

## British Taekwondo Instructors applying for Disclosure Checks

### Paid Instructors based in England or Wales

1. Login to your Hub profile at [www.british-taekwondo.com](http://www.british-taekwondo.com)
2. Click on 'Applications' then click 'New Applications' to apply and pay for your Criminal Records (Disclosure) Checks via your Hub profile
3. Once you have applied and paid (£65) for your Criminal Records (Disclosure) Checks via your Hub profile, British Taekwondo will create you an online DBS application with GBG Online Disclosures
4. You will receive an email from GBG Online Disclosures with a link to create a login and activate your online DBS application
5. You then complete the online application, print out the ID verification form and take it to the Post Office with your ID to have it verified
6. Once the Post Office has verified your ID, your application is in progress and British Taekwondo will be able to track this online on the GBG site

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

### Volunteer Instructors based in England or Wales

#### Please do not apply and pay for the volunteer DBS checks via your Hub profile

1. Email James Docherty at: [james.docherty@britishtaekwondo.org](mailto:james.docherty@britishtaekwondo.org) to notify him that you are a volunteer Instructor and would like to go through your DBS checks with British Taekwondo
2. James will create you a Worldpay link to pay the £25 British Taekwondo administration fee, which will be emailed to you by Worldpay
3. Once the £25 administration fee has been paid, James will create you an online DBS application, which will generate an email to you from GBG Online Disclosures to activate your online DBS account, create your login ID, complete your online application, print off the ID verification form and take it to a participating Post Office to have your ID verified, which will then submit your application
4. Once the application process has been completed and your Disclosure Certificate has been issued, British Taekwondo will update your Hub profile with your 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

### Paid Instructors based in Scotland

1. Email James Docherty at: [james.docherty@britishtaekwondo.org](mailto: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
2. James will then put you in touch with the relevant PVG Signatory in Scotland
3. You are then required to liaise with the PVG Signatory to find out the requirements for your PVG checks and arrange to meet up with them to go through your PVG application and ID checks
4. You should then meet up with the PVG Signatory with all the required ID documents, have your ID documents verified and complete your PVG application (PVG checks for paid positions cost £59 for non-PVG Scheme Members and £18 for current PVG Scheme Members for a Short Scheme Record)
5. Once your PVG application has been submitted by the PVG Signatory, your application is in progress
6. The PVG Signatory will notify British Taekwondo once the process has been completed (you should have received your Disclosure Certificate in the post prior to this communication), you will receive an email from

British Taekwondo to pay the £25 BT administration fee to have your PVG details added to your Hub profile (PVG is a live system and does not require any further updates)

7. Once the fee has been paid and your Hub profile has been updated with your PVG information, you will receive an email from British Taekwondo to inform you that the process is now complete and you are cleared to instruct as a registered British Taekwondo Instructor

### **Volunteer Instructors based in Scotland**

1. Email James Docherty at: [james.docherty@britishtaekwondo.org](mailto: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
2. James will then put you in touch with the relevant PVG Signatory in Scotland
3. You are then required to liaise with the PVG Signatory to find out the requirements for your PVG checks and arrange to meet up with them to go through your PVG application and ID checks
4. You should then meet up with the PVG Signatory with all the required ID documents, have your ID documents verified and complete your PVG application (PVG checks for volunteers are free)
5. Once your PVG application has been submitted by the PVG Signatory, your application is in progress
6. The PVG Signatory will notify British Taekwondo once the process has been completed (you should have received your Disclosure Certificate in the post prior to this communication), you will receive an email from British Taekwondo to pay the £25 BT administration fee to have your PVG details added to your Hub profile (PVG is a live system and does not require any further updates)
7. Once the fee has been paid and your Hub profile has been updated with your PVG information, you will receive an email from British Taekwondo to inform you that the process is now complete and you are cleared to instruct as a registered British Taekwondo Instructor