



W & P Assessment and Training Centre LLP

CRIMINAL RECORDS DISCLOSURES

CONTRACT FOR UMBRELLA SERVICE

Basis for Contract

Recruitment of staff for establishments and agencies registered with the Commission for Social Care Inspection falls under Regulations as to fitness of care workers. The obtaining of criminal records certificates forms part of the vetting process for care workers. As an umbrella body accredited by the Criminal Records Bureau (CRB), *W & P Assessment and Training Centre LLP* provides a service to obtain Disclosures on behalf of bodies not registered with the CRB.

Contracting parties

The Establishment / Agency requests *W & P Assessment and Training Centre LLP* to provide an umbrella service for Criminal Records Disclosures.

W & P Assessment and Training Centre LLP agree to act as an umbrella body on behalf of the contracting organisation.

Obligations of the Establishment / Agency

The establishment / agency shall be genuinely entitled to ask an exempted question and shall be responsible for carrying out checks as to the identity of the applicant for whom a Disclosure is requested, and for confirming that these have been carried out when sending application forms for processing by *W & P Assessment and Training Centre LLP*. The establishment / agency shall ensure that they comply with the CRB code of Practice and make every effort to ensure that application forms are completed in line with CRB requirements. The establishment / agency shall pay the current Form fee, and the current Service fee including VAT where appropriate, when submitting completed application forms to *W & P Assessment and Training Centre LLP* for processing.

The establishment / agency recognises that forms will not be submitted to the CRB unless they have been completed correctly, and until the appropriate fees have been paid.

The establishment / agency shall use the Disclosure Application forms supplied by *W & P Assessment and Training Centre LLP* only for its own staff, and shall not pass them to another establishment / agency for unauthorised use, whether for profit or not.

The establishment / agency shall in complying with the Code of Practice of the CRB maintain a satisfactory written policy on the safe handling and storage of Disclosure information and on the recruitment of ex-offenders and issue this policy to all Disclosure applicants at the start of the recruitment process.

The establishment / agency shall take all reasonable steps to safeguard the rights of subjects of applications for Disclosures.

Obligations of W & P Assessment and Training Centre LLP

W & P Assessment and Training Centre LLP shall use its best endeavours to process forms, and to forward the information provided by the CRB to the establishment / agency, expeditiously.

W & P Assessment and Training Centre LLP shall provide, on request, advice and support to the establishment / agency on the appropriate application of Disclosure information when making employment decisions, with regard to the relevant Regulations applying to the services for which the establishment / agency is registered with the Commission for Social Care Inspection.

W & P Assessment and Training Centre LLP shall notify the establishment / agency of any increase in Form fee (due to any change in charges made by the CRB) or in its own Service fee, at reasonable notice (normally not less than four weeks).

Limitation of liability of W & P Assessment and Training Centre LLP

W & P Assessment and Training Centre LLP does not make employment decisions on behalf of the establishment / agency. While *W & P Assessment and Training Centre LLP* will provide advice and support it does not accept responsibility for employment decisions or any consequences thereof. The establishment / agency shall indemnify *W & P Assessment and Training Centre LLP* against any action by the subject of a Disclosure provided *W & P Assessment and Training Centre LLP* except where it results, in part or in whole, from negligence on the part of *W & P Assessment and Training Centre LLP*.

W & P Assessment and Training Centre LLP reserves the right to suspend or discontinue the service to the establishment / agency where there is evidence of significant breach of the Code of Practice of the CRB. Where this occurs *W & P Assessment and Training Centre LLP* is required to advise the CRB.

Signatures on behalf of contracting parties	
_____	Date _____
for <i>W & P Assessment and Training Centre LLP</i>	
_____	Date _____
for _____	Establishment / agency