UMBRELLA BODY AGREEMENT

Between the Diocese of Winchester (Umbrella Body) and ……………...........…(PCC of)………(Umbrella Body Client)

Our Service as an Umbrella Body

The aim of the Disclosure and Barring Service is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children and/or other vulnerable members of society.

We are an Umbrella Body for the Disclosure and Barring Service (DBS) and are authorised to process disclosure information held by the DBS to check the background for employees and volunteers to enable you to make safe recruitment decisions. The result of this process is that each applicant will have a Disclosure Certificate.

Agreement

By using the Diocese of Winchester as an Umbrella Body you are agreeing to the following terms and conditions.

The Diocese will only act for Unregistered Bodies which are charitable or voluntary organisations, whose practices broadly align with those of the Church of England, and who have a legitimate need for such disclosure in that their work brings them into supervised/unsupervised contact with children or vulnerable adults. The Diocese reserves the right to amend this definition at its discretion, and to refuse to undertake checks if necessary.

………(PCC of) ……………………………. shall adhere to and be familiar with the DBS Code of Practice which is available from the DBS’s website – [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

The Diocese will nominate a lead contact: (named below) to whom all correspondence and enquiries from the Unregistered Body shall be addressed in the first instance.

……… (PCC of) ……………………………..shall nominate a lead contact to whom all correspondence and enquires from us shall be addressed in the first instance.

Recruitment

It is the responsibility of ………… (PCC of) …………………………. to ensure that the PCC has satisfied themselves of the identity of the individual seeking disclosure. The Diocese cannot be held liable if ……… (PCC of) …………………………………………. does not undertake sufficient steps to ensure that each individual has had their identity verified, thereby invalidating the DBS checking process.

All recruitment decisions, and responsibilities for those decisions rests with ………(PCC of) ………………., and the Diocese will not enter into advice on the recruitment or human resource implication of disclosure.

The Umbrella Body will provide …… (PCC of) ……………………. with copies of the following policies for their records:

* The Secure Storage and Retention of Disclosure Information
* Recruitment of Ex-Offenders Policy

…………… (PCC of) …………………………………….. must ensure that they have their own written policy on how Disclosure information will be used in the recruitment process, who will have access to this, and how it will be stored. These policies should be made available to all applicants seeking Disclosure, and to the Diocese for their records.

On receipt of disclosure results from the DBS, the applicant will provide ………(PCC of) …………………………. with the appropriate Disclosure Certificate on the understanding that they will:

* Ensure that the Disclosure information is not passed to persons not authorised to receive it
* Retain neither Disclosures nor a record of Disclosure information contained within them for longer than is required for the particular purpose. In general this should be no later than six months after the date on which recruitment or other relevant decisions are made.
* Inform the Safeguarding Registry of the certificate number and date.
* Record the date of the certificate so that five year renewals can be made.

The Diocese, as a Registered Body, and is not responsible for guaranteeing DBS response times, or for issuing replacement Disclosure Certificates.

Termination of this agreement will be made by the giving of one month’s notice on the part of either party.

Signed : ……………………………………………………………………………………………………………………………………………….. …

Name: ……………………………………………………………………………………………………………………………………………........

(Vicar)

Date: …………………………………………….

Signed : ……………………………………………………………………………………………………………………………………………….. …

Name: ……………………………………………………………………………………………………………………………………………........

(PCC representative)

Date: ……………………………………………

Diocese Lead Contact: :…………………………………………………………………………………………………………………..……….

Diocesan Safeguarding Manager

Date: ………………………………………………

Signed: …………………………………………………………………………………………………………………………………………………..

(Colin Harbidge, Deputy Diocesan Secretary)

Date: ………………………………….. ………

Updated: 29 April 2014