



Information for CRB Evidence Checkers *Revised August 2011*

Introduction

'Thank you for agreeing to fulfil the role of Evidence Checker. Being a Evidence Checker is a really important job within London Diocese's system for safeguarding children and vulnerable adults in our Churches. Your task in carefully checking the details in people's CRB Disclosure application forms, and their evidence of identity is an essential part in ensuring the safety of vulnerable groups in churches. We are very grateful for the work you do for your parish.'

The Venerable Dr William Jacob, Archdeacon of Charing Cross

Some general points about checking

Being a Evidence Checker really consists of three main jobs:

1. Checking the form

This is the most important part of the role, and the part that causes us the most problems! The forms are read by a computer and so their accuracy is paramount as there is no margin for error. Therefore, the first part of your job is ensuring there are no mistakes on the form. If the CRB find errors on the forms, they send them back and we risk losing our status as an umbrella organisation. Being really fussy with the form is a good thing!

2. Completing Sections W, X and the "Registered Body only" verification boxes (sections A&B)

These sections are where you verify the identity of the applicant. Accurate checking of the identity documents is obviously very important but is straightforward if done carefully and systematically. It is important to make sure everything is accurately recorded and that a Documentary Evidence sheet is included.

3. Completing the process

The form has to be sent off with all the correct additions. The parish log must also be filled in to record who has been checked. This final part of the process is easy to over look but very important as it is your only proof of having carried out the check.

Some Basic Information

What is a CRB Disclosure?

A snapshot of a person's record of criminal convictions, cautions, reprimands and warnings. It is part of an informed decision-making process regarding employment but **a disclosure is not a substitute for references and good safeguarding practice.**

Types of Disclosure

Standard Disclosure:

The Diocese of London does not support Standard Disclosures.

Enhanced Disclosure:

All Enhanced Disclosures involve checking information contained by the Police National Computer, local police forces, the Independent Safeguarding Authority (ISA) and other data agencies as required. The Enhanced Disclosure is free to volunteers, otherwise it is £44.

Who is eligible for a check?

Those in a position of trust (i.e. in a position to gain the trust of a child or vulnerable adult) or who have unrestricted access to children or vulnerable adults. It is not necessary for churchwardens or Evidence Checkers to apply unless they work directly with children or vulnerable adults in the church.

This refers to both paid employees and volunteer workers.

The Government recently issued a new CRB eligibility definition called "Regulated Activity". Regulated Activity is a minimum legal standard and does not currently replace the recommendations made above or in the Diocesan Child Protection Guidelines.

What is the definition of a vulnerable adult?

Safeguarding refers not only to child protection but also to vulnerable adults. A vulnerable adult is defined as a person who is aged 18 years or over and who:

- is living in residential accommodation, such as a care home or a residential special school
- is living in sheltered housing
- is receiving domiciliary care in their own home
- is receiving any form of healthcare
- is detained in lawful custody (in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigration and Asylum Act 1999)
- is under the supervision of the probation services
- is receiving a welfare service defined as the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so
- is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability
- is an expectant or nursing mother living in residential care,
- is receiving direct payments from a local authority or health and social care trust in lieu of social care services or
- requires assistance in the conduct of their own affairs.

Some Basic Information Continued...

What does a Parish have to do to be able to use the Diocese as an umbrella body?

The Diocese can process applications on behalf of parishes as well as providing you with a risk assessment service should the applicant have a positive disclosure. However, parishes need to do the following to be able to register with us-

1. Adopt a policy statement
2. Approve an agreement with the London Diocesan Fund
3. Appoint an Evidence Checker

We cannot process disclosures until this has been done.

For copies of policy statements and registration forms, please see the Diocesan web site:
<http://www.london.anglican.org/Regulations/child-protection>

Once we have received a Disclosure from the CRB do we need to recheck it regularly?

We do not recheck CRBs as standard. We do, however, recheck if there has been any cause for concern or suspicion or if the person has been away from the parish for a long period of time. If anyone requires their CRB to be checked regularly for another reason then this may be done where relevant and at the discretion of the Diocese.

Are CRB checks portable?

Portability refers to the re-use of a CRB check, obtained for a position in one organisation (e.g. a school or local government) and later used for another position in the church. The Diocese of London does not recommend that parishes accept portability, no matter how old the person's CRB disclosure is. Always ensure that the individual has completed a CRB application through the Diocese.

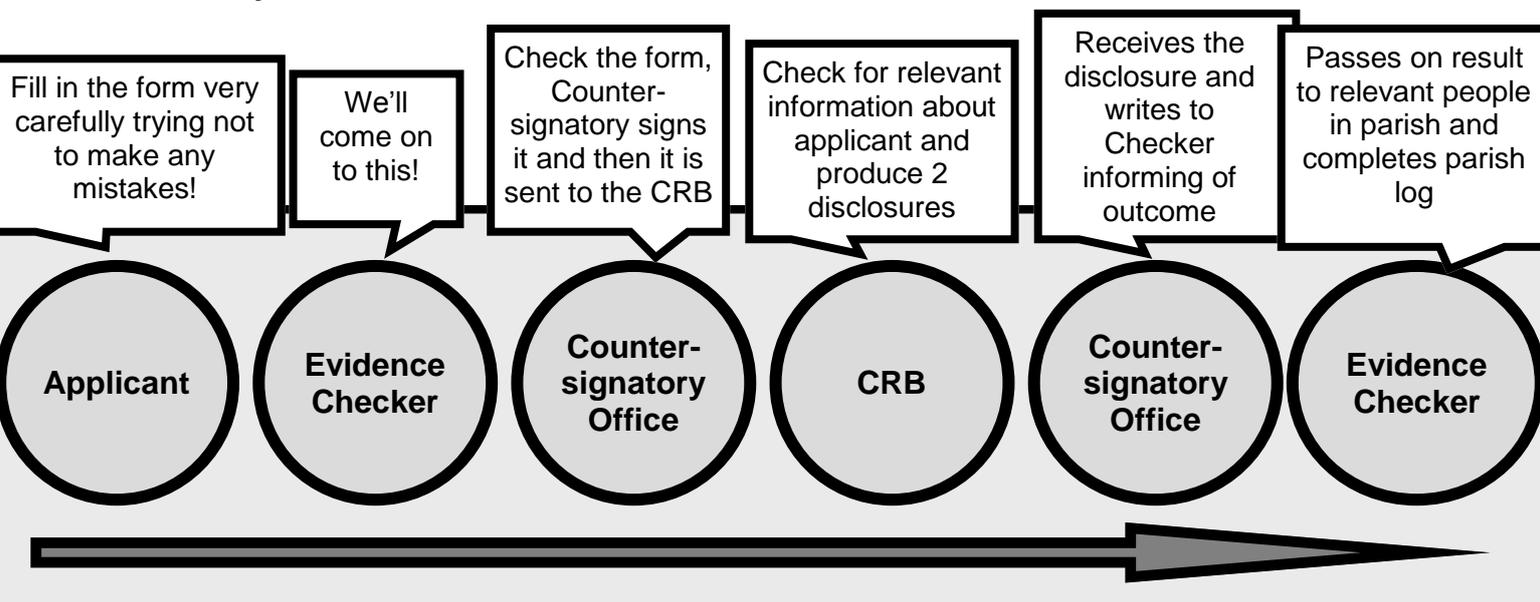
Where do I get CRB application forms from?

You can request forms from the Safeguarding and CRB Administrator.

What does the Diocese do if the CRB disclosure reveals any criminal convictions?

Each Episcopal Area in the Diocese has its own CRB Risk Assessor. If the Countersignatory office receives a positive disclosure back from the CRB the risk assessment process begins. The parish may not necessarily be informed that this is happening. If your disclosure seems to be taking a long time to come back from the CRB, you should check the CRB Online Tracking service first (details are on page 11 of this booklet) and if not check with your Countersignatory.

How does the system work?



Tips for completing and checking the new form

- **Correcting Mistakes**

DO NOT USE correction fluid. If you or the applicant makes a mistake, put a neat line through the mistake and correct it to the right.

- **Dates**

Make sure that dates are completed in the correct format. E.g. if the form states MM/YYYY, the applicant should make sure they only put the month and the year. Dates should also be continuous, E.g. if the applicant moved out of an address in 05/2009 they must state that they moved into their new address in 05/2009.

- **Line A4 - Other Names**

If the applicant answers 'YES' to having other names, they must always complete the Surname/Forename(s) and dates used fields even if the forenames are the same as those used with your current name . e.g.

Current Name: Mrs Joan Mary Smith

Previous Names:

Surname – Jones

Forenames – Joan Mary

Date used – 12/2000 – 12/2002

- **Lines A20– 27**

These fields ask about the applicant's National Insurance number, Driving Licence or Passport details. If they have any of these they must answer 'Yes' to the questions and must, where they can, provide the document details as indicated. If they do not have the document details, they should try to obtain them by whatever means they can, otherwise they must attach an explanation by letter or use the additional information box of the CRB's continuation sheet as to why they cannot provide the details.

You only need to physically see proof of the applicant's documentation if they are using it as part of their identity verification (see the ID section of this booklet).

- **Lines A28 - A29 and section D (ISA registration)**

These fields are marked as mandatory; however the form will not be rejected if these fields are left blank as the ISA registration phase of the VBS has been halted and no one has or should request an ISA registration number.

- **Section B- Current Address**

The applicant must complete full current address details including town / city, country and Post Code

- **Section C- Other Address**

If they need to complete this section they must complete all fields for each additional address. If they need to use a continuation sheet ensure that they complete all fields on the continuation sheet.

- **Section W, X and the purple "Registered body use only" Verification boxes**

These should be completed by you, as the Evidence Checker- NOT THE APPLICANT. The verification boxes are the purple "Registered body Use Only" boxes in sections A and B.

- **Lines W58, W59**

Evidence of Identity. The Evidence checker must complete these boxes.

- **Line X60**

Is the applicant applying for a CRB check? This question must always be answered 'YES'.

- **Line X61**

Position Applied For- Only the first 30 characters of this field will be used by the CRB – even though the form allows for 60 - therefore it is important that you provide the principal role details in those first 30 characters.

Completing the CRB application form continued...

- **Lines X63- X66**

You must cross the 'enhanced' box in X63 and then answer the following 3 questions in X64, X65 and X66. You can request a check against either one or both of the vulnerable adults and children lists. It is important that you only request these checks if the applicant is working with those groups concerned.

- **X68**

You must answer this question to indicate if the CRB check is for a volunteer and therefore issued free of charge. *Failure to cross the relevant box may result in the parish being charged.*

- **Section Y**

Please do not complete section Y- this section is for the Countersignatory to complete.

Summary - The job of an Evidence Checker

Check the Form

Complete Section W, X and Verification Boxes

Check Personal Details Form

Complete Documentary Evidence Sheet

Fill in Parish Log

Write Covering Letter

Check payment

Send to Countersignatory

Complete Parish Log once disclosure has been returned

Evidence of Identity

The application form requires applicants to produce documentary evidence of identity. You, as Evidence Checker need to verify that the documents are originals (not photocopies or computer generated) and legitimate. The applicant can provide a combination of documents– some of which cannot be noted on the application form. Therefore, please complete a **Documentary Evidence Sheet** as well (template page 13 of this booklet).

Which documents need to be provided?

| Can the applicant produce any document from Group 1? | |
|--|---|
| YES | NO |
|  |  |
| 3 documents needed 1 document from Group 1 2 documents from Groups 1 or 2 | 5 documents needed 5 documents from Group 2 |

Group 1

- Passport
- EU National Identity Card
- Identity Card for Foreign Nationals (ICFN)
- Driving Licence (UK) (Full or provisional)- England/ Wales/ Scotland/Northern Ireland/Isle of Man /Jersey; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence; except Jersey)
- Birth Certificate (UK and Jersey) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- HM Forces ID Card (UK)
- Firearms Licence (UK)
- Adoption Certificate (UK and Jersey)

Group 2

- Marriage/Civil Partnership Certificate
- Financial Statement ** - e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement **(UK)
- Mail Order Catalogue Statement*
- Bank/Building Society Statement*
- Court Claim Form** (UK)
- Documentation issued by Court Services (UK)*
- Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
- TV Licence**
- Addressed Payslip *
- Credit Card Statement *

Group 2 continued...

- National Insurance Card (UK and Channel Islands)
- Store Card Statement *
- NHS Card (UK and Channel Islands)
- Mortgage Statement **
- Benefit Statement* - e.g. Child Allowance, Pension
- Insurance Certificate **
- Connexions Card (UK and Channel Islands)
- Council Tax Statement (UK) **
- Work Permit/Visa (UK) **
- Letter from a head Teacher*
- CRB Disclosure (Scotland)
- General Medical Council (GMC) Certificate
It should be noted that information on these certificates becomes outdated rapidly. Up to date information about a doctor's registration status can be obtained by checking the List of Registered Medical Practitioners at www.gmc-uk.org
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*:e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security

One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK): *Do not use more than one of the following documents*

- Convention Travel Document (CTD) - Blue
- Stateless Person's Document (SPD) - Red
- Certificate of Travel (CIT) - Brown (Formerly Certificate of Identity)
- Application Registration Card (ARC)
- Immigration Status Document (ISD)
- Certificate of British Nationality (UK)

***documentation should be less than three months old/ **issued within past 12 months**

At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.

This list is subject to amendment. For up to date information please visit–

<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/crb-application-form-guidance/crb-application-guidance/id-checking-guide?view=Binary>

What to look for on identification

How can I check Driving Licences?

Do not accept licences, other than those stated in the list of valid identity documents. English, Welsh and Scottish driving licence numbers contain information about the applicant's name, sex and date of birth. This information is written in a special format but can be gleaned and matched against the information provided by the applicant in Section A-C.

Please note that the date of birth on English, Welsh and Scottish driving licences, issued before 1977, is not recorded as a separate entry on the licence. The date of birth must be deciphered from the driving licence number and entered in the relevant field on the application form.

For example the format of the number for Christine Josephine Robinson, born 2 July 1975

R O B I N 7 5 7 0 2 5 C J 9 9 9 0 1
N N N N N Y M M D D Y I I C C C C C

N = 1st five letters of the surname (if the surname begins MAC or MC it is treated as MC for all).

Y = YEAR of birth.

M = MONTH of birth (In the case of a female, the number represented by the first M will have the value 5 added to the first digit e.g. a female born in November (i.e. 11) would display '61' in the MM boxes or if born in February (i.e. 02) would display '52').

D = DAY of month of birth.

I = Initial letter of the first two forenames - if only one, then 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one has been provided in Section A.

C = Computer generated.

Please note, for Northern Ireland driving licences the licence number is in a different format. The licence number is unique to the driver and the 'name' or 'date of birth' validation, as shown above, cannot be used. Do not accept licences from British dependencies (e.g. Gibraltar, Falkland Islands).

What if the applicant has been adopted?

Registered Bodies should inform applicants that if they were adopted before the age of 10, they do not need to provide their surname at birth in Section C of the Disclosure application form, they should give their adoptive name in this section.

This is because the age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name that was used until the age of 10.

What if the applicant has changed their name recently and cannot provide ID documents in this new name?

Documents in a previous name can be accepted ONLY where the applicant can provide documentation supporting a recent change because of:

- Marriage/civil partnership {marriage/civil partnership certificate}
- divorce/civil partnership dissolution {decree absolute/civil partnership dissolution certificate}
- deed poll {Deed Poll certificate}

In these instances, you must:

1. Return a 'Continuation Sheet' with the application form clearly stating

- current and previous names
- date of the change
- reason for the change
- the document you have seen to support this change

2. Ensure that all 'Previous names' and 'Dates used' are recorded in Section C (Additional Personal Details)

How do I check for indicators of fraud?

Always check for signs of tampering when checking identity documents. Documents should be queried if they display any signs of damage, especially in the areas of personal details such as the name and the photograph. The following guidelines should help you look out for any suspicious signs when authenticating documents.

Passport

Check the general quality and condition of the passport. Treat it with suspicion if it is excessively damaged; accidental damage is often used to conceal tampering. Photographs should be examined closely for signs of damage to the laminate or for excessive glue or slitting of the laminate; these signs would indicate photo substitution. If the photograph appears excessively large, this might indicate an attempt to hide another photograph underneath. There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph. Check there is no damage to this area. If the passport is from a foreign national, you can still follow the same general procedures as above.

Photo driving licence

Examine the licence for evidence of photo tampering or any amendment of the printed details.

Old style driving licence (no photograph)

Remove the document from the plastic wallet and check that it is printed on both sides. It should have a watermark visible by holding the licence up to the light and there should be no punctuation marks in the name or address. The 'Valid To' date should be the day before the bearer's 70th birthday (unless the bearer is already over 70). The 'Valid To' date can therefore be cross-referenced with the applicant's date of birth detailed in Section A.

Birth certificate

Birth certificates are not wholly reliable for confirming identity, since copies are easily obtained. However, certificates issued at the time of birth are more reliable than recently issued duplicates. Check the quality of paper used; genuine certificates use a high grade. There should be a watermark visible when the document is held up to the light. Any signs of smoothness on the surface would indicate that original text might have been washed or rubbed away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.

EU Photo Identity Card

Examine the card for evidence of photo tampering or any amendment of the printed details.

HM Forces ID Card

Examine the card for evidence of photo tampering or any amendment of the printed details.

Firearms licence

Check the licence is printed on blue security paper with a Royal crest watermark and a faint pattern stating the words 'Home Office'. Examine the licence for evidence of photo tampering or any amendment of the printed details, which should include home address and date of birth. The licence should be signed by the holder and bear the authorising signature of the chief of police for the area in which they live, or normally a person to whom his authority has been delegated.

Other forms of identification

Ensure all letters and statements are recent, i.e. within a 3 month period. Do not accept documentation printed from the internet. Check letter headed paper is used, bank headers are correct and all documentation looks genuine. The address should be cross-referenced with that quoted in Section B.

After checking identification documents and completing the forms

Send the form to the Safeguarding and CRB Administrator at the Diocesan Offices to complete Section Y and forward the application to the CRB.

When sending the Disclosure Application to the Counter-signatory, please:

Enclose a covering letter giving full details of the position for which the Disclosure is required (e.g. part-time children's worker; Sunday group volunteer; children's choir leader etc) and indicate whether it is a paid or volunteer post.

Identify the name and address of the person to whom the Disclosure outcome should be sent – normally the Evidence Checker.

Enclose a stamped envelope, addressed to that person.

Enclose payment (if required, see below)*.

Enclose Documentary Evidence Sheet which details the applicant's ID that you verified.

Enclose additional applicant personal details form.

Make sure Section Y is NOT completed.

Complete the Parish Information Log to keep track of the application and provide evidence of outcome.

The Counter-signatory will advise the parish or project of the outcome via a standard letter.

**No fee is required for volunteers. A fee of £44 is required for an application from someone who is applying for Enhanced Disclosure for a paid post (whether full time or part time).*

Cheques should be payable to LONDON DIOCESAN FUND.

Names and Addresses of Countersignatories Offices

For Clergy Appointments

| Two Cities - Charring Cross Archdeaconry | Two Cities - London Archdeaconry |
|---|--|
| Pam Nicholls 15A Gower Street London WC1E 6HW Tel: 020 7323 1992 Pam.nicholls@london.anglican.org | Janet Laws The Old Deanery Deans Court London EC4V 5AA Tel: 020 7248 6233 Janet.laws@londin.clara.co.uk |
| Stepney Area | Willesden Area |
| Jenny Harding The Archdeacon of Hackney's Office St. Anne's Community Hall Hemsworth Street London, N1 5LF Tel: 020 7932 1146 Jenny.harding@london.anglican.org | Nikki Court 173 Willesden Lane Brondesbury London, NW6 7YN Tel: 020 8451 0189 Nikki.court@london.anglican.org |
| Kensington Area | Edmonton Area |
| Jan Redshaw Dial House Riverside Twickenham Middlesex, TW1 3DT Tel: 020 8892 7781 Jan.redshaw@london.anglican.org | Christine White 27 Thurlow Road London NW3 5PP Tel: 020 7435 5890 Christine.white@london.anglican.org |

For Lay Appointments in All Areas

Sheryl Kent
 London Diocesan House
 36 Causton Street
 London
 SW1P 4AU
 Tel: 020 7932 1224
 Sheryl.kent@london.anglican.org

CRB Online Tracking Service

<https://secure.crbonline.gov.uk/enquiry/enquiry/search.do>

You will need the form reference number and the applicants date of birth to access this service.

Parish Information Log

| | |
|---|--|
| Name of applicant and position applied for: | |
| Is this a paid post or voluntary? | |
| Has payment, if appropriate, been received and passed? | |
| Disclosure Application form reference number: | |
| ID checked by: Types of ID seen (please note that, for Data Protection purposes, no reference numbers should be recorded) | |
| Date when application sent to Countersignatory: | |
| Which Countersignatory was the application sent to? | |
| Date when outcome received: | |
| Disclosure reference number: | |
| Date issued: | |
| Next Step (if required): | |

This Parish Information Log should be kept in a secure place indefinitely as evidence that a Disclosure Application was made.

Once this log has been completed please sign below before filing

Signature:..... Incumbent/Evidence Checker

Name:.....(please print)

(This form may be photocopied)

Documentary Evidence Sheet

(to be forwarded by the Evidence Checker with each CRB application)

Applicant Name _____

Form Reference Number _____

Registered Body Number 20540700005

Documents seen:

| Group | Documents Seen |
|-------|----------------|
| | |
| | |
| | |
| | |
| | |

Evidence Checker _____

Date _____



CRB APPLICATION: PERSONAL DETAILS

It is important for the Diocese to be able to contact you as quickly as possible should any issues or queries arise in relation to your CRB disclosure, particularly if a risk assessment is required.

Therefore, please complete this form and return it along with your CRB application. These details will be kept on file in the Diocesan offices until your CRB disclosure is received and any risk assessments have been carried out (as necessary).

Failure to complete this form may result in a delay or cancellation of your CRB application.

NAME:

FULL ADDRESS:

TELEPHONE NUMBER(S):

EMAIL ADDRESS:

PARISH:

POSITION APPLIED FOR:

BRIEF DESCRIPTION OF THE ROLE (include a copy of the job description):

REFERENCES

References may also need to be taken as part of a risk assessment process. Please provide details of your referees below. These may be the same contacts as those you will have already given to the parish.

REFEREE 1

NAME:

ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

RELATIONSHIP:

REFEREE 2 (if possible)

NAME:

ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

RELATIONSHIP:

I confirm that the relevant staff of the London Diocesan Fund and its Risk Assessors can contact me or my referees in the case of issues or queries arising from my CRB Application.

Signed _____ Date _____

Sample Covering Letter for CRB disclosure

*Evidence Checker Name
and Address:*

(dd/mm/yy)

Recipient Name and Address:

Mrs Sheryl Kent
Safeguarding and CRB Administrator
London Diocesan House
36 Causton Street
London
SW1P 4AU

Dear

RE: CRB disclosure (Form reference: _____)

Please find enclosed a CRB disclosure application form for _____

_____ has applied for the *volunteer position/ paid position (delete)* of
_____ with _____.

This role involves working with children *and/or* vulnerable adults.

I request that you please process an Enhanced CRB disclosure.

I enclose a cheque for £44 to cover the cost. *(delete)*

Please send the disclosure outcome to:

I have also enclosed a stamped address envelope for your convenience.

Yours sincerely

(This letter may be photocopied)

Evidence Checker Checklist

For parish reference only

Tick Box once
completed

Check the Form

**Complete Verification Boxes, Section W
and Section X**

Complete Documentary Evidence Sheet

Check the Personal Details Form

Fill in Parish Log

Write Covering Letter

Check payment

Send to Countersignatory

**Complete Parish Log once disclosure
has been returned**