



ENGLAND NETBALL DBS GUIDANCE

All applicants will be required to have their ID check completed through the Post Office verification process. We no longer offer face to face verification. Unfortunately, neither can we 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 \(d2cx26qpfwuhvu.cloudfront.net\)](https://d2cx26qpfwuhvu.cloudfront.net/Update-Service.pdf)

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

- Click here to register or sign in: [SingleSignOn \(knowyourpeople.co.uk\)](https://knowyourpeople.co.uk) (click Register at the bottom unless you already have an account). First Advantage will send you an email with a code for initial login
- When asked to do so insert Organisational ID: ORG-WHDWDEC9 (you must include the hyphen). Some users may find the Organisational ID is pre-populated by Know Your People – ignore this and insert the code yourself.
- And an access code: HitchinENHVol

Self-employed coach applicants

- Click here to register or sign in: [SingleSignOn \(knowyourpeople.co.uk\)](https://knowyourpeople.co.uk) (click Register at the bottom unless you already have an account). First Advantage will send you an email with a code for initial login
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- When asked to do so insert Organisational ID: ORG-AV89H60B (you must include the hyphen)

- Some users may find the Organisational ID is pre-populated by Know Your People – ignore this and insert the code yourself.
- And an access code: HitchinENH

DBS Application steps

- 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)

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.

Application type	Who it applies to	First Advantage admin fee (including Post Office verification)	DBS Fee
Enhanced with Barred	Volunteers	£17.25	£0
Enhanced with Barred	Non-volunteers (incl. self-employed coaches)	£15.24	£49.50

More information

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

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. If an assistant coach is always supervised at all times (within sight and sound) of a qualified and DBS checked coach they may not need an Enhanced DBS check but if they take unsupervised sessions regularly they will.

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 \(www.gov.uk\)](#)

England Netball Safeguarding web-pages - [England Netball | Safeguarding](#)

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 not teaching so not Regulated Activity	No
Umpire	Officiating, not directly involved in supervision of play or teaching	No
Scorers	Not coaching or supervising	No
Assistant Coach	This depends on level of direct supervision of children and if the assistant are themselves supervised. If alone and providing regular coaching they will require a DBS.	Maybe

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 only administering selection and handing out bibs etc (not supervising the training, on-court activity) then they might not require a DBS check.	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	No
First Aider	If they are always going to be supervised by another DBS checked person at all times, they may not need one. 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