

# CRB Update -

## March 2011

A GUIDANCE DOCUMENT FROM THE NATIONAL ASSOCIATION OF HEAD TEACHERS

**From 31 March 2011**, the information that you may have accessed previously via the CRB website will be moving to three different locations:

- [www.direct.gov.uk](http://www.direct.gov.uk) – will be for CRB applicants and the general public with information on how and when to apply for a CRB check – accessible via [www.direct.gov.uk/crb](http://www.direct.gov.uk/crb).
- [www.businesslink.gov.uk](http://www.businesslink.gov.uk) – will provide information and services for Registered Bodies and other organisations using the CRB service – accessible via [www.businesslink.gov.uk/crb](http://www.businesslink.gov.uk/crb).
- [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) – will provide corporate information for particular interest groups and partners – accessible via [www.homeoffice.gov.uk/crb](http://www.homeoffice.gov.uk/crb)

The information on each site is tailored to specific audiences, so it is intended that each audience will regularly visit only one particular site.

In addition, the three sites are very closely linked and information is intended to be easily accessible across each site, so they will work together to help and support the CRB's customers in finding what they require. There are also several key tools and services that you will be able to access via links on each site. An example of this is the online tracking service and "contact us" information, which will appear on all three sites.

### **Business Link**

Although you may access the Home Office and Directgov sites occasionally, the site that is most relevant to organisations using the CRB service is the **Business Link** website. Some information about the CRB is already contained on the Business Link website but as part of the convergence, much more will be included from 31 March 2011.

The CRB information will sit in a section entitled **Employment & Skills – Recruiting People – Employment Checks – Pre-employment Checks**

Within this section you will be able to find all of the key information that you currently use regularly and may access through the CRB website. This will include:

#### **What is a criminal records check?**

- Types of CRB check and the information they include;
- Entitlement and legislation background including Rehabilitation of Offenders Act information;
- Validity/Portability information;
- Cost and estimated processing times;
- Code of Practice;
- Guidance on employing someone with a criminal record;
- Changes and developments within the CRB;

#### **How do I apply for a criminal records check?**

- Accessing CRB checks;
- Applying for registration;

- Registered organisation role;
- Umbrella Body search facility;
- The application process (including Continuation Sheet, guidance, ISA Adult first);
- Checking an applicant's identity guidance;
- Online Tracking service;
- Overseas applicants.

**Once the content on Business Link is live from 31 March 2011**, users will be able to familiarise yourselves with its features, including adding any regular reference points to their "favourites". Business Link offers a number of benefits:

- The site allows users to subscribe to pages of interest and to register to receive notifications when changes are made to the specific page;
- There is an option for users to provide feedback on the information contained on the website;
- Users can print off specific sections of the site in one document for retention and referral.

In addition, it may be beneficial for you to visit the Home Office and Directgov sites to give you a better idea of the information that is included on each site.

You will notice that a new page now appears when anyone visits the current CRB website. This page provides more information on the changes to the website and the three sites where content will be available.

**For more information**, NAHT members may contact Tom Foster, Representation and Advice Department, via: [tomf@naht.org.uk](mailto:tomf@naht.org.uk)