



## **DBS (FAQ'S)**

(Updated August 2018)

### **WHAT IS AN ENHANCED DBS CHECK?**

An Enhanced DBS check searches the applicant's criminal history for convictions, cautions, warnings, and reprimands with an option to check the applicant isn't on any barred lists. It can be obtained for positions working with children or vulnerable groups.

This level of check shows full details of a criminal record, including Cautions, Warnings, Reprimands, spent and unspent convictions. It can also search the children and vulnerable adults 'barred list' to see if the applicant is prohibited from working with these groups. Local police can add any relevant information about the applicant.

### **DO I NEED A DBS?**

All members who are qualified and licensed with Basketball England to work with or coach Under 18's in regulated/unsupervised activity are required to hold a valid, clear and enhanced DBS that has been completed in the last 3 years.

Regulated activity is defined as anyone who has a role coaching, teaching, caring, supervising, advising, treating, or transporting anyone under the age of 18. It also includes working with Under 18's once a week or more, four times or more in a single month and/or overnight between 2am - 6am.

It is extremely good practice to hold an enhanced DBS if you are working with Under 18's, regardless if it is regulated or not, so we encourage all members working with under 18's to undergo one.

### **I AM 16 YEARS OLD, DO I NEED A DBS?**

If you meet the criteria above and you are over 16 then yes, you will need to undergo a DBS. The government made changes to the law in 2012 that meant that 16 - 18 year olds must now undertake a DBS check. If you are under 16 years of age, you will not be required/will not be able to undergo a DBS check.

Instead of a DBS, we will require you to fill out a [self-declaration form](#). More information on how to fill these out can be found below.

### **HOW DO I GET A DBS?**

Basketball England uses GB Group Online Disclosures to complete DBS Checks. There are 2 ways to get started with an Enhanced DBS check which are as follows:

**Basketball England Verifier** - If you contact a Basketball England verifier, they will be able to start a 'New Online Applicant' which will send you an activation email.

**Basketball England Directly** - Drop an email with the subject 'New DBS Applicant' to [safeguarding@basketballengland.co.uk](mailto:safeguarding@basketballengland.co.uk) along with your **FULL NAME** and **EMAIL ADDRESS** and one of the Safeguarding team will set you up to receive an activation email and explain the next steps.

Once you receive the activation email you will need to click on the link enclosed in the email and this will take you to GB Group Online Disclosures website where you will be able to start your DBS application. Please pay attention when you are selecting the documents to be verified and make sure that you have the documents before selecting them, this makes it easier for verifiers when they come to verify your documents.

**Please note:** You won't be able to use an email address that you have already used on a current DBS or open DBS application. You will need to use an email address that isn't linked with the GB Group Online Disclosures.

### **I DIDN'T RECEIVE THE ACTIVATION EMAIL, WHAT SHOULD I DO?**

Check your spam/junk folders and filters as it may have landed in there, depending on your security settings. If you cannot see it there, contact [safeguarding@basketballengland.co.uk](mailto:safeguarding@basketballengland.co.uk) with the topic 'DBS Activation Email - Missing' and one of the Safeguarding team will be able to advise.

It may be down to your security settings, so we may need a new email address to get the activation email sent to so please have one handy in case we require it, this could be a relative's email who you have been given permission to use.

### **I HAVE RECEIVED THE ACTIVATION EMAIL, WHAT SHOULD I DO NEXT?**

If you have received the activation email to start the process of a new DBS application, you will need to click on the link received and follow [the online instructions](#).

Then you will need to fill out the required fields online with the relevant information, select documents for verification and submit the application. Once completed, you will need to contact a verifier to get your document verified.

A full detailed guide to the application process can be [found here](#).

### **I HAVE MADE A MISTAKE ON MY DBS APPLICATION; HOW DO I RECTIFY THIS?**

If you make a mistake on your DBS application you should try and go back to amend the mistake.

If you have submitted your application and you become aware of a mistake, you need to contact GBG Online Disclosures immediately - 0845 251 5000.

Basketball England cannot access your application to make any amendments, we can withdraw your application and send you a new activation email.

### **IS THERE A COST FOR DBS CHECKS?**

Yes, there is a small admin fee that GB Group charge which is around £11.40 per application which relates to volunteers only.

If you are working full time in basketball and are paid a salary, then the fee is usually between £40-£50 per application.

### **I COACH SENIOR TEAMS WHERE NO UNDER 18'S ARE INVOLVED, DO I STILL NEED A DBS?**

No, you don't need a DBS, but it is good to get one as you are never sure if Under 18's will be present in the venue you train/play from.

If you are 100% that no Under 18's are going to be in your session and you will not be working with any then we will need you to submit a '[Senior Waiver form](#)' and this will be used to release your license.

The Senior Waiver form requires the coach to fill out Part 1 and 2 with their personal details, and sign, part 2. Part one must be signed by someone at their club or someone who can confirm their identity. If you do not hold a UK passport, UK driving license or National Insurance card, don't worry, just use your passport, or license that you hold from the country you are from.

### **I HAVE A DBS WITH ANOTHER ORGANISATION, DO I NEED TO DO A NEW ONE THROUGH BASKETBALL ENGLAND?**

Not necessarily. If you hold an Enhanced DBS through your work, charity or different sport that has been done in the past 3 years then we can accept this but require [a self-declaration form](#) to be submitted with it. The reason for requiring a self-declaration to be submitted is due to our due diligence as an organisation to do the proper checks when we haven't issued the DBS check.

The self-declaration form requires the person submitting their Non - BE DBS to fill out Part 1 and 2 with their personal details, and sign, part 2. Part one must be signed by someone at their club or someone who can confirm their identity. If you do not hold a UK passport, UK driving license or National Insurance card, don't worry, just use your passport, or license that you hold from the country you are from.

### **I AM A PART OF THE UPDATE SERVICE, CAN THIS BE USED?**

Yes, we accept DBS' that are signed up to the Update Service. For us to accept the DBS we need to run a check on the DBS and for us to do this we require the following information to be sent in an email to [safeguarding@basketballengland.co.uk](mailto:safeguarding@basketballengland.co.uk) with the subject title 'DBS Update Service':

- Full Disclosure Number on the certificate
- Date of Birth on the certificate
- Surname given on the certificate

Further to this, we require a self-declaration form to be submitted (please see information above).

### **I AM A FOREIGN COACH WHO HASN'T BEEN IN THE COUNTRY LONG ENOUGH TO GET AN ENHANCED DBS, WHAT DO I NEED TO DO?**

The application process for criminal records checks or 'Certificates of Good Character' for someone from overseas varies from country to country. You'll have to apply in the country or to the relevant embassy in the UK.

Please read the guidance document if you have any queries. If you have any questions on applying for a criminal record check in the UK, please contact the [Disclosure & Barring Service](#).

If you need specific information on how to go about getting a criminal records check from your country of origin, you will be able to find out more information by clicking on the link [found here](#).

### **I NEED TO VERIFY MY DOCUMENTS; HOW DO I DO THIS?**

Once you have completed your online application and you have selected your 3 documents to be verified you will need to contact a Basketball England verifier. You should have one within your club, this person will be your Club Welfare Officer, so if you contact them informing them that you need documents verifying they will be able to assist.

You **MUST** verify documents in person and not via email as the verifier needs to confirm your identity and this can only be done in person.

### **WHAT DOCUMENTS DO I NEED TO PROVIDE WHEN I NEED THEM VERIFYING?**

You will select 3 documents at the end of your online application. If you are unsure, a verifier can confirm which documents you need to provide.

If you are unsure which documents to select, or want to know before you have to select them, the Disclosure and Barring Service have provided more information on the documents that [can be verified](#).

### **I CAN'T CONTACT A BASKETBALL ENGLAND VERIFIER/THERE ISN'T ONE IN MY AREA OR CLUB. WHAT SHOULD I DO?**

If there isn't a Basketball England verifier in your club but you have a [Club Welfare Officer](#), you can encourage them to become one (see section on 'Can I become a Basketball England verifier? If so, how do I do this?').

Failing this, Basketball England are able to verify your documents, but this means posting in the documents you have selected. To get your documents verified by Basketball England please send an email to [safeguarding@basketballengland.co.uk](mailto:safeguarding@basketballengland.co.uk) with the subject 'DBS Documents - Verifying' and please inform the Safeguarding team that you need your documents verifying by Basketball England as you are struggling to get in touch with a Basketball England verifier. Once it has been confirmed that we can verify your documents please put them in the post (it is best to send them special delivery or registered post, so they can be tracked) to the following address:

Safeguarding Department  
Private & Confidential  
Basketball England  
National Squash Centre  
Gate 13  
Rowsley Street  
Manchester  
M11 3FF

Basketball England aims to verify and send back the documents the same day, but this isn't guaranteed, so please give us up to 7 days to verify and return your documents.

### **CAN THE POST OFFICE® VERIFY MY DOCUMENTS?**

No.

At this moment in time we don't offer this service as we wish to ensure that verification is done in person with basketball people confirming identities and verifying documents to add that extra bit of added security when it comes to DBS checks.

## **SHOULD I BE CHARGED A FEE TO HAVE MY DOCUMENTS VERIFIED?**

**NO.**

Please be aware that, through Basketball England, you are not required to pay a verifier, so they can verify your documents. Basketball England does not recommend or encourage verifiers to charge DBS applicants to verify their documents.

If a verifier asks you for payment, please note that you have the right to refuse and go to another verifier.

## **CAN I BECOME A BASKETBALL ENGLAND VERIFIER? IF SO, HOW DO I DO THIS?**

If you are a Club Welfare Officer at your club with a clear enhanced DBS check done in the past 3 years then yes you can become a Basketball England verifier.

To do so, please contact [safeguarding@basketballengland.co.uk](mailto:safeguarding@basketballengland.co.uk) with the subject title 'New Basketball England Verifier' and we will be able to provide more information.

## **I AM A BASKETBALL ENGLAND VERIFIER, WHAT DOES MY ROLE INVOLVE?**

Your role as a Basketball England verifier consists of:

- Verifying documents for DBS checks
- Sending out/setting up new applicants for DBS checks

A Verifier's Guide can be [found here](#).

## **I AM A BASKETBALL ENGLAND VERIFIER, HOW CAN I SET SOMEONE UP FOR A NEW DBS?**

To set up a new DBS applicant, you need to log into your verifier account on GBG's Online Disclosure System.

Once on there, navigate to the organisation tabs and click 'organisation actions'. Here you will be able to create a new applicant.

A document explaining the process more, with photos, can be [found here](#).

## **AS A BASKETBALL ENGLAND VERIFIER, WHAT IS THE VERIFICATION PROCESS?**

The verifying process on the Online Disclosure System can be [found here](#).

## **HOW OFTEN DO I NEED TO RENEW A DBS?**

We ask for DBS' to be done in the last 3 years.

Even though DBS' do not have expiry dates, this ensures that we regularly have up to date information on people working with Under 18's in basketball to ensure it is a safe environment to be in.

## **MY DBS HAS CLEARED AND GONE THROUGH, WHAT HAPPENS NEXT?**

Basketball England monitors completed DBS applications daily so once it has completed its checks and been cleared we will add the updated DBS check to your records on our database so there is no need to send in a copy of your DBS (Unless it instructs us that we need to 'See Paper Disclosure' – See sections regarding content below).

## **MY DBS IS IN PROCESS AND I NEED TO REGISTER FOR A GAME THIS WEEKEND, WHAT CAN I DO?**

First, we need to confirm your DBS is in process and going through the checks. Once confirmed then we can issue a self-declaration form to you to fill out and return. When returned we will be able to use this to cover you and your license whilst your DBS goes through the relevant background checks. If your application is at the verification stage, a self-declaration will not be issued as we need confirmation that the DBS has been sent off.

The self-declaration form requires the person submitting it to fill out Part 1 and 2 with their personal details, and sign, part 2. Part one must be signed by someone at their club or someone who can confirm their identity. If you do not hold a UK passport, UK driving license or National Insurance card, don't worry, just use your passport, or license that you hold from the country you are from.

**Please note:** Basketball England cannot influence the timing and speed of a DBS check. We use a service and it varies between person/application as to how long a DBS takes to come through, some take a day some can take up to 4 weeks.

### **I FILLED OUT A DBS APPLICATION ONLINE MORE THAN 6 MONTHS AGO, CAN I STILL USE THIS, OR DO I NEED TO START A NEW APPLICATION?**

You will most likely need to start a new application. DBS applications usually are active for around 6 months before they go out of date. Further to this, due to new Data Protection laws in force from May 2018, GB Group will now start to delete applications that are 6 months or older.

### **I HAVE RECEIVED A REQUEST FROM BASKETBALL ENGLAND TO SEND IN MY DBS, WHY IS THIS?**

If a DBS comes through on the online disclosure system saying, 'See Paper Disclosure', Basketball England has an obligation to risk assess and go through a process of due diligence.

If you receive a letter requesting you to send in your DBS then please send, in the post (we cannot accept scanned copies), your recent paper disclosure as Regulation 4.1.1 of the Model Regulations requires us to risk assess your DBS. The sooner you do this, the sooner we can get you licensed and out working within the basketball community. If you delay on this process, we may take action and suspend you until you do so.

We do not assume any guilt in this process, we are just following due diligence as an organisation to ensure basketball is a safe place to have fun.

### **I THINK MY DBS WILL COME BACK WITH CONTENT ON, WHAT SHOULD I DO?**

Please be open and honest if you have any convictions or think you will have content on your DBS. Honestly is the best policy when it comes to risk assessments and helps us manage your case a lot easier. If it makes things easier, it is best to write a letter explaining the conviction, so this gives us a better understanding of how to deal with your case.

### **MY DBS HAS CONTENT ON, WILL THIS STOP ME FROM WORKING WITH UNDER 18'S?**

Not necessarily. Basketball England takes different routes when it comes to content on a DBS but if the content relates to the Child's Barred List we may have to stop you from working with Under 18's or put in sanctions to regulate your activity with Under 18's.

### **I HAVE BEEN ASKED TO PROVIDE A 'LETTER OF EXPLANATION', WHAT DOES THIS MEAN?**

Basketball England asks for a letter of explanation when the content on a DBS is recent or the type of content is concerning. We ask that the circumstances and surroundings behind each conviction are explained in detail to ensure we understand the full picture. You should also identify any rehabilitation attended since the offense(s), age at time of offense(s) and character references from individuals not related to basketball or education.

**I HAVE AN ENHANCED DBS THROUGH BASKETBALL ENGLAND, BUT I HAVE BEEN CONVICTED SINCE IT WAS ISSUED, DO I NEED TO DO ANYTHING?**

If you have gone through an enhance DBS check and it came back clear but since the issue date you have had a conviction or be reprimanded, you should immediately go through a new DBS check with Basketball England. This is to ensure that we have the most accurate and up to date records for those working within basketball and where necessary, safeguard everyone involved, especially Under 18's.