

required? The organisation you wish to volunteer for would normally let you know if a CRB Disclosure is required and provide you with the relevant form to complete.

Who will have access to the information in the Disclosure? The Disclosure will only be seen by you and the person who requested it and countersigned your form.

Can I use a previous CRB check? If you already have a CRB check you can ask the organisation if they are willing to accept it. They will need to take into account the amount of time since the check was issued and whether it is suitable for the nature of the position you are applying for.

What if I have lived abroad? The CRB does not have access to overseas criminal records. However, some organisations have a legal responsibility to check if a person is banned from working with children or vulnerable adults and can only do this through the CRB. The CRB has produced *'The Applicants Guide*

For further information

to the CRB Disclosure Service.' To view the guide, or for further information about CRB Disclosures, visit www.crb.gov.uk or call: 0870 90 90 811.

You can also talk in confidence to **NACRO**, a national charity that works with ex-offenders, if you are worried about what may be, or has been, revealed by your CRB check. Call 0800 0181 259 or email: helpline@nacro.org.uk

Contact us



Bournemouth Council
for Voluntary Service



Volunteer Centre
Bournemouth

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Bournemouth

BH1 4HN

Telephone: 01202 466130

Email: volunteeradmin@bournemouthcvs.org.uk

Website: www.bournemouthcvs.org.uk

Hours of opening: 9-30am - 2pm, Mon - Fri



Volunteer Centre
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Is a service of Poole CVS



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Email: gill.harris@poolecvs.org.uk

Website: www.poolevolunteercentre.org.uk

Hours of opening: 9am - 5pm, Mon - Fri

References: All information taken from
www.crb.gov.uk and correct at November 2008



*A guide to
Criminal Record Bureau
Disclosures*

Can I volunteer?

Are you considering volunteering but worried about your how previous convictions may affect your options?

This leaflet has been designed to provide you with information on:

- What you might be asked
- What you legally have to disclose
- Confidentiality and your rights
- CRB Disclosures

Volunteering should be open to everyone, no matter what their background; a criminal record should not necessarily prevent a person from volunteering. Spent or unrelated convictions should not be taken into account (unless they are 'excepted positions').

Volunteer Centres work to ensure that everyone wishing to volunteer has access to *suitable* volunteering opportunities.

Volunteer selection processes exist to ensure that organisations can recruit volunteers suited to the opportunities they have. However, organisations should only take *relevant* criteria into account.

- An organisation's questions should be designed to ensure that an ex-offender is not placed in an unsuitable role, for example, a person with a conviction for fraud may not be suitable to deal with project finances.

- It should not discriminate against an ex-offender because they have committed an offence.
- An unrelated criminal conviction should not necessarily prevent an ex-offender from volunteering.

Do I have to disclose convictions?

If you are not asked about convictions, you are entitled to withhold this information. However, if you are asked about convictions and choose to withhold the information, you will not be able to volunteer for positions that require the disclosure of convictions such as unsupervised access to children.

What if my conviction is spent?

You do not have to disclose spent convictions, nor will they be detailed in a CRB Disclosure, unless the role is 'excepted under the Rehabilitation of Offenders Act.' Examples of such roles where you would have to disclose spent convictions include one-to-one unsupervised access to children or young people, working with vulnerable adults or older people.

Confidentiality

You must give your permission for current or spent convictions to be disclosed. The unauthorised disclosure of spent convictions is a criminal offence. If you feel that you have been discriminated against, please contact the Volunteer Centre for advice.

CRB Disclosure

What is CRB?

CRB stands for Criminal Records Bureau and it provides employers with access to criminal records to help them make informed decisions when recruiting people into positions of trust.

What information will a standard CRB Disclosure contain?

A standard CRB Disclosure will contain details of all cautions, reprimands and warnings held on the Police National Computer. If the role involves working with children or vulnerable adults it will also include additional information relating to those banned from working with children and vulnerable adults.

An **Enhanced Disclosure** will include the same information but with the addition of local Police Force information considered relevant by Chief Police Officer(s).

Why might I be asked to apply for a Disclosure?

You will be asked to apply for a CRB Disclosure if you will be volunteering:

- With children or vulnerable adults
- In an establishment that is wholly or mainly for children
- In healthcare

Some roles require a CRB Disclosure by law and if you do not give permission the organisation will not be able to take your application further.

How will I know if a CRB Disclosure is