

## **CRIMINAL RECORDS BUREAU**

The T&RA takes its responsibilities towards the welfare of young people in Real Tennis and Rackets very seriously and requires everyone in these sports who has significant contact with children, or access to their records, to have an Enhanced Criminal Records Bureau Disclosure.

In conjunction with the LTA, the T&RA has a system in place which enables Clubs to use the Criminal Records Bureau (CRB) Disclosure service to check the background and assess the suitability of anyone applying for a position of trust, for example coaches, assistant coaches, referees, umpires, volunteers, the Club Child protection Officer, and anyone else who has either direct contact with or responsibility for children or vulnerable people.

A Disclosure is a document containing details of a person's criminal record drawn from national police records. It may also include details from lists held by government departments, plus checks against local police records. It is an essential tool for those employing coaches or engaging volunteers, to ensure that there is no reasons why the person[s] should not be engaged.

If you have a query about the introduction of the Vetting and Barring Scheme, or of the Scottish Protecting Vulnerable Groups Scheme, read our advice in the Vetting and Barring letter.

The T&RA complies fully with the CRB Code of Practice, Data Protection Act and other relevant legislation intended to ensure that information released will be used fairly, and also that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

In line with Home Office guidelines the T&RA does not practice portability of CRB Disclosure Certificates. This means we accept only those processed through the LTA for the T&RA. We do not accept an applicant's CRB certificate issued from another organisation.

On behalf of the T&RA, the LTA will process all CRB disclosure applications for those who are involved with training or providing services for children in Real Tennis and Rackets.

### **Apply**

If you would like to apply for a CRB check for a club volunteer or Real Tennis or Rackets professional, you should email [CRB@lta.org.uk](mailto:CRB@lta.org.uk) requesting a CRB Application Form and providing your address. The LTA will then post the appropriate forms and instructions for their completion to you.

You will then complete the form and mail it, together with the necessary identity documents, back to the LTA office which will verify your identity against the information supplied on the application form. The identity documents will then be posted back to you.

You will also have to provide a cheque as payment of the £44 CRB fee. Volunteers are exempt this charge.

Your application will then be processed and then sent to the CRB itself for the check to be carried out. This can take up to 8 weeks although most are issued within a 4-6 week period.

Two copies of the disclosure are issued by the CRB Executive Agency – one is sent directly to you and the other one is sent to the CRB team at the LTA.