



Voluntary Action Harrow Co-operative
Helping you achieve.
 020 8861 5894
 contact@voluntaryactionharrow.org.uk
 www.voluntaryactionharrow.org.uk
 The Lodge, 64 Pinner Road, Harrow, Middlesex, HA1 4HZ

Registration of organisation using DBS service

Details of client organisation

Contact Name	
Organisation	
Address & Postcode	
Telephone	
Email	
Website	

Type of organisation (please tick)

Not-For-Profit Organisation	<input type="checkbox"/>
For-Profit Organisation	<input type="checkbox"/>

Legal Structure e.g. registered charity,	
Registration number.	

Our Costs

	<i>Not-For-Profit Organisation</i>	<i>For-Profit Organisation</i>
<i>Volunteer (Standard/Enhanced)*</i>	£19.95	£29.95
<i>Staff (Standard)</i>	£45.95	£55.95
<i>Staff (Enhanced)</i>	£63.95	£73.95

* A volunteer is someone who works of their own free will and without monetary reward to benefit the community.

Any questions or queries:

Telephone: 020 8861 5894 // Email: dbs@voluntaryactionharrow.org.uk

Agreement with organisation

Voluntary Action Harrow Limited agrees to act as an Umbrella Body for the above organisation on the understanding that the following procedures will be adhered to:

- You must follow the Disclosure & Barring Service (DBS) code of conduct The DBS code of conduct is available here: <https://www.gov.uk/government/publications/dbs-code-of-practice>
- Voluntary Action Harrow Limited will not be involved in the recruitment decision of the organisation using the DBS service. It is entirely up your organisation to make recruitment decisions. All decisions must be made in line with the DBS code of conduct and the organisation must implement a policy on the recruitment of ex-offenders. A specimen policy on the recruitment of ex-offenders is available here: <https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders>
- Voluntary Action Harrow Limited will adhere to the DBS Code of Practice regarding the handling Disclosure information and you are obliged to adhere to this code of practice. A specimen handling of disclosure information policy is available here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/143669/handling-dbs-cert.pdf
- You are responsible for checking the information written on the form is correct and verifying the identity of an applicant.
- Voluntary Action Harrow Limited will send disclosure applications to the DBS by post.
- The DBS will send the certificate directly to the applicant. It is your responsibility to ensure your staff / volunteers bring the certificates to your organisation.
- Payment can be made by cheque (payable to Voluntary Action Harrow Limited) or BACS. An invoice will be sent on receipt of DBS application form (30 days' payment terms).
- Voluntary Action Harrow Limited has the right to withdraw the DBS service if organisations are not complying with the DBS code of practice.

By signing below your organisation agrees to the above terms.

Name (block capitals)	
Position	
Signature	
Date	

Please return this form by e-mail to: dbs@voluntaryactionharrow.org.uk

OR post to:
DBS Service,
Voluntary Action Harrow Co-operative
The Lodge, 64 Pinner Road
Harrow, HA1 4HZ