

How to Apply for a DBS check

PLEASE READ THE BELOW IN ITS ENTIRETY.

If you as a Real Tennis or Rackets professional or club volunteer would like to apply for a DBS check, email communications@tennisandrackets.com requesting login details for the DBS Online Application Form. Appropriate instructions will then be forwarded.

There are two stages to completing the online application process:

1. **You will complete an online form**, which will take between 5 and 10 minutes.
2. **You will have your identification verified by a your local ID Checker**. In the case of applications made through the T&RA, your ID checker will be Kambra Clifford, who is available to meet at the T&RA offices at The Queen's Club. It is recommended that this is done in person. However, if you are unable to come to Queen's to have your ID checked, you may send these documents to Kambra at the T&RA offices to verify, and the T&RA will return them by post.

Please see the guidance (at the end of this document), detailing the types of ID you will be required to present.

Cost

The DBS check costs £38, plus a £10.20 administration fee (First Advantage is the T&RA's authorised agent for the purposes of DBS checks), which is payable online. Volunteers are exempt from the £38 charge, but will still need to pay the administration fee.

Process

Once your ID check is complete, your application will be processed. This can take up to six weeks, although most are issued within a week.

Only one copy of the Disclosure Certificate will be issued by the DBS Executive Agency. This will be sent directly to you, the applicant. First Advantage will be informed only whether or not the certificate is 'clear' or 'has content.' First Advantage will then report to the T&RA the result of the applicant's DBS check. If content (such as a past criminal conviction) appears on the DBS certificate, the T&RA will request that the applicant forward the certificate to see the nature of the content and to conduct a risk-assessment. The results of a risk-assessment will then be passed on to the relevant employer via the T&RA.

This DBS process will apply to:

- All Club Real Tennis and Rackets professionals, assistants and trainees.
- All Club Child Protection Officers.
- Any Club or T&RA U18 tournament organiser.
- Any Club Committee members with responsibility for juniors.

Professionals and assistant professionals at Schools should follow their school's procedure.

Duration of Validity and the Update Service

Please note: DISCLOSURE CERTIFICATES REMAIN "IN DATE" FOR 3 YEARS FROM THE DATE OF ISSUE.

It is the Club management's responsibility to ensure that their Real Tennis or Rackets coaches, their Child Protection Officers and any volunteers working with their juniors are in possession of a current and valid Disclosure Certificate.

We encourage applicants to sign up for the online DBS update service. When you register for the update service, you are provided with an online account allowing you to take their DBS certificate with you from one job (or volunteer position) to another, and your employer to check your certificate online. This service costs £13 per year (potentially more cost effective than reapplying ever 3 years). You may register for this service when you apply for your DBS certificate online, or within 14 days of the DBS certificate being issued.

Further Information on Identification Verification and Documents

There are three possible routes to proving your identity for the purposes of your DBS check.

Please note that:

- At least **one** document **must** show your current address.
- Only **original** and **valid** identity documents will be accepted.
- If you can provide a Group 1 document you **must** follow Route 1.
- If you cannot provide a Group 1 document you are required to follow Route 2.
- Route 3 should only be used if you are **unable** to follow Route 2.

Route 1

One document from Group 1 and two further documents from Group 1, 2a or 2b. For example: a Passport + Bank Statement + Council Tax Statement.

Route 2

Currently not available.

Route 3

Group 2a Birth Certificate, one additional document from Group 2a and three further documents from either Group 2a or 2b. For example: Group 2a Birth Certificate + Marriage Certificate + Bank Statement + Council Tax Statement + Utility Bill. If you are unable to provide the necessary documents to follow Routes 1, 2 or 3, please contact the T&RA verifier so that they are aware of the situation.

Group 1: Primary Identity Documents

- * Passport (any nationality) within date of expiry
- * Biometric Residence Permit (UK) within date of expiry
- * Driving Licence Photocard (UK, Isle of Man & Channel Islands) within date of

- expiry (full or provisional)
- * Birth Certificate (UK, Isle of Man & Channel Islands) issued within 12 months of birth (excluding those issued by UK authorities overseas, such as embassies, High Commissions and HM Forces)
- * Adoption Certificate (UK and Channel Islands)

Group 2a: Trusted Government Documents

- * Passport (any current and valid)
- * Biometric Residence Permit (UK)
- * Current Driving Licence Photocard (all countries outside the UK, excluding Isle of Man and Channel Islands)
- * Current Driving Licence Paper Version -- if issued before 1998 (UK, Isle of Man, Channel Islands)
- * Birth Certificate (UK, Isle of Man & Channel Islands) issued after time of birth
- * Marriage/Civil Partnership Certificate (UK and Channel Islands)
- * Immigration Document, Visa or Work Permit (issued by a country outside of the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country which role is based)
- * HM Forces ID Card (UK)
- * Firearms Licence* (UK, Isle of Man and Channel Islands)

Group 2b Financial and Social History Documents

- * Mortgage Statement (UK)
- * Bank or Building Society Statement (UK), issued in last three months
- * Bank or Building Society Statement (countries outside of UK), issued in last three months and from country where applicant lives and works
- * Bank or Building Society Account Opening Confirmation Letter (UK), issued in last three months
- * Credit Card Statement (UK), issued in last three months
- * Financial Statement (UK), issued in last twelve months (for example pension or endowment)
- * P45 or P60 Statement (UK and Channel Islands), issued in last twelve months
- * Council Tax Statement (UK and Channel Islands), issued in last twelve months
- * Letter of Sponsorship from Future Employer* signed on letter headed paper
- * Utility Bill (UK), issued in last three months
- * Benefit Statement (UK, e.g. pension, child benefit), issued in last three months
- * Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands), issued in last three months
- * EEA National ID Card
- * Irish Passport Card
- * Cards Carrying the PASS Accreditation Logo
- * Letter from a Head Teacher (16-19 UK only), signed on letter headed paper

Documents denoted with a * can be accepted for applicants applying from outside of the UK.

Documents denoted with a ** can be accepted if the applicant is either applying from outside of the UK or has been living in the UK for less than 12 months.

If you have any further questions, please visit the Safeguarding section of the T&RA website:
<https://www.tennisandrackets.com/executive/child-protection>