

CANOE ENGLAND DISCLOSURE GUIDANCE

The BCU wishes to ensure that all those taking part in canoeing are able to do so protected and kept safe from harm while they are with staff, coaches and/or volunteers. To help us achieve this, the BCU has agreed a Disclosure Policy which forms part of all policies and procedures in England, Northern Ireland, Scotland and Wales with respect to Child Protection (SPC-P4). Due to variations in legislation and procedures there are differences in implementation with the Home Nations and this document provides guidance for Canoe England coaches, clubs and volunteers.

In England all coaches are required to undertake an enhanced Criminal Records Bureau (CRB) check through the BCU, whether or not you will be working with children. This is because we currently have no way to ascertain who works with children. In addition all volunteers/ staff that have regular unsupervised contact with children should also be checked.

A CRB disclosure is just one part of the recruitment and selection process that should be undertaken by clubs and centres. Please refer to our Recruitment and Selection Guidance Sheet (SPC-G15)

THE CRIMINAL RECORDS BUREAU (CRB)

What is a CRB Disclosure?

A CRB Disclosure is a document that contains information held by police and government department that can be used by employers and voluntary organisations to make recruitment decisions.

A CRB Disclosure offers the BCU and all those involved in Paddlesport the means to check the background of applicants to ensure that they do not have a history that would make them unsuitable for posts where they are working with children or vulnerable adults.

A CRB Disclosure will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. It will also contain details from lists held by the Department of Health and Department for Education and Skills.

Who should apply for a CRB Disclosure?

The BCU Disclosure Policy (SPC-P4) details who must undertake an enhanced CRB disclosure. There are some variations between Home Nations due to legal and social policies of that Nation. Canoe England members should note the following:

- All new BCU Level 2 coaches and above are required to undertake a disclosure prior to assessment.
- All coaches and volunteers with significant contact with children or who hold names and contact details with respect to junior paddlers must undertake an enhanced CRB disclosure.

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- Any coach not covered by the above to undertake a BCU enhanced CRB disclosure by December 2010.

How to Apply for a Disclosure

The BCU is a Registered Body and therefore able to complete Criminal Records Bureau (CRB) Disclosures.

Each Club Welfare Officer (or nominated person) is able to obtain CRB forms from the BCU; therefore individuals can either obtain a form through their club or contact the BCU direct. Clubs can apply for a number of forms at one time but must give the name of the individuals for whom the disclosure is required. Each form will be then given a reference number specific to that individual.

It is important to follow the instructions carefully; wrongly completed forms will delay the process. Club Welfare Officers are able to validate the identification of members or alternatively your local Paddlesport Development Officer or Regional Coaching Officer. The completed form must be returned to the BCU.

What sort of Disclosure do I need?

The BCU only conducts Enhanced Disclosures. An Enhanced Disclosure includes an additional check against local Police Forces.

Local police records may contain additional information that might be relevant to the position sought.

What information will I be required to show and include on my Disclosure form?

In completing the form you are required to include:

- Your full name and any other name that you may have been known by
- Details of addresses you have lived at
- Your date and place of birth
- Your national insurance number
- In addition you will be required to provide personal identification documents including items such as your passport and/or driving licence

The identification will be seen by your club/centre or Canoe England representative and returned to you. The person who has checked your documents will then acknowledge on your Disclosure form that they have seen your identification.

Who will receive the Disclosure?

The applicants will receive the Disclosure form in the post once the check has been completed. The turnaround time for CRB Disclosures to be returned is around 6-8 weeks although some can be shorter as well as considerably longer. (The BCU has no control over this)

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A copy of the CRB Disclosures will also be returned to the BCU Child Protection Officer or appointed person. The Club/Centre will **NOT** receive a copy of your Disclosure although they are advised to ask to see your completed Disclosure.

Can the information on the Disclosure be challenged?

If you or a member of your organisation think that the information on the Disclosure is incorrect then they should contact the CRB Dispute Line on 0870 90 90 778. In addition the BCU Child Protection Officer (see contacts) should be contacted to inform them which aspect of the Disclosure is being disputed.

How long is the Disclosure valid?

The BCU require individuals to renew their disclosure every 3 years.