



Parish of St Andrew's, Caversham



Recruitment procedure

CRB clearance is required for anyone who regularly has responsibility for children or young people. Mixed age groups (such as the choir) should appoint one individual who will take responsibility for Child Protection matters in that group, who should have the CRB and other checks done.

At St. Andrew's the Parish Child Protection Representative (PCPR) is also the Recruiter.

- The Parish Child Protection Representative (PCPR), Lynda Hanks, gives to the applicant the following
 - the CRB application form
 - guidance notes to help fill in the CRB form
 - the CAS form
 - the Confidential Declaration form
 - the "Agreement for those who work with children"
- Completed forms are returned to the PCPR/Recruiter.
- PCPR passes the CRB form to the parish Verifier, Jo Moffatt, along with the CAS form (which includes the applicant's contact details).
- The Verifier liases with applicant to arrange to see ID docs.
- The Verifier sends the CRB form and CAS form to CAS, who forward it to the CRB.
- The Verifier e-mails the PCPR to say the CRB forms have been sent to CAS.
- The CRB will provide two copies of the disclosure, one direct to the applicant and the other to CAS. If there are no concerns the PCPR will receive a letter from CAS stating such. If there are concerns the diocese will be involved.

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