

## **STEPS TO FOLLOW FOR CRIMINAL PROFILE CHECKS:**

1. Send Annexure B to facilitators and request them to return to you in electronic format with a copy of their ID in electronic format.
2. Once you received all the Annexure B's and ID copies, complete the details on Annexure A.
3. Complete and sign Request for criminal profiles schools document.
4. Prepare an email to [admin@brookeinter.com](mailto:admin@brookeinter.com) (cc <[tallie@brookeinter.com](mailto:tallie@brookeinter.com)>) and attach:
  - a. Annexure A
  - b. Request for criminal profiles
  - c. Annexure B and copy of ID for each facilitator included on Annexure A

*Subject: Criminal checks – NAME OF SCHOOL*

*Dear Tallie,*

*Find enclosed the request for criminal profiles check for 22 facilitators for Salt & Light Kids.*

*Salt & Light Kids is a NPO reaching out to children in Early Childhood Centres and Primary schools. All the facilitators are volunteers and are not receiving any remuneration for their services. Because we work with children, all our facilitators have to do criminal checks every two years.*

*It will be greatly appreciated if you could please invoice us a discounted price. Last year you charged us R90 excl. VAT per criminal check.*

5. You will receive an invoice from Brooke International. Pay the invoice and forward the proof of payment.
6. Within 5 – 7 working days you will receive an email with the criminal profiles.
7. Open each report and ensure that there are no issues with any of the reports.
  - a. If there are no issues – file the reports (in case DSD requests proof of the reports)
  - b. If there are issues – contact the SD Shepherd co-ordinator for further guidance