

## FORM OF APPLICATION FOR PERMISSION TO TEACH / COACH

<b>1.</b> <b>Name</b>		<b>Club</b>
<b>Address</b>		<b>Tel no</b>
		<b>Mobile</b>
	Postcode :	<b>Email</b>
<b>2.</b> Notes Club Leaders to check/verify & retain copies of dan grade (if external to Aikikai), Coaching and First Aid certificates  If you are a Club Leader making this application, attach the above evidence as proof instead.  Where there are grounds or doubts these should be discussed with the Principal and Aikikai CPO before signing.  If "f" is deleted then Section 3 is not required and the form may go direct to the Head of Association	I confirm that the above applicant: <ul style="list-style-type: none"> <li>a) Is a current member of Lancashire Aikikai.</li> <li>b) Has a current BAB insurance certificate. No _____ Type _____</li> <li>c) Achieved _____ grade on the ____ day of _____ 20____ (List only highest grade)</li> <li>d) Has a certificate of successful completion of BAB Coaching Award Level 1 or higher on the ____ day of _____ 20 ____ (Cert No _____ Level ____)</li> <li>e) Has a certificate of successful completion of a First Aid course provided by _____ on the _____ 20____</li> <li>f) Is in my view and opinion a suitable and competent person to teach classes to all ages including young people and children and know of no reason why that consent should not be given. <span style="border: 1px solid black; padding: 2px;">Delete f if your Club only takes students who are aged 18 yrs or more; and cross thru Section 3</span></li> <li>g) Is in my view and opinion a suitable and competent person to teach classes to those 18 yrs or older <span style="border: 1px solid black; padding: 2px;">Delete g if your Club takes students who are under 18 yrs of age</span></li> </ul> Signed _____ Club Leader      Dated _____	
<b>3. CRB</b>  Note : Club Leader to send this form to the LA Child Protection Officer with the CRB disclosure document and P-1. See back of this sheet  CPO to forward when section completed to the Aikikai's Principal	I confirm that: <ul style="list-style-type: none"> <li>a) the CRB carried out a check on the applicant and I have seen the disclosure that raise no issues</li> <li>b) that the BAB have not raised any issue to date <span style="border: 1px solid black; padding: 2px; margin-left: 20px;">Disclosure dated :</span></li> </ul> Signed _____ Lancashire Aikikai Child Protection Officer Dated _____ <span style="color: blue;">Section 3 is not applicable if your Club does <b>not</b> teach to students under 18yrs and may be struck through</span>	
<b>5.</b>  Note. If you apply more than 3 months after you have received your CRB disclosure you will need to request a new CRB check.	<ul style="list-style-type: none"> <li>• I request permission to teach / coach Aikido. I understand this role and its responsibility through the job description I have read and understood.</li> <li>• I have read the British Aikido Board's Child Protection Policy, Code of conduct, other policies detailed on the Aikikai website &amp; the BAB website which I agree to follow.</li> <li>• My previous sporting and/or volunteering experience is fully listed with dates overleaf.</li> <li>• I understand my name will be added to the Aikikai and Club websites indicating the Permission given – see Aikikai Data Handling policy/guidance</li> <li>• I understand if Section 4 the CRB check has not been required and is cross through – if I start to teach any under 18 years – then a CRB check must be carried out promptly.</li> </ul> Signed _____ Applicant Dated _____	

\*\* Complete Section 1 and this declaration and send to the CPO when you get your CRB disclosure document

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### **Guidance notes:**

**To assist completing the form of application for permission to teach.**

#### Section 1

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

You should complete after having read about the Coach / Club Leaders role – these Job Descriptions are on the Aikikai Website under the “Permissions” section

#### Section 2

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.

Either F or G will be deleted. If your club teaches to those under 18 years then delete G – if teaches to those over 18 then delete F. If F is deleted Section 3 can be struck through as well.

### **Procedure**

The Lancashire Aikikai has decided that all coaches need to go through a form of recruitment in order to obtain permission to either teach. The recruitment or permission process was to have been required by Independent Safeguarding Authority but that stalled. The Lancashire Aikikai considers our Permission process should be retained as best practise and control so it is aware of who teaches in its name.

#### **Our process**

The first step is completion of the CRB application – your Club's Welfare Officer should have this or the Association Child Protection Officer. But this step is not needed if CRB Checks are not required. See the notes above on Section 2 and on the form itself

Once you receive back of the criminal records bureau's check. The second step is for the applicant to complete sections 1, 2 and 4 of P-2.

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 and Form P-1 – if the CRB check was required.

The Club Leader checks the certificates provided and writes on the form in section 2 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 Forms P-1; P-2 and the CRB check report to the Lancashire Aikikai Child Protection Officer for section 3 to be completed. If the application is being made by the Club Leader, then all their certificates need to be sent as well. The Club Leader if the CRB Report is not required by Section 3 being struck through then this may go straight to the Principal of the Association to consider granting permission in line with the application.

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 CP-2 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 P-2 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.

#### **Data Protection**

Information supplied will be held by the local club and Aikikai, securely, but will only be used by the Club, Aikikai and Governing Body and not given to external parties. It will never be sold or passed to unconnected third parties. Data Protection Act 1998 principles are applied. It is only passed to officers who have a legitimate need for that information.

More details about Data Protection appears on the Aikikai's website. Please note by applying your name and role to be published on the Aikikai website if your application is approved.