

## CRB GUIDANCE FOR CLUBS APPOINTING A CHILD WELFARE OFFICER

Understand criteria of appointing a Club Welfare Officer and what the role may encompass. Guidance can be found by using the following link:

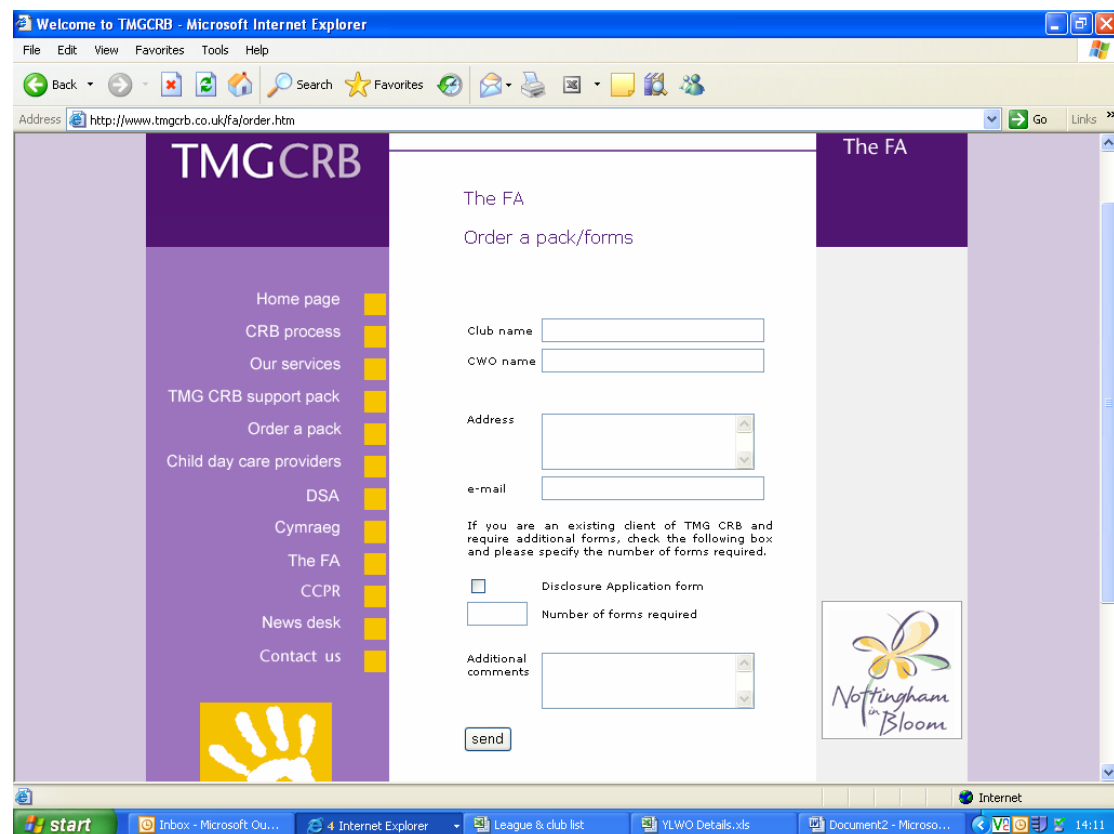
[www.birminghamfa.com/NR/rdonlyres/79A134FF-7EBC-47C8-8225-3705911A3D67/124495/AppointingCWO.pdf](http://www.birminghamfa.com/NR/rdonlyres/79A134FF-7EBC-47C8-8225-3705911A3D67/124495/AppointingCWO.pdf)

Refer to FA Best practice guidelines regarding your clubs selection and recruitment process, guidance can be found using the following link:

[www.birminghamfa.com/NR/rdonlyres/79A134FF-7EBC-47C8-8225-3705911A3D67/124492/RecruitingVolunteers.pdf](http://www.birminghamfa.com/NR/rdonlyres/79A134FF-7EBC-47C8-8225-3705911A3D67/124492/RecruitingVolunteers.pdf)

Make your decision on who to appoint.

Request a pack from the FA CRB unit : [www.tmgcrb.co.uk/fa/order.htm](http://www.tmgcrb.co.uk/fa/order.htm) (this link will take you directly to the screen detailed below)



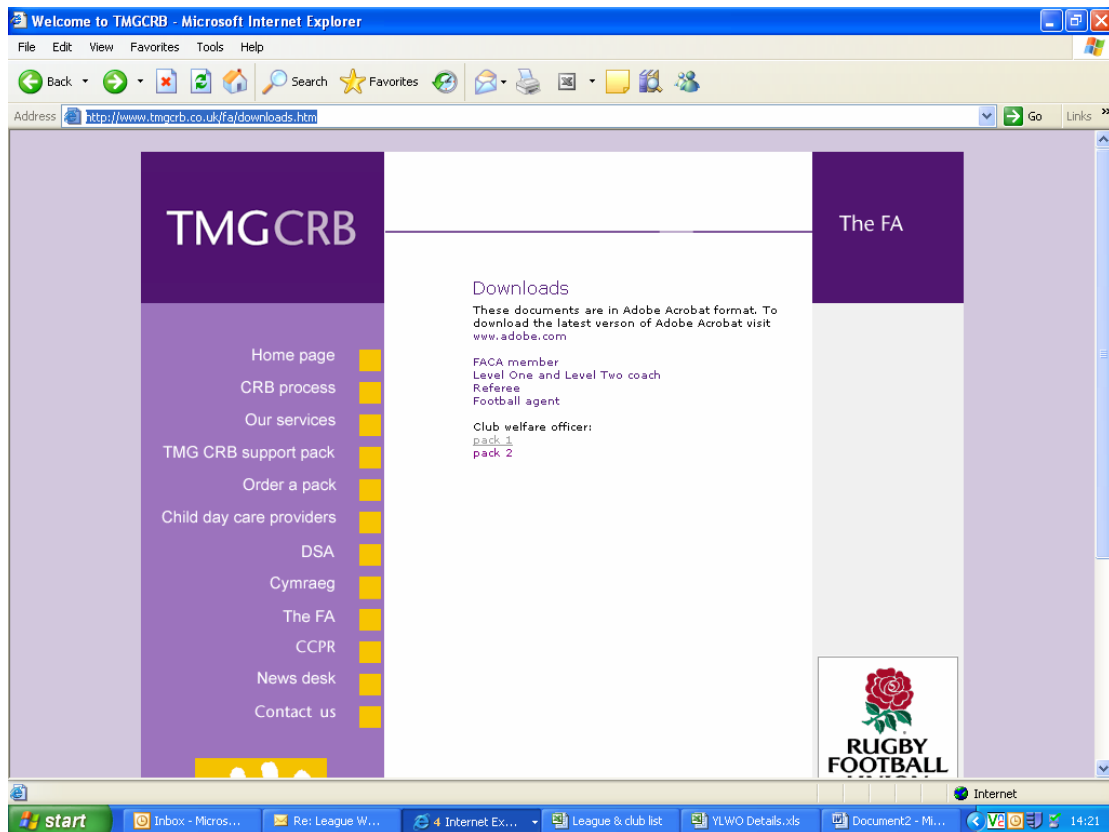
The screenshot shows a Microsoft Internet Explorer browser window displaying the TMGCRB website. The page title is 'Welcome to TMGCRB - Microsoft Internet Explorer'. The address bar shows 'http://www.tmgcrb.co.uk/fa/order.htm'. The website has a purple and white color scheme. On the left, there is a navigation menu with links: Home page, CRB process, Our services, TMG CRB support pack, Order a pack, Child day care providers, DSA, Cymraeg, The FA, CCPR, News desk, and Contact us. The main content area is titled 'The FA' and 'Order a pack/forms'. It contains a form with the following fields: Club name, CWO name, Address, e-mail, and Additional comments. There is a checkbox for 'Disclosure Application form' and a text box for 'Number of forms required'. A 'send' button is at the bottom of the form. On the right side, there is a logo for 'Nottingham in Bloom'.

Complete required fields, detailing your nominated CWO.

>click send and the CRB unit will despatch your forms to you.

When your pack arrives there are further notes that help you to complete the form

[www.tmgcrb.co.uk/fa/downloads.htm](http://www.tmgcrb.co.uk/fa/downloads.htm) follow the link to the following screen.



>click on Pack one where guidance notes will then be displayed.

If your league has a verifier then please contact them so they can check your Acceptable Forms of Identity against the details supplied on the form.(your League Welfare Officer should know)

They will then complete the form and send it off to the FA CRB unit.

The CRB unit will then process your application.

If you league does not have a verifier then you will need to send your supporting evidence with your application.

Here are some questions that are frequently asked:

### **What is a CRB check?**

CRB stands for *Criminal Records Bureau* and the full checking process is often referred to as a *CRB*. Someone who has completed a check is sometimes referred to as having been *CRB'd*

The proper name for the CRB check used by The FA is an *Enhanced Disclosure*.

### **What is an Enhanced Disclosure?**

An Enhanced Disclosure is a printed record containing information from the Police National Computer (PNC), local police intelligence and a check of Government lists of those banned from working with children.

The FA uses the information to help decide if a person is suitable to be involved in children's football.

For more detailed information about Enhanced Disclosures go to [www.crb.gov.uk](http://www.crb.gov.uk) and follow the link to *Applicants Guide to the CRB's Disclosure Service (Dip 017)*.

### **Is an Enhanced Disclosure the same as a police check?**

Different people call the CRB process by different names. The term *police check* is sometimes used.

It is not the same as a printout from the local police station, nor is it a self-declaration where people declare their history. It is much more detailed and a true record of the person's history.

For more detailed information go to [www.crb.gov.uk](http://www.crb.gov.uk) and follow the link to *Applicant's Guide to the CRB's Disclosure Service (Dip 017)*.

### **Do I need an FA CRB Disclosure?**

Those people who care for, train, supervise or have sole charge of children and young people under the age of 18 in football as part of their normal club or county duties, need an FA CRB Disclosure.

### **How do I get an FA CRB Disclosure?**

Clubs applying for *FA Charter Standard* status must ensure their Club Welfare Officer has submitted an application. Without this The FA Charter Standard application will not proceed.

*Club Official* (not FA Charter Standard). Counties are rolling out The FA CRB process at different speeds, but all clubs should contact The FA CRB Unit to begin the process. *Pack One* will be sent to you, enabling the first individual at the club to be checked. He or she then cascades the checks out to other members of the club. Contact [crb@TheFA.com](mailto:crb@TheFA.com) or call 0800 085 0506 for a Pack One.

*Club Welfare Officer* (not FA Charter Standard). Usually the Club Welfare Officer is the first person in the club to be checked and he or she then cascades CRB checks to other members of the club. Contact [crb@TheFA.com](mailto:crb@TheFA.com) or call 0800 085 0506 for *Pack One* to begin the CRB checking process.

*Drivers* will normally be checked because of their involvement with a club. Contact the Club Welfare Officer.

*Coaches* should be checked as part of their involvement with a club. Contact the Club Welfare Officer.

*FACA* members or applicants are required to have completed CRB checks and cannot gain or retain membership without an FA CRB check.

*League officials* will normally be checked if they are involved in under 18 leagues. Many individuals will already be checked because of their club involvement. If this isn't the case, contact [crb@TheFA.com](mailto:crb@TheFA.com) or call 0800 085 0506 to begin the CRB checking process.

*League Welfare Officers* will normally be checked. Many individuals will already be checked because of their club involvement. If this isn't the case, contact [crb@TheFA.com](mailto:crb@TheFA.com) or call 0800 085 0506 to begin the CRB checking process.

*Managers* should be checked as part of their involvement with a club. Contact the Club Welfare Officer.

*Parent helpers* should be checked as part of their involvement with a club.

Contact the Club Welfare Officer.

*Referees* are required to have completed a CRB check in order to register. Contact your County FA for clarification on local procedures.

People do lots of different things in football. But you only need one FA CRB check to cover everything in affiliated children's football.

### **What is the minimum age for an FA CRB Disclosure?**

The legal minimum age is ten years old but The FA does not recommend the process for anyone under 16.

### **How much does it cost?**

The FA charges £12 (including VAT) for volunteers. This covers all the administration, advice, guidance and any actions needed as a result of the Disclosure.

For a full definition of a volunteer go to [www.crb.gov.uk](http://www.crb.gov.uk) . Follow the link to FAQs and click on *volunteers*.

For those taking an income from the game the CRB charges an additional fee of £36 (VAT not applicable). This money is collected by The FA but paid entirely and directly to the Home Office.

This means if you are taking an income from the game the cost is a total of £48.

If you are not sure how much you should be paying, e-mail [crb@TheFA.com](mailto:crb@TheFA.com) for more guidance.

### **Why can't The FA pay?**

The FA already invests money in protecting and safeguarding children in football. The FA believes the money is best spent on education, training, case management and other support services available to counties, clubs and individuals.

### **I have got a check for my work. Do I need another one?**

Yes. There are real risks in carrying Disclosures from one job to another. The FA has taken advice on this and cannot take the risks. For full information about the risks and dangers please click here [www.crb.gov.uk](http://www.crb.gov.uk) . Follow *quick links* to *Portability*.

TMG CRB and The FA are working on a number of pilot projects with local authorities, other sports bodies and County Sports Partnerships. A new Act (Safeguarding Vulnerable Groups Act) comes in to being in September 2008 and this may also help make this process easier.

Where people are involved in other sports which use TMG CRB for CRB checks a process is in place which removes the need (in most cases) for another check or any additional expense.

Other sports involved in the TMG CRB programme include squash, bowls, netball, riding, aikido, judo, other martial arts, chess, lacrosse, the British Olympic and Paralympics Associations, British Schools Exploring Society, Creating Excellence, Commonwealth Games, folk dancing and target shooting.

### **How long does it take to get an FA CRB Disclosure?**

This partly depends on the person applying but is likely to be about five weeks.

If the form is properly completed, identity properly checked and payment made, the form will go to the CRB in Liverpool within 48 hours of processing at The FA CRB office.

If there are mistakes or missing information the applicant will be contacted and asked to provide whatever is missing. It is up to the applicant whether they do this quickly and speed up the process or take their time and slow it down.

**PLEASE NOTE: Some Club Welfare Officers wait until they have the applications of all those in the club before submitting the forms. We strongly advise against this. There are cases where some individuals have ended up with their application not being forwarded to The FA CRB Unit for many months, during which time their circumstances may change.**

The Home Office CRB Department in Liverpool aims to process 90% of Enhanced Disclosures within four weeks of receiving a properly completed and checked application.

You can now check the progress of your application online. Go to [www.crb.gov.uk](http://www.crb.gov.uk) and follow the links to online tracking.

#### **Why do some checks take longer than others?**

You should not assume there is a problem if a Disclosure takes a long time.

It could be that the person has had a lot of address changes or there may be a number of people with the same name and date of birth and the police have to get the correct record.

There may also be delays in the local police forces. To see if there are delays in your area go to [www.crb.gov.uk](http://www.crb.gov.uk) and enter *police performance* as a search. You can then click on your local force to see how they are doing.

To see where a Disclosure is in the CRB process go to [www.crb.gov.uk](http://www.crb.gov.uk) and follow the links for online tracking.

The FA CRB Unit chases Disclosures after 60 days. We are not allowed to chase before then.

#### **What if there is something on The FA CRB Disclosure?**

The FA is very fair and will only consider information which may have an impact on the safety of children.

Old or juvenile offences are not viewed as seriously as recent offences. Minor and some financial crimes are usually disregarded.

Recent assaults, violence with prison sentences, sexual crimes, drug usage and supply are taken much more seriously. Every Disclosure is assessed on its own merits.

To speak to someone in confidence about your history telephone 0800 085 0506. You can also email [crb@TheFA.com](mailto:crb@TheFA.com) with your query.

To find out more about the requirements of The FA to use Disclosures fairly and legally, go to [www.crb.gov.uk](http://www.crb.gov.uk) and follow *quick links* to the *Code of Practice*.

**Who will see my Disclosure?**

You will get a copy delivered to your home address and The FA will receive a copy.

If the copy is clear of information, your Disclosure will be destroyed immediately and a record kept that you have completed the process.

Neither your club nor county will be told what is on your Disclosure. If, however, you are suspended, your club and county will be told of the suspension.

Four times a year clubs will be told who in their club has been accepted. This will come on a list to the club secretary. This is the only record the club needs to keep of your Disclosure.

**What happens if I change clubs or register with a new county?**

Speak to the Club Welfare Officer at the new club. They can complete a form and ask The FA CRB Unit if your check was acceptable. You do not need to show it to anyone.

If the club does not have a Club Welfare Officer ask a club official if they plan to start the process soon. You can direct them to this part of the website.

If you are a referee your new county FA can check on The FA's database (CAS) to make sure your check is acceptable. You do not need to show it to anyone.

**I've got an FA CRB Disclosure but my local school says I need another one to coach there. Why?**

Different schools have different policies. They may accept an FA CRB check or they may want to do one of their own. The FA is working on a number of pilot projects with the aim of ensuring an FA CRB Disclosure is acceptable in schools.

If you need more advice about this, email [crb@TheFA.com](mailto:crb@TheFA.com) or ring 0800 085 0506 with your question.

**How long does the Disclosure last for?**

At present The FA requires a new Disclosure every three years. The new Act (Safeguarding Vulnerable Groups 2006) may mean that Disclosures will have a longer life after 2008.

For more about the new Act go to [www.opsi.gov.uk](http://www.opsi.gov.uk)

**Where can I get more information?**

For more about the CRB process visit [www.crb.gov.uk](http://www.crb.gov.uk) or for more information on TMG CRB, who operate The FA CRB Unit, go to [www.tmgcrb.co.uk](http://www.tmgcrb.co.uk)

To find out more about the law and ex-offenders, visit [www.nacro.org.uk](http://www.nacro.org.uk).

To speak to The FA CRB Unit ring 0800 085 0506

To email an enquiry, contact [crb@TheFA.com](mailto:crb@TheFA.com)