

PORTABILITY OF CRIMINAL RECORDS CERTIFICATES FOR ENGLAND and WALES

The BCU Disclosure Policy (SPC P4) was introduced in 2007. This was based on the advice of safeguarding professionals and the CPSU/NSPCC to develop a sport where we had the highest safeguarding controls. We do however acknowledge that some individuals are required to undertake numerous CRBs checks by different organisations which ultimately are time consuming and costly.

In 2010 the Government announced a review of the proposed Vetting and Barring scheme and Criminal Records procedures and following this review they have stated that CRB portability will be allowed under the revised scheme. At this stage there has been no announcement as to how portability will operate in practice and it is likely that any changes will not come into force until 2012 at the earliest.

The BCU will be reviewing our policies and procedures once further details become available. However, in anticipation of the introduction of a portability scheme, the BCU has implemented the following procedure with effect from 1st April 2011.

It is anticipated this process will help individuals who currently are undertaking numerous checks such as in education and centres. The current requirements for positions which require a CRB check can be found in guidance document SPC G21.

It is important to note that the portability process is an alternative to the BCU undertaking an enhanced CRB check, and is an option for individuals rather than a BCU requirement.

The portability policy applies only to England and Wales; for disclosure policies in N. Ireland and Scotland please see the SCA and CANI websites for further information.

Portability Process

The BCU will consider portability of an enhanced CRB certificate if the following requirements are met in full:

- Your CRB is not older than 6 months
- You have been with your current employer (including voluntary roles) for more than 6 months
- You voluntarily show the BCU your CRB disclosure form and sign the portability form to confirm that you have had no convictions, cautions, warnings or reprimands since the issue of that CRB disclosure, or are not currently under police investigation
- You give BCU permission to contact your previous employer to confirm the validity of the CRB check and whether or not they had received any additional information as part of the process.

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The BCU reserve the right to request a BCU enhanced CRB check in the event of any information on the certificate or portability form raising concerns about your suitability to work in regulated activity with children or vulnerable adults.

Individuals who meet the requirements above must complete the BCU CRB Portability Form (SPC G24) and forward with the original CRB disclosure certificate to the address on the form. The BCU will return CRB certificates by recorded delivery mail.

Notes:

The British Canoe Union 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. For further information refer to the CRB pages of the Safeguarding section of our website www.canoe-england.org.uk.

The BCU Case Management Group undertakes risk assessments of disclosures. All members of the Case Management Group have been trained by the NSPCC and there is an independent advisor to the group. Terms of Reference for the group are available on request.