

## **CRIMINAL RECORDS CHECKS:**

You will probably be asked to declare that you have no criminal record. Generally employers reserve the right to make checks in the UK and in other countries regarding criminal records. Should you not declare any criminal record and we find out later, you could lose your work without notice.

The role of the Criminal Records Bureau (CRB) is to reduce the risk of abuse by ensuring that those who are unsuitable are not able to work. This may be with children and vulnerable adults, with patients, with data or where the worker would have access to money. The CRB website is at [www.crb.homeoffice.gov.uk/](http://www.crb.homeoffice.gov.uk/)

The current legislation does not allow the self-employed or individuals to apply for a CRB check on themselves. But an agency or potential employer is entitled to carry out a CRB check.

If you are going to work as a paid employee or as a volunteer for an organization and your work will involve any risk from workers with criminal records, you should be asked to apply for a CRB check.

If you have been asked to apply for a CRB check, the CRB has developed a guide that may answer some of your questions, called 'Applicant's Guide to the CRB's Disclosure Service', and that is available in the Resource Library.

## **WHAT CRIMINAL BACKGROUND CHECKS DO EMPLOYERS MAKE ON PEOPLE FROM OVERSEAS?**

Anyone who employs a professional with access to children or patients, or sensitive data or work involving money, has a responsibility to:

- Run the CRB check because they may have been in the UK before and may also be known to police
- Check with the police in the country of origin
- Check with any other country in which applicants are known to have worked

## **COMPLETING YOUR CRB APPLICATIONS ONLINE:**

[www.disclosures.co.uk](http://www.disclosures.co.uk) is the only online service of its kind to help organizations process police checks through the Criminal Records Bureau. It is a cost effective and accurate method to manage police checks.

[www.disclosures.co.uk](http://www.disclosures.co.uk) enables:

- Applicants to accurately complete the CRB's application form online
- Organisations to verify identity checks online
- The information to be printed directly onto the CRB's application form
- The CRB to turn around disclosures within 7-10 working days.

## **CHARGES:**

Expect to pay:

- £26.00 for Standard CRB check
- £36.00 for Enhanced CRB check

## **IS THERE A LOT OF PAPERWORK?**

It isn't too difficult. You will have to complete a form.

Go to [www.crb.homeoffice.gov.uk/using\\_the\\_website/application\\_e-guide.aspx](http://www.crb.homeoffice.gov.uk/using_the_website/application_e-guide.aspx) to find out how.