

Guidance for completing the Criminal Records Bureau (CRB) application

Dear Applicant,

Congratulations on being made an offer of a place at the University of Gloucestershire.

One of the key features that our students enjoy most about our courses is the practical experience they gain alongside the theory. Your education with us will not just be gained in the lecture hall; but also in the school classroom, nursery, care home or sports club etc.

The University of Gloucestershire has a legal obligation to ensure that every student is appropriately vetted before commencing any regulated or controlled activity. In order to do this, the university uses its registered body status with the CRB to make more informed decisions before placing students into positions of trust.

All of the placements provided by the university require a CRB check at the enhanced level; enhanced disclosures are for posts involving significant contact with children or vulnerable adults. As well as the information that would be on a standard CRB Disclosure, enhanced disclosures also contain information held locally by the police. They are also exempt from the Rehabilitation of Offenders Act which means that all reprimands, cautions, warnings and convictions will be revealed. The University of Gloucestershire recognises that the enhanced CRB certificate information can be extremely sensitive and personal and abides by a strict code of conduct to ensure it is handled fairly and used properly. This policy can be viewed on the following link www.glos.ac.uk/apply/Pages/crb.aspx

Since the search at the CRB may take some time you are strongly advised to undertake this exercise as soon as possible.

If you have any questions about the CRB or ISA which cannot be answered by the guidance sheet, then please contact the Student Recruitment team whose details can be found on the bottom of this attachment.

Yours Sincerely

Student Recruitment Officer

Identifying documents you should bring to the CRB signing session

At the signing session you will have to show original (no photocopies) documentation to members of staff. For the majority of applicants this will consist of the following:

- Passport (you **must** bring your passport if it's currently valid)
- Drivers Licence ID card + paper form (you **must** bring this if you have one)
- National Insurance Card or P45 (you must present either your NI card, P45, P60 or payslip)
- Proof of current address i.e. bank statement, phone bill or insurance certificate (not printed from the internet) .You **must** bring this to the signing session

If you do not hold a valid passport or drivers licence then please contact the Student Recruitment Office for further guidance.

Attending a CRB signing session

It is a requirement when completing a CRB application form that the identity of the applicant must be confirmed in a face to face check. The university has a number of CRB signing sessions each year and applicants would be expected to attend one of these dates. Failure to attend a signing session may have serious implications and cause delays for your continued registration and placements. Please make sure you bring all the required documents as failure to do so will prevent the form from being successfully completed and will result in a wasted journey. Please confirm your attendance by emailing or phoning the relevant CRB contact (see contact details below).

Paying for your CRB check

The current cost of an enhanced CRB disclosure is £ , this is an administration fee charged by the CRB and not by the university.

You pay for your CRB application online via the university's online store, the online store can be found on the following link: [CRB payment link](#)

Some final points to remember about your CRB application

1. You can track your applications progress online via the CRB website. In order to do this you must make a note of your form reference number, this can be found on the top right of your application form. The tracker can be found on the following link www.crb.homeoffice.gov.uk
 2. The university will receive a copy of the CRB disclosure at the same time as the applicant. It is vitally important you do not lose your copy as the university destroys its copy after 6 months. Should an applicant lose their copy there is no other choice but to apply for another disclosure, this could delay or even prevent students attending their placements.
 3. It is unfortunate but CRB disclosures do get lost in the post, please keep checking the status of your application to see whether it has been printed and sent by the CRB. If your disclosure has been sent but does not arrive at your address, you only have 90 days to ask for a reprint.
- If you have any further questions regarding your CRB application, then please contact the following

members of staff

Darren Leader on 01242 714508 for all education subjects
Raquel Labella-Jara on 01242 714505 for all sports subjects
Ellen Lee on 01242 714507 for all social work and youth work

crb@glos.ac.uk

www.glos.ac.uk/apply/Pages/crb.aspx