



Waveney Youth F.C. 2007 F.A. National
Charter Standard Community Club of the Year

Criminal Records Bureau Policy

Waveney Youth F.C.'s commitment to safeguarding children in football will include a CRB check made for every adult who will come into contact with children. The CRB check has been branded the gold standard in football and is another way for the club to ensure that we deliver best practice and safeguard children and young people. For many groups, CRB checks are mandatory and a renewal of our Charter Standard is dependant on completing a satisfactory check.

The Process

- If you have shown an interest in working with children, then you will be required to complete a Club Volunteer application form and a CRB disclosure application form.
- Return these forms to the Club Welfare officer ASAP, with a cheque for £12 made payable to 'F.A. CRB'

The Volunteer Reference Form

- This form will give the Club an idea of your suitability to work with children from people who know you.
- Please complete all the areas and give details of 2 referees (Not family members).
- The referees will be contacted and asked for their opinion as to your suitability to work with children.

The CRB check

- Will find out about any criminal record you may have.
- Will find out whether you are the subject of any on-going Police investigations.
- Will discover if there are any other situations of concern regarding an individual.

This means that the F.A. will know if someone has any convictions or if an individual is under surveillance for example downloading child pornography. The F.A. will also be told if any serious allegations have ever been made against an individual.

After the check has been made

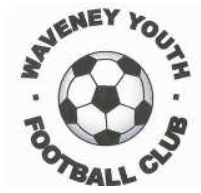
The individual applying for a check will receive a document which will be the same as that received by the Football Association who will then make a decision as to whether you are an acceptable person to work with children. This means that information from the disclosure is:

- Not passed to any Club, league or county F.A.
- Not put into the public domain
- or even stored once the recruitment decision has been made

The F.A.'s recruitment decision is made solely on relevant and significant information, for example old and minor offences are generally disregarded. By contrast, patterns of offending or recent cases of abuse or violence may be considered very seriously and a referral may be made to case management. All decisions are made with care and are treated on its merits. The recruitment decision is simple and will result in one of two decisions.



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Accepted

This allows the individual to retain their status in football. It enables other clubs, leagues and organizations to know that the F.A. sees no reason why this individual cannot work in football with access to children.

Banned

This means that the individual is not allowed to retain their status in football and is not considered suitable to work with children.

This decision can be appealed against through the F.A.'s formal channels.

Once you receive your disclosure, you must notify the club welfare officer ASAP with the result and supply them with the disclosure number. You will then be re-imbursed the £12

CRB checks take at least 4 weeks to complete, delays can be caused when forms have not been filled in correctly and the F.A. CRB unit's guidelines have not been followed

Some individuals may have already completed CRB disclosures through other bodies, unfortunately the F.A. is not able to accept disclosures from other bodies and you will need to complete a disclosure through the F.A. CRB unit.



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