

SOUTH LONDON CHURCH FUND & SOUTHWARK DIOCESAN BOARD OF FINANCE (SLCF & SDBF)

AGREEMENT BETWEEN THE SLCF & SDBF AND _____ (Recruiting Body) ON OBTAINING DISCLOSURES FROM THE CRIMINAL RECORDS BUREAU

- 1 The SLCF & SDBF has registered with the Criminal Records Bureau (CRB) as an Umbrella Body. It will provide a service to parishes so that they can obtain Disclosures when recruiting to positions – for both voluntary workers and paid staff – where a Disclosure is required.
- 2 The SLCF & SDBF will operate in compliance with the CRB's Code of Practice and other guidance; it has the requisite policies in place. It will provide procedures, guidance and a policy which the recruiting body will need to adopt.
- 3 The SLCF & SDBF will countersign applications for Disclosure, submit them to the CRB and advise the recruiting body of the outcome.
- 4 The SLCF & SDBF will assess the relevance of any Disclosure information and if necessary carry out a risk assessment. It will assist the recruiting body in dealing with any situation where the Disclosure information could affect appointment.
- 5 The Diocese will make no charge for its services. However, the recruiting body will be expected to reimburse the Diocese for the charge made by the Criminal Records Bureau for Disclosures relating to paid staff (disclosures relating to voluntary workers are free).
- 6 The recruiting body will comply with the CRB's Code of Practice and will operate in compliance with Diocesan policies, procedures and guidance.
- 7 The recruiting body will assess positions for both paid staff and voluntary workers and determine if a Disclosure is required and, if so, at what level.
- 8 The recruiting body will check the person's identity before submitting a Disclosure application form, as set out in Diocesan procedures.
- 9 The recruiting body will protect Disclosure information as required by law.
- 10 The recruiting body will refer to the Diocese any complaints regarding the Disclosure process, or the accuracy of Disclosure information, so that appropriate action can be taken.
- 11 The recruiting body will indemnify the SLCF & SDBF for any costs incurred arising from failure to follow the agreed codes of practices and policies.

Agreed by the PCC at
their meeting on

Signed for & on behalf of the
PCC