

**FORM OF APPLICATION FOR PERMISSION TO TEACH, ASSIST OR HELP**

<b>1.</b>		<b>Club</b>
<b>Name</b>		<b>Application:</b> <input type="checkbox"/> <b>Teach</b> <input type="checkbox"/> <b>Assist Teaching</b> <input type="checkbox"/> <b>Help</b> <small>Tick one only</small>
<b>Address</b>		<b>Tel no</b>
		<b>Mobile</b>
	Postcode :	<b>Email</b>
<b>2.</b>	Describe the role that the applicant will undertake:	
<b>3.</b>	<p>I confirm that the above applicant:</p> <p>a) Is a current member of Lancashire Aikikai.</p> <p>b) Has a current BAB insurance certificate. No _____ Type _____</p> <p>c) Achieved _____ grade on the ___ day of _____ 20___ (List only highest grade)</p> <p>d) Has a certificate of successful completion of BAB Coaching Award Level 1 or higher on the ___ day of _____ 20___ (Cert No _____ Level _____)</p> <p>e) Has a certificate of successful completion of a First Aid course provided by _____ on the ___ day of _____ 20___</p> <p>f) Is in my view and opinion a suitable and competent person to teach*/assist* classes to young people and children and know of no reason why that consent should not be given. * Delete one</p> <p>g) Is in my view and opinion a suitable and competent person to help in the manner described above and know of no reason why consent should not be given.</p> <p align="center">For a helper only a, b, c, g need to be completed. To teach or assist g is struck thru.</p> <p>Signed _____ Club Leader    Dated _____</p>	
<b>4.</b>	<p>I confirm that:</p> <p>a) the CRB carried out a check on the applicant and I have seen the results that raise no issues</p> <p>b) that the BAB have not raised any issue to date</p> <p>Signed _____ Lancashire Aikikai Child Protection Officer</p> <p>Dated _____</p>	
<b>5.</b>	<p>I request permission to carry out the role described at 2. above</p> <p>I have read the Lancashire Aikikai Child Protection Policy, the other policies detailed on the Aikikai website &amp; the BAB Child Protection Policy, which I agree to follow.</p> <p>Signed _____ Applicant</p> <p>Dated _____</p> <p align="center"><small>** Complete Section 1 and this declaration and send to the CPO when you get your CRB disclosure document</small></p>	

## Guidance notes:

To assist completing the form of application for permission to teach, assist or help.

### Section 1

This is mainly self-explanatory and consists of the applicant's personal details and also identifies the type of application.

### Section 2

This section is where you describe the role that the applicant will undertake. This could be club leader and instructor, instructor, assistant instructor, helper describing whether this is on the mat with young people or the role of the mat if the person does not practice.

### Section 3

For helpers only sections A, B, C and G need to be completed unless there are qualifications that are held where this would provide additional information in respect of coaching or first aid. Section F is struck through. For teachers and assistants or sections are completed with G being struck through.

Regarding B this is the BAB blue insurance slip the number is the current serial number and the type relates to the type of insurance that the certificate says is operating i.e. student or instructor etc.

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## Procedure

The Lancashire Aikikai has decided that all people who hold posts or perform any function within the Aikikai or its clubs need to go through a form of recruitment in order to obtain permission to either teach, assist or help. This is in anticipation of the Independent Safeguarding Authority's requirement that there is a recruitment process, which effectively vets people that might come into contact with children or young people. Failure to provide a effective recruitment process is a criminal offence from later on in 2010.

### Our process

The first step is completion of the CRB application and the receipt back of the criminal records bureau's check.

The second step is for the applicant to complete sections 1, 2 and 5 of Form 1.

Once these sections have been completed the applicant passes the form to their Club Leader together with the required certificates described in section 3 where appropriate; and with their Criminal Records Bureau disclosure report.

The Club Leader checks the certificates provided and writes on the form in section 3 details of the certificates that have been presented to him. The Club Leader also copies these which should be retained as part of a possible verification procedure should the need arise. The original certificates can then be returned to the applicant except the CRB disclosure report.

The Club Leader's sends Form 1 and the CRB check report to the Lancashire Aikikai Child Protection Officer for section 4 to be completed. If the application is being made by the Club Leader, then all their certificates need to be sent as well.

In respect of the Child Protection Officer not being able to sign this section then they will alert the Principal of the Association and the Club Leader. Assuming that this section can be signed the Child Protection Officer returns the Criminal Records Bureau report directly to the applicant whilst at the same time forwarding Form 1 to the Principal of the Association to consider granting permission in line with the application.

Assuming that the permission is granted the Principal will retain Form 1 and will issue an appropriate permission directly to the Club Leader for them to pass on to the applicant. At the same time the Principal will arrange for details of this permission to be published on the Aikikai website – in the interests of openness and transparency.