



CONFIRMATION OF ENHANCED CRB DISCLOSURE

All coaches nominated for GB Rowing Junior teams require a recent CRB **Enhanced** Disclosure as proof of their suitability to work with young people if they wish to be considered for selection.

If your CRB Disclosure was done through the ARA it must be dated within the last 3 years. Please complete Section A and return it to John Layng, Team Manager for Juniors, by post (John Layng, Emanuel School, Battersea Rise, London SW11 1HS) or at the GB v France Trials Registration.

If your CRB Disclosure was done through another Registered Body it must be dated **within the last 2 years**, in line with the ARA's guidance document: 'Portability of CRB Disclosure Documents' and the CRB guidelines. You should complete Section A, (attached), and ask the designated person in charge of recruitment to sign the declaration in Section B, (attached), to confirm your suitability and return this to John Layng, Junior Team Manager as directed above. For example, if you are a coach at a school you may ask the Head Teacher, or designated member of staff in charge of recruitment or welfare to sign the declaration in Section B. If you are a club coach the designated person would be your Club Welfare Officer. If your CRB disclosure was done through your employer, your Human Resources Manager, or Recruitment Officer would be the most relevant person. In all cases it needs to be someone who has been involved in your recruitment and vetting.

If you do not have a recent CRB Disclosure you can apply for one through the ARA free of charge. Details of how to apply are contained in Appendix 2 which is available on the ARA website (www.ara-rowing.org) or on request from the National Office. It can take several weeks to process a CRB Disclosure so you should allow sufficient time to make the application.

The information contained on the form will be held in accordance with the ARA policy on 'Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information', and will only be used for the purpose given above.

Section A

CONFIRMATION OF ENHANCED CRB DISCLOSURE

Name of Coach:	
Club/School:	
ARA membership no.	
Date of birth:	
Contact Tel:	
CRB Disclosure Information (The following information can be found at the top of your CRB Disclosure)	
Disclosure Number: (12 digit)	
Date of Issue:	
Name of Employer: (as recorded on Disclosure)	
Registered Person/Body:	
Counter-signatory:	

Section B

If the Registered Body given above is ARA there is no need to complete this section.

TO BE COMPLETED BY THE DESIGNATED PERSON IN CHARGE OF RECRUITMENT AT THE SCHOOL OR CLUB.

I confirm that the above **ENHANCED** CRB Disclosure certificate for

----- (Name of coach)

did not contain any information which would make the coach listed unsuitable to work in a supervisory role with children or young people. Nor were we sent any 'additional information' regarding this coach by the Police or Social Services in relation to this Disclosure.

If you have any queries about signing this section please telephone the ARA's Child Protection Officer on 0870 060 7100.

Signed:	
Print Name:	
Please indicate below position held	
* School Name of Head or name/job title of designated person	
* Club Name of Club Welfare Officer: Name of Club:	
* Company Name of HR Manager: Name of Company:	
* Other Please give details:	

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