

Community Creative

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Criminal Records Policy and Procedures

Community Creative uses Criminal Records Bureau checks where appropriate and subsequently makes a decision on employment of an individual. A CRB check is based on the Rehabilitation of Offenders Act Exceptions Order 1975 providing a disclosure of convictions. A disclosure is only requested after a risk assessment has indicated that one is proportionate and relevant to the position concerned.

There are two levels of disclosure, standard and enhanced.

Standard disclosure is primarily for posts that involve working with children or vulnerable adults in a voluntary or supervised capacity. It contains details of all convictions held on the Police National Computer including current and 'spent' convictions and details of any cautions, reprimands and final warnings.

Enhanced disclosure is for posts involving a much greater degree of contact with children or vulnerable adults, for example, those which involve regularly caring for, supervising, training or being in sole charge of such people. This will apply to volunteers as well as paid staff.

CRB checks will be repeated every three years for all posts for which checks are mandatory. All other posts will require a risk assessment to decide the frequency of repeat checks.

Community Creative will comply with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information.

When posts are advertised by Community Creative it will be made clear if a successful applicant will be subject to a CRB check. New members of staff will not be permitted sole charge of children or vulnerable adults until a satisfactory CRB check is received.

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