



RFL Guidance for Applicants completing an Enhanced CRB Disclosure

PLEASE ENSURE THAT ALL COMPLETED CRB DISCLOSURE APPLICATION FORMS ARE RETURNED DIRECTLY TO THE RFL. FORMS MUST NOT BE SENT TO THE CRB.

Before you start...

- ❖ Read this guidance booklet carefully.
- ❖ You will need a black pen.
- ❖ You must use CAPITAL letters.
- ❖ Continuation sheets are included in this booklet.
- ❖ If you make a mistake put a line through the mistake and write the correct information to the right of the mistake. Do not use correction fluid, Tip-ex etc.

Common Mistakes

CRB will return CRB forms which are not completed correctly. This will cause a delay in processing your application which will lead to a delay in the RFL giving permission for you to work within Rugby League. Please read the below section regarding common mistakes to ensure that you do not make one of these mistakes

- Not putting a 'X' in the 'working with children' box in section Y.
- Applicant has ticked 'Mrs' but has not included details of maiden name.
- Applicant has ticked 'Ms' but has not indicated whether or not they have been married.
- Details of Group 2 documents not included with application.
- Section E, F or G has been used. These are no longer required and should be blank.
- Blue or red ink used.
- CAPITALS not used.
- Staples, stickers or correction fluid used.
- Position applied for not completed.
- Address history does not cover a consecutive 5 year period.
- Insufficient ID documents.
- Details on ID documents do not match those on the rest of the form.
- Counter signatory number incomplete or missing.
- Middle name(s) not entered.
- Ticks in the boxes instead of X's.
- X's in boxes encroaching outside of the box.

Section A

- ❖ Put a 'X' in the box next to your title.

- ❖ Give your current surname, forename and any middle names in the appropriate places.
- ❖ Give your current address and the date you moved in. Leave a gap between words but not between the numbers and letters in your postcode.
- ❖ Enter your date of birth in the correct format, e.g. DDMMYYYY

A Applicant's details	
1	Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
2	Surname <input type="text"/>
3	Forename(s) <input type="text"/>
4	Current address <input type="text"/>
5	<input type="text"/>
6	Town/City <input type="text"/>
7	County <input type="text"/>
8/9	Postcode <input type="text"/> At current address since <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (month and year)
10/11	Date of birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Male <input type="checkbox"/> Female <input type="checkbox"/>
12	National Insurance number <input type="text"/>

Please note if a female applicant uses the title “Ms”, CRB assume that the applicant has been married and is currently divorced, although obviously this is not always the case.

If the female applicant has been married then they should include all names (both maiden and married) in the appropriate boxes in section C.

If the female applicant has not been married and prefers to use the title “Ms” the applicant must provide an additional sheet stating that she has never been married and simply prefers the prefix “Ms”.

Section B

- ❖ State your position in the Club on line 13.
- ❖ Enter the name of the Club on line 14
- ❖ Enter the address of your club

B Details of position for which Disclosure is being requested	
13	Position applied for <input type="text"/>
14	Organisation name <input type="text"/>
	Organisation address <input type="text"/>
15	Address <input type="text"/>
16	<input type="text"/>
17	Town/City <input type="text"/>
18	County <input type="text"/>
19	Postcode <input type="text"/>

The position that you are applying for or currently hold is very important and should be as detailed as a title allows, for example, Coach should be replaced by Children’s Rugby League Coach or Volunteer by Kit Person, Club Driver, Masseuse etc, depending on the duties of the role.

Section C

- ❖ It is important to give any name changes from the age of 10 upwards. The applicant should also give the dates these names were used from and to.
- ❖ Enter your place of birth as shown on your birth certificate.
- ❖ Phone numbers should be entered; this is not mandatory but if there is a problem with your application a phone number will ensure issues can be addressed more quickly.

C	Additional personal details		
20	Surname at birth (if different)		
21	Used until	(year)	
22	Any other surname used		
23/24	Used from	used to	(year)
25	Any other forename(s) used		
26/27	Used from	used to	(year)
Place of Birth		Please enter town/city names and county/district names in full as recorded on your Birth Certificate	
28	Town/City		
29	County/District		
30/31	Born in the UK	Yes	No If no, please state country
32	Nationality		
33	Home telephone number		
34	Work telephone number		
35	Preferred contact number and time.		

Section D

- ❖ Any addresses you have had in the past 5 years, other than your current address shown in Section A, should be entered here.
- ❖ If you have moved more than twice, you will need to list your other addresses on an RFL Address Continuation Sheet or alternatively on a blank piece of paper giving the required details as stated in Section D.

D		Previous addresses		Provide your most recent addresses where you have lived the last 5 years, use continuation sheet if necessary	
36	Address				
37					
38	Town/City				
39	County				
40/41	Postcode				
		Country			
42/45	Period at previous address	From date	To date	(month and year)	

It is important that we receive a continuous address history for the past 5 years. There should be no gaps or periods of overlap

Sections E, F & G are not required – PLEASE LEAVE BLANK

Section H

Please indicate whether or not you have any spent convictions by putting a 'X' in the appropriate box.

CRB now only require 1 signature – this must be entered into the 'Signature of Applicant' box – Line 68.

Finally you must also complete the date.

Section X

- ❖ **At least** 3 forms of evidence are required – please see list below.
- ❖ Ensure Passport/Driving Licence numbers are entered correctly.
- ❖ Include valid from/issue dates where applicable.
- ❖ Date of Birth should be included and should be checked against the correct documents and against that entered in Section A.
- ❖ The identification documents should be checked by the Club Welfare Officer, a senior member of the club or one of the RFL's Certified CRB Checkers (list available online). Only those people who currently have a CRB check can check identification.

Acceptable Evidence

- Ideally you need 3 Group 1 documents.

However the 2 options below are also acceptable: -

- A total of 3 documents, of which at least 1 is from Group 1.
- A total of 5 Group 2 documents if no Group 1 documents are available

At least one document must confirm your date of birth as recorded in Section A and at least one document must confirm your current address as Section A.

Group 1 Documents

Valid passport (any nationality)

UK Driving Licence (either photocard or paper)

Original UK Birth Certificate (issued within 12 months of birth. Full or short term acceptable)

Valid photo identity card (EU Countries only)

UK Firearms Licence

Group 2 Documents

Marriage certificate

Non-original UK Birth Certificate (issued 12 months after birth. Full or short form acceptable)

P45/60 Statement **

Bank or Building Society Statement 8

Utility bill (e.g. electricity, gas, water, telephone (including mobile phone contract)) *

Valid TV Licence

Credit Card Statement *

Mortgage Statement/Tenancy Agreement **

Valid insurance certificate

Correspondence or a document from; the Benefits Agency, the Employment Service, the Inland Revenue or a Local Authority *

Financial Statement (e.g. pension, endowment, ISA) *

Valid vehicle registration document

Mail order catalogue statement *

Court commons **

Valid NHS card

Addressed payslip *

National Insurance number card

Exam certificate (e.g. GCSE, NVQ)

Child Benefit book **

Certificate of British nationality

Work permit/visa **

* Documentation should be less than three months old

** Documents should have been issued within the past 12 months

If utility Bills are used as identification then the RFL CRB Evidence Form (Section X) should be completed.

Section Y

Section Y is to be completed by the RFL and must be left blank.

Return to the RFL

Once the application form is complete and the identification has been checked by an appropriate person, please return it back to the RFL, Red Hall, Red Hall Lane, Leeds, LS17 8NB.

Please do not send forms directly to the Criminal Records Bureau.

Continuation Sheets

If you have used any continuation sheets please include :-

- ❖ Applicant's full name.
- ❖ Form reference number
- ❖ Applicant's full address

The following continuation sheets are attached: -

RFL Address Continuation Sheet
RFL CRB Evidence Form (Section X)

For Further Info

For further information please contact the RFL Operations Team on 0844 477 7113, option 6 or by emailing child.protection@rfl.uk.com.

Or visit www.rfl.uk.com – click on In League Together, then Safeguarding and Protecting Children, then CRB. There is further guidance in this section including CRB The Movie, an interactive digital guide to completing the CRB Disclosure application form.

Or visit the CRB Website at www.crb.gov.uk.



The RFL
CRB Disclosure - Address Continuation Sheet (Section D)

Name _____
Form reference F00 _____

Address _____

Town/City _____
County _____
Post Code _____

From Date ____/____/____ To Date ____/____/____ (month & year)

Address _____

Town/City _____
County _____
Post Code _____

From Date ____/____/____ To Date ____/____/____ (month & year)

Address _____

Town/City _____
County _____
Post Code _____

From Date ____/____/____ To Date ____/____/____ (month & year)





The RFL CRB Evidence Form (Section X)

Name: _____

Address: _____

Form Ref: F00 _____

Utility Bill seen (please tick):

Phone Bill

Bank Statement

Credit Card Statement

Gas Bill

Electricity Bill

Other (please specify)

.....
.....

I can confirm that I have seen the above in support of the CRB Disclosure form.

Name

Job Title

Contact Number

.....



RFL Policy regarding Secure Storage, handling, Use, Retention and Disposal of CRB Disclosures.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the RFL complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and Disclosure information. The RFL also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This written policy is included in the RFL's Child Protection Policy and is also on the Child Protection section on the RFL's website – www.rfl.uk.com.

Storage and Access

All Disclosure information is kept securely in a non-portable, lockable cabinet. Access is strictly controlled to the 3 people for whom it is necessary to have access as part of their duties. Certificates will be stored initially by month of receipt in the 'Month' folder, and then alphabetically by surname.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

The RFL do not keep Disclosure information for longer than 6 months, this is to allow a fair recruitment decision to be made and to allow for the consideration and resolution of any disputes or complaints. A copy of the letter which is sent to the individual to be kept with the certificate.

If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than 6 months, we will consult the CRB about this and give full consideration to the data protection and human rights implications towards the individual before doing so. Throughout this time, the usual conditions regarding safe and secure storage will prevail.

Diary notes are in place to remind RFL staff to destroy CRB's at the end of 6 months – see below for destruction timetable

Month of receipt	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Month of destruction	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. shredding. While awaiting disposal, Disclosure information will not be kept in any insecure receptacle. We will not keep photocopies of and Disclosures. However, notwithstanding the above, we may keep a record of the date of issue, name of subject, type of Disclosure, the position applied for, the club/organisation the position is with, the unique reference number of the Disclosure, details of any risk assessment, details of the recruitment decision and address and date of birth of the applicant for renewal purposes.

RFL Policy regarding the Recruitment of Ex-offenders.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the RFL complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of Disclosure on the basis of a conviction or other information revealed. This written policy is included in the RFL's Child Protection Policy and is also on the Child Protection section on the RFL's website – www.rfl.uk.com.

The RFL is committed to the fair treatment of its staff, potential staff, volunteers, potential volunteers and users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is available to all Disclosure applicants prior to their application in the above locations.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

It should be made clear to all potential volunteers that a CRB check will be undertaken as part of their recruitment process and that they are ineligible to begin their duties until clearance has been granted from the RFL – a copy of which will be sent to the club/organisation that wishes to deploy/employ them.

Any Disclosures which are returned with convictions or any other information listed will be subject to a risk assessment – see Risk Assessment Process document for further information. The RFL will only use suitable members of staff during the risk assessment process.

We undertake to discuss any matter revealed which raises concerns, with the applicant, although refusal to do so, or the unavailability of the applicant, may lead to the RFL objecting to the application.

At any interview or conversation with an applicant we will ensure that an open and measured discussion takes place and that the main issues recorded for future reference. Interviews, where it is deemed necessary, will be conducted by trained and experienced personnel. Interviews or conversations will discuss any convictions or other matters that may be relevant to the position applied for.

Failure to co-operate or reveal any information that may be directly relevant to the position sought will lead to the RFL objecting to the application.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and where to obtain further information.

Having a criminal record will not necessarily bar an individual from working or volunteering within Rugby League.

CRB Pricing Structure and Definition of a Volunteer

There is no charge for CRB checking volunteers – please see pricing structure below.

The cost of CRB checking does not have to be passed onto the consultant/applicant where the level of payment made to the consultant is such that this would discourage participation but could be met by the RFL budget holder wishing to use the consultant, ideally through the use of grants which are available for this type of expenditure.

Please see the below pricing structure:

Volunteer	Free of Charge
Paid position within Rugby League	£36
Position not within Rugby League	£50

Definition of a volunteer

The CRB definition of a volunteer is: "Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), which aims to benefit some third party other than or in addition to a close relative".

It is sometimes assumed that, as the person is not directly employed or salaried the position is voluntary. However, if the person engaging in the activity receives a payment, in excess of expenses they actually incur, or benefits directly themselves, the position will not satisfy the CRB's definition of a volunteer.

The 'Position Applied For' field in Section B13 of the application form for Enhanced checks, helps the Police make an informed decision of the relevancy of any information they hold and whether it should be released. Unclear or ambiguous entries may delay the Disclosure process, and terms such as volunteer or helper should not be used in this field. Applications should specify the actual role being undertaken and avoid using vague terms such as:

- Student Counsellor - Is the individual the student or are they counselling a student?
- Volunteer - an unpaid position but doing what?
- Helper - helping whom to do what?

To identify an application as a volunteer, simply place an X in the box at section Y8. The CRB may invoice for any application which it considers does not meet the definition, and take retrospective action to recover the cost of any previously issued free-of-charge Disclosures. The CRB may also consider imposing sanctions, including the suspension or cancellation of an organisation's or a Countersignatory's registration status for those who continue to be non-compliant with the Conditions of Registration.

Guidance notes on who should be CRB checked

The definition of who should be CRB checked is:-

- ❖ Those positions whose normal duties include caring for, training, supervising or being in sole charge of those under 18 years of age.
- ❖ Those whose normal duties include supervising or managing an individual in his/her work in a position described above.
- ❖ The 'great and the good' in organisations providing services to children.

The RFL interpret this to include the below positions within an amateur club: -

Coaches – all levels
First Aiders
Parent Representatives
All Junior Committee Members
Club Welfare officer
Coaching Co-ordinator
Club Secretary
Club Chairperson
Any other voluntary role which meets the above criteria

This list is not exhaustive. If you have any queries on whether or not an individual needs to be CRB checked please phone the RFL Operations Department on 08444 777113 or email safeguarding@rfl.uk.com.