



## **Criminal Records Bureau Disclosure - Guidance for RYA Affiliated Clubs and Organisations and Recognised Training Centres in England and Wales**

All applications for paid or voluntary work with children or vulnerable adults should be subject to an appropriate level of scrutiny. The RYA's view is that the level of checking you carry out should be proportionate to the role and the level of risk involved. Your organisation should agree a clear policy on who to check and the level of check to be conducted and apply it fairly and consistently. You should at least ask for information about past work or relevant experience and explore the person's experience of and attitudes towards working with children. In a higher risk role, where the person will be in regular contact with children, in sole charge of children, and/or in a role involving authority and trust, you are strongly advised to take up references and to ask the prospective employee or volunteer to apply for an Enhanced Criminal Records Disclosure.

The Criminal Records Bureau (CRB) is an Agency of the Home Office. It provides a 'one-stop shop' for organisations wishing to check the records of people who will work in a paid or voluntary capacity with children and vulnerable adults, with their consent, as part of a safe recruitment policy. The records are issued in the form of 'Disclosure Certificates'.

Only applicants for posts covered by the Rehabilitation of Offenders Act (Exceptions) Order can be asked to answer 'exempted questions', ie. to disclose information about 'spent' as well as 'unspent' convictions. Exempted posts are positions of trust, including those that bring the person into contact with vulnerable groups such as the infirm, elderly, mentally ill and young people under the age of 18. Your organisation should have a policy, available to anyone you ask to obtain a Disclosure, which states that a criminal record will only be taken into account when the conviction is relevant and will not necessarily be a bar to employment.

If you are planning to appoint a paid employee or a volunteer to work with children or people with disabilities and you wish to ask them to obtain a Disclosure Certificate, you can do this free of charge through the RYA which is a CRB Registered Umbrella Body, using the following procedure:

1. Contact the RYA Child Protection Co-ordinator, Jackie Reid (details below) and request a Disclosure Information Pack. This can be sent by post or e-mail. It includes a simple agreement which must be signed and returned to the RYA before we can pass any Disclosure information to your organisation. You will need to identify a named person who will be your CRB contact.
2. Conduct your normal recruitment procedure, making clear to applicants that if selected they will be required to obtain a CRB Disclosure and at what level, Standard or Enhanced. The Enhanced level Disclosure is advised for people who will be working with children. It includes additional local police information which does not form part of their record on the Police National Computer, Department of Health or Department for Education and Skills lists.
3. Having decided that the applicant is suitable in all other respects, offer the job or voluntary post subject to satisfactory references and CRB Disclosure.

4. Give the applicant the 'RYA Guidance for Applicants'. The RYA can send a supply of CRB application forms to the responsible person in your organisation, or the applicant can phone the CRB and request an application form. The CRB will ask questions (eg. date of birth, NI number etc) to establish identity. There is no charge for volunteers. If the post is paid rather than voluntary, the CRB will require payment of £36 for an Enhanced Disclosure (£31 for the Standard level).
5. The applicant completes and signs the form. Where practical, the applicant should ask a designated person in your organisation to complete Section X of the form covering evidence of identity. If this is not possible, the applicant should contact the RYA to make alternative arrangements. You should see at least one of the following documents: passport, driving licence, birth certificate; and at least two others, at least one of which should include the applicant's current address (eg. P60, utility bill, bank or other statement, NHS card or official correspondence). Do not sign Section Y.
6. The form is sent to the Child Protection Co-ordinator at the RYA for counter-signature. If the application is for a paid post a cheque for the appropriate amount (see 4 above) should be enclosed. This should be made payable to the RYA, as the CRB will debit the payment from the RYA's account. The RYA does not make any additional administrative charge. If your organisation has an account with the RYA, you can request an invoice.
7. The RYA counter-signs and forwards the form to the CRB.
8. The CRB sends the Disclosure Certificate to the applicant, with a copy to the RYA Child Protection Co-ordinator.
9. The RYA contacts the responsible person at your organisation and states whether or not the Certificate contains any relevant offences. This information may only be passed to an officer, member or employee involved in the recruitment process. The RYA will not provide your organisation with a copy of the Certificate or divulge any other information about its contents. The applicant may show you their copy if they choose to do so.
10. Based on all the available information, and having discussed any concerns with the applicant, you make a final decision on whether to confirm the appointment. The RYA is not responsible for the decision to appoint or for any consequences arising from that appointment.

The RYA undertakes to comply with the CRB Code of Practice. The Code is included in the RYA Disclosure Information Pack, or can be viewed on the CRB website (details below).

Contacts for further information:

Jackie Reid, RYA Child Protection Co-ordinator

Tel: 023 8060 4104

Fax: 023 8060 4298

E-mail: [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk)

RYA Child Protection Policy and Procedures

Available from Jackie Reid, as above, or on RYA website [www.rya.org.uk](http://www.rya.org.uk).

Criminal Records Bureau

[www.crb.gov.uk](http://www.crb.gov.uk)

Information line: 0870 90 90 811