

Norwich Canoe Club - Disclosure and Barring Policy

Norwich Canoe Club is committed to a Duty of Care to all its members, whether they are Adults or Juniors and therefore work within the Policy of British Canoeing Disclosure and Barring Services

Norwich Canoe Club Committee made the decision that it is their responsibility to ensure that all coaches and volunteers complete the appropriate DBS check **before** being deployed in their role.

Please remember that a disclosure check is only one part of the recruitment and vetting process and no system is fool proof and therefore after the initial application has been approved, we rely on your honesty and integrity to disclose any issue which you feel may be in violation of the DBS check. A failure to complete a DBS check will result in you being unable to coach or volunteer in any area of the club's activities.

You will be asked to contact the appropriate club member who has been authorised by British Canoeing to activate the process for your DBS, you must follow all the relevant instructions and use paperwork as requests. (Please do not leave any section of this application for a period of time as this will delay the process). There is no cost to you as this is covered by British Canoeing.

Once you have completed the process and your application has been approved, you will be notified by receiving your certificate from British Canoeing, please contact the club DBS administrator with your certificate number and date, enabling us to update our records and for you to continue in your coaching role within Norwich Canoe Club

The DBS update service is an online government service which once subscribed to, allows your DBS Certificate to be kept up to date for as long as you are subscribed to the service or until any new information is added to your certificate. This means it may be possible to take to another role across the organisation, but this is not guaranteed – You have up to 30 days to join the DBS update service after you have made your initial application

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