

## Disclosure & Barring Service Checks (DBS)



**It is a requirement for all British Water Ski & Wakeboard (BWSW) qualified coaches and Club Welfare Officers to complete an Enhanced Level DBS disclosure. To apply for a DBS check through BWSW, you need to complete and send in the following;**

- DBS Application Form
- 3 ORIGINAL documents
- Payment (if applicable)

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

### STEP 1

You must request an application form directly from **BWSW NOT the DBS** – you will need to complete our request form which can be accessed from ‘credentials’ within the membership platform.

You will be asked if you are a volunteer or a paid employee for the role you need the DBS for. There is a charge from the DBS to be paid to BWSW for paid employees that are applying. Please note, there is no DBS fee for voluntary applications. If you are applying as a paid employee, please make payment within the ‘shop’ area of the membership platform and save your receipt. You will need the receipt when applying for the DBS check within credentials. BWSW will send you an application form in the post.

### 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 it is not filled in using black ink **IT WILL BE RETURNED**. This will result in a delay in your DBS application and the issuing of your qualification.

### STEP 3

Return the completed DBS application form together for us to verify against **3 ORIGINAL** identification documents, and payment (if applicable). Any DBS fee payments due for paid employees should be made payable to “British Water Ski and Wakeboard” if paying via cheque, or this can be paid online. Mark your envelope “**Private and Confidential**” and send to:

**DBS Application, British Water Ski & Wakeboard, Unit 3 The Forum, Hanworth Lane, Chertsey KT16 9JX**

There has been an update to the verification of I.D documents and there will be three options available to you. We can no longer accept purely postal ID documents.

- If you wish to post your ID documents, you can do so with your form however, BWSW will then require to arrange a video call with yourself whilst we are in possession of the ID documents, to verify these against you as an individual on said video call.
- If you do not want to send your identity documents through the post you can either;
  - Visit our office and bring them with you if you are local.
  - If you are a member of a club, your Club Secretary is able to verify your ID documents on our behalf.

In order for us to accept documents seen by a Club Secretary, the individual must bring the original ID documents to the Club Secretary and the ID documents must be verified by the Secretary whilst the individual is present. The Club Secretary must then take photocopies of each of these documents. Please ensure that the copies are clear and legible.

The Club Secretary will then be required to sign each document with the following declaration – ‘This copy is a true likeness of the original’ and provide their signature on all copies of documentation along with the Club Secretary name. Please ensure that you also include the date that the original copies were seen. The photocopied and signed documents will then need to be posted to BWSW, along with the completed DBS form itself, so that we can complete our section of the form and then send it off for further processing.

If you would like us to check whether your proposed contact at the club/centre is able to conduct the DBS document check, please contact us beforehand and we can confirm.

Please be advised that it can only be the Club Secretary who can verify documentation – please do not approach another member of your club/centre to complete this for you.

We will complete the rest of the application process for you and will return your documents to you (if applicable, or we can destroy copies of documents verified by Club Secretaries if you choose) within 10 working days by recorded delivery. Your documents are **NOT** sent to the DBS.

You will receive a copy of your DBS check direct from the DBS. **Once you have received your DBS certificate then you must send this ORIGINAL document to BWSW as we will no longer receive a copy.** This is very important as without this we will not be able to proceed with your application.

For information on acceptable ID documents, please visit the Application Process document.

## Updating Service

When you apply for your next DBS check, you can choose to sign up to the Updating Service. This service allows employers to check the status of your existing DBS check with your permission, providing the same level of check is required and the role is within the same workforce. It is free for volunteers and there is a cost per year for paid employees. You can sign up when you apply for your next DBS check using the reference number on the application form or within 14 days of receiving your DBS certificate using the certificate number. To sign up, visit <https://secure.crbonline.gov.uk/crsc/subscriber>

If you have already signed up to the Updating Service and give permission for BWSW to check your DBS status online, please contact us directly 01932 560007.

## Top Tips

Follow these tips to ensure you get your application right the first time;

### 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 DBS form to British Water Ski & Wakeboard. **DO NOT** send this to the DBS.
- DBS 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/coach Licence before expiry. Please bear in mind that DBS 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.**

