Directorate of the Urban Environment

Claughton House, Blowers Green Road, Dudley DY2 8UZ
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Email: seal@dudley.gov.uk Seal Administrator 01384 817175 / 815594

Dear Applicant,

Seal APPLICATION

Please find enclosed in your seal application pack the following documentation:

- Leaflet – All you need to know about seal
- Frequently asked questions
- Seal application form
- Guidance for Safer Working Practice for Adults involved in Sport & Physical Activity
- Safer working practice declaration
- Self Declaration Form
- Reference Application Forms x 2
- Confirming your Identity for Enhanced Disclosure (CRB check)
- Checklist for Seal Application Pack
- Application Form for Level 1 Safeguarding in Sport & Physical Activity Training Courses
- Application Forms for First Aid Courses

Enhanced Disclosure

All applicants for seal must undertake a criminal record check in the form of an Enhanced Disclosure.
Dudley MBC uses the Criminal Records Bureau (CRB) Disclosure Service in order to comply with CRB Code of Practice, to help assess the suitability of seal applicants. The Information you provide is subject to the provisions of the Data Protection Act 1998 and is used to form part of the seal application process.

In order to apply for an Enhanced Disclosure you will need to arrange an appointment with myself to come in and complete the application form and show your documentation to confirm your identity. For acceptable forms of identity please see *"confirming your identity"* information. It is imperative that you bring along with you to your appointment all the identity documentation that are required (original documents **ONLY**) and all your documentation to fulfil the seal requirements (see membership categories).

Insurance

It is essential that all seal applicants have Insurance cover. You will need your own individual Insurance cover or if you are coaching as part of a club, proof that you are covered to coach under your clubs insurance. If you are coaching as part of a club but coach individually somewhere else you will need your own individual; insurance cover. If you are applying for Unqualified Helper Membership you will need to provide evidence of the clubs Public Liability Insurance policy.

Guidance for Safer Working Practice for Adults involved in Sport & Physical Activity

Please read, sign and return the enclosed copy of the Guidance for Safer Working Practice for Adults involved in Sport & Physical Activity declaration form.

References

All seal applicants are required to provide two references, but not from a relative, commenting on their previous experience of, and suitability for, working with children and young people. Two reference application forms for seal are enclosed in you seal application pack.

If you require any further information regarding your seal application please do not hesitate to contact me on 01384 817175 / 815594.

Yours sincerely

the borough of Dudley
sports coaches and physical activity providers association

Seal Administrator