



CRB Policy and Procedures

Reports investigating the abuse of children (e.g. Hunt Report, Clothier Report, and Health and safety Circular HSC 1998/212 Children's Safeguards Review: Choosing with Care) have recommended the need for more rigorous selection procedures for both students and staff undertaking roles involving substantial access to children and other vulnerable groups. There is also a need to ensure the selection of applicants who are capable of fulfilling the professional/statutory requirements associated with the respective programmes.

Oxford International College actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcomes applications from a wide range of applicants. The College selects all candidates for interview based on the skills, qualifications and experience.

The Criminal Records Bureau (CRB), an executive agency of the Home Office, has been set up to help organisations make safer recruitment decisions. By providing access to criminal record information the CRB helps educational institutions identify candidates who may be unsuitable for certain work, especially that involving contact with children or other vulnerable members of society.

A Disclosure is an impartial and confidential document that details an individual's criminal record and where appropriate, details of those who are banned from working with children. The CRB will carry out a criminal record check for an individual drawing on four primary sources of information:

- Police National Computer (PNC)
- Local Police Force Records
- Department of Health
- Department for Education and Skills

According to the nature of the employment or the course and its placement requirements information will be drawn from the PNC alone or from every source. This defines 'Disclosure' and constitutes a national standard throughout England and Wales.

For a student query regarding the CRB policy and procedures or your Disclosure please contact the CRB Co-ordination Team (e.g. if student wishes to gain volunteer experience in the medical area).

The College currently uses Atlantic Data Ltd with regard to the checking and issuing of CRBs.

Contact details:

Atlantic Data Limited
PO Box 5531
Milton Keynes
MK7 6YD
Phone: 08718 724 123 or 08718 072 70 800



The authorising officers within the College are:

- Claire Fell – Student Welfare Manager
- Kim Terrar – Chief Operating Officer

The cost of each CRB is £55 (September 2011) and the College pays for these for tutors and staff.

All tutors and staff must hold a current CRB. All CRBs are renewed every 3 years. A central register of CRBs is kept. The College will accept current/relevant CRBs from tutors who are currently working at other local educational providers. The College is aware that the government is increasingly moving towards CRB portability.

With regard to host family arrangements, if a student is below 16 years of age then both heads of the house will be subject to a CRB check. If a student is over 16 years of age then only one head of the house will be CRB checked.

The College is aware that if the host family has family members who are resident and over the age of 18 they will also be CRB checked. Currently (October 2011) there are no host families who have children who are resident and 18plus.

For tutors and staff who have recently located to the UK where it may prove difficult to obtain a CRB check the College may write to the relevant police authority or employer in that person's country of origin.