



### **British Wado Federation – Criminal Records Administration Officer**

It is recommended that **each club** has **AT LEAST TWO** Club Level Criminal Records Administration Officers (CRAO), as part of their Club Committee, so as to guarantee the presence of at least ONE officer available at the club at all times (**two are required if another/reserve designated CRAO also requires vetting for CRB/DBS**).

The responsibility of the Club's CRAO is as follows:

Each individual who requires a CRB/DBS, from Volunteer Status (any Assistant Instructor responsible for the teaching of young people and/or vulnerable adults, etc.) to Full Discloser Level (Main Instructor, etc.) will approach the designated Club CRAO to show their original documentation of the following accepted credentials.

The accepted credentials can be either a **valid**:

1. Passport
2. Biometric Resident's Permit
3. Driving Licence, or
4. Birth Certificate.

Once this information has been checked and accepted by the CRAO, as proof of identity, then the process of application can proceed on-line by the applicant.

*NB: The applicant must use the same original form of identification when applying on-line.*

The CRAO must inform the following IWF Committee Members by sending an email to the following **TWO** IWF Committee Personal; to inform of the name/s of the intended applicant/s for a CRB/DBS. **IT IS ESSENTIAL THAT BOTH OFFICERS ARE INFORMED TOGETHER.**

1. IWF President, Gary E Swift Kyoshi. Email; [garyswiftkyoshi@gmail.com](mailto:garyswiftkyoshi@gmail.com)
2. IWF CRB/DBS Officer, Mike Ilderton 7<sup>th</sup> Dan. Email; [mikeilderton7@gmail.com](mailto:mikeilderton7@gmail.com)

These are the pre-entry requirements prior to any on-line application.

For on-line application. Click on link and proceed with application; once all of the previous implications have been finalised.

Care Check; <http://carecheck.co.uk>

Your organisational reference is **BRITISHWADOKAI**.

Important: It is considered **LIABLE NEGLIGENCE** for any instructor to operate a club without a valid CRB/DBS, plus the other important operating credentials.

Your Club and Instructor Insurance will be invalid and you could be prosecuted without the full correct club-operating credentials.

All clubs must be in possession of valid Club/Association Registered CRB/DBS Certified Instructors, Insured & Licenced Instructors (including 'responsible' assistant instructors), a designated 1<sup>st</sup> Aider, fully Licenced Club Membership, Club Liability Insurance, and Person to Person Liability Insurance. These are the minimum requirements

If you have any queries about CRB/DBS, or related concerns, please direct these to the IWF CRB/DBS Officer, Mike Ilderton 6<sup>th</sup> Dan.

Please fill in required fields. If more than one club, please duplicate page/form.

**Application Form for Designated Club Criminal Records Administration Officer  
Two Officers Per Club.**

**CRAO Officer 1**

Club/Group Name	
Address of Club	
Name of Designated Club Criminal Records Administration Officer (CRAO) Number 1.	Date of Birth:
Any other position held. I.e. Secretary, Treasurer, etc.	
Full Home Address	
Email	
Telephone Number	-----
Mobile	

**CRAO Officer 2**

Club/Group Name	
Address of Club	
Name of Designated Club Criminal Records Administration Officer (CRAO) Number 2.	Date of Birth:
Any other position held. I.e. Secretary, Treasurer, etc.	
Full Home Address	
Email	
Telephone Number	-----
Mobile	

**If more than one club, please duplicate form.**