BF GUIDANCE NOTES AND QUESTIONNAIRE FOR DBS CLEARANCE FORMS

**Last Updated**: 24th April 2018

**Note: You will need to complete section 5 and 6 of this form and return it with your completed DBS application form. We cannot process the application without the completed sections.**

# Introduction

In order to apply for a Disclosure and Barring Service Check with British Fencing you need to have proof of identity and this has to be done in a way that is approved by British Fencing. This document outlines the process and who can undertake the document verification process.

# Who can verify your documents?

You can have your documents checked by any of the following:

* Your Club Secretary
* Club Chair, County or Regional Chair
* County or Regional Secretary
* Regional Welfare Officer
* An employee of British Fencing

# Documents you must provide for the identification checking process

There are 3 routes for checking id (see tables at the end of this document) that are laid out by the DBS. The preferred option is Route 1 as it requires the least documents, however Routes 2 and 3 are perfectly acceptable, but require more evidence. If you cannot supply documents in any of the routes, then please contact British Fencing for further advice.

**Route 1.** The applicant must be able to show:

* One document from Group 1
* 2 further documents from either Group 1, or Group 2a or 2b
* at least one of the documents must show the applicant’s current address

**Route 2.** If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:

* 1 document from Group 2a
* 2 further documents from either Group 2a or 2b
* At least one of the documents must show the applicant’s current address

**Route 3.** Route 3 can only be used if it is impossible to process the application through Routes 1 or 2

For Route 3, the applicant must be able to show:

* A birth certificate issued after the time of birth (UK and Channel Islands)
* One document from Group 2a
* 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant’s current address.

# Completing the Form

* Use BLACK INK throughout
* Use CAPITAL LETTERS when completing the form
* Complete all sections marked in Yellow
* Insert only one character in each box
* Put a line through any mistakes and correct the mistake to the right of the box
* Mark choices in the box with a cross (X)
* Keep signature (section E ‘Declaration by the applicant’ within the box provided
* Provide all addresses where you have lived in the last 5 years. If you have lived overseas within this period, please include these addresses. There must be no gaps in dates. However, overlapping dates are acceptable.
* Do not staple anything to the form or use correction fluid
* If you are a professional coach, please enclose the current DBS fee of £40 with your application. Cheques are payable to British Fencing
* Do not complete any of section X and Y on the last page

Please now sign up to the online update service. This allows you to keep your DBS certificate up-to-date without you having to do anything. It also allows British Fencing and may allow employers (if they use the system) to check any changes to your certificate online.  You can register at [http://secure.crbonline.gov.uk/crsc/apply](https://secure.crbonline.gov.uk/crsc/apply) within 17 days of the date of your DBS certificate.

When you sign up, you will receive an online account that allows you to:

* take your certificate from one job to the next – assuming it is for the same type of role, but not all employers will accept the online system
* give employers permission to check your certificate online, and see who has checked it
* add or remove a certificate
* please complete **section 5** of this form and return it with your completed DBS application form

# All questions must be answered so the Registered Body (British Fencing) can complete section X of the DBS application form. If you do not complete this section fully your form will be returned to you.

**What position are you applying for?**

**Does the reason for application involve working with:**

**Yes No**

* Children?
* Adults?
* Children and Adults?
* Are the adults you work with considered adults at risk?\*
* Does your work include sessions that are exclusively for adults at risk?\*

**What is the name of the organisation you are working at** (ie what is the name of the club that you are coaching/volunteering/etc at)?

**Is the position a volunteer position?**

**\*Adults at Risk**

The adults referred to in this document are adults at risk using the definition from the Safeguarding Adults in Sport Steering Group (2013). This is defined as:

“those who have health or social care needs (irrespective of whether or not those needs are being met by social services) and who are unable to safeguard themselves as a result. While we recognise that some people will be vulnerable due to their learning disability or mental health needs, there are also those adults who are at risk due to a specific circumstance they may find themselves in, for example: domestic abuse; forced marriage; and sexual or commercial exploitation (this is not an exhaustive list).”

Just to reiterate, an adult at risk is not exclusively someone with a disability, whether that be physical, learning or sensory. Any one, at some point given a particular circumstance, can be vulnerable. Examples in fencing, (not exclusive) include:

* an elite fencer being groomed for sexual abuse by their coach
* a member of a learning disabled Fencing club being financially exploited by another club member
* a young woman confiding in her coach about a forthcoming holiday where she believes she will be married against her will
* a club which insists on receiving a parental consent form before taking a 20 year old participant with a mild learning disability on an away day trip
* a coach who regularly neglects the individual needs of disabled participants when training.

Adults at Risk is the preferred terminology and supersedes the previous phrasing of Vulnerable Adults.

# DBS Privacy Policy

Please read this section carefully

**DBS Privacy Policy- standard/enhanced checks (paper and e-Bulk applications) declaration**

I have read the Standard/Enhanced Check Privacy Policy for applicants [www.gov.uk/DBS](http://www.gov.uk/DBS)and I understand how DBS will process my personal data and the options available to me for submitting an application.

Please confirm by signing here: ………………………………………………………………….

**You must return sections 5 and 6 of this form with your DBS application form**

# ID Checking process

**Group 1 Primary identity documents**

|  |  |
| --- | --- |
| **Document** | **Notes** |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence photocard – (full or provisional) | UK, Isle of Man, Channel Islands and EU |
| Birth certificate – issued within 12 months of birth | UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces |
| Adoption Certificate | UK and Channel Islands |

**Group 2a: Trusted government documents**

|  |  |
| --- | --- |
| **Document** | **Notes** |
| Current driving licence photocard – (full or provisional) | All countries outside the EU (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) – paper version (if issued before 1998) | UK, Isle of Man and Channel Islands and EU |
| Birth certificate – issued after time of birth | UK, Isle of Man and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| HM Forces ID card | UK |
| Firearms licence | UK, Isle of Man and Channel Islands |

**Group 2b: Financial and social history documents**

|  |  |  |
| --- | --- | --- |
| **Document** | **Notes** | **Issue date and validity** |
| Mortgage statement | UK or EEA | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands or EEA | Issued in the last 3 months |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK or EEA | Issued in the last 3 months |
| Financial statement, for example pension or endowment | UK | Issued in the last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in the last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in the last 12 months |
| Work permit or visa | UK | Valid up to expiry date |
| Letter of sponsorship from future employment provider | Non-UK or non\_EEA only – valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility bill | UK – not mobile telephone bill | Issued in the last 3 months |
| Benefit statement, for example Child Benefit, Pension | UK | Issued in the last 3 months |
| Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC | UK and Channel Islands | Issued in the last 3 months |
| EU National ID card | - | Must still be valid |
| Cards carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands | Must still be valid |
| Letter from head teacher or college principal | UK – for 16 and 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided | Must still be valid |

**Version History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version Number** | **Date Updated** | **Updated by** | **Comments** | **Date Approved by the Board** |
| V0.1 | 18.05.17 | KR | Document Created |  |
| V0.2 | 14.06.17 | LB | Additions |  |
| V1 | 14.06.17 | KR | Finalised |  |
| V2 | 24.05.18 | KR | DBS Privacy section added |  |