

# Welsh Judo Association

Cymdeithas Judo Cymru



## WELSH JUDO ASSOCIATION – NEEDS CRB DOCUMENT CHECKERS

### **Criminal Records Bureau**

As part of the Welsh Judo Association's Child Protection Policy all coaches/staff/volunteers working/volunteering with children or vulnerable adults within the WJA must have an Enhanced CRB background check completed.

As Welsh Judo is part of the British Judo Association it will be the BJA who will process the CRB check itself and the Welsh Judo Child Protection Case Management Team who will carry out the risk assessment process where necessary.

The problems and cost involved in sending and receiving these documents via registered mail to BJA Head Office is all too obvious and it is considered best practice for checks to be carried out face to face.

Therefore the WJA is looking for responsible officials in Wales who, having completed a satisfactory Enhanced Disclosure with the BJA, will be willing to assist with the ID/document checking process for our volunteers.

Whilst this is a voluntary role it is still covered by the WJA's recruitment of ex-offenders policy, which is available from WJA Head Office or on the WJA Website ([www.welshjudo.com](http://www.welshjudo.com))

We envisage that this will entail volunteers arranging to meet document checkers at the checkers clubs practice night or local event in order that the document checker can complete the volunteers form before it is forwarded to the BJA for final processing.

Successful applicants for this role will need to have their contact details (Name and telephone number or e-mail address) provided to volunteers in your area so they can make arrangements to meet with you.

Also with permission we would also like to publish a list of contacts for responsible officials on the WJA/BJA web site along with other information on the BJA's/WJA's CRB background checking procedure. You may of course request that your details are not published on the web site.

We are hoping to identify a number of people from all over Wales.

We will be holding a training session for successful applicants (venue will be at a central location for all officials). Expenses will be paid for the training session.

WJA Responsible Officials are not paid expenses to travel to volunteers who need documents checking which is why we ask that the volunteer themselves arrange to meet the document checker at local clubs or events as mutually convenient.

Volunteers in Wales can of course use any of the BJA Responsible Officials if they meet them at courses or events etc.

We are looking for people who have undisputed personal integrity, commitment to Judo's values and culture of the highest values in Child Protection. It is also imperative that applicants can demonstrate that they are able to treat sensitive data highly confidentially as they will be viewing volunteers personal documents.

Closing date for applications is 1 November 2008

Welsh Judo Child  
Protection Strategy Team  
Suite B  
Loughborough Tech Ctr  
Epinal Way  
Loughborough LE11 3GE  
Tel: 01509 631670  
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**WELSH JUDO ASSOCIATION - Cymdeithas Judo Cymru**  
**CRB RESPONSIBLE OFFICIAL (DOCUMENT CHECKER) APPLICATION FORM**



**CONTACT INFORMATION**

<b>Surname</b>		<b>First Name</b>	
<b>Address</b>			
			<b>Postcode</b>
<b>Preferred contact Phone number</b>			
<b>E-Mail Address</b>			

**AVAILABILITY**

Please describe your potential availability for document checking.

E.g.: *I attend Fred Bloggs Judo Club in Cardiff 3 times a week and attend roughly 10 events local to South Wales per year.*

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**SKILLS OR QUALIFICATIONS**

Summarise skills and/or qualifications you have acquired from employment, previous volunteer work, or through other activities which you feel make you a suitable candidate to be a CRB Responsible Official

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**AGREEMENT AND SIGNATURE**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a CRB Responsible Official I will have to undertake an Enhanced CRB disclosure with the British Judo Association.

<b>Name (printed)</b>	
<b>Signature</b>	
<b>Date</b>	

**OUR POLICY**

It is the policy of both the British & Welsh Judo Associations to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in working with us.

Please return to Welsh Judo Child Protection Strategy Team, Suite B, Loughborough Tech Ctr, Epinal Way  
Loughborough LE11 3GE Tel: 01509 631670 Fax: 01509 631680 wales@safelandings.org.uk