

APPOINTMENT OF CLUB WELFARE OFFICER APPLICATION FORM

1. Name		Club
Address	Postcode :	Tel no
		Mobile
		Email
2. Notes Where there are grounds or doubts these should be discussed with the Principal and Aikikai CPO before signing.	<p>I confirm that the above applicant:</p> <p>a) Is a current member of Lancashire Aikikai.</p> <p>b) Is a member of my Club _____</p> <p>c) Has a current BAB insurance certificate. No _____ Type _____</p> <p>d) Achieved _____ grade on the ____ day of _____ 20____ (List only highest grade)</p> <p>e) Been know to me for ____ years</p> <p>f) Has undertaken a Safeguarding and Protecting Children course on the ____ day of _____ 20____ {Attach certificate - within the last 3 years}</p> <p>g) Has read the BAB Support material & undertaken the items referred to on the BAB Checklist and this checklist is attached signed by the applicant.</p> <p>h) Is in my view and opinion a suitable and competent person to undertake this role in my club</p> <p>Signed _____ Club Leader Dated _____</p>	
3. DBS Note : Club Leader to send this form to the LA Child Protection Officer with the DBS disclosure document and P-1. See back of this sheet CPO to forward when section completed to the Aikikai's Principal	<p>I confirm that:</p> <p>a) the DBS carried out a check on the applicant and I have seen the disclosure that raise no issues</p> <p>b) that the BAB have not raised any issue to date</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Disclosure dated :</div> <p>Signed _____ Lancashire Aikikai Child Protection Officer</p> <p>Dated _____</p>	
4. Note. If you apply more than 3 months after you have received your DBS disclosure you will need to request a new DBS check.	<ul style="list-style-type: none"> I apply to be my Club's Welfare Officer. I understand this role and its responsibility through the job description I have read and understood. I have read the British Aikido Board's Child Protection Policy, Code of conduct, other policies detailed on the Aikikai website & the BAB website which I agree to follow. My previous sporting and/or volunteering experience is fully listed with dates overleaf. I understand my name will be added to the Aikikai and Club websites indicating the Permission given – see Aikikai Data Handling policy/guidance <p>Signed _____ Applicant</p> <p>Dated _____</p> <p style="text-align: center;">** Complete Section 1 and this declaration and send to the CPO when you get your DBS disclosure document</p>	

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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.

Procedure

The Lancashire Aikikai has decided that all Club Welfare Officers need to go through a form of recruitment in order to be appointed. 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 DBS application – your existing Club's Welfare Officer should have this or the Association Child Protection Officer. 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-4.

Once these sections have been completed the applicant passes the form to their Club Leader and with their Criminal Records Bureau disclosure report and Form P-1.

The Club Leader checks the material provided and writes on the form in section 2 details 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 Club Leader's sends Forms P-1; P-4 and the DBS check report to the Lancashire Aikikai Child Protection Officer for section 3 to be completed enclosing the Safeguarding course certificate and the signed BAB checklist

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 P-4 to the Principal of the Association to consider granting permission in line with the application.

Assuming that the appointment is approved the Principal will retain Form P-4 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.

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Previous sporting and/or volunteering experience: