



# EAST RIDING VOLUNTARY ACTION SERVICES LTD

## CONTRACT FOR THE PROVISION OF DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

This is a contract between:

**The Supplier:**

East Riding Voluntary Action Services (ERVAS) Limited  
Morley's Cottage  
Morley's Yard  
Walkergate  
Beverley  
HU17 9BY

And:

**The Customer (VCS Organisation):**

Name of VCS Organisation: -----  
-----  
-----

Contact Name: -----

Address: -----  
-----  
-----

Telephone No: -----

Email address (for the Child Welfare Officer or Recruitment Officer who will receive the results of the DBS checks): -----

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service through U-Check to help assess the suitability of applicants for positions of trust, East Riding Voluntary Action Services (ERVAS) Ltd complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation

**East Riding Voluntary Action Services (ERVAS) Limited,  
Morley's Cottage, Morley's Yard, Walkergate, Beverley, East Yorkshire. HU17 9BY  
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Company Ltd by Guarantee – Reg. Company in England, Reg. No. 5894388  
UK Registered Charity No. 1121190**

pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

### **The Customer responsibilities regarding DBS checks**

1. When a VCS organisation requires a DBS check to be carried out on a volunteer or paid employee they will submit an order form authorising ERVAS to carry out the DBS check (see Appendix 1: ERVAS process for DBS Checks flowchart).
2. The VCS organisation/volunteer or paid employee will contact ERVAS to arrange a suitable time and place to carry out the DBS check with the volunteer or paid employee.
3. The volunteer/paid employee requiring the DBS check will ensure that they attend the appointment arranged with the correct information and forms of identification. Appointments which are missed or cancelled with less than 48 hours' notice or not completed will incur a charge.
4. The VCS organisation will inform us if the volunteer/paid employee no longer holds that position between the time of data collection and ERVAS receiving the results from U-Check.
5. The VCS organisation will be invoiced for all DBS checks requested and processed by ERVAS in line with the fees set out in this contract. The VCS organisation will make payment to ERVAS within 30 days of the invoice date.

### **DBS Update Service**

NB: Once volunteers/paid staff have received their disclosure result, they should register on the DBS update service within 14 days, which will mean they can share their DBS status with other organisations and won't have to renew a DBS in the future.

As an organisation you can register on the DBS update in order to assess the DBS status of future volunteers/paid staff where applicable.

Information on the DBS update service can be found at:

<https://www.gov.uk/dbs-update-service>

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## **ERVAS responsibilities regarding DBS checks**

1. ERVAS will assess the appropriate type of DBS check (Enhanced or Enhanced with barred list check) for the volunteer/paid employee dependent on the type of work carried out by them with children or vulnerable adults.
2. ERVAS will inform the VCS organisation of the outcome of the DBS check – **clear** or **see disclosure** for all current employees or volunteers undertaking work with children and vulnerable adults. NB: ERVAS will not disclose this information where we have been informed that the person is no longer a volunteer or paid employee of the VCS organisation.
3. If we are made aware of safeguarding concerns regarding an individual's behaviour or information contained in the disclosure we may share this information with the relevant authorities.

## **Fees**

ERVAS fees for processing DBS Checks are as follows:

**Volunteers** - £15.00 per person

**Paid Employees** - £62.00 per person

**Travel:** £0.45 per mile. This will only be charged for DBS checks not completed at ERVAS and where an ERVAS staff member has had to make a special journey.

## **Appointments which are missed or cancelled with less than 48 hours' notice or not completed:**

£15.00 per person plus any mileage costs incurred as per the Travel Fee shown above.

## **Acceptable forms of Identification**

What documents do you need to provide?

### Group 1

- Passport (if you have one)
- Driving Licence (if you have one)
- Original Birth Certificate (if you don't have either a passport or a driving licence)

And

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## Group 2

- Recent utility bill (not mobile phone)/bank statement – within 3 months

If you do not have at least 3 documents, which are a combination of the 2 groups highlighted above please see appendix 2, which outlines additional forms of acceptable identification.

### **Storage and access**

Personal information will be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

**NB: ERVAS does not receive or hold the disclosure information.**

### **Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Personal information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep Personal information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

### **Disposal**

Once the retention period has elapsed, we will ensure that any Personal information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Personal information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested and the unique reference number of the Disclosure.

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**Customer service**

At East Riding Voluntary Action Service we are committed to providing a high standard of customer service. If you have any ideas as to how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know. In the event that you have a complaint, we will look into this carefully and promptly and do all we can to explain the position to you or address your concerns.

**Applicable law**

This contract is governed by, and construed in accordance with, English law. The Courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this contract and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

Persons who are not party to this agreement shall have no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement. This clause does not affect any right or remedy of any person, which exists or is available otherwise than pursuant to that Act.

**Agreement of terms**

The terms set out in this contract shall take effect immediately upon your countersigning it and returning it to us.

Once it has been agreed, this contract will remain effective, for all DBS checks until it is replaced.

**Signatures**

I confirm that I have read and understood the contents of this contract and agree that it accurately reflects the services that I have instructed you to provide.

On behalf of: **East Riding Voluntary Action Services (ERVAS) Ltd**

Signed: .....Name:.....

Position:.....

On behalf of: .....VCS Organisation

Signed: .....Name:.....

Position:.....Date: .....

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## Appendix 1

### **ERVAS PROCESS WHEN CARRYING OUT DBS CHECKS ON VOLUNTEERS OR EMPLOYEES WORKING WITH CHILDREN UNDER 18 OR VULNERABLE ADULTS**

ERVAS MEET WITH VOLUNTEER/PAID EMPLOYEE AND CARRYS OUT DBS APPLICATION AND ID CHECK



ERVAS COMPLETES DBS APPLICATION ONLINE FOR APPROPRIATE CHECK AND SENDS TO UCHECK (REGISTERED UMBRELLA BODY)



UCHECK COUNTERSIGN AND FORWARD INFORMATION TO THE DISCLOSURE AND BARRING SERVICE (DBS)



DBS CARRY OUT THE SEARCHES ON POLICE NATIONAL COMPUTER AND/OR BARRED LISTS FOR CHILDREN/VULNERABLE ADUTLS



DBS INFORM UCHECK WHO THEN INFORM ERVAS VIA EMAIL OF THE RESULT OF THE DBS CHECK EITHER **CLEAR** OR **SEE DISCLOSURE**



DBS INFORM APPLICANT VOLUNTEER/PAID EMPLOYEE OF THE RESULT BY EMAIL AS WELL AS POSTING HARD COPY TO THEM



ERVAS INFORMS THE NAMED CHILD WELFARE OFFICER/RECRUITMENT OFFICER OF THE VCS ORGANISATION OF THE RESULT EITHER **CLEAR** OR **SEE DISCLOSURE**



THE NAMED CHILD WELFARE OFFICER/RECRUITMENT OFFICER OF THE GROUP/ORGANISATION, WILL THEN MAKE A DECISION ON THE SUITABILITY OF THE APPLICANT TO WORK WITH CHILDREN UNDER 18 OR VULNERABLE ADULTS BASED ON THE RESULT AND/OR INFORMATION CONTAINED WITHIN THE DISCLOSURE CERTIFICATE

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## Appendix 2

### Acceptable forms of Identification

At ERVAS we use the DBS identification procedures as required by the provider. We can only accept identification in line with the Route 1 procedures as identified below.

#### Route 1

You must provide 3 documents:

1 document from Group 1 and 2 further documents from Group 1, 2a or 2b, one of which must confirm your current address.

#### Document Group 1 Primary Trusted Identity Documents

- A current valid Passport UK or EEA (or Non-EEA with a Biometric Residence Permit or Work Permit/Visa)
- Biometric Residence Permit (UK)
- A current Driving Licence (UK) (Full or provisional) - UK; either photo card or paper (a photo card is only valid if the individual presents it with the counterpart paper licence)
- An Original BRITISH Birth Certificate (UK ONLY) - issued within 42 days of the date of birth
- Biometric Residence Permit (UK)

#### Document Group 2A Trusted Government/State issued documents

- A current valid Passport (UK, EEA or Non-EEA)
- A current UK Driving Licence; either photo card or paper
- Biometric Residence Permit (UK)
- Birth Certificate (UK) - issued after 42 days of the date of birth
- Certified copy of a UK birth Certificate issued after 12 months of date of birth
- Marriage/Civil partnership Certificate (UK)
- Adoption certificate
- HM Forces ID card (UK)
- Fire Arms Licence (UK)

#### Document Group 2B Financial/Social History documents

The following documents must be less than 3 months old:

- Credit Card Statement (UK)
- Bank/Building Society Statement (UK)
- Utility Bill (UK) - Not Mobile Telephone
- Benefits Statement eg Child Allowance, pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)e.g. from the Department of Work & Pensions, the Employment Service, Customer & Revenue, Job Centre, Job Centre Plus, Social Security

The following documents must have been issued within the past 12 months:

- Mortgage Statement (UK)
- Financial Statement e.g. pension, endowment, ISA (UK)
- P45/P60 statement (UK)
- Council Tax Statement (UK)
- Work Permit/VISA (UK) (UK Residence Permit)

The following documents can be more than 12 months old:

- EU National ID card
- Cards carrying the PASS accreditation logo (UK)

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