

ENHANCED DISCLOSURE from the CRIMINAL RECORDS BUREAU

Enhanced Disclosures (sometimes known as “CRB checks” and formerly referred to as “Police Checks”) are processed through the Criminal Records Bureau (CRB). The British Wheel of Yoga Child Protection (CP) Policy states that members working, or intending to work, with babies/children/young people under 18 years of age hold a current **Enhanced Disclosure**. EDs remain current for 3 years from their date of issue.

What if I already hold an ED through another organisation?

When teaching as a self-employed person, BWY no longer accept “portability” of Enhanced Disclosures. “Portability” is when one organisation accepts a person’s existing Enhanced Disclosure which was obtained through another organisation.

- As a **self-employed** person teaching under 18 year olds (eg hiring your own venue and parents/students paying you for the class) you will follow the BWY CP Policy which requires you to hold a current ED obtained through BWY’s umbrella organisation, Lloyd Education – see below.
- If you are teaching as an **employee** (eg your employer being the local LEA, sports club, health centre etc) the employer should require that you hold an ED obtained through them. This is acceptable to BWY as you would follow your employer’s CP policy, rather than BWY’s CP Policy..

Where can I get an Enhanced Disclosure?

In order to obtain an Enhanced Disclosure it is necessary to go through an umbrella organisation. The organisation used by The British Wheel of Yoga is Lloyd Education, and they deal with applications from anywhere in the country. The contact details are:

Lloyd Education
8 Houghton Place
Rushmere St Andrew
Ipswich
Suffolk IP4 5UX

(ask for Keith Lloyd)
01473 718 504
Mobile: 07734 321 259
email: kjllloyd@btconnect.com
web: www.lloydeducation.org

The service currently costs £51, which covers the CRB fee plus admin charges for registered post.

How do I apply for an Enhanced Disclosure?

1. Contact Lloyd Education (details above) to request application for an Enhanced Disclosure.

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2. Complete the application form (**see note below) and return it to Lloyd Education together with the **original** documents specified on the form. They will return the documents to you by registered mail, and aim to do this within 48 hours.
3. Lloyd Education will forward your application to the CRB which they aim to do within 48 hours of receipt of your application.
4. On receipt of the application from Lloyd Education, the CRB will do the necessary searches.
5. You will receive your copy of the ED direct from the CRB (on average 4/5 weeks). File the ED safely; it remains current for 3 years from its date of issue.
6. The CRB will send a copy of your ED to Keith Lloyd who will forward it on to BWY's Equity & Welfare Manager (EWM).
7. The EWM will check the ED and note the Date of Issue and the Disclosure Number. The copy will then be safely destroyed.

COMPLETING THE APPLICATION FORM**

An ***information sheet on the completion of the form*** will be sent along with the Application Form. Any queries regarding the completion of the form should be addressed to Lloyd Education at the above address. They can be contacted regarding queries anytime during office hours Monday to Friday.

It is not a complicated form, however please ***read the information sheet carefully*** before attempting to complete the application form. Evidently, 80% of applications are voided because of non-compliance through completing the form without having read the supporting information.

The Enhanced Disclosure must be obtained **prior** to teaching or volunteering with babies, children and young persons under 18 years of age. Holding a criminal record will not necessarily be a bar to working with babies, children and young people.