

DBS FAQs

The RFU have created this DBS FAQ document to support both clubs and applicants when carrying out a DBS application.

Please read this in conjunction with the information on the Safer Recruitment section of the RFU website. Additional information and guidance can be found on the official DBS section of the Government's website. Additionally, you can also find information on the CPSU website.

This document will be reviewed and updated regularly as and when issues and systems are updated.

1. Why do I have to apply online?

The RFU are no longer accepting paper applicants due to the single disclosure scheme. By using the RFU's online application system to carry out DBS applications, applicants can obtain a DBS check in a fast, secure and cost-effective manner. Additionally, the RFU will be informed via the online system that a disclosure certificate has been issued and whether it contains any disclosure information.

The RFU will then be able to automatically clear and update the Game Management System (GMS) with those certificates that contain no disclosure information and solely focus on obtaining copies of any certificates disclosing information.

2. What is the single disclosure scheme?

Previously, both the applicant and the registered bodies would receive a copy of the DBS disclosure certificate. Now, due to the Single Disclosure Scheme, only the applicant will receive a copy of the DBS disclosure certificate.

As a result, the RFU will need to obtain, for those it deems necessary, a complete copy of the original DBS certificate directly from the applicant. You will be written to if the RFU are informed that there is content on your DBS disclosure.

3. How will I know if the RFU need to see my certificate?

If your DBS certificate contains content, the RFU will need to see a complete copy, which we will write to inform you of. If you fail to provide a copy of your disclosure, your club/organisation will be informed, and you will be required to cease any involvement in Regulated Activity until the complete copy of your DBS certificate is provided to the RFU.

4. What level of check do I need?

Most DBS checks in the RFU will be an Enhanced check, with a check of the children's and/or Adult's barred list. However, this aspect of your check should be managed by your Club Volunteer Coordinator or the Safeguarding Officer, so please confirm this with them.

5. What if I don't receive my certificate within 19 days of its issue date?

If you have not received your DBS certificate, and it was issued more than 14 days ago, you can request a reprint directly from the DBS, by calling 03000 200 190.

Once received, you must apply to join the Update Service within 19 days of the issue of the certificate. As such, if you do not receive your certificate from the DBS within 19 days, then you will be unable to join the Update Service without applying for a fresh DBS application.

6. What information will the RFU see when they carry out a Status Check on my DBS certificate?

The RFU will only be able to see whether the certificate remains valid. No details regarding the content are available.

7. What if I lost my DBS disclosure certificate?

You must keep your DBS certificate safe and secure. If you have lost your DBS disclosure certificate (or you have never received it) please contact the DBS directly at 03000 200 190. The DBS will, on occasion, provide a reprint or duplicate copy. If they are unable to do so, then you will need to obtain a fresh DBS disclosure certificate.

We highly recommend that you store your DBS certificate in a safe and secure place. Any certificates that are sent to the RFU Safeguarding Department as part of the clearance process must be sent via secure and recorded delivery.

CONTACT US

SAFEGUARDING@RFU.COM

VISIT OUR WEBSITE

**[www.englandrugby.com/
governance/safeguarding](http://www.englandrugby.com/governance/safeguarding)**