

Steps to Completing the Criminal Records Bureau - Disclosure Service

1. All St James' staff are subject to enhanced clearance, this includes volunteers and governors.
2. On appointment, Leadership Group Secretary to liaise with volunteer/governor regarding completion of CRB application.
3. School write to candidate informing them of their interview and requesting they bring information such as verification of identity, name changes and confirmation of address.
4. At the interview the interview lead/secretary photocopies the candidate's relevant documentation and checks for authenticity.
5. When the candidate is informed they have been successful they are advised to come into school and complete the CRB application which is then forwarded to the HR Department at Stockport Council.
6. Once section X of the CRB application has been completed and the form forwarded to HR at Stockport Town Hall together with relevant certified documentation, SMBC will then process within 48 hours as long as the form has been received with no errors. The form can be tracked on line using the form reference number (F.....) and the applicant's date of birth. To access on line tracking visit www.crb.gov.uk. The CRB requires 8 weeks from the point they receive the form in which to process it.

Reviewed July 2011

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