

## INFORMATION AND ADVICE FOR DISCLOSURE APPLICANTS

### **What is the Criminal Records Bureau (CRB)?**

The Criminal Records Bureau (CRB) is an executive agency of the Home Office based in Liverpool. It was established to provide regulated access to criminal records and other information to organisations who are recruiting employees and volunteers into positions of trust.

The CRB's Disclosure service is designed to help organisations make safe recruiting decisions.

### **I have been asked to undertake an Enhanced Disclosure. Why?**

In order to undertake an Enhanced Disclosure, the organisation recruiting you as an employee or volunteer must consider that the post you are being considered for is one exempted from the Rehabilitation of Offenders Act 1974.

In sport, such posts are generally those associated with working with children or vulnerable adults. Other exemptions include professions whose duties are considered to place them in a significant position of trust, such as medical practitioners.

### **What information will an Enhanced Disclosure include?**

Enhanced Disclosures contain a range of information, including that:

- held on the Police National Computer, including convictions, cautions, reprimands and warnings
- from the Government's Protection of Children Act List (PoCA)
- from the Government's Protection of Vulnerable Adults List (PoVA)
- held by the Dept. for Education and Skills (DfES) under Section 142 of the Education Act 2002 (formerly known as List 99)
- held by local police forces relating to non-conviction information considered relevant

Due to the exemption from the Rehabilitation of Offenders Act 1974, this will detail ALL previous convictions etc. including those usually regarded as 'spent' under the Act.

### **Why do I apply through England Hockey rather than directly to the CRB?**

The CRB needs to regulate access to the sensitive information it provides. Organisations wishing to access information from the CRB must first become a Registered Body. This status requires that organisations comply fully with the CRB Code of Practice, including storing information securely.

Rather than all hockey clubs and associations becoming Registered Bodies, England Hockey has obtained this status and has also become an 'Umbrella Body'. This means that England Hockey can process Disclosure applications on behalf of clubs and associations. This also enables England Hockey to assist the club or association in making their recruitment decisions where required.

### **Who will see the Disclosure information?**

The CRB Code of Practice provides strict guidance on who can receive Disclosure information. As the applicant, you will receive the original Disclosure form. England Hockey, as the countersigning Registered Body, will also receive a copy.

England Hockey has a small number of nominated staff members for whom it may be relevant to see Disclosure information. In addition to the applicant themselves, England Hockey may pass on Disclosure information to the nominated officer of the club or association who requested the Disclosure be undertaken but only where it is considered necessary to do so. Nominated officers are also restricted by the Code of Practice in relation to passing on Disclosure information.

### **How do I know my information will be kept safely?**

As a CRB Registered Body, England Hockey is bound by the CRB Code of Practice and has a policy on secure storage, handling, use, retention and disposal of Disclosures and Disclosure information. This is attached at Appendix 2. A copy of the CRB Code of Practice can be downloaded from the Disclosure website or can be made available by England Hockey on request.

### **How is the Disclosure information used?**

The Disclosure information is used to help assess your suitability to undertake the position for which you are being considered in your club or association. To comply with recruitment good practice, a Disclosure should not be relied upon as the sole means of making this assessment.

Once England Hockey has received a copy of your Disclosure form, it will contact the club or association on whose behalf the application has been processed to indicate whether or not there is any Disclosure information that could cause concern regarding an appointment to work with children or vulnerable adults in hockey.

**I have a previous conviction, warning or similar. Will this stop me volunteering in my club or association?**

This will depend on the nature of the position in the club or association and the circumstances and background of your offences.

England Hockey has a policy on the recruitment of ex-offenders. This is attached at Appendix 3. England Hockey also provides a template policy on the recruitment of ex-offenders for clubs and associations.

England Hockey will provide assistance where Disclosures are returned with positive information and endeavour to ensure that recruitment decisions are taken in a fair, reasonable and balanced manner.

**I have received my Disclosure form and I do not believe that the information is accurate.**

No Disclosure carries an absolute guarantee of accuracy. Where information provided in a Disclosure is disputed, this should be taken up with CRB by the applicant

England Hockey cannot be held responsible if, acting as an Umbrella Body, it had honestly received, or passed on, Disclosure information that was in fact incorrect.

**How often will I need to undertake a Disclosure?**

The CRB has no national guidance on the validity period for Disclosures. In line with guidance to National Governing Bodies of sport, England Hockey currently recommends that Disclosures are undertaken every 3 years.

**I have already undertaken a Disclosure through my employer or another organisation. Do I have to submit another application?**

Yes. England Hockey's policy is not to accept any Disclosure undertaken by other organisations

**Further information**

Information on the CRB and how its Disclosure system works can be found at [www.crb.gov.uk](http://www.crb.gov.uk)

For further information on England Hockey's Umbrella Body Disclosure Service, please contact 01628 897500.

**What do I do next?**

Complete the Disclosure application form using the guidance provided at Appendix 1. Arrange with your club or association nominated officer to verify your identity documents in Section X of the form.

Please mark you envelope 'Private and confidential' and return it with payment to the address below:

CRB Administrator

England Hockey Umbrella Body Disclosure Service  
England Hockey  
Bisham Abbey National Sports Centre  
Marlow  
Bucks  
SL7 1RR

England Hockey's nominated officers will then countersign the application form in section Y and send it to the CRB in Liverpool.

## GUIDANCE FOR COMPLETING A CRB DISCLOSURE APPLICATION FORM

### Introduction

Any CRB Disclosure form that is not completed correctly will be returned to England Hockey by the CRB for amendment. This inevitably causes delays in processing your Disclosure.

Experience gained through the England Hockey Umbrella Body Disclosure Service has shown a number of common mistakes. Please help us to help you by reading the following guidance when completing your form.

**PLEASE REMEMBER TO COMPLETE YOUR FORM IN BLACK INK AND USE BLOCK CAPITALS. DO NOT USE CORRECTION FLUID**

### Section A

- A3 Forenames. Please include any middle names, listing your first name first
- A8 Postcode. Do not leave any spaces between letters or numbers. So SL7 IRR is given as SL71RR
- A9 At current address since. This is given as MMYYYY, so January 2000 should be given as 012000. If you have been at your present address for less than 5 years you will also need to complete Section D

### Section B

- B13 Position applied for. Please be as descriptive as possible. Assuming your role involves work with young people, make this clear using 'junior' or 'young people', not Treasurer or Volunteer. It would also be useful to include the place in which you will work e.g. 'club junior coach', 'junior hockey coach in schools' etc
- B14 The organisation name should be that of the club or association with whom the position is to be taken, NOT England Hockey
- B15 Organisation address. This should be the club or association address. Where there is no permanent address, use the address of the officer of the club or association as given when the club or association registered to use the England Hockey Umbrella Body Disclosure service. Where a number of applications from the same club or association are submitted at

the same time, please ensure that the address given is consistent!

- B19 Postcode. Do not leave any spaces between letters or numbers. So SL7 IRR is given as SL71RR

### Section C

- C20-C27 Please complete these questions where applicable to you
- C20 If you have entered 'Mrs' or 'Ms' at A1, please state your surname at birth, even if this is the same as listed at A2
- C28-C32 Please complete these questions even if your place of birth is outside the UK
- C29 Please enter the county or district of birth in full, do not use abbreviations
- C33-C34 Do not leave any spaces between numbers in your telephone numbers. So 01628 897500 should be given as 01628897500

### Section D

If you have not lived at the address provided in Section A for more than 5 years from the date the application form is signed, you must supply details of ALL addresses that you have lived at in the previous 5 years, including overseas addresses if applicable.

If you need to, use a plain white sheet of A4 paper as a continuation sheet and attach it to the application form using a paperclip (not stapled). Use black ink and write in block capitals. Write the form reference number (on the front of the form) and your current name and address at the top of the sheet.

Ensure you provide 'from' and 'to' dates for each address. There must be NO GAPS in your 5 year address history.

### Sections E, F & G

Information in these sections is no longer required, please leave them blank.

### Section H

- H67 If you have used a continuation sheet, please mark an X in this box
- H68 You must sign the form. Please do not exceed the edges of the box

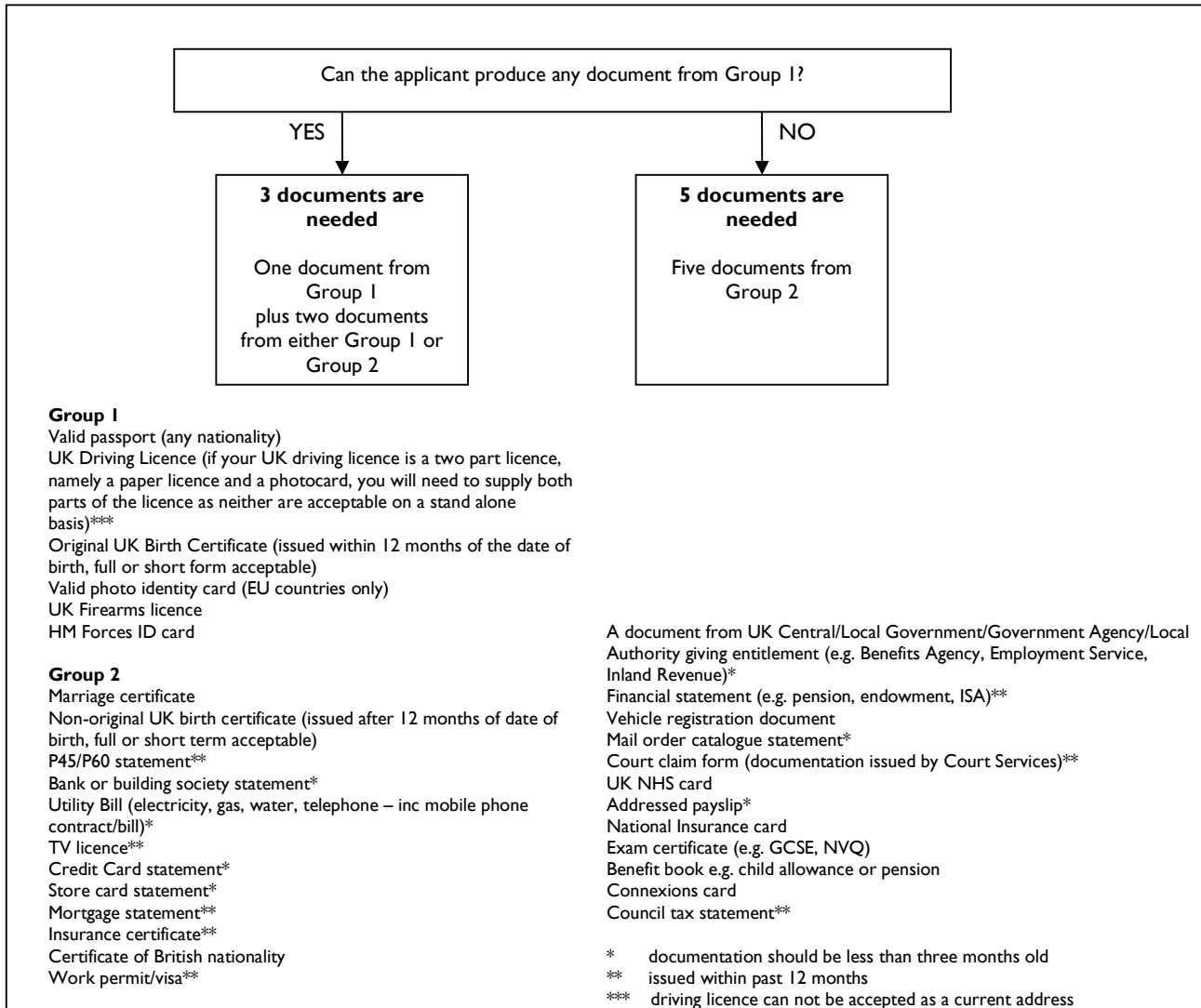
**Section X**

**This section must be completed by the club or association officer nominated when the club or association registered to use the England Hockey Umbrella Body Disclosure Service.**

X16 must be completed by the club or association nominated officer

Documents provided **must**:

- be original documents, no photocopies permitted
- be in your current name
- include at least one document that shows your current address
- include at least one document that shows your date of birth



**Section Y**

This section must be completed by countersignatories of England Hockey only.

**Submitting your form to England Hockey**

Once you've completed please return with payment (£5 per volunteer application or £40 if in a paid position, making cheques payable to England Hockey) to:

CRB Administrator  
 England Hockey Umbrella Body Disclosure Service  
 England Hockey  
 Bisham Abbey National Sports Centre  
 Marlow  
 Bucks  
 SL7 1RR

## APPENDIX 2

### ENGLAND HOCKEY POLICY STATEMENT ON SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

#### Introduction

It is a requirement of the Criminal Record Bureau's Code of Practice that all Registered Bodies must have a written policy on the correct handling and safekeeping of Disclosure information. It also obliges Registered Bodies to ensure that a body or individual, on whose behalf they are countersigning Disclosure applications, has a written policy.

As a Registered Body, England Hockey has adopted the following policy.

#### General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, England Hockey complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

#### Storage and access

Disclosure information will be kept securely in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

#### Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

#### Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

#### Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the CRB Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

## APPENDIX 3

### ENGLAND HOCKEY POLICY STATEMENT ON RECRUITMENT OF EX-OFFENDERS

It is a requirement of the CRB's Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to Disclosure applicants at the outset of the recruitment process.

As a CRB Registered Body, England Hockey has adopted the following policy on the recruitment of ex-offenders.

#### Policy Statement

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, England Hockey complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed
2. England Hockey is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable
3. England Hockey makes this policy on the recruitment of ex-offenders available to all Disclosure applicants at the outset of the recruitment process
4. England Hockey actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. England Hockey selects all candidates for interview based on their skills, qualifications and experience
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, this will be specified in job adverts and recruitment literature
6. Where a Disclosure is to form part of the recruitment process, applicants will be asked to provide details of their criminal record at an early stage in the application process. This information will only be seen by those who need to see it as part of the recruitment process
7. Unless the nature of the position allows England Hockey to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974
8. England Hockey ensures that all those in the company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
9. At interview, or in a separate discussion, England Hockey ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
10. England Hockey makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and can make a copy available on request
11. England Hockey undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

**Having a criminal record will not necessarily bar you from working for England Hockey.**

This will depend on the nature of the position and the circumstances and background of your offences.