



Policy for using the services of The Teaching Executives Ltd as an Umbrella Body

In order for a company to utilise our facilities as an umbrella body you must follow the following procedures.

1. Contact The Teaching Executives to request a disclosure be completed.
2. The organisation must:

- be entitled to ask exempted questions under the Rehabilitation of Offenders Act 1974 Exceptions Order 1075; and

- Be able to comply with the DBS's Code of Practice; and

- Download and return the "DBS letter "on header paper

3. The Teaching Executives Ltd will then act as an intermediate between the DBS and the employing organisation.

- **Step 1. TTE** (The Teaching Executives) issues the application form to the **UB client** (your company).
- **Step 2.** The **UB client** passes the application form on to the **applicant** to complete.
- **Step 3.** The **applicant** completes the application form and provides relevant ID documents to the **UB client**. It is recommended that the applicant also registers for the Update Service (see update service employer guide)
- **Step 4.** The **UB client** checks the application form, validates the ID and returns the application form to **TTE**.
- **Step 5. TTE** checks the application form, signs the application form and returns it to the **DBS**.
- **Step 6.** The **DBS** checks the application form. *If the application form is incorrectly completed the **DBS** returns the application form to the **TTE**. (Back to Step 4).*
- **Step 7.** The **DBS** issues the Disclosure to the **applicant**.
- **Step 8.** *The **UB client** requests to see the original Disclosure from the applicant. If the applicant has signed up for the Update Service then the UB Client can continuously check the disclosure online.

*The DBS **do not** issue a copy of the applicant's DBS Certificate to the Registered Body who countersigned the DBS application form. Employers will need to ask the applicant for sight of their DBS Certificate.

Registered Bodies will be entitled to ask the DBS for a copy of the applicant's DBS Certificate if all of the following conditions apply:

- The individual is subscribed to the Update Service; and
 - The employer has carried out a Status Check which revealed a change to the DBS Certificate; and as a result
 - The individual has applied for a new DBS check as the result of a change to an existing DBS Certificate; and
 - The DBS issued the new DBS Certificate to the applicant more than 28 days ago; and
 - The applicant has not shown the employer their new DBS Certificate.
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4. The recruitment decision and responsibilities of that decision rests with the employing organisation and not The Teaching Executives Ltd. In such circumstances, no liability should lie against The Teaching Executives Ltd if a claim were subsequently made on the basis that the employing organisation had acted unfairly against the applicant.
 5. The Teaching Executives Ltd will simply process the results of the DBS and will not provide advice and guidance to the organisations that will inform their recruitment decision.
 6. The Police Act 1997 includes specific provision that no proceedings shall lie against the DBS by reason of an inaccuracy in the information made available or provided to the DBS.
 7. While there is no corresponding provision in relation to an Umbrella Body, you would be able to argue that no liability would rest with you as long as you have not knowingly made a false declaration on the application form and that you have complied with all guidance issued by the DBS, including the Code of Practice.
 8. If the information revealed by the DBS check is disputed by the applicant or employing organisation, the DBS has a procedure in place to resolve issues about accuracy. The Teaching Executives Ltd will be the main point of contact for the DBS, acting as an intermediary between the applicant/client organisation and the DBS. Where a dispute is raised, the recruitment or licensing decision should not be made until the investigation is completed.
 9. As an Umbrella Body The Teaching Executives Ltd comply with the DBS's Code of Practice and take reasonable steps to ensure that those to whom we are providing the DBS service are able to comply with the relevant obligations of the same code. Ultimately, however, the responsibility for complying with these obligations – which relate to 'all recipients of Disclosure information' – rests with each individual recipient of the DBS check..
 10. As an Umbrella Body The Teaching Executives will:
 - Be the main point of contact: We are the DBS's main point of contact for all interaction relating to the applications that we countersign.

11. **Storage & security:** The UB client is responsible for the information revealed in a DBS check and that the information contained is only seen by those that have a right to see it in the course of their normal duties.
12. **Records:** The Teaching Executives Ltd will maintain an up-to-date written record of the contact details within organisations to which we provide the Umbrella service.
13. **Identity checks:** The Teaching Executives Ltd requires the individual to whom we are providing the service to visit our office premises so that we can confirm that the identity of the person on whom the DBS check is required has been verified and validated according to DBS's guidance. If the organisation can demonstrate that they will follow the DBS's Code of Practice then they can check the relevant documents (without the applicant attending the premises) and forward the form to The Teaching Executives.
14. **Countersigning the application form:** The Teaching Executives Ltd are responsible for countersigning the application form on behalf of our customer confirming that there is a legal entitlement to the check, the information provided is true and accurate and that you have not knowingly made a false declaration. The types of work, occupations or positions which can be DBS checked are listed in the Rehabilitation of Offenders Act 1974.
15. **Continuation of service:** If at any time we are not satisfied that the organisation that we provide the service to is entitled to ask an exempted question, or we believe that you may be acting illegally, we will contact the DBS immediately. Likewise, we will contact the DBS at once if we have any concerns about the way an organisation is handling Disclosure information. The Teaching Executives Ltd will not act for organisations that appear unable to adhere to the DBS Code of Practice.
16. The Teaching Executives Ltd will not provide any additional services the to the organisation.