

## **The Criminal Records Bureau (CRB) –Frequently Asked Questions**

- What is a CRB Disclosure?
- How do I apply for a Disclosure?
- What sort of Disclosure do I need?
- What information will I be required to show and include on my Disclosure form?
- Who will receive my Disclosure?
- Can I challenge the information on my Disclosure?
- How long will my Disclosure be valid?

### **What is a CRB Disclosure?**

A CRB Disclosure is a document that contains information held by police and government department that can be used by employers and voluntary organisations to make recruitment decisions.

A CRB Disclosure offers the BCU and all those involved in paddlesport the means to check the background of applicants to ensure that they do not have a history that would make them unsuitable for posts.

A CRB Disclosure will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. It will also contain details from lists held by the Department of Health and Department for Education and Skills.

### **How do I apply for a Disclosure?**

The BCU is a Registered Body and therefore able to complete Criminal Records Bureau (CRB) Disclosures.

Each club has a nominated representative who is able to obtain CRB forms from the BCU, therefore either obtain a form through your nominated person or contact the BCU.

Once you have received your form follow the instructions, showing your identification to your club representative and then returning the completed form to the BCU.

### **What sort of Disclosure do I need?**

The BCU only conducts Enhanced Disclosures. An Enhanced Disclosure includes an additional check with local Police Forces.

Local police records may contain additional information that might be relevant to the position sought.

### **What information will I be required to show and include on my Disclosure form**

In completing the form you are required to include:

- Your full name, and any other name that you may have been known by
- Details of addresses you have lived at
- Your date and place of birth
- Your national insurance number
- In addition you will be required to provide personal identification documents including items such as your passport and/or driving licence

The identification will be seen by your club representative and returned to you. The club representative will then acknowledge on your Disclosure form that they have seen your identification and send the form back to the BCU CRB Unit for processing.

### **Who will receive my Disclosure?**

You (the applicant) will receive your Disclosure form in the post once the check has been completed.

The turn around time for CRB Disclosures to be returned is around is 6-8 weeks although some can be shorter as well as considerably longer.(The BCU has no control over this)

A copy of your CRB Disclosures will also be returned to the BCU Child Protection Officer or appointed person. The Club will **NOT** receive a copy of your Disclosure although they are advised to ask to see your completed Disclosure.

### **Can I challenge the information on my Disclosure?**

Yes, if you think that any information on your Disclosure is incorrect please contact the CRB Dispute Line on 0870 90 90 778

You should also contact the BCU Child Protection Officer (see contacts) to inform them which aspect of your Disclosure you are disputing.

### **How long will my Disclosure be valid?**

A Disclosure is only valid on the day that it is issued, if however you remain employed or in a permanent role with the same club, organisation then you will not need another CRB check for another 2 years. If however you move you may well be required to complete another CRB.

### **Child Protection Officer**

**British Canoe Union  
John Dudderidge House  
Adbolton Lane  
West Bridgford  
Notts NG2 5AS**

**Tel: 0115 9821100**

**Fax: 0115 9821797**

[www.bcu.org.uk](http://www.bcu.org.uk)