

How does my Club register for DBS E-Applications?

All Clubs have automatically been loaded onto the DBS E-Application system; as such applications can be submitted straight away!

For your club to begin using E-Applications the following simple steps should be followed –

- The role of “Club Safeguarding Officer” and, if required, “Assistant Club Safeguarding Officer” must be assigned to the person(s) who will be submitting DBS applications for your club. This is done by selecting the individual on your club’s Game Management System Membership List, editing their details, assigning the appropriate role (as stated above) to their record and ensuring that a valid personal email address is included on their contact details.
- A Username and Password can then be requested from the RFU Safeguarding Team. Please click “here” (link to email – dbseapp@therfu.com) in order to request this.
- Once the Club Safeguarding Officer and/or Assistant Club Safeguarding Officer have logged into Game Management System they will notice on the Club’s Membership List an option to “Apply for DBS” under the “More” menu (when an individual has been selected on the list. This will take them directly to the DBS E-Application system where they can log in and begin. Please note – DBS Applicants **must** be on the Club’s Membership List before an application can be submitted.

By selecting the members on the Club Membership List and clicking “Apply for DBS” a list of up to 50 individuals can be brought across for the DBS process to begin.