

CHECKS FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS



Introduction

This information sheet provides guidance to taxi drivers and instructors/volunteers at riding establishments licensed by North Norfolk District Council who are asked to apply for a Criminal Records Bureau (CRB) check.

When do I need to arrange for a CRB check to be completed?

For applicants who are already licensed with NNDC you will only need to apply for a CRB (and sent off by NNDC) as soon as you receive a letter from the licensing team requesting you to apply for one. From 26th July 2010 we will no longer accept other registered bodies disclosures. New applicants will need to wait until the check has come back and is agreed to be satisfactory by a 'Countersignatory' prior to a licence being issued. The process can take a few weeks so you should follow the steps below as soon as possible. If the CRB is deemed unsatisfactory by a countersignatory then the following will happen:

- New applicants – the application will be refused via a letter, this will explain how to appeal against this decision.
- Existing applicants – licence is suspended until you are put before the Licensing Sub Committee who make a decision on the future of your licence.

What do I need to do?

- You will need to call the disclosure application line to request a CRB form, make sure you have the following information ready when you call:
 - The registered body number – **20040000008**
 - Details of addresses that you have lived at during the last 5 years
 - Date and place of birth
 - National Insurance number
 - Other information such as passport/driving licence details
- The disclosure application line can be contacted on 0870 90 90 844. They will ask you questions to verify your identity and for some personal details as listed above.
- They will ask you which level of disclosure you are applying for, this will be an **ENHANCED** disclosure.
- They will then send the application form out to your home address for you to complete. Guidance notes for completing the application form will also be sent out. You should make sure that you follow these closely, as where there are even small errors on the form this will cause a delay in the whole process.
- If you need to add any additional information, please use the official continuation sheet, available at – www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/crb-application-form-guidance/crb-application-guidance/contin-sheet?view=Binary
- Once you have completed the form, you will need to return it to Licensing Team, North Norfolk District Council, Council Offices, Holt Road, Cromer, Norfolk, NR27 9EN. You will also need to include certain original documents to allow us to verify your identity. Details of which documents are acceptable are included in the guidance you will

receive from the CRB or on the CRB website¹. If payment is required (taxi drivers and riding instructors) please enclose payment for the relevant amount made payable to the “CRB”.

DO NOT SEND THE FORM BACK TO THE CRB

- The disclosure application will then be checked against the original documentation you have provided and this documentation will then be returned to you.
- We will then countersign the form and send the completed form with the relevant payment off to the CRB.

Who will receive my disclosure?

You will receive your disclosure in the post and we will receive a copy too.

Who do I contact with any queries?

If it is a query regarding completion of the application form you will need to contact the disclosure helpline on 0870 90 90 844. If you have any other queries, you can contact the Licensing Team on 01263 516189.

Where can I go for further information?

There is a wide range of advice and guidance on the CRB website covering topics such as:

- the posts that are eligible for CRB checks – www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/about-the-crb/eligible-positions-guide
- what checks are carried out during a CRB check
- the CRB’s service standards – www.direct.gov.uk/en/Employment/Startinganewjob/DG_195819
- arrangements for transgender applicants – you can contact 0151 676 1452 or crbsensitive@crb.gsi.gov.uk
- how to complete the application form
- who can give independent advice and support
- tracking your CRB application (you will need your application form reference number and date of birth) – please visit www.homeoffice.gov.uk/agencies-public-bodies/crb/services/online-tracking
- who to contact if you have a complaint or query – CRB customer services can be contacted on 0870 9090 811 or customerservices@crb.gsi.gov.uk

The list of exceptions to The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2003 can be found on the OPSI website².

You can also contact NACRO for independent advice if you have concerns about any previous offences or your criminal record on 020 7840 6464 or helpline@nacro.org.uk.

1 www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811

2 www.opsi.gov.uk/si/si2003/20030965.htm