

# Vetting and Barring Scheme

## The Impact on Service Providers and Users

Lee Kimberley – Operations Manager

# Nottingham City Council

- Approximately 280,000 council citizens
- 13,791 employees
- 6,312 education sector employees
- 7,479 non-education sector employees
- Registered Organisation

# NCC Sport & Leisure

- 696 employees, 221 contracted & 475 casuals occupy 891 posts
- 10 leisure centres, including 18 pools in 8 swimming pool facilities
- From small community facilities to international venues
- Dedicated Sports Development Team
- 2.4 million visits per annum

# Present Safeguards

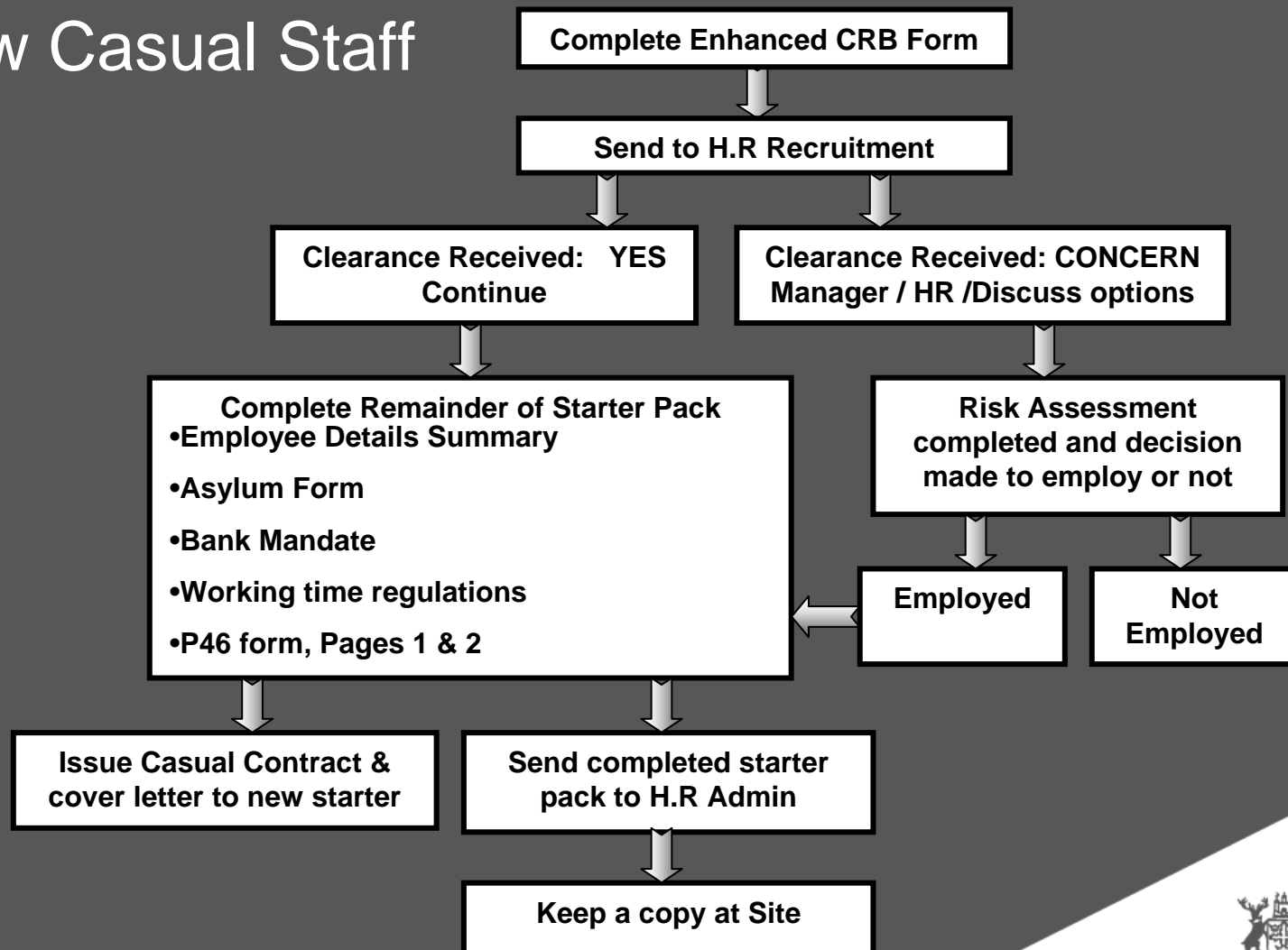
There are a number of safeguards already in place within Sport & Leisure

- Representation on Local Safeguarding Children Board
- Safeguarding Children Policy
- CRB Policy
- Mandatory pre-employment Enhanced Criminal Records Bureau checks for all employees
- Essential Training for all employees
- Designated Officers
- Service Specific Uniform & ID Badges
- Some Club Accreditation in place



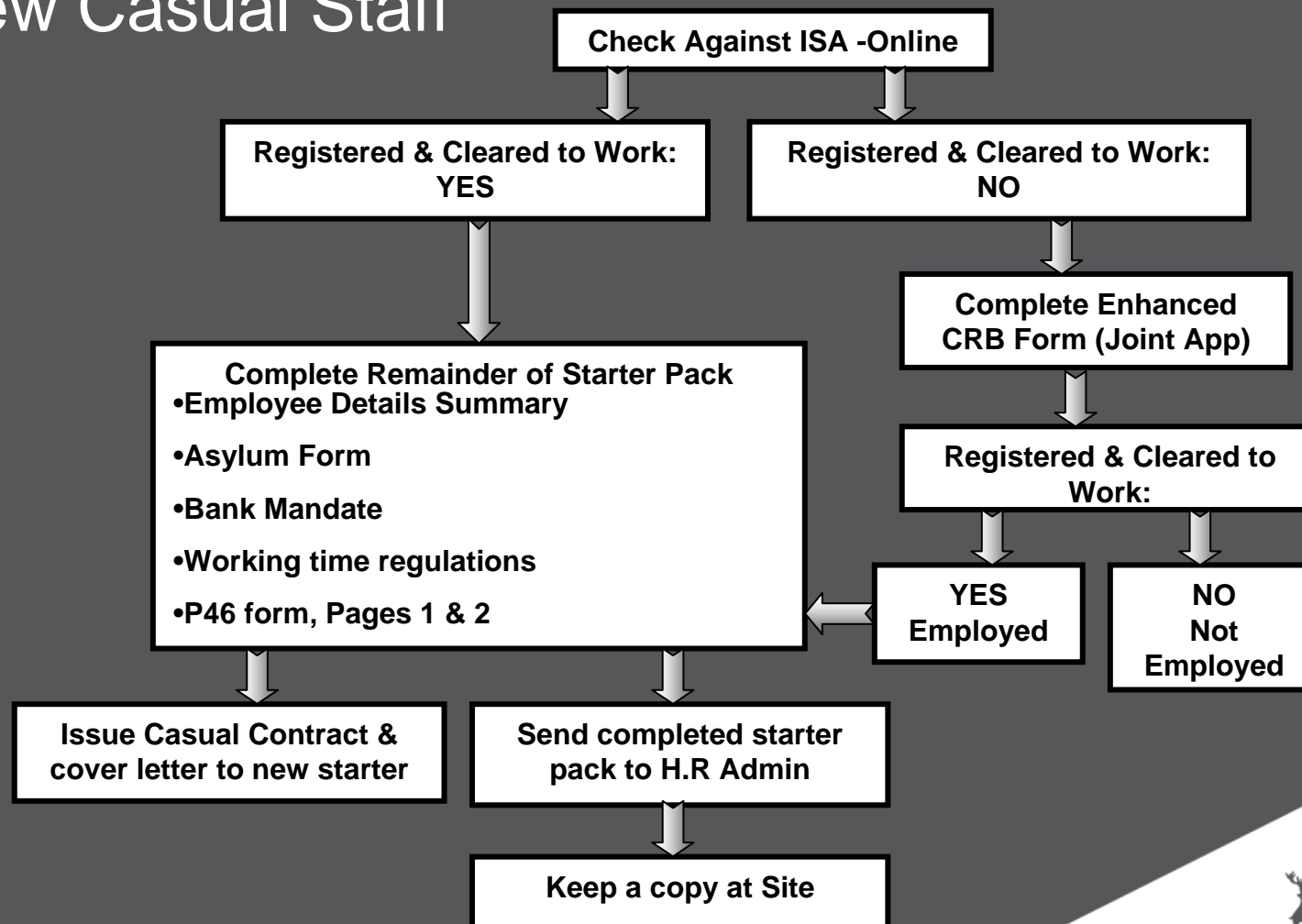
# Present Employment CRB Process

## New Casual Staff



# Future Employment CRB Process?

## New Casual Staff



# Vetting & Barring – Key Dates

12<sup>th</sup> October 2009

- CRB Application Forms – No change
- Standard CRB Checks – No longer available for those working with children or Vulnerable Adults
- 2 new lists created to replace previous versions; 'Children's' and 'Vulnerable Adults'
- Enhanced CRB will apply for anyone working in a Regulated activity
- Duty to make Referrals

# Vetting & Barring – Key Dates

26<sup>th</sup> July 2010

- ISA Registration available in line with roll-out strategy – New entrants & those moving jobs.
- ISA-Online Launches
- CRB Application Forms – New Version
- Standard CRB Checks – Only draws information from Police computer and will not check against the Barred list
- Enhanced CRB – A check can be requested regarding the ISA status against either of the 2 new lists

# Vetting & Barring – Key Dates

## November 2010

- ISA Registration becomes mandatory for new entrants & those moving jobs.
- It is now a legal requirement for an employer to check the registration status of new employees or those moving jobs

# Vetting & Barring – Key Dates

January 2011 to July 2015 – Year 2 to 5

Phased Rollout of the ISA Registration across the workforce:

- Year 2 – Employees without any prior CRB
- Year 3 – Employees with CRB's over 3 years old
- Year 4 – Employees with more recent CRB checks
- Year 5 – All remaining employees and those working in a controlled activity.

# Regulated 'v' Controlled

Post	Presently	Regulated	Controlled
Manager	Enhanced CRB	Yes	
Assistant Manager	Enhanced CRB	Yes	
Duty Officer	Enhanced CRB	Yes	
Clerk Typist	Enhanced CRB	No	Yes
Receptionist	Enhanced CRB	Yes	
Centre Attendant	Enhanced CRB	Yes	
Fitness Advisor	Enhanced CRB	Yes	
Catering Assistant	Enhanced CRB	Yes	
Keep Fit Instructor	Enhanced CRB	Yes	
Sports Coaches	Enhanced CRB	Yes	
Sports Leaders	Enhanced CRB	Yes	
Cleaners	Enhanced CRB	Yes	
Office Manager	Enhanced CRB	No	Yes
Sports Development Officers	Enhanced CRB	Yes	

# Impact on the Service - Positives

- Instant single point for checking suitability of persons ISA-Online
- Potentially faster recruitment lead in times – depending on your processes
- Enhanced protection for those most at risk
- Standardisation for all aspects of the service
- Cross boundary information sharing via ISA-Online
- It's about time we got our act together!

# Impact on the Service – Negatives 1

- Increased initial short term costs to renew CRB checks and register employees in 2010 - 2015
- Increased unit costs for organisations not previously conducting CRB checks £64 not £36
- Increased CRB applications could increase the processing period further
- Although single point to check suitability it does not cover criminal convictions

## Impact on the Service – Negatives 2

- Should consideration be given to checking employees with no CRB ahead of those moving jobs?
- Lack of specific sport and leisure sector consultation for the scheme
- Clarification required for ISA-Online Access criteria and controls
- Doesn't appear that we have quite got it together as was originally hoped!

# Key Considerations - 1

- Organisations may have their own individual approach to the process - however you must comply with the ISA phased implementation
- Recruitment processes differ, do you still check and await CRB prior to starting or just check on register as your safeguard?
- Do you require casuals to be pre-registered prior to employing them, at their own cost?
- A one-council approach may fit with education and the major services, but smaller non-statutory services may be adversely affected

# Key Considerations - 2

- Timescales may prove to be underestimated as per previous schemes e.g. General Social Care Council
- Standard background checks should not be ignored such as references, employment history, asylum status & medical assessments
- Larger organisations will need to prioritise high risk areas first, leisure services may be last on a long list
- There may be a cautious approach and some testing by organisations, as with any new system
- Is this something that you can outsource?

# Key Considerations - 3

- Organisations need to be clear on the appropriate course of action should the checking of current employees result in them being barred
- Be clear that the decision to employ or engage a person is yours to make and registration does not constitute a right to employment.
- Background checks remain essential.
- Assessments of CRB checks will still be required against any contra-indicator guidance your organisation may utilise.

# Preparations - 1

- Do you know who your staff actually are? Does your HR also know and are you clear about their employment status?
- Establish your current status and areas of risk – regulated or controlled? Can you afford not to comply?
- Audit existing CRB's for those affected in Regulated or controlled posts or activities
- Plan key actions to ensure that you comply with the VBS timescales



# Preparations - 2

- Do you need to complete or refresh any CRB's before July 2010? Consider limiting this to a minimum as they will not be registered until after this date, thus avoiding duplication.
- Don't plan to re-check everyone at once. Comply with the phased roll-out.
- Allocate appropriate resources / finances to implement the scheme
- Review organisations approach to recruitment inc JD/PS, policies, volunteers and Casuals
- Inform, instruct and train your staff



# Future Actions for Nottingham

## Community Volunteering Project

- 2 year project funded by One Nottingham
- £95k from Working Neighbourhood Fund
- Funded set up costs for volunteers including Enhanced CRB & ISA Registration
- Funded Co-ordinator role for placements, training, qualifications and administration of the scheme.
- Volunteers supporting:
  - Major Sporting events
  - Community Activities
  - Clubs
  - Leisure Centres



# Future Actions for Nottingham

## Sports Bookings – Clubs & Organisations

- Quality Accreditation will become a condition of hire from April 2012
- Clubmark / Swim 21 / Alternative Recognised Standard / NGB's
- Must have a Safeguarding Children policy to include CRB and ISA Registration
- Applicable to Block Bookings and also one-off events
- Dedicated officer support to clubs and organisations to achieve the required standard.
- NCC applied to become an umbrella organisation

# Thank you

[www.nottinghamcity.gov.uk/leisurecentres](http://www.nottinghamcity.gov.uk/leisurecentres)

