

DBS Process Flowchart

Request sent to Head of safeguarding from HR to conduct a DBS (Disclosure and Barring Service) check for new employee / volunteer.

Application is setup with Know your People Online DBS system. (Full name and email address is required). Alternatively, if the applicant is on the DBS update system, the applicant will need to supply their most recent certificate number, full name and DOB. Head of safeguarding will then perform a check with the update service and send confirmation to HR to keep on personnel file.

An email link from First advantage- know your people is sent to employee / volunteer to complete application. Three documents are required to be selected for verification purposes. An email is also sent from head of safeguarding to advise of checks and next steps. Guidelines can be found [here](#).

On completion of application, employee / volunteer notifies Head of safeguarding to then verify documents. This may be done via the know your people portal or face to face in the stadium by the head of safeguarding. There may be time where the head of safeguarding will delegate a verifier to complete verification in some cases.

During the meeting between the Head of safeguarding and applicant the 3 documents that were used to complete the application online will need to be show, these must be originals of the documents. Passport will also be needed to be scanned as a the applicants right to work.

DBS will carry out the relevant searches on the individual. This could take between 1 - 8 weeks.

Employee / volunteer will receive their DBS Certificate in the post and should notify the Head of safeguarding that it has been received. Head of safeguarding will receive a notification of the outcome on the certificate i.e. "clear".

If the DBS is clear, the Line Manager will be notified and will be in contact with the employee / volunteer

If the DBS is not clear, the employee / volunteer will be contacted by the Head of safeguarding for next steps.