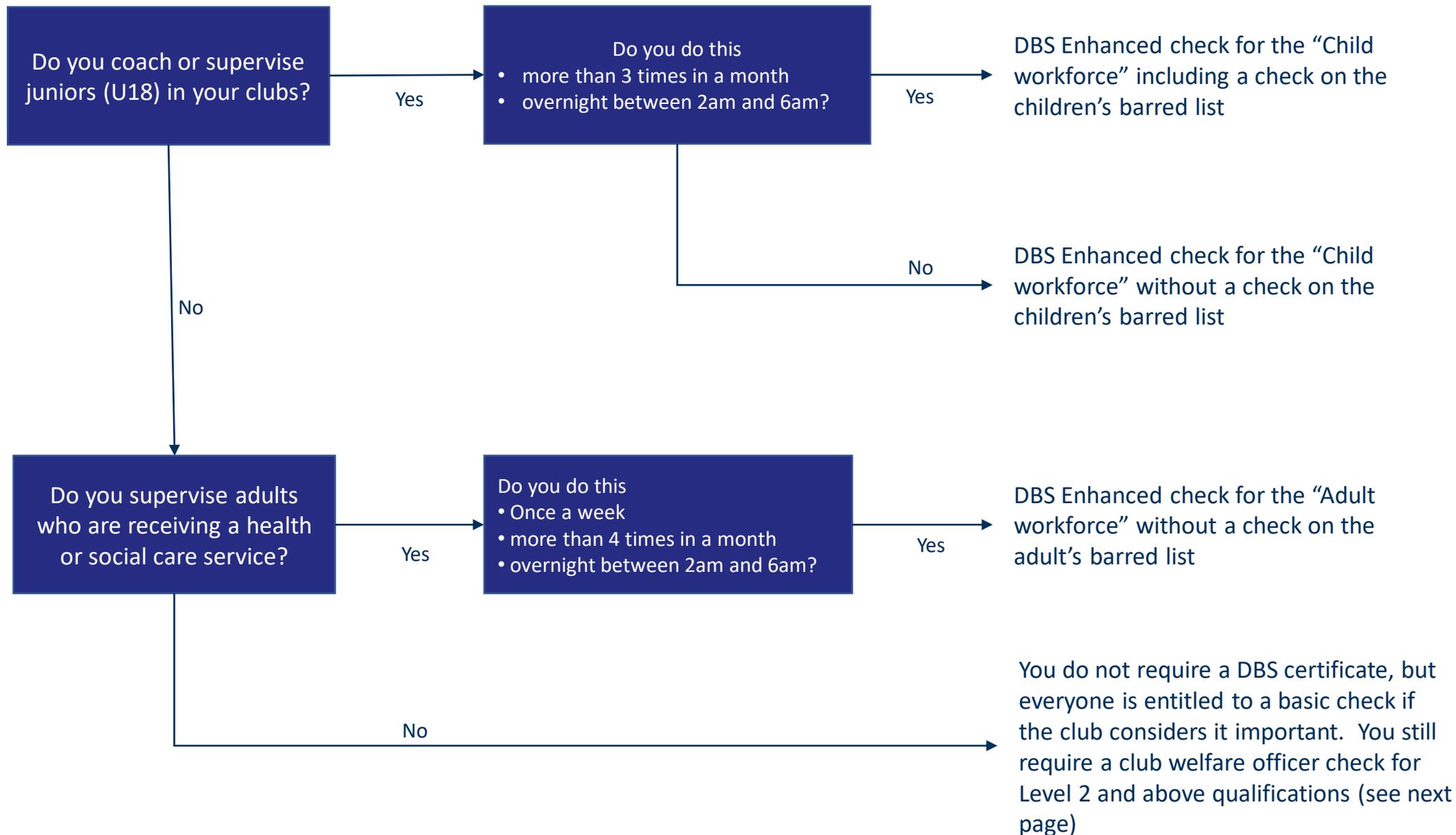
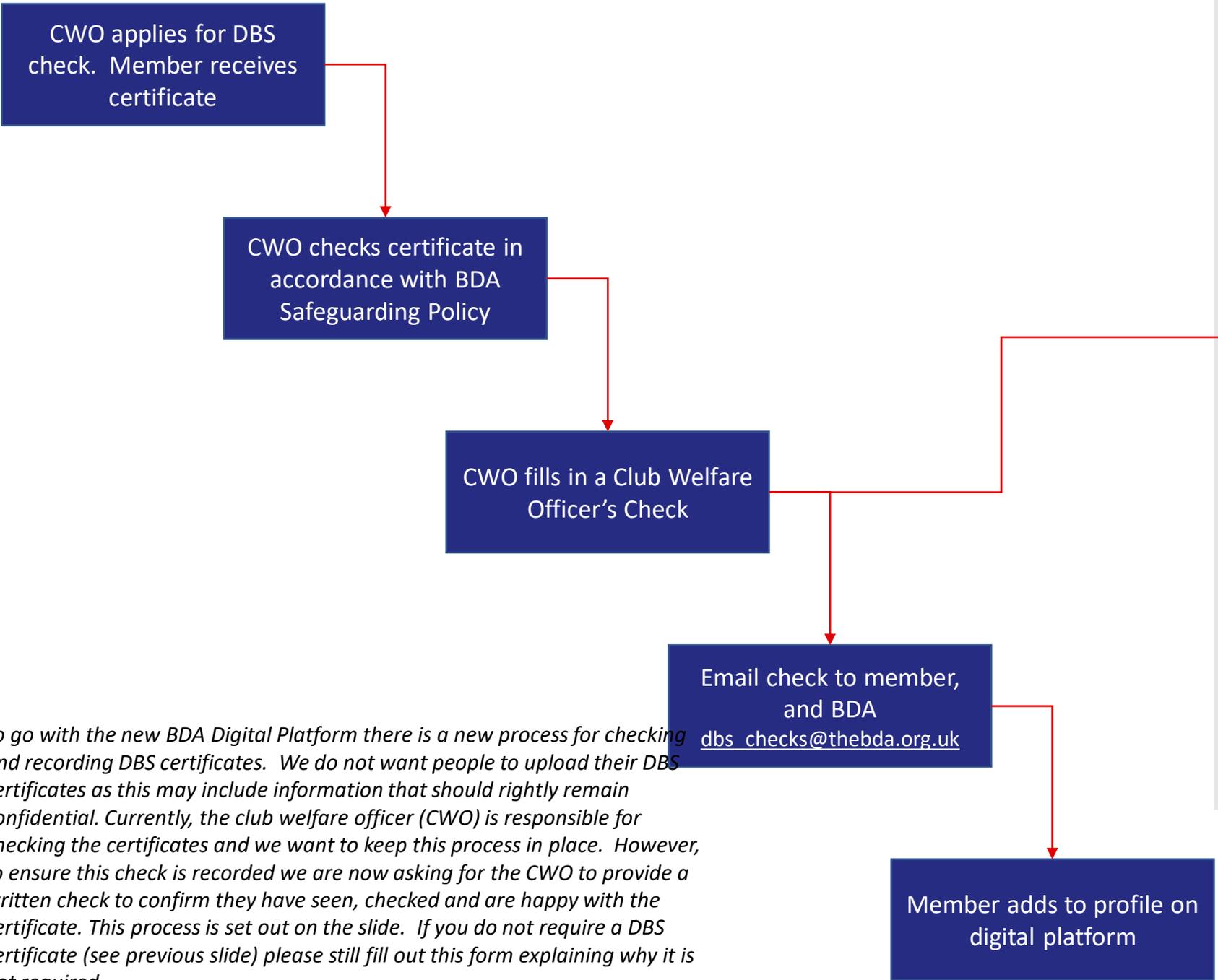


WHEN SHOULD I APPLY FOR A DBS CERTIFICATE?

This page provides only a very high level summary of the requirements. For more information please visit the [BDA Safeguarding page](#)





To go with the new BDA Digital Platform there is a new process for checking and recording DBS certificates. We do not want people to upload their DBS certificates as this may include information that should rightly remain confidential. Currently, the club welfare officer (CWO) is responsible for checking the certificates and we want to keep this process in place. However, to ensure this check is recorded we are now asking for the CWO to provide a written check to confirm they have seen, checked and are happy with the certificate. This process is set out on the slide. If you do not require a DBS certificate (see previous slide) please still fill out this form explaining why it is not required

CLUB WELFARE OFFICER'S CHECK



**Disclosure and Barring Service Certificate
Confirmation of Club Welfare Officer's Check**

The British Dragon Boat Racing Association (BDA) requires people who coach or supervise either juniors or adults receiving a health or social care service to have a Disclosure and Barring Service (DBS) certificate as set out in the BDA Safeguarding Policy. These certificates are applied for and administered by the Club Welfare Officer.

To ensure that Club Administrators and the BDA Welfare Officer have oversight of these certificates they need to be checked by the Club Welfare Officer and entered onto the BDA Digital Platform. To ensure privacy of the information contained on those certificates the actual certificate does not need to be uploaded.

It should be checked by the Club Welfare Officer, any issues resolved in accordance with the BDA Safeguarding policy, this form be filled in, emailed to the member and copied to db_checks@thebda.org.uk. The member should upload the form to the credentials section of their profile.

For coaches of Level 2 and above you must fill in this form even if a DBS certificate is not required. This is to ensure that active consideration has been given to the need for this certificate.

Name of Member

Issue Date

EITHER
As the Club Welfare Officer I have reviewed the DBS certificate belonging to the below member and certify that I have followed the procedures set out in the BDA Safeguarding Policy

OR
As the Club Welfare Officer I certify that the above member does not require a DBS certificate for the activity undertaken in this club

Name of Club Welfare Officer

To download right click on form and select Adobe Document Object – Open

Or copy and paste the link below into your web browser:
<https://bda.azolve.com/WidgetService.mvc/Download?file=~%2FStore%2F%2FRepository%2F26%2F105877%2F154%2FWelfare%20officer%20check%20V2.pdf>

Or [Click on this link](#) then select Documents > Club Welfare Officer DBS Check

HOW TO CHECK THE CERTIFICATE?

STRICTLY PRIVATE AND CONFIDENTIAL

66880588

Registered Body copy

Enhanced Disclosure
Page 1 of 2

disclosure

Disclosure Number: 001200120012
Date of Issue: 30 SEPTEMBER 2009

Applicant Personal Details	Employment Details
Surname: SAM	Position applied for: APRON FITTER
Forename(s): GRIMS	Name of Employer: [REDACTED]
Other Name(s): RUEL, SAM	Comsignatory Details
Date of Birth: 10 DECEMBER 1962	Registered Person/body: SAFECHILD
Place of Birth: EUSTON	Comsignatory: SAMANTHA GRIMSLEY
Gender: FEMALE	

Police Records of Convictions, Cautions, Reprimands and Warnings
NONE RECORDED

Information from the list held under Section 142 of the Education Act 2002
NONE RECORDED

ISA Children's Barred List information
NONE RECORDED

ISA Vulnerable Adults' Barred List information
NONE RECORDED

Other relevant information disclosed at the Chief Police Officer(s) discretion
NONE RECORDED

Enhanced Disclosure
This document is an Enhanced Criminal Record Certificate with the meaning of sections 113B and 116 of the...

THIS DISCLOSURE IS NOT EVIDENCE OF IDENTITY
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PO Box 167, Liverpool, L69 3JD. Helpline 0870 90 90 844

Continued on page 2

Applicant's Address:
Does this match the one you have been given?

Enhanced Disclosure:
Standard DBS/CRB checks are only suitable for certain security and financial posts.

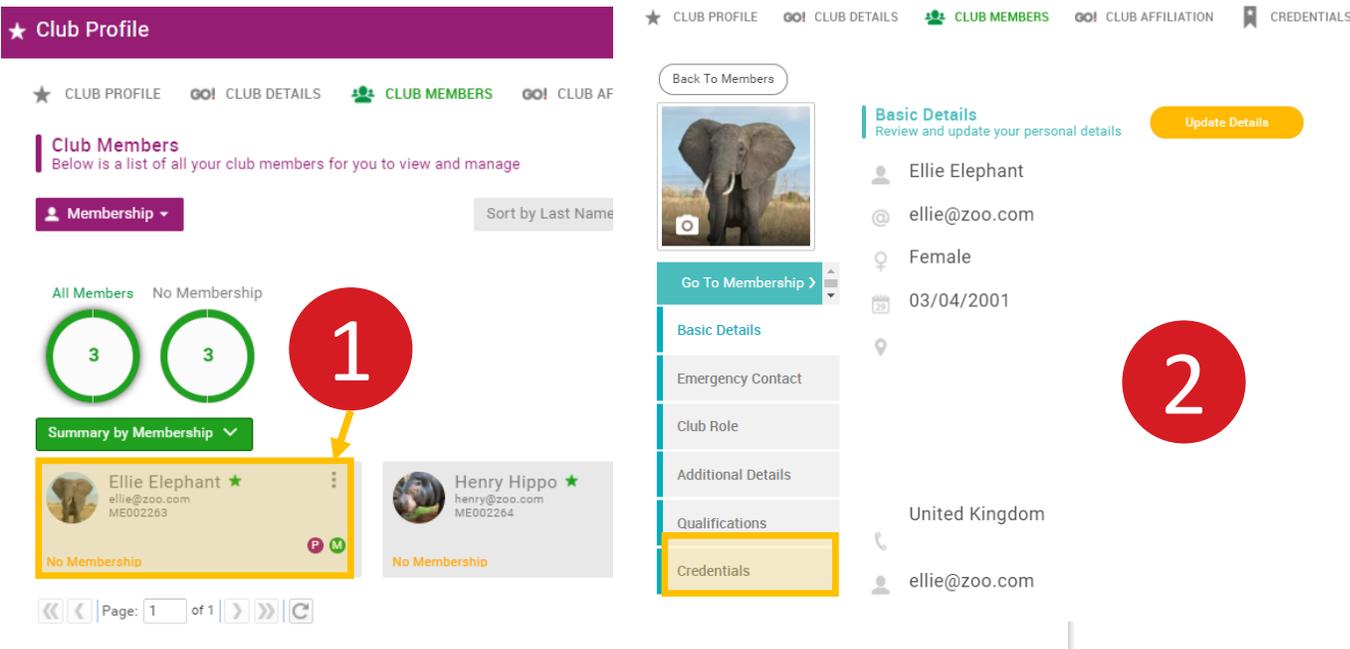
Disclosure Number and Date of Issue:
You should record these details in your staff files / tracking sheet.

Applicant's Name and Date of Birth:
Does this match the information you have?

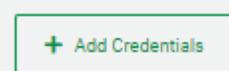
Details on Convictions, Cautions, Warnings and Reprimands:
These are factual and on record. They need to be risk assessed.

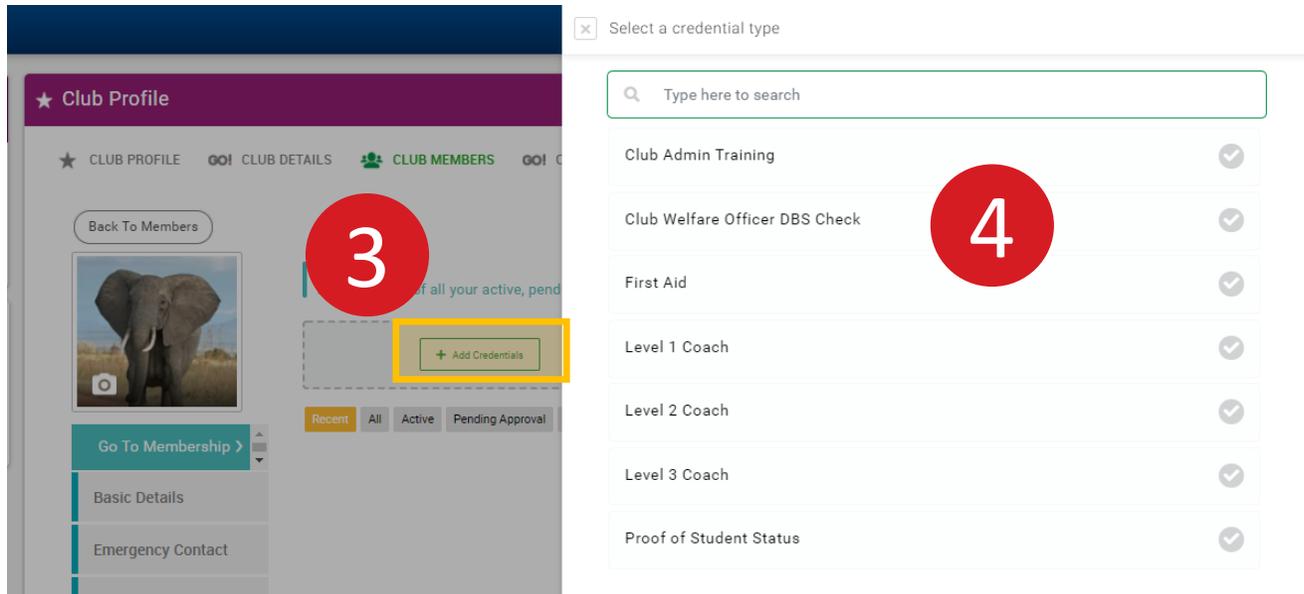
ISA/DBS Barred Lists Information:
NONE RECORDED means that there is no information.
NOT REQUESTED means the applicant has not been checked against the barred list.

Relevant Information:
Any information provided here needs to be risk assessed.



CLUB MEMBERS' CREDENTIALS

- 1 Click on the member's name (Club Admins) or go to your profile (Members).
- 2 Click on credentials
- 3 Click on 
- 4 Select the credential you want to add to a member and fill in the relevant details



Note that for some credentials (coaching and Club Welfare Officer DBS checks) the club member must also have an active BDA membership. This is to ensure that insurance is valid for that credential.