

CRB checks

OUR COMMITMENT TO THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

At RDA, we have a responsibility to protect the people who take part in our activities, which includes checking the criminal record history of potential volunteers. This is now a commitment across all parts of the equestrian industry and volunteers in most organisations are completing CRB checks.

CRB FAQs

WHO SHOULD BE CHECKED?

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.

WHAT WILL IT COST?

There is an £8.00 administration fee per application. This helps us to cover the cost of processing over 2,000 checks annually. A further CRB charge of £36 is required for checks where the applicant is a paid employee of the Group and not a volunteer.

HOW LONG DOES IT TAKE?

This will depend on the time taken for CRB to process the paperwork. As long as there are no errors on the form, there is currently an average of 4 weeks from submitting the application to CRB and the applicant receiving their certificate.

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

Any course of action would be the decision of the Group's Trustees in consultation with the RDA National Chief Executive and any other relevant parties.

WHAT ABOUT VOLUNTEERS WHO ARE ONLY WITH US FOR A SHORT TIME?

If the volunteer is coming to your group from an institution for a short period (for example a D of

E Award student), the CRB 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 volunteer. Ultimately, it is the decision of the Trustees whether or not to accept a volunteer.

CAN A VOLUNTEER START WORK BEFORE THE CHECK IS COMPLETED?

Yes - Volunteers who have applied for a check can start work with the Group, but should be supervised at all times.

WHO CAN SIGN THE FORM?

The form is first completed by the applicant – **who must sign the form where indicated in section E.** Your Group's Child/Vulnerable Person Protection Officer must then verify the applicant's identity and write their name at Section W58, **but not sign the form.** RDA National Office will then sign the form on behalf of the organisation. Cheques should be made payable to RDA.

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

This practice is known as "portability". It is the Group Trustees decision whether or not to accept a check from another organisation and they do so at their own risk. However, it is RDA's policy that all such checks must be enhanced, and that checks more than 6 months old should not be accepted. For more guidance on portability contact Nikkie Scotchmer (details below).

WHAT LEVEL OF CRB CHECK SHOULD WE BE ASKING FOR?

Since 12th October 2009 all CRB checks for RDA volunteers are at the 'enhanced' level.

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.

THREE-YEARLY CRB CHECKS

We have received many enquiries about whether or not volunteers are required to renew a CRB check after three years. This matter has been discussed by the RDA National Board 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 check.

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).

3 – 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.

For further information about Child Protection and CRB checks contact Nikkie Scotchmer at RDA National Office on 01926 405973 nscotchmer@rda.org.uk.

