

CRIMINAL RECORDS BUREAU POLICY

Marwell Wildlife fulfils its responsibility to protect children and vulnerable adults from harm, by asking staff and volunteers in certain roles (as defined using appropriate CRB guidance) to undertake a Criminal Records Bureau Disclosure Check.

The aim of the Disclosure is to check that an individual has not committed offences that disbar them from working with children or vulnerable adults. If your application is successful you will be asked to complete a Criminal Records Bureau form. Once you have signed the form it should be passed back to HR or the Volunteering Manager, together with the necessary supporting information (birth certificate, evidence of change of name etc.)

The form will be countersigned and submitted to the Criminal Records Bureau for checking.

The level of check required will be predetermined and indicated to you. The following levels of check will apply:

Standard Disclosure: will check for information about both spent and unspent convictions; as well as cautions, warnings and reprimands. As well as Central Police Records the Standard Disclosure will contain relevant information held by the Department of Education and Skills and the Department of Health.

Enhanced Disclosure: will contain the same information as above and will also check on any non conviction information from the local police that is considered relevant.

Once the check is complete a copy is sent to both the applicant and Marwell Wildlife. The decision to confirm an appointment offer as permanent (in addition to any probation period requirements) is reserved until all checks and references have been received. In the event that it is Marwell Wildlife's decision not to confirm the offer, it may not be possible to inform you of the reasons for the decision.

We are happy to discuss any queries or concerns you may have regarding the Criminal Records Bureau process or our recruitment process generally. Marwell Wildlife has a policy on storage and handling of Criminal Records Bureau paperwork, and the Criminal Records Bureau Code of Practice, copies of which are available on request.