



A Volunteer Development Scotland Service

**Unit 55 Stirling Enterprise Park
Stirling FK7 7RP**

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**"Serving Parents
for 60 Years"**

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Registering with CRBS: a step-by-step guide

Who are the CRBS?

The Central Registered Body in Scotland (**CRBS**) is a service established by the Scottish Government to provide Disclosures for paid workers and volunteers working with Children and/or vulnerable Adults. Parent Councils can register with CRBS who will then process disclosure checks for volunteers within the Parent Council free of charge.

Simple Steps to becoming Registered with CRBS

Step 1

Identify a suitable person within your Parent Council to take on the role of "Lead Signatory". This person will be responsible for submitting disclosure applications and receiving disclosure certificates.

Step 2

The prospective Lead Signatory then needs to have his/her identity verified by CRBS. The process is simple and straightforward and can be done in a number of ways (*see below*).

Note: *Verification of Identity is mandatory for registration with CRBS.*

Step 3

The Lead Signatory should then complete the required **Fast Track Registration** process provided by CRBS. (*see below for Information on Fast Track Registration and Additional Documentation*)

Further details about the registration process can be found on the CRBS website:
www.crbs.org.uk.

Verification of Identity - What are my options?

Option 1

Countersigning by a Responsible Person

The simplest option is for the prospective Lead Signatory to have his/her identification checked by a Responsible Person.

- The prospective Lead Signatory should identify a Responsible Person within the Parent Council (**e.g. head teacher, committee member**) and provide them with a passport photograph.
- The Responsible Person is required to verify that the prospective Lead Signatory is the same as the person pictured in the passport photograph.
- The Responsible Person must then complete and sign the Responsible Person ID Form and also sign and date the back of the prospective Lead Signatory's passport photograph.
- The prospective Lead Signatory should then send the Responsible Person ID Form, passport photograph, plus required photographic evidence (e.g. passport) and address identification (e.g. utilities bill) to CRBS where a CRBS member of staff will verify that the identification supplied is sufficient and corresponds with the passport photograph provided and all other requirements.

Note: Where CRBS require further clarification regarding the verification of identity the appropriate steps will be taken.

Option 2

Identification at the CRBS Office

You can go direct to the CRBS office, Unit 55, Stirling Enterprise Park, Stirling, FK7 7RP, where staff carry out verification of identity of prospective Lead Signatories at:-

weekly drop-in sessions: Wednesdays between 2pm and 4pm
(no appointment necessary)

by appointment: Monday to Thursday: 9am - 9pm
Friday: 9am - 4pm
Saturday: 10am - 5pm
Sunday: 10am - 4pm

To make an appointment phone 01786 849777 at least one week in advance

Option 3

Identification By CRBS Staff at specified times and venues

Where prospective Lead Signatories are unable to travel to Stirling, CRBS Staff on a routine basis undertake compliance visits and training programmes throughout Scotland. With sufficient notice it is possible for a verification of identity/registration session to be incorporated into one of these.

For more information call 01786 849777 or email: info@crbs.org.uk

Note: For Options 2 and 3, the lead signatory would have to provide a passport-sized photograph and take along photographic ID and address identification.

Option 4

Visual Identification by a CRBS “Trusted Partner” Organisation

CRBS works in partnership with various network organisations called “Trusted Partners” (apply to CRBS for the list). For those who cannot access any other option, the prospective Lead Signatory can make an appointment with their local Trusted Partner and take along at least one item of photographic identification together with a passport sized photograph. CRBS require the Trusted Partner organisation to carry out the following:

- Make visual identification on behalf of CRBS
- Sign and date the passport sized photograph provided by the prospective Lead Signatory
- Complete a CRBS Trusted Partner Form
- Send the photograph and Form to CRBS

The prospective Lead Signatory must then forward the required photographic and address identification to CRBS for verification where it will be returned the same day by Recorded Delivery to the prospective Lead Signatory.

***Note:** Trusted Partners have varied requirements for carrying out ID Verification, so the prospective Lead Signatory should call at least one week in advance. Trusted Partners are not responsible for checking either the validity of documentation nor whether the organisation is entitled to register for Disclosure checks. Where CRBS require further clarification regarding the verification of identity the appropriate steps will be taken.*

CRBS Fast Track Registration

Once the Lead Signatory has had his/her identity confirmed, CRBS offer a Fast Track registration procedure. The Lead Signatory would call CRBS on **01786 849777** and complete a CRBS 1 Registration Application Form over the telephone with assistance from a member of CRBS staff. CRBS can provide all policies required for registration. These would then be returned to the Lead Signatory along with their completed CRBS 1 Registration Application Form for him or her to:

1. Check the CRBS 1 Registration Application Form for accuracy and sign the declaration
2. Check the required policies for accuracy and sign to say that the Parent Council will comply with these policies
3. Provide CRBS with
 - a copy of the Parent Councils Structure i.e. constitution
 - Funding Details e.g. money provided by the local authority and through fundraising
 - Leaflets or Brochures etc (documents giving information on what service/s the Parent Council provides)

All of the above listed documentation would then be returned to CRBS for processing.

Getting Disclosure Checks

Once your Parent Council is registered, the Lead Signatory can request disclosure checks for volunteers in childcare position within the Parent Council. For more information call the CRBS office on 01786 849777.

Other SPTC leaflets available

1. Advice on Disclosure Checks
2. Running a Disco – Good Practice Advice
3. Keeping Children Safe

ABOUT S.P.T.C.

You may be interested to know that our membership insurance scheme covers:

- Public Liability
- Personal Accident
- Fidelity Guarantee
- Employer's Liability
- Extended Public Liability for hired-in entertainers
- All-Risks (for equipment purchased by the PTA/Parent Council)
- Short-term all-risks insurance for special events.

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Scottish Parent Teacher Council, the independent voice of parents, is a national organisation. It has been serving parents' groups in schools for 60 years. For further information and membership forms:-

Write to: SPTC 53 George Street, Edinburgh EH2 2HT **Tel:** 0131 226 4378/1917 **Email:** sptc@sptc.info

Website: www.sptc.info