



## **DBS FAQs for Open Age/Adult Football**

### **What is a DBS certificate?**

A DBS (Disclosure Barring Service) certificate, previously known as CRC, is produced by the government department and is a certificate detailing the applicants criminal activity. This is required by law for anyone in a role that involves direct contact with children or young people under the age of 18 years old.

### **Who needs a DBS certificate?**

Everyone who is in regular activity with u18s., i.e. coaches, managers, assistants, physios, first aider. This is in line with legislation and government guidance and is standard practice.

### **I have a previous conviction/charge does this mean I can't coach/manage?**

A DBS certificate will detail any and all previous convictions/charges and these will be listed. This does not mean the applicant is unsuitable to participate. Due to GDPR the FA are not issued with any personal details, only notified there is content on the certificate. The FA will request you send your certificate to them for review in order to this just means the FA need to risk assess. An email with instructions will be sent.

### **I have a DBS for my job is this enough?**

DBS certificates are issued to specific organisations and so if someone holds a DBS for their job this will not be relevant to their footballing role and they will have to apply for a FA DBS, which once accepted will show on the applicant's FAN record.

### **How much is a FA DBS?**

For volunteers there is a £10 fee (admin cost) and the certificate lasts three years.

### **How do I get an FA DBS Check?**

Please contact your league who have a League Safeguarding Advocate (LSA) in place who will be able to provide you with a DBS guide to the online application. Once the online application has been completed and you have chosen your three ID documents you will need to contact the LSA to arrange to meet at a convenient time and place with the chosen ID documents for them to verify. Alternatively North Riding can support please email [support@northridingfa.com](mailto:support@northridingfa.com)

### **I have applied for my FA DBS is there anything else I need to do?**

As long as you have completed your application, ensured you have had your ID documents verified and paid for the application there is nothing else you need to do, provided you have no content (previous charges or convictions) your FA DBS should be approved by the FA and automatically added to your FAN record. If you have any content on the DBS certificate the FA will need to review this and will send a request and instructions for you to send them this. Please send this recorded delivery.

Please note if a DBS does not show on an individuals FAN please email [support@northridingfa.com](mailto:support@northridingfa.com)

### **How long does a FA DBS last?**

An FA DBS lasts three years. We have monitoring systems in place and you will be sent notifications/emails to inform you this is nearing expiry.