

2+ DISCLOSURE DISCLAIMER FORM

This form is to be completed by all organisations with more than one member of staff who are not registered with a regulatory body such as the Care Quality Commission.

DECLARATION

I agree to take full responsibility for obtaining the appropriate level of Disclosure Certificate for staff in accordance with the Protection of Freedoms Act 2012 and Leeds Directory Green Tick Criteria.

I confirm that no issues are raised on employee Disclosure Certificates that would be cause for concern in respect to staff working with vulnerable adults or compromise this organisations ability to provide services in accordance with the Leeds Directory Terms & Conditions, Code of Good Practice or compromise Leeds Directory's Duty of Care to clients.

I agree to provide up to date disclosure information to Leeds Directory for all new staff.

I agree to make Leeds Directory aware of any new information regarding myself, my staff or subcontractors which may compromise our listing as a Green Tick provider on Leeds Directory.

Please tick boxes below that apply (if any):

- I obtain disclosure certificates via an approved DBS umbrella body.
 I am an approved Disclosure and Barring Service (DBS) Countersignatory within our organisation and I enclose a copy of our Approval Letter from the DBS confirming this.

Organisation name: _____ No. of Employees: _____

Email: _____ Telephone: _____

Print Name: _____

Signed: _____ Date: _____

**PLEASE COMPLETE ALL INFORMATION BELOW FOR EACH EMPLOYEE
AND ADVISE US WHEN THE DETAILS BELOW CHANGE BY CALLING TEL. 0113 3784 610.**

Employee Name	Certificate Date	Certificate Number	Basic, Standard or Enhanced Level? (B,S or E)	Checked Adults Barred List? (Y/N)
1.				
2.				
3.				
4.				
5.				

**PLEASE COMPLETE ALL INFORMATION BELOW FOR EACH EMPLOYEE
AND ADVISE US WHEN THE DETAILS BELOW CHANGE BY CALLING TEL. 0113 391 8332.**

Employee Name	Certificate Date	Certificate Number	Basic, Standard or Enhanced Level? (B,S or E)	Checked Adults Barred List? (Y/N)
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**Please return completed forms by email to leedsdirectory@leeds.gov.uk
Alternatively, post the form to: Leeds Directory, Merrion House, Merrion Way, Leeds, LS2 8PD.**

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