



Issued: May 2019

## Criminal records check – Guidance for Bowls Clubs

Bowls England and the English Indoor Bowling Association Ltd (EIBA Ltd) provide a criminal record checking service to all affiliated members in association with GB GROUP. This joint guidance note is issued to confirm the process to be followed by affiliated members of both organisations who require a criminal record check from the above date.

### 1. Introduction

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to form the Disclosure and Barring Service (DBS) in December 2012. Since then criminal records checks have been undertaken by the DBS, which issues DBS certificates (also called disclosures). The DBS has also assumed the role that the ISA had played in administering the barred lists and making decisions about when individuals' details should be added to these lists.

### 2. Why do I need a DBS Check?

You may need to check someone's criminal record if they apply for certain jobs or voluntary work e.g. working with children.

For example:

A new member joins your club from another area of the country and says they have a current DBS certificate issued through a previous employer. They volunteer to become a driver for your junior section. You ask them to complete a NEW application and when it is returned and you find they have several convictions for drink-driving over many years, making them unsuitable for driving junior players. This does not mean the previous employer made a wrong decision; it simply means that this particular person is not 'fit' for this particular role. Obtaining a fresh Bowls Disclosure gives the club renewed assurance that all relevant issues have been examined.

### 3. What are the different types of DBS check?

There are four main levels of criminal record check:

**Basic:** Contains details of convictions and conditional cautions considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.

**Standard:** Shows filtered convictions, cautions, warnings, and reprimands that are held on the police national computer.

**Enhanced:** Shows everything that the standard check does, plus some additional discretionary information.

**Enhanced with Barred List Check:** Shows everything that the Enhanced check does plus whether the applicant is on the appropriate “barred list” for the work being done.

To find out what level of check you require go to: <https://www.gov.uk/find-out-dbs-check>

#### 4. Obtaining a DBS Check

Bowls England and EIBA Ltd use the services of the GB GROUP as their umbrella body for DBS checks.

Bowls England and EIBA Ltd RECOMMENDS that all DBS checks are conducted using the services of the GB GROUP, which means clubs can be sure that the correct checks have been taken and that all relevant information regarding the applicant for the position applied for is received.

By using this process Bowls England, EIBA Ltd and their affiliated Clubs and Counties can act appropriately if they receive any information regarding the applicant.

Bowls England and EIBA Ltd are aware that some clubs may be offered free DBS Disclosure services by other organisations. Neither Bowls England nor the EIBA Ltd will be held responsible for any club or county that chooses to use the services of another third party provider or to rely on a disclosure not issued through GB GROUP for the Sport of Bowls.

#### 5. What check to they do?

GBG is one of the largest criminal record checking providers in the UK, and one of the leading providers of online pre-employment screening and identity intelligence services, processing over 500,000 applications every year. The high volume of disclosures managed via Online Disclosures means we have expertise, speed and accuracy in all aspects of the process.

#### 6. Eligibility for a criminal records check

Access to DBS checks is controlled by the law and only those members who meet the eligibility criteria for a criminal records check ('check') are legally entitled to request one. Where eligibility for an enhanced check doesn't exist then a basic check can be requested – there are no restrictions on who can apply for this. Applicants can apply for their own basic check which provides details of unspent convictions.

There is no eligibility linked to adults – only those who work (paid or unpaid) with young people aged under 18 ('junior members') are currently eligible for a barred check.

In addition, the guidelines in the table below, prepared in conjunction with the GB GROUP, give a simple explanation of the eligibility for some key roles within any club/county association:

Job description	Eligible for Enhanced Check
Club Welfare Officer (club with no junior members)	No
Club Welfare Officer (club with junior members)	Yes
Coach who does not coach junior bowlers regularly	No
Coach who coaches junior bowlers regularly	Yes

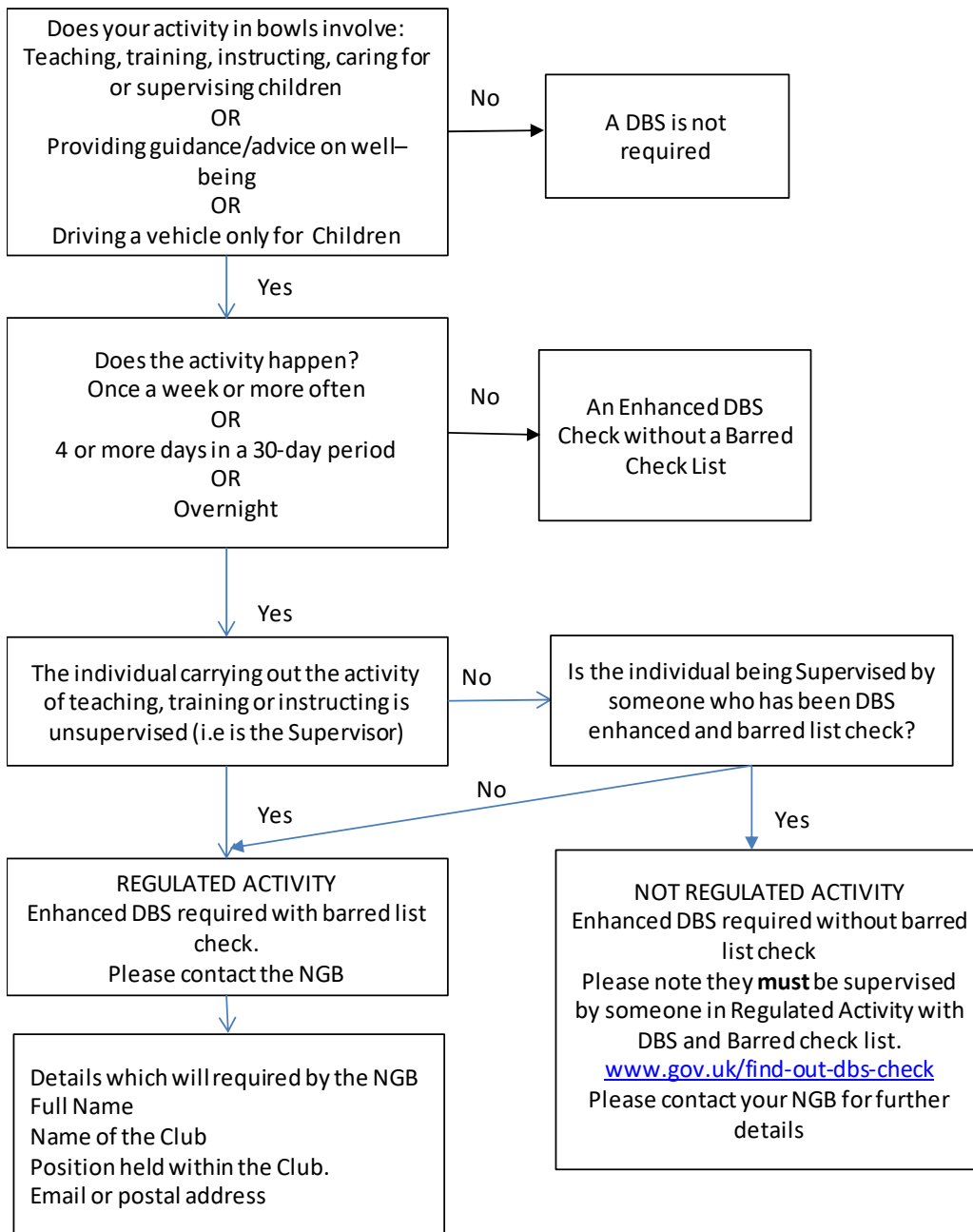
Please see the eligibility flowchart overleaf to see if you require a check.

## 7. What is Regulated Activity?

Regulated Activity is a legal phrase used to describe specific circumstances where individuals are working or volunteering with children or adults who are at risk because of help or treatment they are receiving. The definition of Regulated Activity is different for children and adults.

### For Children:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/758272/ENGLISH - DBS Checks in Sports - Working with Children LATEST.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/758272/ENGLISH_-_DBS_Checks_in_Sports_-_Working_with_Children_LATEST.pdf)



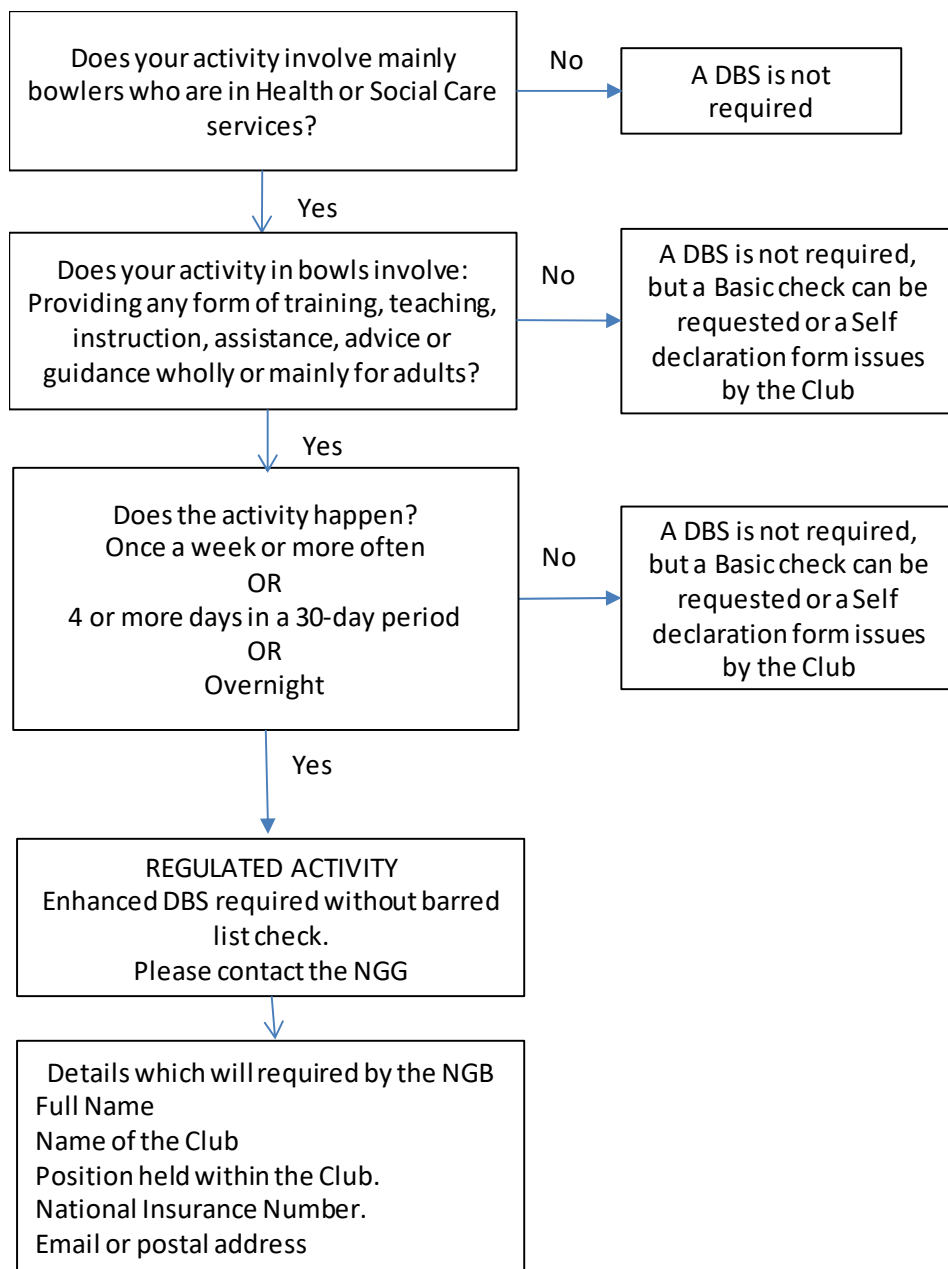
NB a Barred check list a list of people barred from working with children (replacing List 99, the POCA list and disqualification orders).

**For adults**, the type of activity that's classed as Regulated Activity is clearly set out in government guidance.

To check that Adults are in Healthcare full details can be found by clicking on this link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/758275/ENGLISH - DBS Checks in Sports - Working with Adults.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/758275/ENGLISH - DBS Checks in Sports - Working with Adults.pdf)

There is a good online tool for checking whether your Club/County can check a person's criminal record. To find it, click here: [www.gov.uk/find-out-dbs-check](http://www.gov.uk/find-out-dbs-check)



## 8. Application request

Should you meet the eligibility criteria for a DBS check, Bowls England and the EIBA Ltd recommend that you complete your application online.

### Online Disclosure

Any applicant requiring an Online Disclosure please contact either EIBA Ltd or Bowls England with their Full Name, role within your club and e-mail address as per details below:

#### English Indoor Bowling Association Ltd

Contact: Joanne Shore

E-mail: [joanneshore@eiba.co.uk](mailto:joanneshore@eiba.co.uk)

Telephone: 01664 481900

#### Bowls England

Contact: Alistair Hollis

E-mail: [enquiries@bowlsengland.com](mailto:enquiries@bowlsengland.com)

Telephone: 01926 334609

The applicant will then be sent an activation e-mail to register for the online service and once you have set up with a password you can sign in and complete the Online Disclosure.

### Before you begin

If you have any of the following documents which are listed below, it is mandatory that you supply this information when prompted.

- National Insurance number
- Valid Driving Licence
- Valid passport
- Valid National ID Card



### The application process

There are five steps to complete online. At the end of each step you have the option to save and complete at another time. The five steps are:

- ✓ About You
- ✓ Contact Details
- ✓ Verification Documents
- ✓ Summary
- ✓ Confirmation

### ID Verification Service Form

When you have completed all the steps, print out the ID verification service form and take to a Crown Post Office for verification (no need to photocopy your documents). To find the nearest Crown Post Office please visit. <http://www.postoffice.co.uk/branch-finder>

The Crown Post Office will check your originals against the ID verification paperwork, take payment and then upload on their system.

The cost of the Online Disclosure system (which includes VAT) is:

#### Volunteers

- Enhanced disclosure £12.60
- Crown Post Office check and uploading £6

### ***Paid Staff***

- Enhanced disclosure £56.50
- Crown Post Office check and uploading £6

*The applicant is responsible for all costs relevant to the verification process*

### **More information**

For further assistance please go to: <https://www.onlinedisclosures.co.uk/contact-support/online-support/> where you will find [Step-by-Step Instructions](#) together with 'Frequently Asked Questions' from Applicants. Online Disclosures is part of GB Group and is the largest criminal record checking provider in the UK.

### **Paper-Based Disclosure**

A paper-based application process is currently available to those who prefer to use the more traditional method. Any applicant requiring a paper-based application form please contact either EIBA Ltd or Bowls England with their Full Name, Address, Club and position they hold within the Club to:

#### **English Indoor Bowling Association Ltd**

David Cornwell House,  
Bowling Green,  
Melton Mowbray,  
Leicestershire  
LE13 0FA

Contact: Joanne Shore

E-mail: [joanneshore@eiba.co.uk](mailto:joanneshore@eiba.co.uk)

Telephone: 01664 481900

#### **Bowls England**

Riverside House,  
Milverton Hill,  
Royal Leamington Spa,  
Warwickshire  
CV32 5HZ

Contact: Alistair Hollis

E-mail: [enquiries@bowlsengland.com](mailto:enquiries@bowlsengland.com)

Telephone: 01926 334609

Guidance on completing the application form can be provided to all applicants.

### **Verification of identification documents**

All applicants must have their identity confirmed as part of the process. Applicants may choose to use the Post Office® Identity Document Checking Service or to send relevant documents directly to GB GROUP.

Should you choose to send documents to GB GROUP it is recommended that they be sent by Royal Mail Special Delivery and that a prepaid Special Delivery envelope is enclosed for the safe return of documents.

The cost of the paper-based application form is:

#### **Volunteers**

- £20 (including VAT) for volunteers
- Crown Post Office check and uploading £6

#### **Paid Staff**

- £64 (including VAT) for non-volunteer
- Crown Post Office check and uploading £6

*Definition of a volunteer can be found at [www.gov.uk/dbs](http://www.gov.uk/dbs) Payment is required for each application; cheques should be made payable to 'GB GROUP' and accompany each application.*