

# ISA Registration and CRB Disclosures

Changes in the way we process  
clearances and registration

# CRB/ISA Registration

- For recruitment campaigns aimed at July start dates you should ensure that all your relevant adverts carry the message that ISA registration/CRB check will be required.
- Applicants will no longer need to fill in a CRB application form.
- Interview packs for recruitment campaigns aimed at July start dates must include the **new** Disclosure of Criminal Convictions form for anyone who needs a CRB or ISA registration to start work. This includes volunteers and those applying to foster or adopt.
- The DCC form, together with the signed evidence collated at interview will contain all the information the Safeguarding Support Team need to process the CRB/ISA application.
- The old CRB application form and DCC form will not be accepted by the Safeguarding Support Team after 12th July and must be destroyed.

# CRB/ISA Registration

- There are some noticeable differences in the information and evidence required in order to proceed with the application.
- The DCC form has been updated to accommodate this (see next slide).
- The DCC should be completed by the applicant and brought to the interview.
- The manager/interviewer must discuss the disclosure form with the applicant and use the information as part of their recruitment decision.
- Once a recruitment decision has been made the DCC form together with the other necessary signed evidence must be forwarded immediately to the HR Support Team or admin support team.

# Disclosure of Criminal Convictions Form

## Evidence Required

You must ensure that you have evidenced and checked the applicants title and name and ensure this is signed.

**Disclosure of Criminal Convictions Form**

Position Applied for:

Location:

Title: Mr  Mrs  Miss  Ms  Other:

Forename(s):  Surname:

Have you been known by any other names? No  Yes  If yes please provide details on continuation sheet

If the applicant has ticked Mrs or Ms or indicates that they have been known by other names the continuation sheet must be completed to show the other names and the dates used. You must evidence change of name by deed poll or marriage certificate and ensure this is signed.

# Disclosure of criminal Convictions Form

You must ensure that the applicant has completed all date and place of birth fields and collect evidence that you used verified the date of birth and ensure this is signed.

Date of Birth:	<input type="text"/>
Place of birth Town:	<input type="text"/>
Place of birth Country:	<input type="text"/>
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

# Disclosure of Criminal Convictions Form

You must ensure that you evidence the applicants current address and ensure that it is signed.

Address <input type="text"/>	
Town <input type="text"/>	County <input type="text"/>
Post code <input type="text"/>	Country <input type="text"/>
At Address <u>Since</u> <input type="text"/>	MM/YYYY
Any other addresses where you have lived within the last 5 years? No <input type="checkbox"/> Yes <input type="checkbox"/>	
If yes please provide details on continuation sheet	

If the applicant has indicated that they have lived in more than one address in the last 5 years you must ensure that the continuation sheet is completed and that all dates given run concurrently and in the MM/YYYY format

# Disclosure of Criminal Convictions Form

If the applicant has a national insurance number, driving licence or passport they must tick yes on the form.

Do you have national insurance number?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes what is it?	<input type="text"/>	
Do you hold a valid UK driving licence?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes what is your driving licence number?	<input type="text"/>	
Do you hold a valid passport?	No <input type="checkbox"/>	Yes <input type="checkbox"/> If yes please complete the following
Passport number	<input type="text"/>	Nationality <input type="text"/>
Country of issue	<input type="text"/>	

You must then ensure that they have completed their national insurance number, driving licence number or passport number, nationality and country of issue, and that you collect evidence that this is correct and ensure that it is signed.

# Disclosure of Criminal Convictions Form

If the applicant has indicated that they are already registered with the ISA or Scottish Vetting and Barring Scheme, they must provide their registration number.

Do you have an ISA registration number? No  Yes  if yes please provide number

ISA Registration number:

Do you have a Scottish vetting and barring number? No  Yes  if yes please provide number

Scottish vetting and barring number:

# Disclosure of Criminal Convictions Form

The applicant must provide details of all spent or unspent convictions, cautions, warnings or reprimands they may have received as the position applied for is exempt from the Rehabilitation of Offenders Act 1974.

+				
<b>CONVICTIONS</b>				
Has applicant been convicted by a court of any offence		Yes	<input type="checkbox"/>	No <input type="checkbox"/> (please tick box)
If "Yes" please list all convictions under the correct headings in date order				
Category	Offence	Date	Court	Sentence/Penalty
Drug/Alcohol Related				
Theft/Fraud				

The form includes a warning that failure to disclose this Information could lead to dismissal.

# Disclosure of Criminal Convictions Form

The form must have been signed by the applicant which is their agreement to the statements below;

I, the undersigned confirm that I am

- Not included on any list of people barred from working with children and/or vulnerable adults as held by the Independent Safeguarding Authority, nor am I considered unsuitable to work with children and/or vulnerable adults
- Not subject to any sanctions or restrictions posed by a regulatory body e.g. the General Social Care Council or the General Teaching Council with regards to working with children and young people or vulnerable adults
- The information I have given on this form is correct and I agree to a CRB check being carried out and registration/online check with the ISA if necessary.

# Disclosure of Criminal Convictions Form

The interviewer/manager must then sign the form to indicate that they have discussed any declarations on the form with the applicant and are happy to proceed with appointment to the position on the basis of information provided/discussed.

I confirm that I have discussed any convictions, warnings, reprimands or cautions that have been disclosed on this form, and I give consent for the appointment to proceed providing the information on the CRB certificate matched that disclosed.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

# Disclosure of Criminal Convictions Form

- The form should be sent to your HR Support or administration support team for processing together with the evidence collected and evidence of immigration status if required.
- HR or administration support team will enter the details from the form together with other relevant data to the database upon receipt of the form no later than one working day.
- The Safeguarding Support Team will be notified immediately that a CRB/ISA application needs to be made.
- Subject to previous declarations and information held it may be possible to inform the person responsible for recruitment that they can immediately proceed to appoint, alternatively a new CRB/ISA application will be made no later than one working day.

# CRB/ISA Registration

- If a new CRB/ISA application is required the Safeguarding Support Team will send out the completed CRB/ISA application form to the applicant for signature and return to the team.
- All further enquiries with the applicant will be dealt with by the Safeguarding Support Team.
- An online tracking system will be used to view the progress of the application.

# CRB/ISA Registration

- The Safeguarding Support Team will register an interest with the ISA where applicable which will ensure they are informed of any changes in ISA registration status.
- You will be notified if the ISA registration changes for anyone that works or volunteers for you.

# CRB/ISA Registration

- When the ISA registration status is known and the CRB disclosure certificate is received the Safeguarding Support Team will;
  - Check the details on the CRB to the DCC.
  - If the details match you will be notified to proceed to appointment.
  - If the details do not match you will be asked to discuss any discrepancies with the applicant and complete a further declaration form (DCC2) which should be forwarded immediately to the Safeguarding Support Team.
  - Recruiters will need to consider whether they wish to proceed with the appointment based on the integrity of the original disclosure or further details given on the disclosure certificate.

# CRB/ISA Registration

- Although ISA registration can begin in July it will only be a legal requirement for those people starting or moving to a new role in regulated positions or in specified places on or after the 1<sup>st</sup> November 2010.
- The ISA estimates that the registration process should take approximately 10 days, and it will be **illegal to start work** in a regulated position before registration is confirmed.
- Applicants can not be engaged in a regulated position carrying out alternative duties whilst awaiting ISA registration.
- Applicants should not be allowed to take up positions until a satisfactory CRB certificate is received.

# CRB/ISA Registration

- Questions or Queries regarding the scheme can be sent to a dedicated mail box;

[GeneralEnquiresISA-CRB@gateshead.gov.uk](mailto:GeneralEnquiresISA-CRB@gateshead.gov.uk)