

Welcome to the CCPAS Disclosure Service



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CCPAS 
setting standards in safeguarding

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CCPAS – Who are we?

CCPAS (the Churches' Child Protection Advisory Service) is the only independent Christian charity providing professional advice, training, support and resources in all areas of safeguarding children and vulnerable adults. Organisations who register with the CCPAS Disclosure Service have access to a wide range of support services including a 24 hour helpline staffed only by professionals who have decades of collective experience in safeguarding. All our team are knowledgeable, practical and approachable.

Introduction

Criminal records checks are available to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society.

The government agency set up to administer these checks is the Disclosure and Barring Service (DBS) (formerly known as the Criminal Records Bureau or CRB). The DBS's aim is to help employers in England and Wales make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are entitled to a criminal record check. The DBS enables organisations to access these checks as part of safer recruitment practice.

The DBS's role is to help protect children and vulnerable adults by providing a first-class service to support organisations recruiting people into positions of trust. Applications for criminal record checks have to be made through a Registered Body. Many organisations require DBS checks for their workers but do not qualify to apply to become a Registered Body in their own right, however checks are possible through another agency known as an umbrella organisation approved by the DBS. CCPAS is one such umbrella organisation. CCPAS also helps users reach appropriate decisions where offences or concerns are revealed by a disclosure check. CCPAS' disclosure services are open to all organisations whose workers qualify for a DBS check, such as schools, care homes, community groups and churches. If you are unsure if your workers qualify for a DBS check then please phone our Disclosure Team to discuss your particular circumstances.

What is a Disclosure?

A Disclosure is a document containing information held by the police and government departments that provides details of a person's criminal record, including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). It can also contain details from lists and other information held by the DBS as well as information held by local police forces.

A Disclosure, therefore, enables organisations to check the background of a job applicant (paid or voluntary) to ensure they do not have a history that makes them unsuitable to work with children or vulnerable adults. A Disclosure is an essential element of the appointment process within any church or organisation, forming part of a structured recruitment policy that should include interviewing, checking of references, staff supervision, training and ongoing support. For those working with children or vulnerable adults they would generally need to apply for:

Enhanced Disclosure

An Enhanced Disclosure should be applied for where the appointment involves a substantial degree of contact with children (supervised or unsupervised) such as teaching, supervising, training or providing advice/guidance on well-being. (This applies to most people working with, or responsible for, children in a church situation, including the Church Leader, Pastor, Minister, Vicar).

Eligibility for those working with vulnerable adults is much more restricted. Legislation is primarily aimed at the care sector and it can be difficult to understand. Our Disclosure Team are there to help our members interpret how this should be applied to the faith community. Always feel free to call us to discuss your particular circumstances.

In a very small number of cases the police may choose to use common law powers to provide information directly to employers in cases where this is necessary, for example, to prevent crime or harm to others.

The Barred Lists

If an applicant is involved in Regulated Activity the DBS check must include a check of the barred lists. The Disclosure and Barring Service is a non-departmental public body (NDPB), sponsored by the Home Office. The DBS is responsible for maintaining the two barred lists, the 'Children's and Vulnerable Adults' lists. Using information from a number of sources including the Police, local authorities and employers, the DBS case workers assess the risk of harm that an individual would pose if they were to work with vulnerable groups. Where an individual has been referred to the DBS due to harming; causing harm; putting at risk of harm; attempting to harm; or inciting another to harm a child or vulnerable adult, the DBS will consider all available relevant information in deciding if it is appropriate to add that person to one or both of the barred lists.

CCPAS issues guidance to enable you to determine whether workers will be in Regulated Activity. This will be given to all Recruiters when we confirm their acceptance.

Charges

The DBS charges a statutory fee in relation to paid workers. There is no statutory fee in regard to volunteer worker applications, although umbrella bodies charge an administration fee. The DBS definition of a volunteer is restricted and in some circumstances the statutory fee is required, for example where an organisation provides some benefits in kind such as subsistence, accommodation and/or training.

Full details of the many benefits of membership can be found at <http://www.ccpas.co.uk/provide> The annual subscription is £120*. When you first join we offer you either: your first ten volunteer checks processed FREE of charge (paper applications only)

OR; FREE registration to our online DBS application system (normally charged at £45 +VAT). Online checks are by far our most popular method of processing as they offer a much quicker and more efficient service. We would strongly urge you to opt for them over the paper system.

Our standard administration charge for either paper or online volunteer checks is £10.21+VAT. Each check for a paid worker has an additional charge of £44.00 levied by the DBS. If you are a large organisation or denomination (processing a minimum of around 600 checks per year), please call our Head of Disclosure Department, Barbara Ball, on 01322 517 817, Ext 2201 to discuss our bespoke membership scheme and rates.

**If you are unable to pay £120 subscription please contact info@ccpas.co.uk*

Returned Forms

Paper forms which need to be returned for correction will incur delays and also a charge of £3.83+VAT per form so it is important to follow the instructions given on the disclosure application form as well as in the Recruiter and Applicant guidance issued to Recruiters. Of course if you use our online system errors are virtually eliminated and queries are not charged.

Payment

Both the initial membership subscription and subsequent payments for the Disclosure Service must be made by Direct Debit. Specific charges for disclosures are collected on a monthly basis using this means. You will receive a direct debit notification by email giving 15 days notice before any monies are taken. Payment cannot be made using any other method.

NB. CCPAS seeks only to cover the costs of running its Disclosure Service and makes no additional charge for providing consultation on good working practice or individual appointments. Research suggests CCPAS charges are significantly lower than most other Registered Bodies and no others provide all the additional support CCPAS offers.

How the appointment process should work

The appointment process should not operate in isolation from a working safeguarding policy prepared in accordance with the principles contained in the official government guidelines Safe from Harm (Home Office 1993) (England) and Safe from Harm: Safeguarding Children in Voluntary and Community Organisations in Wales (Welsh Assembly Government, 2008) (Wales) core safeguarding standards issued by Safe Network (2011) and Working Together to Safeguard Children (DCSF 2010) – see CCPAS publication 'Safe and Secure' manual - full details of which will be enclosed within your membership pack.

CCPAS require organisations to appoint a person(s) within the organisation to deal with Disclosures (referred to as a Recruiter). There is a requirement to appoint a Lead Recruiter and this person will usually be the main point of contact between CCPAS and the organisation. The role of the Recruiter is one of trust and requires a high degree of honesty and integrity. The Recruiter will be privy to highly confidential and potentially sensitive information and we do therefore require that the role is filled by someone with the highest principles.

Further information, including details about additional Recruiters is contained within the CCPAS Recruiters Guide, which is sent to the Lead Recruiter once registration is completed.

Those who have responsibility for the recruitment of workers must understand that a criminal records check is only part (albeit an essential one) of a safer recruitment process. This process is crucial in preventing unsuitable or dangerous individuals gaining access to vulnerable groups. It includes the completion of a job application form, a self-declaration form, an interview, taking up references and a criminal records check as well as the applicant's agreement to abide by the organisation's safeguarding policy.

Operating a safer recruitment policy sends a powerful message to parents, children, visitors, as well as those intent on harm, that safeguarding is taken seriously in the organisation.

It is important to stress to applicants that having a criminal record should not necessarily bar the person from being appointed unless children or vulnerable adults would be put at risk. The scope of a criminal records check must be explained to the applicant, including the fact that strict confidentiality is observed. Information relating to the Rehabilitation of Offenders and Safe Storage policies should be made available for applicants to see. Importantly, individuals should also be asked to complete an **application form and a self-declaration form** before a check is applied for. This gives a person the opportunity to discuss any past issues which could emerge in a check. In such circumstances advice can be given on whether or not information would prevent someone working with children or vulnerable adults. Also, later on where there is a 'blemished' disclosure, the information given by the applicant in a self-declaration can in some cases help in determining the outcome (for example, in assessing their honesty).

If a past conviction is revealed on a certificate, we strongly advise that the Recruiter contacts the CCPAS helpline who can give professional advice in order to reach the appropriate employment decision.

Full details of the Safer Recruitment process can be found in our publication 'I want to Recruit Workers Safely' <http://files.ccpas.co.uk/documents/PracticeGuide-RecruitWorkersSafely.pdf>

How long does a disclosure certificate last?

A check is only as good as the information on a particular day, based on the adequacy of identity/address checks carried out by the recruiter. Information is, effectively, out of date as soon as it's issued and you cannot assume that you will be informed of any subsequent concerns. We generally advise that churches and organisations follow best practice in carrying out checks every three years, but you should also check with your insurance company and denomination HQ to see what they require. If you ever had any concerns about a worker; or they were in a role with a high level of contact then you could ask them to apply for a renewal at any interval.

In addition to regular rechecks, we advise having a clause in a worker's contract obliging an individual to inform the organisation of any subsequent police/social services involvement, clearly placing the onus on the individual to let you know. If applicants register for the DBS Update Service then there may be no need for renewals as you can frequently check online that there has been no new information issued. Further details about this will be issued in our recruiter's guidance once you have registered with us.

Introduction

Churches and organisations wanting to use the Disclosure Service are required to comply fully with the DBS Code of Practice.

Please follow the link www.gov.uk/government/publications/dbs-code-of-practice Individuals or organisations that do not comply risk failing in their obligations, or even committing an offence, under the Human Rights Act and Data Protection Acts. The DBS Code of Practice requires:

Fair Treatment

All applicants for positions must be treated impartially (including those who have a criminal record), and not discriminated against unfairly. User organisations must have a written policy, though this does not mean an informed decision cannot be made where information revealed about an individual raises concerns in relation to the safety of children and vulnerable adults. See www.ccpas.co.uk/Disclosure/CCPASModelEOS.pdf

Handling and Safekeeping of Information

Churches/ organisations must have a written policy on the correct handling, storing and retention of Disclosure information. See www.ccpas.co.uk/Disclosure/HandlingStorage.pdf

Good Practice by the Registered Body/Umbrella Organisation

As a Registered Body, CCPAS is required to take reasonable steps to ensure those using the service are observing the DBS Code of Practice and complying with DBS requirements. For this reason CCPAS must be the only Registered Body used by the organisation (unless there is a requirement by another statutory body, to use their services for a particular activity). From time to time checks may need to be carried out and written notice must be given in advance if its services are to be terminated.

The DBS operates a strict code of practice for its own handling and keeping of personal information and data. They also have a system for monitoring Registered Bodies that includes a formal complaints procedure. This can be accessed if there are concerns that the Registered Body is not working to DBS policies and procedures.

Our Commitment to You

- Our dedicated team are committed to assisting you in all areas of safeguarding. The Disclosure Service Team are available during office hours to help and guide you with the process of applying for DBS checks for you and your workers. There is also a CCPAS 24 hour Helpline (0303 003 11 11) for urgent assistance.
- We aim to deal with all requests for disclosures on the day of receipt. The DBS turnaround for paper checks is generally between 2 and 8 weeks. Online checks are considerably quicker. In a survey 41% of our online applications were completed in one day. Very occasionally some police forces cause delays and the process takes much longer. We will automatically chase the relevant Police Force for online applications.
- We are committed to working within the security procedures laid down in the DBS Code of Practice and the Police Act 1997.
- We are available to provide impartial advice in individual circumstances, although the decision on whether or not to appoint someone is a matter for your church/organisation alone (unless the worker is in Regulated Activity and has been barred from working with children and/or vulnerable adults). CCPAS is a professional Safeguarding Agency and this advice will be provided by experienced child protection workers.
- If concerns arise about our level of service, they should be discussed initially with our Disclosure Service staff. If the matter cannot be resolved, and you wish to make a formal complaint, this should be made in writing to the CCPAS Executive Director of Safeguarding PO Box 133, Swanley, Kent BR8 7UQ. Complaints to the DBS should be addressed to the Director of Operations, PO Box 3961, Wotton Bassett, SN4 4HF.

Your Commitment to CCPAS

In registering with the CCPAS Disclosure Service your church/organisation has agreed to follow the procedures contained in the document 'Welcome to the CCPAS Disclosure Service'. This includes following safer recruitment policies and procedures and complying with policies laid down by the Disclosure and Barring Service, including their Code of Practice, Equal Opportunities policies and those relating to the handling of criminal records information. We cannot stress enough that the DBS expectations have the force of law. If DBS policies are not complied with, applicants might have a valid case for formal complaint.

As an organisation working to CCPAS requirements you are obliged to:

- Provide information that is accurate and complete to the best of your knowledge, and ensure that all applications satisfy the criteria laid down for Disclosures.
- Take all reasonable steps to verify the identity of each applicant for Disclosure.
- Work within the DBS Code of Practice and in particular the laid down policy in relation to the rehabilitation of offenders and security of information.

- Work with CCPAS exclusively as an umbrella organisation for the DBS unless required to use the services of a regulatory authority in relation to certain specific activities. Where this happens, CCPAS must be informed and be given the necessary contact details of the other umbrella organisation involved.
- Inform CCPAS immediately of any breach of confidentiality or other requirement of the DBS. In such circumstances, the church/organisation understands that CCPAS would be required to inform the DBS of the situation.
- Meet the agreed CCPAS charges for the service.
- Cooperate with CCPAS enquiries, investigations or Quality Assurance visits which may be required as an umbrella body.
- Terminate these arrangements by giving notice in writing.
- Notify CCPAS immediately in the event of changes that materially affect the ability of your church/organisation to meet any of these requirements.
- If the organisation is transferring to another umbrella body, a letter of resignation should be sent to CCPAS giving details of the new umbrella body and proposed date of transfer.

Registering with the CCPAS Disclosure Service

Carrying out criminal records checks is just one part of a safer recruitment policy. For this reason, we only provide the Disclosure Service to CCPAS members, as we want to encourage users to follow good practice, and use the support of our charitable services in the work of safeguarding children and adults. If your group are not currently members you can join CCPAS and the Disclosure Service simultaneously by completing the Registration Form in Appendix 1. Full details of the benefits of membership can be found at <http://www.ccpas.co.uk/provide>

Paper or Online Checks?

You can opt to do your DBS checks either using the paper system or our online system. Almost all of our members now use the online system for the reasons outlined below.

Online (Ebulk) DBS Checks

The benefits of our fully secure system are many and varied, including:

- Faster recruitment decisions – the system can reduce overall processing time by at least 5-10 days
- No postage costs
- Reduced manual administration saving time and hassle
- Greatly reduced error rates due to self-validating mandatory fields – no forms returned in the post
- Electronic Disclosure results for all clear applications - this means you only have to view the applicant's certificate if they have a blemished disclosure

The system involves the applicant completing an online disclosure application form via our fully secure system, and forwarding the form electronically to the Recruiter. This form will, in turn, be electronically forwarded to us after the Recruiter verifies certain sections and identity documents. After being checked by us the form continues its electronic journey straight to the DBS. It is possible that the whole process, from the applicant completing their form to its arrival at the DBS could take less than one working day!

Training

CCPAS training and support to the Recruiters and the wider church/organisation is second to none. We have over many years run basic child protection awareness programmes, 'Facing the Unthinkable', which are held in various parts of the country. Free places are available on this training for our member organisations' Lead Recruiter and named Senior Leader. A DVD course of the same name is also available along with online training on safer recruitment, internet safety and other relevant subjects. See: <https://www.ccpas.co.uk/shop/> online for more details. In addition we have video tutorials to assist Recruiters with our online DBS system.

How to Register

To register for the Disclosure Service and become a member, the church or organisation will need to agree to formally adopt a policy on the fair treatment of all applicants. A model Equal Opportunities Statement is downloadable for the members area of our website: www.ccpas.co.uk/Disclosure/CCPASModelEOS.pdf

All organisations must also adopt a policy on the handling and safe keeping of information www.ccpas.co.uk/Disclosure/HandlingStorage.pdf and agree to work within the DBS Code of Practice. These documents should be formally adopted and kept securely. We accept that an organisation may still be working on these documents at the point application is made to join the CCPAS service; however, they must have been formally adopted and available to applicants before the Recruiter begins to process checks for workers.

Please complete and return the *CCPAS Disclosure Registration Form* (found at the back of this document) including the Direct Debit section. (If you already have a Direct Debit arrangement for CCPAS membership you need only complete the form, not the Direct Debit mandate.)

On joining, new members will be sent a CCPAS membership pack containing various leaflets, DVD and information on how to proceed to gain clearance for the Lead Recruiter.

If you are already a member and you have not received details for Recruiter clearance procedures, please call the Disclosure Unit quoting your membership number.

Registration Checklist (for your information only)

- Adopt/working on an Equal Opportunities Statement
- Adopt/working on a Handling and Safe Keeping of Information policy
- Agree to work within the DBS Code of Practice

Choose a process option - either:

Online **or**

Paper

Complete the Registration Form - as either:

New member (complete all sections) **or**

Existing member with DDR already in place (complete sections A & B)

Contacting the CCPAS Disclosure Service

The Disclosure Service is open 9am - 5pm every weekday.

The dedicated telephone line is:
0303 003 11 11, Option 1

Email: disclosure@ccpas.co.uk

Website: www.ccpas.co.uk

CCPAS Membership and/or Disclosure Registration Form

Please complete in **BLOCK CAPITALS & BLACK INK** and return in an envelope marked **Confidential to Disclosure Service, CCPAS, PO Box 133, Swanley, Kent, BR8 7UQ.**

Section A - this section must always be completed.

Organisation details

Are you a CCPAS Member already? YES/NO If YES membership number: _____

Organisation name: _____

Contact name: _____

Contact Address: (This must be the address where contact can be made with the Recruiter and where post can be securely received)

Post Code: _____ Tel no: _____

Email: _____

Name and Telephone Number of Senior Leader in Church/Organisation (***This must be someone other than the Recruiter or a relative of the Recruiter***)

Name: _____ Tel no: _____

Registered address (*if different from above*) _____

_____ Post Code: _____

Organisation Type (*eg Church, Charity, School etc*) & Denomination (*if church*): _____

Statutory Details (*company/charity numbers if applicable*): _____

Any previous names your organisation has been known as: _____

How did you become aware of CCPAS? _____

Section B - Only to be completed if registering for DBS checks

Lead Recruiter Details: PAID WORKER / VOLUNTEER (*Delete as appropriate*)*

Mr/Mrs/Miss/Ms/other: _____ Surname: _____

Forenames: _____

Date of birth: _____ Daytime tel no: _____ Mobile: _____

Email: _____ (An email address for the Lead Recruiter is essential)

****If you have not deleted this as applicable we will assume you are a paid worker and charge accordingly.***

CCPAS Use only - where applicable

Org set up on EBulk	Recruiter's Acceptance sent
Invitation to Recruiter sent	Checked by
Applicant Manager set up	

Statement by Church / Organisation

This church/organisation is responsible for appointing individuals that have regular or intense contact with children and/or vulnerable adults. In registering with the CCPAS Disclosure Service, we agree to comply with all the requirements contained in the Disclosure and Barring Service Code of Practice and other DBS procedures and processes. In particular, we confirm that we have adopted policies for the recruitment of offenders and safe storage of information in line with DBS expectations. We will not communicate, disclose or make available all or any part of confidential information to any third party.

We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations. We enclose:

1. Completed direct debit form to facilitate payment of my annual donation and subsequent charges. This is ESSENTIAL and should only be left blank if you have already completed one for earlier membership.
2. An Enhanced Disclosure Certificate for the proposed Lead Recruiter dated less than three years ago. (If you do not have an existing Certificate full details of the procedure for clearing you as a Recruiter will be enclosed in your membership pack.)

Signed: _____ Date: _____

Lead Recruiter

Print Name: _____ Position: _____

Are you eligible for a DBS check? If so how? _____

Does your role involve you working with children or vulnerable adults at your own home? YES/NO

Please tick **ONE BOX ONLY** to indicate what introductory offer you would like to receive either:

1. 10 FREE paper DBS checks for volunteers **OR**
2. FREE registration for Online DBS checks - If selecting this option you agree to abide by the EBulk terms and conditions found at www.ccpas.co.uk/Disclosure/FairProcessing.pdf

Section C - Payment section must always be completed for new members

The annual subscription for CCPAS membership is £120.

In becoming a CCPAS member we agree to make an annual subscription of £120**.

I enclose: *(please tick appropriate box)*

- Direct Debit** - our preferred method of payment and **MUST** be completed for those registering for DBS Disclosures

- Cheque/Online*/Phone*** - only applicable for those **NOT** registering for DBS Disclosures

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the form and send to: CCPAS PO Box 133, Swanley, Kent, BR8 7UQ

Name and full postal address of your Bank or Building Society

To: The Manager	Bank or Building Society
Address:	
Post Code:	

Name(s) of Account Holder(s)

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Branch Sort Code

--	--	--	--	--	--

Bank/Building Society account number

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account



Originator's Identification Number

4	1	0	7	1	4
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Reference Number - For office use only

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Instruction to your Bank or Building Society

Please pay Churches' Child Protection Advisory Service Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Churches' Child Protection Advisory Service and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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Date

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*Payment can be made by credit card online or by phone if you are NOT registering for DBS Disclosures at www.ccpas.co.uk or 0303 003 11 11.

**If you are unable to pay £120 subscription please contact info@ccpas.co.uk