



PROCESSING CRB DISCLOSURE APPLICATION FORMS

Shefford & Sandy Hockey Club is an England Hockey CRB registered organisation and therefore entitled to use the England Hockey Umbrella Body Service to facilitate CRB checks on its behalf. CRB disclosures will not be accepted from any other organisation. The nominated Club Welfare Officer (CWO) must undergo a full enhanced check prior to anyone else in the club being checked. Once this has been done the CWO is responsible for managing the process within the club.

England Hockey provides the club with the application forms which they distribute to relevant people within the club. Anyone involved as a coach or volunteer with under 18s must be CRB checked. The club will strive to ensure that at least one person from each team is CRB checked. Only individuals over 18 years need to be CRB checked.

The CWO has responsibility for checking the forms completed by members or volunteers of the club. The prime role is to verify the information in Section X (identification documents). The CWO must not photocopy the ID documents as this would contravene data protection rules. A record of the form reference number, the applicant's name, date of birth and date the form was submitted should be kept in order to track it in the system. The application forms are then forwarded to England Hockey with payment.

England Hockey will check the application forms and if complete and correct will send to the CRB for processing. Once the CRB disclosure has been processed a copy of the disclosure will be sent to the individual applicant and one to England Hockey.

On receipt of the disclosure England Hockey will review any information detailed. Anything causing concern will be followed up with the individual, and if appropriate the CWO. If there is no information on the disclosure England Hockey will write to the CWO to confirm receipt of the disclosure and to inform them there are no known concerns in relation to the individual's role working with young people.

Notes: the CWO will ensure the following

- Every individual who is CRB checked and who is actively involved with U18s must be rechecked every 3 years.
- That at the start of each season any new coaches or volunteers working with U18s are CRB checked as soon as possible.
- That the Club's Minutes Secretary has an up-to-date list of CRB checked people on file.