

## Applicants Information Sheet

### Trafford Sports Council's CRB Procedures

The Trafford Sports Council is a registered body, which acts as an intermediary between voluntary sports personnel and the Criminal Records Bureau.

By completing a Disclosure application form you are permitting any criminal records held on you to be searched and the results made available to the Trafford Sports Council. In turn the Trafford Sports Council, after consultation to the validity of the information contained in your CRB Disclosure, make this information available to your sports club / organisation.

In the event of a Disclosure revealing past convictions the Trafford Sports Council members responsible for Disclosures will :

1. Send a letter to the Applicant to check if the information on the disclosure is correct. Should no reply be received from the Applicant within 14 days or, if the Applicant confirms the Disclosure Information then inform the authorised person in the sports club / organisation, relevant to the applicant, of the information on the Disclosure by a letter marked *confidential*
2. Allow the sports club / organisation to make an informed decision on the applicant's suitability within their environment.
3. All disclosure information remains confidential within the Trafford Sports Council and all paperwork relating to disclosures is stored in a locked cabinet at all times and is retained for 12 months to allow for the consideration and resolution of any disputes or complaints.
4. If an applicant believes the information on the Disclosure is incorrect please contact the Trafford Sports Council for further details on the CRB dispute procedure.
5. The Trafford Sports Council keeps a record of Applicants name, Club/organisation, disclosure type, disclosure number and issue date on a data base for a period of 3 years to enable us to check that Disclosures are completed on a 3 year cycle

The Trafford Sports Council have a full policy document regarding Disclosure and a policy statement on the rehabilitation of offenders, which are available upon request or available on its website.