

## APPENDIX 9

### **CRIMINAL RECORDS BUREAU ENHANCED DISCLOSURES AND INDEPENDENT SAFEGUARDING AUTHORITY REGISTRATION**

#### **Criminal Records Bureau (CRB) Enhanced Disclosures**

The CRB Enhanced Disclosure Service enables the Associations and their Clubs to make more informed recruitment decisions for positions within their areas of responsibility that involve regular one-on-one contact or contact with groups of children and vulnerable adults and which are capable of building a relationship of trust with children and vulnerable adults.

All BAB affiliated Associations, clubs and members shall participate and comply with the procedures of the CRB and their checking services in regard to Child Safeguarding matters. This includes any subsequent procedures by the BAB; for example a request for further information.

The CRB Enhanced Disclosure tells the BAB about an individual's criminal record. It can indicate whether an individual is unsuitable to work with children and vulnerable adults for example a convicted sex offender. It may also tell the BAB that further investigations are required for example if the person has a history of violence or drug offences.

The BAB is not allowed to tell the club about the actual offences listed on a member's CRB Disclosure unless the written permission of the member has been given and received to do so; applicants can therefore be assured of confidentiality. However, the BAB will tell the Association CPO whether or not that individual is considered suitable to work with children and vulnerable adults.

Whilst CRB Enhanced Disclosures have no period of validity, **the BAB policy is that Associations must re-check their members every 3 years.** The information contained on a disclosure is a "snap shot" at the time and the date the check was completed. Therefore CRB checks form only one part of a safe recruitment process, guidance on which is given in **APPENDIX 23**. All BAB CRB applications should be coordinated by the member applicant's Association CPO.

All Association Club CRB applicants must complete a CRB application form regardless of any previous Enhanced Disclosure through another organisation, however recent. This is in line with current CRB Portability Guidance.

#### **Independent Safeguarding Authority (ISA) Registration**

From the July 2010 all persons who work with children will be required to be ISA registered. This will be via a rolling programme over a 3-5 year period and means that current personnel holding a CRB check with the organization that is less than 3 years old **will not** require to be ISA registered until the CRB check is due for renewal. However, all new applicants and others who require a CRB check but do not have a current one with the BAB will require to register with ISA before the club of Association can employ them to work in a role with children. **To fail to do so will constitute a criminal offence under the ISA Vetting and Barring Scheme.**

ISA differs from the current CRB checks, which will still be required every 3 years. The role of ISA is to assess the data gathered by the CRB including criminal convictions, cautions, police intelligence and other appropriate sources. The ISA team will then decide on a case by case basis whether a person is suitable to work with children and vulnerable adults. The outcome of the ISA check will then be made known to both the individual applying and the BAB and the Association which requested the check.

The ISA does not replace the current CRB checking process and will continue to be a requirement to work with children in Aikido. When an ISA check is made on an individual it will show if the person is ISA registered. ISA registered means the ISA have found no known reason why the applicant should not work with children or vulnerable adults. It also means that the ISA will review the status of that individual if any new information becomes available. The CRB enhanced disclosure provides a fuller picture of a person's criminal history and this will continue to assist the BAB Case management Group (CMG) to make informed decisions as to whether that person is suitable for a particular role or position. This means that ISA registration does not automatically guarantee the CMG will approve someone as being suitable for a specific role in the club even if they have ISA registration.

ISA application will be via the CRB on a combined ISA / CRB application form. Please refer to the BAB web site [www.bab.org.uk](http://www.bab.org.uk) for details of CRB/ISA checking fees.

The CRB will, on receipt of the application form, check whether there is any relevant information on that individual. If there is relevant information the application will be passed to the ISA for a decision on their suitability.

If there is no information the CRB will inform the applicant that they are now ISA registered and issue an enhanced disclosure certificate to the applicant and a copy to the BAB.

All ISA registered individuals are subject to continuous monitoring. This means that if new information is revealed on an individual the ISA will immediately notify the employer or service provider concerned. This would mean the BAB as the registered body rather than the Club Welfare Officer.

Individuals cannot opt out of the ISA Vetting and Barring Scheme, as **it will be a criminal offence for any person employed in a "regulated position" to work or volunteer to assist with children and vulnerable adults if they have not undertaken an ISA check within the time-scale laid down by the ISA** (as outlined in para 7, above, of this Appendix).

Further information on ISA can be found at [www.isa-gov.org.uk](http://www.isa-gov.org.uk)