

On 1 December 2012, the Criminal Records Bureau (CRB) is merging with the Independent Safeguarding Authority (ISA) to become the Disclosure and Barring Service (DBS).

The DBS was established under the Protection of Freedoms Act 2012 and will provide a joined up service to combine both the criminal records and barring functions (VBS – Vetting and Barring). It contains all of the new safeguarding and vetting requirements that will affect individuals in sport and recreation organisations who have contact with children and vulnerable adults.

The service and processes currently provided by the CRB are not changing as a result of the merger and the new organisation (DBS) will continue to deliver such services to customers as normal throughout the transition. You should therefore continue to submit applications in the same way you normally do i.e. sending completed forms to the FA CRB Unit in Nottingham (full address as per the front page of each existing FA CRB form).

The only changes you will see from December onwards when using a new stock of DBS forms is that the application form, continuation sheet, certificate and associated guidance will have been rebranded as DBS. As part of the rebranding a new DBS logo is being introduced replacing those of CRB and ISA. There will also be small changes to the application form and disclosure certificate and some of the language that is used. The DBS website guidance will also look a little different.

What is changing at CRB for 1 December?

Some terminology will be changing. The new terms in bold are the most frequently used ones in football:

Current Terms

CRB, ISA, VBS

Standard CRB check

Enhanced CRB check

Enhanced CRB check with Barred list check

ISA Adult First

Vulnerable Adults

New Terms

Disclosure and Barring Service (DBS)

A standard DBS check

An Enhanced DBS check

An Enhanced check for Regulated Activity

DBS Adult First

Vulnerable groups

Ways the new DBS want people to help communicate the changes are by:

- emailing the following link to anyone involved with your club or league:
www.homeoffice.gov.uk/crbischanging
- distributing and displaying this flier: [CRB to DBS – 1st December 2012](#)

Application forms and certificates

Application form

- orders received by the FA CRB Unit from 1st December 2012 will be supplied with DBS application forms
- you can continue to use your current stock of CRB application forms until 1st February 2013
- from 1st February 2013, only DBS application forms will be processed by the FA CRB Unit
- remember the FA CRB Unit e-address for information, downloads of ID forms and DBS form ordering www.tmgcrb.co.uk/default.asp?id=336

Certificate

- DBS certificates will be issued for all completed checks from 1 December 2012

Existing CRB disclosures remain valid until their normal renewal date (after three years).

An updated application form for the DBS

The minor changes on the DBS application form do not affect the application process.

Changes involve the removal of:

- references to the CRB and ISA
- sections that related to the VBS scheme, which never came into force.

Here is a list of the questions that have been changed which related to the VBS scheme:

- questions a28-a29 - these questions were never used as they related to ISA registration and have been changed to read “not used”.

Note: when completing an **existing CRB** form put a ‘cross’ in the ‘no’ box of a28

- questions d50-d54 - these questions were never used as they related to applications for registration with the ISA and have been changed to read “not used”

Note: when completing an **existing CRB** form put a ‘cross’ in the ‘no’ box of d50

- question x60 - this question is no longer relevant and has been changed to read ‘not used’

Note: when completing an **existing CRB** form put a ‘cross’ in the ‘yes’ box of x60

The following changes reflect revised terminology:

- 'registered to work with' has been replaced with 'barred from working with' (refers to d64 and d65 on existing CRB form)
- the term 'vulnerable' has been removed in relation to adults (refers to d65 and d66 on existing CRB form).

This does not affect how you should complete these questions on the application form so Welfare Officer's still need to place a cross in the appropriate box when using an existing CRB form.

On the new DBS application forms:

- question x64 will read "are you entitled to know whether the applicant is barred from working with children?"
- question x65 will read "are you entitled to know whether the applicant is barred from working with adults?"
- question x66 will read 'does this position involve working with children or adults at the applicant's home address?'

For information, you can download a [SAMPLE DBS application form](#) and an [application form changes poster](#).

Continuation sheet

Please continue to use the current FA TMG [CRB continuation sheet](#) with **CRB application forms** during the transition period - www.tmgcrb.co.uk/default.asp?id=336

The DBS continuation sheet, [English](#) version, is now available to be used **for DBS application forms** – these will be available from FA TMG CRB from 1st December.

Action the FA is taking for Affiliated football

Regulated Activity

The changes brought about by the new definition of Regulated Activity mean that those people which the FA define to be in Regulated Activity will be legally required to undertake a check i.e. they will be breaking the law if they do not undertake a check and work in Regulated Activity, this is almost certainly to include all coaches working with U18s.

There will also be others who are required by the FA to undertake a check.

Regulated Activity relates to specific activities and time periods for unsupervised roles and in line with Government guidance the FA is at present defining which roles sit in which level of requirement and will communicate this in the lead up to spring 2013.

Disclosure and Barring Service

The FA continues to liaise directly with the DBS, in line with our duty to inform them where decisions are made to remove people from the workforce as they pose or may pose a risk of harm to children or vulnerable groups.

Applicant Only Disclosure

In spring 2013, the **Applicant Only Certificate** will be implemented. This means that The FA will no longer receive a copy of the Criminal Records Certificate and will need to liaise with the applicant to receive a copy.

The FA is reviewing the best mechanisms to manage this change in procedure by the Government, to adapt to the way in which we will receive Criminal Records certificates to undertake risk assessments. Further information on this process for affiliated football including the regulations that are in place to manage participants who do not comply with the requirements, will be issued early in 2013.

Update Service

Early next year, a new, online service will be launched by the DBS which will offer applicants' applying for new criminal record checks the opportunity to register with the DBS Update Service. This service will remove the need for unnecessary repeat applications for DBS checks by allowing employers to use a simple online service to confirm whether or not an individual's check is up-to-date or not. This will establish if further relevant information has been identified since the initial criminal record certificate was issued.

The FA CRB Unit is liaising closely with the DBS in relation to the proposed Update Service.

At this stage however much work on this is still required and a further communication will be made about this by March 2013.

Communication

The FA will provide a further update by the end of January 2013 and will amend the related FAQs on The FA.com where necessary in order to guide affiliated football.

Summary - what should football be doing now

Leagues and clubs to continue to carry out criminal record checks for those that are eligible.

Note the change to DBS forms from 1st December and that all existing CRB application forms will cease to be accepted by The FA CRB Unit from 1st February 2013.

The FA will provide guidance as to who is eligible for which level of check as soon as this is agreed. Until such guidance is published, clubs and leagues can continue to apply for an

‘Enhanced CRB’ check when using an existing stock of CRB forms

or

‘Enhanced DBS plus regulated activity’ check when using the new DBS application forms

The FA will continue to refer individuals to DBS who have been removed from ‘Regulated Activity’ because they have harmed, or pose the risk of harm, to a child or a vulnerable person.

You can send this document to anyone involved with your club or league for their information. It will also be posted on the DCFA website in the revamped CRB section which will be renamed DBS from 1st December 2012.

Please note : The copying and use of the DBS logo is not permitted without the prior approval of the DBS.