

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

Version 3 – October 16



England Hockey (EH) has created this DBS FAQ document in order to support both clubs/organisations and applicants when carrying out a DBS application.

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 Yasmin Dyer – Yasmin.dyer@englandhockey.co.uk 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 /CRB 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 DBS 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.

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 EH 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 EH's online application system to carry out DBS applications, applicants can obtain a DBS check in a fast, secure and cost effective manner. Additionally, EH 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 EH 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 Safeguarding Department, 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 EH?

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 EH 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 EH ACCEPT DBS CHECKS COMPLETED THROUGH OTHER ORGANISATIONS?

No, England Hockey does not accept DBS checks that has been processed through other organisations.

DO EH ACCEPT CHECKS THROUGH THE DBS 'UPDATE SERVICE'? (ELECTONIC UPDATES)

No, England Hockey does not accept checks from the update service, unless the original check has been processed through England Hockey.

Registration on the update service either needs to be done at application stage or within 19 days of receipt of your certificate.

To find out more details about the DBS Update Service visit: <https://www.gov.uk/dbs-update-service>.

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 a [Portability Form](#) and send it to the safeguarding 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).

WHAT IS THE COST OF A DBS CHECK IN HOCKEY?

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

£6.50 volunteers
£50.50 paid role

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 EH's Ethics and Compliance Administrator Yasmin Dyer – Yasmin.dyer@englandhockey.co.uk or call 01628 97516.