

ENGLAND NETBALL DBS GUIDANCE

All applicants will be required to have their ID check completed through the post office. We no longer use Face-to-Face ID verification for DBS checks .

England Netball is committed to ensuring all young people can 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](#) (Volunteers & Self-employed Coaches should complete the survey)
3. Follow the process set out in the flow chart below to complete your online DBS Application. There are 2 different system links one for volunteers and one for self-employed coaches.

Volunteer Applicants

- **Click link below to start registration:**
- <https://app.knowyourpeople.co.uk/register?org=ORG-WHDWDEC9&accessCode=HitchinENHVol>
- The following details will be autopopulated:
- The Organisation ID ORG-WHDWDEC9
- The access code HitchinENHVol

Self-Employed Coach Applicants

- Click link below to start registration:
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<https://app.knowyourpeople.co.uk/register?org=ORG-AV89H60B&accessCode=HitchinENH>

- The following details will be autopopulated:
- The Organisation ID ORG-AV89H60B
- The access code HitchinENH

DBS application steps

- Enter your email address.
- Tick the I'm not a robot.
- Click Next
- Confirm the organisation you are registering for is correct.
- Enter your name and create a password.
- Click Next
- Login using the password you have just created.
- Application set up – select your volunteer role.
- It will automatically select the level of DBS check you require.
- Follow the instructions on the screen – ensuring you have all your id documents to hand.
- It will ask you to select a post office for verification.
- You will then be asked to make payment for the check – (see costs below)
- Once you have completed all your details you will have the option to change the post office you selected for verification should you need to.
- Once submitted you will receive an email with confirmation of your check which includes a single use QR code you need to take to your selected post office to get your documents verified.
- Should the Post Office find any errors or discrepancies in the ID verification process, you will need to log back into your application and make the necessary

amends and resubmit. You will then receive a new QR code to take to the selected post office for the document verification.

Who pays for my DBS Check?

All charges must be paid by the applicant online prior to going to the post office.

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

Application Type	Who This applies to	First Advantage admin fee (including post office verification fee)	DBS Fees
Online Application - Enhanced with Barred	Volunteers	£17.25	£0
Online Application - Enhanced with Barred	Non-Volunteers	£15.24	£40.00

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, i.e., 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 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. First Advantage Online Disclosures website is the portal where all applications are directed to. As a result, England Netball and First Advantage Online Disclosures 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 First Advantage Online Disclosures 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
Assessors	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	No DBS is required

<p>Assistant Coach</p>	<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</p>	<p>DBS is required</p>
<p>Ball Patrol Supervisor</p>	<p>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.</p>	<p>DBS is required</p>
<p>Catering Staff</p>	<p>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.</p>	<p>No DBS is required</p>
<p>Chair</p>	<p>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.</p>	<p>No DBS is required</p>
<p>Club Safeguarding Officer</p>	<p>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.</p>	<p>DBS is required</p>