

Policy for the recording and posting of CRB Disclosure Application 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), SportPark, Oakwood Drive, Loughborough, Leicestershire, LE11 5QF.

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 reviewed by Lesley Sharp / Club Secretary December 2011