

## RDA AND DISCLOSURES POLICY STATEMENT



It is required within RDA that all volunteers and staff, aged 16 years and over, who are involved in RDA sessions, are checked for criminal disclosures. It is also a mandatory requirement that all DBS (England & Wales) and Access NI checks are renewed every 3 years, regardless of how long the volunteer/staff have been with the group.

Applicants should be informed at the outset of application that an Enhanced Disclosure will be requested from them. This will provide a basis for the applicant to decide whether or not to apply for the role. 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.

### **Volunteers and Employees with Criminal Records:**

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.

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 applicant shares the information, as shown on the original disclosure certificate, with the Group's Safeguarding Officer.
2. The applicant agrees to the information being shared with the Group Trustees. If the applicant does not give approval for this information to be shared, s/he cannot be accepted as a volunteer/employee.
3. If it is agreed, between the Trustees and Safeguarding Officer, that the information is not a cause for concern the applicant **may be** accepted as a volunteer/employee.
4. If it is agreed between the Trustees and the Safeguarding Officer that the information is a cause for concern, the applicant **will not** be accepted as a volunteer/employee.
5. 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.