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Community
Legal Service



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

Pamela Beswick - Chief Executive Officer



Help Point

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 or from Signposts by request.

Charges

Signposts charges for this service:

Administration Costs: £10 per check

CRB Costs

Free for volunteers

ISA Adult First Check - £6

Standard Disclosure - £26 per PAID member of staff

Enhanced Disclosure - £44 per PAID member of staff

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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

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