

**Main/Registered Office: Signposts, 58 Regent Road, Morecambe, LA3 1TE**

**Telephone : (01524) 419021**

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Community  
Legal Service



E-mail: [signpostsmarc@signposts.org.uk](mailto:signpostsmarc@signposts.org.uk)

Website: [www.signposts.org.uk](http://www.signposts.org.uk)

**“Working to Empower the Community”  
in Lancashire and Cumbria**

Pamela Beswick – Chief Executive



Help Point

**Also:-**

Preston Office: (01772) 759413 Carnforth Office: (01524) 732807

## Signposts – A CRB Umbrella Body

Signposts provides the facility for organisations to “check” their volunteers and paid staff using the CRB Disclosure service.

The procedure for this is as follows:

- Your organisation needs to complete a form to register your interest in using Signposts as an Umbrella Body for the CRB and agreeing to Signposts policies regarding the CRB Disclosure process (enclosed)
- Your application forms need to state that a CRB check will be carried out, asking the team member to confirm that they are happy to be checked
- You will refer your workers individually for a check using the supplied form (further copies are available on request, though these forms can be photocopied locally), informing them that they will be contacted within a week of the referral by both the CRB and Signposts
- Signposts will pass the details of those to be checked to the CRB and write to all those to be checked. It will be their responsibility to come into SIGNPOSTS with the form they will receive from the CRB and all the required documentation to be countersigned. Forms should not be sent to CRB direct – they will not be processed.
- Signposts will invoice you for this service when checks are processed (see below)
- Once the CRB form has been returned to the CRB a disclosure will be issued, unless further information is required by the CRB

Signposts emphasises that organisations using this service must adhere to the attached policies and we are required to bring to your attention the CRB code of practice available at [www.crb.gov.uk](http://www.crb.gov.uk) or from Signposts by request.

### Charges

Signposts charges for this service:

*Administration Costs: £10 per check*

*CRB Costs Free for volunteers*

*POVA First check - £6*

*Standard Disclosure - £31 per PAID member of staff*

*Enhanced Disclosure - £36 per PAID member of staff*

April 2008

Charity Registration Number: 1117645

Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592

Registered in England and Wales



North Lancashire  
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

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## Application to use Signposts as a CRB Umbrella Body

Please complete this form to register your interest in using Signposts as a CRB Umbrella Body.

### Organisation Details

Name (the Organisation): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

### Checklist

- I have read and the organisation agrees to the Policy Statement on the Secure Storage, handling, use, retention and disposal of Disclosures and Disclosure information.
- I have read and the organisation agrees to the Policy Statement on the recruitment of ex-offenders
- I have read and the organisation agrees to the Policy Statement on the Communication of Information Received from the CRB
- I am aware of the charges for CRB checks and agree that Signposts should invoice the organisation for checks processed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please send this completed form in an envelope marked confidential to:

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**Signposts Multi Agency Resource Centre  
58 Regent Road, Morecambe, LA3 1TE**

**CRB Check Request**

**Organisation Details**

Name (the Organisation): \_\_\_\_\_

**Individual Details**

Full Name: \_\_\_\_\_

(please include title and any middle names)

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Date moved into address (Month & Year): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Paid Work:  Yes  No

Level required:  Standard  Enhanced

**Checklist**

- I have informed the individual that a CRB check is to be completed.
- I am aware that Signposts will invoice my organisation appropriately for this check.

I have made the individual aware that:

- They will be receiving a form from the CRB to complete as part of our worker screening process, and that Signposts will be contacting them to request copies of the necessary paperwork to complete the CRB check.

- Signposts will pass any relevant information onto my organisation to enable us to make an informed recruitment decision.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please send this completed form in an envelope marked confidential to:

CRB Umbrella Body, Signposts, 58 Regent Road, Morecambe, LA3 1TE