

GB Skate Artistic (GBSA)* Licence Procedure 2023

All GB Skate Artistic officials/board members/coaches/safeguarding leads and club volunteers (including dress makers) should have a valid GB Skate Artistic Licence. This must be renewed every 3 years.

Not all committee members need to have a licence. Junior coaches can apply from the age of 16yrs if required. If you are unsure, please contact the Safeguarding Team for clarification.

Applications can be made 2 months prior to licence expiry.

Section 1 – Coaches, Section 2 – Volunteers, Section 3 – Officials, Section 4 – Accepted documents & costs

SECTION 1 - Safeguarding Licence for coaches (Red Cards) –

STEP 1 – Ensure coaches details are on the database. **ALL** coaches must be a fully paid-up member of GBSA. If the details are not on the database, please complete a membership form (found on the website or via this [link](#) and submit to the OFFICE via email – Office@gbskateartistic.co.uk along with correct payment by BACS.

STEP 2 – All Coaches must access and complete the EDUCare Safeguarding Training - <https://www.educare.co.uk/courses/child-protection-sport>

Coaches will also need to complete a first aid course. Ideally this will be completed in person with a qualified company in your area, however this can also be completed online. We recommend the Protraining course which can be accessed here – www.protrainings.uk/courses/19-sports-first-aid-level-2-vtg

Both the EduCare and First Aid Courses must be renewed every 3 years, alongside the DBS application.

STEP 3 – Once both the EDUCare and first aid certificates have been obtained, they should be emailed to the Safeguarding Team along with a DBS self-declaration form – found on the GBSA website or via this [link](#)

There is one for new applications and one for those people already on the update service*

At the same time payment for the DBS should be made to GBSA via BACS. Details of fees can be found below (Update service checks are free)

If documents for the DBS are being processed in person, all 3 documents must be brought along to the meeting, as well as a passport sized photo and a small stamped addressed envelope. If documents are being sent by post, please ensure that all documents are included and the envelope is secure. Details of all accepted forms of ID are listed below under section 4.

*If you are on the update service, please send over all updated certificates and photo and then move to **STEP 7**

UPDATE SERVICE CHECK FORM can be accessed [here](#)

STEP 4 – Once the self-declaration form and all certificates/photos and payment have been received, the DBS will be processed, and you will be emailed by the team to explain the next steps. If documents are sent in the post, this will include a zoom call to confirm ID.

Documents sent in the post will be processed asap and then returned using special delivery.

STEP 5 – Once the DBS has been returned to the team, the database will be updated, and licences will be issued.

STEP 6 - OPTIONAL – once you have received your DBS, you can join the update service via GOV.UK. This is free for volunteers and when your licence is up for renewal, the safeguarding team can complete a free check for you, providing you remain signed up.

STEP 7 – FOR THOSE ON THE UPDATE SERVICE /RENEWING LICENCES

Once we have received your updated certificates and photo, and your update service self-declaration form, the team will complete a **free check** on the update service and then issue your new licence.

If you are on the update service and you are applying for your first licence, you will need to have a zoom call to confirm your ID.

UPDATE SERVICE CHECK FORM can be accessed [here](#)

SECTION 2 - Safeguarding Licence for Volunteers (White) –

All Safeguarding Leads /dress makers /club volunteers who work directly with children, must have a current DBS in place. The DBS must be renewed every 3 years and must be obtained via the Safeguarding Team only, unless you have registered for the Update Service.

STEP 1 – Ensure SGLs/Volunteers details are on the database. This is free membership but must be applied for via the office. If the details are not on the database, please complete a membership form - found on the website or via this [link](#) and submit to the OFFICE via email – Office@gbskateartistic.co.uk

STEP 2 – All Safeguarding Leads & Volunteers must access and complete the EDUCare Safeguarding Training - <https://www.educare.co.uk/courses/child-protection-sport>
The EduCare must be renewed every 3 years, alongside the DBS Application.

STEP 3 – Once the EDUCare certificate has been obtained, it should be emailed to the Safeguarding Team along with a DBS self-Declaration form – found on the GBSA website or via this [link](#)

There is one for new applications and one for those people already on the update service*

At the same time payment for the DBS should be made to GBSA via BACS. Details of fees can be found below (Update service checks are free)

If documents for the DBS are being processed in person, all 3 documents must be brought along to the meeting, as well as a passport sized photo and a small stamped addressed envelope. If documents are being sent by post, please ensure that all documents are included and the envelope is secure. Details of all accepted forms of ID are listed below under Section 4

*If you are on the update service, please send over all updated certificates and photo and then move to **STEP 7**

UPDATE SERVICE CHECK FORM can be accessed [here](#)

STEP 4 – Once the Self -Declaration form and all certificates/photos and payment have been received, the DBS will be processed, and you will be emailed by the team to explain the next steps. If documents are sent in the post, this will include a zoom call to confirm ID.

Documents sent in the post will be processed asap and then returned using special delivery.

STEP 5 – Once the DBS has been returned to the team, the database will be updated, and licences will be issued.

STEP 6 - OPTIONAL – once you have received your DBS, you can join the update service via GOV.UK. This is free for volunteers and when your licence is up for renewal the safeguarding team can complete a free check for you, providing you remain signed up.

STEP 7 – FOR THOSE ON THE UPDATE SERVICE /RENEWING LICENCES

Once we have received your updated certificates and photo, and your update service self-declaration form, the team will complete a **free check** on the update service and then issue your new licence.

If you are on the update service and you are applying for your first licence, you will need to have a zoom call to confirm your ID.

UPDATE SERVICE CHECK FORM can be accessed [here](#)

Coaches cannot be Safeguarding Leads for their club, and the Safeguarding Lead should not be related to any coach in any way.

SECTION 3 - Safeguarding Licence for Officials (Blue) –

All Officials must have a current DBS in place. These must now be renewed every 3 years and must be obtained via the Safeguarding Team only, unless you have registered for the Update Service*.

STEP 1 – Email the Safeguarding Team a DBS self-declaration referral form – found on the GBSA website or via this [link](#)

There is one for new applications and one for those people already on the update service*

At the same time payment for the DBS should be made to GBSA via BACS. Details of fees can be found below (Update service checks are free)

If documents for the DBS are being processed in person, all 3 documents must be brought along to the meeting, as well as a passport sized photo and a small stamped addressed envelope. If documents are being sent by post, please ensure that all documents are included and the envelope is secure. Details of all accepted forms of ID are listed below.

*If you are on the update service, please send over all updated certificates and photo and then move to **STEP 5**

UPDATE SERVICE CHECK FORM can be accessed [here](#)

STEP 2 – Once the self - declaration form and all certificates/photos and payment have been received, the DBS will be processed, and you will be emailed by the team to explain the next steps. If documents are sent in the post, this will include a zoom call to confirm ID.

Documents sent in the post will be processed asap and then returned using special delivery.

STEP 3 – Once the DBS has been returned to the team, the database will be updated, and licences will be issued.

STEP 4 - OPTIONAL – once you have received your DBS, you can join the update service via GOV.UK. This is free for volunteers and when your licence is up for renewal the safeguarding team can complete a free check for you, providing you remain signed up.

STEP 5 – FOR THOSE ON THE UPDATE SERVICE /RENEWING LICENCES

Once we have received your updated certificates and photo, and your update service self-declaration form, the team will complete a **free check** on the update service and then issue your new licence.

UPDATE SERVICE CHECK FORM can be accessed [here](#)

OPTIONAL - Officials can access and complete the EDUCare Safeguarding Training -

<https://www.educare.co.uk/courses/child-protection-sport>

Once the EDUCare Certificate has been obtained, this needs to be sent to the Office or Safeguarding Team to view. Once this has been confirmed by the Team, we will delete any emails so please keep your own copy.

The EduCare should be renewed every 3 years, alongside the DBS Application.

FOR THOSE ON THE UPDATE SERVICE /RENEWING LICENCES

Once we have received your updated certificates and photo, and your update service self-declaration referral form, the team will complete a **free check** on the update service and then issue your new licence.

N.B If you are a Coach and an Official, your main role will be as a Coach, and therefore you will be required to complete the EDUCare and First Aid Training.

SECTION 4 - ACCEPTED DOCUMENTATION & COSTS –

ALL DOCUMENTS MUST BE ORIGINAL – WE ARE NOT LEGALLY ALLOWED TO ACCEPT CERTIFIED COPIES - <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

1- The primary documents (you need 1 of these)

- Current Valid Passport
- Current Biometric Residence Permit (UK Issued)
- Current Driving Licence Photocard - Full or Provisional (UK, Isle of Man, Channel Islands)
- Birth Certificate - Issued at birth
- Adoption Certificate (UK and Channel Islands issued)

The secondary documents (you need 2 that together confirm the name and current address)

- Current Valid Passport
- Current Biometric Residence Permit (UK Issued)
- Current Driving Licence Photocard - Full or Provisional (UK, Isle of Man, Channel Islands)
- Birth Certificate - Issued at birth
- Adoption Certificate (UK and Channel Islands issued)
- Non-UK Current Driving Licence Photocard - Full or Provisional
- Current Driving Licence - Full or Provisional - Paper Version (if issued before 1998)
- Birth Certificate - Issued after time of birth
- Marriage/Civil Partnership Certificate
- Immigration Document/Visa/Work Permit
- HM Forces ID Card (UK issued)
- Firearms Licence
- Mortgage Statement (UK)
- Bank or Building Society Statement (UK and Channel Islands) From past 3 months
- Bank or Building Society Statement (countries outside of the UK) From past 3 months
- Bank or Building Society Account Opening Confirmation Letter (UK issued) From past 3 months
- Credit Card Statement (UK) From past 3 months
- Financial Statement, eg: Pension or Endowment (UK issued) From past 12 months
- P45 or P60 Statement (UK and Channel Islands issued) From past 12 months
- Council Tax Statement (UK and Channel Islands issued) From past 12 months
- Letter of Sponsorship from Future Employment Provider – must be valid
- Utility Bill – **NOT PHONE BILL** - From past 3 months
- Benefit Statement, eg: Child Benefit, Pension - From past 3 months

- Central or Local Government, Government Agency, or Local Council document giving entitlement - From past 3 months
- EEA National ID Card – Must be valid
- Cards carrying the PASS accreditation logo – Must be valid
- Letter from Head Teacher or College Principal – Must be valid
- Irish Passport Card – Must be valid

POSTAL ADDRESS FOR SAFEGUARDING DOCUMENTS ONLY – 3 Ashtree Gardens, Lowestoft, Suffolk, NR33 8SR

The cost of the Application will be £15 for Volunteer Coaches*, Officials and Safeguarding Leads for checks completed in person

£25 if sent in post (which include the additional £10 postage fee as below)

Basic Applications for as roles such as Club admins will be £30

Paid coaches will be £57

If you are a Coach and an Official, your main role will be as a Coach, and therefore you will be required to complete the EDUCare and First Aid Training.

For all positions, if you wish to send documents in the post, there will be an additional fee of £10 to cover return postage. Please also enclose a self-addressed envelope for us to return documents.

DEFINITIONS

***VOLUNTEERS – Definition of a volunteer as per the Charity Act which is used by DBS.**

- Volunteer work' means work for an organisation, the activities of which are carried on otherwise than for profit, or work other than for a member of the claimant's family where no payment is received by the claimant or the only payment due to be made to him by virtue of being so engaged is a payment in respect of any expenses reasonably incurred by him in the course of being so engaged. If volunteers get more than out of pocket expenses, they will be treated as if they are in paid work and subject to the relevant DBS Check cost.
- Typical expenses include – Travel to and from the organisation to where the voluntary work is taking place
- Travel while volunteering
- Meals while volunteering
- Post and phone costs
- Cost of clothing or special equipment needed for the role.