



do so may ask the person to show them their disclosure. The appointed person should hold a record of the disclosure numbers but disclosures must not be copied in anyway.

#### **How long does this take?**

Disclosures take up to 3/4 weeks to be processed by CRB.

These dates for processing will be extended if the applicant has lived or worked in the EU.

#### **What is the life of a disclosure?**

Although after 6 months a person can be asked to have repeat clearance most organisations use the disclosure for 3 years provided they are in fairly constant contact with the person.

#### **ISA Registration**

At the moment this new process has been placed on hold by the Government. When this is resolved SoapBox will be able to offer the service and details will be added to this leaflet.

If you or your church/organisation is interested in further information regarding the CRB/ISA service, then please contact our lead counter signatory at our registered office.

For further information, write to..

SoapBox CRB Disclosure Service  
109 Reculver Road  
HERNE BAY  
Kent CT6 6PB

Email: [crbchecks@soapboxtrust.com](mailto:crbchecks@soapboxtrust.com)

SoapBox is a member of the UK Evangelical Alliance and Global Connections.  
SoapBox is recognised by Global Connections as operating under the Code of Best Practice in Short-Term Mission 2007, 2008, 2009 and 2010



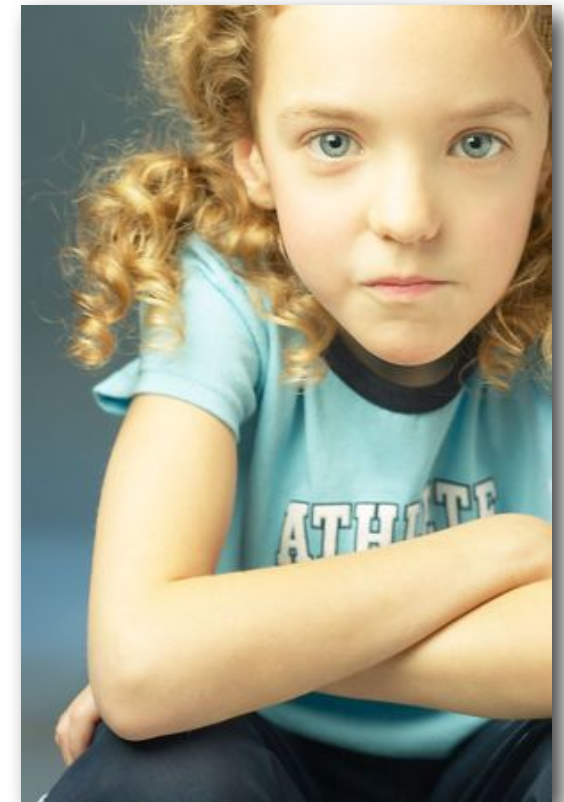
Soapbox Communications Trust (A Charity)  
is registered in England as a company limited by guarantee.  
Registered number 4233277  
Registered Office: Horsley, 109 Reculver Road Herne Bay Kent  
CT6 6PB. Registered Charity No: 1088937

# SoapBox

*Making a Difference*

## CRB Disclosure Service

**(Criminal Records Bureau)**



### Who needs to hold a disclosure?

For their own protection all those who are in leadership within the church should hold a disclosure as this will allow them to attend all church activities, even if only on an irregular visit basis. All those who are given responsibility for the care of children and young people in any way should hold a disclosure including crèche staff, children's and teen's workers. If you hold



are presented actually belong to that person, signing a declaration form provided by SoapBox, before sending copies of the documents and application form to the SoapBox registered office in Herne Bay for them to be processed and the disclosure application forms sent to CRB. When the disclosure arrives the copies of the documents will be shredded.

When the disclosure check has been com-

# SoapBox CRB Disclosure Service

groups for vulnerable adults these helpers should also be CRB checked. Administration and care taking staff that could be on the premises when other groups are meeting should hold disclosures.

SoapBox Communications Trust is registered with the Criminal Records Bureau as an Umbrella Body, which allows the trust

to process disclosures for other organisations as well as its own staff and volunteers. The directors of SoapBox are willing to offer this service to churches and other organisations at a minimal cost of £3.00 per disclosure for volunteer workers and the CRB charge of £42.00 has to be charged for paid employees. These prices cover the cost of postage and administration.

### How does this work?

There will need to be one person appointed by the church/organisation to issue the application forms to the relevant people, this person must hold an enhanced disclosure. The application forms and additional instructions for completion will be provided by SoapBox. The appointed person is then responsible for checking that the identity documents that

pleted one copy is sent by CRB to the applicant and the registered body copy to SoapBox who will then send a message to the church/organisation appointed person stating that the disclosure has arrived. The church/organisation officers who need to

