



## **CRB Policy and Procedures**

### **CRB Policy Statement:**

TDC Swindon Diving club is committed to the protection of all its members. Therefore, all persons (teachers, volunteers, lifeguards and committee members) who have significant contact with children under the age of 18 years within the club are required to complete a CRB check through the Amateur Swimming Association. There is no charge for this service to volunteers.

All details of individual CRB checks will be confidential and will only be revealed to third parties on a strictly 'need-to-know' basis.

### **CRB Procedures**

1. The Club shall appoint a Welfare Officer to implement all aspects of the CRB procedure by following the Amateur Swimming Association guidelines.
2. The Club Welfare Officer shall be responsible for ensuring that all CRB checks are up to date and re-validated when necessary.
3. The Club Welfare Officer shall keep a register, in confidence, of all volunteers who have completed a CRB check, together with all relevant information
4. All new volunteers are required to start this procedure immediately on joining the club. Volunteers joining from another ASA club with a CRB check less than 6 months old will not be required to complete a new one.
5. All members over the age of 18 years who are taking part in sessions with children under the age of 18 years will also be required to complete a CRB check on joining the club or on reaching the age of 18 years.
6. Any volunteer or member over the age of 18 years refusing to complete a CRB check will not be permitted to take part in any club activities.
7. Casual volunteers from other clubs or organisations, and any casual paid staff (for example, Lifeguards) will be required to provide proof of a valid CRB check. Details of CRB certificates will be recorded, in confidence, by the Welfare Officer.

**CLUB WELFARE OFFICER (2009) : Eva Millard**

More information on CRB checks through the Amateur Swimming Association can be found in the Volunteers section on the website:

**[www.britishswimming.org](http://www.britishswimming.org)**