

Hockey Wales

Sport Wales National Centre
Sophia Gardens, Cardiff
CF11 9SW

Tel: 0300 300 3126
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www.hockeywales.org.uk



DBS Process

Information for Individual Coaches and/or Club Welfare Officers:

Do you need a DBS Check?

Individuals who provide advice or guidance wholly or mainly to children and this specifically relates to their emotional, educational or physical well-being on more than 3 days in a 30-day period or overnight between 2am and 6am with the opportunity for face-to-face contact with the children. For example, coaches, those transporting children at the request of the club, those accompanying U18's on tours.

Step 1: Please provide Hockey Wales with the following details by completing the fill out the [DBS Application form](#)

- NAME
- DOB
- EMAIL ADDRESS
- ROLE

Step 2: Next you will receive a Terms and Conditions e-mail from Hockey Wales alongside an individual password and link to another application form which must be completed within **90 days** (please check your Junk Folder as sometimes the e-mails go into this).

Step 3: You must also provide Hockey Wales with your **relevant copies of identification**. (The list of acceptable identification is detailed on the next page). You must do this by arranging to meet face-to-face with your 3 forms of ID (originals and scanned copies) with your Club's Safeguarding Officer. *It is the applicant's responsibility to arrange this meeting.*

Your Club's Safeguarding Officer will email the scanned copies of your ID to the dbs@hockeywales.org.uk email account, you will be CC'd into this email.

Step 4: Once Hockey Wales have received your application form AND certified copies of identification your DBS will be processed. Once the application has been approved you will be issued with your certificate number. You will also be registered with the auto-update service. This registration number will be advised to you. Please ensure you advise us if the DBS is no longer required at which stage, we will cancel the auto update, thus saving us the renewal fee.

If you have any further questions, please send them to DBS@hockeywales.org.uk



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DBS Application Checklist:

Task	Time to complete after application has been started	Complete
Fill out the DBS Application form		
Received a Terms and Conditions e-mail from Hockey Wales with login details. Use the individual password and link to complete the online application form	90 days	
Arrange to meet with your Club's Safeguarding Officer face-to-face to validate your ID's	90 days	
You will be CC'd into an email from your Club's Safeguarding Officer with your ID's to the dbs@hockeywales.org.uk email	90 days	
Unless stated otherwise by Hockey Wales no further action is required until you receive your DBS Certificate. If you are contacted by Hockey Wales with queries or amendments these will need to be complete within the same 90 days	90 days	
Application will then be complete once all 3 stages are done		
To confirm your registration on the auto update service, you will receive an email from Vibrant Nation asking you to log in and confirm the details attached. This email will be sent annually, and you will be required to fill the details out each year	10 days AFTER you receive your DBS Certificate	

Please note:

Enhanced DBS check applications that are submitted with omitted or incorrect information regarding the sections listed below will be withdrawn, and a new application will need to be submitted at an extra cost to Hockey Wales so please ensure you enter the correct information.

- Section A – Your current and previous names
- Section B – Your current address
- Section C – Five-year address history

DBS Identification

One document from Group 1 plus 2 further documents from either Group 1, or Group 2a or 2b. At least one of the documents must show the applicants current address.

Group 1: Primary Identity Documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption Certificate	UK and Channel Islands

Group 2a: Trusted Government Documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 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 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid