

Disclosure and Barring Service – Agreement for Service

Organisation name: Crazee Kidz Club

Address: Ashley Cottage, Heath Lane, Roughton, Norfolk, NR11 8NB

Contact telephone number: 01263 768138

Are you a member of Momentum (Norfolk)? Yes

Do you intend to undertake your own evidence checking? Yes

(If yes, you will be asked to complete training on this)

If yes, please give name and title of individual(s) who will be undertaking this:

Name: Paddy Bennett

Name:

Job role: Club Coordinator

Job role:

Basis for Agreement

As an umbrella body accredited by the Disclosure & Barring Service (DBS), Momentum (Norfolk) agrees to provide a service to process Disclosures on your behalf in order to support the safe recruitment of staff (both paid and voluntary) for organisations.

The obtaining of Disclosure & Barring Service certificates forms part of the vetting process for staff / volunteers, who work with children and young people. It should be supported by safer recruitment practices, staff induction, policies and procedures.

Agreeing parties

Your organisation requests Momentum (Norfolk) to provide an umbrella service for the Disclosure and Barring Service.

Momentum (Norfolk) agrees to act as an umbrella body on behalf of your organisation.

Your Obligations

- Before you consider asking a person to apply for a DBS check you are legally responsible for ensuring that they are entitled to submit an application for the job role. This means that we must satisfy ourselves that the position is eligible under the current legal provisions before we countersign each application form.
- You will comply with the DBS code of Practice and make every effort to ensure that application forms are completed in line with DBS requirements.

You will ensure that forms have been correctly completed before submitting them to Momentum (Norfolk).

- You will pay the appropriate DBS fee as advertised on the Momentum (Norfolk) website on receipt of an invoice from Momentum (Norfolk) within 30 days. Momentum (Norfolk) shall notify of any increase in fees (due to any change in charges made by the DBS) or in its own service fee, via our E-news and website, giving reasonable notice (normally not less than four weeks).
- You will only use the Disclosure Application forms supplied by Momentum (Norfolk) for your staff.
- You will, in compliance with the Code of Practice of the DBS have the following policies and send a copy of these policies with this agreement:

- Safe Handling and Storage of Disclosure Information
- Recruitment of ex-offenders.

Please tick to confirm your policies are attached.

- All jobs advertised that require a DBS check will make this clear in the advert and the policy on recruitment of ex-offenders be sent out with all application packs.
- You will take all reasonable steps to safeguard the rights of your staff (and potential staff) when applying for Disclosures.
- If you are undertaking your own evidence checking, ID will only be checked by those named on the front of this agreement (usually those also named in the "Safe Handling and Storage of Disclosure Information Policy"). You will ensure they will only check identity against original documents and refer to the list of acceptable evidence.
- Once the identity has been checked a documentary evidence sheet will be completed and returned with the DBS form.

Obligations of Momentum (Norfolk)

- Momentum (Norfolk) shall use its best endeavours to process forms.
- Momentum shall provide, on request, advice and support to your organisation on the appropriate application of Disclosure information when making employment decisions, with regard to the any relevant Regulations applying to your work.

Limitation of liability of Momentum (Norfolk)

- Momentum (Norfolk) cannot make employment decisions on behalf of your organisation.
- While Momentum will provide advice and support, it does not accept responsibility for employment decisions or any consequences thereof. These decisions are the responsibility of your organisation.
- You will indemnify Momentum (Norfolk) against any action by the subject of a Disclosure provided by Momentum (Norfolk).
- Momentum (Norfolk) reserves the right to suspend or discontinue the service to you where there is evidence of significant breach of the Code of Practice of the DBS. Should this occur Momentum (Norfolk) is required to advise the DBS.

Signatures on behalf of agreeing parties

Signed for (Organisation): P. E Bennett

Print Name: PAOLY BENNETT

Position: CLERK COORDINATOR

Date: 7/1/16

Signed for Momentum (Norfolk): 

Print Name: Jess Dillon

Position: Comms + membership
Officer

Date: 19/1/16