



B.W.F.

BRITISH WADO FEDERATION

Instructor Application form for Enhanced DBS

CHAIRMAN

PAUL ELLIOTT 8TH DAN KYOSHI

LEAD DESIGNATED SAFEGUARDING WELFARE OFFICER

ELIZABETH RAYMAN

BRITISH WADO FEDERATION IS AFFILIATED TO



INTERNATIONAL WADO FEDERATION

Enhanced DBS Check Application Form for BWF Karate Instructor.

Purpose: This form is needed to process an Enhanced DBS check for those applying for or currently holding a Karate Instructor position, which involves working with children or vulnerable adults. When the BWF has entered your details on the Aarons site you will receive an email from them what to do next. (please check spam folder)

Section 1: Personal Information

Delete Yes or No *

1. **Full Legal Name** (as it appears on your ID documents):

- First Name: _____
- Middle Names (if any):

- Surname: _____

2. **Date of Birth** (DD/MM/YYYY): ___/___/_____

3. **Gender:**

- Male / Female / Other (Please specify): _____

4. **Nationality:** _____

5. **National Insurance Number:** _____

6. **Contact Information:**

- **Home Address** (including postcode):

_____ **Post Code** _____
- **Telephone Number (s):** _____
- **Email Address:** _____

Section 2: Employment Information

1. **Position:** Karate Instructor
2. **Karate Group & Club:** _____
3. Do you receive payment for this **Yes/No ***
4. Or are you a volunteer **Yes /No ***

Section 3: Required Identification Documents

Do you have the following: -

Delete Yes or No *

1. **Primary Identification**

- **Passport Yes/ NO ***

- **Driving License (photo Yes/No ***

2. **Secondary Identification**

- **Birth Certificate YES/ No ***

3. **Proof of Address** (must be issued within the last 3 months, e.g., utility bill, bank statement, council tax bill): **Yes/No ***

4. **Have you been issue with DBS certificate before? YES/ No ***

Section 4: Criminal Record Disclosure and Consent

1. **Criminal Record Disclosure**

Have you ever been convicted of a criminal offense, including cautions, reprimands, or warnings?

- Yes / No*
- If yes, please provide details:

2. **Consent for DBS Check**

- I authorize BWF/ Aaron's Department Limited to conduct an Enhanced DBS check as part of the application process for the position of Karate Instructor.
 - I confirm that the information provided in this form is accurate and complete.
 - **Applicant's Signature:** _____
 - **Date (DD/MM/YYYY):** ___/___/_____
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Section 5: Declaration

1. I understand that any false or misleading statements may lead to disqualification from the application process or termination of employment.
2. I consent to the organization processing my personal information according to GDPR and other applicable privacy policies.
 - **Applicant's Signature:** _____ Print Name: _____
 - **Date (DD/MM/YYYY):** ___/___/_____
1. Allow 2-6 weeks for processing. The outcome will be communicated once the DBS check is completed.
2. Background checks for BWF are conducted by Aaron's Department Limited, which charges a fee for this service. The cost is approximately £72.06 for individuals who receive payment from the club and £22.56. for volunteers. The BWF do not add any extra cost for this service. The DBS defines a volunteer as 'a person who is involved in an activity that requires time spent unpaid (apart from travel and other approved out-of-pocket expenses), with the aim of benefiting a third party other than or as well as a close relative.' **BWF will issue an invoice after the certificate has been issued.**
3. **Please note:** See below a list of BWF policies on the BWF web site for you to read. We will be running face to face courses and online courses to explain all these in detail.

Return the completed form to BWF CHAIRMAN PAUL ELLIOTT 8TH DAN KYOSHI
semka@btinternet.com

BWF Constitution

 [British Wado Federation Constitution \(Jan 2024\)](#)

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BWF Club Policy



[BWF Club Policy](#) – Lists requirements and provides useful guidance for BWF clubs

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Child Protection, Safeguarding and Other Policies

Details of our Child Protection policy and related information can be found on the  [Child Protection](#) page.

Child Protection and Safety Information

The British Wado Federation takes protection of children and vulnerable adults very seriously. Below are the policy and guidance documents that all BWF members must be familiar with. If there are any concerns or questions, please contact our Child Protection Safeguarding Lead.

 [BWF Child Protection Policy Statement](#) (Oct 2023)

 [BWF Code of Conduct for Students and Members](#) (Nov 2024)

Child and Vulnerable Adult Protection Policies

 [BWF Child Protection Policy](#) (Oct 2024)

 [BWF Child Abuse Policy](#) (Oct 2024)

 [BWF Listening to Children Policy](#) (Oct 2024)

 [BWF Anti-Bullying Policy](#) (Oct 2023)

 [BWF Child-to-Adult Ratio Policy](#) (Oct 2023)

 [BWF Photographs and Images of Children Policy](#) (Oct 2024)

 [BWF Race Equality Policy](#) (Oct 2024)

 [BWF Safeguarding Adults at Risk Policy](#) (Nov 2024)

Club and Instructor Conduct

 [BWF Officials Code of Conduct Policy](#) (Oct 2024)

 [BWF Coach Accreditation Programme](#) (Oct 2023)

Health and Safety

 [BWF Fire Safety and Risk Assessment Policy](#) (Oct 2024)

 [Karate Group Emergency Procedures Policy](#) (Nov 2024)

Trips and Travel

 [BWF Trips Aways Policy](#) (Oct 2024)

 [BWF Lost Child Policy](#) (Oct 2024)

Complaints and Discipline

 [BWF Whistleblowing Policy](#) (Nov 2024)

 [BWF Complaints and Disciplinary Policy](#) (Nov 2024)

 [BWF Anti-Harassment Policy](#) (Nov 2024)

Forms and Guidance

 Form – [Consent for Use of Photographs or Video](#) (Oct 2024)

 Form – [Accident Report](#) (Oct 2024)

 Form – [Child Protection Safeguarding Incident Form](#) (Nov 2024)

 Form – [Consent for Transport of Children and Vulnerable Adults](#) (Oct 2024)

 Form – [Enhanced-DBS Check Application Form for BWF Karate Instructor](#) (Nov 2024)

 Guidance – [Stopping Abuse](#) (Oct 2024)

 Guidance – [Conducting a risk assessment](#) (Oct 2024)