

Procedures for obtaining CRB Disclosure

Who needs to be checked?

All club personnel (including non-member helpers) who will have significant access to children must be checked. The Club Welfare Officer (CWO) should keep a record of all such people and ensure that they have been vetted through the CRB. Volunteers, that is people who spend time working at your club, unpaid (except for approved out of pocket expenses), for the benefit of others, do not have to pay for their disclosure. It should be pointed out to those requiring a CRB Disclosure that a previous criminal record is not necessarily a bar to working in rowing. A copy of WARA Policy on the Recruitment of Ex-Offenders is available on the website and should be made available to those completing CRB Application forms should they wish.

Obtaining the CRB form

Persons who are required to obtain a 'Disclosure' from the CRB will need to contact their CWO to obtain an Enhanced form. Photocopies are not permitted. If the form is for a volunteer you must state State this clearly as a charge will be made for those taking up paid posts.

The CWO will ask you for some information that applies to the applicant personally, so that they can confirm identity. They will also ask for 'the position applied for', this refers to the role in which the applicant will come into contact with children or vulnerable adults e.g. volunteer junior coach, volunteer junior co-ordinator. **The form will be sent to your Club Welfare Officer.**

The procedure for the application from a club is as follows

- The Club Welfare Officer will identify the applicant and the post they will be filling and email the WARA CPO with a completed Pro Forma containing the following information.
 - Applicant name
 - Job title (should include volunteer if appropriate)
 - Language required (English/Welsh)
 - If the post is paid or voluntary
 - If it is working with Children or Vulnerable adults or both
 - Level of Disclosure – this is always Enhanced
- The WARA CPO will email the details to the CRU and receive a Blank application form back
- Form passed on to the CWO for completion by the applicant and Identity checks
- Form passed back to the WARA CPO for checking
- WARA CPO passes document to the CRU for processing
- Result is returned to the applicant and WARA CPO
- WARA CPO passed on the simple result – i.e. yes ok or no not suitable – to the CWO.
- In the event of a Not suitable result or border line decision the decision **MUST** be made by the recruitment committee of WARA with reference to the policy for recruitment of Ex – offenders. It is an offence not to give an ex – offender a fair chance.
- Once the decision is made the Disclosure must be destroyed. If there is to be a debate on the disclosure it must be kept in a non portable lockable container separate from any personnel information for the relevant person.

