



Nord Anglia – Applicant Information

Frequently Asked Questions

What is the CRB?

The Criminal Records Bureau (CRB) is an executive agency of the Home Office, it provides access to criminal records and other information to organisations in England and Wales through a service called Disclosure. Its specific purpose is to help organisations make more informed decisions when recruiting people into positions of trust.

Through the Disclosure service, organisations can provide greater protection for the vulnerable members of our society and afford greater protection to their customers, staff, volunteers and ultimately their organisation.

What sort of information is on a CRB Disclosure?

The CRB's Disclosure service provides access to a range of different types of information, such as, information:

- held on the Police National Computer (PNC), such as, convictions, cautions, reprimands and warnings in England, Wales and those recorded from Scotland. There is also some Northern Ireland conviction data held on PNC
- held by local police forces relating to relevant non-conviction information
- from the Government's Protection of Children Act List (POCA)
- from the Government's Protection of Vulnerable Adults List (POVA)
- held by the Department for Education and Skills (DfES) under Section 142 of the Education Act 2002 (formerly known as List 99)

What sort of checks are there?

The CRB offers two levels of Disclosure, each representing a different level of check. The two levels of Disclosure are **Standard** and **Enhanced**. These Disclosures cannot be obtained by members of the public and are only available to organisations for those professions, offices, employments, work and occupations listed in the Exceptions Order to the Rehabilitation of Offenders Act 1974.

Standard Disclosure

Standard Disclosures 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.

Standard Disclosures contain the following;

- details of all convictions, cautions, reprimands and warnings held on the Police National Computer (PNC);

and if the position involves working with children or vulnerable adults and the relevant boxes have been marked on the application form to indicate this:

- information from the Protection of Children Act List (POCA);
- Information from the Protection of Vulnerable Adults List (POVA); and
- Information held by the DfES under Section 142 of the Education Act 2002 of those considered unsuitable for and banned from working with children.

Enhanced Disclosure

Enhanced Disclosures 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 contain the same information as Standard Disclosures but with the addition of local police force information considered relevant by Chief Police Officer(s).

Why have I been asked to apply for a Disclosure?

You have been asked to apply for a Disclosure as part of our recruitment process because you will be working:

- with children
- with vulnerable adults;

Can I refuse to apply for a Disclosure?

Yes. However it is important to understand that the vacancies we are recruiting require us by law to complete this check. If you refuse to apply for a Disclosure in this instance, the organisation would be within their rights not to take your job application any further.

I already have a Disclosure, will you accept it?

This is called 'portability' and when making this decision the organisation 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. This would only be accepted whilst another disclosure is being carried out by Nord Anglia Recruitment. Ultimately, it will be the organisation's decision whether to accept it or not. However for most posts portability is not allowed.

Do I pay for my Disclosure?

Yes. The cost for an Enhanced CRB Disclosure is currently £36.00. If you require original documents returned to you by post, there will be an additional £4.00 charge to cover the cost of special delivery facilities. All cheques should be made payable to Nord Anglia Recruitment.

Who will receive my Disclosure?

When the application is processed, the CRB sends out a copy of the Disclosure, containing any information revealed during its searches, to you and the person who countersigned your form in Nord Anglia Learning Services.

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

Nord Anglia Learning Services complies fully with the CRB Code of Practice, which is there to make sure that Nord Anglia Learning Services is committed to compliance with the Data Protection Act. This means that any personal information that you submit to us will be protected.

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 is published on the CRB website, or you can request a copy from us.

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. In addition, the CRB and the Chartered Institute of Personnel and Development (CIPD) have developed guidance information for employers on this matter.

I have a conviction which is spent do I need to tell you?

Yes. Certain posts and especially when working with vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. This means that because the job will involve working with either children or vulnerable adults we ask you about any convictions you may have spent or unspent.

What if things go wrong?

The CRB has established a comprehensive complaints process for dealing with complaints regarding erroneous information. Nord Anglia Learning Services ensures that all complaints are dealt with;

- fairly and impartially
- communicated effectively
- promptly

How long will my Disclosures be valid?

Each Disclosure will show the date on which it was printed. Disclosures do not carry a pre-determined period of validity because a conviction or other matter could be recorded against the subject of the Disclosure at any time after it is issued.

I have heard that checks take a long time to come back.

The average time for a Standard Check is 2 – 4 weeks and an enhanced one in 2 – 6 weeks. However sometimes they can take longer this may be for various reasons;

- The CRB may require further information from the applicant
- The police may request further information to ensure the applicant is identified correctly
- The final stage of the check is completed by local police stations and sometimes there can be a back log in heavy recruitment months for example in July and August for school appointments.

Who will see my disclosure?

Nord Anglia Learning Services will hold the disclosure in a secure locked cabinet (see policy statement on security and storage for more information). There is controlled access to disclosures which is restricted to those individuals employed by Nord Anglia Learning Services who are required to see it as part of their duties for example the manager who recruited you. No photocopies are produced of disclosures.