

Disclosure and Barring Service (DBS) Policy

The Disclosure and Barring Service (DBS), previously the Criminal Records Bureau (CRB), allows authorised users to obtain information about a person's criminal record for approved purposes. Criminal record certificates (known as disclosures) are issued by the DBS. The DBS offers the England Touch Association (ETA) a means to check the criminal background of employees and volunteers, both new and existing in post, for specific positions, to ensure that they do not have a criminal history that would make them unsuitable for that role.

Having a criminal record will not necessarily prevent an individual from being employed or volunteering with ETA. This will depend on the nature of the role, professional suitability and the circumstances, nature and background of the offence(s). ETA complies fully with the DBS Code of Practice, with an undertaking to treat all job applicants and volunteers fairly, and not discriminate based on conviction or other information revealed.

DBS checks will only be sought where a role is eligible to be checked. The ETA reserves the right to require a disclosure and follow up disclosure on employees and volunteers. This policy applies to all permanent, temporary and casual employees, volunteers, and to other third parties engaged in work for or on behalf of the ETA, where the roles and duties to be performed require the individual to have a Standard or Enhanced DBS disclosure. ETA has a responsibility to ensure that a DBS checking procedure is in place and that checks are carried out lawfully and in line with this policy.

It is mandatory for any ETA coach working with ETA affiliated youth participants to have an 'enhanced' DBS check if they are working with under 18-year-olds or vulnerable adults:

1. At any time of day on more than three days in a 30-day period,
2. or they have any opportunity for face-to-face contact time between 2am and 6am (such as residential camps).

This is relevant to coaches representing ETA at international, national, regional and club level with an affiliation to ETA.

It is mandatory for any ETA employee or volunteer who handles personal information about ETA affiliated youth participants, but do not coach them, to have a 'standard' DBS check.

Storage and Access

Disclosure information is kept securely with access strictly controlled and limited to those who are entitled to see it as part of their duties. Information is only passed to those who are authorised to receive it in the course of their duties.

ETA will keep a record of the date of issue of disclosure, any expiry date, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the recruitment decision taken (where relevant). Hard copies of an individual's DBS certification will not be kept.

ETA DBS checking procedure

If you already possess an Enhanced DBS certificate from previous employment your reference number should be sent to the ETA Disclosure Manager, and this will be held on our records. If you wish the ETA to administer the checks on your behalf, please continue to follow the instructions below.

Apply online

If you require a DBS you can contact our Disclosure Manager at ETA who will start the process for you. You need to send your full name and an email address to dbs@englandtouch.org.uk who will set up the online process for you. You will receive a link from 'FADV Online Disclosure Systems' who will ask you to complete the online application.

In the first step, you'll need to provide the ETA DBS PIN which is **120201**.

Verifying your documents

During the application process, you will need to have your ID documents verified at the Post Office or in person with one of our designated verifiers.

For Post Office verification follow the instructions on the link provided.

<https://www.postoffice.co.uk/identity/document-certification>. This will cost £12.75 for this service.

For the Post Office to verify your ID, you must take with you the ID Verification Service sheet available to print once you have submitted the application form, and your three original pieces of ID selected for verification.

Once the post office has verified your ID, you must scan and email the completed Verification sheet, together with copies of your ID to dbs@englandtouch.org.uk

Your application will then be verified online, and you will receive a payment request.

ETA Verifiers

Any ETA employee or volunteer who also has an enhanced DBS certificate may be considered appropriate to verify documents. This is a function usually exercised by:

CEO
DBS Officer
Safeguarding lead
Head of Elite Operations
High Performance Director
Coach Developer
Juniors Logistics
Head Coaches

Next steps

Once the Post Office or one of our Verifiers have verified your ID documents and the Verification sheet and scanned ID has been returned to the ETA, the DBS search will commence. This can take up to 60 days, after which you will receive your DBS disclosure in the post. The ETA Disclosure Manager will be notified of your DBS Clearance and your DBS reference number will be logged on the system.

The ETA requires our Youth coaches to sign up to the update service. There is no charge for this if you are a volunteer.

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

Need any help?

Please read the [DBS checks in sports – working with children](#) leaflet for further information about which roles in sport require a DBS check.

Please refer to the

<https://fadv.onlinedisclosures.co.uk/helpdocs/applicantguidancenotes.pdf> includes step-by-step instructions or email the Online Disclosures team at support@onlinedisclosures.co.uk

If you require any further information, please do not hesitate to contact the ETA Disclosure Manager, Sadi Musson, at dbs@englandtouch.org.uk.