



Contract for Umbrella Service

Basis for Contract

As an umbrella body accredited by the Criminal Records Bureau (CRB), Medilink Nursing provides a service to obtain Disclosures and ISA ADULT 1st checks on behalf of organisations not registered with the CRB. This contract is for the provision of an umbrella service for Criminal Records Disclosures and ISA ADULT 1st checks to the registered care provider ("the client"), named herein, where the application is an "exempted question" under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The contract may be terminated without notice or financial penalty. Medilink Nursing reserve the right to suspend or discontinue the service to the client if there were evidence of significant breach of the Code of Practise of the CRB or of the Data Protection Act 1998.

Contracting parties

The Establishment / Agency requests Medilink Nursing to provide an umbrella service for Criminal Records Disclosures and ISA ADULT 1st checks. Medilink Nursing agrees to act as an umbrella body on behalf of the contracting organisation.

Obligations of the Client

The Client organisation should ensure that its procedures and polices, including those for recruitment and for the handling and storage of Disclosure information, meet the requirements of the Code of Practise of the CRB. The clients should only use the Disclosure application forms and other relevant documentation supplied by Medilink Nursing. Disclosure application forms may not be passed to another organisation whether for profit or not. The Client's authorised nominated signatory should check the relevant documents, and confirm by signature on the ID checklist provided. It is the absolute responsibility of the applying organisation to verify the identity of the Disclosure applicant.

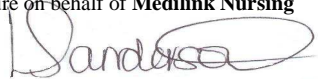
Obligations of Medilink Nursing

Medilink Nursing will use its best endeavours to process applications and submit them to the CRB, and to forward the information provided by the CRB to the client, expeditiously. Medilink Nursing will provide, on request, advice and support to the client on the appropriate application of Disclosure information when making employment decisions, with regard to the relevant Regulations applying to the services for which the establishment / agency is registered with the Commission for Social Care Inspection. Medilink Nursing will neither offer nor purport to make employment decisions on behalf of the client, and accepts no responsibility for any consequence of employment decisions save in the event of negligence on the part of Medilink Nursing.

Terms as to payment of fees

The Client will pay the current form fee, and the current service fee (including VAT), when submitting completed application forms to Medilink Nursing for processing. The Client will indemnify Medilink Nursing against non-payment of any fees arising from dishonoured cheques made out on an Applicant's own bank account, whether in full or part payment of fees due. Current registration fees will apply to this service. No other charges are made for the provision of the service save in the event of underpayment of postal costs, which would be charged at the cost to Medilink Nursing. Medilink Nursing will notify the Client of any increases in the Disclosure fee (due any change in charges made by the CRB) or its own Service fee, at reasonable notice (normally not less than four weeks). If an inspection made by the CRB reveals that the criteria of volunteers applicants is not being correctly fulfilled any subsequent charges made by the CRB to Medilink Nursing will be passed on to the applying organisation.

Signatures on behalf of the contracting parties

Signature on behalf of Medilink Nursing	
	Date _____
Name of person acting on behalf of Medilink Nursing	
Wayne Sanderson	
Signature on behalf of Home / Agency	
_____	Date _____
Name of person acting on behalf of Home / Agency	



MEDILINK NURSING

A trading name of Personnel Recruitment Services Ltd
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