

Volunteering & Employability

Criminal Records Bureau Check and Certificate of Good Conduct (CRB & CoGC)

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CRB check: Information

The CRB check is a process of checking a person's criminal record and is a necessary requirement for any volunteer wishing to work with vulnerable adults or children. The check protects you, the volunteer, your potential placement organisation and children or vulnerable adults you may come into contact with, at your placement organisation.

The Volunteering and Employability office will conduct a CRB disclosure for any student volunteer who requires one, please check with the office to see whether you are applicable.

Whilst a CRB check highlights all criminal records and convictions, a student with a criminal record should not see this as a barrier to volunteering with children or vulnerable adults.

The procedure for a CRB check is quite simple – please see the process below;

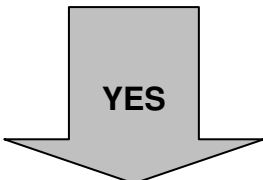
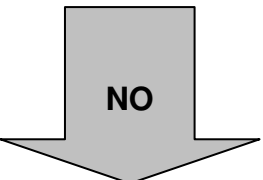
1. Come to the Volunteering and Employability office during a CRB Drop-in Session (Wednesday – Friday 11am – 1pm) to find out whether you need a CRB check
2. Return to the office during a drop-in with 3 forms of ID – acceptable forms can be seen on below.
3. Complete the CRB form in capital letters using a black pen at the Volunteering and Employability office.
4. Get your ID signed off by a relevant member of staff.
5. Wait for your CRB disclosure to be delivered by post, (this comes from Liverpool).
6. Take your copy of the returned CRB Disclosure to your placement organisation/school.

Please note:

The Volunteering and Employability office do not process the CRB disclosure, once it is filled in, it is sent to the CRB office in Liverpool to be processed.

The time it takes to process a CRB form can be as long as 10 – 12 weeks – please bare this in mind when applying for one.

CRB Check: relevant ID

<p>Which Documents you need to provide?</p>	<p>Key for Group 2 Documents; * documentation should be less than three months old ** issued within past 12 months</p>	
<p>Can you produce any documents from Group 1?</p>	<p>Group 2</p>	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>YES</p> </div> <div style="text-align: center;">  <p>NO</p> </div> </div>	<ul style="list-style-type: none"> ○ Marriage Certificate ○ Financial Statement** e.g. pension, endowment, ISA ○ Birth Certificate ○ Vehicle Registration Document ○ UK P45/P60 Statement** ○ Mail Order Catalogue Statement* ○ Bank/Building Society Statement* ○ Court Claim Form** documentation issued by Court Services ○ Utility Bill* electricity, gas, water, telephone – inc. mobile phone contract/bill ○ Exam Certificate e.g. GCSE, NVQ ○ TV Licence** ○ Addressed Payslip* ○ Credit Card Statement* ○ National Insurance Card ○ Tenancy Agreement 	<ul style="list-style-type: none"> ○ Store Card Statement* ○ UK NHS Card ○ Mortgage Statement** ○ Benefit Book Child Allowance or Pension ○ Insurance Certificate** ○ Certificate of British Nationality ○ Council Tax Statement** ○ Work Permit/Visa** ○ A document from UK Central / Local Government/Government Agency/Local Authority giving entitlement* i.e. from the Benefits Agency, the Employment Service or Inland Revenue ○ Connexions Card ○ CRB Disclosure certificate** ○ A letter from a Head Teacher* ○ An Asylum Registration Card ○ University Enrolment Letter
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; background-color: #cccccc; padding: 5px;"> <p>We need to see 3 documents in total...</p> <p>1 document from group one plus any 2 documents from Groups 1 or 2</p> </div> <div style="width: 45%; background-color: #cccccc; padding: 5px;"> <p>We need to see 5 documents in total...</p> <p>All 5 documents from Group two!</p> </div> </div>		
<p>Please note:</p> <ol style="list-style-type: none"> 1. All documents must be in your current name. 2. At least one document must show your current address and 3. At least one document must show your date of birth. 		
<p>List of Valid Identity Documents:</p>		
<p>Group 1</p> <ul style="list-style-type: none"> ○ Passport ○ UK birth Certificate (issued within 12 months of date of birth – full or short form acceptable) ○ UK issued Driving Licence (England/Wales/Scotland/Northern Ireland; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence) ○ EU Photo Identity Card EU countries only ○ HM Forces ID Card ○ UK Firearms Licence ○ Adoption certificate 		

CoGC: Information & procedure

The Criminal Records Bureau (CRB) in the UK is currently not able to conduct overseas criminal record checks.

A volunteer who has lived outside the UK for a continuous period of six months or more within the past five years will require a 'Certificate of Good Conduct' from their home country/ the country in which they have resided in, before they can commence any volunteer opportunity that involves working with children. This is in addition to the requirement to apply for a CRB Enhanced Disclosure.

Applicants who already have such a check or certificate should bring this evidence with them to the UK. Such evidence should ideally have been issued within 6 months prior to departure from the home/overseas country.

Applicants who do not have such evidence will need consult the CRB website for information on how to apply for a Certificate of Good Conduct from their home country or the country in which they have resided, at: http://www.crb.gov.uk/guidance/rb_guidance/overseas.aspx

If the relevant country is not listed the volunteer should contact the relevant country's embassy in the UK for advice. A list of embassies is available at: <http://www.fco.gov.uk/en/travel-and-living-abroad/find-an-embassy/foreign-embassy-in-the-uk/>

Students will need to pay for the Certificate of Good Conduct, but this cost may be reimbursed by the Volunteering Department, on production of a payment receipt.

If the Certificate of Good Conduct requires translation into English, the cost of this must be paid by the volunteer.