

Fact Series

Step-by-step guide to CRB process

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THE EASY STEP-BY-STEP GUIDE TO THE CRB PROCESS

Please read this guide carefully before completing your disclosure application. This guide only applies when NODA is to be the nominated umbrella body.

1. The Society needs to appoint a CRB contact; this can be any member of your society.
2. A letter then needs to be sent to NODA and signed by two society officials (ie. Chairman and Secretary) confirming who the society's CRB contact is and providing your chosen CRB contact's name, address, telephone number(s) and email if applicable.
3. Along with the letter, please enclose a copy of your society's Child Protection Policy (NODA has a model Child Protection Policy template available for download at www.noda.org.uk or call us for a hard copy).
4. Once NODA has received this information, one of NODA's CRB administrators will contact the chosen CRB contact and provide them with the relevant CRB telephone number and NODA's registered body reference number. This will be provided either by telephone or e-mail.
5. Once the CRB contact has received the relevant details from NODA, it is then his/her duty to pass these details on to any person or persons, within the society that is applying for the disclosure (the applicant).
6. The applicant should then, personally, contact The CRB with the details given to him/her by the CRB contact and request an application form. When calling the CRB office, the applicant will be asked a number of questions which will be electronically completed on the form prior to it being sent to the applicant.

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Professional support for amateur theatre

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Registered charity number 256460 Registered company number 241572 Patron: The Lord Lloyd Webber

HOW TO FILL OUT THE DISCLOSURE APPLICATION FORM

A number of Disclosure Application Forms have been rejected by the CRB on the grounds that they have not been properly completed or contain inaccuracies. The CRB will reject and return any forms that are illegible and do not follow the application guidelines, a new form will need to be submitted.

In particular:

- Always write in **black ink** and **BLOCK CAPITALS**. The form will be rejected if it is in blue ink and you will have to start all over again. If you do use blue ink, don't try to overwrite in black, as the characters will lose their clarity.
- Do not use correction fluid to amend mistakes – instead put a line through it and write the correction clearly to the right. If there is no space to the right, write the correction as close as possible.
- Always write very clearly and neatly in block capitals within the boxes and ensure that you complete each letter – for example sometimes an 'O' can look like a 'C' if care is not taken.

Section A

- Ensure that questions 1-11 are completed.
- Question 3 – ensure that **all** the applicant's **forenames** are inserted.
- Question 12 – although it is not essential that this is completed, doing so may speed up your application.

Section B

- Ensure that questions 13-14 are completed. The applicant must tell the CRB, when completing question 13, whether he or she is a **volunteer** and must give a specific society role.
- Please note that in questions 14-19, it is the name and address of the **Society** offering the position that should be entered, **not** NODA.

Section C

- Question 20 must be completed if relevant. Questions 21-27 – complete as relevant.
- Ensure that questions 28 – 35 are completed. Do not leave any spaces between phone numbers.

Section D

- Complete questions 36-45, if relevant, and add on a separate sheet of paper if necessary. The CRB need your address history for the last **5 years**.

Section E

Leave blank, as this is no longer required.

Section F

Leave blank, as this is no longer required.

Section G

- If the position being applied for is a volunteer post, no fee is payable to the CRB. However, a **£10** administration fee is payable to NODA.
- If the position being applied for is a paid position, (e.g. director, musical director, choreographer) a cheque for £36 for an Enhanced Disclosure, or £26 (from October 2009, previously £31) for a Standard Disclosure, payable to the Criminal Records Bureau, should accompany the application, along with a separate payment for £10 to NODA.

Section H

- Ensure that questions 66-70 are completed. Please ensure your signature is **within** the box for question 68. Applicants are no longer required to complete question 69, so please leave blank.

Section X

- It is vital that this is completed correctly by the Society's CRB contact, as most rejections arise through errors and omissions in this section. This section should **not** be completed by the applicant.
- At least **three** proofs of identity should be recorded, with at least one being a passport, driving licence or birth certificate.

One of the most common reasons for rejected application forms is an incorrect driving licence number. The driving licence number will always begin with part, or all of, the surname. Also within the number will be the applicant's date of birth, in some format, along with the applicant's first and second initial, (if applicable) followed by a series computer generated numbers.

If the proofs of identity supplied by the individual are different from those requested on the application form, list all documents seen on a separate sheet of paper, making sure you include on this sheet:-

- Name of the applicant.
- The form reference number.
- The registered body number.

Other forms of identity accepted are:-

- Bank statement / Credit card statement
- Utility bill
- TV licence / Telephone bill
- Store card statement
- Council Tax bill
- Vehicle registration document (V5)
- Addressed payslip

All utility bills and statements must be no more than 3 months old.

Section X (continued)

- Check that any date of birth completed in this section matches the date of birth in Section A.
- Question 15 must be completed, to prove that the CRB contact has checked current address details against the documentation supplied by the applicant.
- Question 16 must be completed by the CRB.

Section Y

This section must be left **blank**, for completion by NODA.

IF YOU SIGN THE BOX (9) IN SECTION Y YOUR DISCLOSURE APPLICATION WILL BE REJECTED.

Section Z - This section must be left **blank**, for completion by the CRB.