

# eCRB

**A guide to electronic CRB applications  
(England & Wales)**

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# **1. INTRODUCTION**

eCRB

PILOT

LAUNCH

eCRB

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LAUNCH

**eCRB**

On 23<sup>rd</sup> August 2010, The Scout Association is moving to an electronic application process for CRB checking in England and Wales.

This new process will allow Appointments Secretaries (along with commissioners and other local administrators) to submit CRB applications online using the member tools at [www.scouts.org.uk](http://www.scouts.org.uk).

The key benefits are reduced postal costs (both locally and nationally) as well as reduced processing times (by an average of 5 days).

**eCRB****PILOT****LAUNCH**

## **PILOT**

To ensure that we are ready to launch and to effectively support eCRB on 23<sup>rd</sup> August 2010, we will be running a pilot to:

- test the support that will be available;
- test the forms that will be used; and
- ensure that the system is straight forward and user-friendly.

One County from each of the English Regions and one Area in Wales have agreed to pilot eCRB. We have already received feedback on the support and the forms, and are now waiting for the system itself to be tested.

eCRB

PILOT

**LAUNCH**

## **LAUNCH**

eCRB will be launched on Monday 23<sup>rd</sup> August 2010. This date is linked to changes to the CRB computer system. From this date, the CRB will also be changing their forms and will be requiring a different set of data to process CRB applications.

As such, the current CRB forms will become obsolete overnight (see Section 2 for further details on timescales).

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# 2. FORMS

FORMS

TIMESCALES

## FORMS

### TIMESCALES

## FORMS

To support the implementation of eCRB, there will be some changes to the forms that we use for new and existing adult volunteers. These changes are highlighted in the next two pages.

<b>CRB form</b>	The existing CRB form will no longer be used in England and Wales. The information required for the CRB check will instead be collected on either the Adult Application (AA) Form or the Occasional Helper (OH) Form.
<b>Adult Application (AA) Form</b>	The AA Form will be updated to include all of the information required for the CRB check so that volunteers are only required to complete one form when they join.

## FORMS

**FORMS (continued)**

## TIMESCALES

<p><b>Occasional Helper (OH) Form</b></p>	<p>The OH Form will be updated to include all of the information required for the CRB check so that Occasional Helpers are only required to complete one form when they join.</p> <p>An Occasional Helper is anyone who requires a CRB check but is not taking on a formal role or appointment in Scouting (and therefore completing an AA Form).</p>
<p><b>Change of Role (CR) Form</b></p>	<p>A new form will be introduced to support the administration for changes of role when a repeat CRB check is not required.</p>
<p><b>Repeat CRB Check (RCRB) Form</b></p>	<p>A new form will be introduced to support the administration for repeat CRB checks.</p>

## FORMS

### TIMESCALES

## TIMESCALES

Below are the key dates that you will need to remember.

**14<sup>th</sup> June 2010**

A supply of the new forms will be sent directly to each District and County/Area. They will be sent to the Appointments Secretary\* and will also be available to order from the Scout Information Centre from this date. These forms can be inputted locally from 23<sup>rd</sup> August 2010 onwards. They must not be sent to HQ to be processed.

**5<sup>th</sup> July 2010:**

From this date you will no longer be able to order CRB forms from the Scout Information Centre.

**23<sup>rd</sup> August 2010:**

From this date, Appointments Secretaries will be able to start processing CRB applications (using the new AA/OH and Repeat CRB check forms) as part of the 'Add Member' process using the online tools at [www.scouts.org.uk](http://www.scouts.org.uk).

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# 3. SUPPORT

AWARENESS

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FLEXIBILITY

## SUPPORT

### FLEXIBILITY

## SUPPORT

Support has included:

- live online web seminars
- face to face workshops (delivered both nationally and locally)
- a downloadable user guide and videos available at [www.scouts.org.uk/ecrb](http://www.scouts.org.uk/ecrb)

### How can you help?

There are a number of things that you can do to ensure that you are prepared for eCRB. These include:

- make sure people locally are up to date with these changes
- do not stockpile the current forms – remember that new ones will be here soon
- ensure that each District is supported and has the resources to start using eCRB in August (see next page for ideas of how to flexibly manage the role of the Appointments Secretary)

## SUPPORT

## FLEXIBILITY

## FLEXIBILITY

The introduction of eCRB will mean a slight increase in the workload of the Appointments Secretary in terms of data entry.

There are a number of ways that you can break the role down into manageable pieces and a number of roles on the membership database that you can use to support this flexibility.

**Appointment Certificate Recipient:** you can nominate someone else locally to receive and distribute the appointment certificates.

**Administrator:** you can appoint any number of people to support the Appointments Secretary by using this role – as an example, you could split the role so that the Appointments Secretary processes new applications and an Administrator processes changes of role and repeat CRB checks.

**CRB Returns Recipient:** when the system launches on 23<sup>rd</sup> August, you will be able to nominate someone else to receive notifications of clear disclosures.

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# 4. VETTING & BARRING SCHEME

INTRODUCTION

REGISTRATION

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INTRODUCTION

## INTRODUCTION

On 15<sup>th</sup> June 2010, the Government announced that the further implementation of the Vetting and Barring Scheme (VBS) in England, Wales and Northern Ireland will not now go ahead as planned.

It should however be noted that the requirement for Criminal Records Bureau (CRB) and Access Northern Ireland (ANI) disclosure remain in place.

Further information will be published as soon as it is available.

# ANY QUESTIONS?

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