



ENGLAND NETBALL DBS GUIDANCE

We now offer 2 verification methods:

- 1) **ID check completed through the Post Office verification process**
- 2) **Or Digital online process**

If the digital online process is not possible, the Post Office method will still be available

You will need a UK or Irish passport and UK photocard driving licence to use the digital method.

Unfortunately, we cannot offer the DBS Update Service because of a number of factors (mainly the number of eligible volunteers and coaches and the level of work involved in regularly checking for changes in DBS status). For a full explanation of our reasons check here: [Update-Service.pdf](https://d2cx26qpfwuhvu.cloudfront.net/Update-Service.pdf) (d2cx26qpfwuhvu.cloudfront.net)

England Netball is committed to ensuring all young people can take part in our sport in a safe and enjoyable environment. The requirement to have a satisfactory DBS Enhanced with Barred List check carried out before an individual takes up a role with young people **and renewed every 3 years**, is a crucial part of us living up to that commitment. It enables proper risk assessments to be carried out.

Enhanced with Barred List checks disclose any reprimand, caution or convictions recorded locally and with the Police National Computer. Other information held by Chief Police Officers may also be disclosed at their discretion, if it is deemed relevant to the role the individual is going to carry out. A Barred List check reveals whether an individual has been barred from working with children by a court order.

How to apply for a DBS check

To apply for a check, you must follow these steps

- 1) Identify the role you are applying for (volunteer or self-employed coach)
- 2) Complete the DBS Agreement survey here: [DBS Agreement Survey](#)
- 3) Follow the process outlined below for the right role

Volunteer applicants – Choose 1) or 2)

(for suggested volunteer role descriptions and DBS requirements, see page 5 below)

1) IN-PERSON POST OFFICE method –

- Click here to register or sign in: <https://app.knowyourpeople.co.uk/self-registration/access-code?org=ORG-WHDWDEC9&accessCode=HitchinENHVol>
- (click Register at the bottom unless you already have an account). First Advantage will send you an email with a code for initial login
- Organisational ID should pre-populate: **ORG-WHDWDEC9 (the hyphen must be included)**.
- And an access code: **HitchinENHVol**

2) ONLINE DIGITAL VERIFICATION method –

- Use this link instead: <https://app.knowyourpeople.co.uk/self-registration?org=ORG-WHDWDEC9&accessCode=NetballVolDigi>
- (click Register at the bottom unless you already have an account). First Advantage will send you an email with a code for initial login
- Organisational ID should pre-populate: **ORG-WHDWDEC9 (the hyphen must be included)**.
- And an access code: **NetballVolDigi**

Self-employed coach applicants – choose 1) or 2)

1) IN-PERSON POST OFFICE method –

- Click here to register or sign in: <https://app.knowyourpeople.co.uk/self-registration?org=ORG-AV89H60B&accessCode=HitchinENH>
- (click Register at the bottom unless you already have an account). First Advantage will send you an email with a code for initial login
- Organisational ID should be pre-populated: **ORG-AV89H60B (the hyphen must be included)**
- And an access code: **HitchinENH**

2) ONLINE DIGITAL VERIFICATION method –

- Use this link instead: <https://app.knowyourpeople.co.uk/self-registration?org=ORG-AV89H60B&accessCode=EngNetballDigi>
- (click Register at the bottom unless you already have an account). First Advantage will send you an email with a code for initial login
- Organisational ID should be pre-populated: **ORG-AV89H60B (the hyphen must be included)**
- And an access code: **EngNetballDigi**

1) DBS Application – **Post Office Method**

- Enter your email address
- Tick I am not a robot
- Click next
- Confirm the Organisation is correct
- Enter your name and create a password

- Click next
- Login using the password you have just set
- Set up your role
- It will automatically select the right level of DBS check you require
- Follow instructions on screen
- You will be asked to nominate the Post Office branch you wish to take your documents to (you can change this at a later date by logging in and getting to this stage again). For guidance on the Post Office Verification method please see the First Advantage Applicant user guide [here](#). There are over 900 Post Office branches which offer DBS ID Verification service and DBS. Applicants will be able to search for their nearest branch [here](#) and select “CRB & ID Verification Service” within ‘Filter Services’. Note - Please DO NOT select DBS ID VALIDATION SERVICE as this service is not compatible with the QR code you will take in for verification.
- The site will generate a letter for you to take to the post office including a QR code. You should get an email containing this letter (**check spam/junk email folders**)
- Take your documents to your selected post office. **NB** some people have found that electronic email or online statements and utility bills have not been accepted by the Post Office. You should take a printed version if possible. Others have found that birth certificates are challenged if you have had a name change like on marriage (so it is worth taking a marriage certificate or the like)

2) DBS Application – **Digital online Method**

(by YOTI technology, used by Post Office and other trusted organisations in the UK)

For best results you must have either a UK or Irish Passport and UK Driving Licence (photo card). It may be possible to use another form of UK photo ID but digital failure rates are higher.

They must be in date and valid for you,

It works much better if you have a smart phone to hand to take images of these documents

- Select the type of document you want to add
- Follow the on-screen instructions about how to take the best image
- You will need to consent to the storage of digital media and face scanning
- Follow the on-screen instructions to scan your face.
- The system will populate your details from the scanned document
- That is about it
- **If the digital matching process fails, you will be directed to take your documents to the Post office – you will be asked to pay a small additional fee for doing this.**

For help with the online digital process, you can check the First Advantage website here:

[ServiceConnect - KYP Digital ID Process - DBS Checks](#)

For a step-by-step, visual guide with screenshots on applying via the digital method look for the document “Digital candidate experience” on this page:

[DBS Information - EN knowledge Centre - England Netball Knowledge Centre](#)

Who pays for my DBS checks

All charges must be paid by the applicant online prior to going to the post office.

The table below explains fees for volunteers and self-employed coaches. First Advantage Online Disclosures will not process applications without payment.

NB – many clubs build volunteer and coach DBS fees into their membership fees, so you may be able to obtain a refund from your club committee.

Application type	Who it applies to	First Advantage fee – Digital process	First Advantage admin fee – in-person Post Office verification	DBS Fee
Enhanced with Barred	Volunteers	£11.58 *	£17.58	£0
Enhanced with Barred	Non-volunteers (incl. self-employed coaches)	£11.58 *	£17.58	£49.50

*** - if the digital process fails, you will have to attend the Post Office AND pay an additional £6.98 fee (making the total £18.56)**

**** the fees indicated are excluding VAT – DBS is EXEMPT from VAT**

More information

The requirement for Barred List checks is now determined by the role the person is undertaking as defined by Regulated Activity. For a flow chart on this see the **Regulated-Activity-Flow-Chart-sport** on this page: [DBS Information - EN knowledge Centre](#)

Regulated Activity is defined as unsupervised teaching, training, instruction care or treatment or supervision of young people. If this applies a second trigger is applied; in that the activity is carried out frequently i.e., once a week or 4 or more times in a 30-day period. This regardless of where the activity is carried out. So, coaching at 4 clubs once a month is still Regulated Activity.

Supervision is described as having on-going responsibility for the protection of children and young people.

Who processes my DBS check?

England Netball used a third party – First Advantage, to carry out these checks. They transfer your data to the government DBS service and by undertaking the steps above you consent for this data transfer to happen and the check to be carried out. England Netball does not process paper applications. Neither England Netball nor First Advantage can update you on the progress of your check. If you need this, you should contact the DBS Service direct. It is common for checks to take a few weeks. For our Privacy Policy click here: [England Netball | Privacy Policy](#)

Where can I get more information?

More information about the DBS process itself - [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](#)

Typical netball club roles

This is not an exhaustive list, and each volunteer role may differ slightly. The important thing to consider is Regulated Activity – described formally above. If you have many roles, one of which requires a DBS check, then you must apply for one and renew every 3 years.

Role	Responsibilities	DBS check Required
Assessor	Assessing coaches, umpires etc is supervision	Only if supervising children 4 or more times per month
Umpire	Officiating, not directly involved in supervision of play or teaching	No
Scorers	Not coaching or supervising	No
Assistant Coach	Teaching and supervising.	Yes
Head Coach, Level 2 coach (or unsupervised coach)	Regularly leading coaching sessions and supervising children	Yes
Mentor	This amounts to instruction/teaching, so if you are regularly supervising a young person to enhance their umpiring or coaching skills you require a DBS check	Yes
Team manager	Likely to be responsible for regular supervision of the team including play and training. If in contact with children 4 or more times per month will require one.	Probably
Club Safeguarding officer	This role is the point of contact for safeguarding concerns. They oversee safeguarding within the club environment and fits in the description of Regulated Activity	Yes
Treasurer, Chair, membership, media, comms, other volunteers	Unlikely to be involved in direct supervision or coaching or on-court activity. But if in contact with children 4 or more times per month will require one	Probably not
First Aider	If they are likely to be regularly in contact with children at events or training en-route to hospital or in a medical room or bathroom it is safer to have them DBS checked.	Probably