

Briefing for Overview and Scrutiny Committee

CRB checks in schools - Officer – Carmelina Tona, Head of Schools' Personnel

Currently, the Schools Personnel Team undertakes two pre-employment checks (in relation to a potential employee's suitability to work with children) on all employees working within those Haringey Schools which buy the Personnel SLA. These checks are undertaken on all new appointees who have access to children and whose duties include caring for, training, supervising or being in sole charge of children.

The first check is referred to a List 99 check and the employees details (i.e. surname(s) current and previous, date of birth) are checked against the Department for Education (DfE) list for people who have restrictions placed upon them for working with children or who have been deemed unsuitable to work with children.

The second check undertaken is in relation to the individual's criminal record history, a Criminal Records Bureau (CRB) Disclosure check. All new appointees are subject to an enhanced CRB check.

Once an employment offer has been made the appointee is sent the relevant forms and they are required to attend the School Personnel Offices for an appointment where evidence of their identity, qualifications and current address is checked.

The CRB issues a Disclosure Certificate to both the individual and the registered body i.e. Haringey Council via the Schools Personnel Team. Disclosure Certificates provide evidence of an individual's criminal record including convictions, cautions, reprimands and warnings as held by the Police National Computer (PNC). It also provides details of information held by the DfE.

In accordance with DfE guidance (originally issued by DfES in January 2007) school staff can commence work pending the outcome of a CRB, as long as a list 99 check is undertaken and they are not left unsupervised with children.

Although the DfE does not require CRB checks to be undertaken for staff employed prior to March 2002, Haringey Council has recommended this to schools and consequently 99% of school staff have a CRB check.

Haringey Council has also recommend that schools also renew CRB checks every 3 years, although this is not a DfE requirement.

For individuals, usually volunteers and governors, who do not have regular or unsupervised access to children only a List 99 check is undertaken. This is in line with current DfE guidance. Where access is unsupervised then an enhanced CRB check will be additionally undertaken.

For schools the majority of CRB checks are processed from June to September and during that time the average wait for disclosures to come through is around 5 weeks.

As at 29 July 2010, the Team has processed 657 checks since April 2010 with 326 pending clearance.

CRB checks in Council's Corporate Area (excluding schools) -

Officer Miro Pacariz_– Senior Recruitment Officer – Alexandra House

In the Corporate area we carry out enhanced and standard level CRB checks depending on the work they do and if there is a requirement i.e. if they are working with children/vulnerable adults or based in care / nursing homes / youth centres / day centres / play centres / children's homes / children's centres etc.

We carry out pre-employment checks on all new starters which include the right to work in the UK. CRB checks are carried out where required.

New appointees can only start once a full enhanced or standard CRB result is received where a CRB is a requirement. In the most of exceptional circumstances new appointees can start with the Director's personal approval (a special procedure has to be followed) and only where the person has a current CRB is very closely supervised.

Once an employment offer has been made the appointee is sent the relevant forms and they are required to attend at Alexandra House – Recruitment Section for an appointment where evidence of their identity, right to work in the UK, qualifications and current address is checked.

The CRB issues a Disclosure Certificate to both the individual and the registered body i.e. Haringey Council via the Council's Corporate HR Recruitment Team. Disclosure Certificates provide evidence of an individual's criminal record including convictions, cautions, reprimands and warnings as held by the Police National Computer (PNC). It also provides details of other relevant disclosed at the Chief Police Officer(s) discretion, information that is not held on the Police National Computer, i.e. serious allegations.

Haringey Council in the Corporate Area (excluding schools) carry out CRB re-checks every 2½ - 3 years.

For the Corporate area CRB checks are processed on a continuous basis throughout the year and the average wait for disclosures to come through is around 5/6 weeks.

As at 29 July 2010, the Corporate Recruitment Team has processed 515 CRB checks since April 2010 with 295 pending clearance.