

Appendix 3

Information on How to Apply for an Enhanced Disclosure from the Criminal Records Bureau

IT IS THE RESPONSIBILITY OF THE CANDIDATE TO APPLY FOR AN ENHANCED DISCLOSURE FROM THE CRIMINAL RECORDS BUREAU (CRB).

This sheet gives details which the applicant may find helpful when applying:

Step 1

The CRB Check Co-ordinator will supply you with a CRB application form, a CAS (Churches' Agency for Safeguarding) form, a CRB guidance leaflet and notes relating specifically to our church. It is important to read all of these very carefully.

Step 2

Complete the form carefully, following all of the instructions.

Step 3

When the form has been signed, you should take it to the Minister (or Church Secretary in the absence of the Minister), together with proofs of identity as outlined in the CRB guidance booklet. He or she will complete Section X on the CRB form. (DO NOT COMPLETE SECTION Y.)

Step 4

The application form will then be sent to the Churches' Agency for Safeguarding (CAS) who will countersign the form and forward it to the CRB. You will receive in the post a copy of the Disclosure from the CRB. You do not need to show this to anyone in the church. The church will hear from the CAS whether the information on the Disclosure shows that you are not unsuitable to work with children. Please check the information on the Disclosure carefully. If there are any errors, contact the CRB and CAS. (See the CRB guidance form for information on how to do this.)

Step 5

If the Disclosure raises any issues of concern, the CAS will contact the Baptist Union and their Advisory Panel will conduct a risk assessment before making a decision as to whether it is appropriate for you to take up the post in question and they will inform you and the church of their decision. If you wish to appeal against the panel's decision, please write to the CRB Co-ordinator, Ministry Department, Baptist House, PO Box 44, 129 Broadway, Didcot, Oxfordshire OX 11 8RT. They will inform you of the appeal process.