

POLICY AND PROCEDURE



Solihull
Life
Opportunities

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Charity No. 1102297
England Company No.
5025939

Internal guidance of the handling of CRB documentation

Category: staff and volunteers

Policy Statement

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

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

Introduction

When recruiting staff and volunteers to service our leisure projects, we carry out Criminal Records Bureau Checks.

The following is guidance of the handling of the documentation necessary to carry out these checks:

1. CRB application forms

Once the form has been completed (or partially completed) with personal details it must be treated as a confidential document. It must not be left in a public place and, when it is required off the premises (when being completed by a volunteer for instance) it must be kept, where possible, in a secure place

Policy Name: Internal guidance of handling of CRB documentation

Organisation: Solihull Life Opportunities

Date policy issued:

Approved by: SoLO Board of Directors Date: February 2004

Amended February 2006

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Next Review Date: July 2010

and returned to the office as soon as possible. Under no circumstances must it be shown to another person.

If there is a delay in processing the CRB form (if for instance the countersignatory is not in the office), the form must be put into the locked CRB drawer in the file (CRB forms awaiting processing) and a notification posted on the e.mail system.

2. Disclosure forms

The disclosure forms will be received into the office marked private and confidential. Only authorised persons can open the envelope and, once opened, the disclosure form must be put into the locked CRB drawer in the file (Disclosures received) and a notification posted on the e.mail system. Disclosure forms should be processed as quickly as possible to avoid unnecessary delay in the system.

3. If a CRB form or a disclosure form goes missing

Every effort must be made to ensure that these documents are accounted for and do not get mislaid or stolen. In the event that a document is missing the following steps must be taken:

- Inform CEO immediately
- If, in the event that a break in has occurred, or there is a suspicion that the form has been stolen, the police must be notified
- The CRB central bureau must be notified with the details of what is missing and how it has gone missing. The CRB will then give advice on how a replacement can be obtained.

4. General guidelines

Any information regarding CRB which contains personal information is sensitive data and must be treated as such. Wherever possible it must be locked away in the CRB drawer.

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