



## Disclosure and Barring Service (DBS) check Procedure

### Introduction

PE members with significant access to children, vulnerable adults, or who hold a position of trust, need a DBS check. This will include all coaches, youth development officers and team managers.

It is the responsibility of the PE member to ensure that a DBS certificate is applicable and current. Regions and clubs are also responsible for ensuring that PE members with a need have a current DBS certificate.

The PE Board has decided that a DBS certificate must be renewed every three (3) years from the date of issue.

PE have appointed Kent County Council (KCC) to perform the DBS check using their employment.org.uk system.

PE will undertake an enhanced DBS check known as “Enhanced with list checks” check.

The price charged to the individual will be £25. The association, region or club may decide to reimburse the individual.

### Application Procedure

Once an PE member has been identified as needing a DBS check, and approved by their club and region, they should contact one of the PE Administrators (as listed in Appendix A) who will enter details on the KCC on-line system.

The applicant will receive an email containing password information to enable access to the on-line system, the documents that will need to be verified, and the name of the PE individual who will be the ID Verifier. (Names by region are as listed in Appendix A)

The applicant must complete the details on the screen and confirm that the information is accurate. Once completed an email will be sent to the ID Verifier advising them that a check of documents and applicants details needs to be completed.

The ID Verifier will contact the individual and arrange to verify the documents.

Once verified the ID Verifier will confirm that all documents and applicant's details have been verified and confirmation will be sent on-line to KCC to perform the required DBS check.

If the DBS check is satisfactory a certificate will be sent to the individual and a record of the certificate will be held on the system for access by PE.

If the DBS check is not satisfactory details will be sent to the PE President who will decide what action needs to be taken.

## **Appendix A**

### **Administrators who have been trained by KCC and issued with a Users Guide for Administrators.**

Martin Eggleton

Cary Bush

Colin Roper

Alan Forse

### **ID Verifiers by Region who have been trained by KCC and issued with an ID Verification Pack.**

|                  |                                |
|------------------|--------------------------------|
| Anglia           | Kevin Moss                     |
| Chiltern         | Dave Blakey                    |
| Devon            | Rose Thatcher                  |
| East Midlands    | Helen Woods                    |
| Eastern          | Colin Roper                    |
| Great Western    | Tony Milner                    |
| Heart of England | Tony Thompson                  |
| IoW              | Mandy Thorne                   |
| Kent             | David Baxter, Annette Eggleton |
| Kernow           | No Representative              |
| London           | No Representative              |
| Mercia           | Zena Forbes                    |
| Northern         | Sue Swift                      |
| SCPA             | Aison Stubbs                   |
| Sussex           | Lindsey MacDonnell             |
| Thames Valley    | Pamela Dawes                   |

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