



FARS Child Protection Procedures for Licences

Dear Member

I set out below the FARS current procedures for obtaining licences and the renewal of licences.

New Applications for FARS Licences

- Download the 'Application for an Enhanced DBS Disclosure' form from the CPU section of the FARS website.
- Download the appropriate Self Declaration Form for either a Coach, Official or Volunteer also from the CPU section of the FARS website.
- Complete both forms and post them to the FARS Office accompanied with a cheque for £20.00 made payable to 'Federation of Artistic Roller Skating' along with all requested ID documentation (acceptable ID documents are listed on page 3 of the Enhanced DBS Disclosure form) and two recent passport photographs. For security reasons, completed DBS forms and documentation should be posted to the FARS Office by 'Special Delivery'. **Please do not return the forms direct to BIPHA.**
- The FARS Office will then process your forms, returning your original ID documentation to you by 'Special Delivery' for added security.
- Upon receipt of the cleared DBS check the applicant must then undertake the EduCare on-line basic awareness child protection course called "**Child Protection Awareness in Sport and Active Leisure**". You will find a link to this training course via the CPU section of the FARS website. It is totally based on-line and therefore can be completed at your convenience. You will pay a fee to EduCare and then you will be able to log on and work your way through the required training units and complete the assessment task at the end of the training. Completion of the assessment will generate a certificate which you will then need to forward to the FARS Office who will issue your CPU Licence, subject to your enhanced DBS check being issued.

You must send a copy of your DBS check to the FARS Office with your Child Protection Awareness in Sport and Active Leisure certificate.

- Licences are valid for 3 years from the date of the DBS certificate.

Renewal Applications for FARS Licences

- The original FARS licence is granted for 3 years following a successful DBS check and completion of the EduCare training course.
- The licence can be renewed for a further 3 years without a further DBS check on completion of a '**CPU Licence Renewal Application Form**' which can be downloaded from the CPU section of the FARS website at www.fars.co.uk (and provided that FARS knows of no reason to withhold renewal).
- Renewals should be applied for no earlier than 3 months from the original licence expiry date.
- As part of this process you will be required to confirm you have read and understood the relevant CPU updates. Confirmation of this is requested on the renewal form. Any change in personal details, such as name change due to marriage, should be advised on the renewal form and enclose original documents with the form and send to the FARS Office.

- On the expiry of that licence (i.e. 6 years from the original DBS check), FARS can still renew the licence for a further 3 years at FARS discretion and confirmation that you have read and understood relevant CPU updates. Again, this renewal should be applied for no earlier than 3 months from the original licence expiry date and applicants will need to complete another CPU Licence Renewal Application Form as detailed above.
- After the second renewal expires (i.e. after 9 years from the date of the original DBS check), then a new DBS check needs to be made and child protection training through the EduCare course undertaken. To do this, please download the 'Application for an Enhanced DBS Disclosure', complete and send in with the required ID documents and passport photographs and complete the online EduCare course by clicking on the link on the FARS website.

If you have any questions regarding the above, please contact the FARS Office and we will be very happy to assist.