



# Disclosure and Barring Service (DBS) Guidance as a result of COVID 19 June 2020

From the 1st July 2020 England Netball's DBS service will resume to enable coaches, volunteers and others operating within regulated activity to complete the process to obtain a DBS certificate.

Since the 15th April England Netball took the decision to temporarily suspend processing of all new DBS applications, all DBS renewals and any applications where documentation was not yet verified. This decision was made in light of the government requirement to socially distance which prevented face to face verification and the demand on the DBS service due to the Corona Virus health crisis.

With resumption of certain elements of netball activity there is a requirement for coaches to have a DBS in place. The England Netball DBS service will resume from 1st July to enable coaches, volunteers to complete the process and application for a DBS certificate.

You will be able apply in the normal manner, however, due to social distancing measures it is necessary to implement changes to the ID checking process. All applicants will be required to have their ID check completed through the post office. There is an additional fee of £6 (payable to the post office directly). Unfortunately Face to Face ID verification will not resume for the time being until further notice.

England Netball is committed to ensuring all young people are able to take part in the sport in a safe and enjoyable environment. The requirement to have a satisfactory DBS Enhanced with Barred List check carried out before an individual takes up a role with young people, and to be **renewed every 3 years**, is a crucial part of us being able to live up to that commitment. It enables informed risk assessments to be carried out.

Enhanced with Barred List checks disclose any reprimand, caution and other sentences, recorded locally and the Police National Computer. Other information held by the Chief Police Officer may also be disclosed, at their discretion, if the information is considered relevant to the role the individual is applying for.

A Barred List check reveals whether or not an individual (the Applicant) has been barred from working with children or young people, by a court order.

## How to apply for a DBS check

To apply for a DBS check, you must follow these steps:

1. Identify the role you are applying for from the list of positions below.
2. Complete the DBS Agreement survey [here](#) (Self Employed Coaches also complete the survey)
3. Follow the process set out in the flow chart below to complete your online DBS Application

### Volunteer Applicant or Self Employed Coach registers online

Click link below to start registration:

<https://gbg.onlinedisclosures.co.uk/Registration/Registration>

Type in Organisation PIN – **100212** (Volunteers) or **149208** (Self-Employed Coaches)

Click box '*Please confirm organisation*'

Enter your **name, email address** and create a **password**

Secret Word: (please email: [besafe@englandnetball.co.uk](mailto:besafe@englandnetball.co.uk))

Click '*Register*' to be directed to the **login page**



**Login:** Input the login information requested. This completes the registration process. Online Disclosures will send you an auto-response. Applicant continues with the online application form and guidance on how to complete this can be found [here](#)

## Post Office Verification

As part of the application you are required to provide ID for verification. This is to ensure that you are who you say you are. You will be required to have your ID Verified at the Post Office and the system is set to this method and cannot be changed to Face to Face verification.

After you have completed the application, you must print out the ID Verification Form and take this to a Post Office along with the ID you selected.

For guidance on the Post Office Verification method please see the GBG Applicant user guide [here](#) from page 17.

There are over 900 Post Office branches which offer DBS ID Verification service and DBS

Applicants will be able to search for their nearest branch [here](#) and select "CRB & ID Verification Service" within choose a service drop down list. Note - Please DO NOT select DBS ID VALIDATION SERVICE as this service is not compatible with the barcoded Sheet applicants will be taking in for verification.

## Who pays for my DBS Check?

All charges must be paid by the applicant at the Post Office when completing the ID Verification process.

Please see table below for fees for volunteers and non-volunteers. GB Online Disclosures will not process applications without payment.

Application Type	Who This applies to	GBG DBS admin Fee	Post Office Verification Fee	DBS Fees
Online Application – Enhanced with Bared List	Volunteers	£7.20 + VAT	£5 + VAT	£0
Online Application – Enhanced with Bared List	Non Volunteers	£7.20 + VAT	£5 + VAT	£40.00 (VAT Exempt)

## Information about DBS checks

### Barred List Checks

The requirement to have an Enhanced with Barred List check every 3 years has been amended and is no longer merely defined by whether or not a person is taking part in controlled activities or has contact with young people. The requirement is now triggered by the role the person is carrying out, falling within the definitions of a regulated activity.

### Regulated Activity

**Regulated activities are defined as:** - Unsupervised teaching, training, instruction, care for, treatment or supervision of young people

**If a person is carrying out one of these regulated activities, there is a second trigger:** - That the activity is carried out frequently, ie once a week, or more than 4 times in a 30 day period, or overnight

This frequency test is not dependent on where the activity is carried out, so doing it 4 times in a 30 day period in 4 different locations/clubs/roles means the frequency has been met.

In making a decision about whether or not someone needs to have a Barred list check, it is most helpful to look at the actual role(s) carried out.

**Supervision** is not simply a question of whether other people can see and hear the person. *It is assessed by looking at whether the supervisor has on-going, day to day responsibility for the protection of children and young people.*

*For example:* an Assistant Coach may take a training session on their own, or in an area away from the main coaching session. The Assistant would then have supervisory responsibility for the safety of the young people they are providing instruction to, and would need an Enhanced with Barred List check done.

The supervision test applies to the worker, not to the protection of the young people. The person having supervisory responsibility must themselves be in a regulated activity, have constant and on-going responsibility for the worker; be confident and knowledgeable enough to carry out the role, and be prepared to carry the responsibility of such a role. It is not possible for 2 people to supervise each other; there must be one person who is responsible for the other(s).

Consideration needs to be given to what is “reasonable in the circumstance” to ensure the protection of the young people, when thinking about whether the person has supervisory responsibility. The things to consider are:-

- The ages of the young people, including whether these vary widely;
- The number of young people the person is working with;
- Whether or not there are workers helping to look after the young people;
- The nature of the persons role;
- How vulnerable the young people are;
- How many people are being supervised by each supervising person.

You can also use the DBS eligibility checker on the Government website here: <https://www.gov.uk/find-out-dbs-check>

### **Who processes my DBS check?**

England Netball use a third party to process all volunteer DBS checks. GB Group Online Disclosures website is the portal where all applications are directed to. As a result, England Netball and GB Group PLC will transfer your data to the DBS and by undertaking the online check you consent for this to happen. England Netball does not process paper applications. England Netball and GB Group PLC cannot update you on the status of your check and you should contact the DBS directly for this information. For more information about how England Netball uses your data, please read our [Privacy Policy](#).

### **Where can I get more information?**

For more information about the DBS process:

✦ visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

For more information on England Netball's Safeguarding in Netball Policy and procedures visit the [Safeguarding section of the website](#)

### **Typical roles within a netball club**

Although it is important to look at the actual activity of a person, a start point for considering who needs an Enhanced with Barred List DBS check is the usual roles found within a netball club. Looking at each of these and the functions they carry out should help to focus on the reasons why a person needs to have an Enhanced with Barred List check done. Some roles will qualify for Enhanced with Barred List checks under the old criteria, which still apply.

Role	Outline of Responsibility	DBS check Required
<b>Assessors</b>	Assessing the ability of a young person's coaching, umpiring or officiating skills does not entail teaching, instruction or training, and hence if this is the only role undertaken, it would not fall within the definition of a regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Assistant Coach</b>	<p>This person supports the coach, taking some of the session activities, or some of the players and the role is likely to be within the definition of regulated activity.</p> <p>Is the person supervised by the coach at all times? This will vary, but where they are not supervised at every stage of their activity, they will have supervisory responsibility for the protection of the players, where those players, or some of them, are under 18 years of age. This is particularly the case where an Assistant Coach takes a training session by themselves. Therefore they must have a Barred List check</p>	<input checked="" type="checkbox"/> DBS is required
<b>Ball Patrol Supervisor</b>	This person is responsible for managing the children and young people who take care of the balls at an event; providing instruction on how the tasks are to be carried out. As such, they are responsible for the supervision of these children, and would fall within the definition of regulated activity.	<input checked="" type="checkbox"/> DBS is required
<b>Catering staff</b>	These people provide refreshments to players and others attending the club or event. As such they do not fall within the definitions of a regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Chair</b>	A management role, concerned with policies, day to day management and decision making. This role would not in itself fall within the definition of regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Club Safeguarding Officer</b>	Responsible for ensuring that the members of a club are aware of, and behave in accordance with, the EN Safeguarding policy framework. They are the point of contact for any safeguarding concerns and the person who liaises with the EN Lead Safeguarding Officer and any statutory agencies. This person's role falls within the definition of a regulated activity under the Safeguarding Vulnerable Groups Act 2006.	<input checked="" type="checkbox"/> DBS is required

<b>Coach</b>	This person is responsible for developing the player's ability, individually and within a team; has responsibility for the physical and mental wellbeing of the players in a netball setting and will have supervisory responsibility for the players at the training sessions or events. This person would fall within the definition of regulated activity, as they are providing instruction and training and it would usually be at least once a week. Where the players, or some of them, are under 18 years of age, therefore must be Barred List checked.	<input checked="" type="checkbox"/> DBS is required
<b>Driver</b>	Driving a vehicle to transport children, and any person supervising or caring for the children, which is only used for that purpose. This falls under the Safeguarding Vulnerable Groups Act 2006.  This would not apply to parents giving children lifts in their cars.	<input checked="" type="checkbox"/> DBS is required
<b>First Aider</b>	This role is responsible for providing personal care and administering first level medical assistance to a player. The Second question is whether or not they are supervised in this role. Then, the frequency test needs to be satisfied to determine whether or not this person must be Barred List checked or could have an Enhanced check.	<input checked="" type="checkbox"/> DBS may be required
<b>Mentor</b>	Supporting the person's development and progress through the learning of skills necessary to become an official. This role would fall within the definition of teacher, tutor or instructor, and so should have a Barred List check.	<input checked="" type="checkbox"/> DBS is required
<b>Officials</b>	This role is responsible for keeping the score. They do not have any supervisory responsibility for children involved in the activity, and as such would not fall within the definition of a regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Primary Carer</b>	This person is responsible for providing treatment to any player injured on the court. They are providing treatment for a child and as such this would fall within the definition of regulated activity. The question of supervision would depend on whether that person is acting under the supervision of the coach, or any other person with supervisory responsibility for the protection of the child/children playing in the game. The frequency of their acting in this role would then need to be considered. If it meets this test, a Barred List check must be carried out.	<input checked="" type="checkbox"/> DBS is required



<b>Scouts</b>	Potential to play and compete at the higher levels of the game. As such they would not have supervisory responsibility for the players at those events and would not fall within the Definition of regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Secretary</b>	An administrative role, supporting the Chair in handling the day to day management and administration of the club. This role would not in itself fall within the definition of a regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Team Manager</b>	This person is responsible for the overall supervision of the team and their play. As such they fall within the definitions of regulated activity therefore a Barred List check must be done.	<input checked="" type="checkbox"/> DBS is required
<b>Treasurer</b>	A management/finance role, taking care of the financial management of the club. This role would not in itself fall within the definition of a regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Tutors</b>	Or officiating the game. As such, the tutoring role would fall under the definition of a regulated activity, Where this is being carried out for under 18s, and they meet the Supervision and frequency criteria, the person must be Barred List checked.	<input checked="" type="checkbox"/> DBS is required
<b>Umpire</b>	This person is responsible for ensuring games are played in accordance with the rules. They would not, in this role, have supervisory responsibility for the protection of the children playing in that game. As such, the role would not in itself fall under the definitions of regulated activity.  Junior League Club Umpires may have more of a training or supervisory role, than senior club Umpires, in which case the guidance applying to Coaches would be more relevant and they must have a Barred List check.	<input checked="" type="checkbox"/> No DBS is required  <input checked="" type="checkbox"/> DBS may be required