

DBS (CRC) Integration County FA Clubs Briefing



Welcome

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Liverpool County FA



DBS Criminal Records Check (CRC) Integration – Agenda

- Key Steps
- End to End Process for Clubs and Club Officials
- Automated CRC Awarding
- Training Documents Available

Terminology - The terms 'CRC' or 'CRC Check' will be replaced by the more common term 'DBS check' over the coming months as updates to the WGS and refreshed FA.com come online.

DBS – Disclosure and Barring Service – UK.Gov agency which process Criminal Records Checks




DBS (CRC) Integration – Key Steps


- WGS Opened for CRC Applications by County FA
- Club adds GB Group PIN to account in WGS
- Club adds individual to role of Club-CRC Applicant
- Individual has My CRC tile in Portal
- Individual initiates CRC check from Portal
- Account PIN, FAN and contact details sent to GB Group
- GB Group and Online Disclosures follow normal process
- Updates sent to WGS as application proceeds
- CRC Update automatically if Disclosure Complete - Clear





Club Safeguarding page – tab for DBS (CRC) Applications


Tab appears when CFA is tagged as processing CRC's in WGS



Dashboard


Completed
Club
Safeguarding
Commitment


Details


In Progress
Affiliation
2016 - 2017


In Progress
Affiliation
2017 - 2018


Safeguarding

Club Safeguarding

CRC Applications

Need help?

Filter by name, FAN

--Club Roles--

CRC Status

Safeguarding Status


EA Status

WOW Status

SCM Status

clear filters

Export to Pdf



Abbas, Syed (28)

#58507972

CRC - No CRC

SG - No SG


EA - 01/12/2012

WOW - No WOW

SCM - No SCM

FA Demonstration Club - CLUB-Secretary

FA Demonstration Club - CLUB-Secretary



Abbas, Syed (51)

#110128

CRC - 20/04/2005

SG - 29/09/2010

EA - 06/01/2009

WOW - 22/07/2010

SCM - No SCM

FA Demonstration Club - CLUB-Treasurer

FA Demonstration Club - CLUB-Welfare Officer

FA Demonstration Club - CLUB-Player Registration Officer


FA Demonstration Club - Pro-Club-Club Doctor


FA Demonstration Club - CLUB-Secretary





Club Safeguarding page – GB Group PIN


One off process – club stores PIN (then locked)


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2016 - 2017


In Progress

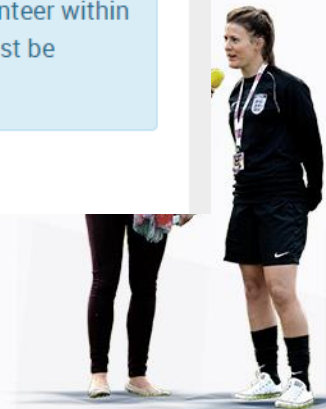
Club Safeguarding

CRC Applications

GB Group Organization PIN:

Update

Everyone working in an eligible role, directly working with children and young people – including managers and coaches – Must have an in-date, FA Accepted, Criminal Record Check (CRC) before they work or volunteer within football. FA CRCs are classed as being in-date for 3 years from the date of issue and at that point must be renewed. For more information on Criminal Records Checks in football please [click here](#).



GB Group Account Identifier


Field is visible in CRM, and can be edited/corrected by County FA to allow for corrections


Professional DSO Required <input type="radio"/> No <input checked="" type="radio"/> Yes	Premier League CRC <input type="radio"/> No <input checked="" type="radio"/> Yes	GB Group Account Identifier <input type="text"/>
County Action Plan <input checked="" type="radio"/> No <input type="radio"/> Yes	CAP Status <div>Rejected</div>	CAP Agreed <div></div>





Club Safeguarding page – tab for DBS (CRC) Applications


Once entered, the GB Group Organisation PIN field is locked in Portal


Dashboard


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Details


In Progress
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2017 - 2018


Club Safeguarding

CRC Applications

GB Group Organization PIN:

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
 Add New Official

 Filter by name, FAN, status, club or CFA name




Club Safeguarding page – Add New Official

Clicking on the Add New Official expands to allow a club to search for an individual




Club
Safeguarding
Commitment




Details

In Progress




Affiliation
2016 - 2017


In Progress



Affiliation
2017 - 2018



Safeguarding



Player
Registration

GB Group Organization PIN:

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FULL NAME / FAN

DATE OF BIRTH

Postcode

Cancel

Search



Club Safeguarding page – Search for Individual

Search returns individual (or more options to search) – same functionality as Player Registration

FULL NAME / FAN


Danny McConnell

DATE OF BIRTH

11/03/1966

Postcode

Q Search



Danny McConnell (51)

Current Clubs: FA Demonstration Club UCL Academicals

Previous Clubs:

+ Add Official



Club Safeguarding page – Search for Individual

Add Official creates the role of Club-CRC Applicant. Club may have multiple people with this role.

🔍 Add New Official



Filter by name, FAN, status, club or CFA name

McConnell, Danny (51) #110128

Not started



Individual – Login to Portal and has My CRC page

Page appears for Club-CRC Applicant, Club-Welfare Officer and all team officials requiring CRC

The screenshot shows the FA portal dashboard. At the top, there is a navigation bar with several links: 'All Home' (highlighted with a red box), 'Club Chairman FA Demonstration Club', 'Club Player Registration Officer Diagon Wanderers FC', 'Club Player Registration Officer Denbigh Town', and 'Club Player Registration Officer Bank of England'. On the left side, there is a vertical menu with links: 'Dashboard', 'My Account', 'Invoices', 'Safeguarding Visits', 'Completed Equality & Diversity Completed', 'My Clubs and Teams', and 'My CRC' (highlighted with a red box). The main content area is titled 'Notifications' and contains a table of notifications. The table has columns for the date, the notification text, and the number of unread messages. The notifications are listed in descending order of date.

Date	Notification	Unread messages
18 July 2017	You have 2 standard notifications	2
12 July 2017		1
07 July 2017		1
05 July 2017		1
03 July 2017		3
02 July 2017		1
30 June 2017		1

More notifications



Individual – My CRC (DBS Check)

Renewal is only allowed within six months of CRC expiry (FA configuration)

My CRC

Everyone working in an eligible role, directly working with children and young people – including managers and coaches – Must have an in-date, FA Accepted, Criminal Record Check (CRC) before they work or volunteer within football. FA CRCs are classed as being in-date for 3 years from the date of issue and at that point must be renewed. For more information on Criminal Records Checks in football please [click here](#).

CRC Award Date : 20/04/2015

CRC Status : Accepted

CRC Expiry Date : 20/04/2018

CRC Renewal

Your CRC is not yet due for renewal, but you may start a renewal on 20/10/2017



Individual – My CRC (DBS Check) initiation

Individual may be associated to more than one club. To start a CRC check, individual clicks Select

My CRC

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CRC Award Date : 20/04/2014

CRC Status : Accepted

CRC Expiry Date : 20/04/2017

CRC Renewal

You may now start a new CRC check – please select the account you wish to use

FA Demonstration Club

Select



Individual – My CRC (DBS Check) - Initiation

Initiation sends message to GB Group, including Club PIN, individual FAN, name, date of birth and email address. CRC Renewal is shown as “Application Started”

Your details have been passed to Online Disclosures to initiate your CRC Check. You should receive an automated email from them shortly with details for progressing with your CRC check.

My CRC

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CRC Award Date : 20/04/2014

CRC Status : Accepted

CRC Expiry Date : 20/04/2017


CRC Renewal


You have a CRC check in progress at present – Application Started





Club Safeguarding page – Visibility of Individual


Club can also see that the individual has started the CRC process in WGS



Dashboard



Completed
Club Safeguarding Commitment


Details


In Progress
Affiliation 2016 - 2017


In Progress
Affiliation 2017 - 2018


Safeguarding



Club Safeguarding

CRC Applications

GB Group Organization PIN:

102122

Everyone working in an eligible role, directly working with children and young people – including managers and coaches – Must have an in-date, FA Accepted, Criminal Record Check (CRC) before they work or volunteer within football. FA CRCs are classed as being in-date for 3 years from the date of issue and at that point must be renewed. For more information on Criminal Records Checks in football please [click here](#).

Add New Official

Filter by name, FAN, status, club or CFA name

McConnell, Danny (51) #110128

Application Started

FA Demonstration Club / Huntingdonshire FA



CRC (DBS)Check – GB Group Process

CRC Check now follows the usual process in GB Group

- Automated email sent to CRC Applicant
- CRC applicant logs into GB Group
- CRC applicant provides details
- CRC applicant submits CRC for verification
- Club verifier logs into GB Group and provides verification
- GB Group submit CRC check to DBS
- Changes in application status are reflected in WGS



CRC In Progress – Status changes in Portal

Club Safeguarding

CRC Applications

GB Group Organization PIN:

102122



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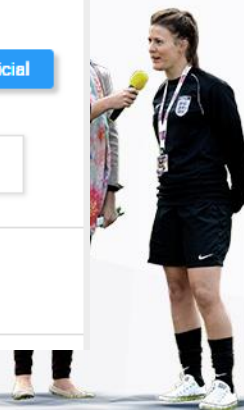
 Add New Official



Filter by name, FAN, status, club or CFA name

McConnell, Danny (51) #110128
FA Demonstration Club / Huntingdonshire FA

ID Verification Required



Auto-awarding – Known As name fields in CRM

First Name and Last Name may need to be added to Also Known As fields in CRM

Personal Details

FAN

110128

Gender

Male

Job Title

Current Age

51

Other Name

Preferred Name

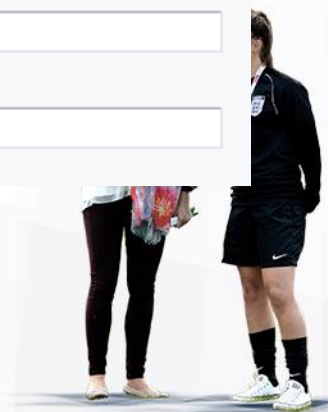
Danny

Also Known As (First Name)

Thomas

Previous Name

Also Known As (Last Name)



DBS (CRC) Check – CRC Award/Update

- Disclosure Complete – Clear – CRC is automatically awarded
- Status continues to be shown in Portal for 30 days
- All other results still managed by GB Group

My CRC

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CRC Award Date : 27/07/2017

CRC Status : Accepted

CRC Expiry Date : 27/07/2020

CRC Renewal

You have a CRC check in progress at present – Complete Accepted



Available Guidance & Support

- Applicants Guidance Manual
- Club Welfare Officers Guidance Manual
- County FA CPD/WebEx Updates available for Club using WGS for CRCs
- Support available from your CFA DSO and County Staff



