

**BARNSELEY ASSOCIATION OF COMMUNITY PARTNERSHIPS
CRB UMBRELLA BODY AGREEMENT FORM**

Barnsley Association of Community Partnerships acts as an Umbrella Body for CRB Disclosures and as such we can process and countersign applications on behalf of other organisations.

In order to do this a person responsible for Disclosures within your organisation / company must read the following statements and code of practice and sign the declaration below. We will be unable to process any checks for you until this declaration has been returned due to our obligations as an Umbrella Body.

Policy Statements:

- We agree to comply with the CRB Code of Practice and will make all applicants aware of this document (copies available on request)
- We agree to adopt and comply with the Association's Policy Statement for the correct handling, usage, storage, retention and disposal of Disclosures and Disclosure information
- We have a Recruitment of Ex-offenders policy in place, will supply a copy of this to all applicants and make potential applicants aware of the requirement for a CRB check (a sample policy is available on request)
- We will ensure that all information supplied to the Association to allow them to countersign the application will be complete and accurate
- We will be responsible for completing the required Identity Checks and completion of Sections W and X of the application form, following the CRB ID Checking Process guidance, to verify the applicant's identity

Declaration

I confirm that I have read and understood all of the above and I am aware of the relevant Policies and Acts to which the below named organisation, I am signing for, must adhere.

Organisation Name:

Organisation Address:

Company / Charity No:

Telephone No: **Fax No:**

Email*:

Signed:

Printed Name: **Position**

**Due to the increases in post office charges effective of 01/04/07, we are taking steps to prevent higher costs being passed on to client organisations. To help us keep our costs at a reasonable level, please include your e-mail address where possible for CRB information to be forwarded electronically*

Please return to BACP, Mapplewell & Staincross Village Hall, Darton Lane, Mapplewell, Barnsley, S75 6AL