

Hunts Mind



For better
mental health

Hunts Mind

CRB Policy Statement and Procedures

Ratified by the Board of Trustees in December 2009

Amended in July 2010 and ratified 11th August 2010

Amended in August 2011

To be reviewed August 2013 or as legislation changes

**The Limes
24, New Street
St Neots
Cambridgeshire PE19 1AJ**

**Registered Charity number 1084452
Company Limited by guarantee 3949645**



CRB POLICY STATEMENT

1. General principles

- 1.1 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Hunts Mind complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request. Application details to obtain a CRB form is given to potential staff members – see Appendix .1

2. Storage and access

- 2.1 Disclosure information is kept securely, in a lockable, non-portable storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties. These people are the Chief Executive Officer, Operational Development Manager and the Office Administrator.

3. Handling

- 3.1 In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

4. Usage

- 4.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

5. Retention

- 5.1 Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection

and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

6. Disposal

- 6.1 Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Chair: Sharon Cox



Ratified on: 17th August 2011

Review date: August 2013 or as legislation changes



CRB CLEARANCE PROCEDURE

As part of Hunts Mind's Policy, it is a requirement for all staff and volunteers to be CRB checked (Criminal Records Bureau) – Enhanced level to meet with current guidance for people engaged with working with vulnerable adults.

The process involves each individual phoning the CRB directly – **0870 9090844**

The Bureau will then take some personal details down over the phone, including the position you will be taking within the organisation and will then send the form to your home address for you to complete.

They will ask you for the Organisation's identity name and number, we are using – **Cambridgeshire and Peterborough NHS Foundation Trust and their number to quote is 20152500003.**

There is a section on the form that will require Hunts Mind to verify details – please make arrangements for this to be brought to Hunts Mind's main office (The Limes) in order for them to be verified by either our Chief Executive or Operational Development Manager, and photocopied.

You will need three pieces of ID and one must be a photocard identity – eg passport or driving licence.

Guidance on filling in the form comes with the form and individuals are requested to following this guidance.

When forms are complete and Hunts Mind's Chief Executive or Operational Development Manager has seen all ID and verified it, the forms will go to Anglia Support Partnership, Mental Health Trust to be forwarded for processing. Certificates will then be supplied for each successful search.

With the exception of Volunteers, there is a charge for this check; however Hunts Mind will undertake to pay this.