

Salford Canoe Polo Club Criminal Records Bureau (CRB) Disclosures

The Criminal Records Bureau Disclosure is a means of checking an individual's background to ensure they do not have a history that would make them unsuitable for working with children. A Disclosure will provide current details of a person's criminal record, including convictions, cautions, reprimands and warnings held on the Police National Computer. It will also contain details from lists held by the Department of Health and the Department for Education and Skills of those considered unsuitable for close contact with young people. Depending on the level of Disclosure, it might also contain information held by local police forces.

We recommend that all new and existing coaches, helpers and other volunteers who have direct contact with junior club members undergo an Enhanced Disclosure check through the CRB.

Disclosures for volunteers are free, but have to be applied for through an Umbrella Organisation, rather than directly to the CRB. Some National Governing Bodies are registered Umbrella Organisations and carry out CRB checks for their coaches, usually when they complete a coaching qualification. If a coach has already completed a CRB check, they should be able to provide a copy of their CRB certificate.

Some Local Authorities are able to carry out CRB checks for clubs. Your Local Authority Sports Development Officer (see page 18) will be able to advise you whether this is the case in your area.

Where it is not possible to carry out CRB checks immediately on all relevant club personnel, we recommend that the individuals concerned are asked to complete a Self Disclosure Form during the interim period before CRB checks are completed (see overleaf for an example).

Self Disclosure Form – Part One

Name of Club

**Role within Club
(existing role, or role
you are being
considered for, as
appropriate)**

Full Name

**Any names used
previously (i.e. maiden
name)**

Date of Birth

Gender (male / female)

Address

Contact Number

Self Disclosure Form – Part Two

In order to protect young people within the Club, the role which you are being considered for is exempt from the Rehabilitation of Offenders Act 1974. This means that you are required to provide details of all convictions, cautions, bindovers, suspensions, formal warnings and reprimands, even if they would otherwise be considered 'spent'. This includes motoring-related offences, and pending court cases. Any information declared will remain confidential and will be considered only with regards to its relevance to your role within the club.

Please answer the following questions, then sign and date the form

Have you ever been convicted, cautioned, bound over, suspended, formally warned or reprimanded, or do you have any pending court cases?

Yes / No (delete as appropriate)

If 'Yes', please supply details below, including the nature of the offence, the date and the sentence imposed:

Do you know of any reason why you should not work directly with children, or in an environment where children are present (ie are you known to any Social Care Services Department as being an actual or potential risk to children, have you had a disciplinary sanction from another club, Governing Body or other organisation relating to child welfare etc.?)

Yes / No (delete as appropriate)

If 'Yes', please supply details below:

I declare that the information above is correct, and I agree to inform the Club Welfare Officer within 24 hours if I am subsequently arrested or investigated in relation to Child Welfare concerns, and within 7 days if any other information in Part Two changes.

Signed: _____

Date: _____

Guidance Notes for Using CRB Disclosures / Self Disclosures

The information provided by both CRB Disclosures and Self Disclosures is of a sensitive, personal nature, and is covered by the Data Protection Act.

CRB Disclosures

When CRB Disclosures are applied for, you will receive a Code of Practice from the CRB relating to the handling and storing of information (for more information see www.disclosure.gov.uk)

Self Disclosures

Handling Information

Information provided on a Self Disclosure Form must be only be disclosed to those who 'need to know', ie the Club's Welfare Officer(s), and must only be used for the specific reason for which it was collected. For example, it must not be passed on to another club which the individual is involved with, or discussed with other club members who are not directly involved with Child Welfare.

Storing Forms

All Self Disclosure forms must be kept securely in lockable storage with access strictly limited to those who are entitled to see it, e.g. the Club's Child Welfare Officer(s). Copies of forms should not be made, and originals should be securely destroyed (ie shredded / burned) no longer than six months after a decision has been made about a person's suitability for a role within the club. However, we recommend that you keep a record of the names of people who have completed Self Disclosures, the date they completed the form and of the decision made about their suitability for a role within the club (but not details of any convictions etc.)

Dealing with Disclosure of Convictions, Cautions etc.

If a CRB Disclosure or Self Disclosure reveals details of any convictions, cautions etc., careful consideration must be given regarding whether these details affect the person's suitability for the specific role within your club which they are being considered for.

We recommend that you take into account:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the person concerned.

Each situation will need to be considered separately, as no two sets of circumstances are likely to be the same. For example, if a person was convicted of a speeding offence 15 years ago, it shouldn't affect their ability to run the tuck shop on Junior club nights. However, if they have several recent convictions for drink-driving, they would be highly unsuitable to drive the club's minibus to competitions.

If you are unsure about whether disclosed information is relevant, then we advise you to use the CRB website (www.disclosure.gov.uk).