DBS Case Management Process

England Rugby

DBS application submitted via the RFU's e-DBS system. DBS carry out their process and the result and DBS disclosure certificate is sent directly to the applicant only

RFU e-DBS system will show all individuals who have received their DBS disclosure certificate

DBS disclosure certificates that contain no content are automatically updated as current on the Game Management System

Those individuals whose DBS disclosure contains content are written to, requesting all of the following within six weeks:

1) The original copy of their DBS certificate
2) A full explanation of the content disclosed
3) Permission, should it be deemed necessary, for the RFU to contact their club/organisation for a written character reference

The individual supplies the RFU with; the DBS certificate, an explanation of the content and permission to contact club/organisation for a character reference

Failure to provide requested information results in applicant being removed from U18 rugby. Game Management System record updates to show rejected DBS. Applicant, Club and CB are informed in writing. No clearance will show

No further discussion required as the content on the DBS disclosure does not meet the RFU thresholds and/or the explanation provided is deemed sufficient. Applicant will be cleared.

Game Management System updated with clearance and applicant informed in writing.

Further discussion is required if the content on the DBS disclosure meets the RFU thresholds, and the explanation provided is not deemed sufficient. The case will be put before the RFU's Referral Management Group (RMG)

RMG decide, after discussion and/or further information **not to approve** DBS disclosure.

Game Management System record updated showing rejected DBS. Applicant, Club and CB are informed in writing. No clearance will show.

RMG decide, after discussion and/or further information to **approve** DBS disclosure.

Applicant informed in writing. Game Management System updated with clearance.