

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, you should email cpo@tennisandrackets.com requesting login details for the DBS Online Application Form. The T&RA's volunteer child protection officer (Ashley Lenihan) will then email the appropriate instructions to you.

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 Ashley Lenihan, 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 Ashley 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 £44, plus an £15 LTA administration fee (the LTA is the T&RA's umbrella body for the purposes of DBS checks), which is payable online. Volunteers are exempt from the £44 charge, but will still need to pay the £15 administration fee.

Process

Once your ID check is complete, your application will be processed. This can take up to 6 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. The LTA (as our umbrella body) will be informed only whether or not the certificate is 'clear' or 'has content.' The LTA will the 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 LTA will request that the applicant send the certificate to them to see the nature of the content, so that they can perform 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 will continue to 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 you 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

One document from Group 2a, two further documents from Group 2a or 2b and an external ID validation. For example: a UK Birth Certificate + Credit Card Statement + Government Document + external ID validation. (If you are required to follow Route 2 please contact the LTA Safeguarding Team on 0208 487 7179 to arrange the external ID validation, and your T&RA CPO representative to let them know that this is in process).

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 LTA Safeguarding Team on 0208 487 7179, and your T&RA CPO representative so that they are aware of the situation.

Group 1: Valid Documents

- * Biometric Residence Permit (UK) within date of expiry
- * Birth Certificate (UK & Channel Islands) issued at time of birth
- * Driving Licence (UK, Isle of Man or Channel Islands) (Photocard & Counterpart - Full or Provisional) within date of expiry
- * Passport (any nationality) within date of expiry

Group 2a: Valid Documents

- * Birth Certificate (UK & Channel Islands) issued after time of birth
- * Driving Licence (UK) (Old paper style – issued before 07/1998) within date of expiry
- * Non-UK Photo Driving Licence** within date of expiry

Group 2b Documents Validity

- * Bank or Building Society Statement, less than three months old
- * Benefit Statement (e.g. Pension), less than three months old
- * Council tax statement (UK), less than twelve months old
- * Credit Card Statement (UK), less than three months old
- * EU National ID Card within expiry date
- * Financial Statement (UK), less than twelve months old
- * Government Document (UK), less than three months old
- * Letter from a Head Teacher (16-19 UK only) signed on letter headed paper
- * Letter of Sponsorship From Future Employer* signed on letter headed paper
- * Mortgage Statement (UK), less than twelve months old
- * P45 or P60 Statement (UK), less than twelve months old
- * Utility Bill (UK), less than three months old
- * Work Permit/Visa (UK) within date of expiry

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: <http://www.tennisandrackets.com/general-child-protection.aspx>, or at the LTA: <http://www.lta.org.uk/players-parents/Supporting-your-child/Safety-and-well-being-in-tennis>.