



WEST SUSSEX LEARNING LINKS
Twyford Lodge, Huffwood Trading Estate
High Street, Partridge Green RH13 8AU
Tel/Fax: 01403 713513
E.Mail: team@wslearninglinks.org.uk
Registered Charity No. 1072586



West Sussex Learning Links Criminal Records Bureau Service Agreement

The following Guidelines apply to any organisation using the West Sussex Learning Links (WSLL) Criminal Records Bureau (CRB) umbrella service.

- 1) The 'Evidence Checker' (authorised people detailed on the attached form) from the employing organisation will have the responsibility for verifying the identity of the applicant of the disclosure form and ensuring the form has been correctly completed, otherwise delays will occur when processing the disclosure.
- 2) The applicant or organisation should complete the CRB disclosure application form, in black ink and capital letters, as follows:-
 - i) Section a – Applicant's Details
 - ii) Section b – Current Address
 - iii) Section c – Previous addresses for the last 5 years, if relevant
 - iv) Section e – Declaration by the applicant

NB: please leave Section d blank as it no longer applies.

If you require help in completing the form, details on how to complete the form are on the website at ww.direct.gov.uk or contact WSLL.

- 3) The Evidence Checker of the organisation to complete:-
 - i) Verification boxes, marked 'registered body use only', in Sections a and b
 - ii) Section W
 - iii) Section X

Please note that Section Y – Statement by registered person is **to be completed by WSLL only**.

- 4) Once completed, as above, the CRB application form, should be sent with payment (fee schedule attached), unless otherwise agreed, to the WSLL office at Twyford Lodge, Huffwood Manor Estate, Partridge Green, RH13 8AU.
- 5) WSLL will check the form in accordance with CRB guidelines and complete Section Y – statement by registered person.

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- 6) WSL will take a copy of the CRB application and keep it in a lockable cabinet until the disclosure is received. WSL's Policy Statement, with regard to the Handling of CRB Certification information, is attached and must be adhered to. As an organisation using the CRB service, it is necessary for you to have a written policy statement regarding the handling of CRB certificate information and we can provide, if required, a model policy for you to use or adapt for this purpose.
- 7) Once the disclosure is received from the CRB WSL will forward it to the organisation by 2nd class post, marked 'Private & Confidential', addressed to the nominated person detailed on the authorisation form at the employing organisation. The WSL application copy will then be shredded. Risk for the Disclosure will pass to the applicant or organisation once it is posted by WSL, who shall thereafter not be liable for any losses or costs arising from its non-delivery.
- 8) The recruitment decision is the sole responsibility of the employing organisation.
- 9) The CRB Code of Practice for Registered Persons and other recipients of Disclosure Information is attached and must be adhered to.
- 10) WSL's policy on the suitability of ex-offenders is attached and must be adhered to.
- 11) WSL reserves the right to withdraw the CRB service if the terms in this agreement are not adhered to.

Signed: _____ **Date:** _____

Name: _____

Position: _____

For and on behalf of: _____
(Company Name)