

[The Disclosure and Barring Service \(DBS\)](#)

The Disclosure and Barring Service (previously Criminal Records Bureau – CRB) enables England Squash affiliated organisations to make more informed recruitment decisions for vacant positions. Individuals wishing to work with children or adults at risk are required to undertake an Enhanced DBS Disclosure.

[Roles and their DBS Requirements](#)

An Enhanced Disclosure is a record of all warnings, reprimands, cautions and convictions from local and national police records. Additional information may also be disclosed at the discretion of the Chief Police Officer if the information is deemed relevant to the role the individual is applying for.

Via guidance provided by the DBS, positions eligible for Enhanced Disclosure checks includes any position which otherwise involves **regularly** caring for, training, supervising or being solely in charge of children, young people or vulnerable adults.

The following scenarios illustrate when an Enhanced Disclosure check may or may not be required:

- A committee member, in addition to their committee role, acts as a supervised chaperone for the organisation once a week, or overnight during away trips. This individual requires an Enhanced Disclosure check for the eligible role of chaperone as opposed for their committee role.
- A court attendant only courtside to distribute equipment would not require an Enhanced Disclosure check, despite being courtside and in contact with children. However, if acting in a training or supervisory capacity, assisting the qualified coaching team, they would require an Enhanced Disclosure check.
- A photographer capturing images of children during a tournament would not require an Enhanced Disclosure check. If the photographer were subsequently left in sole charge of the child/children, they would require an Enhanced Disclosure check.
- An individual responsible for administrating and managing the organisation’s website would not require an Enhanced Disclosure check for an administrative role.

Individual organisations including clubs must assess whether the individual’s role involves regularly caring for, training, supervising or being in sole charge of a child or children or vulnerable adults. If the individual’s main role does not involve such activities, you need to consider any supplementary roles they may undertake. If the individual does have a supplementary role involving the aforementioned activities an Enhanced Disclosure check would be for their supplementary role, as opposed their main role. For CSR, we consider that the following roles require DBS checks which should not be more than three years old

ROLE	DBS Requirement
	Enhanced Disclosure
Coach	Yes
Assistant Coach (including volunteers helping with coaching sessions)	Yes
County Welfare Officer	Yes
Team Manager	Yes

Please note this list may be subject to change in accordance with Government Legislation or further guidance.

Please contact England Squash if you are unsure whether a role within your organisation would require an Enhanced Disclosure check enquiries@englandsquash.com

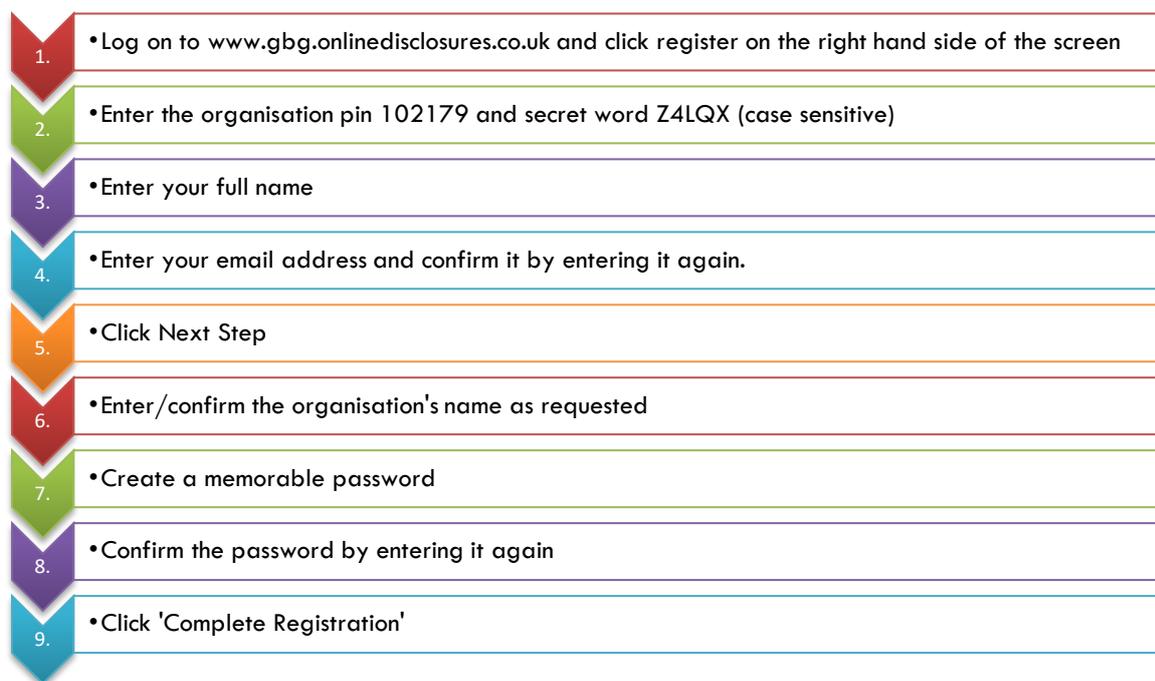
Frequently Asked Questions

How old do I need to be to complete a DBS check?	The minimum age to apply for a DBS check is 16 years old.
How much does a DBS check cost?	If you are in a paid role the cost is £53.60 If you are in a voluntary role the cost is £8.00 + VAT = £9.60 Please note the online system is the safest and most efficient way to make your application for a DBS check. The Post Office will also make a £10 charge to check your documents
How do you apply for a DBS check with England Squash?	England Squash DBS checks are processed through GB Group Online Disclosures. You must be an England Squash member to have a DBS check with us. You can complete the process online, by logging into the GB Group website at https://gbg.onlinedisclosures.co.uk/Registration/Registration the England Squash PIN number is 102179. Later in the process you will be asked for a secret word which is Z4LQX. If you are experiencing any problems then please contact GBG Online Disclosures directly by telephoning 0845 251 5000, When you have entered all details including your forms of ID, you will need to have your application verified. Once your application has been verified and submitted you will receive an email request to make payment. Please note that your application will not progress until

	payment is made by you.
How do I verify my application?	The easiest way to get your documents verified is to take them to the post office along with a photocopy of each document; which the post office will stamp and sign. You will then need to post the signed documents to Kevin Stewart at England Squash so he can complete the verification process. For more information on the ID checking service available through some Post Offices please click here: www.postoffice.co.uk/document-certification-service
What is the DBS Update Service?	The Update Service allows applicants to use the same DBS certificate across multiple organisations, provided the original check has been made against the Children Workforce only. Applicants who wish to join the update service must do so within 19 days of their last DBS certificate issue date.
How much does it cost to join the update service?	It costs £13.00 per year if you are in a paid role and it is free to volunteers.
How do I join the update service?	To join the update service please visit: https://www.gov.uk/dbs-update-service
I have registered with the update service and want England Squash to accept my certificate. What do I do next?	Please send your original DBS disclosure certificate to: Safeguarding Administrator England Squash The National Squash Centre Rowsley Street Manchester M11 3FF
Why do we need an England Squash DBS as I have a DBS through a school I deliver squash in?	If however you have a DBS check through another organisation e.g. your squash club, this is acceptable if it's within a 3 year time frame and it is clear of convictions.

Applying for an Enhanced DBS Disclosure Check

Please register using the following process



What will I need to complete the application?

To make completing the application form as quick as possible, have the following information (if applicable) to hand:

- Dates of any name changes (mm/yyyy)
- Mother's maiden name
- Full five-year address history including dates (mm/yyyy)
- National Insurance Number
- Passport
- Driving Licence
- National Identity Card

To confirm your personal details, you are required by the Disclosure and Barring Service (DBS) to supply a minimum of three identity documents. To view the full list of identity documents accepted for verification please go to: <https://www.gov.uk/disclosure-barring-service-check>

Getting my ID Verified & Making Payment



-  If you have not already supplied your ID for verification, please contact England Squash following completion of the application form.
-  If you are required to pay for the application, once your ID has been verified you must log back in to Online Disclosures, (using the organization PIN (102179), your email address and the password you created) and make the appropriate payment.
-  Note: All payments processed via PayPal. Should you not have a PayPal account, please select the option 'pay with credit/debit card'. PayPal will forward an email confirming receipt of payment.



In order for the Post Office to verify your ID, you must take with you:

-  The ID Verification Service sheet – available to print once you have submitted the application form.
-  The original pieces of ID selected for verification.
-  Method of payment (if applicable).

To find the nearest Post Office go to <http://www.postoffice.co.uk/branch-finder> Enter your postcode and select 'CRB & ID Verification Service' from the 'Service Required' field. The Post Office will accept payments via cash or debit/credit card.