces the caution for young people aged under 18.

11. Final Warning

A young person given a second formal warning about (caution) future conduct is given a final warning.

Appendix 2

The Disclosure Code of Practice

(reproduced by permission of the Criminal Records Bureau)

Introduction

This Code of Practice is published under section 122 of the Police Act 1997 ("the Act") in connection with the use of information provided to registered persons ("Disclosure information") under Part V of that Act.

Disclosure information is information

- contained in criminal record certificates under section 113 of the Act (which are referred to in this Code as "Standard Disclosures"), or
- contained in enhanced criminal record certificates under section 115 of the Act (referred to in this Code as "Enhanced Disclosures"), or
- provided by the police under section 115(8) of the Act.

Except where indicated otherwise, the Code of Practice applies to all recipients of Disclosure information - that is to say

- registered persons,
- those countersigning Disclosure applications on behalf of registered persons, and
- others receiving such information.

Where reference is made to "employers", this should be read as including any person at whose request a registered person has countersigned an application, including

- voluntary organisations and others engaging, or using the services of, volunteers, and

regulatory and licensing bodies.

Further information in relation to the Code, and other matters relating to registered persons and others having an involvement with Disclosure information, is contained in an Explanatory Guide.

Purpose of the Code

The Code of Practice is intended to ensure - and to provide assurance to those applying for Standard and Enhanced Disclosures - that the information released will be used fairly.

The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary. Guidance to employers on other matters will be issued separately.

Obligations of the Code

These are as follows:

1. Fair use of Disclosure information

Recipients of Disclosure information shall:

- observe guidance issued or supported by the Criminal Records Bureau ("the Bureau") on the use of Disclosure information - and, in particular, recipients of Disclosure information shall not unfairly discriminate against the subject of Disclosure information on the basis of conviction or other details revealed.

In the interest of the proper use of Disclosure information and for the reassurance of persons who are the subject of Disclosure information, registered persons shall

- have a written policy on the recruitment of ex-offenders, so that a copy can be given to all applicants for positions where a Disclosure will be requested.

- ensure that a body or individual at whose request applications for Disclosures are countersigned has such a written policy and, if necessary, provide a model for that body or individual to use.

In order that persons who are, or who may be, the subject of Disclosure information are made aware of the use of such information, and be reassured, Employers shall

- ensure that application forms for positions where Disclosures will be requested contain a statement that a Disclosure will be requested in the event of a successful application, so that applicants are aware of the situation;

- include in application forms or accompanying material a statement to the effect that a criminal record will not necessarily be a bar to obtaining a position, in order to reassure applicants that Disclosure information will not be used unfairly;

- discuss any matters revealed in Disclosure information with the person seeking the position before withdrawing an offer of employment.

- make every subject of a Disclosure aware of the existence of this Code of Practice, and make a copy available on request; and

- in order to assist staff to make appropriate use of Disclosure information in reaching decisions, make available guidance in relation to the employment and fair treatment of ex-offenders and to the Rehabilitation of Offenders Act 1974.

2. Handling of Disclosure information

Recipients of Disclosure information

- must ensure that Disclosure information is not passed to persons not authorised to receive it under section 124 of the Act. Under section 124, unauthorised Disclosure is an offence;
- must ensure that Disclosures and the information they contain are available only to those who need to have access in the course of their duties;
- must securely store Disclosures and the information that they contain;
- should retain neither Disclosures nor a record of Disclosure information contained within them for longer than is required for the particular purpose. In general, this should be no later than six months after the date on which recruitment or other relevant decisions have been taken, or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period should be exceeded only in very exceptional circumstances which justify retention for a longer period.

Registered persons shall

- have a written security policy covering the correct handling and safe-keeping of Disclosure information; and
- ensure that a body or individual at whose request applications for Disclosures are countersigned has such a written policy, and, if necessary, provide a model for that body or individual to adopt.

3. Assurance

Registered persons shall:

- cooperate with requests from the Bureau to undertake assurance checks as to the proper use and safekeeping of Disclosure information.
- report to the Bureau any suspected malpractice in relation to this Code of Practice or any suspected offences in relation to the misuse of Disclosures.

4. Umbrella Bodies

(a) An Umbrella Body is one that has registered with the Bureau on the basis that it will countersign applications on behalf of others who are not registered.

(b) Umbrella Bodies must satisfy themselves that those on whose behalf they intend to countersign applications are likely to ask exempted questions under the Exceptions Order to the Rehabilitation of Offenders Act 1974.

(c) Umbrella Bodies must take reasonable steps to ensure that those to whom they pass Disclosure information observe the Code of Practice.

5. Failure to comply with the Code of Practice

The Bureau is empowered to refuse to issue a Disclosure if it believes that

- a registered person, or
- someone on whose behalf a registered person has acted has failed to comply with the Code of Practice.

Guidance for Disclosure Applicants (reproduced by permission of the Criminal Records Bureau)

The following Guidance for Disclosure applicants is designed to help answer any questions applicants may have about the service.

What is a Disclosure?

A Disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions. Disclosures are provided by the Criminal Records Bureau (CRB), an executive agency of the Home Office.

The Disclosure service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for posts they are trying to fill. Disclosures will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). If the position involves working with children, Disclosures will also contain details from lists held by the Department of Health (DH) and the Department for Education and Skills (DfES) of those considered unsuitable for this type of work. Depending upon the level of Disclosure, it might also contain information held by local police forces.

There are three levels of Disclosure: **Enhanced, Standard and Basic** (available Summer 2002)

Enhanced Disclosures

These are for posts involving a far greater degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a teacher, scout or guide leader. Enhanced Disclosures are also issued for certain statutory purposes such as gaming and lottery licences.

This level of Disclosure involves an additional level of check to those carried out for the Standard Disclosure. An Enhanced Disclosure includes a check on local police records. Where local police records contain additional information that might be relevant to the post the applicant is being considered for, the Chief Officer of police may release information for inclusion in an Enhanced Disclosure. Exceptionally, and in a very small number of circumstances (typically to protect the integrity of current police investigations), additional information may be sent under separate cover to the Counter signatory and should not be revealed to the applicant.

Standard Disclosures

These are primarily for posts that involve working with children or vulnerable adults.
Standard

Disclosures may also be issued for people entering certain professions, such as members of the legal and accountancy professions.

The Standard Disclosure contains details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings.

If a position involves working with children, the Disclosure will indicate whether information is held on government department lists, held by the DfES and the DH, of those who are banned from working with children. The Disclosure also includes information held by the DH of those considered unsuitable to work with vulnerable adults.

Basic Disclosures

These are available for all types of employment and voluntary positions not covered by the higher-level Disclosures. This level of Disclosure contains details of convictions considered 'unspent' under the Rehabilitation of Offenders Act (ROA) 1974 and held on the Police National Computer. The Basic Disclosure is applied for by, and issued only to, the individual concerned. It is then the individual's choice whether they show the Disclosure to an employer. It is not job-specific and may be used more than once.

Why have I been asked to apply for a Disclosure?

You may have been asked for a Standard or an Enhanced Disclosure because you will be working with children or vulnerable adults; or will be working in an establishment that is wholly or mainly for children; or will be working in healthcare; or have applied to be a foster carer, adoptive parent or childminder. There are also a number of other specified positions and professions for which a Disclosure can be required. To find out more please contact the CRB information line.

Can I refuse to apply for a Disclosure?

Yes. However, there are some posts for which a Disclosure is required by law. If you refuse to apply for a Disclosure in this instance, the recruiting organisation would be within their rights not to take your job application any further.

If you are currently employed and the organisation you are working for asks you to apply for a Disclosure, then you can refuse although a number of considerations must be taken into account. Retrospective checks may only be carried out on existing members of staff if the employee's contract or conditions of employment state that a police check can or may be carried out, if the facility to do so becomes available. The organisations may also ask you to apply for a Disclosure if you have already given written consent for them to do so.

What if I already have a Disclosure?

If you already have a Disclosure and would like to use it for a second position, you can ask if the organisation is willing to accept it. When making this decision they will take into account the length of time that has elapsed since that Disclosure was issued; the level of Disclosure; the nature of the position for which the Disclosure was issued; and the nature of the position for which you are now applying.

What if I have lived overseas?

If you've lived overseas for a substantial period of time, it may not be worth applying for a Disclosure, as the CRB does not generally have access to overseas criminal records. We can, however, advise you on how to obtain equivalent information from the overseas authorities, where available. You may wish to discuss this with your prospective employer.

However, some organisations have a statutory duty to check a prospective employee against one or both of the lists held by the DH (those individuals considered unsuitable to

work with children) and the DfES (those considered unsuitable to work in the teaching profession). Therefore, if you are a foreign national (with either a limited or no prior period of residence in the UK) and your prospective employer has a statutory duty to check the lists, you will be required to apply for either a Standard or Enhanced Disclosure. Applying for these higher-level Disclosures is the only way to check individuals against the lists held by the DH and DfES.

If, as a foreign national, you have also lived in the UK for a substantial period of time, a Disclosure may be required, in addition to any overseas information your prospective employer deems necessary.

How much will a Disclosure cost?

Each level of Disclosure will cost *£to be advised* per application, paid for by Weston-super-Mare Town Council.

Payment for Disclosure can be made by credit/debit card, by personal cheque, or postal order. Some organisations may pay for the Disclosure on your behalf. Please check with the person who has asked you to apply for the Disclosure if this is the case.

The CRB will issue Standard and Enhanced Disclosures free of charge for volunteers working in sensitive positions (including working with children and vulnerable adults).

How will I know which level of Disclosure is required?

The organisation that has asked you to apply will decide the appropriate level of Disclosure for the position.

How do I apply for a Disclosure?

You will either be asked to complete an application form.

You will be asked to provide information that relates to you personally. This will help the CRB to confirm your identity.

Once you have completed the application form, please forward it to the person who asked you to apply for a Disclosure, together with any original identity documents that are requested.

What information do I need to give?

You will be asked for your full name and any other name that you may have been known by; addresses where you have lived during the past five years; your date and place of birth; your national insurance number; and other information such as passport/driving licence details. This is not a complete list, as the questions asked will depend upon the answers you provide. The information requested is to ensure the applicant has given their true identity and current address.

The CRB is committed to compliance with the Data Protection Act. This means that any personal information that you submit to us will be protected. For full details, please telephone the CRB information line on 0870 90 90 811 and request a copy of our data protection leaflet.

Who will receive my Disclosure?

You will receive your Disclosure in the post. A copy of the Disclosure will also be sent to the person who countersigned the Disclosure application form. This person will have been registered with the CRB, and as such, has agreed to comply with the Code of Practice.

When will I receive my Disclosure?

You should receive your Standard Disclosure within one week, or your Enhanced Disclosure within three weeks, of the completed application form being posted to the CRB. There will be a dedicated phone line for disputes.

How do I know that the information contained on my Disclosure will be kept confidential?

Organisations using the Disclosure service must comply with the CRB Code of Practice, which is there to make sure the whole process works fairly.

Under the provisions of the Code, sensitive personal information must be handled and stored appropriately and must be kept for only as long as it is necessary. The Code of Practice is published on the CRB website, or you can request a copy from the person who asked you to apply for the Disclosure.

What if I have a criminal record that may not be relevant to the position for which I am applying?

Safeguards and guidelines have been introduced to ensure that conviction information is not misused and that ex-offenders are not treated unfairly. Ex-offenders will retain the protection afforded by the Rehabilitation of Offenders Act, 1974. The Code of Practice for Registered persons and other recipients of Disclosure information will govern Registered Bodies' conduct and prevent abuse of the system.

The CRB is working with a number of organisations, such as the Chartered Institute of Personnel and Development (CIPD) and the National Association for the Care and Resettlement of Offenders (NACRO), who have produced guidance information for employers on this matter. Information can be obtained from the CRB website.

Can I challenge the information on my Disclosure if it is incorrect?

If you think that any information contained on your Disclosure is incorrect, please contact the Disclosure dispute line on 0870 90 90 778 immediately and ask about the dispute procedures.

For how long will Disclosures be valid?

Each Disclosure will show the date on which it was printed, therefore, the older the Disclosure the less reliable it is. However, there will be no expiry date.

Further Information

If you would like more information about Disclosure or the CRB please contact:

Disclosure application line 0870 90 90 844

CRB information line 0870 90 90 811

CRB website www.crb.gov.uk

(Telephone calls are charged at national rate. Calls will be recorded for security and may be monitored for training purposes)

Town Clerk Dated April 2006