



DBS Checks

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If you volunteer to help the club you will be asked to complete the DBS online service through the ASA. Our Welfare Officer will guide you through the process.

What is the Disclosure and Barring Service (DBS)?

The Disclosure and Barring Service (DBS) helps organisations and employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

DBS is an executive non-departmental public body of the Home Office.

The DBS was established under the Protection of Freedoms Act 2012 and started operating on 1 December 2012. It carries out the functions previously undertaken by the Criminal Records Bureau (CRB) for England and Wales and the Independent Safeguarding Authority (ISA) for England, Wales and Northern Ireland.

Who should complete the DBS Online application?

Anyone who has one to one contact with, or may have one to one contact with a child or vulnerable adults. This includes club coaches, teachers, poolside helpers, team managers and chaperones. As each club is different this may also include timekeepers, lifeguards or the person staffing a club shop.

Who pays for the disclosure?

There is no charge for obtaining disclosure for volunteers. No costs will be recovered from the club or persons applying for disclosure.

How do I complete the application form?

All applications are conducted online with the ASA. Our Welfare officer will take you through the simple steps.

What if the club member already has a disclosure through their employer or recruiting organisation?

With the introduction by the DBS of the Update Service any applications receiving their Disclosure Certificates after the 17th June 2013 can now register with the Update Service.

Those applicants that are not registered with the Update Service or their application is not of the required level or workforce will be required to complete a new DBS application.

What is the DBS Update Service?

One of the government's priorities is to overhaul the criminal records regime to give individuals greater control of their own information, allow DBS Certificates to be reused when applying for similar jobs within the same workforce, child workforce, adult workforce or child and adult workforce and reduce the burden of red tape on employers.

This new subscription service lets individuals keep their DBS Certificates up-to-date so they can take it with them when they move jobs or roles

For an annual subscription of £13 (free for volunteers) applicants can have their DBS Certificate kept up-to-date and take it with them from role to role, within the same workforce, where the same type and level of check is required.

By subscribing to the new service you could save time and money depending upon how many DBS checks you have needed in the past.

How do applicants access the Update Service?

From 17 June 2013 applicants will be able to join the Update Service online at www.gov.uk/dbs.

Where do I obtain the application forms?

The ASA purple forms and DBS applications are available from Samantha Massey on 01509 618738

Alternatively these forms can be obtained via a Club Committee Executive Officer.

Who can clubs contact for further help and advice?

If you require further information please contact Samantha Massey on 01509 618738.

Alternatively you may wish to contact the DBS information line on 0870 90 90 844 or visit their website www.disclosure.gov.uk. Please refer to the DBS's Code of Practice, which can also be found on their website.