



British TaeKwon Do Council

Criminal Records Bureau

POLICY DOCUMENT
INSTRUCTORS

Version 3.0

Controlled Document
Web Version

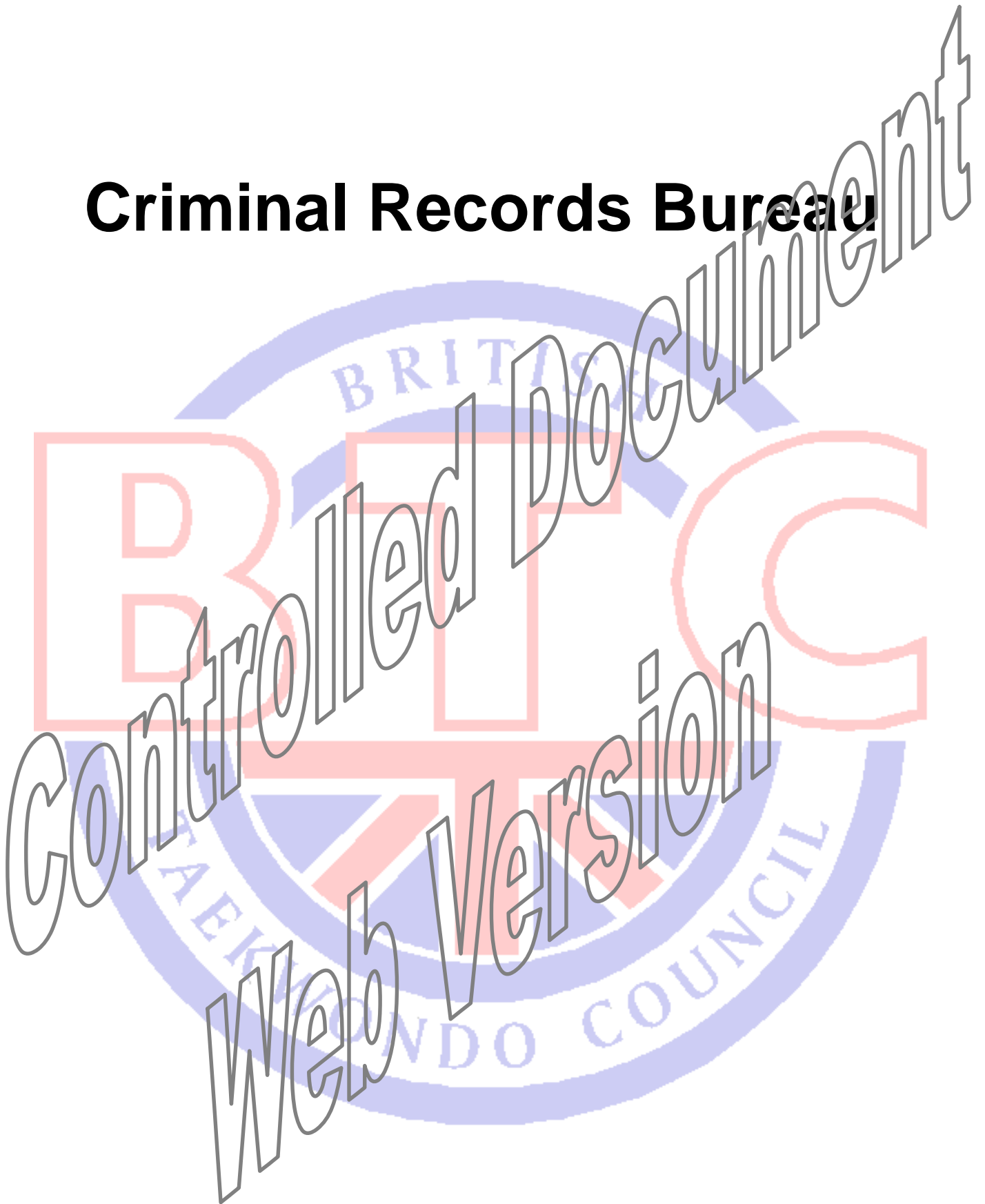


Recognised by the Sports Council as the Governing Body for TaeKwon Do in the United Kingdom

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The background features a large, semi-transparent watermark of the British Standards Institution (BSI) logo. The logo is circular and contains a Union Jack flag in the center. The text 'BRITISH STANDARDS INSTITUTION' is written in a circular path around the top, and 'FABRICA CONSIGLIO COUNCIL' is written around the bottom. The letters 'B', 'S', and 'I' are prominently displayed in the center of the logo.

Criminal Records Bureau



CRIMINAL RECORDS BUREAU

- DISCLOSURE

CRIMINAL RECORDS BUREAU

- The Criminal Records Bureau is an executive agency of the Home Office and is responsible for providing access to Government and Police records across England and Wales.

CRIMINAL RECORDS BUREAU

- Who can use the CRB?
- Disclosure Service
- Registered Bodies
- Lead Counter signatories
- Counter signatories
- Using the Disclosure
- Code of Practice and Apply for Disclosure

WHO CAN USE THE CRB ?

- The CRB's primary purpose is to help Organisations make safer recruitment decisions and appointments .
- By providing access to criminal records and other information the CRB will enable organisations to identify those who may be unsuitable for certain positions especially when the work involves contact with children or vulnerable adults.

DISCLOSURE SERVICE

- The CRB issues three levels of disclosure, they are Basic, Standard, Enhanced.
- If a position involves working with children and with vulnerable adults then you have no other option but to apply for Enhanced Disclosure.
- Enhanced Disclosure. In general this type of work will involve regularly supervising, training, teaching or being in sole charge of such people.
- This level of Disclosure involves the highest level of checks available from the CRB and includes details of all convictions, cautions reprimands and final warnings held by the Police.

REGISTERED BODIES

- Organisations wishing to become a Registered Body. Whether or not you decide to register depends on the purpose of your organisation in terms of obligations.
- A Registered Body may be;
- An Employer
- A Professional Body
- Membership Organisation
- Umbrella Organisation (representing others)
- Which ever category your Organisation falls into you should consider whether you are likely to be asked an exempted question.

LEAD COUNTERSIGNATORIES

- Each Registered Body is required to designate a Lead Counter signatory to register the Organisation.
- Lead Counter signatory is a Senior person within the Organisation who has the measure of responsibility for making Executive decisions, he or she will be the Bureau's principal point of contact on all matters connected with registration and the use of the Disclosure service.
- The Lead Counter signatory will be required to comply with Disclosure checks exceeding that of Enhanced Disclosure to satisfy the CRB of his or her suitability for the position.

COUNTERSIGNATORIES

- The Lead Counter signatory will specify and select the person to assist in the Disclosure application process. This process includes an Enhanced level Disclosure check.
- The Counter signatory will be able to countersign applications and receive the Disclosures on behalf of the Registered Body.
- They will be held responsible to control the use of access to and security of Disclosures.

USING DISCLOSURE

- Organisations using the Disclosure service can use Disclosures as an additional tool in their selection process.
- Individuals must be made aware early in the progression process that a Disclosure is to be sought if they want to progress to a senior position.

CODE OF PRACTICE

- The Code of Practice is intended to ensure that the information released in Enhanced Disclosures is used fairly and to provide an assurance to applicants that this is the case. The BTC complies fully with the obligations under the Data Protection Act 1998. Refer to BTC Data Protection Policy Statement.
- The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. Refer to BTC Policy Statement on Use & Safe Storage.
- The BTC must treat Disclosure applicants who have a criminal record fairly and must not discriminate because of conviction or information revealed. Refer to BTC Recruitment of Ex Offenders Policy Statement.

APPLYING FOR DISCLOSURE

- As the BTC meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who apply to become an Instructor and any existing Instructor will be subject to a criminal record check from the Criminal Records Bureau before acceptance.
- The CRB will send a copy of the Disclosure to the applicant and a copy to the Counter signatory within the Registered Body.

PEOPLE BANNED FROM WORKING WITH CHILDREN

- Under The Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000 a number of people are banned from working with children and vulnerable adults. Refer to list. The BTC will refuse any Instructor guilty of an offence on this list.
- To become a Registered Instructor with the BTC Instructors must fulfil the BTC criteria.

CRB DO's and DON'Ts ENGLAND & WALES

- Please complete the application form provided. A guide on how to complete this form has been provided on page 60.
- Once satisfactory results have been obtained from the CRB a BTC Instructor Certificate will be forwarded.

DISCLOSURE SCOTLAND

- Disclosure Scotland was established in 2002 and offers the same Disclosure process for people in Scotland as the CRB does for people in England & Wales. The BTC are registered with Disclosure Scotland and are able to apply for Disclosures for their Instructors in Scotland.
- The same criteria and Code of Practice applies for Disclosure Scotland as mentioned previously for the CRB and the same Policy/ Procedures and Statements are adhered to.

CRB DO's and DON'Ts SCOTLAND

- Do's and Don'ts
- Do Use black Ink only
- Do Always complete parts A, B, & E
- Do Not
- Deface form in any manner i.e. Tippex, extra marking or stapling.
- Do Not Complete Part C

CRB APPLICATION

- Please complete the application form provided.
- Once satisfactory results have been obtained from the CRB a BTC Instructor Certificate will be forwarded.



CRB Application Guide

ENGLAND AND WALES

Applicant

- Please ensure you have the correct form. Scotland has its own CRB application (Blue in colour)
- Please complete sections A-H in BLOCK CAPITALS. It is important that you use BLACK INK
- Section A - Personal details including NI Number
- Section B - Position Applied for "Marital Arts Instructor" USE **BTC ADDRESS**
- Section C - Additional details including phone numbers
- Section D - Previous Address if required
- Section E - Additional Information (Optional)
- Section F - Referee Details (Must have Known you for at least 2 Years)
- Section G - Please ignore, BTC will comply
- Section H - Declaration, Signature Required

Verifier

- Section X - To be completed in verifiers presence, all documentation to be witnessed And checked. Ensure that the No 16 has been completed. A minimum of one form of identification is required.

As a Registered Verifier you are authorised to act on behalf of the BTC's Lead Signatory. Therefore it is vital all identification documents are checked thoroughly.

BTC

- Section Y - Completed by the BTC Lead Signatory

Additional help can be obtained directly from the CRB Application Line: 0870 90 90 844



REGISTERED INSTRUCTORS COURSE

Contents:

1. BTC Instructor Application
2. CRB Application Form
3. CRB Application Guide
4. BTC Policy Document
5. BTC Accident Book

**** We can only accept original forms. Photocopies will be discarded ****

What to do now.

After Presentation:

Complete CPO Acceptance / BTC Instructor Application Form.

2 x Counter-signed Passport Photos are required

Complete and Sign CRB Application form, Section X must be completed by the course verifier (*Proof of ID is required eg. Passport*)

What's next:

Upon receipt of a completed application form signed by yourself and the course verifier, we will submit your application to the CRB for approval.

Upon satisfactory results from the CRB you will then receive your BTC Instructor ID.

This ID will entitle you to purchase your Instructor Indemnity in the usual way

Expiry:

You will be notified when your instructor insurance is about to expire which is annually. Your CRB check will remain current for 3 years. After which you will be required to attend a refresher course and undergo another CRB check.

These are the minimum requirements as laid down by the BTC. Recognised by the Sports Council as the governing body for TaeKwon Do in the UK.

CRB POLICY STATEMENT

As the BTC meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who apply to become an Instructor and any existing Instructor will be subject to a criminal record check from the Criminal Records Bureau before becoming a Registered Instructor. This will include details of cautions, reprimands or final warnings, as well as convictions.



People Banned from Working with Children

People on the Department for Education & Social Services (DFES) List 99
People on the Department of Health (DOH) List

Specified **Schedule Four** offences are:

- Murder or Manslaughter
- Rape, Burglary with intent to commit rape
- Grievous Bodily Harm (GBH)
- Cruelty to Children
- Kidnapping
- False Imprisonment / Abduction
- Indecent Assault on a man or Woman
- Abuse of Trust
- Sexual Intercourse with a child under 13 years
- Intercourse with a girl aged between 13 and 16 years
- Buggery with a child under 16 years
- Indecency between men
- Incest and Related Offences
- Assault with intent to commit buggary
- Indecency with children under the age of 14 years
- Offences relating to encouraging Child Prostitution
- Offences relating to Child Pornography

The term **Working with Children** covers a number of areas, the area of concern for the BTC is training, coaching, supervision or being in sole charge of children. To this end the BTC propose the following be added to the mandatory list of persons unsuitable to become Instructors. They are:

- GBH
- Violent Conduct
- Drug Dealing

Any of the above that has incurred a custodial sentence in the last five years.

CRB Regulations Under Part 5 of the Police Act 1997

In February 2003 the Home Office issued a consultation paper The Reform of the Disclosure Process. The consultation sought views on a number of recommendations of the independent review team appointed by the Home Secretary to take a fundamental look at the operations of the CRB.

The outcome was changes to the role of Registered Bodies in the disclosure process.

The central aim of the regulations is to enhance the role of the Registered Bodies in the disclosure process by setting down clear performance expectations particularly in respect of identity checking and ensuring the completeness and accuracy of application forms.

BTC Policy Statement – Ex Offenders

It is a requirement of the CRB's Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to Disclosure applicants at the outset of the recruitment process.

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the BTC complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- The BTC is committed to the fair treatment of its staff, instructors, potential instructors or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all instructors for acceptance based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For the position of an instructor a Disclosure is required, all application forms, and information briefs will contain a statement that a Disclosure will be requested in the event of the individual being accepted as a registered instructor.
- A Disclosure is required as part of the acceptance process, we encourage all instructors to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the BTC and we guarantee that this information will only be seen by those who need to see it as part of the acceptance process.
- Unless the nature of the position allows the BTC to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in the BTC who are involved in the acceptance process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to refusal of recognition by the BTC.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before refusing a conditional offer of acceptance to be a registered instructor.

Having a criminal record will not necessarily bar you from becoming a registered instructor with the BTC. This will depend on the nature of the position and the circumstances and background of your offences.

BTC designated person is;

Mr K Beddows
130 Barrows Green lane
Widnes
Cheshire
WA3 3JJ

Tel: 0151 424 9466

DATA PROTECTION POLICY

PURPOSE

The data protection act 1998 came into force on the 1st March 2000 and regulates how personal data about individuals can be held, stored and used

AIM

The aim of the act is to ensure that the individuals fundamental rights and freedoms, and in particular their right to privacy, is adequately protected in the light of rapid technological advances that have transformed the way information can be collected stored and used.

REFERENCE

Data Protection Act 1998

<http://www.dataprotection.gov.uk>

The legislation consists of six parts, seventy five sections and sixteen schedules, although only a fraction relates to BTC records

PROCEDURE

The BTC will process individual's personal data fairly and lawfully and ensure that appropriate measures are taken to protect against unauthorised or unlawful processing of personal data and against accidental loss of, or damage to, personal data.

BTC needs to keep information about you for purposes connected with been an recognised governing body Instructor. The sort of information that is held includes information for contact names and addresses CRB Disclosures relating to your checks with the BTC.

The information we hold will be for our management and administrative use only but we may from time to time need to disclose some information we hold about you to relevant third parties (e.g. where legally obliged to do so by the Inland Revenue Police and where requested to do so by yourself for the purpose of giving a reference).

BTC Policy Statement – Safe Storage

It is a requirement of the CRB's Code of Practice that all Registered Bodies must have a written policy on the correct handling and safekeeping of Disclosure information. It also obliges Registered Bodies to ensure that a body or individual, on whose behalf they are countersigning Disclosure applications, has a written policy.

General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the British Taekwondo Council complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Storage and access

Disclosure information will be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.



British TaeKwon Do Council

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Otterfield Road
West Drayton
Middlesex.
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