

NEWSLETTER

October 2009 Issue

New Developments in your Disclosure Service**Postal Disruptions**

Royal Mail postal workers have voted to take strike action over job security and working conditions. It is unsure when they will strike, however under employment law, seven days notice of a strike will have to be given. The main focus on this newsletter will be covering the contingency plan if the strikes occur.

**Contingency Plans**

- We already send the CRB application forms to the CRB by Special Delivery so it gets there before 12 noon the next day. We are not expecting the special delivery service to be disrupted, but if it is, we shall use a courier.
- Business will continue as usual during the strike action. If you prefer to send your CRB applications to us by courier to avoid delay, please send them to our processing office: **APCS, 81 Railway Street, Southport, Merseyside, PR8 5BD (for courier service only)**. Normal mail should continue to be sent to our registered address which appears on all our documentation: **APCS, 4 Greenfield Road, Southport, PR8 5LX**. We collect this mail from the Royal Mail Sorting Office each morning.

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- Note that the CRB send the disclosure certificates to us from their print centre in Manchester by 1st class mail. They have not announced any contingency plans, so we have no influence over the time taken for disclosures to get to us.

- We send the disclosure certificates to our customers by first class mail. We are currently updating our computer systems so that we can send details of disclosures received back from the CRB to our customers by email. The paper copies will still be sent to our customers by post. The email will give the applicant name, disclosure issue date, disclosure number, and whether or not there is any conviction information on the disclosure. We will not send details of any convictions, customers will have to wait to receive the paper copy before making recruitment decisions on those.
- The email address used will be the same as the one used for distributing this Newsletter, let us know if that needs changing. Our automated system will be unable to send to more than one email address.

Vetting and Barring Scheme

As you may know from our publicity, the three key changes from 12th October 2009 for employers are:



- If you dismiss or cease using a person because you think they harmed or pose a risk of harm to children or vulnerable adults, you must refer the case to the ISA on Tel: 0300 123 1111.
- You must not knowingly employ, or use as a volunteer, if the person is on the barred from working with children or vulnerable adults if the position you are placing.
- Standard disclosures are no longer suitable for jobs involving contact with children or vulnerable adults, only Enhanced Disclosures include checks of barred lists.

Please visit our website at www.criminalrecordchecks.co.uk for any further information.