

Criminal Records Bureau Checks (CRB)



From January 2007 it became a requirement for all British Water Ski & Wakeboard qualified Instructors to complete an Enhanced Level CRB disclosure as part of their Instructor registration or renewal. CRB checks are not "portable" so any existing CRB check you may have with another organisation does not stand and you will need to make a new application via British Water Ski & Wakeboard. Club welfare Officers will also be required to complete a CRB check. An ISA registration must also be completed with the first CRB check. Following good practise you will be asked to complete a CRB check every 3 years.

In order to proceed with your CRB application, please follow the three simple steps below:

STEP 1

Telephone the CRB on **0870 909 0822** and request an application form for an "**ENHANCED DISCLOSURE**". You will need to quote "**British Water Ski Federation Limited**" as the Registered Body, our registration number is: **2371 2600 009**. You will be asked if you are a Volunteer or a Paid Employee - there is no CRB administration fee for volunteers. The CRB will send you in the post an application form – please note that all application forms must be requested from the CRB as British Water Ski does not have copies of the form.

STEP 2

Complete the application form **IN BLACK INK**. Please read the guidelines carefully and take extra care when filling in the form. If any information is omitted or if it is not filled in using black ink **IT WILL BE RETURNED TO YOU**. This will result in a delay in your CRB application and the issuing of your Instructor Licence.

STEP 3

Return the completed CRB application form together with the requested **ORIGINAL** identification documents as specified in the application guidelines. Any CRB fee payments due for Paid / Employed coaches should be made payable to "Criminal Records Bureau" and **NOT** British Water Ski & Wakeboard. Clearly mark your envelope "**Private and Confidential**" and send to:

**Lead Child Protection Officer
British Water Ski & Wakeboard
Unit 3 The Forum
Hanworth Lane
Chertsey KT16 9JX**

We will complete the rest of the application process for you and will return your documents to you within 10 working days by recorded delivery. Your documents are **NOT** sent to the CRB. You will receive a copy of your CRB check direct from the CRB.

Avoid a Delay - Get Your Application Right First Time and In Good Time

- Always complete the form in **BLACK INK**.
- Always send **ORIGINAL** documents - we **CANNOT** accept photocopies.
- Always complete the form **CAREFULLY** to avoid it being returned.
- Send the completed CRB form to British Water Ski & Wakeboard. **DO NOT** send this to the CRB.
- CRB Checks can take as long as 12 weeks to process - we strongly recommend you begin your renewal process in **GOOD TIME** to receive your Instructor Licence before expiry. Please bear in mind that CRB checks that are older than 3 months will not be accepted as valid.

Data Protection



British Water Ski & Wakeboard is fully committed to compliance with the Data Protection Act 1998. The following principles will apply when we handle your personal information:

Overall Principles

- Your personal information is only processed with your knowledge
- Only information that we actually need is collected and processed
- Your personal information is only seen by those who need it to do their jobs
- Personal information is retained only for as long as it is required
- Decisions affecting you are made on the basis of reliable and up to date information
- Your information is protected from unauthorized or accidental disclosure
- Inaccurate or misleading data will be corrected as soon as possible
- Procedures are in place for dealing promptly with any disputes

These principles apply whether we hold your information on paper or in electronic form.