

Welfare Officer

One prerequisite for affiliation is to have an **ACTIVE** Welfare Officer

This requires:

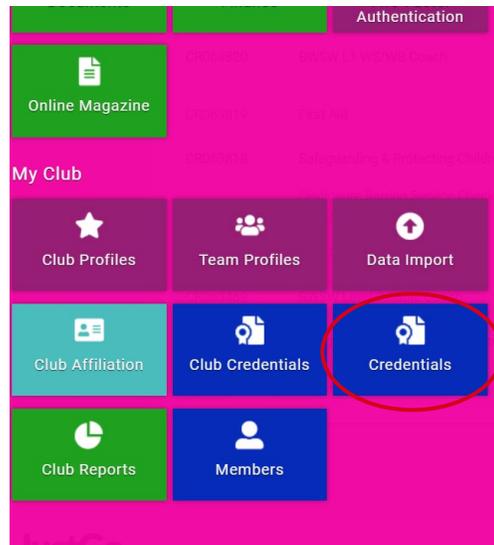
1. *Active Membership*
2. *In date Safeguarding and Protecting Children (SPC) Certification*
 - a. *A Time to Listen Certification (TTC) is recommended (a Welfare Officer specific course)*
3. *In date Enhanced DBS Check (this must be applied for via the BWSW website or be on the Update Service)*

Affiliation will not be completed until a Welfare Officer has completed the above. For more information see the Welfare Officer How to Guide.



Existing Welfare Officer

For existing welfare officers and club/centre admin you will be able to see when certificates are active, due for renewal or pending in the member's credential section



The screenshot shows the 'Credentials' section of the BWSW JustGo Membership Platform. It displays a table of member credentials with the following columns: Reference, Credential Name, Credential Category, Start Date, Expiry Date, Owner ID, Owner Name, and Status. The table contains 11 rows of data.

Reference	Credential Name	Credential Category	Start Date	Expiry Date	Owner ID	Owner Name	Status
CR063911	BWSW L1 WS-WB Coach	Coaching (Instructing)	01/04/2025	31/12/2199	87130	Kylie Test	Active
CR063910	Coach Licence Fee	Coaching (Instructing)	26/11/2025	31/03/2029	88025	Richard Kelly	Active
CR063821	Cable Wakeboard/Wakeskate	Competition Licence	01/11/2025	31/03/2027	88025	Richard Kelly	Active
CR063820	BWSW L1 WS-WB Coach	Coaching (Instructing)	17/03/2026	31/12/2199	88025	Richard Kelly	Inactive Pending Conditions
CR063819	First Aid	Safeguarding	17/03/2026	16/03/2028	88025	Richard Kelly	Active
CR063818	Safeguarding & Protecting Children	Safeguarding	17/03/2026	16/03/2029	88025	Richard Kelly	Active
CR063817	Disclosure Barring Service Check (DBS)	Safeguarding	17/03/2026	16/03/2029	88025	Richard Kelly	Active
CR063470	Full Cable Operator Instructor	Coaching (Instructing)	03/03/2026	31/12/2199	42718	Kylie Cooper	Active
CR063469	BWSW Level 2 Cable Coach	Coaching (Instructing)	01/04/2024	31/12/2199	42718	Kylie Cooper	Active
CR063468	Safeguarding & Protecting Children	Safeguarding	17/03/2026	16/03/2029	42718	Kylie Cooper	Active

Adding a new Welfare Officer

Once finding a candidate to take on the welfare officer role for the club/centre, the individual is required to be a BWSW member and have a profile on the new system.

They must also be on the system as a member of your club/centre

You will not be allowed to add them as the welfare officer in the club roles section until the individual has the appropriate certification that have been approved by BWSW

There are 2 ways for Welfare Officers to be added, these are as follows:



Welfare Officer – Personal Profile

An individual taking on the role of welfare officer can upload their own safeguarding certification to the credentials tab and request a DBS check via their personal profile. Then the individual can be added by club/centre admin as the welfare officer

Go to the following guides to see how:

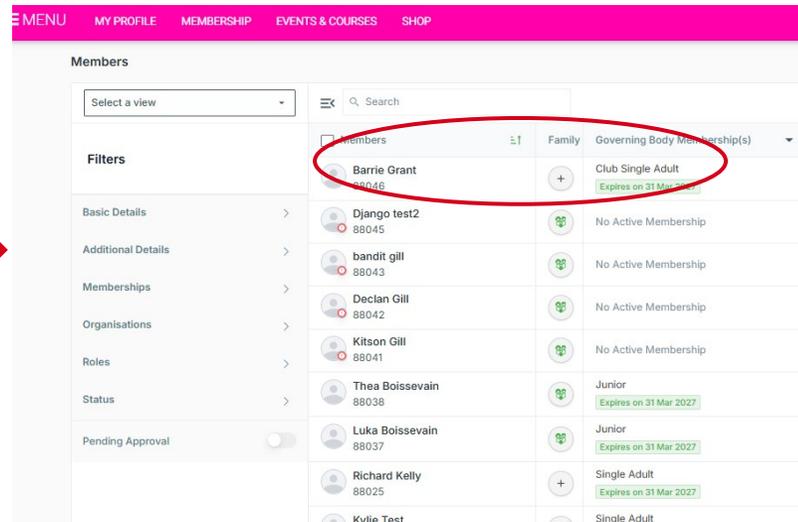
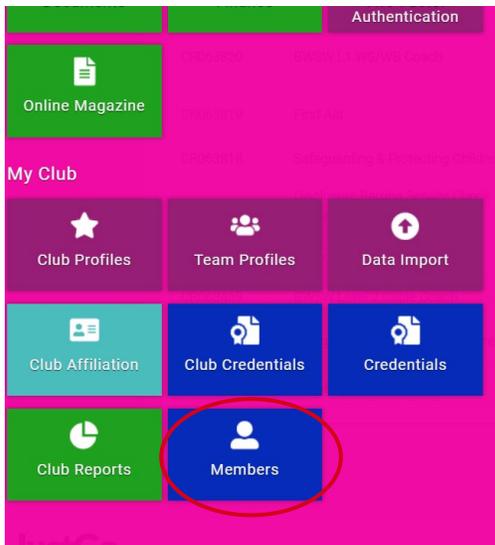
- ❖ [Request a DBS](#)
- ❖ [Upload first aid/safeguarding certificate](#)





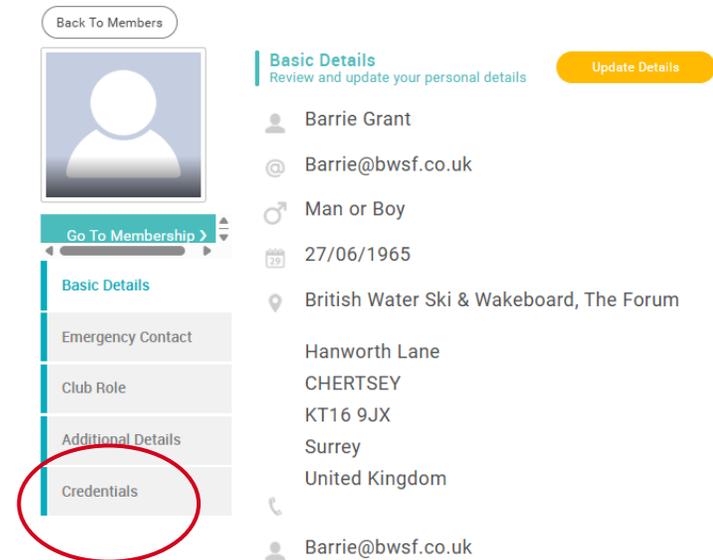
Welfare Officer – Club/centre

A club/centre can add an individual who is taking on the role of welfare officer by uploading their safeguarding certification to the credentials tab and request a DBS check via their personal profile.



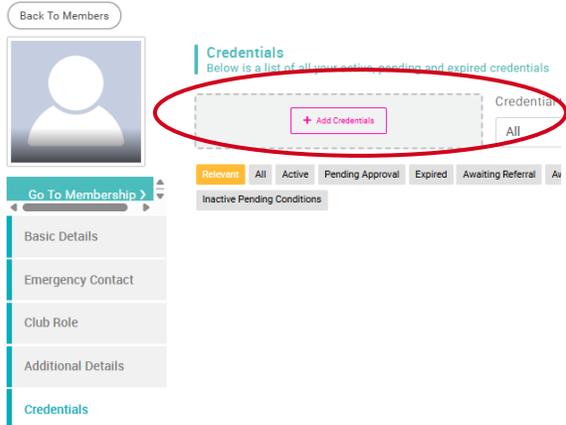
Select a person by click on their name

Their profile will pop up select the credentials tab

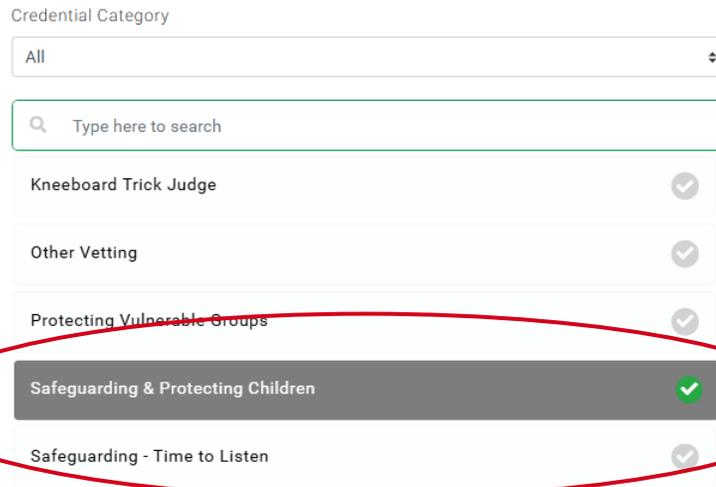


Welfare Officer – Safeguarding

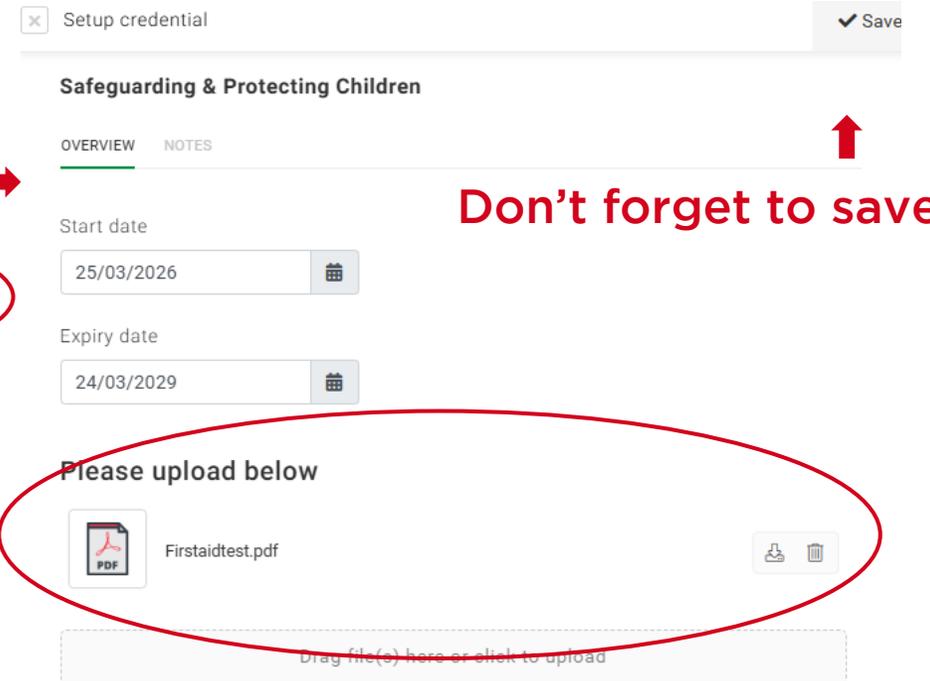
Select 'Add Credential'



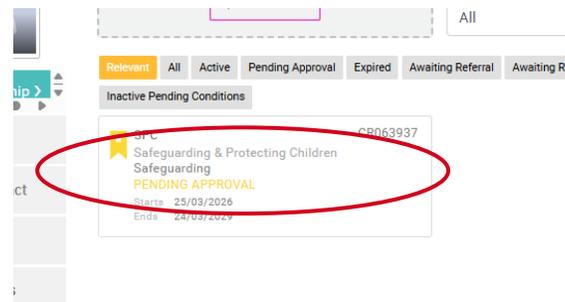
Scroll down to find SPC or TTL and select which one applies



Add the start as shown on certificate and upload PDF or word doc



After saving you will see pending approval. This will not show as active until BWSW approves





How do I request a DBS form?

The form will then be shown for you to complete. The start and expiry date cannot be amended. As this is just a request, the platform will use these dates as a prompt to send you a reminder to start this request process to renew your DBS again in 3 years as per the renewal terms. Complete all fields and then agree to the statement at the

Setup credential

DBS Request Form

OVERVIEW

Start date
03/02/2026

Expiry date
02/02/2029

DBS Eligibility Information

This is a request form only for a DBS check. Please complete the form below to request a DBS Application Form for your DBS Check - BWSW will use this form to assess your eligibility for a check so please complete the questions fully and accurately. If you are on the DBS Update Service, please contact licences@bwsf.co.uk with your ID information so we can check this online and update our records. In this instance, you would not be required to request a DBS form from us.

Please note: You must be a current member of British Water Ski & Wakeboard in order for us to process a DBS check.

All fields are required unless otherwise stated.

What role do you require a DBS for? *

- Coach / instructor
- Cable Operator
- Club Welfare Officer
- Volunteer
- Other

How frequently will you carry out your role? *

DBS Privacy Policy

The DBS privacy policy has been updated following changes in GDPR. You will need to tick to declare the following statement is true:

I have read the standard/enhanced check privacy policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application

I agree to the above statement *





How do I request a DBS form?

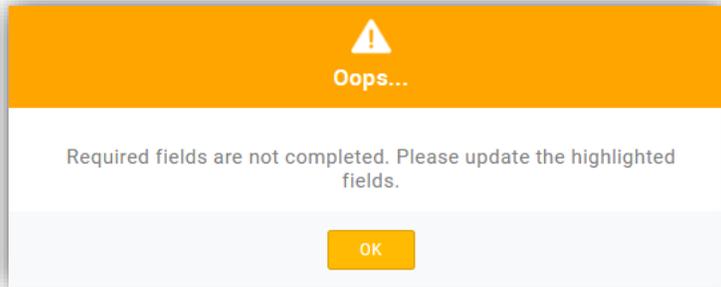
A screenshot of a web form titled "Setup credential". The form contains several sections with radio button options. The "Save" button at the top right is circled in red. The form fields are:

- is complete?: *
 - Yes
 - Sometimes
 - No
- Who will you be working with within the role? *
 - Children only
 - Adults only
 - Children and adults
- If you are working with adults, would they be classed as vulnerable adults (i.e. elderly, disabled)?

Once all fields have been completed, click on the ‘Save’ button shown at the top right-hand side of the form



How do I request a DBS form?



What role do you require a DBS for? *

- Coach / instructor
- Cable Operator
- Club Welfare Officer
- Volunteer
- Other

How frequently will you carry out your role? *

- Once a week or more
- At least 4 days per month
- Once a month
- Infrequently but with overnight stays
- Infrequently

What will you be working as? *

- Volunteer
- Paid Employee

For paid employees, a fee of GBP 49.50 is required.

If any fields have not been completed, you will receive a prompt. Once you click on 'Ok', the missing fields that require completion will be highlighted



How do I request a DBS form?

What will you be working as? *

Volunteer

Paid Employee

ⓘ For paid employees, a fee of GBP 49.50 is required.

As you are a paid employee, you will have to pay the GBP £49.50 from the "Shop" tab that is pinned at the top bar.

Once payment has been made, upload your invoice below to proceed with the DBS application form request.

DBS Paid Employee Payment Invoice

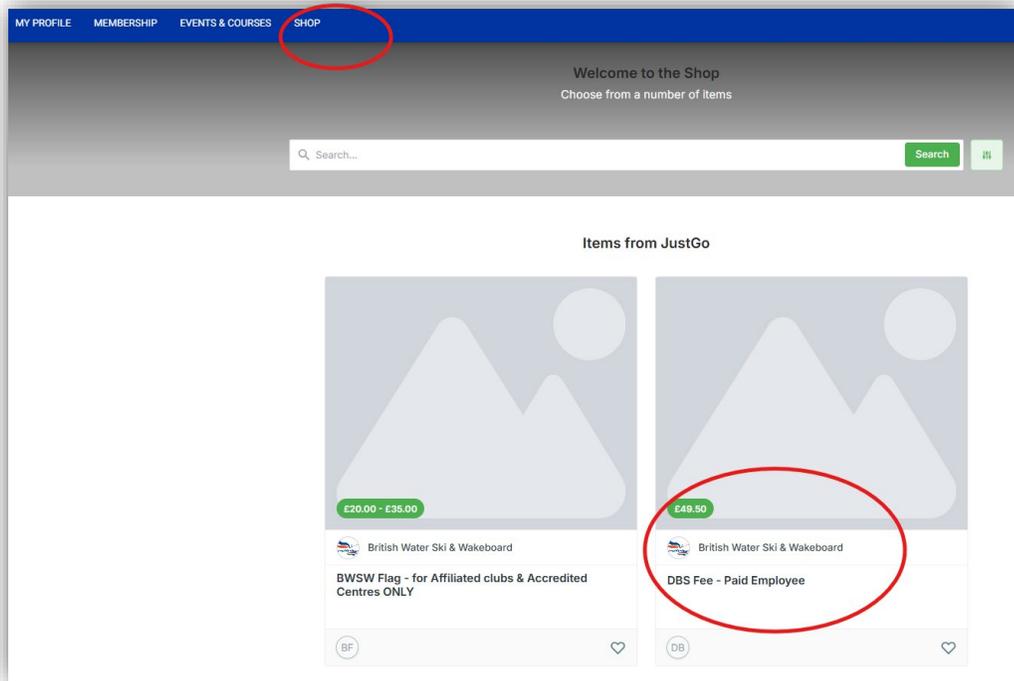
No record found.

Drag file(s) here or click to upload

If you have selected the 'Paid Employee' box, you will be prompted to upload an invoice/receipt of the payment. If no payment is required, continue to page 18 now



How do I request a DBS form?

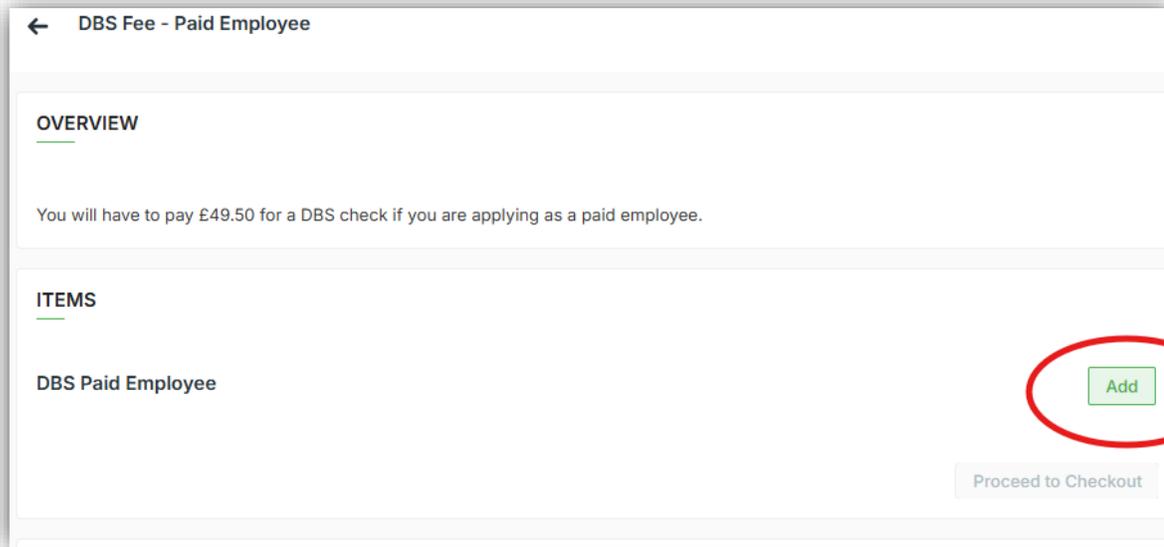


To pay the DBS fee, click on the 'Shop' tab from the top blue bar and select the 'DBS Fee - Paid Employee' box





How do I request a DBS form?



You will then see some brief information regarding the fee, click on 'Add' to proceed





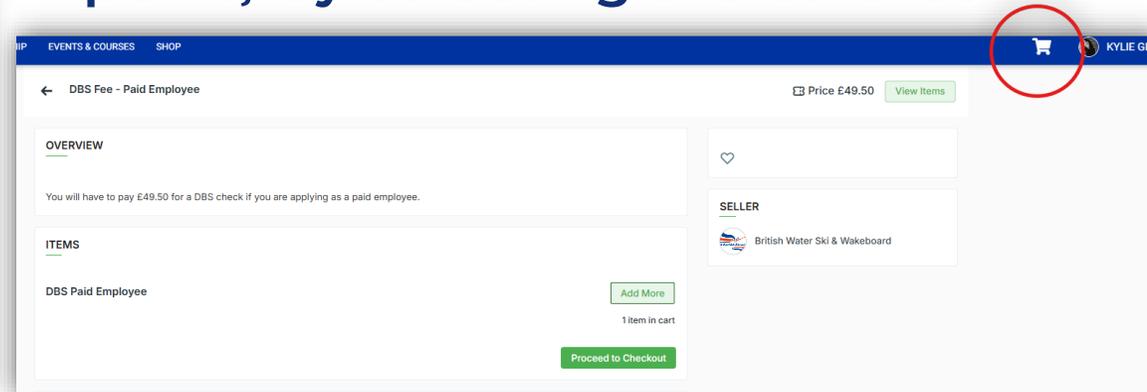
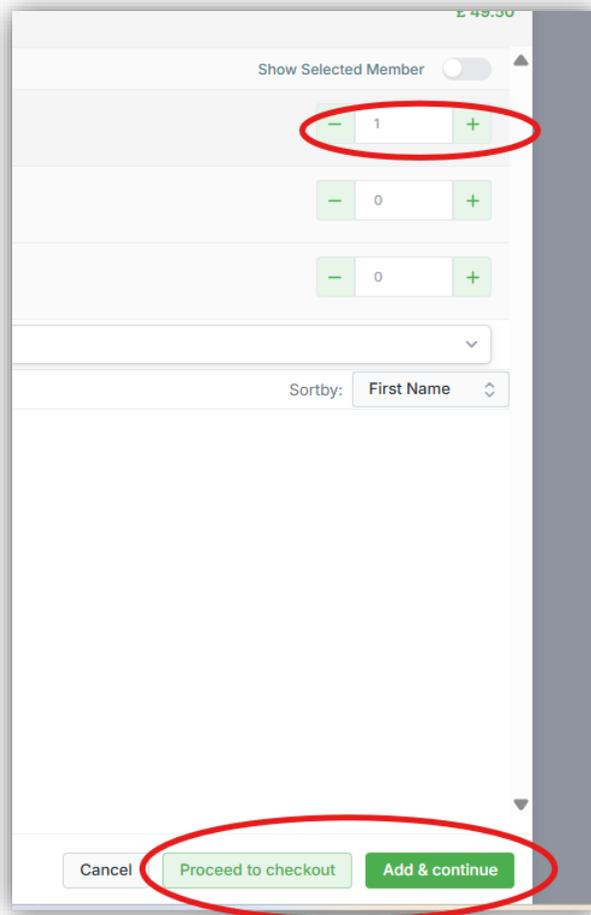
How do I request a DBS form?

The platform will ask you to select the individual you are paying the fee for by using the ‘+’ icon. If you are on a family membership, other family members will be shown here which is why the platform takes you through this step



How do I request a DBS form?

Once you have made your selection, you can either 'Proceed to checkout' to continue with the payment, or 'Add & Continue'. If you have chosen 'Add & Continue', you will be returned to the DBS payment screen. You can access and proceed to make payment of the DBS Fee item from your basket at any point, by selecting the cart icon





How do I request a DBS form?

If you chose the 'Proceed to checkout' option, or have now gone to your basket, you will be taken to the 'Checkout & Payment' screen to proceed with making the payment

Checkout & Payment

1 Order Review 2 Confirm Payment

Below is a summary of your order, please review and then select a payment option.

Order Summary

Total items	1
Item saved for later	0
Net Total	£49.50
Total (GBP)	£49.50

Pay via Bank Pay with Card

VISA MASTERCARD

ITEM SUMMARY

	QTY	NET TOTAL	TAX	TOTAL
 DBS Paid Employee (Kylie Gill) - DBS Fee - Paid Employee (EV000001) British Water Ski Wakeboard	1	£49.50	£0.00	£49.50

Save for Later Remove

ITEMS SAVED FOR LATER (0) Hide saved items

Update

Order Summary





How do I request a DBS form?

Checkout & Payment

1 Order Review 2 Confirm Payment

Thank you, your payment has been successful ✓
Your reference number is **PR000049** and we'll send a confirmation email with detail to **kylie@bwsf.co.uk**

[Back to cart](#) [Home](#) [Download a PDF Receipt](#)

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 DBS Paid Employee (Kylie Gill) - DBS Fee - Paid Employee (EV000001)	1	£49.50	£0.00	£49.50

Order Summary

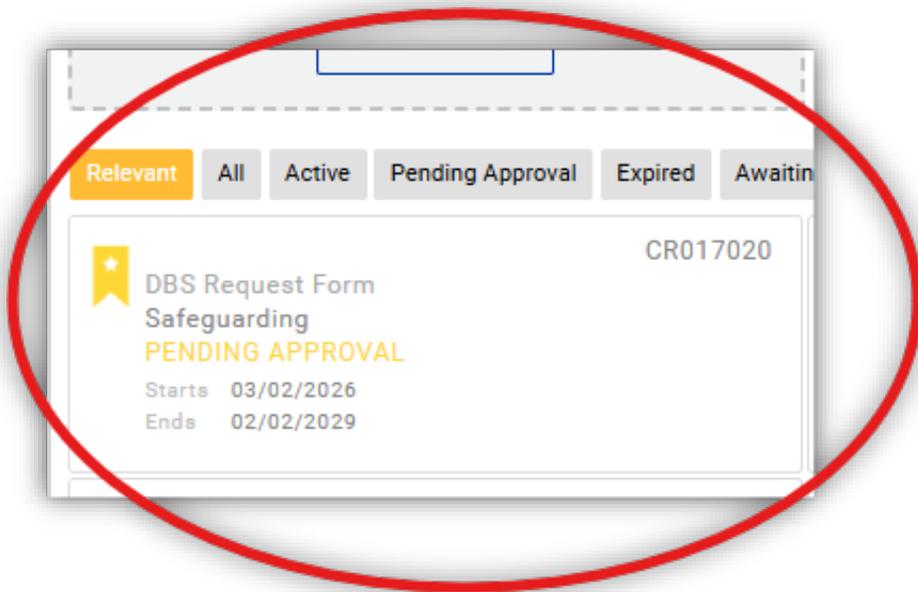
Net Total	£49.50
Total (GBP)	£49.50

You will receive a success message following successful payment along with an email confirmation. Here is where you can now download your receipt to continue with the DBS form request





How do I request a DBS form?



Once you have clicked 'save', you will be returned to your credentials, which will show the DBS Request Form as pending. The form has been sent to BWSW, we will assess the form and then send a DBS paper form in the post to be completed if a DBS is required



How do I request a DBS form?

Setup credential

DBS Request Form

Pending Approval

OVERVIEW

CR017020

Start date

03/02/2026

Expiry date

02/02/2029

DBS Eligibility Information

This is a request form only for a DBS check. Please complete the form below to request a DBS Application Form for your DBS Check - BWSW will use this form to assess your eligibility for a check so please complete the questions fully and accurately. If you are on the DBS Update Service, please contact licences@bwsf.co.uk with your ID information so we can check this online and update our records. In this instance, you would not be required to request a DBS form from us.

Please note: You must be a current member of British Water Ski & Wakeboard in order for us to process a DBS check.

All fields are required unless otherwise stated.

You can click on the credential to show the details of the form you completed and the status will also be shown. If we have approved the credential, you will shortly receive the form in the post to complete. Please then revert to the DBS process on our website [here](#)



How do I request a DBS form?

The form will then be sent to the individual. Once they receive the DBS form in the post, they must follow the process on our website via the previous link, taking note of the ID document guidelines. Once we have received and processed the form and ID checks, we will send the DBS form off in the post to the DBS to process. Once the DBS check has been completed by the DBS, they will send to the individual their certificate. The original certificate will need to be sent to us in the post



How do I request a DBS form?

Once received, if we are able to accept the DBS check, we will update their record with a new DBS credential by amending the dates based on the DBS certificate and approve the DBS check credential, along with the certificate number. Their DBS certificate will then be returned to you in the post

