



CRIMINAL RECORDS BUREAU – DISCLOSURE CERTIFICATION GUIDANCE FOR SHORTLISTED CANDIDATES

Introduction:

Every member of University of Chichester (University) staff who is, or could be, in direct contact with children or vulnerable adults (our students) as part of their job is required to hold a Disclosure Certificate from the Criminal Records Bureau. The Certificate is proof that the individual concerned does not have any previous conviction under the Rehabilitation of Offenders Act 1974 which could be relevant to their work at the University. Details will be requested from every individual who is appointed to such a post.

Please note that academic posts are exempted under the Rehabilitation of Offenders Act (Exceptions) Order 1975 and staff must declare whether they have ever been convicted of a criminal offence. The University's Policy on Employing People with Criminal Records (provided previously) gives further details.

You are being sent this procedure because the post for which you have applied, in the view of the University, falls within the terms of the Criminal Records Bureau, as during the course of your work you may come into contact with children and/or vulnerable adults.

The University is a registered body with the Disclosure Service, reference number 20537300005.

Should you have any queries please contact the Human Resources Department.

The following procedure applies if you are appointed to the post:

1. You will be provided with a Disclosure Application Form and guidance booklet in your offer of employment pack.
2. You should complete the Disclosure Application Form and return it with your signed acceptance and other required forms as directed in your offer letter. No payment is required as the University will pay for your certification.
3. Your Disclosure Application Form will be checked on receipt by the Human Resources Department. You will then be contacted to arrange a convenient time to bring in your identification and proof of address documents for verification.
4. On completion the form will be passed to the authorised Countersignatory, the Head of Planning and Campus Services for signing and will then be sent to the CRB for processing.
5. Once the CRB have completed their process a Disclosure Certificate will be sent to your home address and also to the Head of Planning and Campus Services at the University.
6. Should the University wish to follow up any information detailed on the Disclosure Certificate our standard Disclosure Service Process would apply (copy available on request).

Data Security:

1. No information regarding disclosed criminal convictions or Disclosure will be released to any individual or organisation, unless they are authorised to receive it under Section 124 of the Police Act Part V 1977.
2. University countersignatories authorised by the CRB will ensure that Disclosures and the information they contain will only be released to those managers and staff who need access in the course of their duties (e.g. Chair of Appointments' Panels or other University Countersignatories).
3. All Disclosure information will be stored in secure, locked filing cabinets. Disclosures will be held for a period of six months after the date of the recruitment decision, or after the resolution of a dispute regarding the recruitment decision or disclosure information. In exceptional circumstances information may need to be retained for longer, but this will not be done without consulting the CRB. After this time a named individual appointed by a countersignatory will shred the Disclosure information. No photocopy or other image of the Disclosure will be retained.
4. A record of the date of disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the CRB and the recruitment decision taken will be retained in accordance with CRB advice.

Further Information

If you need further information, please look on the Disclosure Service website at www.disclosure.gov.uk, the Criminal Records Bureau website at www.crb.gov.uk, or contact the Human Resources Department.

Code of Practice and Complaints Procedure:

The University undertakes to comply with the CRB Code of Practice. A copy of the Code is available from the Human Resources Department or from the CRB website (www.crb.gov.uk). Should you believe this Code has not been complied with, you should complain to the CRB directly at:

Criminal Records Bureau
PO Box 110
Liverpool
L69 3EF

Telephone: 0870 90 90 811