

## CRB Checks

### Applying for your form: new applicants for Regulated Activity

If you have been asked by your club or by British Rowing to fulfill a role as a volunteer or an employee, in a Regulated Activity, British Rowing requires you to apply for an Enhanced CRB Disclosure on a 3 yearly basis. To obtain your Disclosure and registration you will need to complete self-declaration form WG 2.6.

A **Regulated Activity** involves contact with Children or Vulnerable Adults and is:

Of a **Specified Nature**, for example teaching, training, care, supervision, advice or transport  
**OR**

In a **Specified Place**, for example schools, children's homes and hospitals, juvenile detention facilities, adult care homes (a sports clubs would not normally be a Specified Place)

**AND** occurs

**Frequently** (once a week for most services, but once a month for health and social care services involving personal care), **intensively** (four or more occasions in a 30-day period) and/or **overnight** (between the hours of 2am - 6am)

No distinction on Regulated Activity is made between paid and voluntary work.

Please note that British Rowing is **no longer** able to accept requests for CRB Disclosures for club secretaries and other database users with access to contact details for, or confidential information relating to, children or vulnerable adults.

Enhanced CRB Disclosures are linked to specific named volunteer or employee roles for which risk assessments have been carried out by your club or by British Rowing. **Please do not apply for a Disclosure on the basis that you are attending a UKCC L2 training course.** We cannot accept such applications.

Please note that we **cannot** accept applications that state 'club member' or 'club captain'. For example, a club chairman or captain who coaches juniors must describe themselves as 'junior rowing coach'.

You can download the self-declaration form here. This should be completed and posted back to British Rowing CRB Administrator, British Rowing, 6 Lower Mall, Hammersmith, London W6 9JG, marked 'private and confidential'. A full set of application papers will then be mailed out to your CWO who will liaise with you about completing them and carrying out the necessary ID checks.

## Renewals

If you have already had a CRB Disclosure through British Rowing which is now due for renewal (currently every three years) and are still fulfilling a role which requires an Enhanced Disclosure, you should complete a self declaration form WG 2.6 and send to the British Rowing CRB Administrator, marked 'private and confidential', stating your full name, your role, your club and your residential address. Forms will be sent out in the same way as for first applications.