



Criminal Records Bureau Disclosure - Guidance for applicants for paid and voluntary posts with RYA Affiliated Clubs and Organisations and Recognised Training Centres

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 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'.

Checks may only be carried out on applicants for posts covered by the Rehabilitation of Offenders Act (Exceptions) Order, who can be asked 'exempted questions'. This means that you can be asked 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. A criminal record will only be taken into account when the conviction is relevant and will not necessarily be a bar to employment. You can ask the organisation you are working for to provide you with a copy of their policy.

If you are applying or volunteering to work with children or people with disabilities at an RYA affiliated club or organisation or Recognised Training Centre and they ask you to obtain a Disclosure Certificate, you can do this through the RYA which is a CRB Registered Umbrella Body, using the following procedure:

1. During the recruitment procedure the organisation should explain to you that if selected you will be required to obtain an Enhanced CRB Disclosure. The Enhanced Disclosure is required for people who will be working with children or vulnerable adults. It includes additional local police information which does not form part of their record on the Police National Computer or the Independent Safeguarding Authority lists of individuals barred from working with children or vulnerable adults.
2. Having decided that you are suitable in all other respects, the organisation will offer the job or voluntary post to you, subject to satisfactory references and CRB Disclosure.
3. The organisation will either give you a CRB application form (go to paragraph 5) or ask you to contact the CRB to obtain a form (see paragraph 4).
4. Phone the CRB Application Line (0870 90 90 844) and request an application form. You will need to quote the RYA's Registered Body reference number: 20321100003. The CRB will ask you questions (eg. date of birth, NI number, date you moved to your current address, etc) to establish your identity. You should make it clear to the CRB: which organisation you will be working for, and whether you will be paid or a volunteer. If the post is paid rather than voluntary, the fee for an Enhanced Disclosure is £44.
5. Please read the instructions on the front of the form before completing it. You must fill it in in **black ink** and **CAPITAL LETTERS** and complete all sections marked in **YELLOW** in Sections A to C and E. Make sure that Section C gives a complete address history for the last 5 years. Please leave A28 and Section D blank, ISA registration is not yet available.

6. When you have completed the form, pass it to the person in your organisation responsible for checking the forms, together with your identity documents. You should provide at least one of the following documents: passport, driving licence, original birth certificate; and at least two others, at least one of which should include your current address (eg. P60, utility bill, bank or other statement, NHS card or official correspondence).
7. If it is not possible to have your documents checked by your organisation, contact the RYA to make alternative arrangements. Please do not send original documents through the post without contacting us first.
8. The responsible person at your organisation sends the completed form to the RYA Child Protection Co-ordinator (address below). If you are applying for a paid post a cheque for £44 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.
9. The RYA counter-signs and forwards the form to the CRB.
10. The CRB sends you a Disclosure Certificate, with a copy to the RYA Child Protection Co-ordinator. If you think any of the information contained in your Disclosure is incorrect, contact the CRB Disclosure Dispute Line on 0870 90 90 778 immediately.
11. The RYA contacts the responsible person at the organisation and states whether or not the Certificate contains any relevant offences. The RYA will not provide the organisation with a copy of the Certificate or divulge any other information about its contents. You may show your copy to the organisation if you wish to do so. A copy of the RYA's policy on the secure storage, handling, use, retention and disposal of CRB Disclosures and Disclosure information is available from Jackie Reid at the RYA (see below).
12. Based on all the available information, and having discussed any concerns with you, the organisation makes a final decision on whether to confirm your 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 can be obtained from Jackie Reid at the RYA, or viewed on the CRB website (details below).

Contacts for further information:

Jackie Reid, RYA Child Protection Co-ordinator
Royal Yachting Association, RYA House, Ensign Way,
Hamble, Southampton, SO31 4YA
Tel: 023 8060 4104/4105
Fax: 023 8060 4298
E-mail: disclosure@rya.org.uk
Website: www.rya.org.uk

Criminal Records Bureau
www.crb.homeoffice.gov.uk
Information line: 0870 90 90 811