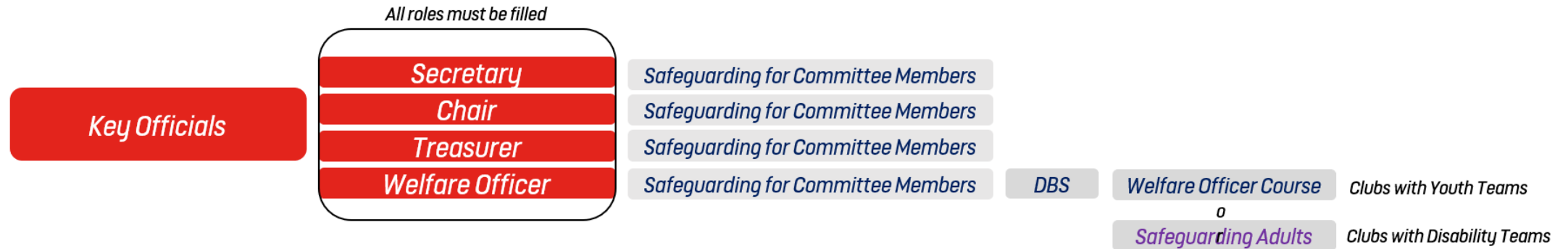


# Safeguarding Shared Services and Liverpool FA



DBS Application support

# Safeguarding requirements by role



# Out with old and in with the new

## TheFA WHOLE GAME

*Manage your officials via Whole game*

*Affiliation being held up*

*Add DBS applicants/ Unable to remove*

*Data not being always live*

*Old design, Slow, hard to follow*



## CLUB PORTAL

PART OF ENGLAND FOOTBALL

*Open 365 days a year*

*New officials' management process*

*New requirements to affiliate*

*Bespoke to your football level*

*Live data*


*Slicker smoother design*







# Youth Team Official – FA whole game


Coach Process


  
My Account


  
Invoices


Available

  
Equality & Diversity

  
My Clubs and Teams

  
My DBS

  
Club Requests

  
Club Requests

Everyone working in an eligible role, directly working with children and young people – including managers and coaches – Must have an in-date, FA Accepted, Disclosure and Barring Service (DBS) before they work or volunteer within football. FA DBSs 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 Disclosure and Barring Services in football please [click here](#).

DBS Award Date : 22/12/2017

DBS Status : Accepted

DBS Expiry Date : 22/12/2020

### DBS Renewal

The email address which will be used for your DBS check is .com. Note that you should not apply for a DBS check through a club account if you are also a verifier for that club, and Online Disclosures will prevent you from initiating a DBS check if you use the same email address as you do as a verifier. Please contact your County FA if you have any queries. You can update this via My Account

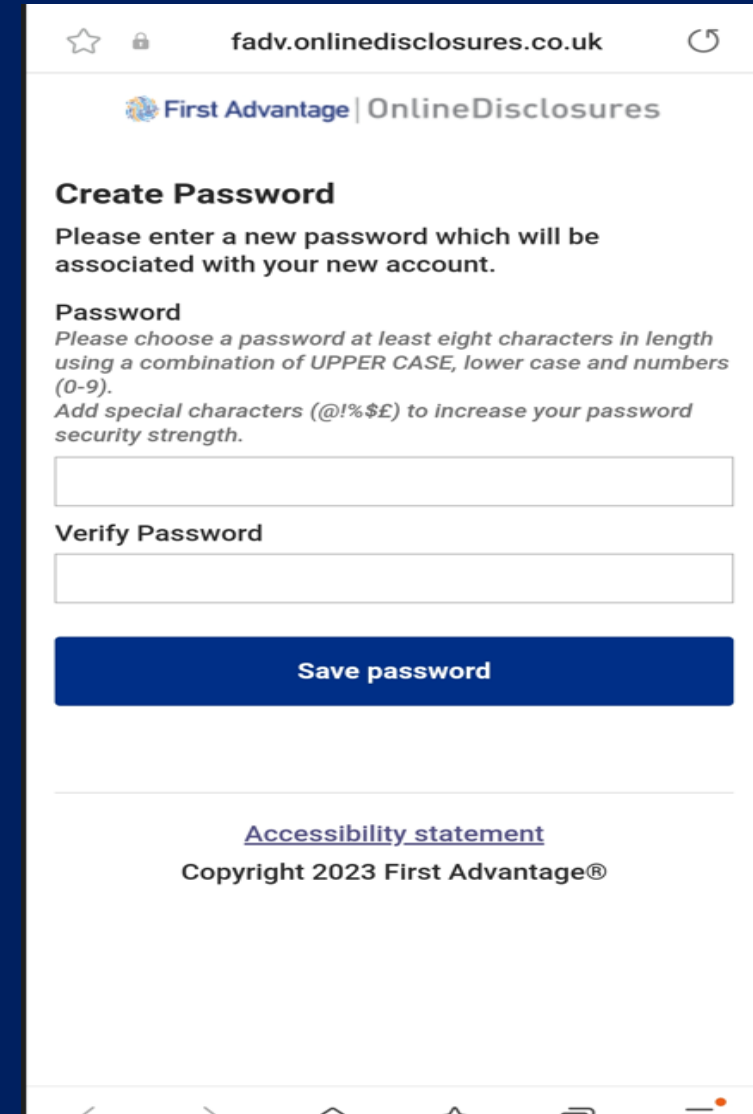
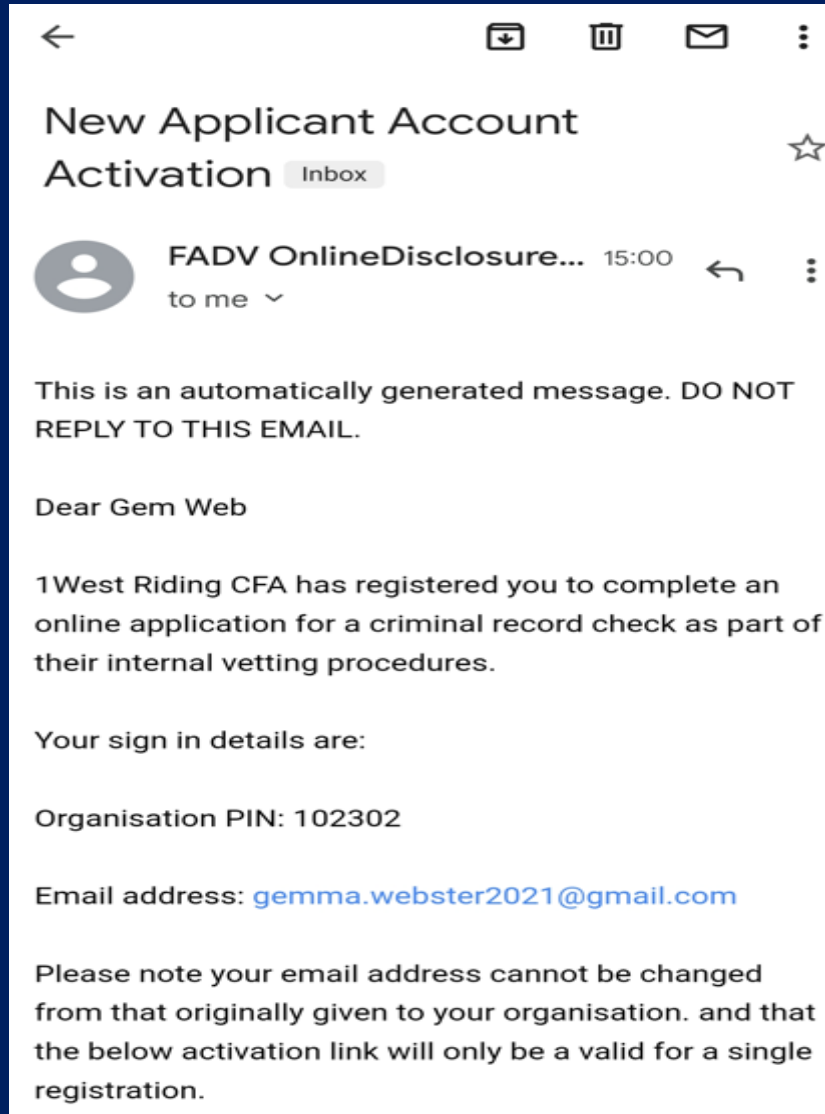
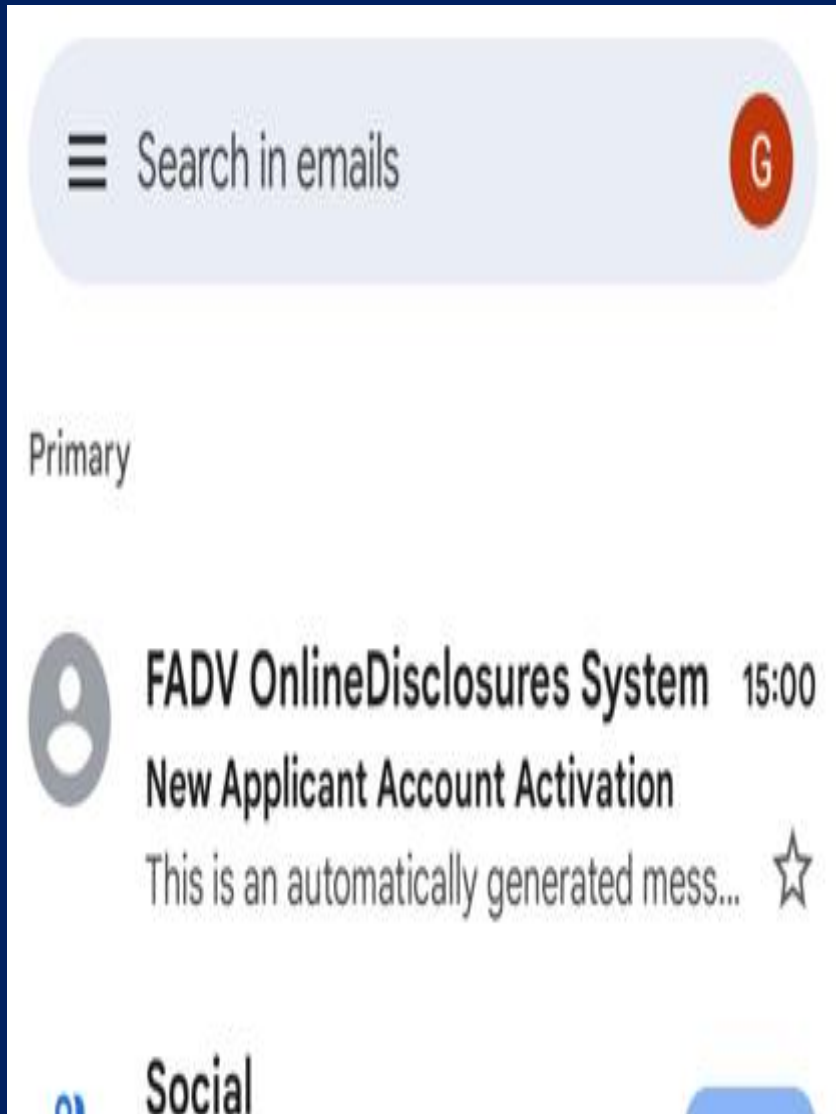
DBS checks from Whole Game System may be initiated within six months of their expiry. You may now start a new DBS check. If you have any clubs who are set up to initiate DBS checks from Whole Game System you can select them below.

Golcar United

Select



# Youth Team Official: Email Application



# DBS Support

## Application process for Managers and Team Coach.

Club Welfare Officer adds the Manager/ Coach as a DBS applicant. On their FA Club Portal (Job done until ID verification)

The manager/ coach then Signs into their own FA whole game account <https://myaccount.thefa.com/>

The manager/coach then clicks on the left-hand side Tab select MY DBS

The manager/coach clicks Select highlighted in green

This will generate an email to the managers/ Coach's personal email address to complete their application on First Advantage.

Once the manager has completed their application they must provide their ID to you the club Welfare Officer for verification.

## Link to FA DBS video support

<https://grassrootstechnology.freshdesk.com/support/solutions/folders/48000673300>

Club Portal \ Officials \ All Officials

### Officials

All Officials | Key Officials | Safeguarding & Qualifications

Search by Name or FAN | Show Filters

92 Officials

Official Name	Club Roles	Team Roles	Contact Details	Alerts	Actions
[Name]	[Role]	[Role]	[Email]	[Icon]	[Icon]
[Name]	[Role]	[Role]	[Email]	[Icon]	[Icon]
[Name]	[Role]	[Role]	[Email]	[Icon]	[Icon]

Everyone working in an eligible role, directly working with children and young people – including managers and coaches – Must have an in-date, FA Accepted, Disclosure and Barring Service (DBS) before they work or volunteer within football. FA DBSs 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 Disclosure and Barring Services in football please [click here](#).

DBS Award Date : 22/12/2017      DBS Status : Accepted      DBS Expiry Date : 22/12/2020

#### DBS Renewal

The email address which will be used for your DBS check is dianewood12345@yahoo.com. Note that you should not apply for a DBS check through a club account if you are also a verifier for that club, and Online Disclosures will prevent you from initiating a DBS check if you use the same email address as you do as a verifier. Please contact your County FA if you have any queries. You can update this via My Account

DBS checks from Whole Game System may be initiated within six months of their expiry. You may now start a new DBS check. If you have any clubs who are set up to initiate DBS checks from Whole Game System you can select them below.

Golcar United Select

# National Safeguarding Team Communication

## Youth Team Official DBS renewal process

Email Reminder to coach 3 Months Prior to DBS/ SGC Expiry

|

Email Reminder to coach 2 Month Prior to DBS/SGC Expiry

|

Email Reminder to coach and Club secretary 1 Month Prior to DBS/SGC Expiry

|

Email Reminder to coach and Club secretary 2 weeks Prior to DBS/SGC Expiry

|

Email Reminder to coach and Club secretary 1 week Prior to DBS/SGC Expiry

|

Expired email reminder to coach and Club Secretary quoting suspension of coach and Team

|

Day 20 Suspension email issued to coach with all club officials copied in.

|

Day 21 Suspension applied to coach and Team – Club to be placed on Safeguarding action plan.

|

Day 21 DSO instructs league to suspend all fixtures.

|



Dear (insert name)

Role: (insert role)

Team:

County FA:

Proposed Suspension Date:

You are receiving this email as you need to progress your DBS renewal application immediately. On average a DBS takes between 4- 6 weeks for background checks to be completed. If your DBS surpasses your expiry date you and your team will be suspended.

We are asking you to take action as Safeguarding continues to be of the highest importance for the FA. Over the last 2 months we sent you a reminder to inform you that your DBS is due to expire. We can see from our most recent Safeguarding report that you have not yet taken adequate action to move your DBS application to be FA compliant. The table below will show where you are in the application process.

Your application status: (insert status)

Your DBS Application Status Explained		
Status	Applicant action needed	FA compliant
Blank (no application started)	Yes ✓	No ✗
Application started	Yes ✓	No ✗
ID verification required	Yes ✓	No ✗
Payment required	Yes ✓	No ✗
Stages 2-5 (include application being referred for background checks)	No ✗	Yes ✓
Application Complete	No ✗	Yes ✓

We take Safeguarding and the required regulatory checks (DBS) Very seriously. We have now copied your club officials into this correspondence.

It is an FA requirement that as a youth team coach, you **MUST** hold an in-date Disclosure and Barring service Check (DBS) to continue your role in football.

Failure to maintain an in-date qualification will result in both you and your team being suspended from all grassroots football activity.

**Your DBS qualification Expires in the next 30 days, you must act now to avoid unnecessary suspension action.**

How to renew your DBS <https://myaccount.thefa.com/>

.

Step 1 - Sign into your FA Wholegame account.

Step 2 - On the left-hand side select the MY DBS TAB

Step 3 - Select the green apply button listed next to your club's name. Once selected this will generate an email to complete your DBS application. (Please check your email spam account)



# National Safeguarding Team Communication

**All Emails issued from**  
[support@cfasafeguardingsupport.freshdesk.com](mailto:support@cfasafeguardingsupport.freshdesk.com)

**Link to video support**

<https://grassrootstechnology.freshdesk.com/support/solutions/folders/48000673300>

## Your DBS Application Status Explained

Status	Applicant action needed	FA compliant
Blank (no application started)	Yes ✓	No ✗
Application started	Yes ✓	No ✗
ID verification required	Yes ✓	No ✗
Payment required	Yes ✓	No ✗
Stages 2-5 (include application being re- ferred for background checks)	No ✗	Yes ✓
Application Complete	No ✗	Yes ✓



# National Safeguarding Team Communication

My coach has not received the email to complete their DBS

- Please ask your coach to check their email registered on FA whole game is correct.
- Please ask your coach to check their spam inbox
- Please check if your coach has followed all instructions in the email by logging onto their own FA whole game profile to initiate the DBS link.

My coach has started their DBS but I can't see it on First Advantage

- If you are unable to see the coach's application on First Advantage they have not fully completed their application on their part

Step 1 - Sign into your FA Whole game account.

Step 2 - On the left-hand side select the MY DBS TAB

Step 3 - Select the green apply button listed next to your club's name. Once selected this will generate an email to complete your DBS application. (Please check your email spam account)

Step 4 - Once you have completed your application provide your ID to the Club Welfare Officer. Your application will not progress for background checks until your ID has been verified and your application has been paid for)

My coach has started their DBS but I can't see it on First Advantage and the coach is unable to get back into their application.

This requires a clear down of the application for the coach to restart. The coach will need to ring West Riding FA or respond to their DBS renewal email

# First Advantage – Amending ID



## Document Verification Overview

In order to progress with the application, the applicant must provide sufficient ID to validate their application.

Guidance has been produced on the type and range of ID documents that must be seen to validate the identity of the applicant. For full guidance consult [DBS Guidance – Standard & Enhanced](#)

- A minimum of three documents must be witnessed. At least one document should be from Group 1. If the applicant cannot provide any ID from Group 1, they should provide a Group 2a document, two further documents and agree to an external ID validation check being carried out.
- At least one document must confirm the date of birth.
- At least one document must confirm the current address.
- All documents must be original. Photocopies and documents downloaded from the internet are not acceptable.  
All personal details provided by the applicant should ensure the full and correct name and address history has been validated.  
Failure to validate the information correctly may lead to the check being invalid.

Submission of the application confirms that the applicant consents to

## 3 Selected Identity Documents

The applicant has stated they would provide the following documents to confirm their identity:

- Passport
- UK Photo Driving Licence
- Birth Certificate less than 12 months from DOB

## Have the above documents been provided?

If the above have been provided then they conform to the required document types set by the DBS/DS in order to confirm an individuals identity.

Yes

No