

## **Obtaining Clearance under the Child Protection Measure** **Revised March 2009**

Those individuals needing to be checked under the child protection measures will be everyone in the parish who is likely to come into regular contact with children or vulnerable adults (all members of the clergy plus all those in the parish who care for children or have a responsibility for them, e.g. organist and choir master, helpers with crèche, toddler group, junior church and young people's groups, and those who may care for vulnerable adults, e.g. members of pastoral groups, etc).

In order to apply for the check, the individual has to apply under the auspices of a registered organisation. The Diocese of St Albans is such a registered body.

We do not accept 'portability' of disclosures. We also request that when a person's job specification changes from one where they do not have regular contact with children to a situation where they do, an enhanced CRB disclosure must be sought prior to taking up their new role.

### **Application for a Disclosure Form**

Members of the clergy do not have to apply directly for this; their disclosures are dealt with by Mrs Lynn Bridger, secretary to the Bishop of St Albans, as are disclosures for Accredited Lay Ministers. In the case of Readers, they are contacted directly about the disclosure system by Mrs Pip Austin, secretary to the Bishop of Hertford.

For those working or helping in parishes they can obtain a CRB disclosure application form direct from the CRB. To do this they have to telephone (tel: 0870 90 90 844) and give the registered body number, which is 20224600009; the name of the registered body is the Diocese of St Albans. If they are **volunteer** helpers they should stress this at the outset. If they do not, the CRB automatically deduct £36 from the Diocesan account, which we then have to claw back at a later date. They should also state that they wish to apply for an **enhanced** disclosure as the Church does not accept 'standard' ones. They will then be asked over the telephone a number of questions: their full name, their current address plus the month and year that they moved to that address, their date of birth, their national insurance number (which is not obligatory), the position for which they are applying and the organisation name. The organisation name may be *Diocese of St Albans* but the CRB may well insist on the parish name and that is perfectly acceptable. All these details will then be printed onto a form which will be sent directly to their home, together with an information booklet.

### **Completion of CRB disclosure form**

Please use BLACK ink and block capitals. If you make an error - don't worry, simply cross it out and write as near to the reply space as possible. Do **not** use Tippex or equivalent. If necessary, cross out the section and write on an A4 sheet of paper, putting at the top of the sheet the registered body number, the application form number, your name, current address and date of birth, then the Section heading and the corrected line(s).

Please complete sections A to D as fully as possible (if you are completing a form already partly completed by the CRB, put your **full** name in Section A - the CRB only print one forename, and **all other forenames must be added**). For 'position applied for', to ensure the police understand the type of check required, you need to state working with children and/or vulnerable adults. Please use one of the following terms:

Church Child Helper (for helping solely with children)

Church Adult Helper (for helping solely with vulnerable adults)

Church Child/Adult Helper (for helping with both children and vulnerable adults).

Think carefully about all the roles an applicant might have and make sure they are covered for these within the terms of the position applied for. If a helper is, for example, the administrator, do remember that a disclosure is not required for this role. However, if an aspect of their duties brings them into contact with children/vulnerable adults, then a disclosure is needed. In Section B the organisation name can be that of the registered body, i.e. *Diocese of St Albans* and the address: *Abbey Gate House, Abbey Mill Lane, St Albans, Herts, AL3 4HD* but, as explained above, the CRB prefer the name and address to be that of the parish church. Either may be used. Sections E and F are no longer required. Leave the back page blank Do correct any errors the CRB may have made.

In Section C the CRB asks for the surname at birth (if different). However, the police insist that this is completed for all females using the following titles: Mrs, Miss, Ms, Dr, Revd.

If additional pages are required for previous addresses or for previous names used, please head the sheet(s) with the registered body number, the application form number, the applicant's name, current address and date of birth.

### **Completion of Section X on back of form**

Mrs Lynn Bridger is currently asking members of the clergy to bring her (or send by post) the following documents: passport, driving licence and birth certificate, if available, plus certain documents for verification of address. These may also be shown to one of the other countersignatories, Mrs Pip Austin or Mrs Nicki Darwood (secretary to the Bishop of Bedford), should that be more convenient.

For other positions documents for verification should preferably be shown to one of the following: parish priest, parish CRB Administrator or parish Child Protection Officer where there is one. Or they can be checked by one of the diocesan countersignatories. It would appear that the more items of documentation that are seen, the easier and quicker the check goes through. Forms have been returned asking for further information when less documents are produced. It is always safer to telephone before coming to see a countersignatory. Contact details are listed at the end of the guidance notes.

When a member of the clergy has received their own clearance from the CRB, they can then fill in section X on the forms of their church helpers. However it might be a better policy, should the parish have a large number of helpers/workers, to appoint someone appropriate to take overall responsibility for child protection for that parish. This person should first apply for a disclosure for themselves and when they have received clearance from the CRB, they may then check the documents for everyone else and complete the section X on the back of the forms.

When someone responsible has completed Section X of the applicant's form they must print their name at line 16. They must not fill in anything in Section Y - **especially NOT sign their name in the box** (that is for the countersignatory to do) and they must NOT return the form to the applicant after the documents have been checked - but send it immediately to a countersignatory for completion of Section Y. For Hertfordshire parishes forms should go to Pip Austin at Hertford House and for Bedfordshire parishes to Nicki Darwood at Bishop's Lodge.

It is important at the stage when parish forms are sent to a countersignatory for completion of Section Y and for forwarding to the CRB, that a compliments slip is attached to the forms giving details of the home parish and an e-mail address to forward information when the disclosure comes through. If there is a problem with a disclosure, the parish priest will be contacted.

## **Payment of fee for disclosure**

If there is someone in the parish who is paid for their work (e.g. an organist), the parish must pay the fee for the check to be carried out. This is £36 and a cheque made payable to the St Albans Diocesan Board of Finance should be included with the form when it is sent to the countersignatory.

## **Results of disclosure**

Typically the CRB is currently taking up to four weeks to complete disclosures. The result of the disclosure is sent directly to the applicant and to the Diocesan Bishop by the CRB. The countersignatory will inform the parish child protection representative that the disclosure has been received and the applicant must also show their copy of the disclosure to the representative. The diocesan child protection officer will be advised of any information received on a disclosure and may contact the applicant for further consultation. The majority of the disclosures we receive are negative (i.e. 'clear') and in accordance with CRB guidance, disclosure information is destroyed. The only information currently retained - stored in a secure, locked and non-portable cabinet – relates to the applicant's personal details, to enable accurate identification, and which serves to inform us that an applicant has sought a disclosure. Access is strictly controlled and limited to those who are entitled to see the disclosure as part of their duties.

Contact details of countersignatories for **parish** helper/worker clearances:

Mrs Pip Austin (for Herts parishes and Readers)  
Hertford House  
Abbey Mill Lane  
St Albans  
Herts  
AL3 4HE  
01727 866420  
e-mail: [bishophertfordpa@stalbans.anglican.org](mailto:bishophertfordpa@stalbans.anglican.org)

Dr Nicki Darwood (for Bedfordshire parishes)  
The Bishop's Lodge  
Bedford Road  
Cardington  
Bedford  
MK44 3SS  
01234 831432  
e-mail: [bishopbedfordpa@stalbans.anglican.org](mailto:bishopbedfordpa@stalbans.anglican.org)

Mrs Lynn Bridger (for clergy, ALMs and DLMs)  
Abbey Gate House  
Abbey Mill Lane  
St Albans  
Herts  
AL3 4HD  
01727 853305  
e-mail: [lbridger@stalbans.anglican.org](mailto:lbridger@stalbans.anglican.org)