# Media/Social Media Checks Registration Form



Complete all relevant sections, scan and email to Disclosure@thirtyoneeight.org

This form is for organisations, based in Scotland or Northern Ireland, who are members of thirtyone:eight and wish to register with our Disclosure Service to process Media/Social Media Checks. For more information and to read our full terms and conditions, or to find out more go to <u>https://thirtyoneeight.org/disclosure-service/register-with-us</u>

### 1. Organisation details

terms and conditions.

Membership reference number (Sent to you in your welcome email): \_\_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ Organisation name: \_\_\_\_\_ 2. Lead Recruiter Details: (who will process the checks for your organisation and act as our main contact) Title: \_\_\_\_\_ First name(s): \_\_\_\_\_\_Preferred first name(s): \_\_\_\_\_\_ Last name: \_\_\_\_\_\_ Mobile/phone No: \_\_\_\_\_\_ (A contact number is essential) Email: \_\_\_\_\_ (A contact number is essential) Contact Address (where post can be securely received by the Lead Recruiter): \_\_\_\_\_ Post Code: \_\_\_\_\_ 3. Senior Leader (this CANNOT be the same person as the Lead Recruiter) For organisations where the Senior Leader is also acting as the Lead Recruiter for your organisation, you will need to provide details of the next most senior person here so that they are able to authorise the Lead Recruiter. Title: \_\_\_\_\_ First name(s): \_\_\_\_\_Preferred first name(s): \_\_\_\_\_ Last name: \_\_\_\_\_ Mobile/phone No: \_\_\_\_\_ (A contact number is essential) Email: \_\_\_\_\_ (A contact number is essential) Senior Leader declaration: By signing below I confirm that I have the appropriate authorisation on behalf of my organisation register with the thirtyone: eight to process Media/Social Media checks and have read and accept the

I have no hesitation in recommending the person named as Lead Recruiter to process Media/Social Media checks for my organisation. I have confirmed their identity and to the best of my knowledge they have no relevant unspent convictions; are not currently the subject of any criminal investigation or pending prosecution; and I have no cause for concern regarding their honesty, integrity, or their conduct with children and adults at risk in the context of their role within our organisation.

Senior Leader Signature:			
Date:			

**4. Payment details** – Payment for checks is collected via Direct Debit. If you do not already have one in place, you will receive an email from us with a secure link to setup a direct debit.

## 5. Finance Contact Person (e.g., Treasurer or Finance Officer)

Title:	_ First name(s):	Preferred first name(s):	
Last name:		_ Mobile/phone No:	_ (A contact number is essential)
Email:			_ (A contact number is essential)

#### 6. Declaration statement by organisation

We are wishing to be registered with the thirtyone:eight to process Media/Social Media Checks. In registering with the Thirtyone:eight to process Media/Social Media Checks:

- We agree to comply with UK data protection legislation and GDPR.
- We confirm that we have read and understood the <u>Thirtyone:eight Statement of Fair Processing</u>, the <u>Recruiter Agreement Form</u>, and the <u>Thirtyone:eight privacy policy</u>, and that we agree to abide by the terms and conditions set out in these documents.
- We confirm that our Recruiter(s) meet the expectations for the role, and that we have confirmed their identity. We confirm that we know of no relevant unspent convictions or that they are the subject of any criminal investigation or pending prosecution. We confirm that we have no cause for concern regarding their honesty, integrity, or conduct with children and adults at risk
- We agree to inform Thirtyone:eight of any changes in our organisation, personnel or practices which could affect our ability to work within these expectations.
- Carrying out Media/Social Media Checks should just be one part of a safer recruitment process. We agree to read and implement a robust recruitment process as detailed in <u>Recruiting Safely</u>
- We confirm that we will not communicate, disclose, or make available all or any part of confidential information to any third party.

## Signed on behalf of the organisation by:

Lead Recruiter Signature:	Senior Leader Signature:	
Print name:	Print name:	
Date:	Date:	

All signatures must be originals or scanned versions, that are a true representation of your signature.