

# Diocesan Board of Finance

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To all Parish Disclosure Officers

September 2011

Dear All

I hope you have had a good summer. This newsletter is just to keep in touch and to bring you a few reminders as the expected changes are still some way off.

The government is still in the process of revising its recommendations for changes to CRB procedures and progressing its Freedoms Bill through Parliament. We can expect no decisions or changes before 2012. Training will be arranged regarding the relevant areas of the Freedoms Bill once the legislation becomes law and we know how this will impact on our procedures in parishes and the diocese. Consequently it is vital that parishes continue to recruit safely using the tools that are presently in place. CRB checks should continue to be made on those working with children and vulnerable adults, as well as the use of application forms, confidential declarations and the taking up of references. This enables those recruiting to have all necessary information for decision making.

It is also important to continue to renew the CRB disclosures of those in post whose disclosures are more than five years old. This is a House of Bishops' recommendation. It helps us here on the Helpdesk if you can also inform us when people have moved away, died or are no longer in post so that we can keep the database up to date. In the autumn we will be sending parish lists to you showing those with CRB disclosures in your parish and those due for renewal in 2012. It is hoped that Readers will be shown on these lists for the first time so that apart from ordained clergy, who are checked through the Bishops' office, you should have definitive parish lists. Please let us know if you come across any errors!

The new mauve CRB application forms have reduced considerably the number of queries we have to resolve: however a small number of forms still come to us incorrectly completed. Please check forms thoroughly before sending.

Some of the most common errors are as follows:

- Mistakes with the date formats (particularly in the full name history). These dates must be shown as month and year and must be given regardless of how long ago they are.
- Completed and/or signed using BLUE ink. The CRB reject these forms so please make sure BLACK ink is used.
- Forms with tippex. The CRB scanners cannot read forms with tippex on any part so these are automatically returned to us and new forms have to be completed.
- Incorrect driving licence number. Please remember that the driver number is the one that is 16 digits long and starts with the first five letters of the applicant's surname. You may need to advise the applicant of this.
- Completing section x and signing in section y. PLEASE leave these sections for the Helpdesk to complete.

We are still receiving a small number of CRB applications on old white forms. These are no longer accepted by the CRB and should be destroyed securely. All applications must be made using mauve forms.

When there is a change of personnel in the parish regarding Child or Adult Protection Coordinators or Disclosure officer or a new appointment, it is vital that this office is informed. We need to keep our records up to date so that you don't miss out when important information is circulated. Please also remember that all Child and Adult Protection Coordinators require a current CRB check through the diocese.

Thank you for all you do.

With best wishes



Sheila Rooke



Mary Barnes

CRB Helpdesk  
Diocese of Canterbury