

Using Durham County FA to complete a criminal record check through the Disclosure and Barring Service (DBS)

For all of us it is important to remember that most children have a really great time playing football; it is therefore important to ensure they are able to continue to enjoy the game in a fun and safe environment.

The FA and Durham County FA recognise their responsibility for children within football. The same duty of care is shared by every club and league.

Given recent publicity relating to football this reminds us all that we must continue to be vigilant and ensure everyone who needs a criminal records check (generally referred to now as a 'DBS') gets one and that no-one is able to work/volunteer with children at a club unless their DBS has been issued AND their FANumber has been updated to show 'accepted' and also 'date of issue'.

Remember, just because someone receives their DBS Certificate through the post, this does not mean it has been accepted by the FA as the process is only fully complete when a FAN is updated as outlined above.

Anyone working/volunteering in an eligible role, directly working with children – such as managers and coaches – must have an in-date, FA Accepted DBS as part of responsible recruitment practice.

Note: When the word 'children' is used, this means persons under the age of 18 years, playing in organised leagues. This applies to both youth and open-age football.

If you are involved with a children's/youth football club, before completing the online DBS application through DCFA using the attached guidance, please first link to your Club Welfare Officer (CWO) as CWO's complete online DBS applications for volunteers at their club.

Each club has their own PIN and Password to access the online DBS system which are different to those of DCFA so you will need to make sure you use the Club PIN and Password and not those of DCFA when seeking to make the application through your club and with your CWO.

Going through your CWO will be easier and save you having to call through to the DCFA Offices with your IDs and to make payment.

FA DBS Checks - County Applicant Guidance

Making an Application - Self Registration

How do I get started?

Go to <https://fadv.onlinedisclosures.co.uk/Authentication/Login> and select REGISTER from the top right hand side of the login screen and enter the information requested, using the information provided below:

Org PIN	102256
Secret word	Cathedral
Org name	1Durham CFA

Enter your full name, your own email address and confirm the email address by entering it again – then click Next Step

You will see that the name of your organisation (Durham County Football Association) is automatically generated; click the box to confirm that this is your organisation.

A Password is then created by you and should be something that you can remember as you will need it to Sign In to Online Disclosures in the future.

Confirm the password by entering it again.

Note: Your password has to be at least 8 characters in length and be a combination of UPPER CASE and lower case and numbers (0-9). You can add special characters (@!%\$£) to increase your password security strength.

Then click Complete Registration.

You will be taken to the Step 1 of the DBS application and the system will prompt you for all required information.

Once you have completed and submitted your online application through DCFA you need to phone the office on 0191 3872928 to arrange an ID verification appointment and pay by card for your application. When attending your appointment you must bring your three forms of ID to the County FA Verifier.

A list of County FA Verifiers is visible within your application. All Identity Documents (ID) you produce must be original. The list of acceptable ID and an ID selection tool form part of the online application.

What happens next?

The County FA Verifier will verify your original Identity Documents (ID) and submit the online application to First Advantage Online Disclosures where the application will be validated before progressing onwards for further processing. Upon completion, you will be issued with a copy of the DBS Disclosure Certificate and your FA personal record (FAN) will subsequently be updated to show the date of issue of the Disclosure.

How much does it cost, how do I pay?

Volunteer fee: £10

Non-volunteer fee: £54

Payment is made prior to the verification process – phone 0191 3872928

Use of DBS Enhanced Disclosure information by The FA

By completing an online DBS Enhanced Disclosure application the applicant is allowing The FA to have sight of any criminal record or non-conviction information that is held and released by the Police via the DBS process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the DBS Code of Practice, The FA may disclose this information to those involved in making a suitability decision. The FA may use any or all of this information to help decide on your suitability to be involved with children or vulnerable adults in football.

Is it secure?

Yes. The online service is tested, approved, audited and used by several government departments.

Should you require any further information or advice about your DBS application either email support@onlinedisclosures.co.uk or phone 0845 251 5000 or 0845 210 8080.