

March 2010

briefing note: CRB checks

Criminal Records Bureau (CRB) checks

Tackling youth unemployment is a key priority for the country. We are committed to helping overcome any barriers that exist to getting young people into jobs. For example, [Care First Careers](#) aims to help 50,000 young people move into Adult Social Care jobs by March 2011, with Jobcentre Plus offering pre-employment training to candidates and a recruitment subsidy to employers in this sector.

Candidates have been experiencing delays in starting their jobs due to their employer requiring a CRB check. This is particularly so in the Adult Social Care sector, where Enhanced CRB checks will generally be required.

To help reduce this delay, this advice – targeted at employers and training providers – offers useful information about the CRB process.

The right level of check

It is vital that the requested CRB check is the appropriate level for the vacancy. Employers will be able to check with the [Criminal Records Bureau](#) or the [Care Quality Commission](#) if they are unsure.

Type of check	Target completion period	Cost	Information included
Standard Disclosure	95% within 2 weeks	£26	Current and spent convictions, cautions, reprimands and warnings held on the Police National Computer (PNC).
Enhanced Disclosure	90% within 4 weeks	£36	Contains the same information as the Standard check but with the addition of any relevant and proportionate information held by local police forces and suitability information stating whether a person is barred from a sector(s) or is subject to monitoring.

ISA Adult First	Within 72 hours	£6	Requested alongside an Enhanced Check and exclusive to the health and regulated adult social care sector; a check of the Vulnerable Adults' Barred list. Successful applicants can work in a supervised setting. (Not available after 26 July 2010, see 'Changes to the system' section.)
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Portable CRB checks

In cases where an individual already has an Enhanced CRB check, the Department of Health is of the view that such a check can be accepted by a new employer where delays in making an appointment would put service users at risk and **the CRB check is less than three months old.**

The employee must satisfactorily complete all other pre-employment checks such as identity and qualifications. Alongside these checks, it must be confirmed that an employee is not on the Independent Safeguarding Authority (ISA) barred list before individuals can start work in a supervised setting.

ISA Adult First: Supervising employees before their Enhanced check is received

If an Enhanced CRB check is necessary and staff need to be recruited quickly to ensure sufficient staff are available to care for service users, employers could also consider an Adult First check. This is a check of the vulnerable adult barred list. Provided that all other pre-employment checks have been satisfactorily completed and it has been confirmed that the person is not on the ISA Adult barred list, they can start work before receiving their CRB check. The ISA Adult First is a quick check of vulnerable adult lists, in practice this will take about a week, and will give the employer assurance that the candidate is not barred from working with vulnerable adults whilst they await full clearance.

ISA Adult First checks are only available until 26 July 2010. After that the only way to check that a person is not on the ISA Adult barred list is by having the person become ISA registered.

When employing someone to work with adult before they receive their CRB check, the employer will need to ensure the individual is supervised whilst awaiting full clearance. The regulations on supervision do not require the supervisor to routinely accompany the new employee throughout the working day. However, the supervisor, or an appropriately qualified stand-in, must be on duty at the same time as the new worker and must be available to provide

help and advice. In the case of domiciliary care workers, the supervisor must be available to be contacted for advice.

It should be noted that there is no mechanism for doing an advanced check of the ISA Children's barred list, so an ISA Adult First check is not appropriate where new workers will be working with children as well as vulnerable adults. However, from 26 July 2010 recruits will be able to apply for ISA registration, through which it can be confirmed that the person is not on either of the ISA's barred lists.

Changes to the system

From 1 November 2010, Independent Safeguarding Authority (ISA) registration will be mandatory for new employees in regulated activity (certain types of work with children and vulnerable adults or work in certain settings) and job movers who move from one regulated activity provider to another.

- Jobseekers can apply for ISA-registration from 26 July 2010
- All employees will be phased into the scheme from 2011
- Employers will be able to check a person's ISA-registration status for free
- For certain organisations and posts, jobseekers will also need a CRB check

Cutting down on incorrectly completed forms

Incorrectly completed forms can cause long recruitment delays. The CRB website www.crb.homeoffice.gov.uk offers guidance:

- How to complete the application form
http://www.crb.homeoffice.gov.uk/guidance/applicants_guidance/how_do_i_apply_for_a_crb_check.aspx
- An e-guide to accompany the new application (form effective from 26 July)
<http://www.crbeguide.co.uk/>

In addition, guidance for Registered Bodies on their role in the application process can be found at:

www.crb.homeoffice.gov.uk/guidance/rb_guidance/rb_checking_process.aspx

Think Ahead

If it is known that a customer is looking for work in a sector where checks are made, staff in our offices will be advising them to make sure they have the relevant ID and other information can save time.

Where Pre-Employment Training courses (PET) are run, it may be worth starting the CRB process at an early stage of the course. This could give a candidate a 2 week head start if there is a job offer on course completion.

e-Bulk

Organisations making 3,000+ checks a year may use e-bulk to send multiple applications and receive the results electronically, offering:

- faster results - reducing the average processing time by around 13 days;
- fewer forms to complete – customers can integrate the CRB requirements into their own recruitment processes and application form; and
- greater accuracy - all information sent via e-Bulk is automatically checked for completeness.

Working with CRB

In addition to the steps outlined above, Jobcentre Plus is working closely with CRB to improve clearance times for its customers.

Get in touch

We'd welcome your feedback on anything in this note. Do you have any ideas to add to our list of suggestions?
Please email [Louise Bushill](mailto:Louise.Bushill@crb.gov.uk)