



Mike Tingley
Development Worker

CRIMINAL RECORDS DISCLOSURES – AGREEMENT FOR SERVICE

Basis for Agreement

To support the safe Recruitment of staff (both paid and voluntary) for the British Gliding Association (BGA) and its member Clubs.

The obtaining of Criminal Records Bureau certificates forms part of the vetting process for staff to positions in the BGA, working with children and young people or vulnerable adults.

As an umbrella body accredited by the Criminal Records Bureau (CRB), Norfolk Council for Voluntary Youth Services (NorfolkCVYS) provides a service to obtain Disclosures on behalf of the BGA, through its member clubs.

Agreeing parties

The BGA, on behalf of its member Clubs, requests NorfolkCVYS to provide an umbrella service for Criminal Records Disclosures.

NorfolkCVYS agree to act as an umbrella body on behalf of the BGA.

Obligations of the British Gliding Association

The BGA and its member clubs (the 'applicant organisations') are genuinely entitled to ask exempted questions under the Rehabilitation of Offenders Act 1974, and shall be responsible for carrying out checks as to the identity of the applicants for whom Disclosures are requested, and for confirming that these have been carried out when sending application forms for processing by NorfolkCVYS.

The BGA will use its best endeavours to ensure that its member clubs are aware of the terms of this agreement and will request all member clubs to comply with the following conditions.

The applicant organisations 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.

On receipt of an invoice from NorfolkCVYS, the applicant organisations shall pay:

- the current CRB fee (£36.00 for paid staff for an enhanced level check, as at February 2010,)
 - the current NorfolkCVYS Service fee (£12.00 per application, as at February 2010)
- (Note volunteers pay only the service fee).

The applicant organisations will ensure that forms will not be submitted to NorfolkCVYS unless they have been completed correctly.

They will pay the appropriate fees on receipt of an invoice, normally within 30 days.

NorfolkCVYS shall notify the BGA of any increase in fees (due to any change in charges made by the CRB) or in its own service fee, giving reasonable notice (normally not less than four weeks).

The applicant organisations shall use the Disclosure Application forms supplied by NorfolkCVYS for its staff.

The applicant organisations and the BGA 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 applicant organisations and the BGA shall take all reasonable steps to safeguard the rights of subjects of applications for Disclosures.

Obligations of NorfolkCVYS

NorfolkCVYS shall promptly process forms, and to promptly forward the information provided by the CRB to the applicant organisations. Periodically, Norfolk CVYS will provide a summary, listing CRB applications and completed CRB checks, to the BGA.

Where a certificate contains any disclosure the Organisation Copy, usually sent direct to the applicant organisation, will be forwarded expeditiously to a named person (the Child Protection Lead) at the BGA.

NorfolkCVYS shall provide, on request, advice and support to the BGA on the appropriate application of Disclosure information when making employment decisions, with regard to any relevant Regulations applying to the BGA.

Limitation of liability of NorfolkCVYS

NorfolkCVYS does not make employment decisions on behalf of the BGA or its member clubs.

While NorfolkCVYS will provide advice and support, it does not accept responsibility for employment decisions or any consequences thereof. These decisions are the responsibility of the BGA or its member clubs.

The BGA shall indemnify NorfolkCVYS against any action by the subject of a Disclosure provided by NorfolkCVYS.

NorfolkCVYS reserves the right to suspend or discontinue the service to the BGA and its member clubs where there is evidence of significant breach of the Code of Practice of the CRB. Where this occurs NorfolkCVYS is required to advise the CRB.

Signatures on behalf of agreeing parties



PJ Stratten
Chief Executive
British Gliding Association
6th May 2010



Mike Tingley
Development Worker
Norfolk Council for Vol. Youth Services
7th May 2010