

## **PARISH OF FLEET**

### **CRIMINAL RECORDS BUREAU PARISH POLICY STATEMENT**

1. The parish accepts the Diocesan policy (as set out in ‘The Care & Protection of Children 2002’) that no-one who has been convicted or cautioned for a sexual offence against a child will be able to work, in a paid or unpaid position which could bring them into contact with children, nor can they be part of mixed-age activities (e.g. choir, servers) run by the church.
2. A person convicted or cautioned of any other offence against a child or for whom there are unresolved serious allegations outstanding will only be allowed to work with children or be part of mixed-age activities with the express agreement of the bishop and incumbent following consultation with the Diocesan Child Protection Advisor.
3. Evidence of convictions or other matters will only be taken into account if relevant to the position concerned.
4. Each paid post or volunteer position will be assessed for the appropriateness of an enhanced CRB disclosure and any advertisement or other indication of a paid post or volunteer position will indicate the requirement for such a disclosure. In any event, all candidates for a paid post or volunteer position will be required to complete a Confidential Declaration form as required by the House of Bishops.
5. Disclosures will be obtained through the diocese, following diocesan procedures.
6. Applications for CRB disclosure will be resubmitted every 5 years.
7. Disclosures made for another organisation will be accepted if:
  - The disclosure is less than 2 years old.
  - The disclosure is at ‘enhanced’ level.
  - The disclosure is for work with children.
  - The person is still in the same job for which disclosure was sought.
  - The date and reference number of the disclosure is given to the Child Protection representative and identity is verified.
8. CRB clearance will not be necessary for casual helpers i.e. those who have contact with children less than once per month, but each helper should complete a Confidential Declaration form.
9. Information revealed through the disclosure process will be passed only to the incumbent.

10. The parish is committed to the fair and sensitive use of disclosure information, and where an applicant feels that this has not happened an appeals process is available.
11. All confidential information will be kept securely and only used in accordance with the rules of the Data Protection Act 1998.

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