

# Criminal Records Checks Policy

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## **Policy Review Committee**

**Chairman**      **Mike Burrows**      .....

**Secretary**      **Tracey Crutchley**      .....

## Section 1 – Introduction

This policy concerns the protection from abuse of vulnerable adults who are students at the Windmill Hill Telematics Centre. In particular it describes the policy of Windmill Hill Community Forum regarding the checking of tutors and staff and volunteers for criminal records.

See also the “Vulnerable Adults Policy” and Section 4 of that document for a definition of a vulnerable adult and what constitutes abuse.

The aims of this policy are:

- To make tutors, office staff and students aware that criminal record checking is carried out.
- To set out the procedure to be followed.

In particular students are made aware of the existence of this policy and have open access to it:

- On paper in a folder in the Telematics Centre
- Electronically on the WHCF website at [www.whcf.org.uk/policies](http://www.whcf.org.uk/policies)

This policy is reviewed annually and may be revised at any time in response to feedback from students, tutors, office staff and external organisations.

## Section 2 – Policy Statement

The following persons will have a formal disclosure made by the Criminal Records Bureau (CRB) of all records checked under the Enhanced Disclosure procedure:

- Tutors at the Telematics Centre.
- Anyone who might have sole responsibility for a learning session such as the Wednesday Drop-In class.
- Members of the community office staff who regularly come into contact with students.

The official copies of the Enhanced Disclosure for each person, when received from CRB, will be reviewed by and kept securely by the Chairman of Windmill Hill Community Forum.

If the Enhanced Disclosure for any person is returned anything other than blank, then there will be a formal review carried out by the Trustees of Windmill Hill Community Forum into the eligibility of that person to hold a position of responsibility.

New checks will be made every 2 years to ensure that the status of the person has not changed.

## Section 3 – Procedure

A person required to have a formal Enhanced Disclosure made by the CRB will be given the relevant form to complete and asked to arrange a proof of identity meeting with the agency processing applications on behalf of Windmill Hill Community Forum.

When the person receives their Applicant Copy they should inform the Chairman of Windmill Hill Community Forum who will request from the agency the official copy for review and safe keeping. If the disclosure is anything other than blank then the Chairman of Windmill Hill Community Forum will:

1. Call a meeting of the Trustees of Windmill Hill Community Forum to review the disclosure and position of responsibility held by the person whose disclosure was not blank.
2. Make a formal record of any decisions made in the minutes of the meeting of Trustees.
3. Inform the person of the decision of the trustees.
4. The person concerned will have 14 days in which to appeal the Trustees decision.

The Chairman will make a note on file of the date of the Enhanced Disclosure for each person and, two years from that date, will request that person to apply for a new Enhanced Disclosure.

Author: Nick Walton

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