

## **RDA AND CRB/ANI CHECKS**

### **Background**

The Criminal Records Bureau (CRB) and Access NI (ANI) enables organisations to make thorough recruitment checks when taking on new staff (either paid or volunteer) and is generally used when people are involved with children and/or vulnerable adults.

Organisations can register with the CRB/ANI in order to enable checks to be carried out on existing or potential staff members. Alternatively larger bodies can register as an umbrella organisation, through which other groups can obtain a disclosure. Checks for volunteers are free.

### **RDA'S Policy**

It is a requirement of RDA Membership that volunteers are CRB/ANI checked.

Currently this applies to

- All new volunteers\*
- All Child/Vulnerable Persons Protection Officers (CVPO)
- All Group Instructors

RDA National is an umbrella body and can carry out checks for RDA Groups. There is no requirement to use RDA National to complete a check, if the RDA Group is registered with the CRB/ANI or has a more convenient local method of completing the check.

In order to be able to complete a check the Group must have a Child/Vulnerable Person Protection Officer in place.

\* - there may be some exemptions to this, in the case of short-term volunteers, or those coming to an RDA Group through a third party (e.g. school students). For more information, please contact RDA.

### **Process**

The process for obtaining the disclosure is outlined on the following page.

Where a disclosure certificate shows an applicant to have a criminal record, the applicant will be contacted by RDA National (the registered body) before any information is shared with the Group. If the applicant does not want any information shared with the Group, the Group's Trustees has the right not to take on the volunteer. (For more information, please see our policy on the engagement of a volunteer shown to have a criminal record).

RDA abides by the CRB/ANI Code of Practice, which is available directly from, the Criminal Records Bureau ([www.crb.gov.uk](http://www.crb.gov.uk)) / Access NI ([www.accessni.gov.uk](http://www.accessni.gov.uk))

### **Complaints and Feedback**

If you have any comments or complaints about this process, they should be addressed to the Chief Executive, RDA National, Norfolk House, 1A Tournament Court, Edgehill Drive, Warwick, CV34 6LG

## Process

**The Group must ensure that there is a Child/Vulnerable Persons Protection Officers (CVPO) in place**



**Application forms for CRB checks will be sent by RDA National to the CVPO. Application forms for ANI checks can be downloaded from the RDA website.**



**The CVPO gives the form to the volunteer applicant to complete, along with the guidance notes.**



**The applicant completes the form**



**The Group's CVPO checks the form and the required proof of identity and completes the relevant section of the form to confirm the identity of the applicant. (See guidance notes)**



**The form is sent to National Office, where it is checked, countersigned and forwarded to the CRB/ANI**



**CRB/ANI process the form and the Disclosure certificate is sent to the applicant, with a copy sent to National Office.**



**The applicant presents the certificate to the CVPO at the Group, who logs that it has been presented and the volunteer is clear to work.**



**RDA National files its copy of the certificate for 6 months, in accordance with the rules on data management. After 6 months the copy will be destroyed.**



**If there is a "negative result", National Office will contact the Group and any subsequent action is decided by the relevant local parties in consultation with the Chief Executive, or his appointed representative.**

