

Introduction

West Midlands Special Needs Transport Ltd is a registered Umbrella body with the Criminal Records Bureau. This means that we can process applications for a criminal records check on behalf of other organisations. An organisation may want to check the criminal backgrounds of its staff and volunteers for a number of reasons, the most common being to protect children and vulnerable adults from harm.

Types of checks available

Standard

Standard checks can be applied for by people entering certain professions, such as members of the legal and accountancy professions and applying for specified licences. A Standard check contains details of all convictions, cautions, reprimands and warnings held on the Police National Computer (PNC)

Please note: A Standard check cannot reveal if a person is ISA- registered or barred from working with children or vulnerable adults.

Enhanced

This is the highest level of check available to anyone involved in regulated activity for a regulated activity provider working with children or vulnerable adults. It is also available in certain licensing purposes and judicial appointments. Enhanced checks contain the same information as the Standard check but also include a check of the new barred lists and any relevant and proportionate information held by the local police forces.

How Much Does the Disclosure Cost?

CRB Check Enhanced Disclosure

The CRB charge for an Enhanced Search is £44.00, plus an administration fee of £10:25 per application.

CRB Check Standard Disclosure

The CRB charge for a Standard Search is £26.00, plus an administration fee of £10:25 per application.

CRB Volunteers Check

If the applicant is applying for a disclosure to cover Voluntary work, the disclosure itself costs nothing but West Midlands Special Needs Transport Ltd charge £5.25 to cover the administration involved.

What Happens Next?

First, your organisation will need to nominate a person or persons to be our main contact and signature. We will email that person all of the information they need to register with us, including sample policies and a copy of our contract. On receipt of your signed contract we will forward as many Disclosure Application Forms to you as you think you will need. We then check and process your completed Disclosure Application Forms before sending them to the Criminal Records Bureau to be processed.

Should you not be able to verify the identity of the applicants face to face there are options whereby they can do this at the Post Office however there is an additional fee for that, should this be something that you are interested in then contact us for more details.

After the Criminal Records Bureau has processed the applications they will send out two background checks. One will be sent to the applicant and the other will be sent to us. We will send that check to your organisation for you to make their recruitment or retention decision. This check must then be destroyed by yourself six months following the recruitment decision being made. To do otherwise is a criminal offence.

Further Assistance

For further information or if you require assistance filling in the forms do not hesitate to contact Rowan Parry on 0121 327 8128

Email- rowan.parry@wmsnt.org.

Useful Websites

<http://www.crb.homeoffice.gov.uk>

<http://www.isa-gov.org.uk>