

British Judo Association – Criminal Records Policy Statement Updated 1 July 2008

The British Judo Association is committed to the welfare and protection of children. We all take our responsibilities towards the welfare of young players very seriously and, as a national governing body, we are required to demonstrate that we do so.

From September 2003 the British Judo Association will start the process of background checking anyone holding a position of authority within the BJA or at a BJA club. Any person newly qualifying, as a BJA Coach will have the checks carried out prior to their award being confirmed.



From July 2008 the British Judo Association will be processing CRB checks for volunteers working within the Welsh Judo Association therefore this policy also applies to those volunteers

British Judo Association – Criminal Records Bureau Policy Statement

General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the British Judo Association complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Child protection in relation to sport remains the subject of consideration by the authorities and agencies and, in the interests of best practice, we will continue to take appropriate advice and to adjust our procedures when necessary in order to maintain our high standards of care.

Any new clubs joining the British Judo Association after 1 September 2003 will have all their officials checked prior to the club being accepted into membership.

Coaches will obviously be checked as part of the process of checking all club officials, however new coach award examinations will not be confirmed as passed until a background check has been completed on the individual. The BJA will request the background check once the completed examination paper has been received from the examiner.

The British Judo Association will store on the Individual Membership database five pieces of information regarding background checks.

- The date the BJA requests the check
- The date the check is sent to the CRB
- The date the BJA receives the Disclosure from the CRB
- The Disclosure Certificate number
- Whether additional information under a separate cover was received as a result of the check.

From October 2009 the applicants ISA registration number will also be held.

What is the Disclosure procedure?

- The applicant completes the form arranges to meet a BJA CRB responsible official who will check the documents, complete section X. The BJA CRB responsible official will send the CRB Disclosure form to the BJA.
- For members who coach professionally the CRB will levy a charge to the Association in these cases the BJA will require a payment of £36.00 from those coaches. There is no charge for volunteers.
- The BJA then countersigns the application form and sends the Disclosure application to the CRB for processing.
- Once processed, a copy of the Disclosure is sent to the applicant and a copy sent to the BJA.

A copy of the BJA CRB policy statement will be sent to the applicant at the time the BJA requests them to undergo a check.

For further information contact:

British Judo Association or Welsh Judo Association

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Criminal Records Bureau
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