



Vetting & Barring and CRB Disclosures Scheme Reviews

As a result of the VBS Review, the Scheme will be radically scaled back. There will be no registration with the Scheme and consequently no continuous monitoring; Regulated Activity will be redefined; and Controlled activity will be abolished. Individuals who may pose a risk to vulnerable groups will still be barred from working with them.

The CRB Disclosures Review will bring several changes, including: CRB Disclosure certificates will be issued to the applicant only, so they can challenge any information disclosed before the 'employer' sees it; older and minor convictions will be filtered out; portability will be improved, with a continuous update process reducing the need for repeat and duplicate Disclosures; and the functions of the ISA and CRB will be brought together in one organisation. For more details go to: www.crb.homeoffice.gov.uk/resource_library/crb_news/crb_news_march_11.

We will of course let you know of any further changes as soon as we hear about them, but our national body CSAS has advised us that until these plans are in place (which may not be until towards the end of 2013) it is very much 'business as usual' with CRB checks within the Church. Please note that there are no plans at the moment to recheck those who first received their Disclosure some time ago, unless of course they either take up a new role with greater responsibility, or have a long break away from their role and then return.

A quieter time - some leave

I have now submitted 600 forms to the CRB since the new-style forms came in last July, but as things are quieter just now I am going to take some leave.

During April I will be in the office only on Mondays and Wednesdays - **not on Fridays**.

During May I will be away for the two weeks beginning 9 May; back in the office on 23 May.

Suzanne is also taking some leave, but a few days here and there as she can.....

Estimate of CRB applications to come

Many thanks to those 45 reps who have given me an estimate of the numbers of applications they expect to submit before Easter - the total so far is about 60.

It was CSAS that really wanted to know, and I passed on the information to them at our Administrators' meeting last week. If any other rep expects to submit significant numbers of application before Easter, please just let me know.

CSAS Audit of the Leeds Safeguarding Office

The Report on our Audit has yet to reach the Bishop, so we can't say any more at the moment - but please watch for details in the next issue of this Newsletter.

CSAS Policies on (1) Recruitment of ex-Offenders and (2) Safe Storage and Retention of Data

The two-page introduction to the Safeguarding Self Declaration issued to all new volunteers makes clear reference both to the Rehabilitation of Offenders Act 1974 and to the Safe Storage and Retention policy. However, CSAS has always provided its own statements on these matters and advised us that we should again provide clear 'signposting' to them. I have therefore listed them on our website, and made a clear link to them in the text there. In addition, may I ask all reps to give copies of these CSAS statements to all new CRB Disclosure applicants, along with the SSD itself? I have included copies of the statements with both the electronic and printed versions of this Newsletter.

Safeguarding Self Declarations (SSDs)

In the last few weeks a number of SSDs have reached the office quite separate from the CRB Disclosure applications to which they refer.

Until a year ago that was the normal routine, but at CSAS's prompting we changed the system so that the SSDs should now come in at the same time as the Disclosure application, and preferably in a sealed envelope. Please ask all your applicants to help you with this.

Resigned volunteers

Please help me to keep the database up to date by telling me when volunteers resign - or, sadly, when they die.

You can have a printout of your parish list at any time - just phone or email and I will send it.

Stephen Hanslip

CRB Disclosure applications

CSAS was very supportive of our policy of insisting on evidence of the three 'primary' ID documents - national insurance number, passport and driving licence - when completing an application form. Of course, there will always be applicants who do not have a passport or driving licence, and in that case the normal rules about Group 1 and Group 2 documents still apply. However, everybody has a national insurance (NI) number, and the most common cause of delay in processing CRB applications is having to ask for written evidence of that number. Any one of a wide range of documents will fit the bill for this - but **please be sure to include some written evidence of the NI number.**

Still on the CRB application forms....

Line X66 - always answer NO - only certain social workers and adoptive parents may answer YES

Line X65 - please cross only the appropriate box - for example, Eucharistic Ministers and SVP should be shown as both children and adults, but Catechists should be for Children only.

The small boxes to the right of lines **A21-A24**, and **B37**, are marked **For Registered Body Use** only - but in this case that means the parish rep.

Of 640 forms I have received since July fewer than 30 have been **entirely** correct, ready for countersigning. Please have my *Guide to completing the CRB Disclosure Form* alongside you as you do them, and please check them carefully before you send them in..... thank you!

CRB Disclosures - CaSE Forms - Safe Recruitment

It is easy to slip into the 'shorthand' of asking parish volunteers to complete a CRB Disclosure application as if that were all that it involved... so it may help if we can talk more readily of **Safe Recruitment**. The term covers the whole process: the volunteer completes a parish application form and the SSD, you take up their references, you discuss the role with them, and then together you complete a CRB Disclosure application form. And along the way you make sure that they have a copy of the A5-booklet for volunteers that we sent out last year. Using **Safe Recruitment** to describe all this may help to move the thinking on from simply completing the paperwork, which is how many volunteers still see it.

The same applies to other aspects of the paperwork. Those forms marked **CaSE 1**, **CaSE 2**, etc are all about **Creating a Safe Environment** in which our volunteers can work with the vulnerable groups, so if we can widen the thinking a little it can only help to promote a more positive approach to Safeguarding.

We recently prepared a new version of the Safe Recruitment flowchart to replace page 35 of the Parish Pack - a copy is attached here. Please destroy the old page 35.



A-5 sized booklets for volunteers

And mention of those booklets (picture, left) reminds me that several volunteers have told us recently that they have never seen them, or even heard of them. If you have copies gathering dust on a shelf somewhere please do pass them on to your volunteers, and urge them to read it.

And do your volunteers know about the Parish Pack, and where to find it? Please publicise it in your parish bulletin.

Changes to the CRB's website

As part of the Government's economy drive the CRB website is to be closed down and its content passed to three other Government websites. At this stage we are not sure which content will go where, so if you have found the website useful in the past it may be worth checking to see what is happening there, and when it will happen.

SVP

SVP is a separate legal entity from the Church, and CSAS have asked us to ensure that SVP use their 'SVP-branded' versions of the parish application forms and SSD. And while parish reps are of course free to share information about their volunteers with the parish priest, please do not share it with anybody else - including SVP. An SVP group which wants more information than you can tell them can approach their Diocesan Safeguarding link member, Albert Maher - his email address is albert.maher@btinternet.com.

Contact: Stephen: 0113 2618 046
Suzanne: 0113 2618 059

or safeguarding@dioceseofleeds.org.uk
or suzanne.mitchell@dioceseofleeds.org.uk