



Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) Checks

Reviewed May 2011
Reviewed April 2012

Introduction

The group must ensure that children and vulnerable adults who attend its activities are protected at all times and do not suffer harm due to any act or omission by any member, volunteer, employee or other carer who works with the Group and who will have regular contact with children or vulnerable adults.

Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) Check

All new employees, volunteers and members who wish to work with Kingston Mencap and who will have direct contact with or are training or supervising staff in direct contact with children or vulnerable adults must undertake a CRB and ISA check. This is facilitated by the Trustee Committee.

- Club Leaders should inform a member of the Trustee Committee if a new employee, volunteer or member who wishes to work with Kingston Mencap joins their club.
- A Trustee is designated and trained to administer the process for CRB and ISA checks. This Trustee and the Chair of Kingston Mencap are trained to sign-off CRB applications.
- If a person is identified as unsuitable to work with children or vulnerable adults Kingston Mencap must not allow that person to work with the group.
- The CRB check will identify any criminal record that the person may have.
- If a CRB check identifies that a person has a criminal record Kingston Mencap must consider the nature of the offence, and decide whether it is appropriate in the face of the information received to still employ or allow the person to volunteer at Kingston Mencap. This decision is made by the Chair of Kingston Mencap and the Trustee designated to administer the process.
- If a decision is made to allow the person to work or volunteer at Kingston Mencap it must also consider whether specific measures need to be put in place to ensure the protection of children and vulnerable adults attending the group.