FA CRIMINAL RECORD CHECKS
GUIDANCE FOR FA LEARNING LICENSED TUTORS

IN RESPONSE TO LEGISLATION CHANGES, THE FA NOW REQUIRES ALL FA LEARNING TUTORS TO HAVE AN UP-TO-DATE CRIMINAL RECORDS CHECK (CRC, FORMERLY CRB).

FOR SOME TUTORS THIS MAY REQUIRE COMPLETING A NEW CRC BEFORE 1 AUGUST TO RE-LICENSE FOR THE COMING SEASON. PLEASE READ THE INFORMATION ENCLOSED TO ENSURE YOU REMAIN ACTIVE.

LET’S MAKE SURE FOOTBALL’S SAFE – NOT SORRY
Most children and young people have a really great time playing, coaching, refereeing and administrating – long may that continue. As FA Learning (FAL) tutors, our job is to ensure they continue to learn in a fun and safe environment. With this in mind, FAL recognises its responsibility for children and young people within the game. In turn, FA Licensed Tutors also have a responsibility to act as role models and ambassadors for the children and young people they inspire and educate. Licensed Tutors have a key role in leading the way in making the game safer for all involved. And that’s why FAL policy is straightforward when it comes to Criminal Record Checks (CRC). All Tutors must have an FA accepted CRC and to renewed this every three years. The CRC is exactly the same as what was formerly known as CRB – Criminal Records Bureau Check.

WHO NEEDS A CHECK?
Everyone aged 16 years or over who undertakes any unsupervised roles with children.
These roles could be teaching, training, instructing and supervising. They include giving advice or guidance on well-being, caring for children or driving a vehicle solely for children on behalf of a club or organisation. And by children, we mean anyone under 18.
Anyone performing these roles MUST obtain an Enhanced Criminal Record with Children’s Barred List Check. This Check is made against the Government’s national list of those people barred from working with children (the ‘Children’s Barred List’). Then the checked person has to be approved to work in youth football.
That’s why all FAL Tutors MUST hold a current FA accepted CRC.

WHY DO CRCS NEED TO BE RENEWED?
CRC checks are a snapshot in time and therefore need to be renewed. this every three years to ensure The FA has up-to date conviction and barring information on the people working with children and young people.

- CRBs with an issue date prior to 2010 Should have been renewed before 1 August 2014.
- CRB/CRCs with issue dates of 2010, 2011 or 2012 MUST be renewed prior to FAL Licenced Tutor Registration for the 2015/16 season (CRB/CRCs issued in 2012 need to renewed as they reach the three-year point)
- CRCs issued 2013 onwards should be renewed in line with The FA three-year renewal policy

It all comes down to the strapline on the front of this leaflet: Let’s make sure football’s safe – not sorry.

WHY DO I NEED ONE?
Mainly because of football’s overall safeguarding responsibility.
Rightly, parents and carers are increasingly asking people in football two questions:
1. Are you following the correct procedures when recruiting people to work with children and Young people?
2. Are all the relevant people checked?
The response has to be ‘yes’ in both cases if our the integrity in football is to be preserved.
As a FA Tutor, if you don’t have an in date accepted FA CRC check in place, we will not be able to use you in your vital and valued role – and no-one wants that.
CAN I APPLY FOR A CRC CHECK ONLINE?
Yes – and we’d prefer you to use this method. It’s cheaper, easier and faster.
To apply for – or renew – a CRC check online contact your local County FA. They will also need to see your original ID documents. But they can now verify these online as well.
For more information on how to use the online CRC application service, please contact your local County FA. A full list of County FAs can be found at www.TheFA.com/my-football/more/county-fa

WHAT IS THE COST?
Currently the cost of a CRC for the paid workforce is £54.00. However, if you already have an in-date FA CRC for a volunteer role within football you do not require a further check. FA Learning will not cover the cost of Tutor CRC applications.

I ALREADY HAVE A CURRENT FA CRC, BUT HAVE ONLY JUST STARTED TUTORING. DO I NEED ANOTHER ONE?
No. If you already have an in-date FA CRC check you do not need another one for your role as a tutor.
Also, if you have a CRC check from outside football which you wish to bring into football, you may not need a new one, provided it meets the portability criteria:
• It is has been registered for the DBS (Disclosure & Barring Service) update service.
• It is for the right work force (Child).
There is a one-off charge of £10 for ‘porting’ a CRC from outside football into The FA. For most volunteers it is quicker and cheaper to apply for an FA CRC.

CAN I RENEW MY FA CRC AUTOMATICALLY?
Yes. You can now have life-time renewals of your FA CRC which means you will not need to reapply every three years.
To take advantage of this you will need to:
• Register your CRC with The Disclosure and Barring Service (DBS)*
• Inform The FA Criminal Records Bureau who administer the Checks. They will charge a £10 administration fee.
*you must register your CRC disclosure with the DBS Update Service within 19 days of Issue. Please be aware that if you do not register within 19 days you will need to complete the renewals process again in three years’ time. Please do not miss out on this 19-day window.

Once registered for this service, The FA CRB will make annual checks on your CRC status for as long as you remain in football.

For more information and guidance on The FA’s CRC policy, the DBS update service and FA CRC life-time checks please visit www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks

ISN’T HAVING A CRC A BIT INTRUSIVE?
It’s certainly not meant to be – it’s simply a way any organisation involved with children should operate and is a requirement under the Protection of Freedoms Act, 2012.
However, we fully understand that as soon as someone says ‘you’ need to be checked or rechecked, some people may be affronted. They may feel by implication that there may be something inappropriate or untoward in their behaviour.
Nevertheless, FA Learning has a responsibility to ensure that no-one barred from working with children is allowed to tutor young learners.
Everyone would surely agree that we must provide a safe infrastructure for children and young people to participate learn and develop as coaches’ referees, medics and administrators.
Carrying out the right checks, ensuring those in key roles are educated on the indicators of abuse – and know how to refer any concerns – are fundamental to creating a fun and safe environment.
DOES IT TAKE A LONG TIME?
No. If you’ve never had a CRC, don’t worry. It’s simple and totally confidential. Approximately 300,000 Checks have been undertaken in football within the last 10 years. That covers coaches, managers, welfare officers, tutors and regular first-aiders within youth football, as well as referees.

It only takes a few minutes to complete the form online and FA CRB can provide assistance if you have any queries.

If your check does reveal some information, this does not automatically exclude you from working with vulnerable groups in football.

The FA is very fair, but it does have a duty to make sure the information a Check may reveal does not affect the safety of children. Every Disclosure is assessed individually, taking into account the person’s age at the time of any relevant incident; the time expired since the conviction, the way the court dealt with the crime and other salient information.

Almost everyone sails through the check, but identifying anyone who could pose a risk to children is so important to children, parents – and all of us working in football.

If you’ve any questions when completing the form, we’re here to help and advice, so just call The FA CRB unit on 0845 210 8080 or by email at FAChecks@TheFA.com

If you are worried about the process, please don’t be.

Football really needs Licensed Tutors – so please ensure you have a current CRC in place.

For further information contact the FA CRB unit on 0845 210 8080 or by email at FAChecks@TheFA.com

This is one of a series of information guides The FA has produced about the importance of having a current Criminal Records Check in place for those in football working with children and young people. These can be read and downloaded by going to the Governance tab on The FA.com and clicking on Safeguarding and going to the CRC information or by following this link