

## **Criminal Records Bureau (CRB) Disclosures for Healthcare/Childcare students**

You are applying for a programme of study during which (amongst other requirements) you will be required to work with either children or vulnerable adults. Under the Protection of Children Act (1999) the college has a duty of care to ensure that these groups of people, in particular, are protected from harm. In order to comply with this duty of care we must gain access to information that is only available through the Criminal Records Bureau (CRB).

You should note that since you will be working with children or vulnerable adults all aspects of your criminal record must be revealed (even spent convictions) as such convictions are deemed as exceptions under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Once you have enrolled on your course you can begin the CRB Disclosure application process. The process takes a number of weeks and therefore you are advised to apply as soon as you have enrolled so that you are in receipt of your Disclosure when your course/placement begins. In order to do so please contact:

Christopher Wing  
Work Experience Manager  
Hortensia Centre

Tel: 020 7573 5284

Email: [c.wing@kcc.ac.uk](mailto:c.wing@kcc.ac.uk)

You will be required to complete a CRB Disclosure application form and produce 3 separate forms of original ID. The list below details the acceptable forms of ID (photocopies are not acceptable).

Christopher Wing  
16 June 2010

## **List of Valid Identity Documents**

**One document from Group 1 plus any two from Groups 1 or 2**

**Or 5 documents from Group 2**

### **Group 1**

- Passport
- UK or EU National Identity Card
- Identity Card for Foreign Nationals (ICFN)
- Driving Licence (UK) (Full or provisional)  
-England/ Wales/ Scotland/Northern Ireland/Isle of Man /Jersey; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence; except Jersey)
- Birth Certificate (UK) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- HM Forces ID Card (UK)
- Firearms Licence (UK)
- Adoption Certificate (UK)

### **Group 2**

- Marriage/Civil Partnership Certificate
- Financial Statement \*\* - e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement \*\*(UK)
- Mail Order Catalogue Statement\*
- Bank/Building Society Statement\*
- Court Claim Form\*\* (UK)
- Documentation issued by Court Services\*
- Utility Bill\* - electricity, gas, water, telephone – including mobile phone contract/bill Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
- TV Licence\*\*
- Addressed Payslip \*
- Credit Card Statement \*
- National Insurance Card (UK)
- Store Card Statement \*
- NHS Card (UK)
- Mortgage Statement \*\*
- Benefit Statement\* - e.g. Child Allowance, Pension
- Insurance Certificate \*\*

- Certificate of British Nationality (UK)
- Council Tax Statement (UK) \*\*
- Work Permit/Visa (UK) \*\*
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)\*:  
e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK):

Do not use more than one of the following documents

- Convention Travel Document (CTD) - Blue
- Stateless Person's Document (SPD) - Red
- Certificate of Identity (CID) - Brown
- Application Registration Card (ARC)
- Immigration Status Document (ISD)
- CRB, Disclosure Scotland and ISA Certificate (UK) \*\*
- Letter from a Head Teacher \*
- Connexions Card; including those cards carrying the PASS accreditation logo (UK)
- General Medical Council (GMC) Certificate

GMC Registration Certificates now form part of the Group 2 authentication documentation accepted by the CRB. It should be noted that information on these certificates becomes outdated rapidly. Up to date information about a doctor's registration status can be obtained by checking the List of Registered Medical Practitioners at <http://www.gmc-uk.org/> (new window)

**\*documentation should be less than three months old**

**\*\*issued within past 12 months**

At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.