

## **RDA AND CRB / ACCESS NI**

### **Policy on the engagement of a volunteer or employee shown to have a Criminal Record in the Disclosure Information.**

If an applicant for a role with an RDA Group is shown to have a criminal record, this does not necessarily bar them from working with the RDA Group. The fact that a person has a criminal record may be irrelevant to the role for which they are applying.

Applicants should be informed at the outset of application that a CRB Disclosure will be requested from them. This will provide a basis for the applicant to decide whether or not to apply for the post. RDA Member Groups should emphasise that this information will be used only to assess the applicant's suitability for the role insofar as it is relevant, and that they will not be discriminated against unfairly.

RDA accepts that it is not possible to define a course of action for every possible criminal record that may be disclosed. **It is therefore RDA's policy to treat each case individually, taking into account the nature of the offence disclosed and the role for which they have applied.**

#### **If an applicant is shown to have a criminal record the following procedure should be followed:**

1. The information will be discussed with the applicant and their approval sought to discuss with all relevant people at the Member Group.
2. If the applicant does not give approval for this information to be shared, s/he will not be accepted as a volunteer/employee.
3. If the applicant confirms the information is correct and gives approval for this information to be shared, the Chief Executive will discuss the information with relevant people at the Member Group.
4. If it is agreed that the information is not a cause for concern, the applicant **may be** accepted as a volunteer/employee.
5. If it is agreed that the information is a cause for concern, the applicant **will not** be accepted as a volunteer/employee.
6. If the applicant disputes the information on the Disclosure, the process will be put on hold to allow the information to be checked. If, as a result of this, RDA is not happy with the assurances and new information provided, the volunteer will not be accepted as a volunteer/employee.