

CSAS

Safeguarding Matters

Headlines regarding the CRB ID verification process changes

With effect from 28th May 2012, the CRB are introducing enhancements to identity checking. The new and previous ID checking systems will run in parallel as the new system will have a 3 month phasing period, from 28th May until 31st August 2012. As of 31st August 2012 all CRB Disclosure applications must be subject to the newly introduced ID requirements and protocols.

What is the new ID verification system for CRB and safer recruitment?

There are 3 possible routes through which identity of a CRB applicant can be checked. One of the routes includes the requirement to use an “external validation service” that will check the individuals identity. At the time of releasing this issue of safeguarding matters, we still await details of how the external validation service will work and how we will access it.

Why are the CRB changing the ID verification process?

The CRB have introduced the new ID verification approach on the express request of the Home Office who wish to make it more difficult for individuals to conceal previous criminal record information by changing their name. The new approach means that applicants are required to produce documents that they have acquired through “*stringent ID with the document issuer i.e. Passport Agency or DVLA*”.

What are the obvious changes?

In addition to the 3 possible ways to ID check an individual and the introduction of an external validation element, 21 formerly Group 2 document types have been removed.

What does this mean for safer recruitment processes in the Church?

Until further notice there are NO changes to safer recruitment processes and we maintain our existing ID verification practices. Whilst the CRB expect that organisations that use Disclosures begin implementing the new ID verification processes ASAP this is not currently possible due to the outstanding information awaited from the Home Office/CRB.

In due course:

- ◆ CSAS will be releasing a new ID Verification Form which reflects the modified and reduced number of acceptable document types;
- ◆ the National Safer Recruitment policies and procedures of the Catholic Church of England & Wales will be modified to reflect the imposed changes to ID verification procedures;
- ◆ CSAS will make available a flowchart to explain the new ID verification approaches (see overleaf);
- ◆ All dioceses; parishes; Orders and Catholic organisations (i.e. charities, trusts etc) will need to revise without delay any cover explanatory letter or guidance notes they release to CRB applicants to ensure they reflect the NEW ID verification requirements and processes;
- ◆ CSAS will be revising its training materials in light of the ID verification changes and currently await confirmation of the new training content per CRB in order that we are consistent; and
- ◆ Everyone involved in ID verification for safer recruitment in the Church need to be trained and familiar with the changes to ensure there is consistent adherence to the revised policies and procedures of the Church as a consequence.

What don't we know currently?

CSAS are awaiting (like all other Registered Bodies of the CRB) further information concerning the external validation service and how that will operate and also we anticipate that there may be changes to the CRB application form but we have no information or detail at this time.

Can the applicant produce a Group 1/Primary Trusted Identity document?

YES = Route 1

3 documents required - 1 from Group 1 and 2 further docs from Group 1 or 2 (one of which MUST verify current address)

If 3 documents produced per acceptable Group 1 and 2 list per CRB then ID document check is complete

NO = Route 2

3 documents required - 1 from Group 2a and 2 further docs from Group 2a or 2b (one of which MUST verify current address) AND we need to ensure an external ID validation service is used to check the applicant's name and living history footprint

If applicant footprint validated by external ID service then ID document check is complete

If applicant fails the external validation check, the application will need to go for fingerprinting to satisfy ID requirements. (Delays to application likely)

What if neither Route 1 nor Route 2 is possible? Then Route 3

If the applicant cannot meet routes 1 or 2 and these must be exhausted before Route 3, then we need to discuss with individual the reasons for the issue i.e. recent change of name; previous name not declared etc. And the applicant needs to produce certified copy of UK birth certificate AND 4 further docs from Group 2 comprising of 1 from Group 2a and 3 further documents from Group 2a or 2b (one of which must verify current address)

If applicant provides required 2a and 2b docs then ID check is complete

If applicant cannot provide required documents, then the individual will need to go for fingerprinting (Delay to application likely)