



Disclosure and Baring Service

RFU Disclosures

The Club strongly suggests that all managers, coaches and first aiders apply for a DBS(CRB) certificate. Match officials, administrators do not need to apply. See flowchart below **Who requires a DBS check within rugby union?** Under RFU Regulation 21, anyone who is engaged in Regulated Activity (please see answer to question below and RFU Eligibility Criteria guidance) is required to obtain a DBS disclosure. The disclosure must be applied for within 4 weeks of the individual being appointed to their role. During this period waiting for the completion of the DBS check an individual must be supervised by a DBS cleared individual.

Any senior coaches or managers who coach vulnerable adults will also require a DBS check such adults are defined as

“Who is or may be in need of community care services by reason disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation”.

3. What is Regulated Activity?

Regulated Activity is defined as teaching, training, instructing, caring for or supervising children frequently or intensively. From [Englandrugby FAG](#): *It is advisable that anyone coaching more than twice a month should have a DBS check.*

10. I already have a disclosure certificate for my job, do I need to reapply? Only those disclosures issued through the RFU will be accepted by the RFU. This is due to the difficulty with ensuring original certificates are assessed by the appropriate people and that confidential personal information is not lost or shared inadvertently. Having listened to feedback, it was decided that to expect Club Safeguarding Officers to take on this additional responsibility was unacceptable. RFU processed DBS checks are free where the applicant is a volunteer. Documents required (3 or more depending on what you can submit) [Link to Documents Required](#)

2. Documents the applicant must provide

Criminal Records Bureau (CRB) checks are now called Disclosure and Barring Service (DBS) checks.

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity.

The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

Route 2

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

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 EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg 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 EU (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 EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands

Document	Notes
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

All driving licences must be [valid](#).

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 account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg 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
Work permit or visa	UK	Valid up to expiry date
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, eg Child Benefit, Pension	UK	Issued in last 3 months

Document	Notes	Issue date and validity
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	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

**All documents need to be seen and be genuine, not photocopies or computer printouts
The process is, at least, a 2 part procedure, without the final part the process will not continue and will not show up on the GMS (RFU Database)**

More information from englandrugby.com