**Requirement of Criminal Record Checks for Staff**

Criminal record checks arise from four main areas of need, to:

* Protect children; the Protection of Children Act defines children as up to 18 years of age
* Protect vulnerable adults, who include the old, weak, infirm, mentally ill, disabled, addicted, whether at home, in hospital, in prison, or in-care
* Meet the requirements of selected professions (Health, Education, Sports Governing Bodies)
* Meet the requirements of liquor licensing authorities, for the sale of alcohol in university and Student Union bars.

CRB checks are undertaken for both staff and students. Criteria for applying CRB checks to the various staff groups are:

* Staff working with children and vulnerable adults, alone, or unsupervised, for a significant period of time. This means staff coming into contact with students who are under 18 at the time of entry to the university and with disabled students. These will include personal tutors, wardens of accommodation, Sports Centre staff who coach children, Student Care Services staff, Student Union staff and sabbaticals, and additional learning support staff assigned to disabled students
* Students who work with children and vulnerable adults, alone, or unsupervised, for significant periods of time, during placements, or as part of the practical work which forms part of a qualifying course of study. The CRB check would either be carried out as part of the admissions process, or on entry to the course, or during the run-up to placement in the middle of the course of study
* Research staff and PhD students working on research projects which brings them into contact with children or vulnerable adults, alone, or unsupervised, for a significant period of time. The CRB check would either be applied on the recruitment of staff, where it is known and planned, or at the start of field work in a qualifying area when it emerges during a project
* Requirements of professional bodies as a pre-condition to entry and practice. This affects health, education, social care sectors, as well as leisure, e.g. sports coaching in Sports Centres which come under the jurisdiction of Sports Governing Bodies
* Service providers, such as, Catering and Student Unions, for personal holders of licences to sell alcohol (either basic or enhanced CRB checks), and Health Centre Nurses, who receive CRB checks when taking up their appointments as a requirement of their profession on a change of employment
* A prospective area for future CRB checks could be Security staff.

Because of the current risk-averse climate of society, it would appear that professional bodies are interpreting narrowly the CRB requirement for working alone with children and vulnerable adults to cover occasional access, opportunity or potential for access.

No authoritative list exists for the areas of HE to which criminal record checks apply. Listed below are some areas where a CRB check would need to be considered:

**HE Areas of Applicability of CRB Checks**

* Senior Officers – VC, Pro VCs, Secretary & Registrar, Director of Finance - with overarching responsibility for activities requiring CRB checks, and for financial probity
* Lead Countersignatories and Countersignatories registered with the CRB
* Personal tutors assigned to under 18s and vulnerable, disabled students
* Wardens and sub-wardens with under 18s and disabled students in their care
* Additional Learning Support Staff assisting disabled students
* Student Care Services counselling staff dealing with under 18s and disabled students
* Health Centre nurses – professional body requirement on taking up any new post
* Head of Student Care dealing with under 18s and disabled students
* Student Union sabbaticals and permanent officers dealing with under

18s and disabled students

* Academic researchers, research officers and research assistants working with children and vulnerable adults
* Sports Centre staff running weekend and vacation clubs and summer schools coaching children and disabled adults
* Alcohol licence holders in Catering, servicing bars, licensed restaurants and licensed social events, and in the Students Union.

Extracted from SUMS Applications for Criminal Records Bureau Checks – Good Practice Guide