

## **RDA AND CRB/ANI**

### **FREQUENTLY ASKED QUESTIONS**

#### **WHY IS IT NECESSARY?**

RDA (at all levels) has a commitment to protecting both the Member Groups and the people who take part in our activities. As part of this commitment, Groups are required to take all reasonable steps to ensure that any volunteer involved with their activities is not a risk to a participant. In today's society, we now believe that this should include checking a potential volunteer for a criminal record. Additionally, this is now a commitment across all parts of the equestrian industry and volunteers in most organisations are completing CRB/ANI checks.

#### **WHAT WILL COST US?**

There is an £8.00 RDA processing payment required for every application submitted. It is to the discretion of the Group who covers this cost.

A further payment is required\* for checks where the applicant is a paid employee of the Group and not a volunteer. \*£44 for CRB checks, £30 for ANI checks.

#### **WHY IS THERE ARE CHARGE?**

Currently, RDA National is processing more than 2,000 checks annually. Doing this costs a large amount of money (not just staff time, but all the admin associated with the forms) and we feel that the fairest way to address this is for Groups to help pay the cost.

#### **HOW LONG WILL IT TAKE TO GET THE DISCLOSURE BACK?**

This will depend on the time taken for CRB/ANI to process the paperwork. As long as there are no errors on the form, it will take up to 4 weeks from submitting the application to CRB/ANI and the applicant receiving their certificate.

#### **WHAT HAPPENS IF THE CHECK SHOWS AN APPLICANT TO HAVE A CRIMINAL RECORD?**

It is not possible to define a course of action for every possible variation of this happening. In these cases the course of action would be decided by the Group's Trustees in consultation with the Chief Executive and any other relevant parties.

#### **WHO HAS TO HAVE A CHECK?**

All new volunteers should be checked upon joining the Group. All Group Trustees, Group Instructors and Child/Vulnerable Person Protection Officers should also have completed a check.

#### **DO STUDENTS AND OTHER "OCCASIONAL" OR SHORT-TERM VOLUNTEERS NEED TO BE CHECKED?**

Anyone from the age of 10 can be asked to complete a CRB/ANI check as this is the age at which a criminal record can be held.

If the volunteer is coming to your group from an institution for a short period (for example a D of E Award student, or an offender of some kind of rehabilitation scheme), the CRB/ANI check is still available. However, it may be more appropriate and practical to obtain the check or similar

assurance from the institution where the volunteer is based. If this is the case, it is important that the Trustees of the Group have sanctioned this practice and are satisfied that the Group has adequate knowledge of the volunteers. Ultimately, it is the decision of the Trustees whether or not to accept a volunteer.

### **CAN A VOLUNTEER START WORK WITH THE GROUP BEFORE THE CHECK IS COMPLETED?**

Volunteers who have applied for a check can start work with the Group – provided they are supervised at all times.

### **WHO CAN SIGN THE FORM?**

The form is first completed by the applicant – **who must sign the form where indicated\***  
**\*CRB forms - in section E, ANI forms – in section G.**

Your Group's Child/Vulnerable Person Protection Officer must then verify the applicant's identity and write their name (CRB - Section W58, **but not sign section Y of the form**; ANI on the ID Validation sheet). RDA National Office will then sign the form on behalf of the organisation.

### **DO WE HAVE A POLICY ON STORAGE AND USE OF INFORMATION**

A model policy for "Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information" is attached to the CVPO's guidance sheet.

### **IF A POTENTIAL VOLUNTEER HAS HAD A CHECK FOR A ROLE WITH ANOTHER ORGANISATION, CAN WE ACCEPT IT?**

This concept is known as "portability". It is the Group Trustees decision whether or not to accept a check for another organisation and do so at their own risk; however **it is RDA's policy that checks more than 6 months old should not be accepted.**

When accepting a previous check, Groups should ensure:

- the disclosure certificate is the original (not a photocopy)
- the certificate confirms that the disclosure is '**Enhanced**' (this is clearly stated on the certificate above the applicants personal details)
- that the volunteer is the person named on the certificate.

### **WHAT LEVEL OF CRB/ANI CHECK SHOULD WE BE ASKING FOR?**

All CRB/ANI checks for RDA volunteers are enhanced. Since 12th October 2009 standard checks have not included a check of the old or new barred lists necessary if you are working or volunteering with children or vulnerable adults.

### **SHOULD WE BE APPLYING FOR ISA REGISTRATION?**

No! This system is currently on hold while it is reviewed by the Home Office.

As soon as any updates about ISA are released, we will immediately pass the information on to all RDA Groups and Officials.

## **UPDATES – SEPTEMBER 2010:**

### **Three Yearly CRB Checking**

There have been many enquiries about whether or not volunteers are required to re-new a CRB/ANI check after three years. This matter was discussed by the RDA National Board on 22 September and the following has been agreed:

- 1 – There is no statutory requirement for volunteers to have a check every three years, however, we are aware that in the education sector it is often required and always seen as best practice. Therefore some schools, which work in partnership with RDA Groups, may see this as necessary.
- 2 – Currently the Government is reviewing the proposed ISA checking system and this may have an impact on the need for a regular CRB/ANI check.
- 3 – Therefore, RDA does not currently **require** volunteers to be re-checked after three years. We will await the outcome of the Government review into the ISA system and create a clear policy at that time (we do not want to start something now which may need to be changed in a few months).
- 4 – Groups should be aware that where schools require a three yearly check, this overrides guidance from RDA and they will need to comply with this requirement from the school. This will be for individual Groups to determine with individual schools.