

Applying for a DBS check

For Scotland and Northern Ireland, please follow the Home Nation guidance.

- British Orienteering uses an umbrella body, Know Your People, to process Standard and Enhanced DBS applications.
- These applications may only be submitted where the role is legally eligible for the level of check requested.
- British Orienteering is unable to accept a DBS that has been issued from another employer or sport.

1. Check eligibility

Use the British Orienteering [DBS Eligibility Guidance](#) and [flowchart](#) as an initial guide and complete the online form [Eligibility Form](#) which requests the relevant eligibility information required by British Orienteering.

British Orienteering will confirm the appropriate workforce, level of check and whether barred list information can be requested.

→ [DBS Eligibility Guidance & flowchart](#)

→ [Eligibility form](#)

2. Start the online application

Once eligibility has been confirmed, you will receive instructions for starting the online application through British Orienteering's DBS provider. Complete the application using your current personal details and the information requested by the system.

3. Verify your identity

Your identity must be verified using the current DBS identity-checking requirements. The documents and verification route will depend on your circumstances. Follow the instructions provided with your application. For any help with this, please contact info@britishorienteering.org.uk

Where an in-person check is required, British Orienteering will explain how to access an authorised Document Checker or other approved verification route.

→ [Current DBS Checkers](#)

4. Submit the application

Once the required identity and application checks are complete, the application will be countersigned and submitted through British Orienteering's umbrella body. Any administration or processing charge will be confirmed as part of the application process.

5. Certificate and British Orienteering record

DBS issues the certificate to the applicant. Follow the instructions provided by British Orienteering about any action required once the certificate is issued. Where information on a certificate requires consideration, it will be handled confidentially under the relevant safeguarding procedures.

Existing DBS certificate / Update Service

An existing DBS certificate may sometimes be capable of being used through the DBS Update Service. It cannot automatically be accepted simply because it is current: the workforce, level of check and any barred list information must be suitable for the British Orienteering role.

→ [DBS Update Service guidance](#)

Club Welfare Officers

Club Welfare Officers should follow the current Club Welfare Officer Guidance for role-specific safeguarding check requirements and then use this application process where a British Orienteering DBS application is required.

→ [Club Welfare Officer Guidance](#)

If information is disclosed on your DBS certificate

A disclosure on a DBS certificate does not automatically prevent someone from taking part in or holding a role within orienteering.

Where relevant information is disclosed, British Orienteering will assess it in accordance with its safeguarding and safer recruitment procedures. The assessment will consider matters such as the nature and relevance of the information, the role being undertaken, the level of contact or responsibility involved, any risk to others and any representations from the individual concerned.

Depending on the circumstances, British Orienteering may:

- decide that no further action is required;
- allow the individual to continue in the role, with or without additional safeguards;
- impose temporary restrictions while further enquiries are made; or
- refer the matter into the safeguarding case-management process for further assessment or independent determination.

Any temporary or final safeguarding measures will be imposed in accordance with the Safeguarding Regulations and relevant procedures.

Confidential matters: Contact safeguarding@britishorienteering.org.uk if you need to discuss a confidential safeguarding or disclosure matter.

Need help?

If you are unsure which check applies to your role, please contact safeguarding@britishorienteering.org.uk