

Trainee Instructors:

Information on DBS disclosures, Safeguarding courses and First Aid courses

Before you receive your SSE Coaching Licence you will be required to have:

- 1) A DBS Disclosure
- 2) A First Aid Certificate
- 3) A Safeguarding and Protecting Children course attendance Certificate
- 4) Please also familiarise yourself with the SSE Child Safeguarding Policy "[SnowSafe](#)" and the Coaches Code of Conduct, Ethics and Practice.

1. DBS disclosure

- You will need an Enhanced DBS disclosure with barred list check for working with children.
- Complete the short form on our website.
<http://www.snowsportengland.org.uk/AboutUs/Governance.aspx> You will then be e mailed log in details. All applications are now completed on line.
- If you do not have internet access, telephone 01509 232323 for further information.
- Once you join SSE, DBS disclosures are free for volunteers. If you get paid for any work for which you are applying for a DBS, the DBS makes a charge, and there is a small admin charge made by our umbrella body for processing them. SSE does not charge members. We recommend therefore you join SSE, then apply for a DBS as a SSE member. In most cases trainee instructors who have not yet qualified and can only operate under supervision will not be paid and consequently if a member of SSE your DBS will be free.
- Your DBS disclosure number and date will be uploaded by SSE onto your Membership page.
- If you have a disclosure issued by another organisation **and** you have joined the DBS Update Service we may be able to accept it – e mail dbs@snowsportengland.org.uk with a scanned copy of your disclosure, for further information.
- NB – Basic disclosures do not meet the requirements in England and Wales so you will need to do a Snowsport England DBS if you only have a Basic disclosure. BASI will accept our disclosures.

2. Safeguarding Course

- You will need to attend a Safeguarding and Protecting Children course (face to face).
- These are organised by SportsCoach UK - <http://www.sportscoachuk.org/workshops/workshop-search>
- You will need to upload the certificate onto your SSE Membership page before your Licence can be issued
- Some snowsports centres organise their own face to face courses and these are acceptable provided they are on the SSE accepted list (if in doubt, check with dbs@snowsportengland.org.uk)
- If you have attended a different safeguarding course in the last 3 years (eg a work based one), please e mail dbs@snowsportengland.org.uk with a scanned copy of your certificate to see if it can be accepted.
- If you have attended a face to face Safeguarding and Protecting Children course in the past, provided you can provide evidence of this, you can do certain on line courses. Details can be found here.
<http://www.snowsportengland.org.uk/ClubsAndSlopes/SafeguardingAndProtectionInSnowsportTraining.aspx>

3. First Aid

- You will need to hold a valid First Aid course certificate
- If you are a UKSS Scheme Level 1, 2 or 3 or UKCP 1, you will need to attend a minimum of a 3 hour first aid awareness course
- If you are a UKSS Scheme Level 4, or UKCP 2 or above, you will need to attend a 2 day first aid in the workplace course. We strongly suggest this is a course designed for those operating in an outdoor environment
- You will need to upload the certificate onto your SSE Membership page before your Licence can be issued.

4a. Safeguarding Children – Our Policy SnowSafe

Snowsport England has a child safeguarding policy – *SnowSafe* - and all coaches, instructors and others working with children (anyone under the age of 18) must abide by it. It can be downloaded from our website – <http://www.snowsportengland.org.uk/AboutUs/Governance.aspx> . Please ensure you do read the sections that apply to you and understand good practice when working with children and young people. If you have any questions or concerns contact the SSE Safeguarding Lead – 01509 232323 or welfare@snowsportengland.org.uk. The club or snowsports organisation you work with should also have a Club Welfare Officer and safeguarding policies aligned to ours, and you must abide by these too.

4b. Coaches Code of Conduct, Ethics and Practice – you will be given a copy of the Coaches Code of Conduct, Ethics and Practice and must agree to, and abide by this.

Any Questions? E mail dbs@snowsportengland.org.uk (the Safeguarding Lead at SSE).