

ITN MARK EDUCATION COMPLIANCE SCREENING SERVICES

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An Umbrella Body is a Registered Body that provides access to the CRB to other non-registered organisations. If your organisation has a requirement for less than 100 checks per year you should use the services of an Umbrella Body.

As an Umbrella Body for the CRB, ITN Mark Education aims to help other organisations to improve their child and vulnerable protection policies, thereby helping to create a safer society by offering a way to obtain CRB Disclosure checks to those entitled as well as a range of additional compliance checks.

This brochure aims to offer you a cost effective method to your compliance needs. In addition to our available services we offer all relevant updates, dedicated account management, guidance and relevant training to your business needs.

Our services are best suited to those who have recruited their own staff and require access to the relevant compliance services, companies who recheck their permanent staff and companies who do not meet the Registered Body registration criteria with the CRB.

Whatever your compliance needs, ITN Mark is here to ensure a stress free, cost effective way to meeting them.



CRB

There are 2 types of CRB checks, which one required will depend upon the nature of the position. These are called Enhanced and Standard checks. ITN Mark Education can offer both types of checks depending on the specific job role.

The Rehabilitation of Offenders Act 1974 (ROA), (Exceptions) Order 1975 acts as the gateway for access to the Disclosure Service and lists those occupations, professions & positions considered to be exempt from the ROA provisions designed to protect individuals from unnecessary disclosure of their spent conviction history. Consideration of this Order must be given before an organisation submits any Disclosure application request in order to determine whether a relevant exempted question is being asked.

A CRB check can provide access to a range of different types of information, such as, information:

- Held on the Police National Computer (PNC), including Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included. The CRB reserves the right to add new data sources;
- Held by local police forces and other agencies, relating to relevant non-conviction information;
- Held on lists maintained by the Independent Safeguarding Authority (ISA);
- Other data sources such as [British Transport Police \(new window\)](#); the [Royal Military Police \(new window\)](#); the [Ministry of Defence Police \(new window\)](#);
- [Scottish Criminal Records Office - SCRO \(new window\)](#) - if you have spent any time living in Scotland.

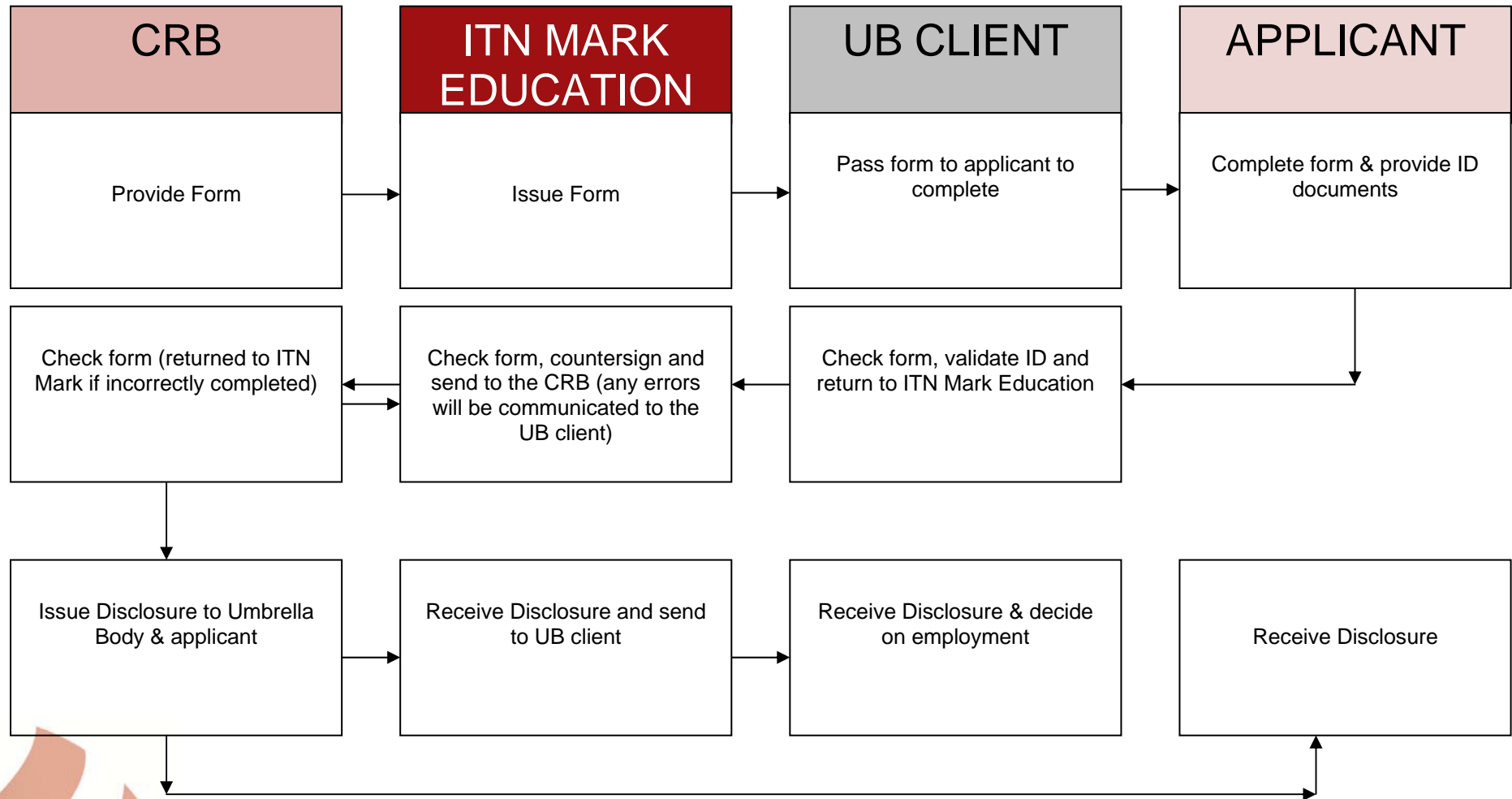
ITN Mark will ensure you have full training and guidance filing out the application, an email will be sent once the application has been sent to the CRB, your application will be tracked and you will be updated via email of any errors found by the CRB or ourselves to ensure your check is completed quickly and efficiently.

The average timeframe for an Enhanced CRB check is 4-6 weeks and 2-4 weeks for a Standard.

Once ITN Mark has received the Registered Body copy of the Disclosure, this will be sent out via recorded post on the same day for you to make an informed recruitment decision. (A full flow chart can be view on the next page)

COST:

£58 inc. the cost of the CRB check (£44)



LIST 99 CHECK

A List 99 Check is the information held under Section 142 of the Education Act 2002. The list is maintained by the Department for Education (DfE) and contains the details of those who are considered unsuitable or banned from working with children.

ITN Mark Education can offer List 99 checks to individuals and businesses, an email confirmation and screen shot will be sent via email once a check has been carried out. The information ITN Mark will need in order to carry out is listed below:

- Surname
- Any other previous surnames
- Date of birth
- National insurance number

Any possible matches that are found, ITN Mark have a duty to refer this information to the ISA.

A List 99 is not a replacement for a CRB but simply a precautionary measure that may be needed while a CRB is in progress.

COST:

£3 per check. *This cost will reduce the more checks that are required*

ISA Adult 1st

- An ISA Adult 1st check is a check of people barred from working with vulnerable adults.
- These checks must be carried out in conjunction with a CRB check and are a temporary measure while the CRB is in progress.
- Requests for ISA Adult First checks carry strict criteria and are permissible only where it is necessary to take such action because of a real danger that staffing levels will fall below statutory obligations.
- Done by the ITN Compliance team once the candidate CRB has been uploaded onto the system by the CRB
- Usually back within 72 hours, result email sent once received back

COST:

£10 inc. the cost of the check of £6

(Please note this cost is not deducted from the cost of the CRB)

GTCW & GTCE

GTC checks are for those working in the Education sector

A GTC check checks the following:

- Details of a teacher's Qualified Teacher Status (QTS)
- Induction information
- Disciplinary orders, if any exist
- Details of a teacher's degree qualifications, where available.

COST:

Price varies depending on quantity