

Definitions

Additional Information Information that has been sent separately to the counter signatory with the Enhanced Disclosure

Applicant Person who is requiring the CRB check

Children The Criminal Justice Court Service Act (CJCSA) defines a child as someone who is under 18 (under 16 if the child is employed)

Controlled Activities See Regulated and Controlled Activities

Counter Signatory A person within Safety Net who can countersign the application forms

CRB Criminal Records Bureau

DE Department for Education

DoH Department of Health

Disclosure The term that is used to describe the service provided by the CRB and the document issued to the applicant and Registered Body when a CRB check has been completed

Disclosure Checklist The Disclosure checklist is a list of all documents that can be provided by the individual to confirm their identity.

Duty to Refer Every employer has a duty to refer information to the Independent Safeguarding Authority where necessary

Evidence Checker An individual, within the recruiting organisation, who takes responsibility for checking documents to prove the applicant's identity. Alternatively, the Safety Net CRB Disclosure Service team may meet with applicant's in Brighton to check documents.

Independent Safeguarding Authority (ISA) The Independent Safeguarding Authority (ISA) helps prevent unsuitable people from working with children and vulnerable adults.

ISA Adults' Barred List information A list of people banned from working with vulnerable adults. The list is managed by the Vetting and Barring Scheme

ISA Adult First A service exclusive to the health sector. Requests for ISA Adult First checks carry a strict criteria and are only allowed where it is necessary to take such action because of a real danger that staffing levels will fall below statutory obligations

ISA Children's Barred List information A list of people banned from working with children

Information held under Section 142 of the Education Act 2002 This list, previously called 'List 99', is maintained by the Department for Education and contains the details of teachers who are considered unsuitable or banned from working with children in education.

Negative Disclosure A Disclosure that has been returned with no information from police or government databases recorded

Lead Person An individual, within the recruiting organisation, who takes responsibility for assessing the applicant's suitability to work based on the results shown on the CRB Disclosure certificate. The Lead Person may also take responsibility for checking documents to prove the applicant's identity.

Positive Disclosure A Disclosure that has been returned showing information held on police or government databases

Recruiting Organisation An organisation hoping to employ the applicant as a paid worker or volunteer

Registered Body An organisation that can only countersign CRB applications within their own organisation

Regulated and Controlled Activities The definition of Controlled Activities is being reviewed as part of the review of the Criminal Records Bureau and the Vetting and Barring Scheme. For further details visit

Umbrella Body An organisation that is a Registered Body that can countersign CRB application forms for outside organisations.

Vetting and Barring Scheme Increased safeguards were due to be introduced under the Vetting and Barring Scheme from October 12th 2009. However, the coalition government suspended the next stage of the scheme (ISA Registration), in July 2010, whilst a review is undertaken

Volunteer The CRB defines a volunteer to be 'a person who performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives'. Some people can be referred to as volunteers, but do not actually meet the CRB's criteria to get a free check. This is because they may receive, or expect to receive, a benefit, such as remuneration or a credit towards a qualification. For example, students on training placement; people on work placements; foster parents/carers must pay for their checks.

Vulnerable Adult Reference: Section 115(4) (a) Police Act 1997

A "vulnerable adult" means a person aged 18 or over, who has:

A learning or physical disability;

A physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or

A reduction in physical or mental capacity.

Or has a disability of a type listed below:

A dependency upon others in the performance of, or a requirement for assistance in the performance of, basic physical functions;

A severe impairment in the ability to communicate with others;

An impairment in the ability of a person to protect themselves from assault, abuse or neglect.

And who is receiving services of a type listed below:

Care home services;

Personal care or nursing or support to live independently at home;

Any services provided by an independent hospital, independent clinic, independent medical agency or health body; Social care services; or

Any services provided in an establishment catering for a person with learning difficulties.