



GUIDANCE NOTES NO:

3.5

ELIGIBILITY OF ROLES

FOR CLUBS

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FOR ALL

FOOTBALL ROLES AND ELIGIBILITY FOR DISCLOSURE AND BARRING SERVICE CHECKS, CHILD WORKFORCE, AUGUST 2013

The Protection of Freedoms Act 2012 [PoFA] has introduced a number of changes to the way in which checks on criminal records are carried out.

To support grassroots clubs to abide by their legal requirements, following considerable consultation and in line with Government guidance, The FA has defined the roles that are eligible for different levels of checks in football. It is FA policy that checks will be carried out in football for all 16-year-olds plus in eligible roles.

In making its decisions on which roles are supervised and which are not, The FA has utilised the Government guidance, alongside the sport sector guidance on supervision, developed by the Sport and Recreation Alliance and the Child Protection in Sport Unit.

Supervision is defined by the legislation as:

- Regular;
- Day to Day;
- Reasonable in all circumstances for protecting children; and
- Carried out by someone in Regulated Activity

Everyone working within the pre-September 2012 definition of regulated activity remains eligible for an enhanced disclosure.

Table 1 provides a list of roles that are eligible for a DBS Enhanced Check: with Children's Barred List and Table 2 provides a list of roles that are not eligible, however please note these lists are not exhaustive, if you require further guidance on whether a role is eligible and / or whether it is supervised or not, please contact The FA CRB via FAChecks@TheFA.com or call 0845 210 8080.



TABLE 1: ROLES ELIGIBLE FOR FA DBS CHECKS

POSITION/ROLE	NOTES	ELIGIBILITY FOR A DBS ENHANCED DBS CHECK?	REASONS FOR ELIGIBILITY	IS IT REGULATED ACTIVITY & ELIGIBLE FOR DBS ENHANCED DBS CHECK WITH CHILDREN'S BARRED LIST?
Football Coach child workforce	Includes all coaches, whether they have assistant in title or not	Yes	Unsupervised; teaching, training and instruction, caring for and supervising	Yes
Football Team Manager child workforce	As above	Yes	Unsupervised; teaching, training and instruction, caring for and supervising	Yes
Club Welfare Officer	Work through role with U18s	Yes	Unsupervised; teaching, training and instruction, caring for and supervising, advice & guidance on well being	Yes
U18 Chaperone: Travel, Trips, Tours and tournaments	e.g. tour with overnight stay for U18s	Yes	Caring for or supervising and overnight	Depends on frequency and supervision if not overnight
Regular Club Driver only for children (not private arrangement between parents)	Depends whether driver is alone with U18s as part of driving responsibilities	Yes	Unsupervised caring for or supervising	Depends on frequency and supervision
Host Family	But not if private arrangement between families.	Yes	Unsupervised caring for and overnight	Yes
First Aider child workforce	Weekly involvement with football team	Yes	Treatment and therapy	Depends on frequency
Referee (youth football)	Including all referee mentors, observers and coaches under Level 4	Yes (Enhanced)	Criteria as per coaches	Yes (Barred list Check)

TABLE 2: ROLES THAT ARE NOT ELIGIBLE FOR FA DBS CHECKS

ROLE OFTEN REQUESTED BUT NOT ELIGIBLE	REASONS	IMPORTANT NOTE
Club secretary Treasurer Chairman Parent helper/rep Clubhouse manager Grounds man Caretaker Photographer Website administrator Social network monitors and managers Youth section administrator Parent running the line Youth forum membership (meetings)	Not coaching, teaching or instructing, caring for, or supervising, advising or guiding on wellbeing, not driving for the organisation, or providing First Aid on a frequent basis	<p>Those holding these roles may be eligible for an Enhanced DBS Check if they have involvement within other areas of football activity - where their role does involve caring for or supervising children and young people.</p> <p>Example:</p> <p>Mrs Ball is chairperson of Wyhampton FC and is also the U-13 assistant coach. As chairperson Mrs Ball is not eligible for a check, however she is eligible for an Enhanced DBS Check with children's barring list check for her coaching role, whether referred to as coach or assistant coach. As such, a check should be completed for her role as coach but not chairperson.</p>

For further information on The FA's DBS Checks process:

- Refer to the FAQs section of TheFA.com via [TheFA.com/football-rules-governance/safeguarding/the-right-people---recruitment-crc](https://www.thefa.com/football-rules-governance/safeguarding/the-right-people---recruitment-crc)
- Email: FAChecks@TheFA.com
- Tel: 0845 210 8080

TABLE 3: CLUB WELFARE OFFICER VOLUNTEER CHECK SHEET

[Action planning sheet for recording the DBS Check eligibility of newly appointed club volunteers and those who have never previously had a check]

[illegible]

USE THE ONLINE SAFEGUARDING SERVICE: A USEFUL TOOL

The Online Safeguarding Service provides a 'club status report' that allows Club Welfare Officers (CWO) to view the DBS Check status of individuals attached to the club and provides the date of their last DBS Check.

Access to the Online Safeguarding Service is via The FA's online Whole Game System portal. To access Whole Game System [click here](#) or follow this link wholegame.TheFA.com/Account/Login

You will need your FA Number (FAN). If you are new to your role you can create or retrieve your FAN on the Whole Game System log-in page. For more information on the Whole Game System click on the 'Help' tab once logged on.





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