



Child Protection and Safeguarding Update May 2018

1. Organisational Changes

- 1.1 On **Friday 1 June 2018** the British Council for Chinese Martial Arts (BCCMA) will Child Protection and Safeguarding Team will launch the BCCMA Disclosure and Barring Service (DBS), as part of its Child Protection and Safeguarding (CP&S) process, to arrange for appropriate DBS checks for Chinese martial arts coaches, teaching and practicing in the Great Britain and Northern Ireland.

2. Member Expectations

- 2.1 Anyone coaching Chinese martial arts regularly with children and/or vulnerable adults, whether as a volunteer or employee, needs to have an enhanced DBS (Disclosure and Barring Service) check. New members of the coaching team must **not** be allowed to work unsupervised with children until a satisfactory enhanced DBS check has been completed and the results appropriately communicated.
- 2.2 In Chinese martial arts coaching, the definition of regularly is a range: from once a week or more to one day in one month or more. Where children and/or vulnerable adults may be required for an overnight (between 12 midnight and 6am) stay to attend an event then supervision would require special permission from the CP&S Director, to be approved by the Executive Committee, in advance. It is essential that the necessary risk assessments have been completed and reviewed before a decision can be made.

3. Legal Requirements

- 3.1 In **April 2018** the new Working Together guidance replaced: Working Together to Safeguard Children (2015). The new guidance sets out the legislative requirements and expectations on individual services to safeguard and promote the welfare of children. It also establishes a clear framework for the three local safeguarding partners (the local authority; a clinical commissioning group for an area within the local authority; and the chief officer of police for an area within the local authority area) to make arrangements to work together to identify and respond to the needs of local children
- 3.2 The 2017 Children and Social Work Act sets out how agencies must work together by placing new duties on the police, clinical commissioning groups and the local authority to make arrangements to work together and with other partners locally to safeguard and promote the welfare of all children in their area.

3.3 Whilst local authorities play a lead role, safeguarding children, promoting their welfare and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

3.4 Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

4. Coaching Status

4.1 It is recognised that not all Chinese martial arts coaches will be trained to teach children, young people or vulnerable adults (specifically people with disabilities). It is expected that coaches will undertake the appropriate training to coach: children; young people with disabilities; adults with disabilities; and adults, where applicable. When completing the CP&S process coaches will need to specify the groups that they have been trained (or intend to be trained as part of the CP&S process) to coach, as one of the following coaching bands:

- A – Children, young people and adults (including people with disabilities).
- B – Children, young people and adults.
- C – Adults (including people with disabilities).
- D – Adults.
- E – Assistant Coach (may only assist an appropriately trained coach).
- U – Unqualified.

4.2 The coaching band can be endorsed by the BCCMA once the appropriate training has been undertaken and the appropriate DBS check made, where applicable.

5. Employee or Volunteer Status

5.1 The DBS definition of a volunteer is defined in the Police Act 1997 (criminal records) Regulations 2002 as:

- Any person engaged in an activity which involves spending, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.

5.2 To qualify for a volunteer status DBS check, the applicant must not:

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement

- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full time role/qualification.

6. Obtaining a DBS Check

- 6.1 In line with safer recruitment policy, the expectation is that Chinese martial arts coaches with frequent and/or regular contact with children and/or vulnerable adults will undertake the **enhanced DBS check**.
- 6.2 As a Chinese martial arts coach, you are not obliged to have your checks conducted through BCCMA. However, having your checks conducted through your National Governing Body CP&S process established specifically to provide professional services to the Chinese martial arts community may hold more relevance for the activity in which you are engaged; and be more credible in the view of those for whom you provide a service. In addition, the administration fee is reasonable compared to other service providers.
- 6.3 **For Employees:** the enhanced DBS check costs £50.00, including the administration fee.
- 6.4 **For Volunteers:** the enhanced DBS check costs is not charged for service, the administration fee is £15.00.

7. DBS Update Service

- 7.1 Since **17 June 2013**, an annual subscription of just £13.00, applicants can have their DBS certificate kept up-to-date and take it with them from role to role, within the same workforce, where the same type and level of check is required.
- 7.2 As a member of the Update Service instant online checks of your current DBS certificate can be made at no cost, with your permission, allowing a degree of portability between the places that you offer Chinese martial arts coaching.

Registering for the Update Service

- 7.3 You can [register online](#) as soon as you have your application form reference number. You can ask for the number when you apply for your DBS check. Or you can wait and [register](#) with your certificate number when you receive your DBS certificate. If so, you must do so within 14 days of the certificate being issued.
- 7.4 To check the progress of your DBS certificate, use the [DBS tracking service](#). Registration lasts for one year and costs £13.00 per year (payable by debit or credit card only). You'll get an ID number with your registration that you need to log on to the service.

What will you get?

- 7.5 When you join, you'll get an online account that lets you:

- take your certificate from one job to the next
- give employers permission to check your certificate online, and see who has checked it
- add or remove a certificate.

8. Annual General Meeting and CP&S Services Desk

8.1 Annual General Meeting (AGM) Details

- Date: Saturday 26 May, 2018
- Time: 13:00 to 15:00
- Venue: Senate Room
[Imperial Hotel](#)
61-66 Russell Square
London WC1B 5BB

8.2 The CP&S Service Desk will be available at the AGM. BCCMA members can pre-register and present ID documentation for verification on the day.

8.3 **To register** your details to be verified please log onto our [BCCMA DBS online portal](#). You will need a personal email address to set up your BCCMA DBS account.

8.4 The BCCMA will also arrange for CP&S Service Desks at the BCCMA National Championship on Sunday 15 July, 2018. Other dates when they become available will be posted on the [BCCMA website](#).

9. DBS Check Routes

9.1 We intend to make this process as simple as possible and seamless in terms of you meeting the legislative requirements to teach children and/or vulnerable adults. As an instructor or coach (that is the person going through a DBS check) - 'the applicant' – you must present your ID documents (original documents) to a CP&S Services Desk. The documents that you need will depend on the route the application takes. The applicant must try to provide documents from route 1 first. The Tables of information required are listed at Annex A.

9.2 **Route 1** - The applicant must be able to show:

- 1 document from Table 1
- 2 other documents from either Table 1 or Table 2a or 2b

9.3 One of the documents must show the applicant's current address.

9.4 **Route 2** - If the applicant doesn't have any of the documents in Table 1, then they must be able to show:

- 1 document from Table 2a
- 2 other documents from either Table 2a or 2b

9.5 One of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

9.6 **Route 3** - can only be used if it hasn't been possible to process the application through Routes 1 or 2.

9.7 For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- 1 document from Table 2a
- 3 further documents from Table 2a or 2b

9.8 One of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

10. For More Information

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Table 1: Primary Identity Documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card with counterpart	UK/Isle of Man/Channel Islands (full or provisional)
Birth certificate - issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces

Table 2a: Trusted Government Documents

Document	Notes
Current driving licence – old-style paper version	UK
Current photo driving licence	Non-UK licences must be valid for up to 12 months from the date the applicant entered the UK
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Adoption certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK and Channel Islands

Table 2b: Financial and Social History Documents

Document	Notes
Mortgage statement	UK or EEA Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA Issued in last 3 months
Bank or building society account opening confirmation letter	UK Must still be valid
Credit card statement	UK or EEA Issued in last 3 months
Financial statement, eg pension or endowment	UK Issued in last 12 months
P45 or P60 statement	UK and Channel Islands Issued in last 12 months
Council Tax statement	UK and Channel Islands Issued in last 12 months
Work permit or visa	UK Valid up to expiry date

Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application Must still be valid
Utility bill	UK – not mobile telephone bill Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands Issued in last 3 months
EU National ID card	Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands Must still be valid
Letter from Head Teacher or College Principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents Must still be valid cannot be provided