



## **The Jitsu Foundation**

# **DBS Checking and Mandate Issuing Policy Document**

## **Summary**

**This document sets out the Policies and Operating Procedures of The Jitsu Foundation (TJF) in relation to Enhanced DBS Checks and the issuing of mandates to teach. It defines how Enhanced DBS Checks are obtained for instructors teaching children, for junior club assistants where children are present.**

## **Distribution**

All 2<sup>nd</sup> Kyu and above members of The Jitsu Foundation

All Junior Club Assistants

Any member of the Public on request.

## **Related Documents**

Child Protection Policy

Safety Policy

Instructors Code of Practice

## **Terminology**

*Junior.* A member of the Jitsu Foundation aged 4 and up to 18 years of age. \*For Membership enquiries for those under 6, please contact the Director of Children Jitsu via Head Office.

*Junior Club.* This is any club whose membership includes *juniors*.

*Regulated Activity* - work (voluntary or paid) with under 18s once a week or more, 4 days or more in any 30 day period or overnight between 2am and 6am - see appendix for full guidance.

*Supervised* - Constant audio and visual oversight by a supervisor who is in regulated activity - see appendix for full guidance.

*Junior Club Assistant.* This is any person who works with juniors in regulated activity and who performs a role which involves work with juniors which is unsupervised (ie. has an absence of constant oversight).

*DBS Check with TJF.* An individual has applied for and TJF has received back the enhanced disclosure from Disclosure and Barring Service (DBS) via The Media Group CRB (TMGCRB)

Version dated : 02 September 2013

Replaces now obsolete CRB checking and mandate issuing policy document

(1/1/12)

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## **Operating Statements**

All Instructors and Junior Club Assistants in regulated activity, ON or OFF the Mat, need to be DBS checked by TJF. Without these checks by law they cannot assist.

No one can teach without supervision without a TJF teaching mandate.

Mandates are issued from 1<sup>st</sup> kyu upwards.

Anyone with a TJF teaching mandate can teach worldwide provided their professional indemnity insurance provides cover for the location where they are teaching and they operate in accordance with the TJF Instructor's Code of Practice, any codes of practice required by their professional indemnity insurance provider and rules and regulations pertinent to the locality where they are teaching.

DBS reminders will be sent out six months prior to the renewal date, please ensure your application is received by the TJF within one month of receiving your reminder.

## **What is needed to receive a mandate?**

To receive a mandate the recipient would have to have:

An up to date Licence,

Current Professional Indemnity Insurance – via TJF instructors scheme or an alternative source.

CA/AI/CI (formerly AI/I/CI) courses completed,

Completed a TJF recognised First Aid Course. AND

Written recommendation by the Region Senior and the Tertiary Board

A regularly updated list of Mandated Instructors will be published on the website at present the list can be found at

<http://www.jitsufoundation.org/mandatedinstructors.asp>

## **What is needed to be a junior club assistant?**

To be a junior club assistant:

Up to date Associate Membership

Enhanced DBS Check

## How do you obtain the necessary documentation?

### How to obtain Enhanced a DBS Check for TJF

Please see the DBS Check Application Process for details of how to obtain a DBS Check for TJF.

[http://www.jitsufoundation.org/members/downloads/DBS\\_Check\\_Application\\_Process.pdf](http://www.jitsufoundation.org/members/downloads/DBS_Check_Application_Process.pdf)

### How to obtain Professional Indemnity Insurance?

Professional Indemnity Insurance can be arranged via the TJF, but will only be recognised for Senior Primary and below a regional senior has confirmed they would like the applicant to be mandated to teach.

In seeking a mandate to teach by providing evidence of your professional indemnity insurance you are confirming that you will abide by the Jitsu Foundation Instructors Code of Practice.

For new membership

- Emailing to confirm the dates, course instructors and locations (as best you can) that you completed your AI (now CA), I (now AI) and CI
- The date of your most recent First Aid Course
- Confirming that you have had no claims made against you in the last 5 years or the details if you have so that this can be confirmed to the insurer.
- Making an internet or telephone bank transfer for the amount of £40 using:  
Transfer Reference TJFII\*\*insert TJF No\*\*

To renew:

- Making an internet or telephone bank transfer for the amount of £40 using:  
Transfer Reference TJFII\*\*insert TJF No\*\*

If you have professional indemnity insurance cover from another source (E.g. Sportscoach UK) please email to [tjf@jitsufoundation.org](mailto:tjf@jitsufoundation.org) the confirmation of insurance schedule as proof of this for our consideration

### CA, AI and CI

**CA, AI (or still valid AI, I) and CI** have to be passed before Brown belt and details registered with TJF by the course instruction team by email to [tjf@jitsufoundation.org](mailto:tjf@jitsufoundation.org) or post to The Jitsu Foundation Ltd, PO Box 5068, Bath, BA1 0QD. A list of courses are published and each region is responsible for making sure those applicable are trained and those who haven't completed the necessary courses are prevented from entering gradings.

### **First Aid Course**

**A First Aid Course** run by the Foundation or an acceptable equivalent has to be passed before going for Brown and details registered with TJF.

### **When will the Mandate be given?**

**Once all the relevant data is registered with the Jitsu Foundation new mandates and renewed mandates will signed by the Tertiary Board Chairman and issued as a priority.**

## **Final Statement**

**We have good procedures. They are sound and in accordance with the Child Protection Policy all we have to do is to make sure we follow them.**

**Any questions about these procedures please contact either Gareth Horgan email [gareth@jitsufoundation.org](mailto:gareth@jitsufoundation.org) Or John Harquail NCPO.email [johnharquail@tiscali.co.uk](mailto:johnharquail@tiscali.co.uk)**



## **Appendices**

## **Appendix A**

### **Application form for Associate Membership of The Jitsu Foundation**



STRICTLY CONFIDENTIAL ASSOCIATE MEMBERSHIP APPLICATION FORM

First Name ..... Last Name ..... Title : Mr/Mrs/Ms/Miss/other.....

Address .....

.....

.....

Post Code ..... Date of Birth .....

Tel: Code ..... Number .....

E-mail ..... Mobile.....

All those officially assisting the Instructor, ON or OFF the Mat, once a week or more, 4 days or more in any 30 day period or overnight between 2am and 6am with under 18s whose role involves unsupervised activity need to be DBS checked by TJF. Without these checks by law you cannot assist.

Please confirm that you have done the following by ticking the boxes next to each of the statements.

I have read, understood and will abide by the Jitsu Foundation Child Protection Policy.

I will meet with a TJF regional ID verifier as a matter of urgency so I can apply for a DBS check.

I declare that the information I have given is full and accurate.

Signature ..... Date .....

THIS SECTION MUST BE FULLY COMPLETED AND SIGNED BY THE CLUB INSTRUCTOR

Assistant Position : .....

Full Name of Club: .....

Application approved by: Name of club instructor .....

Signature .....