

CAVOS CRB Disclosure Service

A Simple Guide

Your questions to us:

Who should have a CRB check?

People who work unsupervised with children, young people or vulnerable adults. It is also acceptable to request a CRB check for people who work in some other occupations such as accountancy.

How long does the process take?

As soon as the forms have been filled in and checked over by a trained member of CAVOS staff they are sent to CRB. Once CRB receive the form it can take between 2 and 8 weeks to process.

How much does it cost?

Costs vary depending on your organisation. CRB charge a flat fee of £31 for a standard disclosure and £36 for an enhanced disclosure. There is no charge for volunteers. On top of this CAVOS charge an admin fee of £8 for CAVOS members organisations, £10 for non-member voluntary organisations and £12 for statutory and private sector organisations.

Which ID documents will I need?

If you decide to have your CRB checks done through CAVOS then you will need to bring the correct identification documents in line with the ID documents list which has been approved by CRB.

Our questions to you:

Do you have secure storage?

In order to have CRB checks done through CAVOS, you will need to have somewhere safe and secure to keep any confidential information that we send you.

Do you have a risk assessment policy?

You will need to have a policy or process in place that you can refer to if a CRB check discloses information of a criminal record. CAVOS can help you if you do not have such a policy and would like to adopt one or if you need further advice on risk assessment.

Who do you want to fill in your forms?

If you are going to have several checks done through CAVOS and don't think that your staff / volunteers will be able to come to CAVOS to have their forms filled in then we can train a member of your staff to do it on our behalf. We call this 'appointed person' training; basically, we meet up with someone from your staff, show them how to fill in the forms and provide them with all the tools needed to get on with it. However, if you don't have time to do this then you can send your staff / volunteers to CAVOS and one of our trained staff will fill the forms in, or we can come to you at a time and place that suits your group.

What you need to know.....

.....If you've decided to have CRB checks done through CAVOS

Decide how you would like to go about completing your CRB application forms. (see 'who do you want to fill in your forms' on the reverse)

When CRB disclosures are returned, CAVOS will receive a copy and so will the applicant. Usually THE EMPLOYER WILL NOT RECEIVE A COPY OF THE DISCLOSURE. (This includes the 'employer' of a volunteer). However, CAVOS will provide the employer with evidence that the applicant's CRB disclosure certificate has been returned. CAVOS will ensure that sufficient documentation is given to the employer to continue with the recruitment process in line with their organisation's requirements. *(Exceptions can be made at CAVOS discretion where the organisation requires a copy of the actual disclosure certificate for inspection purposes i.e. schools, care homes)*

In addition:

- Your organisation must select an individual to whom any correspondence will be sent or who will be trained as an 'appointed person'.
- If you find that a CRB check has disclosed a criminal record then you must act in accordance with your risk assessment policy / procedure.
- It is vital that your organisation also have knowledge of the Rehabilitation of Offenders Act as not all people who have a criminal record should be barred from working with you.

And remember....

CAVOS is at hand to provide information and advice at every step of this process.

Our trained staff are also able to meet with your group to provide a talk or workshop on all aspects of CRB checking.

If you would like further information on this service or need advice on CRB checking then please do not hesitate to contact Michelle at CAVOS on 01388 811115 or email michelle@cavos.org.uk