



Serving communities across Bedfordshire

BEDFORDSHIRE RURAL COMMUNITIES CHARITY

**UMBRELLA BODY
CRIMINAL RECORDS BUREAU**

TERMS AND CONDITIONS

Effective from 1st April 2011

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1. Introduction

As an Umbrella Organisation, Bedfordshire Rural Communities Charity has a legal responsibility to ensure that certain conditions are met. Please read the following set of terms and conditions and return one signed copy to us with your first completed application form. The other set is for you to keep. These terms and conditions are effective from 1st April 2011 and replace all previous versions.

2. The process

Please ensure that each applicant has an application form. Guidance on form completion is available from the CRB website at http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195813

Applicants should complete the forms themselves, with the exception of section W, X and Y – see below.

3. Evidence of identity – section W of the application form

The applicant does not complete section W on the form – it is the responsibility of a nominated person from the prospective employer / requesting organisation to carry out identity checks and to confirm the identity of the applicant. **This is an extremely important part of the process and there are clear guidelines which must be met.** For information visit: http://www.crb.homeoffice.gov.uk/guidance/rb_guidance/id_checking_process.aspx

As an absolute minimum, one document from group one and two documents from group two must be seen. These must be originals – photocopies are not acceptable.

4. Statement by registered person – section Y

Please ensure this section is left blank. Section Y has to be completed by Bedfordshire Rural Communities Charity. It is important that for each application that we receive, we have sufficient information to complete this section. We need to know the nature of the employment and in particular the degree of contact with children and vulnerable adults and whether the post is paid or voluntary. Please supply a job description or role profile for each application. We will not be able to submit disclosure applications in cases where a job description or role profile is not provided.

Information about the categories of employment for which a disclosure is allowed or required by law is available to download from CRB website at:

http://www.crb.homeoffice.gov.uk/guidance/rb_guidance/eligible_posts.aspx

5. Policy statement on the recruitment of ex-offenders

Organisations using the Criminal Records Bureau Disclosure service are required to treat all applicants for positions who have a criminal record fairly, and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed. Organisations are also obliged to have a written policy on the recruitment of such individuals, which can be given to all applicants for positions where a Disclosure is requested.

If your organisation does not have a policy statement, then it is important that you develop one.

A sample policy can be found by following the links to BRCC's CRB page at: www.bedsrcc.org.uk

Policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information.

The Criminal Records Bureau also requires organisations to have a written policy on the correct handling and safekeeping of Disclosure information. Further information can be found at:

http://www.crb.homeoffice.gov.uk/guidance/rb_guidance/handling_of_disclosure_info.aspx

➤ **A sample policy statement is attached for your use.**

6. Payment/Fees:

Bedfordshire Rural Communities Charity charges its members £22.00 plus VAT for Standard Criminal Records Bureau checks plus CRB fees of £26.00 (total £52.40 inc VAT at 20%) and £22.00 plus VAT for **Enhanced checks for paid employees** plus CRB fees of £44.00 (total **£70.40** inc VAT at 20%).

Volunteers are checked free of charge up to a limit of 10 checks per year (April 1st to March 31st) An admin fee of £13.00 plus VAT will be applied to each application processed once the annual 10 limit has been reached.

Please do not send payment with applications; your organisation will be invoiced on receipt of completed application forms. Any changes in the rate of VAT will be reflected in the final invoice total.

7. Applications containing errors and omissions

Due to the large volume of applications we receive and the costs involved in amending and returning applications that contain errors or are incorrectly completed (including continuation sheets that have to be re-written, are incorrectly completed or that are not to the required CRB format), BRCC will charge an administration fee of £11.00+VAT for each application that has to be returned or amended. This fee will apply to applications in relation to paid employees and volunteers. Your organisation / community group will be invoiced where these charges apply.

Eligibility for a disclosure:

8. Not everyone working with children and vulnerable adults **must** be CRB checked or is eligible for a CRB check, someone working with children and/or the vulnerable **may be allowed** by law to have a CRB check.

The position applied for at Section B 13 of the CRB application form must fall within one of the categories listed within the CRB Disclosure Access Category Codes (DACC) (available to download from CRB website or direct from BRCC as an email pdf file. To request a copy please email davidm@bedsrcc.org.uk). This document lists the professions, offices, employments, work and occupations eligible for a CRB check. If the post is not listed you are **not** entitled to submit an application as it would be unlawful.

In cases where BRCC is unsure if a particular post is eligible for a disclosure advice will be sought from CRB directly. This will result in delays to the application being submitted / processed

Applicant job descriptions:

9. CRB umbrella bodies (BRCC) have a responsibility, under current legislation and the CRB codes of practice, to ensure that all applications submitted to BRCC for CRB disclosures (Standard and Enhanced) are legally required or legally entitled to ask for a disclosure. BRCC will not process applications without either, a job description, role profile or covering letter stating the nature of the work the applicant will be carrying out, the level of contact the applicant will have with children and/or vulnerable adults and whether the post is paid or voluntary.

By signing and returning this set of Terms and Conditions, you are agreeing to the conditions contained therein and confirming that you have read and understand the requirements and procedures for completing and requesting CRB disclosure checks.

Please make everyone within your organisation, who has responsibility for CRB administration / identity checking, aware of the contents of these terms and conditions and please ensure they have access to relevant information that will assist them in CRB procedures and policies.

Please complete the declaration below and return the signed copy to:

David Maxwell, CRB Counter signatory, BRCC, The Smithy, Old Warden, Biggleswade, Beds, SG18 9HQ

Name of organisation:

.....
agrees to comply with the above terms and conditions relating to the provision of CRB umbrella body service by Bedfordshire Rural Communities Charity (BRCC).

Signed

Name
(Please print)

Position in organisation.....

On behalf of
(organisation)

Date

Contact Tel No:

Contact Fax No:

Contact Email: