



## PERSONAL PROFILE FORM // COACHES & LEADERS FOIRM CUNNTAS // COIDSICHEAN 'S TREÒRAICHEAN

### OVERVIEW

As part of our child protection and vulnerable adults policy, we require all members who wish to get involved in coaching, leading or committee work to complete a personal profile form. This requirement is in addition to Disclosure Scotland and the SCA's own processes.

The profile form enables us to ensure that all members who are involved in coaching/leading etc. are suitably qualified and experienced. It should be completed by all new coaches (L1 - L2), leaders (4\* & 5\*) and committee members.

### 1. Organisation Name

Inverness Canoe Club

### 2. Personal Details

Title - \_\_\_\_\_ Forename - \_\_\_\_\_ Surname - \_\_\_\_\_

Date of Birth - \_\_\_\_\_ Telephone No - \_\_\_\_\_

Address - \_\_\_\_\_

\_\_\_\_\_ Postcode - \_\_\_\_\_

Occupation - \_\_\_\_\_ Currently Employed – YES / NO

### 3. Training and Previous Youth Work / Coaching / Volunteering

Please enter any previous groups, clubs or organisations that you have worked with and any relevant child protection training.

<i>Date</i>	<i>Group / Course</i>	<i>Activity / Subject</i>	<i>Length of Time</i>	<i>Type of Organisation</i>

#### 4. Canoe / Kayak Coaching or Leading

Please list any qualifications/awards you have gained, and outline and coaching or leading experience that you have, in the box below.

<i>Date</i>	<i>Coaching/Leading Qualifications</i>	<i>Assessor</i>
<i>Date</i>	<i>Training/Assessment Programmes or Trip Leading Experience</i>	<i>Main Contact for the Activities</i>

#### 5. Experience of Working with Young/Vulnerable People

Please give details of any working with young people (under 16) or vulnerable adults.

<i>Where have you worked</i>	<i>In what capacity</i>	<i>Between which dates</i>
<i>Other Comments</i>		

#### 6. References

Please provide names and addresses of TWO responsible people for reference purposes. They should not be members of the Inverness Canoe Club and should not be related to you in any way (including through marriage). Where possible, referees should have a good knowledge of your ability to care for, or be in the proximity of, children/vulnerable adults. All references will be followed-up.

NB. *You must secure prior agreement from referees before providing their names.*

<i>Referee 1</i>		
<i>Name</i>	<i>Address and Postcode</i>	<i>Telephone No.</i>

<i>Referee 2</i>		
<i>Name</i>	<i>Address and Postcode</i>	<i>Telephone No.</i>

## 7. Declaration

I have read and understood Inverness Canoe Club's Child Protection Policy, Equal Opportunities Policy and Away Days Policy (available on the club website or by request), and agree to the Confidential Vetting Process. I agree to inform the Club executive committee of any change in circumstances.

Signed - \_\_\_\_\_ Date - \_\_\_\_\_

## Data Protection // Tèarainteachd Dàta

Your personal information will be stored in a computer database for appropriate Inverness Canoe Club (hereafter referred to as the 'club') use only. It will be held in accordance with the Data Protection Act 1998 (as amended) and any information which may identify you as an individual will not be passed onto any third-parties/non-club members without your written authorisation (unless we are required to do so by law). Appropriate club use may include the following uses: your identifiable personal contact information may be shared with other club members in connection with the safety and administration of club activities and events; anonymous demographic information (which may include your age, gender, location, interests, experience, coaching qualifications, SCA/BCU membership etc.) may be submitted by the club in support of applications made by the club to third-parties for funding and equipment grants/awards or statutory consents etc.; any medical/work experience/referee-related information submitted by (or your referees) you will be held in the strictest of confidence for proper use by relevant committee members and/or club activity and/or event organisers only; any information held by the club which may identify you as an individual will be destroyed upon the expiration of your membership.

## Further Information // Fiosrachadh

For more information, please email: [cpo@invernesscc.org.uk](mailto:cpo@invernesscc.org.uk)