



# RUGBY FOOTBALL UNION

## Disclosure & Barring Service FAQs

The RFU have created this DBS FAQ document in order to support both clubs and applicants when carrying out a DBS application. Please read this in conjunction with the RFU DBS Guidance.

Additional information and guidance can be found on the official DBS section of the Government's website - <https://www.gov.uk/disclosure-barring-service-check/overview>

This document will be reviewed and updated regularly as issues and systems are updated and addressed. Please ensure you are always reading the most up to date document.

### **1. *What is the Disclosure and Barring Service?***

The Disclosure and Barring Service (DBS) was created in December 2012. It brought together the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

The DBS provides a system for organisations to obtain the criminal history and barred status of its paid and volunteer workforce.

### **2. *Who requires a DBS check within rugby union?***

Under RFU Regulation 21, anyone who is engaged in Regulated Activity (please see answer to question below and RFU Eligibility Criteria guidance) is required to obtain a DBS disclosure. The disclosure must be applied for within 4 weeks of the individual being appointed to their role. During this period waiting for the completion of the DBS check an individual must be supervised by a DBS cleared individual.

### **3. *What is Regulated Activity?***

Regulated Activity is defined as teaching, training, instructing, caring for or supervising children frequently or intensively. This is a simplified definition; if further information is required please refer to RFU Eligibility Criteria Guidance and [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/158027/Regulated\\_activity\\_for\\_children\\_DBs\\_v3.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/158027/Regulated_activity_for_children_DBs_v3.pdf)

### **4. *Why do I have to apply online?***

There are many reasons why the RFU have decided to no longer accept paper application form. The main reasons are 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 also 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.

#### **5. *What is the Single Disclosure scheme?***

The Single Disclosure scheme means that whereas previously both the applicant and Registered Bodies would receive a copy of the DBS disclosure certificate, now only the applicant will.

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 information on your DBS disclosure.

#### **6. *What if I have a criminal record?***

A criminal record will not prevent you becoming involved in Regulated Activity necessarily. It is necessary for the information on your DBS certificate to be assessed as well as information you will be asked to provide to the RFU. If you have a criminal record (or any information disclosed on your DBS certificate) the RFU will require you to send the complete copy to the RFU via a secure postal route together with an explanation and account of the cautions and convictions. It is very important to provide the RFU with the complete copy of your certificate.

Your DBS disclosure number will not appear on GMS until approved by the RFU and as such you will not be shown as cleared to enable you to undertake your role in rugby.

Clubs should monitor their GMS site and only allow those individuals who have a current and approved clearance on this system to engage in their role in Regulated Activity.

#### **7. *How will I know if the RFU need to see my certificate?***

If your DBS certificate contains any information the RFU will want to see a the complete copy. The RFU will write to you directly and request this. If you fail to provide a copy of your disclosure your club/organisation will be informed officially and you will be required to cease any involvement in Regulated Activity.

**8. *What level of disclosure do I need?***

Most RFU DBS checks will be Enhanced with a Children's Barred List check. However the level of disclosure for each application is dependent on the role being applied for in line with DBS eligibility criteria.

**9. *Can I refuse to do a DBS check?***

RFU Regulation 21 states that all individuals engaged in Regulated Activity must have a DBS check. If you refuse to apply for a DBS check then you will be asked to cease your role which involves Regulated Activity.

The RFU must be informed of any individual that has ceased or been removed from their role for any safeguarding or disciplinary reason. Please refer to the RFU Safeguarding Policy for further advice.

**10. *I already have a disclosure certificate for my job, do I need to reapply?***

Only those disclosures issued through the RFU will be accepted by the RFU. This is due to the difficulty with ensuring original certificates are assessed by the appropriate people and that confidential personal information is not lost or shared inadvertently. Having listened to feedback, it was decided that to expect Club Safeguarding Officers to take on this additional responsibility was unacceptable.

RFU processed DBS checks are free where the applicant is a volunteer.

**11. *What is the Update Service?***

The Update Service allows individuals to have their DBS certificate kept up-to-date and to take it from role to role, within the same workforce, where the same type and level of check is required.

**12. *What are the benefits of the Update Service?***

There are many benefits to joining the Update Service for both the applicant and the RFU.

Essentially, by joining the Update Service, as an applicant you will see the following benefits:

- Saves you time and money (postage costs).
- One DBS certificate is all you may ever need.
- Take your RFU DBS certificate to other roles with the same workforce.
- You are in control of your DBS certificate.

**13. *How do I join the Update Service?***

With your DBS E-Application reference number or upon receiving your DBS certificate you may apply within 19 days (from the date of issue printed on the certificate) to join the Update Service. You must apply directly to the DBS via their online site [www.gov.uk/db](http://www.gov.uk/db)s

**14. *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 (please call them on 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.

**15. *Will it cost me a fee to join the Update Service?***

If you are a volunteer there is no charge to join the Update Service. For any applicant who is not a volunteer there is an **annual** fee of £13.

The subscription to the Update Service lasts for 12 months. After this period you will need to renew your subscription with the DBS directly on an annual basis.

**16. *Do I have to join the Update Service?***

No. Although the many benefits that the Update Service provides are clear and we would highly recommend applicants join the service. At present the RFU will not force applicants to join the Update Service.

For anyone who chooses not to join the Update Service, a fresh DBS application must be completed through the RFU Safeguarding Department as often as is required under RFU regulations.

**17. *How do I grant permission for the RFU to monitor my disclosure status on the Update Service?***

You will need to give the RFU your consent to carry out a Status Check; further information on this will be issued when it is available. The RFU will access the Update Service and using your DBS certificate number, full name and date of birth, carry out a Status Check.

You will be able to access your account on the Update Service to view who has carried out a Status Check and how often.

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

The RFU will not be able to see specific criminal offence on the Update Service. The RFU will only be informed if the certificate remains valid or not.

**19. What happens if I'm subscribed to the Update Service and commit an offence after my DBS disclosure was issued?**

If you commit an offence after the DBS disclosure was issued the RFU will be made aware of this result when carrying out a Status Check. You will then be required to complete a fresh application through the RFU.

The RFU will then carry out a risk assessment to ensure that any new information disclosed does not compromise the safety of children within our game.

**20. What if I've 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 on 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.