



## SAFEGUARDING & PROTECTING CHILDREN IN RUGBY LEAGUE Newsletter 1 – June 2007

### OPERATIONS DEPARTMENT & OTHER CONTACT DETAILS

Until the review of Child Protection matters is complete the main point of contact in the RFL for Child Protection issues is the Operations Department. In particular:

Emma Rosewarne	<b>Acting Lead Child Protection Officer</b>
<a href="mailto:emma.rosewarne@rfl.uk.com">emma.rosewarne@rfl.uk.com</a>	Direct Line 0113-237-5013      Mobile 07850 483736
Dean Hardman	<b>Acting Deputy Child Protection Officer and Lead on Child Protection Education Strategy</b>
<a href="mailto:dean.hardman@rfl.uk.com">dean.hardman@rfl.uk.com</a>	Direct Line 0113-237-5041
Stacey Thompson	<b>CRB Officer</b>
<a href="mailto:stacey.thompson@rfl.uk.com">stacey.thompson@rfl.uk.com</a>	Direct Line 0113-237-5036

Emma Rosewarne's mobile number can be used as an emergency number to ask for support or to make an initial report of an incident at any time. In addition anybody who has an issue or a question can email the Operations team on the dedicated email address [child.protection@rfl.uk.com](mailto:child.protection@rfl.uk.com) .

The NSPCC Child Protection Helpline is 0808 800 5000.

Your Local Safeguarding Children Board will also be able to give advice in cases which you think needs statutory agency input.

### CRB THE MOVIE

**The Criminal Records Bureau has launched a virtual guide to the Disclosure application process.**

This guide is designed to shed light on the Disclosure process, and is useful for those who are interested in how a CRB check is carried out - from co

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mpletion of the form to the final recruitment or licensing decision.

The guide explains and clarifies each stage of the application process and identifies what can be done to ensure a speedy service

The guide is primarily aimed at those who need to apply for a CRB check - providing a simple, clear and concise explanation of the application process.

The guide is also available for viewing online on the CRB website [www.crb.gov.uk/movie](http://www.crb.gov.uk/movie)

## **VETTING & BARRING**

CWOs may have heard of the new Vetting & Barring systems which are coming into force over the next 12 months. The CPSU is holding a briefing day for sports next month and the RFL will pass on as much information as possible after this.

## **RECRUITMENT OF EX OFFENDERS**

When asking volunteers at your club to undergo CRB checks you may find some who have concerns about the process. The RFL Policy on the recruitment of Ex-offenders is set out below and may be reassuring to volunteers who have a criminal record.

### **RFL Policy regarding the Recruitment of Ex-offenders.**

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the RFL complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of Disclosure on the basis of a conviction or other information revealed. This written policy is included in the RFL's Child Protection Policy and is also on the Child Protection section on the RFL's website – [www.rfl.uk.com](http://www.rfl.uk.com).

The RFL is committed to the fair treatment of it's staff, potential staff, volunteers, potential volunteers and users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is available to all Disclosure applicants prior to their application in the above locations.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

It should be made clear to all potential volunteers that a CRB check will be undertaken as part of their recruitment process and that they are ineligible to begin their duties until clearance has been granted from the RFL – a copy of which will be sent to the club/organisation that wishes to deploy/employ them.

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Any Disclosures which are returned with convictions or any other information listed will be subject to a risk assessment – see Risk Assessment Process document for further information. The RFL will only use suitable members of staff during the risk assessment process.

We undertake to discuss any matter revealed which raises concerns, with the applicant, although refusal to do so, or the unavailability of the applicant, may lead to the RFL objecting to the application.

At any interview or conversation with an applicant we will ensure that an open and measured discussion takes place and that the main issues recorded for future reference. Interviews, where it is deemed necessary, will be conducted by trained and experienced personnel. Interviews or conversations will discuss any convictions or other matters that may be relevant to the position applied for.

Failure to co-operate or reveal any information that may be directly relevant to the position sought will lead to the RFL objecting to the application.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and where to obtain further information.

**Having a criminal record will not necessarily bar an individual from working or volunteering within Rugby League.**

#### **CRB DEFINITION OF VOLUTEERS** – extract from Disclosure News

The CRB is committed to providing free checks for all applications that meet its criteria for volunteers. About 20% of applications received last year were for volunteer positions, representing a total saving to the relevant organisations of about £22.8m.

However, some customers are applying for free-of-charge checks for posts that do not appear to meet the criteria. The CRB is cracking down to ensure that a fee is paid whenever it is appropriate.

The CRB definition of a volunteer is: "Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), which aims to benefit some third party other than or in addition to a close relative".

It is sometimes assumed that, as the person is not directly employed or salaried the position is voluntary. However, if the person engaging in the activity receives a payment, in excess of expenses they actually incur, or benefits directly themselves, the position will not satisfy the CRB's definition of a volunteer.

The 'Position Applied For' field in Section B13 of the application form for Enhanced checks, helps the Police make an informed decision of the relevancy of any information they hold and whether it should be released. Unclear or ambiguous entries may delay the Disclosure process,

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and terms such as volunteer or helper should not be used in this field. Applications should specify the actual role being undertaken and avoid using vague terms such as:

- Student Counsellor - Is the individual the student or are they counselling a student?
- Volunteer - an unpaid position but doing what?
- Helper - helping whom to do what?

To identify an application as a volunteer, simply place an X in the box at section Y8. The CRB may invoice for any application which it considers does not meet the definition, and take retrospective action to recover the cost of any previously issued free-of-charge Disclosures. The CRB may also consider imposing sanctions, including the suspension or cancellation of an organisation's or a Countersignatory's registration status for those who continue to be non-compliant with the Conditions of Registration.

### **REVISED - VALID DATES ON DRIVING LICENCES – Extract from Disclosure News**

In May's issue, we explained which date you should quote, in the "valid from" field at Section X of the application form, when accepting a photocard driving licence as a form of ID. We have since been asked to give further clarification. So, here is the final guidance which is now available on the website.

**OLD-STYLE LICENCE:** There are different versions of the old style licence - with GB or UK printed on the front. For those marked GB - use the "valid from" date above the driving licence number. For those marked UK - use the "issued by" date as printed in section 4.

**PHOTOCARD LICENCE:** You must see both the photocard and counterpart paper-licence. However, use the "valid from" date as printed on the front of the photocard in section 4a.

If you have any other questions about acceptable identity documents please see the ID documentation list on the website at [www.crb.gov.uk/dip](http://www.crb.gov.uk/dip)

#### **New ID**

There have been some new additions to the list of valid identity documents which can be used in the identity checking process. Please see the website at [www.crb.gov.uk/dip](http://www.crb.gov.uk/dip) and download DIP002.

#### **NEXT NEWSLETTER**

In the next Newsletter ...

- Vetting & Barring
- RFL Child Protection Education Strategy
- New Process & Procedures for dealing with allegations

If you have any topics you'd like to see covered let the Operations team know.

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