



## **DBS APPLICATION PROCESS**

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## Version Control

### Document History

The table below details the document history.

Author	Role	Date	Comments
Colm Barrins	Child Welfare Officer	September 2023	Document Creation

## Introduction

### Introduction to DBS Process

This document serves as guide for club members requiring a Disclosure Baring Service (DBS) check in order to work with children and/or vulnerable adults whilst carrying out their role for Ruislip Rangers YFC.

A valid DBS is required by anyone who works with a team twice or more, be that in a coaching or admin role.

Please note that it can take up to 6 weeks for an application be approved, and until it is you can't commence your role. It is advisable to start the process as soon as possible.

## Adding to the DBS system

### Adding new DBS applicants to DBS system

To be added to the DBS application system, please send your FA Number (FAN Number) and Date of Birth to the Child Welfare Officer, Colm Barrins. The contact details are as follows:

Email: [childwelfare@ruisliprangersyfc.org.uk](mailto:childwelfare@ruisliprangersyfc.org.uk)

Phone: 07977 925222

## Limitations on numbers

### Limits on amount of DBS

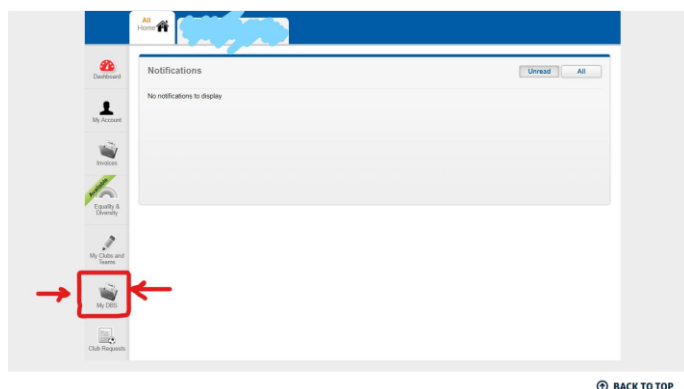
The club will fund 4 DBS applications per team. Additional applications will cost £10 per application and will need to be paid for by the person submitting the application.

## DBS Application

### Application guidelines

You need to check the Whole Game System for a notification. To use the system, you will also need your FA Number (FAN number)

- 1) Log onto <https://wholegame.thefa.com>
- 2) On the home page you will see a folder called My DBS Applications



- 3) Open that and click the “**Start Application**” button.
- 4) Shortly afterwards you will receive an email from [fadv.onlinedisclosures.co.uk](mailto:fadv.onlinedisclosures.co.uk) with instructions on how to complete the form.
- 5) Once you have completed the form. You will need to contact one of the club verifiers to check your documents that you have submitted. The current verifiers are listed below. Please note utility bills **must** be dated within the last 3 months of the date of your application.

## DBS Verifiers

### List of DBS Verifiers

Name	Role	Phone Number	Email
Colm Barrins	Child Welfare Officer	07977 925222	<a href="mailto:childwelfare@ruisliprangersyfc.org.uk">childwelfare@ruisliprangersyfc.org.uk</a>
Mick McCarthy	Head of Girls & Ladies Section	07894 982538	<a href="mailto:girlssection@ruisliprangersyfc.org.uk">girlssection@ruisliprangersyfc.org.uk</a>
Ricky Smith	Head of Disability Section	07905 560327	<a href="mailto:disabilitysection@ruisliprangersyfc.org.uk">disabilitysection@ruisliprangersyfc.org.uk</a>
Richard Harnett	Vice Chairman	07980 237562	<a href="mailto:vicechair@ruisliprangersyfc.org.uk">vicechair@ruisliprangersyfc.org.uk</a>

Upon completion the Disclosure and Barring Service will issue with a DBS certificate. This is currently valid for 3 years. Details of the DBS check will be passed to FA's DBS unit. By completing an online DBS Enhanced Disclosure application, the applicant is allowing The FA to have sight of any criminal record or non-conviction information that is held and released by the Police via the DBS process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the DBS Code of Practice, The FA may disclose this information to those involved in making a suitability decision. The FA may use any or all of this information to help decide on your suitability to be involved with children or vulnerable adults in football.