

PERSONNEL SERVICES

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 Director of Personnel and Administrative Services



To: heads of departments and institutions, faculty board chairmen,
 departmental administrators, faculty board secretaries,

Ref. EMS/5,
 EMS/6, HC/8

Copies: heads of division, divisional secretaries, Dr Gambles,
 Mr Shaw, Principal Administrator of the Conference of Colleges,
 Mr Stewart

9 July 2010

The Vetting and Barring Scheme and Independent Safeguarding Authority Registration Scheme

This circular outlines some interim arrangements concerning University work, volunteering or study-based activities involving children or vulnerable adults.

In October 2009, the Independent Safeguarding Authority (ISA) was established under the Vetting and Barring Scheme to maintain lists of those barred from working with children and vulnerable adults.

It had also been planned that the ISA would manage a registration system for all those working, studying or volunteering with vulnerable groups. Individuals were to have had the option to register from 26 July 2010, with registration becoming mandatory for new entrants to the workforce, or those changing role, from November 2010.

The Coalition Government have now announced a review of the ISA registration scheme, aimed at scaling it back to "common sense levels". The introduction of voluntary registration in July has been halted for the time being, but it is still possible that the introduction of mandatory registration may go ahead in some form in November 2010. Further information will be issued to departments as soon as possible once the outcome of the Government review is published.

In the meantime, the following arrangements still apply:

- it is a criminal offence for an individual who has been barred from working with children or vulnerable adults to seek to work, or be knowingly engaged to work or volunteer, in such activities;
- employers have a legal duty to refer individuals to the ISA if they consider that they pose a risk of harm to children and/or vulnerable adults, in particular where they have removed them, or considered removing them, from such activity. This is a complex process and departments should contact their Sector Personnel Officer in any such cases.

Departments should ensure that satisfactory enhanced CRB disclosures are obtained for all new entrants to work, study or volunteering activity which involves contact with children and/or vulnerable adults (this includes existing staff who are changing role where the new role will include contact with children and/or vulnerable adults). The range of posts for which an enhanced CRB disclosure may be requested has been expanded and the full list of 'eligible' posts is available from the CRB website (<http://www.crb.homeoffice.gov.uk/eligibility>). As a



general rule, anyone working closely with vulnerable groups in any capacity should now only be appointed subject to a satisfactory enhanced CRB disclosure.

In anticipation of the ISA registration scheme the Criminal Records Bureau had issued a revised CRB disclosure application form, which includes the option to request ISA registration. Even though ISA registration has been halted, the new forms must nevertheless be used from 20 July 2010. After this date the CRB will not accept applications made on the old-style form. Norman Stewart Head of CRB and Vetting, has contacted departments about this separately, and please continue to refer any questions about CRB disclosure, including requests for the new style forms, to him (tel. 72945, or email norman.stewart@admin.ox.ac.uk).

Full guidance on this complex area will be provided as soon as possible once the Government review is complete.

JEREMY WHITELEY

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