

## The DBS Disclosure Process in England, Northern Ireland and Wales (updated November 2014)

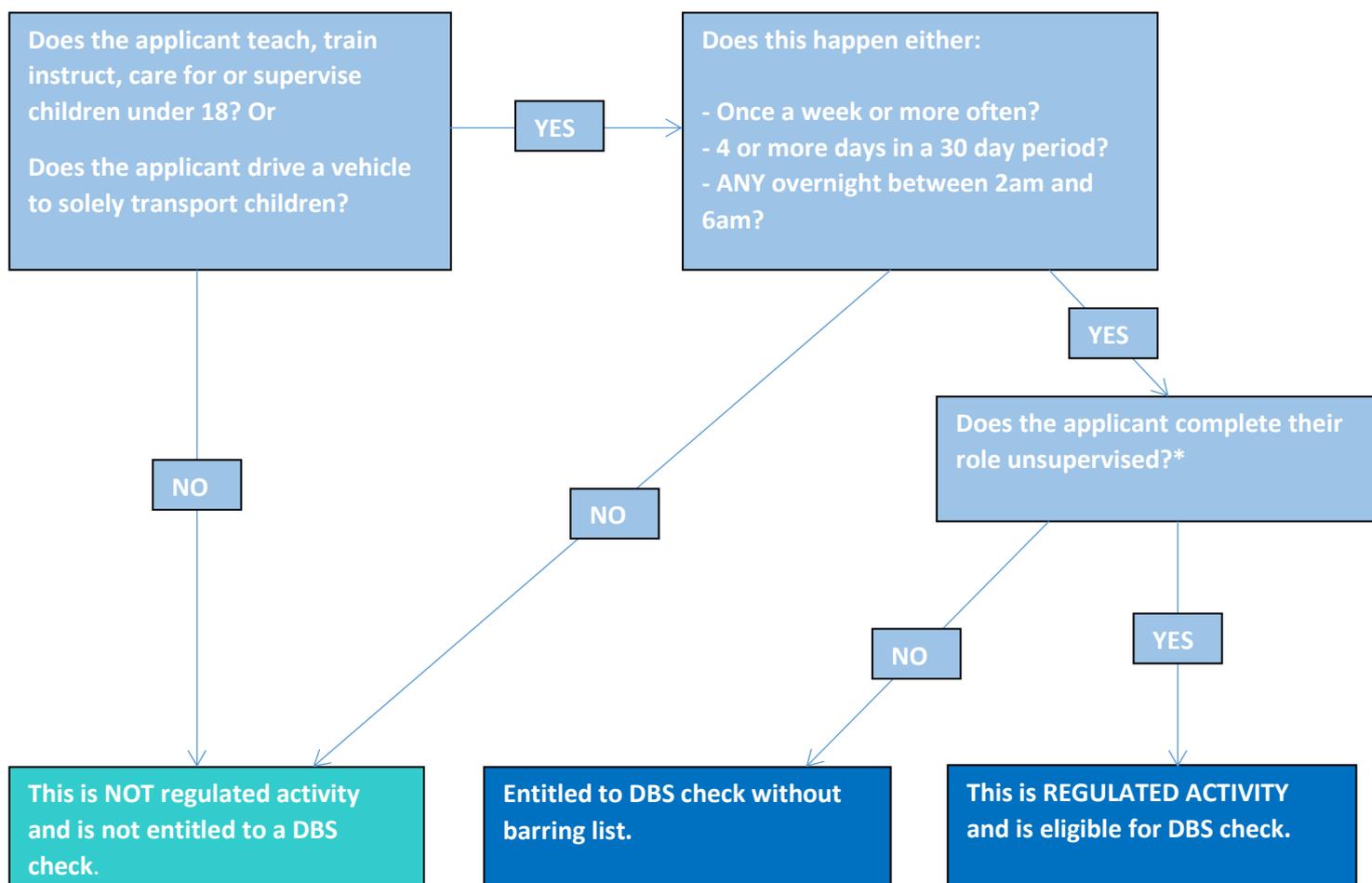
British Orienteering is no longer a registered body for the purpose of DBS checking as we do not process enough DBS applications to qualify. We now use the umbrella body [Online Disclosures](#) to process applications on our behalf. The system is completely electronic; please follow the steps below to make an application for a DBS disclosure.

1. Decide if you are required to, and eligible to, apply for a DBS disclosure. Use the attached flow diagram to determine if you do or do not need a DBS check.
2. If you decide that you need a DBS check, contact British Orienteering National Office by [e-mail](#) or by phoning 01629 583037.
  - We will then ask you to confirm your eligibility for a DBS disclosure as it is illegal for us to process an application if the applicant is ineligible.
  - We will also confirm your eligibility status; are you coaching in a volunteer or paid capacity?
  - You will then receive an e-mail containing further instructions as to how to begin your application.
3. When completing the online form you will need to provide a range of information that can be used to verify your identity and address. You will need to provide:
  - Full name and other personal details
  - National Insurance number if you have one
  - Driving Licence number
  - Passport number, nationality and country of issue
  - Full, current address
4. Somebody will need to verify that the forms of identification provided are genuine. This will either be one of our 'Document Checkers' or one of the staff at the National Office. In either case you will need to provide the following documents:
  - A document showing your National Insurance number
  - Your UK Driving Licence (paper or card)
  - Your Passport
  - A utility bill with your name and current address
5. Due to British Orienteering now using the Online Disclosure system there is a charge of £12.60 inc. VAT per application that will need to be paid by the applicant.
6. If you have used a Document Checker to verify the documents they will be able to logon to the system and confirm that they have verified your documents.

7. Nominated staff based at the National Office can see the status of all applicants' check at all times, therefore once verified we will countersign and submit to DBS via the online system.
8. The DBS will carry out the checks. Their stated aim is to complete standard disclosures in 2 weeks and enhanced disclosures in 4 weeks, but it is better to allow longer than this. When the DBS has completed the checks it will send one copy of the disclosure to you at your home address. You will then need to copy the disclosure and send it to the National Office, this can be a paper copy or a scanned version.

For more information go to the DBS's own [step-by-step guide to the disclosure process](#).

### Do you need a DBS check?



**\*Government guidance states that supervision must be “reasonable in all the circumstances to ensure the protection of children”.**

**This means that it:**

- Is “regular and day to day” (supervision must not be concentrated in first few weeks and then tail off)
- And is undertaken by someone who is in Regulated Activity themselves.

**British Orienteering DBS Regional Identity Document Checkers  
(excluding Scotland)**

The following are authorised to check Identity Documents in England, Northern Ireland and Wales on behalf of the Lead Countersignatory.

<b>Region</b>	<b>Checker's name</b>	<b>Checker's club</b>	<b>Nearest town</b>
<b>WOA</b>	Helena Burrows	ERYRI	Gwynedd
	Mark Saunders	BOK	Newport
<b>WMOA</b>	Ruth Lockley	HOC	Birmingham
	Eric Brown	HOC	Church Stretton
	Henry Morgan	POTOC	Stoke
	Amy Sarkies	OD	Rugby
<b>SEOA</b>	Keith Marsden	HH	Watford
<b>NWOA</b>	Mike Ormerod	SROC	Clitheroe
	Derek Allison	LOC	Grange Over Sands
<b>EMOA</b>	Hilary Palmer	NOC	Nottingham
	Pauline Olivant	NOC	Nottingham
	Wendy West	LEI	Leicester
<b>YHOA</b>	Will Patterson	AIRE	Leeds
<b>SWOA</b>	Christine Vince	KERNO	Yeovil
	Roger Hargreaves	KERNO	Truro
	Katy Dyer	BOK	Bristol
<b>NEOA</b>	Mike Hardy	CLOK	Redcar
	Trisha Davies	NATO	Morpeth
	John Crosby	NATO	Cramlington
<b>EAOA</b>	Alan Bedder	NOR	Norwich
	Lyn West	SOS	Dedham
<b>SCOA</b>	David Currie	SOC	Eastleigh
	Dave Rogers	BKO	Ascot
	Liz Yeadon	SARUM	Wiltshire
<b>NIOA</b>	Colin Henderson	LVO	Lisburn

**Please note: If you cannot find a suitable Regional Identity Document Checker in your area please send the completed application form and supporting identity documents to Mike Hamilton at the British Orienteering National Office.**