

Disclosure and Barring Service (DBS) Clearance Guidelines



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PLEASE READ INSTRUCTIONS CAREFULLY AS WE ARE HAVING TO RETURN A LARGE AMOUNT OF APPLICATION FORMS FOR BEING INCOMPLETE OR INCORRECTLY COMPLETED

Clearance forms can only be obtained from BF Head Office.

BF will only process applications from BF members

Professional coaches are required to pay the current DBS fee of £44 (made payable to British Fencing – BF then pay the DBS by bacs transfer)

- Use **BLACK INK** throughout – DBS will return the form if not completed in Black Ink
- 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
- Mark choices in the box with a cross (X)
- Keep signature(s) 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.

SECTION W&X – EVIDENCE OF IDENTITY

- The person who verified your identity must put their name in section W-58 and check the yes box to confirm that they have established your identity by examining your documents.
- Please complete X-61 with the position you have applied for (the reason your are applying for the Disclosure)
- **NEW**** Due to change in legislation the DBS have also requested the following 'You should now include one of the following phrases in field X-61, line 1: **'Child Workforce'**. Use this for any position that involves working/volunteering with children. **'Adult Workforce'**. Use this for any position that involves working/volunteering with adults. **'Child and Adult Workforce'**. Use this for any position that involves working/volunteering with both children and adults. **'Other Workforce'**. Use this for any position that does not involve working/volunteering with Children or Adults e.g. security guard. Underneath on the second line please put the position applied for.
- Please complete X62 with the name of the organisation (ie, the name of the club you are volunteering in, or teaching in)
- **BF will complete the other fields in section X**

PROOF OF IDENTITY

- Evidence of identity should be verified by your Club, County or Regional Chairman/Secretary, who must be members of British Fencing and must see you in person, see your original documents and ensure all details are correct. Or an official at a fencing event. Or a staff member at BF Head Office who must see you in person. **PLEASE DO NOT SEND DOCUMENTS (PASSPORT ETC) THROUGH THE POST.**
- At least one document must confirm your current name, as recorded in section a.
- At least one document must confirm your date of birth, as recorded in section a.
- At least one document must confirm your current address
- **Question e55 'Declaration by the Applicant'** the current question '*have you ever been convicted of a criminal offence or received a caution, reprimand or warning?*' has now changed. Please now treat the question as if you are being asked '*do you have any unspent convictions, cautions, reprimands or warnings?*' please bear this in mind when completing that section of the form.

SECTION Y – STATEMENT BY REGISTERED PERSON Please do not complete any of Section Y. BF will complete this section then send the form to the DBS.

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NEW - Online update service available from 17th June 2013

The DBS update service lets applicants keep their DBS certificates up to date online and allows your employer and British Fencing to check a certificate online. You can register online <http://secure.crbonline.gov.uk/crsc/apply> when you apply for a DBS certificate, or within 14 days of getting one (you'll need the certificate reference number)

When you join, you will get an online account that lets you:

- take your certificate from one job to the next
- give employers permission to check your certificate online, and see who has checked it
- add or remove a certificate

FINALLY, PLEASE MAKE A NOTE OF YOUR FORM REFERENCE SO YOU CAN CHECK THE PROGRESS OF YOUR APPLICATION ONLINE AT <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>