

GUIDANCE NOTES AND QUESTIONNAIRE FOR DBS CLEARANCE FORMS

1. 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.

2. 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

3. 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.

4. 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 £44 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> 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

5. 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
<input type="checkbox"/> Children?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adults?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Children and Adults?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Are the adults you work with considered adults at risk?*	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Does your work include sessions that are exclusively for adults at risk?*	<input type="checkbox"/>	<input type="checkbox"/>

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

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- 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.

6. 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

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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