

# Agenda Screening Services™

## A GUIDE TO CRIMINAL RECORD CHECKS

### *What types of check are available?*

There are three types of UK criminal record disclosures; a Basic, Standard and Enhanced. All checks require the consent of the person being checked.

Organisations such as Agenda must be registered and have Umbrella Body status to administer applications. We check documents submitted to us as confirmation of identity and address, which also helps to reduce delays and rejected applications. As experts in this field, we are here to provide help, guidance and advice when needed.

Disclosure application are normally processed by us the same working day and we track each application so we can monitor its progress.

### *The three agencies providing these checks;*

- DBS (Disclosure and Barring Service - formerly CRB)
- Disclosure Scotland
- Access NI (Northern Ireland)

**Basic checks** - in England and Wales these are carried out by the DBS, in Scotland by Disclosure Scotland and in Northern Ireland by Access NI.

**Standard and Enhanced checks** - in England, Northern Ireland and Wales these are carried out by the DBS (they were formerly conducted by the Criminal Record Bureau (CRB) and the Independent Safeguarding Authority (ISA), but were combined to form the new DBS in December 2012). In Scotland, these are conducted by Disclosure Scotland, under their PVG Scheme (Protecting Vulnerable Groups).

	Basic	Standard	Enhanced	Enhanced plus lists (inc. PVG)
Unspent Convictions	✓	✓	✓	✓
Spent Convictions		✓	✓	✓
Cautions, Reprimands and Final Warnings		✓	✓	✓
Inclusion on Children Barred List (where relevant to post applied for)				✓
Inclusion on Adult Barred List (where relevant to post applied for)				✓
Other relevant information held by Police Forces			✓	✓

### ***How long do they take?***

It is important to be aware of and to factor in the time taken to conduct criminal record checks. Agenda will process the application in a working day at either end of the application process. Criminal checks cannot be fast-tracked and Agenda cannot influence the time taken to complete them. The agencies have their own turnaround times for processing applications, which are also influenced by the time taken by any Police authorities involved.

Typical turnaround times by the agencies are:

- About 90% of Basic checks are completed within 7 working days
- Standard and Enhanced checks can take 10 working days on average, but could be several weeks.

### ***What do the agencies need and what is the process?***

In all cases, criminal checks will require the candidate to provide information about their identity and other personal information. Agenda ensures that it protects this personal information, complies fully with the General Data Protection Regulations and Data Protection Act 2018. We use secure and externally audited processes and request and submit all information via a secure link.

Basic Disclosure requests can be submitted electronically for anybody and for any role.

For Standard and Enhanced Disclosures, the DBS uses strict eligibility rules and it is illegal to conduct checks on individuals whose role does not fall under one of the DBS eligibility requirements. As an Umbrella Body, Agenda is able to submit all three types of check.

### ***Overseas checks***

Agenda can obtain criminal checks from any country that will allow their release. Overseas checks require a paper copy of the data subject consent form, may take longer than UK checks and may require additional candidate information, but, Agenda manages the whole process.