

UK SHAOLIN TEMPLE

CRIMINAL RECORDS DISCLOSURE POLICY AND PROCEDURE

UKSHAOLIN TEMPLE UPDATED FEB 2013



This document should be read in conjunction with the CRB Code of Practice.

Principle

The UKST (UK Shaolin Temple) is committed to safeguarding and promoting the welfare of everyone associated with the organisation and expects all staff and volunteers to share this commitment. The UKST has a responsibility to ensure that anyone who is taking part in an activity or event that the UKST is promoting, supporting or is clearly associated with is safe.

This means that one of the issues it needs to consider is Criminal Records Bureau Disclosures or, as they are more commonly known, CRB checks.

Background Information on CRB checks

- Checks are legally required on those working with children and young people under 18, and with vulnerable adults.
- **Vulnerable adults** are people aged 18 and over who have a learning or physical disability; a physical or mental illness including an addiction to alcohol or drugs; or a reduction in physical or mental capacity.
- There are **two categories of CRB check**, standard and enhanced. The category is determined by the risks involved in the situation.
- **'Portability'** is the term used to describe the re-use of a CRB disclosure, obtained in one organisation and later used in another organisation. .
- There is a **cost for the check itself**. The total cost is about £26 for a standard check and £44 for an enhanced check.
- It is officially claimed that CRB checks will be processed in 2-4 weeks but this depends on the way the police force in an area operates. Reports suggest that it is not unusual for the check to take 3 months.

Expectations of UKST members

- Where CRB checks are required they must be **enhanced and current** (less than 3 years old).
- Those working with under 18's must have a current enhanced check.
- Those working with vulnerable adults in an unsupervised setting must have a current enhanced check.
- **Portability**: the CRB check must relate to actual working situation. A CRB check obtained through another organisation would be **accepted only if the working situation matched the UKST working situation and was current and enhanced**. The main consideration is likely to be one of the level of supervision.

Those required to provide proof of an appropriate CRB check to UKST

- Anyone teaching under 18s or vulnerable adults on a course/workshop set up by the UKST



- Anyone teaching under 18s or vulnerable adults on an independent course/workshop backed by the UKST
- Anyone working as an independent teacher who is teaching under 18s or vulnerable adults in an unsupervised setting and who makes their association with the UKST obvious or who implies an association.
- Anyone advertising their services through the UKST who is/will/may be working with under 18's or with vulnerable adults in an unsupervised setting.

Procedure for checking CRB disclosures

- The body will receive a copy of the disclosure as will the person on whom the check has been made. The UKST does not receive a copy.
- The UKST is responsible for ensuring that those it requires to be checked, have received an appropriate disclosure. This means that someone in the organisation has to have sight of the document and record details in its own record system. Copies of the documents are not permitted.
- UKST members who believe they are affected by the requirement to provide a CRB disclosure should contact an official of UKST.
- UKST contracts will include a requirement to provide evidence of an appropriate CRB disclosure where such a requirement is relevant.
- Members wishing to advertise their services through the UKST will be required to state in writing that they will not be working with under 18s or with vulnerable adults in an unsupervised setting. If they are working with these groups or expect to recruit students in either group, they will need to obtain a CRB check,
- Members affected by the UKST requirement to provide proof of an appropriate disclosure are responsible for organising that a personal check is undertaken.

FAQs

1. I have a CRB check from another organisation. Can I use it for UKST purposes?

It is possible that your current CRB check will be appropriate. It will need to: be current – less than 3 years old, be enhanced not standard, match the teaching situation you will be working in when associated with the UKST.

2. How can I organise a CRB check?

Find an umbrella body through which you can apply for a check to be carried out. There are many listed on the CRB website www.homeoffice.gov.uk/agencies-public-bodies/crb/

3. Is there a charge?

A check costs:

£26 – standard CRB check



£44 – enhanced CRB check

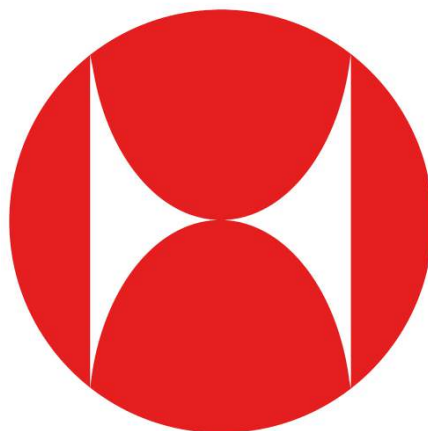
4. Is it my responsibility to inform the UKST that I am working with under 18's or vulnerable adults in an unsupervised setting?

Yes, if there is an obvious or implied connection with UKST.

The UKST will know when members are teaching on courses/workshops it has set up or has backed but will not necessarily be aware when members are teaching independently and have made their connections with UKST known.

Even if there is no connection with UKST, members may wish to consider applying for a CRB check for their own protection.

Any other queries please contact UKST or visit the CRB website.



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