

FEDERATION of ARTISTIC ROLLER SKATING

10 The Broadway, Thatcham, Berkshire, RG19 3JA

FARS Office Telephone: 01635 877322

Email: cpu@fars.co.uk

Web: www.fars.co.uk



From Michelle Starns - CPU Lead Officer

March 2011

FARS Child Protection Procedures for Licences

Dear All

I set out below the FARS current procedures for obtaining licences and renewal of licences. In the event that the ISA introduce a new system, this process will be reviewed to comply with mandatory legislation.

New Applications for FARS Licences

- Contact FARS office to request appropriate self declaration form and CRB form.
- Complete CRB form - Complete appropriate self declaration form return, along with completed CRB form to the FARS office accompanied with a cheque for £15.00 made out to Federation of Artistic Roller Skating along with all requested documentation and two recent passport photos. A list of approved ID Documentation can be found on the CRB website, the web address is detailed on the covering letter sent out to applicants when they request CRB forms. For security reasons, completed CRB forms and documentation should be returned to the FARS Office by 'Special Delivery'.
- FARS office will then acknowledge receipt of these forms and then process, returning your original ID documentation to you by 'Special Delivery' for added security.
- Upon receipt of cleared CRB the applicant must then arrange to attend a CPU Seminar. Cost of seminar is £10 per applicant. The dates of forthcoming FARS CPU Seminars and booking forms can be downloaded from the FARS website (www.fars.co.uk) or you can request them from the FARS office. Places are limited to a maximum of 25 and will be booked on a first come, first served basis and upon receipt of appropriate form and full payment. Please note a seminar may be cancelled if a minimum number of 15 attendees is not reached.
- Attendance at CPU Seminar is registered on the date of the event.
- Licences will then be issued to individuals on completion of the above process in conjunction with attendance at a FARS CPU Seminar and CRB clearance. Licences are valid for 3 years from the date of the CRB certificate.

Renewal Applications for FARS Licences

- The original FARS licence is granted for 3 years following a successful CRB check and attendance at a CPU Seminar.
- The licence can be renewed for a further 3 years without CRB check on completion of the necessary renewal form (and provided that FARS knows of no reason to withhold renewal).
- Applicants should request the CPU Licence Renewal Application Form from the FARS Office, or alternatively the form can be downloaded from the FARS website (www.fars.co.uk). 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 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 enclosed original documents must accompany this form.
- On the expiry of that licence (i.e. 6 years from the original CRB 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.

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

Kind Regards
Michelle Starns
CPU Lead Officer
FARS