

BAFC DBS Application Process Explained

Disclosure Barring Service is a way for organisations to check your criminal record, to help decide whether you are a suitable to support young players

No volunteer can be on the pitch without a DBS, even helping put up goals is not acceptable

NB: A child is anyone under 18 years old

NB: DBS must be renewed every 3 years for all volunteers

Once a lead coach has recommended you for volunteering, begin process below.

Lead coach will be able to offer advice during application

Application Process:

GREEN: Volunteer Action

BLUE: Safeguarding Officer Action

1. Pre-Start	A. Check photo ID is in date and has your correct name (e.g. maiden name no longer valid). Passport or Driving licence accepted B. Check paper ID name and address matches your photo ID. Bank statement or bill accepted	
2. Start	Provide details to your team lead coach to enter you into FAW Comet as a coach	
2.1	Provide the following to BAFC Safeguarding Officer: Name (as shown on your photo ID) Email address	
3. BAFC Application	A. BAFC Safeguarding Officer enters details to FAW DBS database (Vibrant Nation) B. BAFC Safeguarding Officer informs volunteer to anticipate an email in the next 4 days from 'vn@noreply.screening-services.co.uk'	
4. Volunteer Form	A. Volunteer to complete webform from email link (you will receive 3 email reminders before application is cancelled) B. Inform Safeguarding Officer the form has been completed or the email has not been received (check your junk mail first!)	NB: Username and password are provided in the email
5. ID	You will be requested to send photos of your ID to Safeguarding Officer. Once input, all images are deleted. If there are complications, further information may be requested at this stage	
6. Comet/ Certificate	A. Volunteer and Safe Guarding Officer get notification of successful application B. Team lead coach to check comet has been updated – If not, inform BAFC Safeguarding Officer C. On Receipt of paper DBS, inform BAFC Safeguarding Officer	