



**Policy for the recording and posting of
CRB Disclosure Applicant information.**

- ❖ The Welfare Officer will determine who at the Daventry Dolphins Swimming Club needs to be CRB (Criminal Records Bureau) checked and will issue a CRB disclosure application form and guidelines for the Applicant to complete.
- ❖ The Applicant will provide information as detailed in the Guidelines to the Welfare Officer (or in his / her absence, the Club Secretary) for them to document and verify in writing on the disclosure application.
- ❖ The Welfare Officer (or Club Secretary) will send the disclosure application form to the CRB Co-ordinator, Amateur Swimming Association (ASA), Harold Fern House, Derby Square, Loughborough, Leicestershire, LE11 5AL.
- ❖ The method of posting to the ASA will be by **recorded delivery** with a request to the CRB Co-ordinator to confirm receipt of the application. This receipt of confirmation may be by post or email communication.
- ❖ The ASA will confirm by letter to the Welfare Officer whether the applicant is a suitable person.
- ❖ The Welfare Officer will keep a record of Daventry Dolphins personnel who have CRB clearance, recording the disclosure number and validity date. (The ASA recommends that personnel are checked every 3 years)

Policy written by Lesley Sharp / Welfare Officer 29th September 2009.