



CRB Checks at SHARE Community

What?

Once your offer of employment at SHARE Community is confirmed, we will undertake an Enhanced Criminal Records Bureau Check.

Why?

We do this as much of our work involves close contact with vulnerable adults and we must ensure that they are safeguarded against harm.

How?

- On or before your first day, you will be given an application form and guidance on how to fill out the CRB form.
- You will be asked to provide three pieces of identification to confirm your identity and current address. *(We will provide more information at the time with regards to which ID documents are acceptable to the CRB).*
- The HR Administrator will take photocopies of your identification documents and sign them to certify that they have seen the originals.
- Your application form and copies of your ID will be sent to our umbrella body who will then check the ID and complete the application form.
- We use an umbrella body as currently the CRB do not accept applications directly from small organisations that process under 100 applications per year.
- Currently the umbrella body we use is Cerebral Palsy Care and you can view their Secure Storage and Handling Policy if you follow the link on the right.

And then?

- We cannot let any employee work unsupervised with our students if we have not received a Disclosure from the CRB.
- The CRB will send a copy of the Disclosure to your home address and to our Umbrella Body. This can take from 4 to 10 weeks.
- The Umbrella Body will then forward the original Disclosure to our HR Administrator.
- The HR Administrator will take note of the main details of the form for our records and will follow our Secure Storage and Handling Policy which can be downloaded on the right.
- Please see our Recruitment of Ex-offenders policy for more information.