



For better
mental health

Sheffield Mind Ltd

Lawton Tonge House
57 Wostenholm Road
Sheffield S7 1LE
T: 0114 258 4489
F: 0114 250 0729
w: www.sheffieldmind.co.uk
e: office@sheffieldmind.co.uk

Sheffield Mind

CRIMINAL RECORDS BUREAU (CRB) CHECKS

GENERAL PRINCIPLES

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Sheffield Mind complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. Sheffield Mind 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.

Sheffield Mind is committed to the welfare and protection of young people and vulnerable adults.

To demonstrate our commitment we will undertake the process of background checking volunteers, staff and trustees as follows:

- All staff who will be working unsupervised with young people or vulnerable adults will have to undertake and await the results of a Criminal Records Bureau (CRB) check prior to commencing in post. All volunteers who may find themselves working unsupervised with young people or vulnerable adults will have to undertake and await the results of a CRB check prior to commencing in post.
- Repeat CRB checks on staff who are working unsupervised with young people and vulnerable adults should be carried out every 2 years.

STORAGE AND ACCESS

Disclosure information will be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

HANDLING

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.

USAGE

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.



For better
mental health

RETENTION

Sheffield Mind does not keep copies of CRB Disclosure certificates for a longer period than is necessary. This is generally for a period of approximately 6 months to allow for consideration and resolution of any disputes or complaints. If it is deemed necessary to retain the copy for more than the standard 6 month period, Sheffield Mind will guarantee to give full consideration to the data protection and the human rights of the individual before doing so. Throughout this time the usual conditions regarding the secure storage of and restricted access to copies of CRB Disclosures will prevail.

DISPOSAL

Once the retention period has elapsed and it is deemed acceptable to dispose of the copies of the CRB Disclosures, we will ensure that any Disclosure information is disposed of by means of shredding. 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.

PORTABILITY

Portability refers to the re-use of a CRB Disclosure, obtained for a position in one organisation and later used for another position in another organisation. Sheffield Mind will accept a CRB Disclosure for a position not involving direct contact with children or vulnerable adults (non clinical staff, Trustees etc) if the original Disclosure can be presented (no photocopies) and it is dated within 12 months of the previous one

It is important that the Disclosure is of the same level as required by Sheffield Mind and that we authenticate the identity of the person's identity via means of other identification (passport, birth certificate, driving license etc) and confirm their address by seeing a recent utility bill, bank statement etc. If the person's identity cannot be verified a fresh CRB disclosure must be requested.

It is permitted to contact the previous countersignatory to enquire about whether any separate covering letters were sent with the Disclosure, however written permission must be given by the applicant first.