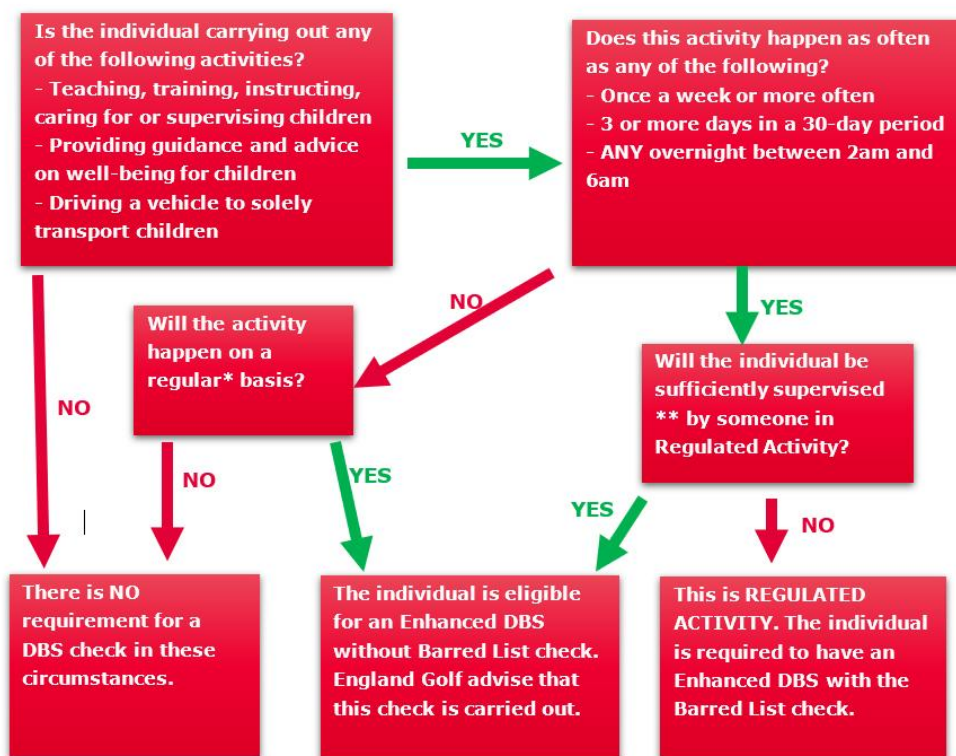




Middlesex Golf

## England Golf DBS Flowchart



\* Regular is open to definition - it is suggested that annually would be insufficient but an argument for eligibility could be made if the individual does an activity once a month or several times over the summer period, for example.

\*\*Supervision must be 'reasonable in all the circumstances to ensure the protection of children'. It must be 'regular and day to day' (supervision must not be concentrated in first few weeks and then tail off). Supervision must be undertaken by someone who is in Regulated Activity themselves.

**You are breaking the law if you apply for a standard, enhanced, or enhanced with barred list(s) DBS check if the role you have applied for is not eligible for that level of check.**

As part of the online system we have created a list of roles. We realise that role titles at your club or county may not match precisely, but you can decide which one fits you best:

- **Chaperones (Enhanced with the children's barred list check)** – Those who are involved in caring for children during any overnight stay away from home and you are not the child's parent or carer.
- **Drivers (Enhanced with the children's barred list check)** – Those who are involved in transporting children, other than their own child, by vehicle for reasons related to golf.
- **Junior Organisers (Enhanced with the children's barred list check)** – Those who are a lead or assistant organiser or co-ordinator for a golf club or county.
- **Junior Team Managers (Enhanced with the children's barred list check)** – Those who are a manager or assistant manager of a team comprising of juniors.
- **Junior Overseers (Enhanced)** – Those who carry out roles such as marking cards, showing children around the course, or generally helps out on a regular basis.
- **Volunteer Golf Coaches (Enhanced with the children's barred list check)** – Those who are golf coaches but are not employed as such or paid.
- **Welfare Officers (Enhanced with the children's barred list check)** – Those who deal with safeguarding and welfare matters and act as a point of contact for children and vulnerable adults.

**Employed PGA professionals** should apply through the PGA. England Golf are unable to process these applications.

Please bear in mind that, whilst your job title may differ slightly to those listed above, the role you fulfil may match a listed role. If you are unsure whether your non-specified role requires a DBS check please refer to the following [government guidance](#).

The type of DBS check required will depend on how often an individual takes on the role and whether they are supervised by someone with a DBS Certificate and working in regulated activity. England Golf will decide this based on the information that you provide.

## **DBS Verifier**

Each club and county should have a Verifier registered. This person is responsible for verifying the identity of all DBS applicants. DBS checks cannot be completed without a Verifier. To register a Verifier please contact [dbs@englandgolf.org](mailto:dbs@englandgolf.org) with the intended Verifier's full name, their position within the club or county, and their email address.

### How to register for a DBS

To register for a DBS check please send the following information in to [dbs@englandgolf.org](mailto:dbs@englandgolf.org)

- Name
- Email address (FADV require an email address that is not currently being used for any DBS applications or for DBS Verifier roles on the FADV Online system. If you are renewing your DBS check you can use the same email address again)
- Telephone number
- Postcode
- Date of Birth
- Role being undertaken
- Name of club/county

Once we have this information the applicant will be registered onto the online system and will receive an activation email with a link to start their online application.

On completing part one of the application the applicant will then need to take their chosen ID documents into the club to be verified. Once verified and payment has been made then the application is sent to the relevant bodies to be checked. This can take up to 8 weeks to complete.

## **Next steps**

Once an application has been submitted to First Advantage (FADV) by England Golf, the club or county DBS Verifier will receive an email requesting that they verify the identity of the individual applying for a DBS. The applicant will then have to provide the Verifier with some valid form of identification such as a passport and/or a valid driving licence that confirms their name and current UK address.

Once the Verifier has verified an applicant's identity, either the applicant or club/county will need to pay the relevant fee.

First Advantage (FADV) will then carry out the relevant checks. This can often take up to and over 8 weeks to complete, depending on the level of check being carried out.

After First Advantage (FADV) has carried out the DBS check, they will notify England Golf of the result, which will either be clear or adverse. The applicant will also receive their own certificate from First Advantage (FADV).

England Golf will then confirm the result of the DBS check to the relevant club or county, and give a decision on whether the applicant is able to carry out the desired role.

If you have any questions about eligibility for DBS checks, or any other issue relating to DBS checks, please email [dbs@englandgolf.org](mailto:dbs@englandgolf.org) or call 01526 351851.