



Stoneygate RFU Mini & Junior Section Volunteer DBS Process

Initial implementation date: January 2018

Last reviewed: March 2019

Next review date: March 2022

Owned by: Safeguarding Officer

Email: stonegateminiscwo@outlook.com

WHAT THE RFU SAYS:

“The RFU is committed to ensuring that all children enjoy rugby union in a safe and enjoyable environment. The RFU requires any individual engaged in a Regulated Activity to undertake a Disclosure & Barring Service (DBS) check through their club in order to work with children or vulnerable adults in accordance with the [RFURegulation21...](#)”

Find out more on the Disclosure and Barring Service (DBS) page of the RFU website [here](#)



Stoneygate RFU Mini & Junior Section Volunteer DBS Process

Adults who work unsupervised with children, including coaches, team managers, and first aiders, are required to have a current 'Disclosure and Barring Service' or 'DBS' check (previously known as 'Criminal Records Bureau' or 'CRB' check) completed by the club's Safeguarding Officer before they start volunteering.

To make this process as efficient and easy to understand as possible, the club has put together a process map outlining this process. You will find this on page 4 of this document.

Please note that volunteers must not start their volunteer work with the club until a valid DBS Check has been completed.

Below are some questions and answers that you may find helpful before starting the process:

Q. I am helping out a coach who has a valid DBS check, do I need to have my own?

A. Yes, in almost all cases you will be required to have your own DBS check. If you are unsure, please contact the club Safeguarding Officer for further advice.

Q. I have a current DBS with my current employer, can we just use this one?

A. No. Unfortunately at the moment the club is unable to use DBS checks undertaken by your employer.

Q. I have previous convictions. Will I be prohibited from volunteering?

A. Having previous convictions does not automatically prohibit you from volunteering. Each individual's suitability will be considered on a case by case basis



by the Rugby Football Union (RFU). If you would like to discuss further on a before applying, please discuss **in confidence** with the club Safeguarding Officer.

Q. I am known by my middle name / nickname / use a different surname for work, is it okay to use this name to register with?

A. No. You must provide registration details that match the documents that you are going to use to verify who you are.

Q. How long does the process take?

A. The process can take anywhere from a couple of weeks to a few of months. The most common cause of delay is when inaccurate or incomplete information is provided for registration.

Q. Can I provide photocopies of my ID documentation?

A. No. The safeguarding officer MUST see original documentation and as part of the process.

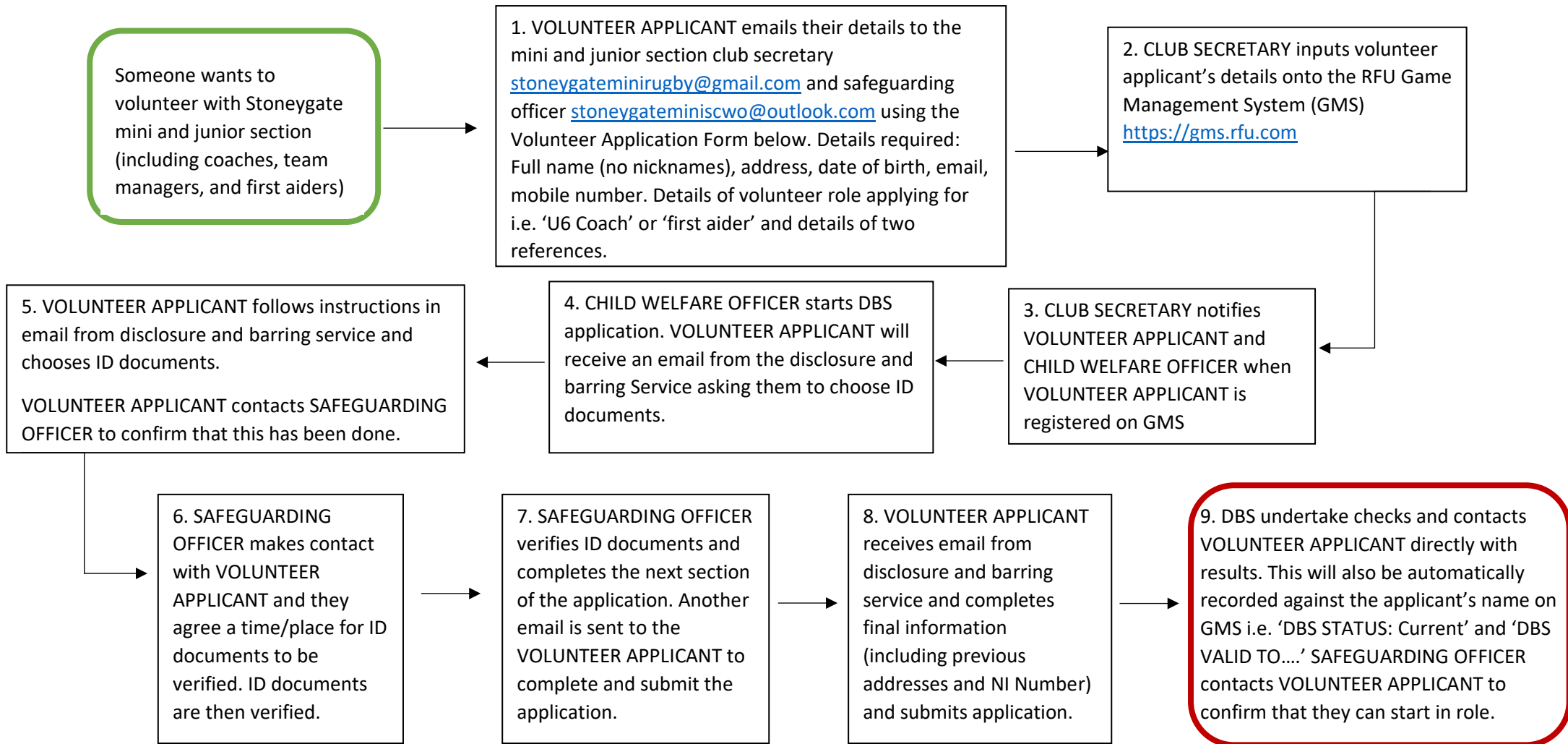
Q. How long will my valid DBS Check last?

A. Your valid DBS check will last for 3 years at which point you will receive a reminder from the Safeguarding Officer to follow the below process again.

Thank you for considering volunteering for Stoneygate Minis & Juniors. We will make this process as easy as possible for you. If you have any questions or concerns at any stage of the process please make contact with the club Safeguarding Officer at stoneygateminiscwo@outlook.com



Stoneygate Mini & Junior Section Volunteer DBS Process





Stoneygate RFU

Volunteer Application Form

PART A - PERSONAL DETAILS

SURNAME:

FIRST NAME (full name and no nicknames please):

ADDRESS:

POSTCODE:

DATE OF BIRTH:

EMAIL:

TELEPHONE NUMBER:

PLEASE DETAIL THE ROLE(S) YOU ARE APPLYING FOR WITHIN THE CLUB (i.e. 'U6 Coach' or 'First Aider'):

PLEASE LIST ANY PREVIOUS RFU CLUBS YOU HAVE VOLUNTEERED FOR:

RFU ID No. (if held / known):

PART B - REFERENCES

Please give details of two referees (not relatives) who the club or the RFU may contact to request character references from should it be considered necessary to do so. These should be people who have known you for at least five years and have some professional standing in your community.

NAME:

POSITION:

ORGANISATION:

ADDRESS:

POSTCODE:

TELEPHONE NO.:



NAME:

POSITION:

ORGANISATION:

ADDRESS:

POSTCODE:

TELEPHONE NO.:

Please return to: Mini and junior section Club Secretary at stoneygateminirugby@gmail.com and Safeguarding Officer at stoneygateminiscwo@outlook.com