

Leeds University Union

Safer Recruitment Policy, Procedures and Guidance

Policy Produced by Volunteering and Community
July 2011

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This document replaces: 'Safeguarding Screening Procedures and Policy' and 'LUU
Volunteer Screening Policy and Guidance')

Leeds University Union

Safer Recruitment Policy, Procedures and Guidance

1. Policy

Leeds University Union is committed to safeguarding the welfare of children, young people and vulnerable adults. As part of our duty of care, any members, volunteers or staff working with children, young people or vulnerable adults in a regulated activity will undergo an advanced CRB check and must provide two references. They will also attend *Level 1 Introduction to Working Together to Safeguard Children and Young People*. By regulated activity, we mean:

- i. Any activity that involves contact with children/vulnerable adults of a specified nature for example, supervision, teaching or transport, or, that is in a specified place, such as a holiday centre or a school
- ii Where the activity is frequent, overnight or intensive¹
- iii. Where taking part in the activity is a role and not incidental or coincidental.

Members, staff and volunteers that come into contact with children, young people and vulnerable adults in non-regulated activity will be screened according to the risk assessment. Guidance is provided in this policy (see point 3).

Previous offences will not necessarily preclude someone from activities with children, young people or vulnerable adults and should always be disclosed at enrolment (see point 2.5).

2. Guidance

2.1 What is a CRB check?

CRB is short for Criminal Records Bureau. A CRB check involves the Criminal Records Bureau checking your criminal record and informing us, and you, of anything that is recorded. In essence, it is a form that states what appears on your criminal record.

2.2 Why do you need a CRB check?

It is our legal and moral responsibility to safeguard the welfare of children, young people and vulnerable adults and we take this responsibility very seriously. Part of this role involves checking the criminal past of staff, members and volunteers to verify they are safe to work with these groups of people. A CRB check is not meant to be invasive (we take your privacy seriously. See 2.6). and it by no means makes us aware of all rogue individuals as not everyone will have been caught. However, it is a start and when used with other safeguarding measures (see our Safeguarding policy for more details), it is effective.

2.3 Do I need to have a CRB check with Leeds University Union?

¹ Frequent and intensive regulated activity is defined as:

- i) frequent means regular, repetitive activity once a week or more
- ii) intensive means four or more days in any one 30 day period

If you have had a CRB check for the University of Leeds dated within the last 12 months, we will accept this whilst a new CRB is being processed. You must show us your copy of this CRB. If your check is from another organisation and it is dated within the past 6 months, again, we will accept this whilst a new CRB is being processed.

2.4 How often do I need to renew my CRB check?

Your CRB is valid for 3 years. However, if you have done a CRB check with Leeds University Union 12 months or longer ago but have not volunteered yet, it is out of date. You will need a new CRB check done. This is because we do not know you and have not developed a relationship with you. If you have volunteered with us regularly (at least twice in the last 6 months) you will be able to use your CRB check for up to 3 years.

2.5 What happens if your CRB disclosure shows something from your past?

Cases like these are treated individually and will be reviewed by a panel made up of Leeds University Union members; these are the Membership Services Manager, the Volunteering Development Coordinator, the Activities Officer and a representative from the student society or department concerned. They will decide if you are able to volunteer. We will let you know if your disclosure comes back with anything on it, when this panel is meeting and when a decision has been made. If you cannot volunteer, your money will be refunded. (See Appendix)

2.6 What do you do with our CRB forms?

You will receive a copy of your CRB and so will Leeds University Union. We will make a note of the CRB number and shred the copy. The CRB number is stored confidentially on a database accessible only by staff in the Volunteering and Community department. If something appears on the form, we will make a note of this on a confidential database and store the form in a locked filing cabinet whilst a screening panel process is set underway. Once a decision is made, we will shred it.

2.7 References

We will also ask you for the details of 2 references and we will contact them and ask their opinion on your suitability to undertake the volunteering you have chosen. One reference has to be a professional one. This means someone known to you in a professional capacity such as an academic tutor, a teacher, an employer or something similar. They must have known you for at least 6 months. The other reference could also be from someone known professionally to you but can also be from someone who knows you personally, such as a family friend, or a friend but NOT a family member. Personal referees must have known you for at least 2 years.

2.6 International Students

If you are an international student we cannot do a CRB check for you. This is because the Criminal Records Bureau only checks your criminal past in the UK. Therefore, you will need to obtain a CRB or the equivalent (sometimes called a 'Certificate of Good Conduct') from your home country. We cannot reimburse expenses for these. If you have lived in the UK for 5 years or more, we may accept a UK CRB check but this is at our discretion and we will take into account how well we know the individual, their references and the volunteer role they want to carry out. To obtain an overseas check, students can contact their embassy. More information can be found at <http://www.crb.homeoffice.gov.uk/faqs/overseas.aspx>

If you already have a certificate of good conduct from your home country please bring it in to the reception on level 2 of the union building and we will review it on an individual basis. We will take a copy of your document but it will be stored confidentially.

2.7 Students who have been out of the country for more than 24 months

If you have spent over two years abroad in the last five years we may need additional checks made. This can be done by contacting the embassy of the country you have spent time in. More information can be found at <http://www.crb.homeoffice.gov.uk/faqs/overseas.aspx>

We have lots of volunteering opportunities that do not require a CRB check so do not let this put you off volunteering. Just ask at the reception at level 2 if you need help to find one.

2.8 Filling in the form

To successfully complete one of these forms, you need the following:

- 2 pieces of ID (e.g. UK Driving Licence, Passport, UK Birth Certificate, one must have your picture on it. For a complete list of accepted I.D, please see www.crb.gov.uk/id)
- Proof of your current (Leeds)address (e.g. a recent utility bill or addressed payslip)
- £10 deposit (You will get this back once you have started volunteering).

Bring all these things to the reception at Level 2 in the Union building, open Monday to Friday 1pm to 4pm. We will verify your identity and that you have correctly filled in the form, before posting it for you.

For guidance on filling in the form, please visit <http://www.crb.gov.uk>

2.9 How long does it take to receive my CRB?

There is no set time limit but please leave up to 8 weeks.

2.10. How do I get my deposit back?

Once you have started volunteering, you may reclaim your deposit. Please come to the reception on level two of the union building between 1pm and 4pm with your receipt. We cannot return deposits unless you bring in your receipt. You will have six months from the date we receive your CRB to reclaim your deposit. We ask for the deposit because CRB admin takes up a lot of staff time and we want to ensure that the CRB check will result in volunteering taking place.

3. Guidance for screening staff, members and volunteers that come into contact with children, young people and vulnerable adults in non-regulated activities

3.1 What is non-regulated activity?

Please see point 1 of this document for a definition of regulated activity. Non-regulated activity is anything that does not fall into this category.

3.2 Risk assessment

All activities must be risk assessed. In the risk assessment, you must analyse the risk posed by staff, members or volunteers to the children, young people or vulnerable adults they will be coming into contact with.

High risk: volunteers must have a CRB, two references, if applicable, child safeguarding training, adhere to the safeguarding policy and receive a volunteer briefing.

Medium risk: volunteers must provide two references, adhere to the safeguarding policy and receive a volunteer briefing.

Low risk: Volunteer must adhere to the safeguarding policy and receive a volunteer briefing

3.3 Examples

These are examples that you may find helpful. Do not use these examples as a replacement for a risk assessment.

Children visit Leeds University Union on an accompanied trip from a school. Leeds University Union staff are providing a tour. This may be considered 'low risk'. The children will be with the member of staff for less than an hour or two and will not see the same member of staff again. Teachers are always with the children so can supervise. Provided the member of Leeds University Union staff upholds the safeguarding policy and has received a briefing, it is unlikely harm could be done to the children.

Student volunteers are organising a charity tea party for 100 older people. This is medium risk. The older people are not supervised but student volunteers would never be left alone with the older people and will spend a maximum of 3 hours with them, serving drinks. However, the volunteers are expected to do an element of socialising. Taking references to ensure volunteers have the necessary characteristics for this is wise.

Appendices

The following documents are:

Guidance for staff screening volunteers

Screening panel letter to applicant

Screening panel volunteer statement

Screening panel checklist

Leeds University Union

Guidance for Staff screening volunteers

The following guidance has been put together for staff who may be involved in screening volunteers in accordance with Leeds University Union's safeguarding policy and procedures.

Contents

1. Screening Steps (page 1)
2. Completing the CRB application form (page 1-4)
3. Reclaiming deposits (page 5)
4. References (page 5-6)

1. Screening steps

1. Deposit: Students must give us a deposit of £10 to take away a form and they will receive this back once they have volunteered. This is to encourage students to eventually volunteer and to cut down on administration costs. See below for how students can reclaim their deposits.
2. Provided you receive £10, you can allocate a form to a student. (Note the form reference number on the drop-in database if applicable). Talk through how to fill in the form with the student. For guidance, see below.
3. Give them the CRB form and, if necessary, a continuation sheet.
4. If applicable, give them a reference request form and explain to them what references we need and why. See references for more information.
5. Applicant must fill in form (see below for details) and show 3 pieces of I.D. Provided the form is correct and the correct ID is shown, the member of staff can go on to fill in the final page and get it countersigned and posted to the CRB.

2. Completing the CRB application form

1. Forms must be completed in block capitals and in black ink. Instructions are on the front.
2. All sections highlighted in yellow are compulsory and other sections may/may not need to be filled in depending on answers given to questions highlighted in yellow.
3. Applicants' addresses for the past 5 years must be given. There is a continuation form for additional addresses that do not fit on the form.
4. Applicants must show the member of staff 3 pieces of ID (see 'Checking Identity').

2.1 Checking the applicant has filled the CRB form in correctly

1. Ensure all questions highlighted in yellow are answered.
2. Check every question.

3. Make sure the passport, driving license and national insurance details are all included where the applicant has indicated they hold these documents (section A). Use the check boxes to help you be sure you have verified these.
4. Make sure the applicant has put their full name including middle name.
5. Make sure there are no gaps in 'address dates from and to'.
6. When filling in the addresses, the only section that is not compulsory is 'county'.
7. Section D: 'Are you applying for registration with ISA?' This should be 'no'. The rest of the section can be left blank.
8. Section E: Candidate must sign, date and answer question 55.
9. On the **continuation sheet**, the applicant must fill in the form reference number found on the front of the form on both sides of the continuation sheet. On the first side, they must fill out their 'applicant details'. Space for addresses is on the second side and must be checked in the same way as addresses written inside the form. The box is to be signed by the counter-signatory, NOT the applicant.
10. On the back of the CRB application form:
 - Section W**
 - Question 58:** insert your name **Question 59:** yes
 - Section X**
 - Question 60:** yes
 - Question 61:** volunteer/volunteer with children and young people/
volunteer with vulnerable adults
 - Question 62:** Leeds University Union **Question 63:** Enhanced
 - Question 64/65:** yes
 - Question 66:** no
 - Question 67:** application is for a new post holder
 - Question 68:** yes
 - Section Y**
 - Question 70:** 28876500010
 - Question 72:** Counter-signatory to sign here
 - Question 73:** Counter-signatory to write date here.
11. Post the form and continuation sheet to the CRB address, on the front of the form.

2.2 Student Addresses

Students often reside in an address during term time that is different to their holiday time address. Usually, their holiday time address is their parents' address or a permanent home address.

How should students fill this part of the form in?

Current address: this is the correspondence address i.e. where the CRB will be sent to and any other correspondence. This could be either the permanent/home address or a term time address.

If the correspondence address (section B) is their permanent/home address:

The applicant must list in 'Other addresses' all the term time addresses they have lived in and the dates from and to. For the summer gap, it will be assumed they were at the permanent address given as a current address. If

they are still living at one of the term time addresses, the applicant must put under 'date to' the month and year they complete and sign the CRB application form. If they are currently residing at their permanent address, they will list their previous addresses in the usual manner i.e. writing the correct dates from and to for all the addresses lived at in the past 5 years (including any other permanent/home addresses).

If the correspondence address (section B) is a term time address:

The applicant must write that the 'date to' for their current address is the month and year that they have completed and signed the form.

Next, the applicant must list their permanent/home address (es) (for the last five years) in 'other addresses' (Section c) along with any other term time/student address they have lived at during the same 5 year period. The 'date to' for their current permanent/home address will be the last month and year that they were residing at the address. For example, it is November 2011 and the student was living with parents until August 2011. They will put 'August 2011' in the 'dates to' section for this address.

Please be aware that the 'date from and to' sections must include a numerical date and not any words such as 'present', 'still there' or 'current'.

N.B. There is a continuation sheet for extra addresses should the space on the form not be enough

2.3 Checking identity

To see a full list of pieces of I.D that we can accept to verify the true identity of the applicant, visit <http://www.homeoffice.gov.uk/crb/> and click on 'Identity Checking Guidance'.

What you must check:

- 1.** Proof of current address: this must be an official document such as a house contract or bill that is not more than 3 months old. They may ask for a student registration certificate/letter from the Marjorie and Arnold Ziff building if they do not have another document.
- 2.** Photo ID e.g. passport/driving license with paper counterpart
- 3.** Third piece of evidence from the list. Examples include a National Insurance card, a payslip or a bank statement.

N.B Applicants must show the checker the original documents. It is not necessary to take photocopies; you must not send photocopies with the form.

Why do we not take photocopies?

Checking the identity of applicants is our responsibility. CRB will not ask for us to provide photocopies. We take contact details from applicants so if there is a mistake on the form, we can contact them to get it corrected. The Data protection Act commands organisations to only hold necessary data on individuals and because of the above, this data would not be necessary. *However, you should take photocopies of international CRBs/certificates of good conduct. This is so that we are able to check with the country's embassy that they are valid.*

Fraud

If you suspect fraud after a CRB application has been submitted, inform the CRB immediately. If you are unsure about the validity of documents, seek advice from www.homeoffice.gov.uk/crb or telephone the helpline on 0870 90 90 811.

To report cases of potential fraud, visit www.actionfraud.org.uk

3. Reclaiming deposits

All students are issued with a deposit receipt that also includes the terms and conditions for reclaiming their deposit. The student must bring this receipt to the office during drop-in hours and no longer than six months after the date of the receipt. Do not include holidays in this six months.

As the Cash Office only accepts receipts that are less than one month old, you need to write a new receipt (copying the information but using the date you are writing the new receipt) in the receipt book and attach the old receipt to the duplicate of the new receipt.

Then you must fill in an expense reclaim form. This is what to fill in:

Date submitted: Date taken to Cash office

Payee Name: Student's name **Payee Position:** Volunteer

Department/area of activity: V&C

Contact details: Student's email or phone number

Item Description: CRB deposit reclaim **Account Code:** 87790 **Cost Centre:** A08

Date: Date of receipt **Amount:** £10 **Receipt attached:** Attach the receipt and tick

Signed by claimant: Student to sign here

Authorised: Must be Rose Hampton, Di Pedder or one of the Student Exec

The student then needs to take this to the Cash Office. If none of the above are around to authorise this, simply keep the form and ask the student to come back in a few days to collect it.

4. References

Hand students a reference request form. Electronic copies are found here:

O:\Volunteering and Community\V&C\Central V&C files\Screening info & policies inc ISA info\Screening process letters

When you receive this form back, follow the following procedure:

Normally, we email referees rather than write letters. The same procedure can be used for both emails and letters.

1. Use the template letter which can be found here: O:\Volunteering and Community\V&C\Central V&C files\Screening info & policies inc ISA info\Screening process letters
2. Attach a copy of the reference form, found in the above folder.
3. Subject of email: "Reference request for [insert name here]".
4. For letters, include a self-addressed stamped envelope and make sure to write on the letter who the reference is for.
5. Update the drop-in database with the dates you have sent the reference requests off.

When you receive the completed reference forms back from the referees, you will need to store them confidentially and check them:

1. Has the referee known the candidate for 6 months or more if a professional referee and 2 years or more if a personal referee?
2. If it is a personal referee, make sure they are not a partner or family member.
3. Look to see how many times the referee score the student with a 'poor'.
4. Read through the comments. Is there anything negative that would suggest the student is not suitable to volunteer?

If the reference is suitable, mark this on the volunteer database and update them on the Action/Homed list if applicable. Save it here: O:\Volunteering and Community\V&C\Central V&C files\CONFIDENTIAL forms and references\Volunteer References

If the reference is not suitable, please hand the reference form to the Volunteering Development Coordinator.

Leeds University Union.

Dear [insert name]

Re: Screening panel for [INSERT NAME]

We are currently processing your application to volunteer with Leeds University Union. The criminal record check that we requested on your behalf has been returned with a police record reprimand. In order to protect our volunteers, clients, our organisation and its work, we need to ensure the suitability of our volunteers for the projects they wish to become involved in. It is our usual practice here at Leeds University Union that individual cases are reviewed by our screening panel. The screening panel will consist of staff at Leeds University Union. All details and outcomes will be kept confidential.

In order to assist the screening panel in coming to a decision, could you please provide an explanation in writing of the conviction disclosed with a statement explaining how you feel you would be suitable for this volunteering role.

Further to this, the screening panel may request to meet the volunteer in person to help them come to a decision. Please let me know if this would be suitable for you. Once I have this information I will set the date for the screening panel to meet.

If you need further clarification or would like an informal chat about this process please feel free to call me on the number below or email me back.

Thanking you in anticipation.
Yours sincerely,

Joanna Klopotek
Volunteering Assistant

0113 3801 329
volunteering@luu.leeds.ac.uk

Confidential – Screening Panel

Volunteer Statement

Name of Volunteer:	
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Please use the space below to provide an explanation of the police record disclosed. Include reasons for why you feel that you would be suitable for the volunteering role you have applied for. (If you have any questions about what to include feel free to contact us for advice)

Would you be willing to meet with the screening panel?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signed:		Date:	
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Leeds University Union Screening Process Check List

Name of volunteer: _____

Contact Detail: _____

Has the volunteer been told that a screening process is underway? _____

Would the volunteer be prepared to meet with the screening panel? _____

What is the date set for the Screening meeting: _____

What is the date set to tell the volunteer the outcome of the screening panel:
(If the decision is not met by this date the volunteer will be contacted to explain this delay) _____

Did they disclose the offence when asked? (For instance on the volunteer registration form) No Yes

Do they have two references? No Yes

Is the Professional Reference Satisfactory? No Yes

Is the Personal Reference Satisfactory? No Yes

Have they provided an explanation in writing of the conviction disclosed and with a statement for why they feel they would be suitable for the volunteering role? No Yes

What is the outcome of the screening panel:

Further Comments:

