



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 an Enhanced 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 submit your organisation's applications to the CRB. You will need to identify a named person who will be your CRB contact. The RYA can send them a supply of CRB application forms.
2. Conduct your normal recruitment procedure, making clear to applicants that if selected they will be required to obtain a CRB Disclosure. The Enhanced level 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.
3. Having decided that the applicant is suitable in all other respects, offer the job or voluntary post subject to satisfactory references and Enhanced Disclosure.

4. Give the applicant an application form, the 'RYA Guidance for Applicants' and the 'RYA Guide to completing the CRB application form'.
5. The applicant completes and signs the form and returns it to the responsible person in your organisation, together with their identity documents. Refer to the 'RYA Guide to completing the CRB application form' before completing Sections W and X and the two boxes marked 'Registered body use only'. 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. Send the form to the RYA (address below) for counter-signature. If the application is 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. 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:

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Hamble, Southampton, SO31 4YA
Tel: 023 8060 4104/4105
Fax: 023 8060 4298
E-mail: disclosure@rya.org.uk

RYA Child Protection Policy and Procedures
Available from Jackie Reid, as above, or on RYA website www.rya.org.uk.

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