

DBS Disclosures

Snowsport England carries out the DBS disclosures for members and others at affiliated clubs. All applications are now completed on line.

Disclosures can take from a few hours to a few months to be issued, with most disclosures issued within 2 weeks.

Only the applicant now receives a copy of the disclosure, so please make sure you keep it safely as Snowsport England cannot issue you with a copy.

Who Needs a DBS Disclosure?

All coaches, instructors and Club Welfare Officers must have a DBS disclosure. If you hold another role in snowsport that involves teaching, training, caring for or supervising children, or helping children with a disability, or driving a vehicle for children (organised by the club), e mail dbs@snowsportengland.org.uk for further information.

PVG Scheme Record: As an organisation licencing people to work in England we are unable to accept PVG Scheme Records.

DBS Issued by Another Organisation: If you have a DBS issued by another organisation AND you have joined the DBS Update Service we may be able to accept it.

1. It must be the same level of DBS as we require: Enhanced with barred list check for working with children
2. You need to scan a copy of the full DBS to DBS@snowsportengland.org.uk together with a scan of your photo driving licence, or passport and bank statement
3. Snowsport England will then complete a status update check and let you know whether or not you need to complete another DBS.

Basic DBS: This is not of the required level to be a snowsport instructor or coach working with children and cannot be accepted.



Apply for your DBS [HERE](#)

- 1
 - Complete the **ONLINE FORM** to request appropriate log in details -
 - If you are not a member of Snowsport England, pay the £15 non-member fee
 - Log in details will be e mailed to you
- 2
 - Complete DBS application form, pay online (if applicable) and submit
 - Snowsport England will then forward your application to your ID verifier or forward you details for Post Office Certification (if you have chosen this option)
- 3
 - Arrange to meet your ID verifier and take appropriate documents
 - At least 3 original documents - best documents are Passport, driving licence, birth certificate, bill/bank statement less than 3 months old.
 - Or see full list below
- 4
 - Your ID verifier will submit your DBS application form
 - We are unable to influence the progression of your DBS form
 - The DBS make the necessary checks and issue your DBS disclosure
- 5
 - Once your disclosure is issued, Snowsport England will contact you and remind you to join the DBS Update Service which must be done within 30 days of the DBS being issued
- 6
 - Log on to the DBS Update Service - **HERE**
 - Registering with the Update Service takes 2 minutes, is free for volunteers and costs £13 a year for paid roles
 - If you join, and remain a member, you will not need to complete a DBS for us again in the future (unless your criminal record changes)
- 7
 - Snowsport England will update your membership profile with your new DBS disclosure number and date of disclosure
 - You should inform your Club Welfare Officer you have a new disclosure
- 8
 - If your DBS disclosure has "content" you will be asked to send it to the Safeguarding Lead at Snowsport England for risk assessing.
- 9
 - If you join the Update Service, in 3 years' time if you are asked to complete a new DBS by Snowsport England, let us know you have joined the Update Service and we will do a free online check on your DBS without you needing to complete a new DBS.

Document Checking

All document checking must be completed face to face¹, and original documents must be shown. We need one of the following combinations of ID and 3 documents in total:

Option A: 3 x Blue

Option B: 2 x Blue, 1 x Orange or Green

Option C: 1 x Blue, 2 x Orange or Green (either/both)

Option D: 1 x Orange, 2 x Orange/Green (either/both)

<ul style="list-style-type: none"> • Current, Valid Passport • Valid Photo Driving Licence, full or provisional, from the UK, EEA, Isle of Man or Channel Islands • Birth Certificate (issued within 12 months of birth) from UK, Isle of Man or Channel Islands • Adoption Certificate from UK and Channel Islands • UK Biometric Residence Permit 	<ul style="list-style-type: none"> • Valid EEA National ID card • Valid Irish Passport Card • Cards carrying the PASS accreditation logo from UK, Isle of Man and Channel Islands <p>Issued in the last 3 months and not internet copy:</p> <ul style="list-style-type: none"> • Utility Bill UK (not mobile phone) • Bank/Building Society Statement from UK, Channel Islands and EEA • Bank Account Opening Confirmation Letter UK • Credit card statement UK or EEA • Benefit statement, eg Child Benefit, Pension UK <p>Issued in the last 12 months and not internet copy:</p> <ul style="list-style-type: none"> • Council Tax Statement UK and Channel Islands • Mortgage Statement UK or EEA • Financial/Pension Statement UK • P45/P60 UK and Channel Islands <p>For 16-19 year olds only able to produce 2 valid documents</p> <ul style="list-style-type: none"> • Letter from Head teacher or college principal confirming name, date of birth, address and how long they have known them
<ul style="list-style-type: none"> • Valid Photo Driving Licence, full or provisional, from a non EEA country (excluding Isle of Man and Channel Islands) • Valid Paper Driving Licence, full or provisional, from UK, Isle of Man, Channel Islands and EEA • Birth certificate, issued after 12 months of birth, from UK, Isle of Man and Channel Islands • Marriage or Civil Partnership Certificate, from UK and Channel Islands • HM Forces ID Card from UK • Firearms Licence from UK, Channel Islands or Isle of Man 	

Chosen Your ID? Please ensure:

- You have selected a combination of documents, in line with instructions above
- At least one form of ID provides proof of your address
- At least one form of ID provides proof of your full name
- At least one form of ID confirms your date of birth
- NB – some forms of ID (eg photo driving licence) will provide proof of name, address and date of birth but you must still provide 3 documents in line with instructions above

Please note we cannot accept the following:

Photocopies, Internet copies (must be postal versions), screen shots of documents (must be originals), mobile phone bills

¹ During Covid-19 restrictions, Snowsport England is able to carry out document checking via video link

Post Office Certification Service

If easier for you, you can opt for Post Office verification.

1. You will need to visit a larger post office for the “document certification” service – see their [information](#). You’ll need to take 3 original documents, plus photocopies of them, plus the Post Office Document Certification form and cash (currently £12.75 as of 30/10/20).
2. The best 3 documents are 1) passport 2) photo driving licence and 3) a recent utility bill, bank statement, building society statement, P60, P45, credit card statement. NB The Post Office will not accept birth certificates or marriage certificates.
3. If you do not have these documents (at least one must be passport or photo driving licence) please contact me to check, before paying for the verification service
4. Once the Post Office has verified the documents you need to send the 3 certified photocopies, plus the stamped Document Certification form to Snowsport England. If you want them returned to you please enclose a stamped addressed envelope.
5. **NB During Covid-19 our offices are closed and you will need to scan these certified copies plus the stamped Document Certification form to Snowsport England** dbs@snowsportengland.org.uk. Please keep the certified copies and the PO stamped form for 28 days in case we need you to send them to us.
6. Your form will then be submitted to the DBS.

How much does a DBS disclosure cost?

FREE - If you are you a coaching scheme member of Snowsport England and a Volunteer, or a volunteer CWO in a club registered with Snowsport England, your first DBS is free, and you should join the DBS Update Service. If you do not join the Update Service, you will be required to pay the Umbrella Body administrative charge for your repeat DBS disclosures.

£7.20 If you are a volunteer who has previously completed a FREE DBS (above) but failed to join the DBS Update Service, or a general volunteer helper for a disability club.

£47.20 - If you a coaching scheme member, and are paid for your snowsport work (some or all of it). Snowsport England does not charge members - the DBS charge £40 and our Umbrella Body charges £7.20 for processing your application.

£22.20 - If you are a volunteer instructor or coach in an affiliated club, but not a coaching scheme member of Snowsport England.

£22.20 - If you are a volunteer undertaking a different role that requires a DBS, in a club or organisation affiliated to Snowsport England.

£62.20 - If you are paid for some or all of your snowsport work in a club affiliated to Snowsport England, but you are not a coaching scheme member of Snowsport England.

We are only able to process your application as a member of Snowsport England if you are a Licenced coaching scheme member, or have joined Snowsport England as a trainee



instructor, or are a Club Welfare Officer for one of our member clubs. We can process disclosures for others at affiliated clubs but non-member fees apply. Contact dbs@snowsportengland.org.uk for prices for other roles.

DBS Update Service

Snowsport England encourages you to join the Update Service. If you join the Update Service and remain a member, instead of asking you to complete a new disclosure in 3 years' time, we will be able to go on line and do a quick free "Status Update check" to ensure your criminal record remains unchanged. If it has not changed, you will not need to redo your DBS. Other organisations can choose to accept your disclosure and do their own Status Update check for free too. Snowsport England pays the Umbrella Body administrative charge for our volunteers. If you don't join the Update Service, you will be required to pay this administrative charge for repeat applications.

The Update Service is free for volunteers and the DBS charge £13 a year for paid roles. Registering for the Update Service must be done within 30 days of the issue of the disclosure, and is done via the [DBS website](#).

If your criminal record has changed you will be required to complete a new DBS.

The Update Service was introduced by the Government in 2013 and is designed to make your DBS disclosure more portable, negating the need for multiple disclosures. We encourage you to join.

Applicants with criminal records

Please do not be put off applying because of a criminal record. When you apply for your DBS, you will be given the opportunity to declare your criminal record and if you do, Snowsport England will contact you about this. All cautions, convictions, reprimands or warnings should be disclosed unless they have been "Filtered" in line with [current guidance](#). Once the disclosure is issued you will be asked to send it to us, it will be risk assessed, and a decision will be made. The risk assessment will be informed by a combination of factors including: When the offence was committed; type of the offence; how many offences; how old you were at the time; does it suggest you may not be suitable to work with children etc. If you want to discuss a criminal record, or whether your criminal record may now be Filtered, contact the Safeguarding Lead at Snowsport England. 01509 232323 or welfare@snowsportengland.org.uk. Snowsport England has a policy for the Recruitment of Ex-offenders and complies with the DBS Code of Practice.

Any Questions? Contact [DBS@snowsportengland.org.uk](mailto:dbs@snowsportengland.org.uk)

A decorative graphic in the bottom left corner consisting of two overlapping arrow-like shapes, one red and one dark blue, pointing towards the right.