

DECLARATION BY UNREGISTERED BODY IN RECEIPT OF CRB DISCLOSURES

On behalf of my organisation, named below I acknowledge that I have received each of the following documents from Crossways Community (further copies can be downloaded from www.crosswayscommunity.org.uk)

- * A copy of the CRB's Code of Practice
- * A Sample Policy Statement on the Recruitment of Ex-offenders
- * A sample Policy Statement on the Secure Storage, Handling, Use, Retention & Disposal of Disclosures & Disclosure Information.

Declaration:

On behalf of my organisation I declare that:

- * My organisation is entitled to ask exempted questions under Part V of the Police Act 1997².
- * For each Application I will verify the identity and current and previous addresses of each applicant
- * I will submit an alternative appropriate person to receive a Disclosure if I, (the named person below) am applying for a Disclosure.
- * I am responsible to ensure that each Disclosure application is completed accurately and fully as prescribed.
- * My organisation will implement the above Code of Practice and adapt our own policies and procedures relating to recruitment of ex-offenders and the storage of Disclosures.
- * I accept that Crossways Community cannot be held liable for any delay caused by:
 - o CRB returning a form due to failure to submit a fully complete application form or the provision of insufficient information,
 - o Errors by the CRB/Police in processing the application correctly,
 - o Time taken by the CRB or local police force to check an individual form against either the Police National Computer, POCA/POVA lists or local intelligence³.
 - o The time taken by Crossways Community in verifying and seeking approval for the forwarding on of Additional Information⁴.
 - o Any failure by Royal Mail or other postal carrier to deliver a Disclosure Certificate. Crossways Community will post out each Registered Body's Certificate to the name stated below (except where this person is requesting a Disclosure themselves) by 1st Class post. If you wish to receive Disclosures by a more secure method (i.e. recorded or special delivery), then an additional fee at the prevailing postal rate must be paid with each application.
- * I accept that each application for a Disclosure is an individual agreement; there is no ongoing requirement on either Crossways Community or the Unregistered Body named below to process any further applications⁵.
- * I undertake to pay for each Disclosure on presentation of each application. Crossways Community may delay submitting or return an application if payment is not made. The cost of each Disclosure will be given on request.
- * I understand that it is **a criminal offence** to pass on Disclosure information to anyone who is not entitled to receive it⁶.

Signed Date :

Name (Please Print)

Name of Unregistered Body¹

Address (Where Disclosures should be sent)

.....

.....

Contact Phone Number(s).....

E-mail address (POVAFirst Requests).....

Please ask if you need any assistance in completing the form, checking identity of applicants, storage and retention of Disclosures.

This form must be completed and given to Crossways Community before applying for a Disclosure.

Notes

¹For the purposes of this document, an Unregistered Body is any organisation that is seeking CRB Disclosures on behalf of its staff or volunteers but is not registered with the CRB to obtain its own Disclosures and therefore uses an Umbrella Body.

²People who would be not eligible to request either an Enhanced or Standard Disclosure are:

- ◆ Self-employed (an "employer" must ask on your behalf – this might be someone who contracts to use you)
- ◆ People who do not (as part of their normal work) have access (supervised or not) to children or vulnerable adults or are not part of an existing permitted category of employment.

³In practice all but a very few Standard Disclosures are processed correctly in 2 -3 weeks (Enhanced Disclosures 4 – 5 weeks) without any problems, however it may take longer for example at peak times or where an applicant has moved address within the last 5 years. Some police authorities are slower than others and details of this can be accessed via Crossways Community's website.

⁴Additional Information includes any police intelligence or information that the police disclose about an applicant. Because it does not form part of an existing criminal conviction, caution or warning, it must be treated with the utmost confidence and security. It is extremely rare: 4 cases per 10,000 applicants, but approval must be sought from the CRB and the police before this information is disclosed.

⁵We don't currently (or have any plans to) charge ongoing membership fees or require a minimum volume of Disclosures processed. Therefore if you find another Umbrella Body more convenient to you, you are not tied in for a set period. Crossways Community may choose not to process any or all applications from you if (amongst other possible reasons) it suspects that negligence or fraud is undermining the security of the CRB Disclosure process.

⁶Please ask for advice on this or consult the CRB website at www.crb.gov.uk