



Stroud Rugby

To be handed to all new coaches and other volunteers joining Stroud Rugby M&J Section

Stroud Rugby

Disclosure and Barring Service (DBS) Check Procedure

Introduction

The RFU is committed to safeguarding the welfare of children in the sport. All children are entitled to protection from harm and have the right to take part in sport in a safe, positive and enjoyable environment.

“Child” means a person under the age of 18 years as defined by the Children’s Act 1989

Volunteers and staff who work in “**Regulated Activity**” with children are members of the children’s workforce and as such are required to complete an application in accordance with RFU Regulation 21.

‘Regulated Activity’ means the statutory definition of the term as set out in the Protection of Freedoms Act 2012 which in summary is teaching, training, instruction, care or supervision of Children, carried out by the same person frequently (once a week or more often), or on four or more days in a 30 day period, or overnight.

Regulation 21 states that “An adult who works in Regulated Activity with Children in Rugby Union in England must comply with the requirements of the RFU’s DBS (formerly Criminal Records Bureau) process. These requirements are:-

- (i) to apply for a DBS disclosure processed through the RFU Safeguarding Team within four weeks of their employment or appointment
- (ii) to provide any such further detail, explanation or clarification of any or all part or parts of that DBS disclosure as may be required by the RFU; and
- (iii) to provide, on request from the RFU, references that attest to their suitability to be involved in working in Regulated Activity in Rugby Union.

Whilst awaiting their DBS disclosure a person may temporarily work on a paid or voluntary basis with Children provided that they are supervised at all times during any activity involving Children by a person who is DBS cleared within the Club, Constituent Body, Referee’s Societies or National Representative Body (as applicable).

The DBS process is now streamlined, easy and quick. However it does rely on a few simple requirements. If these are followed a volunteer joining the Club can be checked and cleared within a few days. This is where your help is needed. Overleaf is a brief description of the process to be followed which should enable us to get it right first time.

The Process

- The DBS procedure is carried out via the RFU's Game Management System (GMS). Therefore, for a check to be carried out, the applicant must have been set up as a member of Stroud Rugby on GMS. The minimum information required for this is your
 - Full name
 - Date of Birth
 - Address
 - Contact telephone number
 - E-mail address
 - Role at the Club
- If your Team Co-ordinator has not already set you up as a member this can be done by the Club Safeguarding Officer (CSO) the Designated Safeguarding Lead, who is:

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- Then, for the process to be started a formal *identification by document* procedure has to be followed. This entails you bringing the originals of at least 3 forms of identification, which need to be either:
 - One document from Group 1 below plus any two from Groups 1 or 2
 - Five documents from Group 2

Please note In addition to the above, evidence of your current address must be seen.

Once a DBS certificate has been issued and registered on the Update Service it is possible to use this for other organisations to allow them to carry out a status check on the certificate and it will not be necessary to have a new certificate issued. However, the RFU have decided that they will not be able to accept DBS certificates from other organisations. This is due to the difficulty there is in ensuring that original DBS certificates are assessed by the appropriate individuals and that confidential personal information is not shared or lost inadvertently or unnecessarily. Having listened to feedback, it was decided that to expect Club Safeguarding Officers to take on this additional responsibility was unacceptable.

As the vast majority of individuals working in the children's workforce with the RFU are volunteers and therefore entitled to free DBS checks it was decided that to avoid these risks the RFU would not accept other organisations DBS checks.

So, what documents are required for the identification process which kicks off the rest of the DBS process?

The preferred route is what the former Criminal Records Bureau called **Route 1**

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (refer to list of Valid Identity Documents at the end of this Guide); and
- 2 further documents from Group 1 , 2a or 2b; one of which must verify their current address.

If the applicant cannot produce a document from Group 1, then we need to proceed via **Route 2** i.e. the applicant must produce:

- 3 documents from Group 2 comprising of;
 - 1 document from Group 2a; and
 - 2 further documents from Group 2a or 2b; one of which must verify their current address.

and the organisation conducting the ID check will then need to ensure an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

Clearly this is a lot of trouble to go to so Route 1 will always be the preferred choice.

The **original** documents must be presented to the CSO who will take the details and enter them, via GMS onto the DBS system. DBS will then email the applicant a link for them to complete the process. Within a few days the process will be complete, a DBS Certificate will be sent to the applicant and the RFU GMS updated to reflect the DBS check. The check will expire after 3 years when the process will be repeated, other things being equal.

This process is necessary and non-negotiable. No matter what checks have already been carried out by other organisations and regardless of the volunteer's profession, in order to be able to engage in a regulated activity with a child at the Club, a DBS check must take place. Certainly the most important function that the Team Co-ordinator carries out is to ensure that anyone joining their squad who will be having contact as outlined, goes through this process.

If there is any doubt about this requirement please contact the CSO.

List of Valid Identity Documents

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
 - Photo card only
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application).
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted). (issued within the past 12 months.)
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted). (less than three months old)
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted). (less than three months old)
- Financial Statement ** - e.g. pension, endowment, ISA (UK). (issued within the past 12 months.)
- P45/P60 Statement **(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). ** (issued within the past 12 months.)
- Work Permit/Visa (UK) (UK Residence Permit). ** (issued within the past 12 months.)

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- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)* – Not Mobile Telephone. (less than three months old)
- Benefit Statement* - e.g. Child Allowance, Pension. (less than three months old)
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security. (less than three months old)
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted).

Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with * - it should be less than three months old.
- Denoted with ** - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.

Typical good combinations are:

- Passport, Photo card Driving licence (plus paper counterpart) with a Utility Bill or Bank Statement less than 3 months old, or
- Passport, Birth Certificate (issued at time of birth) and the Utility Bill or Banks Statement of an appropriate age, or
- Birth Certificate with the current year's Council Tax statement and a Utility Bill or Bank Statement of an appropriate age.

If in doubt contact the CSO.

Thank you.

Mark Organ

Club Safeguarding Officer / Designated Safeguarding Lead (DSL)