

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
2. Click on 'Applications' then click 'New Applications' to apply and pay for your Disclosure Checks via your Hub profile
3. Once you have applied and paid (£65) for your 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 through the GBG site

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

Your DBS checks are to be renewed every three years with British Taekwondo, either through the DBS Online Update Service (British Taekwondo will charge £25 to update your Disclosure details on your Hub profile) or by going through the online DBS application process again.

Volunteer Instructors based in England or Wales

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

1. Email; membership.services@britishtaekwondo.org to notify BT that you are a volunteer Instructor and would like to go through your DBS checks with British Taekwondo
2. BT will create you a Worldpay link to pay the £25 British Taekwondo administration fee, which will be emailed to you to pay by Credit or Debit Card
3. Once the £25 administration fee has been paid, 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 through the GBG site

Please note: Any Lead Instructor applying for a volunteer Disclosure check will have to meet the following criteria to prove that they are a volunteer;

- They must be operating at not-for-profit clubs only
- The club(s) must each have a Management Committee in place (Chair, Secretary, Treasurer, Welfare Officer etc.)
- The club(s) must each have a Club Constitution stating it is a not-for-profit club, the Club Constitution must list the Management Committee positions and be signed by at least two members of the Management Committee
- The club(s) must have its own independent bank account, which is managed by the Treasurer and at least one other Committee Member as an additional Signatory (not the coach), the Signatories cannot be related to, in a relationship with or cohabiting with the Coach or each other

As evidence of the above, British Taekwondo will require;

- A signed copy of the Club Constitution, which should contain all of the above information
- An email from the Club Chair stating that the Lead Instructor is not paid by the club for their services

If the above criteria is not met and backed up with the requested evidence, then the club cannot be classed as a not-for-profit club and the Lead Instructor will have to pay the full price for their Disclosure checks.

Without Disclosure Checks clearance with British Taekwondo, Instructors are not covered by their British Taekwondo Insurance.

Your DBS checks are to be renewed every three years with British Taekwondo, either through the DBS Online Update Service or by going through the online DBS application process again.

Paid Instructors based in Scotland

1. Email; membership.services@britishtaekwondo.org to notify BT that you are based in Scotland and wish to go through your Disclosure (PVG) Checks with British Taekwondo
2. BT 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

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

Your PVG checks are to be renewed every three years with British Taekwondo (on the recommendation of Disclosure Scotland). This will require a Scheme Record Update (£18) through a British Taekwondo PVG Signatory in Scotland. British Taekwondo will charge £25 to update your Hub profile with your updated Disclosure details.

Volunteer Instructors based in Scotland

1. Email; membership.services@britishtaekwondo.org to notify BT that you are based in Scotland and wish to go through your Disclosure (PVG) Checks with British Taekwondo
2. BT 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)
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- The club(s) must have its own independent bank account, which is managed by the Treasurer and at least one other Committee Member as an additional Signatory (not the coach), the Signatories cannot be related to, in a relationship with or cohabiting with the Coach or each other

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If the above criteria is not met and backed up with the requested evidence, then the club cannot be classed as a not-for-profit club and the Lead Instructor will have to pay the full price for their Disclosure checks.

Without Disclosure Checks clearance with British Taekwondo, Instructors are not covered by their British Taekwondo Insurance.

Your PVG checks are to be renewed every three years with British Taekwondo (on the recommendation of Disclosure Scotland). This will require a Scheme Record Update (no charge for volunteers) through a British Taekwondo PVG Signatory in Scotland. British Taekwondo will charge £25 to update your Hub profile with your updated Disclosure details.

Please Note: All disclosure checks with British Taekwondo are required to be renewed every 3 years, with no exceptions.