

ICPC

Additional guidance for applicants wishing to obtain an International Child Protection Certificate (ICPC) for use in ensuring international child protect in schools or similar establishments outside the UK

Where can I use the International Child Protection Certificate (ICPC)?

You can use the ICPC when you are applying to work in a school or organisation outside of the UK where you will be in regular contact with children. The ICPC will detail your criminal record history and/or relevant information from the UK for the employer so that they can assess your suitability.

Before submitting your application, you should check that your employer will accept the ICPC. Some overseas employers use other UK disclosure services such as the [DBS](#) (formerly CRB) or [Disclosure Scotland](#), whilst others are unable to access these services so will need to use the ICPC.

How will the employer use my certificate?

The employer will consider the content of the certificate when deciding suitability for entry into the organisation / contact with children as part of your role. You should ask the employer directly if you have any queries as to the criteria considered in their assessment.

I have a criminal record. Will this stop me from working for employers that require an ICPC?

An assessment of your suitability to work with children can only be made by the school or organisation you are applying to, and so you should discuss your criminal record with them directly.

ACRO and NCA-CEOP do not provide advice on an ICPC applicant's suitability to work with children.

What will appear on my certificate?

Part 1 of your ICPC - The ICPC is issued following a check of relevant information held by the police and other law enforcement agencies in the UK. Certificates are prepared in



accordance with the [ACRO step-down model](#). Please note that certificates will contain impending prosecutions and offences that are under investigation.

The certificate may also contain criminal conviction information about offences committed in other countries where such information has been disclosed to the UK through existing exchange mechanisms.

Part 2 of your ICPC - Disclosure of any information deemed relevant for disclosure by NCA-CEOP in the interests of child protection.

Why are spent convictions and intelligence information included?

To ensure a robust system is in place so that the welfare of children and young person's outside the UK is considered in the same way as within the UK, allowing consistent information to be disclosed globally.

What if there is information about me on other police databases?

The process does involve a check of police databases. If there is any information or intelligence about an applicant on police databases, then NCA-CEOP will make a proportionate assessment of that information based on child protection aims. Any relevant information will be disclosed where deemed appropriate.

What if I want to dispute the information provided about me on the certificate?

Complaints or disputes regarding the ICPC should be made to the ACRO Customer Services department via email to customer.services@acro.pnn.police.uk or by letter to ACRO, PO Box 481, Fareham, Hampshire, PO14 9FS, (UK). We will endeavour to acknowledge your complaint within two working days of receipt and we will endeavour to resolve your complaint within 28 days.

ACRO will manage disputes regarding part 1 of the certificate. ACRO will not be held responsible for errors on records held on national police systems. If you do not agree with the information on your certificate, ACRO will verify that the disclosure is an accurate reflection of (a) the information provided on the application, and (b) the information held on national police systems. If you would like to dispute the information held on the national police systems, ACRO will refer to the relevant data owner (usually the police force or agency that created the record).

NCA-CEOP will facilitate the appeals process for disputed information for part 2 of the certificate. ACRO will inform NCA-CEOP of your dispute and NCA-CEOP will write to you (by email via ACRO) asking if there is any additional information in relation to your application



that you wish to provide to the appeal panel. This letter may identify specific areas and include an invitation to provide further clarity.

Following this you can make written representations to the panel. This may include further detail regarding information provided in your application, information relating to any incident that you believe may be relevant and/or any other information that you would like the panel to consider.

A panel will be convened consisting of at least three individuals all of whom were not involved in the initial decision-making regarding your ICPC application. It will be chaired by a NCA Deputy Director and will include senior level representation from the NCA-CEOP safeguarding team.

The panel will review the evidence and information provided and may decide to issue a certificate without any information included in part 2, to re-issue a certificate with an amendment to the information originally included in part 2 or to uphold the original certificate issued.

I do not have a UK National Insurance Number

Please enter 'Not Applicable' in this section.

I do not have proofs of my current address

You will need to provide one document which clearly shows your name and your current address. This is where you live now and can be outside the UK. A list of acceptable proofs of address is at the end of the application.

We do not accept envelopes or hand written documents as proof of your current address.

The paper UK driving licence counterpart is not an acceptable proof of address even if it shows your current address.

Please contact the [ACRO Customer Services Team](#) if you are still unable to provide sufficient documents to satisfy these requirements.

Who can endorse my application?

Your application must be endorsed by someone in one of [the suitable occupations](#). The endorser cannot be a partner or family member, they must have known the applicant for a minimum of two years, and must be 18 years of age or older. The Endorser MUST NOT be from the organisation requesting the certificate.



Who produces the ICPC?

The ICPC is produced by The ACRO Criminal Records Office (ACRO) in the UK, in conjunction with the National Crime Agency's [Child Exploitation and Online Protection Command \(NCA-CEOP\)](#) (which is the UK's national centre for child protection) and National Crime Agency (NCA) Command.

I am a British National but currently live/have lived overseas. Will the ICPC cover me for the time I have spent abroad?

We cannot guarantee that all convictions received outside of the UK will be held on UK police databases, and so it is advisable that you obtain a criminal record check from any country where you have spent significant periods of time. The employer will advise you whether a criminal records check is required to cover the time that you have spent in countries apart from the UK.

If I move employment will I need to apply for a new ICPC?

It is likely that a new employer will want to see an up to date criminal record check. ACRO are only able to guarantee that Certificates are valid on the date of issue as any convictions obtained after this date would not be shown. The new employer should advise you on what they are prepared to accept as a valid criminal record check.

Can I start work before I have received my certificate?

This will be at the discretion of the employer.

What is acceptable by way of confirmation from the school or organisation to establish that I am to be employed/registered by them?

We will accept a copy of your contract, an offer of employment on headed paper which has been signed and dated by the school/organisation or an email confirming your registration/employment sent from an official email by the school/organisation you will be working at. If you are still unsure what to provide, please contact [ACRO Customer Services](#).

Can I refuse to apply for the ICPC?

Each organisation will have their own policy on criminal records checks for staff and will be guided by the statutory requirements and/or government recommendations in the country in which they are operating.



I have not yet found a job overseas. Can I still apply for an ICPC in advance?

The certificate can only be issued once a job offer has been made by a school or organisation. It is only relevant to the school or organisation that has requested it, and is not portable. The school or organisation must retain the certificate once you have provided it to them.

How will I know if there is a problem with my application?

Our Customer Service team will send an email to the email address given on the application form in the first instance. If we get no response, we will telephone you, if no response we will leave a message if possible and/or send a further email. If we still get no response, we will send a letter. Queries can usually be resolved quickly once we are able to contact you so it is important that you monitor your personal inbox.

Information for employers

Can I apply for an ICPC on behalf of my staff?

In accordance with the [Data Protection Act 1998](#), applications for the Certificate can only be completed by the individual and Certificates will only be posted to the address requested by the applicant. Please note the certificates cannot be sent directly to the organisation.

As an employer, you will be able to access the Certificate by requesting it from the individual. To encourage your employees to provide this you may wish to make the production of a police check a requirement of pre-employment checks.

A school can post applications on behalf of staff, however the form should be completed and the declaration signed by the applicant themselves and can only be returned to the applicant directly.

How do I know if the ICPC is genuine?

The ICPC has been designed with anti-tamper technology and features a photograph of the applicant, a unique reference number and unique serial number, along with several security features which cannot be duplicated.

If you are concerned about the authenticity of the Certificate, please contact [ACRO Customer Services](#) who will be able to confirm against their records if the copy you have been shown is genuine.



Should I accept an ICPC that the employee obtained in previous employment?

The certificate can only be issued once a job offer has been made by a school or organisation. It is only relevant to the school or organisation that has requested it, and is not portable. The school or organisation must retain the certificate once you have provided it to them.

How do I track the progress of a staff members' ICPC application?

You can contact [ACRO Customer Services](#) to find out if the Certificate has been posted. ACRO will not be able to disclose any information on the Certificate by phone to anyone except the applicant.

Do the Disclosure and Barring Service (DBS) filtering rules apply to the ICPC?

No. The DBS filtering rules determine what information should be disclosed in certificates issued by the DBS for employment purposes under Part V of the Police Act 1997. This applies to vetting for employment in the UK only.

Does the ICPC guarantee that the applicant is suitable to work with children?

No. An ICPC will always be issued to an applicant regardless of their criminal background. The Certificate will provide criminal record information and other relevant information about the applicant and it is up to you as the employer to make a risk-based decision about whether that person is suitable to work with children, taking into account the role for which you are recruiting them. Further to this, the ICPC can only disclose information that is known by UK law enforcement agencies. The ICPC should be used as one of a range of child protection measures implemented both before and during employment.

