

Frequently Asked Questions (FAQ's) Disclosure and Barring Service (DBS)

Version 8 – January 2020



England Hockey has created this DBS FAQ document in order to support both clubs/organisations and applicants when carrying out a DBS application for people working with young people (Under 18's).

Additional information and guidance can be found on the official DBS section of the government's website:

<https://www.gov.uk/disclosure-barring-service-check/overview>

WHAT IS THE DISCLOSURE AND BARRING SERVICE?

The Disclosure and Barring Service (DBS) was created in December 2012. It brought together the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

The DBS provides a system for organisations to obtain an individual's criminal convictions, plus any cautions, reprimands or warnings held in England and Wales and on the Police National Computer. It will also check the barred status of an individual if they are applying for a role that is deemed 'regulated activity'.

DO CLUBS / ASSOCIATIONS HAVE TO CARRY OUT A DBS ON PEOPLE WORKING WITH YOUNG PEOPLE?

Clubs / associations have a legal responsibility to not knowingly employ (paid or unpaid) someone in regulated activity who is on the barred list and are therefore legally required to undertake a DBS check.

England Hockey's DBS [Eligibility Guidance](#) provides details of roles that require a check and at what level.

HOW CAN MY CLUB GET REGISTERED ON THE ONLINE DBS SYSTEM?

The online DBS system is a service for affiliated clubs/organisations. If your club/organisation is affiliated with England Hockey please ask your club to email Stuart Thomas (contact details below) who will be able to add your club/organisation to the system.



WHO REQUIRES A DBS CHECK WITHIN HOCKEY?

There are various levels of DBS check and as explained above, those who meet the definition for 'Regulated Activity' are legally required to complete the highest level check (enhanced DBS and barred list check). In addition, England Hockey requires all those working with children to undertake a DBS check - the level of check depends on whether the role is supervised.

England Hockey provide guidance on who needs a DBS check and to what level – see DBS Eligibility Guidance

The disclosure must be applied for within 4 weeks of the individual being appointed to their role. During this period, whilst waiting for the completion of the DBS, an individual must be supervised by a DBS cleared individual.

HOW CAN I GET A DBS CHECK?

Please contact your club/organisation DBS contact who will be able to process your check for you. All England Hockey DBS checks are completed online through GBG Online Disclosures – the company we use to process our checks.

WHAT IS INVOLVED IN THE DBS PROCESS?

- Your club/organisation DBS contact will send you an application link which you will receive in an email from GBG Online Disclosures.
- You will need to fill out your personal details and have 3 different forms of ID documents verified by your club/organisation DBS contact.
- Once your documents have been verified you will have to log back into your application and make payment. Payment can be made online via PayPal or Credit/Debit card.
- Your application will then be checked by the police.
- Once your DBS check has been completed you will receive your certificate in the post.
- England Hockey will receive notification that the check is complete and will notify your club/organisation DBS contact.

CAN I REFUSE TO DO A DBS CHECK?

If you refuse to apply for a DBS check then you must cease your role working with U18's.

WHAT WILL MY CLUB/ORGANISATION DO IF MY ROLE REQUIRES A DBS CHECK, BUT I AM YET TO COMPLETE ONE?

We strongly recommend best practice at **all times** in this situation. Please see below:

- You will not be allowed to carry out unsupervised coaching sessions for U18's.
- You will be supervised until your DBS check has been completed.
- Coaches and committee members at your club/organisation will be made aware that they must not be left unsupervised with U18's.

WHAT IF I'VE LOST MY DBS DISCLOSURE CERTIFICATE?

You must keep your DBS certificate safe and secure as the Disclosure and Barring Service will not issue replacement certificates after 14 days of issue. If it's subsequently lost, you will need to arrange for a new DBS application to be completed by [contacting the DBS](#).

WHAT IS THE SINGLE DISCLOSURE SCHEME?

The Single Disclosure scheme means that whereas previously both the applicant and Registered Bodies would receive a copy of the DBS disclosure certificate, now only the applicant will.

As a result England Hockey will need to obtain, for those which have content on, a copy of the original DBS certificate directly from the applicant.

WHY DO I HAVE TO APPLY ONLINE?

There are many reasons why EH has decided to no longer accept paper application forms. The main reasons are due to the Single Disclosure scheme.

By using England Hockey's online application system to carry out DBS applications, applicants can obtain a DBS check in a fast, secure and cost-effective manner. Additionally, England Hockey will be informed via the online system that a certificate has been issued and also whether it contains any disclosed information.

HOW WILL I KNOW IF EH NEED TO SEE MY CERTIFICATE?

If your DBS certificate contains any disclosed information, England Hockey will want to see the original copy and will write to you directly to request this. You will need to send the original certificate to England Hockey via a secure postal route. If you fail to provide a copy of your disclosure within the specified time your club/organisation will be informed officially and you will be required to cease any involvement in U18 hockey until the certificate is received and can be assessed.

HOW DO I SEND MY CERTIFICATE TO EH?

You must send your DBS disclosure certificate, marked 'Private and Confidential' to the **Ethics and Welfare Team, England Hockey, Bisham Abbey National Sports Centre, Marlow, Bucks, SL7 1RR** via a secure and recorded delivery.

WHO WILL SEE THE INFORMATION ON MY DBS CERTIFICATE?

Any information that is disclosed on a DBS certificate will only be reviewed by England Hockey's Safeguarding Case Management Panel (CMP), a small group of people with expertise in assessing this information. CMP will review any information and assess against a number of factors including:

- Nature of the offence
- How long ago the incident happened
- Whether the incident involved young people
- The role applied for

Individuals may be asked to provide additional information to the panel in order to make an informed decision as to a person's suitability for a specific role.

No details will be shared with anyone else in EH or the individual's Club Welfare Officer (WO) / organisation. Once the review has taken place, assuming there are no concerns, the WO will receive a simple email confirmation that the DBS process has been completed.

WHAT HAPPENS WHILE MY DISCLOSED INFORMATION IS BEING ASSESSED?

You will be able to carry out your role, but only under supervision.

If the information on your DBS certificate causes significant concern, you and your club will be advised in writing. You will then need to cease your involvement in U18 hockey while a more detailed risk assessment takes place.

HOW DO I KNOW IF EH HAS APPROVED MY DBS DISCLOSURE AFTER MY DISCLOSED INFORMATION HAS BEEN ASSESSED?

Once your DBS disclosure has been approved we will contact you and confirm this in writing. Additionally, your WO will be notified that the DBS process has been completed (details of any disclosed information will not be shared).

WHEN WILL I GET MY CERTIFICATE BACK FROM ENGLAND HOCKEY?

Once your DBS disclosure certificate has been approved or it is decided that further information is required, EH will return your certificate, to your home address (as detailed on the disclosure certificate) via secure and recorded delivery.

If for any reason you require the certificate back before our approval process is complete, please contact the EH Safeguarding Department on 01628 897500.

WHAT IS 'DUTY TO REFER'?

Clubs / Associations must **inform England Hockey immediately** if any individual has ceased or been removed from their role for any safeguarding or disciplinary reason.

England Hockey will advise and support clubs in this situation and will make the decision about next steps, these may include:

Referral to England Hockey's Case Management Group

Referral to the Disclosure and Barring Service (DBS) for consideration to the 'barred list'

DO ENGLAND HOCKEY ACCEPT DBS CHECKS COMPLETED THROUGH OTHER ORGANISATIONS?

No, England Hockey does not accept DBS checks that has been processed through other organisations unless they are on the DBS Government Update Service (see next question).

DO EH ACCEPT CHECKS THROUGH THE DBS GOVERNMENT UPDATE SERVICE?

Yes. From January 2020, England Hockey accepts the use of the DBS Government Update Service on the condition that the status check is completed by England Hockey's Ethics and Welfare Team, not a hockey club/association. The certificate that is on the Government Update Service must meet the same criteria that DBS checks performed through England Hockey's DBS system would have (i.e. enhanced with a child barred list check included).

To find out more about status checks through England Hockey, please consult our [DBS Government Update Service FAQ](#). You can find a link to the DBS Update Service [here](#).

ARE DBS CHECKS 'PORTABLE' WITHIN HOCKEY?

Yes, once you have had a DBS check processed through an England Hockey affiliated organisation it is portable to other England Hockey affiliated organisations.

To 'port' a DBS check within hockey, an individual must complete an [England Hockey DBS Portability Form](#) and send it to the Ethics and Welfare team at England Hockey. The check will then be verified and England Hockey will share the outcome of their DBS check with the other hockey organisation (as detailed by the applicant).

IS A DBS CHECK REQUIRED FOR FOREIGN NATIONAL WHO IS MOVING TO THE UK?

If a foreign national is going to be working with juniors at your club and has lived in England for less than 2 years, then a DBS check is not appropriate. This is because a DBS check only covers disclosures from England and would not show any convictions from other countries. In this case, you would need to obtain an Overseas Criminal Record (OCR) check for the person in question. For more information regarding OCR, please refer to our [guidance](#).

Once someone from overseas has lived in England for two years, they will qualify for a DBS check.

A foreign national is someone who has lived outside of England for 12 months or more (whether continuous or in total), in the 10 years prior to your application, while aged 18 or over.

WHAT IS THE COST OF A DBS CHECK IN HOCKEY?

The cost of a DBS check in hockey is as follows:

£8.10 volunteers
£48.80 paid role (non-volunteer)

WHAT IS THE DEFINITION OF A VOLUNTEER?

The DBS definition of a volunteer is defined in the Police Act 1997 (criminal records) Regulations 2002 as:

“Any person engaged in an activity which involves spending, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”

To qualify for a free-of-charge criminal record check, an applicant must not benefit directly from the position the DBS application is being submitted for. An applicant must not:

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)

It states on the DBS application form ‘By placing a cross in the yes box (at section 68) you confirm that the post meets the DBS definition for a free-of-charge volunteer application.

Please note that DBS may recover the application fee if box 68 is marked in error and this could result in the cancellation of your DBS registration’.

WHO DO I CONTACT FOR FURTHER INFORMATION?

If there is anything not covered or if you need more information, please contact England Hockey’s Ethics and Welfare Administrator Stuart Thomas – stuart.thomas@englandhockey.co.uk or call 01628 897516.

For general safeguarding enquiries, please contact England Hockey’s Ethics and Welfare Officer Megan Orme-Smith – megan.orme-smith@englandhockey.co.uk or call 01638 897545

For reporting any safeguarding concerns, contact England Hockey’s Ethics and Welfare Manager Alison Hogg – alison.hogg@englandhockey.co.uk or call 01628 897500