

NATIONAL POLICY ON ROLES REQUIRING CRB DISCLOSURES

A. INTRODUCTION

The following policy is issued in line with the Policies, Procedures and Codes of Practice for Criminal Records Bureau Disclosures for the Catholic Church in England & Wales.

Its purpose is to ensure that decisions about which roles require a CRB Disclosure are taken in a consistent manner throughout the Dioceses and Religious Congregations in England and Wales. It ensures that these decisions meet the CRB's requirements of Registered Bodies requiring that CRB Disclosures are undertaken only on those entitled in law to undergo them.

This policy should be read in conjunction with the **COPCA CRB Policy & Procedures**.

CRB checks may be required for office holders, employees and volunteers. They should not however, be used as a substitute for **appropriate management and organisation** of activities for children and young people and for vulnerable adults.

The **National Policy on Testimonials of Suitability** for supply priests is also relevant. This is located in the National Child Protection Policies & Procedures document.

B. EXAMPLES OF ROLES REQUIRING CRB DISCLOSURES

INTRODUCTORY NOTES

1. This list is not exhaustive; any queries may be addressed to COPCA.
2. Unless otherwise indicated below, all Disclosures are undertaken at Enhanced Level.
3. NB Those undertaking these roles may do so through a national organisation such as SVP, Youth 2000, a Pilgrimage organisation etc.
4. In any event it is generally the responsibility of the designated members of the local Parish or religious community to ensure that CRB checks are completed for all working with children and vulnerable adults. The CPC or CPO can advise in case of any queries.
5. In all Disclosure Applications in respect of volunteer roles, the agreed generic role titles of "Church Ministry, CHN and/or V Ad" must be used.

This is to enable the Police to understand clearly the role and thus the information relevant to that role.

A. CLERGY AND RELIGIOUS

- Bishops and Congregation Leaders;
- All Clergy (Diocesan and Religious) and Religious in * active ministry;
- Candidates for the priesthood and religious life. (NB Co-operative links between Counter-Signatories and Diocesan Vocations Directors will be required).

*The Active Ministry Definition is available at Section 16 of the National Child Protection Policy document.

B. THE CHILD PROTECTION SYSTEM

- Members of Diocesan Child Protection Commissions
- Diocesan and Religious Child Protection Co-ordinators and Child Protection Officers
- Child Protection Link Persons for Religious Congregations
- Local Child Protection Representatives.

C. SCHOOLS & CARE HOMES

- Clerical and Religious School and University Chaplains
- Section 48 Inspectors and Religious Education Advisors appointed by Dioceses (Standard); (NB Co-operative links between Counter-Signatories and Diocesan Directors of Education or equivalent will be required)
- Staff in care homes run by Religious Congregations. **

**This applies only to care homes not regulated by CSCI or CSIW, such as those run for the benefit of the Congregations' members only, some of which employ lay staff.

D. LITURGICAL PREPARATION AND CELEBRATION

- Children's Liturgy Workers
- Pastoral Assistants/Ministers
- Eucharistic Ministers*
- Adult altar servers
- MCs for altar servers
- Sacristans
- Sacramental Programme workers

- Leaders of music ministry and adults with designated responsibility for children/young people in music groups that also include adults.

* All Extraordinary Ministers of the Eucharist who are to take Holy Communion to people in their homes are to be CRB checked. The designation of the role of an Extraordinary Minister of the Eucharist is established by each parish priest unless the Diocesan Bishop establishes a different method of designation. (Decision of the Bishops' Conference, April 2007).

E. PASTORAL AND SOCIAL SUPPORT

- Healing Ministry Group workers
- Parent and toddler group organisers
- Home or hospital visitors
- Workers in Groups/Clubs for vulnerable adults
- Parish volunteers appointed by St Vincent de Paul Society
- Creche workers
- Transport Volunteers (excluding private arrangements)
- Workers in Clubs for children/young people run by any organisation operating in the name of the Church
- Organisers of Diocesan/Religious Pilgrimages
- Adults with roles of responsibility/sole access to vulnerable people on Pilgrimages (appointed parish carers, nurses, doctors, handmaids and brancardiers)
- Identified Leaders on Youth Pilgrimages.

F. SUPPORT STAFF AND OTHERS

- Residential Clergy Housekeepers (residential only)
- All adults living in presbyteries and other Church property
- Caretakers.

C. EXAMPLES OF ROLES FOR WHICH IT IS ILLEGAL TO SEEK CRB CHECKS

This list is not exhaustive; any queries may be addressed to COPCA.

- Doorstep collectors, who are required not to enter private homes in this role
- Carers on pilgrimages appointed privately by pilgrims
- Young people under the age of 18, as they must not operate in any unsupervised capacity
- Drivers of private hire coaches etc where designated responsible adults must always be present

- Parents present at activities led by a designated person, and parents supervising their own children
- Occasional helpers with activities under the supervision of a designated group leader
- Visitors to presbyteries, including those resident on holiday
- Administrative staff
- Fundraising workers, who should not be left unsupervised with children and young people.