

INFORMATION SHEET

DBS Checks

Below are some key facts connected with DBS checks that may help to give you an insight into the DBS process, why they are necessary and who needs a check. EN has its own fully-trained document verifiers. EN does not accept portable DBS checks.

Why EN carries out enhanced DBS checks:

- It is illegal for an employer (England Netball) to knowingly appoint a barred person in the sector from which they are barred.
- It is also illegal for anyone barred by the DBS to work, or apply to work with the sector (children or adults) from which they are barred.

Who should be DBS checked?

- DBS checks should be carried out on all those who work in '*regulated activity*' - roles that need a check include:
 - Club Safeguarding Officers
 - Coaches
 - Team Managers
 - Officiating Tutors
 - Mentors
 - Primary Carer and First Aider
- It is an offence to carry out an enhanced check on anyone who is not carrying out regulated activity. More info is available at: http://www.Englandnetball.co.uk/make-the-game/safeguarding/DBS_Checking

What happens once applicant's documents have been verified ?

- DBS checks are carried out using police and other agency data which is relevant to an applicant's role, and the body they have applied to ie England Netball.
- All EN DBS checks are Enhanced – the enhanced check is instigated when the document verifier clicks 'working with children', here's what happens then:
 - Stage 1 – Application form received and validated by TMG CRB
 - Stage 2 – Police national computer search
 - Stage 3 – DBS Children and DBS Adults search on Barred List
 - Stage 4 – Records held by the police search
 - Stage 5 – Certificate printed.
- The above takes about 4-6 weeks to complete
- DBS certificates include the following information:
 - Spent and unspent convictions, cautions, reprimands, final warnings, information held by local police that's considered to be relevant to the post applied for.
 - An adult conviction is now removed from a DBS criminal record certificate if a person only committed one offence, more than 11 years have passed, and the offence did not result in a custodial sentence. An adult caution will be removed after 6 years.
*Offences and cautions will only be removed if the offence was not related to safeguarding.
- Volunteers get free DBS certificates, their payment of £11.40 to TMG CRB (the EN DBS umbrella company) is an administration charge
- EN's company policy states that a new DBS check is required every 3 years.

For further information and support, please contact the Compliance and Inclusion Department at England Netball Head Office:

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