



DBS CHECKS

FOR ETON MANOR RFC

COACHES & OFFICIALS



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Introduction

The RFU is committed to ensuring that all children enjoy rugby union in a safe and enjoyable environment. The RFU requires any individual engaged in a Regulated Activity to undertake a Disclosure & Barring Service (DBS) check through their club in order to work with children or vulnerable adults in accordance with the [RFU Regulation 21](#) (PDF 44kB).

What are DBS checks?

A DBS check (Disclosure and Barring Service check, formerly known as a CRB check) searches your details against criminal records and other sources, including the Police National Computer. The check may reveal convictions, cautions, reprimands and warnings.

Both you and Eton Manor RFC will see the results of your search.

The DBS check will either confirm that you don't have a criminal record, or it will list any relevant convictions, cautions, reprimands, warnings and, if applicable, whether you have been barred from working with vulnerable groups. The police can also include non-conviction information, for example fixed penalties, that may be relevant.

A DBS check uses a range of different information sources, including the records of:

- > the Police National Computer (PNC) and other data sources
- > the Independent Safeguarding Authority

The benefits of having a DBS check

DBS checks for Eton Manor Coaches and Officials enhance the protection of children and vulnerable adults at Eton Manor RFC and provides greater confidence to parents/guardians of potential new players/members to the club, and that it is a safe space for them and their children.

There is no cost involved for having a DBS check carried out as all our coaches are volunteers.

Form 1

Personal checklist/details

This form contains all the questions you will be required to answer when completing the DBS check and application. Please complete the form and bring it along to your meeting with one of the Club's DBS officers. please make sure you complete this form and have the ID documents you are going to use to hand before starting the online form. This form is for your own personal use to assist in the application process. It ensures that you have the correct/accurate answers to support the application. Please continue a separate sheet if necessary.

Personal details

Title..... Name.....

National Insurance number..... Phone/mobile numbers.....

Place of birth (town/county as on birth certificate)..... Date of birth.....

Address history (you need to provide a 5-year continuous address history – everywhere you have lived in the last 5 years including addresses if you have lived outside the UK.)

Current address details (incl. postcode)

Date moved in (MM/YYYY).....

Previous address details (incl. postcode):.....

Date moved in (MM/YYYY)..... Date moved out (MM/YYYY)

Previous address details (incl. postcode):.....

Date moved in (MM/YYYY) Date moved out (MM/YYYY).....

Previous address details (incl. postcode):.....

Date moved in (MM/YYYY) Date moved out (MM/YYYY)

Other names (Have you been known by a different surname or forename in the past?)

Name used..... From (YYYY)..... To (YYYY).....

Name used..... From (YYYY)..... To (YYYY).....

Name used..... From (YYYY)..... To (YYYY).....

Form2

Evidence of Identity – have your ID documents to hand before completing your application

When completing your DBS check, there will be a need to input details of the documents you are going to produce to verify your ID. You will need to bring along your ID documents, to one of the Club's DBS Officers for them to verify, and complete their part of the DBS application to the Disclosure Services.

IMPORTANT.

Only the ID documents below are acceptable for the DBS check. Photocopies or print-outs are not acceptable. Only original copies should be used. You will need to provide either:

- > **Route One:**
One document from group 1 and another two documents from groups 1, 2a or 2b, one of which must verify your current address (3 documents in total),
or
- > **Route Two** (if you can't provide any documents from group 1):
One document from group 2a and another two documents from groups 2a or 2b, one of which must verify your current address (3 documents in total).

Group 1 Documents - Primary Trusted Identity Credentials

- > Current Valid Passport (any nationality)
- > Biometric Residence Permit (UK)
- > Current UK Photo Driving License (full or provisional - UK, Channel Islands or Isle of Man. Only valid if presented with the paper counterpart license, except Jersey)
- > Original Birth Certificate (UK and Channel Islands, issued at the time of birth)

Group 2a Documents - Trusted Government/State Issued Documents

- > Current UK Driving Licence (old style paper version)
- > Current Non-UK Photo Driving License (valid for up to **12 months** from the date of entrance to the UK)
- > Birth Certificate (UK and Channel Islands, issued after the time of birth by the General Register Office/relevant authority)
- > Marriage Certificate/Civil Partnership Certificate (UK and Channel Islands)
- > Adoption Certificate (UK and Channel Islands)
- > HM Forces ID Card (UK)
- > Firearms License (UK and Channel Islands)

Group 2b Documents - Financial/Social History Documents

- > Mortgage Statement issued within the last **12 months** (UK or EEA. Non-EEA statements not accepted)
- > Bank/Building Society Statement less than **3 months old** (UK or EEA. Non-EEA statements not accepted)
- > Bank/Building Society Account Opening Confirmation Letter (UK)

(continued on next page)

Group 2b Documents (continued)

- > Credit Card Statement less than **3 months old** (UK or EEA. Non-EEA statements not accepted)
- > Financial Statement issued within the last **12 months** (UK, e.g. pension, endowment, ISA)
- > P45/P60 Statement issued within the last **12 months** (UK and Channel Islands)
- > Council Tax Statement issued within the last **12 months** (UK and Channel Islands)
- > Work Permit/Visa issued within the last **12 months** (UK. UK Residence Permit valid up to expiry date)
- > Utility Bill less than **3 months old** (UK - not mobile telephone bill)
- > Benefit Statement less than **3 months old** (e.g. Child Benefit, Pension)
- > A document from Central/Local Government/Government Agency/Local Authority giving entitlement less than 3 months old (UK and Channel Islands, e.g. from the DWP, Employment Service, Customs and Revenue, Job Centre)
- > EU National ID Card
- > Cards carrying the PASS accreditation logo (UK and Channel Islands)
- > 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)
- > Letter from head teacher or college principal (16-19 year olds in full-time education only)

The DBS will not accept documents printed from the internet or photocopies.

If you have any queries about your ID documents or about your DBS check in general, please contact Eton Manor DBS Team by email. membership@etonmanor.net.