

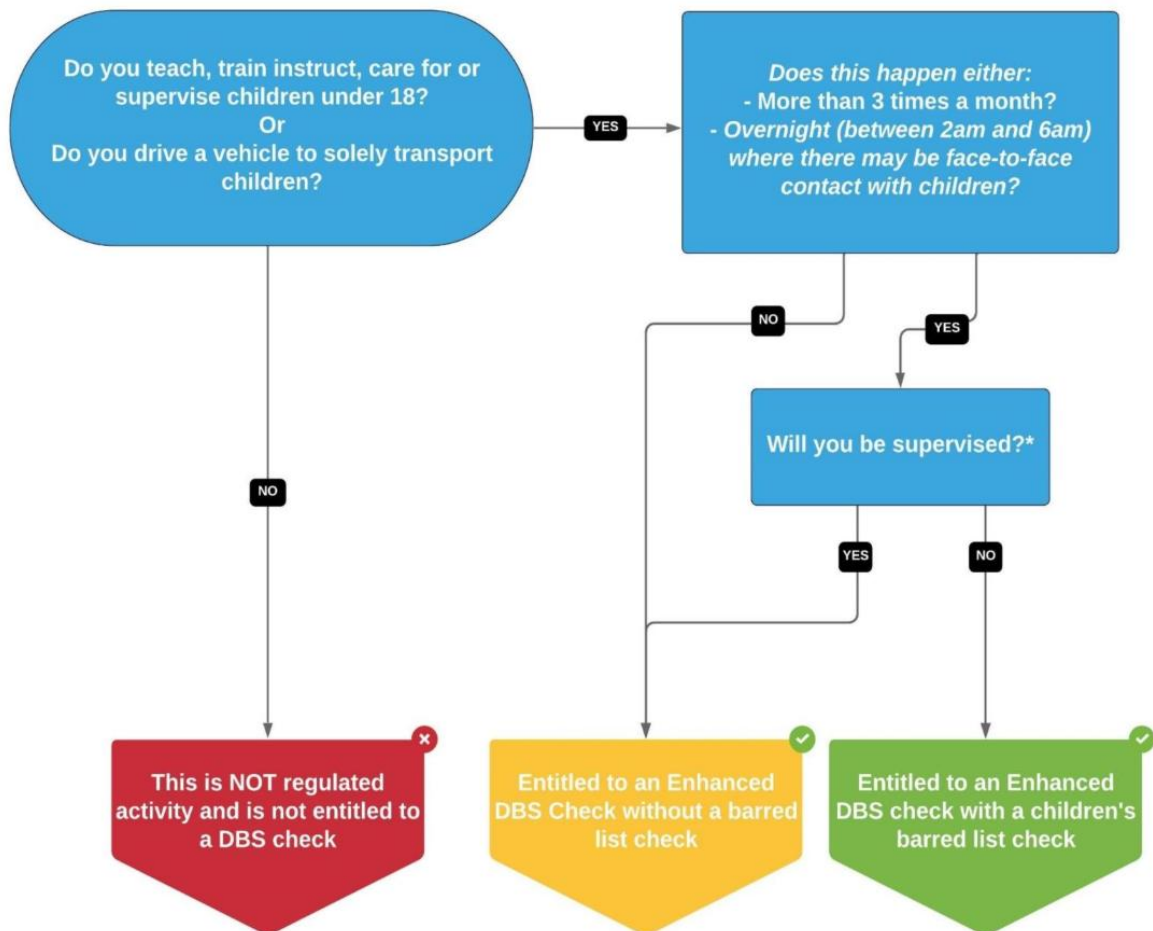
The DBS Disclosure Process in England and Wales

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 Know Your People 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 £13.16 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 login 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.
9. For more information go to the DBS's own step-by-step guide to the disclosure process.

Are you eligible for 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.

The following are authorised to check Identity Documents in England and Wales on behalf of the Lead Counter signatory.

Name	Club	Region
Christine Vince	KERNO	SWOA
David Currie	SOC	SCOA
Derek Allison	LOC	NWOA
Don McKerrow	SLOW	SEOA
Eric Brown	HOC	WMOA
Liz Goodwin	BOF	BOF
Hilary Palmer	NOC	EMOA
Mel Elkington	OD	WMOA
Liz Yeadon	SARUM	SCOA
Carolyn West	SOS	EAOA
Mark Saunders	BOK	WOA
Pauline Olivant	NOC	EMOA
Pauline Tryner	SYO	YHOA
Peter Gilder	NOW	SWOA

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 the British Orienteering National Office (info@britishorienteering.org.uk).

If you wish to have a conversation about a disclosure on your DBS, please refer to the Lead Safeguarding Officer (safeguarding@britishorienteering.org.uk)