

A photograph of a man and a woman looking intently at a laptop screen. The man, on the left, has a beard and is wearing a dark blue England football kit with a Nike logo and the England crest. The woman, on the right, is wearing a black and red football kit with 'ROSTAR' and 'FRANKFURT' logos. They are in an indoor setting, possibly a training room or office.

GUIDANCE NOTES NO:

**3.4**

# GETTING A DISCLOSURE AND BARRING SERVICE CHECK (DBS CHECK)

**FOR FA TUTORS**

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**FOR ALL**

# SAFEGUARDING CHILDREN IS EVERYONE'S RESPONSIBILITY

*Most children and young people have a really great time playing, coaching, refereeing and administrating – and 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.*

*That's why FAL policy is straightforward when it comes to Disclosure and Barring Checks (DBS Checks):*

***All Tutors MUST have an FA-Accepted DBS Check, and renew it every three years. The CRC is exactly the same as what was formerly known as CRB – Criminal Records Bureau Check.***

**Note:** When the word/phrase 'children' or 'children and young people' is used in this document, this means persons aged 18 and under, playing in organised leagues. It currently does not include this age group playing in open-age football.





## WHO NEEDS A DBS CHECK?

Everyone aged 16 years or over who undertakes any unsupervised roles with children.

These roles could be managing, training, coaching, 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.

Anyone performing these roles MUST obtain a DBS 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 an in-date, FA-Accepted DBS Check.**

For a full list of those who need a DBS Check to work in football, see **Guidance Notes 3.5 – Eligibility of Roles.**

## WHY DO YOU NEED ONE?

Mainly because of football's overall responsibility to children, their parents and carers.

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?
2. Are all the relevant people checked?

The response has to be 'yes' in both cases if the integrity of clubs, leagues, County FAs and The FA is to be preserved.

As a FA Tutor, if you don't have an in-date, FA-Accepted DBS Check in place, we will not be able to use you in your vital and valued role – and no-one wants that.

## HOW LONG DOES A DBS CHECK LAST?

Three years. A DBS Check is a snapshot in time and therefore need to be renewed. We do this every three years to ensure The FA has current conviction and barring information on the people working with children and young people.

## WHAT CONSTITUTES AN 'IN-DATE' OR CURRENT FA DBS CHECK?

To be 'in-date' means:

A DBS Check must have been completed within the last three years and be valid for the current season.

## HOW DO I APPLY FOR AN FA DBS CHECK ONLINE?

To apply for – or renew – a DBS 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 DBS Check application service, please contact your local County FA.

For queries relating to FA DBS Checks you can also contact The FA DBS Unit on **0845 210 8080** or via email to: [FAchecks@TheFA.com](mailto:FAchecks@TheFA.com)

## DO YOU NEED A NEW FA DBS CHECK IF YOU ALREADY HAVE A CURRENT FA DBS CHECK, BUT HAVE STARTED A DIFFERENT ROLE WITHIN YOUTH FOOTBALL?

No. If you already have an in-date, FA-Accepted DBS Check you do not need another one for your new role within grassroots football.

For example, you could be a coach/manager that's changed clubs. Or a newly-qualified referee or FA Tutor who already holds a current DBS Check.

Also, if you have a DBS 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 has been registered for the Disclosure & Barring Service update service;
- It is for the right workforce (Child).

There is a one-off charge of £10 for 'porting' a DBS Check from outside football into The FA. For most volunteers it is quicker and cheaper to apply for an FA DBS Check.

## WHAT IS THE COST?

Currently the cost of an FA DBS Check for the paid workforce is £54.00. However, if you already have an in-date FA DBS Check for a volunteer role within football you do not require a further check. FA Education will not cover the cost of Tutor DBS Check applications.

## CAN I RENEW MY FA DBS CHECK AUTOMATICALLY?

Yes. You can now have life-time renewals of your FA DBS Check which means you will not need to re-apply every three years.

To take advantage of this you will need to:

- Register your DBS Check with the Disclosure and Barring Service\*;
- Inform The FA DBS Unit, who administer the Checks. They will charge an annual £10 administration fee.

\*You must register your DBS Check with the DBS update service within 19 days of Issue. If you do not register within 19 days, you will need to complete the renewals' process again in three years' time.

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

**A FULL LIST OF COUNTY FA CONTACTS IS AVAILABLE AT: [THEFA.COM/ABOUT-FOOTBALLASSOCIATION/WHO-WE-ARE/COUNTY-FAS](https://www.thefa.com/about-footballassociation/who-we-are/county-fas)**

### ISN'T HAVING A DBS CHECK 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 (e.g. your CWO or a County FA official) tells someone they need a DBS Check, that person may be affronted by the implication that there may be something inappropriate or untoward in their behaviour. This is perfectly understandable.

Nevertheless, The FA, County FAs and clubs with youth teams have a responsibility to ensure that no-one barred from working with children is allowed to work or volunteer within under-18 football.

Everyone would surely agree that we must provide a safe infrastructure for children and young people to participate in our national game.

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 DBS Check, don't worry. It's simple and totally confidential.

It only takes a few minutes to complete the form online and your CWO, County FA or The FA 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/ carers – and all of us working in football.

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



**FOOTBALL REALLY NEEDS YOU – SO PLEASE ENSURE YOU HAVE A CURRENT DBS CHECK**



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