

### **Single Disclosure**

Since the 17<sup>th</sup> June 2013, the DBS only send out one disclosure; this will be sent to the applicant and the RFU will **not** receive one, as previously. For those individuals with no information on their certificate this will mean the only action necessary will be to subscribe to the Update Service. The RFU will be informed that there is no information on the certificate and we will apply the DBS clearance to the Game Management System automatically.

If there is information on an individual's certificate the RFU Safeguarding Team require a true copy of the certificate be sent using a secure and monitored postal route to the RFU.

The RFU will also at this stage request information about any convictions or cautions which may appear on the certificate and ask for consent to request a reference from the club if it is considered necessary. Once all the necessary information has been received and assessed, a decision will be made about the individual who will be informed accordingly.

An applicant with disclosure information will still be able to apply to be part of the Update Service and should subscribe before sending the certificate copy to us for consideration.