

Disclosure Checks with British Taekwondo FAQs

Q: What do I do if I don't have a profile on The Hub?

A: Email membership.services@britishtaekwondo.org to receive instructions on how to become a registered British Taekwondo Instructor

Q: What if I only have a 'Member' profile on The Hub?

A: Email membership.services@britishtaekwondo.org to receive instructions on how to have your 'Member' profile converted to an 'Instructor' profile on The Hub

Q: Where do I find my Disclosure Checks expiry date on The Hub?

A: Login to your Hub profile at www.british-taekwondo.com and scroll down your profile information, under 'BT Membership Expiry Date' is your 'Criminal Record Expiry Date' this is your Disclosure Checks expiry date

Q: What if I have current Disclosure clearance with British Taekwondo, but The Hub is showing as expired?

A: To have this checked and updated for you immediately, please contact James Docherty at james.docherty@britishtaekwondo.org with:

- Your full name
- Your Date of Birth

Q: As a Lead Instructor, how do I check if my Assistant Instructors have current Disclosure checks with British Taekwondo?

A: Login to your Hub profile at www.british-taekwondo.com then click on 'Instructors' then 'List Instructors' on the black panel on the left of your screen or in the small menu bar if using an iPad or Mac, scroll down to the relevant Instructor then click on 'View Profile' in the 'Actions' column, which will take you to their profile page, scroll down their profile information, under 'BT Membership Expiry Date' is their 'Criminal Record Expiry Date' this is their Disclosure Checks expiry date.

Q: What if I am based in Scotland?

A: Email James Docherty at: james.docherty@britishtaekwondo.org to notify him that you are based in Scotland and wish to go through your Disclosure (PVG) Checks with British Taekwondo

Q: What if I am based in Northern Ireland?

A: Email James Docherty at: james.docherty@britishtaekwondo.org to notify him that you are based in Northern Ireland and wish to go through your Disclosure (Access NI) Checks with British Taekwondo

For Instructors based in England or Wales only

Q: How do I get my Disclosure Checks details updated on The Hub if I'm signed up to the DBS Online Update Service?

A: Email James Docherty at: james.docherty@britishtaekwondo.org to inform him that you are with the DBS Online Update Service and provide:

- Your full name
- Your Surname as it appears on the Disclosure Certificate
- Your Date of Birth
- Your Disclosure Certificate Number (this usually begins with 001)

Q: As a Lead Instructor, how do I renew applications DBS for my Assistant Instructors?

Paid Instructors only:

- Login to your Hub profile at www.british-taekwondo.com click on 'Instructors' then 'List Instructors' on the black panel on the left of your screen or in the small menu bar if using a phone, iPad or Mac
- Find the relevant Instructor, then click on 'Impersonate' in the 'Actions' column
- From here you will be able to renew their membership as you would for yourself and any assistant or Lead Instructor in the system e.g. click on 'Applications' then 'New Applications' this will then take you to the payment page to apply and pay for their Disclosure Checks/Criminal Records Checks

Once you have processed the application, remember to click 'Stop impersonating' which will be on the top right of the page. This will then take you back to your own profile as normal.

Once the payment has gone through, British Taekwondo will receive the notification and will create them an online DBS application using their name and email address from their Hub profile.

Following the creation of their online DBS application, they will receive an email with an activation link to login and complete their online DBS application.

Once they have completed their online application form, they will be able to access a list of participating post offices that can verify their relevant ID documents.

Once they have completed this part of the process, their application is pending and should be completed within 2-8 weeks.

Please note: Instructors are not permitted nor insured to instruct until they have received their full Disclosure Checks clearance or have written permission from British Taekwondo whilst they have a valid Disclosure Check application in progress.

Q: As a Lead Instructor, how do I renew applications DBS for my Assistant Instructors?

Volunteer Instructors only:

- Email James Docherty at: james.docherty@britishtaekwondo.org to notify him that they are volunteer Instructors and would like to go through their DBS checks with British Taekwondo
- James will create you/them a Worldpay link to pay the £25 British Taekwondo administration fee, which will be emailed to you/them by Worldpay
- Once the £25 administration fee has been paid, James will create them an online DBS application, which will generate an email to them from GBG Online Disclosures to activate their online DBS account, create their login

ID, complete their online application, print off the ID verification form and take it to a participating Post Office to have their ID verified, which will then submit their application

- Once the application process has been completed and their Disclosure Certificate has been issued, British Taekwondo will update their Hub profile with their DBS expiry date, which is three years after the issue date.

Please note: Without Disclosure Checks clearance with British Taekwondo, Instructors are not covered by their British Taekwondo Insurance