



# **CRB checking for staff and volunteers**

**Category:** staff and volunteers

## **Introduction**

Solihull Life Opportunities (SoLO) is committed to ensuring the health, safety and wellbeing of:

- Our service users
- Our staff
- Our volunteers
- The general public that we come in contact with

## **Policy Statement**

When recruiting staff and volunteers to service our leisure projects, we carry out the following checks:

- Application form is completed on expression of interest, listing full name, address, contact details and history of education, employment and voluntary work.
- Two referees are requested who have known the applicant for over two years, one of which must be the most recent employer (or in the case of a volunteer, someone who has known them in a professional capacity)
- Face to face interview with either the CEO (plus one or two others in senior positions) or the Volunteer Co-ordinator.
- Criminal Record Bureau Check carried out before commencement of unsupervised activity.

Ongoing supervision of staff and volunteers is given on a regular basis by Project Leaders, Volunteer Co-ordinator and CEO and any concerns are reported to the Management Board.

Policy Name: CRB Checking for Staff and Volunteers

Organisation: Solihull Life Opportunities

Date policy issued: February 2006 Approved by: SoLO Board of Directors Date: February 2006

Amended February 2006 Approved by: SoLO Board of Directors Date: September 09

Next Review Date: July 2010

Pages in this document - 2

With regard to the CRB status of those staff who have already had checks carried out in other organisations; SoLO will only accept new staff with up to date CRB checks if they are less than six months old and verification is received from the organisation who countersigned them.

With regard to the re-checking of existing staff and volunteers:

- Existing staff will need CRB checks renewed every **three** years, provided that they have been in regular employment with SoLO and their circumstances have not changed (e.g. they have not had a very long, unexplained absence)
- Existing volunteers will need CRB checks renewed every **three** years, provided they have been involved with SoLO over a regular period with no lengthy gaps (e.g. over 2 months)
- SoLO will accept staff who work for us on a sessional basis (e.g. summer scheme staff) with CRB checks (that have been carried out by SoLO) up to 3 years old if they are prepared to sign a statement that their circumstances have not changed.

SoLO exercises its right to use its discretion to repeat the CRB check if it is deemed necessary. Circumstances that may require a CRB check to be carried out could be:

- Allegations made against an individual by a service user or someone they have come in contact with.
- Concerns are expressed by a Project Leader that may suggest further checks are necessary.
- Activity in relation to a service user that contravenes guidelines on adult protection or child protection.

The CRB re-check would be carried out in conjunction with any other sanctions that would be deemed necessary (e.g. suspension from duty).

Policy Name: CRB Checking for Staff and Volunteers

Organisation: Solihull Life Opportunities

Date policy issued: February 2006 Approved by: SoLO Board of Directors Date: February 2006

Amended February 2006 Approved by: SoLO Board of Directors Date: September 09

Next Review Date: July 2010

Pages in this document - 2