

Cymdeithas Achub Bywyd o'r Môr Cymru

Surf Life Saving Association of Wales

Surf Life Saving Association of Wales Appendix 30 DBS Application Process

Stage 1

Volunteer (**who must be a live member of their respective club**) completes DBS application form along with Code of Conduct and Consent to Annual Check form. Without the 3 forms a DBS application will not be processed until receipt of the latter two forms.

Once received by the club Safeguarding Officer (SO) they will then check the form to ensure that all information needed to process the application is present. Any missing or illegible information delays the process and can result in misuse of their information (especially if email addresses are not written clearly)

The Safeguarding Officer will verify 3 forms of original I.D. (no photocopies). These can include

- Passport
- Drivers License
- Utility bill (no mobile phone bills)
- Birth certificate
- Marriage certificate
- If under 18 with limited documents a letter from their college or school can be included.

This is mandatory and must be done even if you know this person

Once checked the SO will sign to confirm that a document check has been done.

The forms are sent to the Lead Safeguarding Officer (LSO)

Stage 2

On receipt of the forms the LSO logs onto the DBS application system used by SLSAW, Complete Background Screening (CBS) through the Welsh Sports Association.

Member information is entered from the forms as well as confirming that original I.D. has been checked.

A unique reference number is generated and the LSO notes this and the date of application on the DBS application form.

The LSO then creates a record on the SLSAW DBS return of the following information

Name*

Date of Birth *

Club

Club Role

MIS number

Contact details

Email address*

Application status – New App, Completed,

Consent to Annual Check form received

Code of Conduct received

Date application processed

DBS certificate number*

Registered for Update Service

Certificate status

Annual recheck date

Recheck status

DBS certificate entered onto SLSAW MIS

Safeguarding training completed

* *needed for Update Service Registration*



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Stage 3

LSO receives email notification from CBS that a check is complete.

LSO registers the member with the Update Service and makes a note of the Update Service account number to include on the email to the member

LSO enters the DBS certificate on the SLSAW MIS system under the members' awards.

LSO updates the SLSAW DBS return with the certificate information

LSO sends the member and the club Safeguarding Officer an email confirming that the DBS check has been completed.

Sample of email from LSO

Hi both

Update Service registration done for you Julie and cert should arrive soon in the post if not already. Please destroy any previous DBS certificates completed for SLSA Wales as they are no longer valid. Your DBS certificate number is shown below under Disclosure Number.

Please make a note of your Update Service ID C0123456789 in case you want to add other DBS checks from other employers or close your account if you find you no longer require annual DBS status checks to be completed for you by myself on behalf of SLSA Wales. Please keep your email up to date so that you can receive information re your DBS Update Account

Should you leave regulated activity within your club and no longer require annual DBS checks, it is yours and your clubs Safeguarding Officer's responsibility to ask the SLSA Wales Lead Safeguarding Officer to remove you from the SLSA Wales DBS records to ensure compliance with GDPR.

I have updated the MIS to show your DBS certificate details and subscription to the Update Service and it is now available for you to see on the SLSA Wales website under your awards. Please see attachment for guidance on viewing your awards. Your club membership number is AZ123

Full details of the Update Service can be found here at:

<https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide>

As an SLSA Wales volunteer your update account will renew automatically every year so you don't need to do anything else, just keep a safe note somewhere of your update ID number.

The SLSA Wales Child Protection Policy and all associated safeguarding documents can be found in the public documents depository, members area & e-learning, in the safeguarding section

Name of Applicant: MRS S WALES

Position applied for: CHILD WORKFORCE - CLUB VOLUNTEER CHILD

Level of Disclosure: ENHANCED

Disclosure Number: 00165123456

Disclosure Date: 2019-05-28

Status: Complete



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An annual DBS **status check** is done by the LSO around the time of the DBS certificate initial issue date.

The member does not need to do anything else with regards their DBS as their subscription will automatically renew each year because the LSO indicated on the Update Service registration that they were a volunteer.

Members will receive an annual message about 4 to 6 weeks prior to the issue date of their current DBS certificate – (as long as they keep their email details up to date with the Update Service by logging in to their account).

Annual email from DBS Update Service

Dear A N Other

Your subscription to the update service is due for renewal on 19 April 2017.

If you are still using your DBS certificate(s) as a volunteer then you do not need to do anything to renew your subscription. This will happen automatically.

If you move from a volunteer position to a paid position you will need to apply for a new DBS check and create a new update service subscription.

If you wish to cancel your subscription, log on to your account and select the 'Cancel Subscription' link.

If you cancel your subscription then:

- Employers will not be able to make a check against any of your DBS certificates.
- If you want to subscribe again to the update service you may need to pay again and you will need to apply for a new DBS check.

Don't forget you can see which organisations have checked the status of your DBS certificate(s) by logging onto your account and selecting the 'View who has carried out a status check on my certificates' link.

The DBS defines a volunteer as:

A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative. For guidance on what qualifies as a voluntary position visit www.gov.uk/dbs.

Terms and Conditions

By subscribing to use this service you agree to the Disclosure and Barring Service (DBS) using the information provided to continue to identify possible matches to your records held by government and law enforcement bodies. When the DBS receives a valid request to provide an update on the status of your DBS Certificate it will provide a response to the requestor and your Subscription will be updated. For a third party to request an update to your certificate status you will need to provide them with your certificate number, Date of Birth, Surname and your consent to undertake the check. Once you have provided your details and consent to a third party to access your status updates you cannot remove that access but you may withdraw your consent. To remove access to a particular third party you will need to remove the DBS certificate from your subscription. You may submit a new application for a check and add the new DBS certificate to your subscription to enable other third parties to continue to access your status updates.

To find out more about the update service please visit www.gov.uk/dbs, alternatively if you wish to discuss your subscription please contact Customer Services on 03000 200 190.



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If an annual status check were to show that the DBS status had changed then a request to complete a new check would be made so that the positive information on the new DBS certificate could be discussed to decide on suitability to work with children and young people within our organisation.

The old DBS certificate would be invalid and the new one would be registered with the Update Service and the DBS return and SLSAW MIS would be updated.

If you have any questions re the DBS application process please email Julie Wisden
safeguarding@wales.org.uk

