

Surf Life Saving Association of Wales – Appendix 24a
Request To Use Already Held DBS Certificate

- I am aware that a condition of being a volunteer with SLSA Wales I am required to **hold live membership with my club or SLSA Wales** which gives me the required insurance cover.
- I am aware that as a member with a role in a position of trust I am required to abide by the SLSAW Safeguarding Principles and on signing my membership form I have confirmed that I have read and understood the Coaches Members and Volunteers Code of Conduct, the Parents Code of Conduct, the Youth Code of Conduct, the Social Media Policy and the Anti Bullying Policy
- I am aware that a status check will be done annually from the date of printing of the certificate I have submitted for checking.
- If the certificate is no longer viewable via the Update Service and I am still in role that requires a DBS check, a new check will need to be submitted. This new check will then be registered on the Update Service.
- **I will be required to sign a Consent to Annual Check form** before my current certificate can be used.
- I am aware that it is my responsibility to inform my club if I leave regulated activity and no longer require annual DBS status checks.
- I give permission for SLSA Wales to hold details of my DBS check on the SLSA Wales DBS database

Please tick your club role					
Safeguarding Officer	<input type="checkbox"/>	Team Manager	<input type="checkbox"/>	First time check	<input type="checkbox"/>
Coach	<input type="checkbox"/>	Assessor	<input type="checkbox"/>	Re-check	<input type="checkbox"/>
Asst. Coach	<input type="checkbox"/>	** If this is a one-off check for Nipper / Youth camp please read. Select A - If you don't wish to continue in regulated activity (see below) after camp with our 18 and under members, I won't register you on the Update Service. This is for those that are in continuous regular contact with our 18 and under members and so require regular DBS status checks. Select B - If continuing in regulated activity after camp and want to be registered on Update Service			
Club volunteer	<input type="checkbox"/>				
Parent helper	<input type="checkbox"/>				
Surf Club Instructor	<input type="checkbox"/>				
IRB / Powercraft	<input type="checkbox"/>				
(A) One off check for camp and not continuing in regulated activity	<input type="checkbox"/>				
(B) Applying for camp and continuing in regulated activity	<input type="checkbox"/>				
LSO SECTION TO COMPLETE					
Completed ✓	<input type="checkbox"/>	On Update Service	On MIS	On Database	On Teams

Does your role in the club fall under regulated activity? **Delete as appropriate** YES NO

Types of activities are - teaching, training, instructing, and caring for, supervision, advice and guidance on well-being or transport specifically for children?

Regularly – once or more a week, 4 or more occasions in a period of 30 days, overnight between 2 – 6am e.g. for away competitions, Nipper / Junior camp etc.?

Excluded fully supervised volunteers.

Only if the above applies and you have indicated so will an enhanced check be done.

Forms to be **emailed or given** to your club Safeguarding Officer to sign off verification of level of checks. Please don't send to LSO without this section below being completed.

Safeguarding Officers

It is the SO's responsibility to ensure that you have arranged to view the certificate in person to ensure that the following level of checks are showing on the cert - **Enhanced & Child Barring**

Completed a check of ID docs in line with the checking guidance

[ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Name:

Date:

The applicant must be able to show one document from Group 1 and 2 further documents from either Group 1, or Group 2a, or 2b,

* 3 months		✓
** Denotes must have been issued within last 12 months		
Birth Certificate – Group 1		Utility bills (not mobile phone bill) Group 2b *
Drivers license / provisional) Group 1		Bank statement – Group 2b *
Adoption certificate – Group 1		Mortgage statement – Group 2b **
Passport – Group 1		Credit card statement / Building society – Group 2b *
A Marriage certificate – Group 2a		P45 / P60 – Group 2b **

Cymdeithas Achub Bywyd o'r Môr Cymru Surf Life Saving Association of Wales

Applicant details

Club name -	
MIS number – your club membership number	

Members are advised that unless they hold membership of their respective clubs or direct with SLSAW, they do not have the required full public liability or personal accident cover.

Please re-apply once your membership is live on the SLSAW Membership system

Full name	
Date of Birth	

e-mail address -	
Contact telephone no:	
For your current certificate to be considered please provide the following information so a check can be done on the Update Service	
Surname as it appears on the certificate	
Date of Birth	
Certificate number – <i>top right hand corner of cert</i>	
Level of checks undertaken – must be enhanced and child barring and you will be asked to show a copy of your certificate to your club SO to confirm this	
DBS completed by <i>Organisation, employer, other sports club or other NGB</i>	
Once confirmed your DBS certificate details will be entered on the SLSA Wales membership system and can be found under your awards naming the body or organisation who completed your check.	

Further information:

Before a check of your certificate can be verified on the Update Service your permission is needed for the Lead safeguarding Officer to do an initial check to confirm that the certificate you have submitted to use is registered on the Update Service. This is a legal requirement.

I give permission for the DBS certificate that I would like to use in my volunteer role under the umbrella of SLSA Wales to be verified on the Update Service

Name:

Cymdeithas Achub Bywyd o'r Môr Cymru Surf Life Saving Association of Wales

If your certificate is not recognised on the Update Service the LSO will inform you and signpost you to your club Safeguarding Officer for a DBS application form. To be completed for a check to be done through SLSA Wales.

Do you have any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance? For more information regarding the filtering rules of a criminal record please visit https://www.gov.uk/government/collections/dbs-filtering-guidance	Yes	No
Declaration by Applicant		
I confirm that the information I have provided in support of this application is complete and true and understand that knowingly to make a false statement or provide false documents for this purpose is a criminal offence.		
Name:	Date:	