



## **Guidance for applicants for paid or voluntary posts with RYA Affiliated Clubs and Organisations and Recognised Training Centres in Northern Ireland**

### **Disclosure Applications**

Access NI has been set up by the Northern Ireland Office in partnership with the Department of Health, Social Services and Public Safety, the Department of Education and the Police Service of Northern Ireland. It enables organisations to check the records of people who will work with children and vulnerable adults, with their consent, as part of a safe recruitment policy. The records are issued in the form of 'Disclosure Certificates'.

Checks may only be carried out on applicants for posts covered by the Exceptions Order to the Rehabilitation of Offenders (NI) Order 1978. This means that they can be asked to disclose information about 'spent' as well as 'unspent' convictions. Excepted employments are positions of trust, including those that bring the person into contact with vulnerable groups such as young people under the age of 18 or adults with a disability. Information from Access NI will only be taken into account when the conviction is relevant and will not necessarily be a bar to employment.

If you are applying or volunteering to work with children or people with disabilities at an RYA affiliated or recognised club or organisation and they ask you to obtain a Disclosure Certificate, you can do this using the following procedure:

1. During the recruitment procedure the organisation should explain to you that if selected you will be required to obtain a Disclosure and at what level, Standard or Enhanced. The Enhanced Disclosure is required for people who will be in close contact with children or vulnerable adults. It includes additional 'soft' police information which does not form part of their formal record.
2. Having decided that you are suitable in all other respects, the organisation will offer the post to you, subject to satisfactory references and Access NI Disclosure.
3. A Disclosure application form can be downloaded from the Access NI website [www.accessni.gov.uk/application-form.pdf](http://www.accessni.gov.uk/application-form.pdf). If required the RYA or RYA NI (contact details below) can supply a printed copy of the form.
4. Complete Parts B and C of the form in BLACK INK and pass it to the designated person in your organisation who will check your identity documents – see list on page 2 of the form.
5. If you will be working in a paid, rather than voluntary, capacity Part F of the form must be completed and a cheque for £30 (£28 for a Standard level Disclosure), payable to Access NI, enclosed with the form or the credit card section completed. If you are a volunteer the relevant box in Part F should be ticked.
6. The form is returned to the Child Protection Co-ordinator at the RYA in Hamble for counter-signature (see address below).

7. The RYA checks, counter-signs and forwards the form to Access NI.
8. Access NI send you a Disclosure Certificate, with a copy to the RYA Child Protection Co-ordinator. If you think any of the information contained in your Disclosure is incorrect, you must contact Access NI in writing as soon as possible and within no more than three months of issue (contact details below).
9. The RYA contacts the designated person at the organisation and states whether or not the Certificate contains any relevant offences. The RYA will not provide the organisation with a copy of the Certificate or divulge any other information about its contents unless the RYA Case Management Group decides that you may present a risk to children and young people or vulnerable adults. You may show your copy to the organisation if you wish to do so.
10. Based on all the available information, and having discussed any concerns with you, the organisation makes a final decision on whether to confirm your appointment. The RYA is not responsible for the decision to appoint or for any consequences arising from that appointment.

The RYA undertakes to comply with the Access NI Code of Practice. The Code can be obtained from Jackie Reid at the RYA, or viewed on the Access NI website (details below).

Contacts for further information:

Jackie Reid, RYA Child Protection Co-ordinator  
Royal Yachting Association, RYA House, Ensign Way,  
Hamble, Southampton, SO31 4YA  
Tel: 023 8060 4104  
Fax: 023 8060 4298  
E-mail: [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk)  
Website: [www.rya.org.uk/WorkingWithUs/childprotection/](http://www.rya.org.uk/WorkingWithUs/childprotection/)

Access NI  
Access Northern Ireland, Brooklyn, 65 Knock Road,  
Belfast, BT5 6LE  
Tel: 028 9025 9100  
Fax: 02890 259186  
E-mail: [accessni@ani.x.gsi.gov.uk](mailto:accessni@ani.x.gsi.gov.uk)  
Website: [www.accessni.gov.uk](http://www.accessni.gov.uk)

RYA NI  
Tel: 028 9038 3812  
E-mail: [admin@ryani.org.uk](mailto:admin@ryani.org.uk)  
Website: [www.ryani.org.uk](http://www.ryani.org.uk)