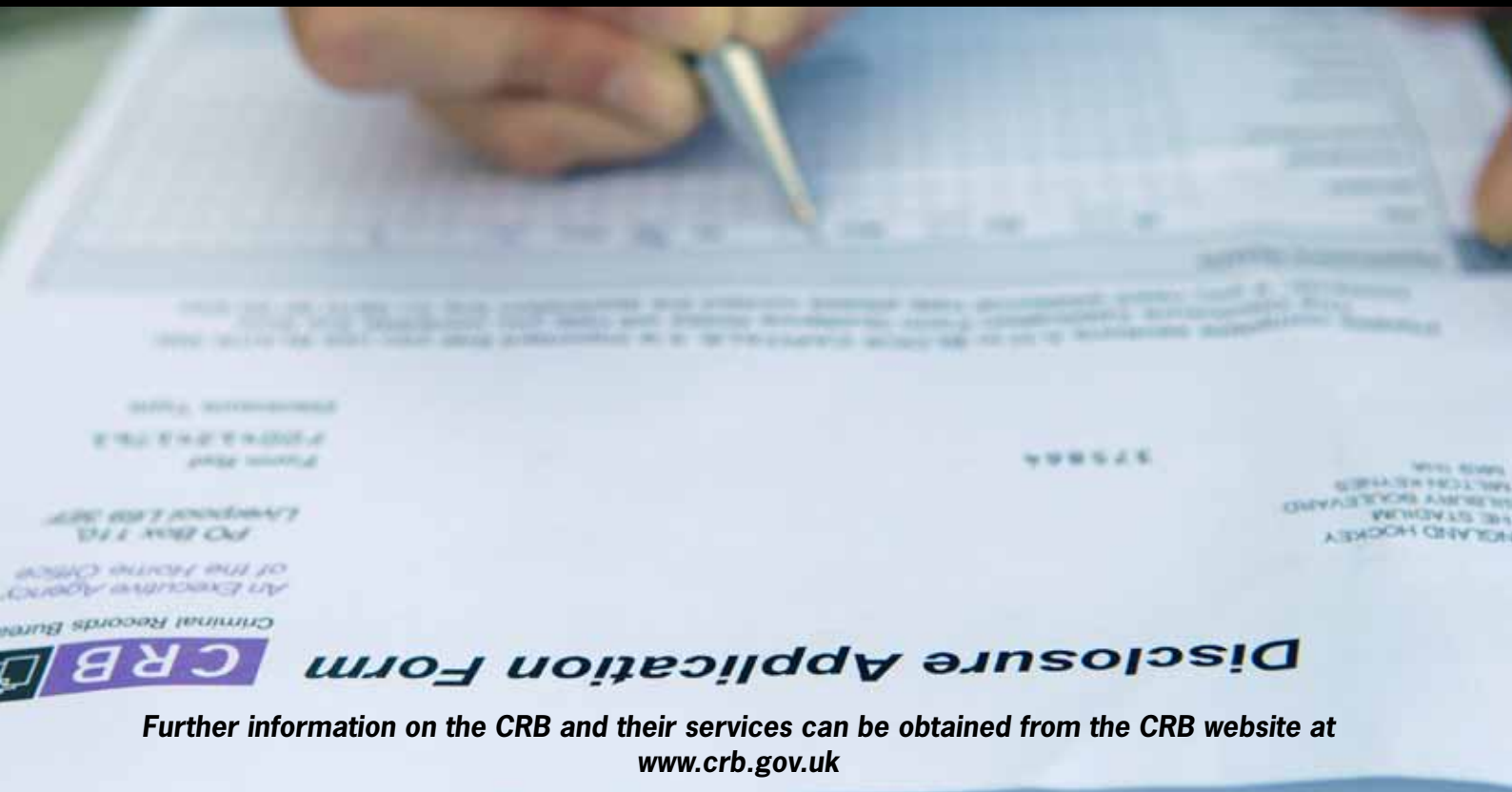


Policy on the use of Criminal Records Bureau (CRB) Disclosures



Further information on the CRB and their services can be obtained from the CRB website at www.crb.gov.uk

Introduction

The EHB is committed to creating and maintaining a safe and positive environment for all young people to participate in hockey. It is important that people with a history of relevant and significant offending are prevented from contact with/responsibility for young people and do not have the opportunity to influence policies or practice in relation to them.

The use of Criminal Records Bureau (CRB) checks can assist with safeguarding young people in hockey at the point of recruitment. CRB checks can also be used retrospectively, where necessary, to assist with ensuring a safe and positive environment in hockey. Use of CRB checks will therefore form part of the assessment of a person's suitability to work with young people in hockey.

This policy should be read in conjunction with the EHB's Policy on Recruitment, Selection and Retention of Persons with Access to Young People (pages 8–9), the EHB's Policy on the Recruitment of ex-offenders* and the EHB's Policy on Secure Storage, Handling, Use, Retention and Disposal of CRB Information*.

Enhanced disclosures

An enhanced disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as 'spent' under the Rehabilitation of Offenders Act 1974 and 'Barring List' decisions.

* Document available online at www.englishhockey.co.uk/safe

The Hockey Family's obligations

Everyone within the Hockey Family must act in accordance with the EHB's Policy on Safeguarding and Protecting Young People in Hockey (pages 6–7) and the principles set out in this Policy on the use of CRB Disclosures (page 11). All affiliated clubs and associations must adopt and implement their own policies on:

- ▶ the use of CRB checks in accordance with:
 - ▷ The EHB's Policy on Safeguarding and Protecting Young People in Hockey (pages 6–7),
 - ▷ The EHB's Policy on the Use of CRB Disclosures (pages 10–11)
 - ▷ the supporting good practice guidance (Section 3)
- ▶ the recruitment of ex-offenders
- ▶ the secure storage, handling, use, retention and disposal of CRB information.

How the EHB can help

The EHB is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

The EHB is an Umbrella Body for CRB checks. This means that the EHB will facilitate CRB checks for all affiliated clubs and associations through the EHB CRB Service. The EHB will provide advice to clubs where the CRB check reveals disclosed information, and this must be followed. Clubs and associations should note that they will remain responsible for all other aspects of the recruitment process. To find out more about this service,

please visit www.englishockey.co.uk/crb

The EHB is also committed to ensuring that concerns relating to the use of CRB checks in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, the EHB has developed procedures for reporting concerns, set out at Section 2 of this document. The EHB may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations* or refer the matter to a club or association for resolution as appropriate.

The EHB may instigate proceedings under its Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations* where affiliated clubs and associations fail to adopt, implement or act in accordance with relevant policies. The EHB may also require an individual against whom an investigation is proceeding under the Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations*, to undergo a CRB check as part of the investigation.

Principles

- ▶ All clubs, associations and organisations within the Hockey Family should have an understanding of the use of CRB checks in hockey and their relation to good practice in recruitment and retention of staff and volunteers, and should know what the EHB's policy is on CRB checks.
- ▶ In accordance with the EHB's Policy on Recruitment, Selection and Retention of Persons with Access to Young People (pages 8–9), when recruiting to a position involving access to young people an Enhanced CRB check must be undertaken through the EHB's CRB Service. Clubs should refer to the Good Practice Guidance on recruitment for roles requiring a CRB check.
- ▶ In line with CRB policy and sports industry standard practice, the EHB will not recognise CRB checks obtained through other organisations.
- ▶ All affiliated clubs and associations must comply with the CRB Code of Practice. The EHB will assist clubs in compliance through relevant documentation and good practice guidance. Copies of the CRB Code of Practice will be made available to clubs and associations via www.englishockey.co.uk/safe.
- ▶ Where a CRB check will be required, all application forms, job advertisements and related documents issued by affiliated clubs and associations must contain a statement that a check will be requested in the event of the individual being offered the position.
- ▶ Given the potentially sensitive nature of information contained on CRB checks, all those involved in the process must maintain confidentiality in accordance with the CRB Code of Practice. Breach of this condition may result in disciplinary action being taken in accordance with the EHB's Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations*.
- ▶ Should a CRB disclosure reveal any history of offending,

the EHB will assess whether the offences are relevant and significant. All decisions taken will be in the best interests of young people and will balance the relevance and significance of the offence and rehabilitation of the offender in relation to the role they are undertaking. The EHB will advise the individual and the club or organisation of the outcome of this assessment process.

This advice must be followed.

- ▶ The EHB will ensure that all those involved in the process of decision making regarding the relevance of CRB disclosed information will be trained to identify and assess the relevance and circumstances of offences. They should also have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- ▶ **Having a criminal record will not necessarily bar an individual from working or volunteering in hockey.** This will depend on the nature of the position and the circumstances and background of their offences. Factors that may be taken into account would include:
 - ▷ whether the information received is relevant to the position they are applying for in relation to working with young people
 - ▷ the seriousness of any offence or other matter
 - ▷ the age of the person at the time of the offence
 - ▷ the age of the victim involved and whether the offence was violent or sexual in nature
 - ▷ the length of time since the offence or other matter occurred
 - ▷ whether the applicant has a pattern of offending behaviour or other relevant matters
 - ▷ whether the offence involved a breach of trust
 - ▷ whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
 - ▷ the circumstances surrounding the offence and the explanations offered.

All decisions will be made in good faith whilst recognising that the welfare of young people remains paramount.

The EHB will work with other relevant organisations to ensure that decisions are made according to best practice in the use of evidence and research in this field.

- ▶ On receipt of CRB information regarding significant and relevant offending or other matters, the EHB may initiate proceedings under its Safeguarding Young People Complaints and Disciplinary Regulations*
- ▶ Any information provided to the EHB by the CRB will be accepted as correct. Any dispute regarding information contained on a CRB check should be referred by the individual directly to the CRB.

