

## Applying for your CRB Disclosure form

The first thing to note is that **this form is no longer an ISA Registration form**, and so you can ignore Section D.

There are notes on the form, and an online e-guide to help you. **PLEASE NOTE** however that there are certain instructions set out below that supersede those in the e-guide. If you have any queries, please don't hesitate to phone Laura Fieldman on 020 8237 6707.

- Please ensure that you use **black ink** throughout
- Use only capital letters
- Write clearly – one character in each box
- You should complete **only** sections **A,B and E**, paying particular attention to the fields highlighted in yellow
- Only complete Section C if applicable
- If you require a continuation sheet, for example to list your 5 year address history, you should download the CRB one via [www.crb.homeoffice.gov.uk/continuation](http://www.crb.homeoffice.gov.uk/continuation)
- **Section W** must be completed by the evidence checker, normally the CWO. **Club Welfare Officers and their family members** should ask their Club Development Officer or Team Leader to validate their identity documentation and to complete Section W. Comprehensive guidance for CWOs on checking and validating identification documents is available to download from the Guidance section.
- **Sections X and Y** must be left blank to be completed at British Rowing Head Office

You will need to provide

- At least one document confirming your current name, as recorded in section A
- At least one document confirming your date of birth, as recorded in section A
- At least one document confirming your current address, as recorded in section B, and **no older than 3 months**
- Wherever possible, if you hold a document containing a photograph from the approved ID document list, this should be submitted

In practice, a suitable set of documents might comprise: UK driving licence or UK passport, bank statement, utility bill. Again, if you have any queries, please phone Laura Fieldman on the above number.

### When you have completed your form

When you have completed Sections A to E of the form you need to take it, together with at least three original identification documents, to your Club Welfare Officer. Details of acceptable documents can be found at: [www.crb.homeoffice.gov.uk/using\\_the\\_website/applicant.aspx#iddocs](http://www.crb.homeoffice.gov.uk/using_the_website/applicant.aspx#iddocs)

Your CWO will then record in the check boxes in Section A and Section B that they have verified the information given. They will also record at Section W that they have established your true identity by checking a range of documents as specified by the CRB (details available via the above link).

It is then your CWO's responsibility to send the application form, together with the documentary evidence sheet and if relevant, your address history, directly to the Child Protection Officer at British Rowing, 6 Lower Mall, London W6 9DJ, for completion of Sections X and Y.

The result of the CRB Application is the Disclosure Certificate. Two copies will be sent out: one to the applicant and one to the Registered Body, which in this case is British Rowing. British Rowing will deal with the information received in accordance with the CRB's Code of Practice and in the event of a positive Disclosure decisions will be made by the Case Management Group in accordance with SPCG14 Recruitment of ex-offenders. Clubs will be advised of the names of persons for whom satisfactory checks have been completed. In the event that a person is not suitable to work in the position applied for, British Rowing's Child Protection Officer, in association with the Case Management Group, will notify the CWO. It is not possible to share any of the information given by the CRB, police or social services, which may be additional to that on the applicant's Disclosure certificate, and which may have influenced this decision.

## Suitability for responsibility

It is important to emphasise that the absence of any relevant disclosure emerging from the vetting process does not guarantee that the individual is safe to work with children, so it should not be relied upon exclusively. It is only one of a number of factors in the initial assessment of a person's suitability for this responsibility. The full vetting procedure is outlined in the *Safeguarding and Protecting Children Policy*, Section 7.

## Further advice

Advice or assistance on any aspect of safeguarding and protecting children and vulnerable adults in rowing can be obtained from British Rowing's Child Protection Officer. British Rowing's coaching and development team can provide advice on training for coaches, volunteers and Club Welfare Officers.

If you have any questions at all about the process please email Laura Fieldman, Child Protection Administrator, at British Rowing or telephone 020 8237 6707.

## Top Tips for completing your CRB form

Mistakes on the form will delay your CRB check. The following are the **top common mistakes** which will cause an application to be rejected.

General – All should pay particular attention to these when completing the form

| Area                | Description  | What should I do?   |
|---------------------|--|---|
| Correcting Mistakes | <b>Do not</b> use correction fluid.  | If you make a mistake, put a line through the mistake and correct it to the right.  |
| Entering Dates      | Completing date fields with the following format:<br><br>DD/MM/YYYY<br><br>MM/YYYY | Make sure that you complete these date fields as below:<br><br>DD/MM/YYYY - 25/12/2000<br><br>MM/YYYY - 12/2000<br><br>Be careful not to mistake the second format MM/YYYY as requiring the date, month and year. |
| Continuation sheets | Completing the continuation sheet  | In line with the application form, when you tell us about additional names on a continuation sheet you must include the Surname, Forename(s) and dates that the name was used for each additional name.           |

Applicants should pay particular attention to these when completing the following fields.

| Field Number | Description   | What should you do?  |
|--------------|---|--|
| A4           | Other names   | <p>If you answer 'YES' to having other names, you must always complete the Surname / Forename(s) and dates used fields even if the forenames are the same as those used with your current name</p> <p>For example - current name: Mrs Joan Mary Smith</p> <p>Previous Names:<br/>Surname: Jones<br/>Forenames: Joan Mary<br/>Date Used: 12/2000 to 12/2002</p>   |
| A20          | This field asks about your National Insurance Number. | <p>If you have a national insurance number, you must answer 'Yes' to this question and must, where you can, provide the document details.</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation by letter or using the additional information box of the CRB's continuation sheet as to why you cannot provide the details.</p> <p>The person checking your Identity only needs to see your national insurance documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p><b>Please note: This supersedes instructions in the e-guide that ask for provision of these documents in all circumstances.</b></p> |
| A21          | National Insurance Number                             | <p>Ensure your National Insurance number is in the following format:<br/>Two letters, followed by 6 numbers followed by 1 letter i.e.<br/>AB 123456 D</p>  |
| A22          | This field asks you about your driving licence        | <p>If you have a driving licence, you must answer 'Yes' to this question and must, where you can, provide the document details.</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation as to why you cannot provide the details.</p> <p>The person checking your Identity only needs to see your driving licence documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p><b>Please note: This supersedes instructions in the e-guide that ask for provision of these documents in all circumstances.</b></p>  |
| A23          | Driving Licence details                               | <p>Examples: The format of the number for Christine Josephine Robinson, born 2 July 1975 is:</p> <p>ROBIN 757025 CJ99901<br/>NNNNN YMMDDY IICCC</p> <p><b>N</b> = 1st five letters of the surname (if the surname begins MAC or MC it is treated as MC for all).<br/><b>Y</b> = YEAR of birth.<br/><b>M</b> = MONTH of birth (In the case of a female, the number represented by the first M will have the value 5 added to the first digit e.g. a female born in November (i.e. 11) would display '61' in the MM boxes) or if born in February (i.e. 02) would display '52').</p>   |

| Field Number        | Description                                       | What should you do?  |
|---------------------|---|--|
|                     |   | <p>D = DAY of month of birth.<br/> I = Initial letter of the first two forenames - if only one, then 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one has been provided in Section A.<br/> C = Computer generated.</p> <p>Other Examples:</p> <p>John Stephen Jones - DOB 02 November 56<br/> JONES 511026 JS 9XX</p> <p>Maureen Lee - DOB 23 December 1970<br/> LEE99 762230 M9 9XX</p> <p>Craig Allan Macdonald - DOB 6 April 1984<br/> MCDON 804064 CA 9XX</p>  |
| A24                 | This field asks about your passport               | <p>If you have a passport, you must answer 'Yes' to this question and must, where you can, provide the document details</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation as to why you cannot provide the details.</p> <p>The person checking your Identity only needs to see your passport documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p><b>Please note: This supersedes instructions in the e-guide that ask for provision of these documents in all circumstances.</b></p> |
| A21,<br>A23,<br>A25 | Verification boxes 'For registered body use only' | The evidence checker only needs to complete these boxes if they have seen the related documentation. It may be that they have seen enough alternative documentation to verify the individual's identity.   |
| A28,<br>A29         | ISA registration Number                           | <p>This field is marked as mandatory; however the form will not be rejected if these fields are left blank as the ISA registration phase of the VBS has been halted and no one has an ISA registration number.</p> <p><b>Please note: This supersedes instructions in the e-guide that ask for provision of this number as nobody has an ISA registration number.</b></p>  |
| Section B           | Current Address                                   | You must complete full current address details including town / city, country and post code if you have a UK address.  |
| Section C           |   | <p>If you need to complete this section you must complete all fields for each additional address.</p> <p>If you need to use a continuation sheet go to:<br/> <a href="http://www.crb.homeoffice.gov.uk/continuation">www.crb.homeoffice.gov.uk/continuation</a><br/> and ensure that you complete all fields on the continuation sheet.</p>  |
| Section D           | Apply for ISA registration                        | <p><b><u>Do not complete this section</u></b></p> <p>The ISA registration phase of the VBS scheme has been halted and as a result customers cannot apply for ISA registration at this stage.</p>   |

\* The e-guide can be accessed via one of the following links

[www.crb.homeoffice.gov.uk/using\\_the\\_website/application\\_e-guide.aspx](http://www.crb.homeoffice.gov.uk/using_the_website/application_e-guide.aspx)

[www.crbeguide.co.uk/](http://www.crbeguide.co.uk/)

[www.crbeguide.co.uk/html/languageselect.html](http://www.crbeguide.co.uk/html/languageselect.html) (text only version)