



Chobham Rugby

DBS Application Process

The following applies to NEW and RENEW DBS Applications

There are **4** Steps to Applying for a DBS. Please follow them in order

Step 1: E-learning: Safeguarding and Headcase

- Go to this [LINK](#)
- Search for Course type VIRTUAL within 200 miles and no other search fields filled in:

- These three courses will appear:

Search

COURSE
Virtual

WITHIN
200





POSTAL CODE
Postcode/town

FROM

TO

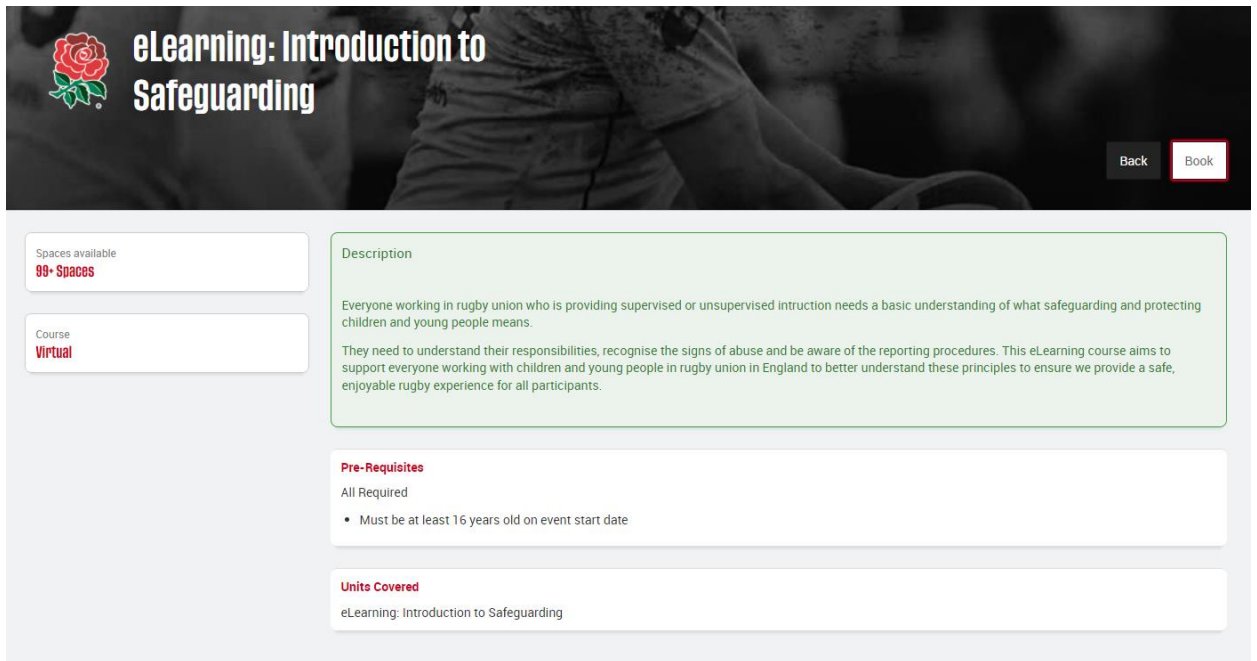
Search

Clear

Course Finder		Map View
	eLearning: Headcase Concussion Awareness Training 30/06/2022 09:00 - 99+ Spaces	Open  More
	eLearning: TackleSafe 2021/22 30/06/2022 09:00 - 99+ Spaces	Open More
	eLearning: Introduction to Safeguarding 30/06/2022 23:58 - 99+ Spaces	Open More

- You need to take the Headcase and Safeguarding courses. If you are in U9 or above then please feel free to take the Tacklesafe course

- Select the course you want and open it then select 'Book'



eLearning: Introduction to Safeguarding

Back Book

Spaces available
99+ Spaces

Course
Virtual

Description

Everyone working in rugby union who is providing supervised or unsupervised instruction needs a basic understanding of what safeguarding and protecting children and young people means.

They need to understand their responsibilities, recognise the signs of abuse and be aware of the reporting procedures. This eLearning course aims to support everyone working with children and young people in rugby union in England to better understand these principles to ensure we provide a safe, enjoyable rugby experience for all participants.

Pre-Requisites

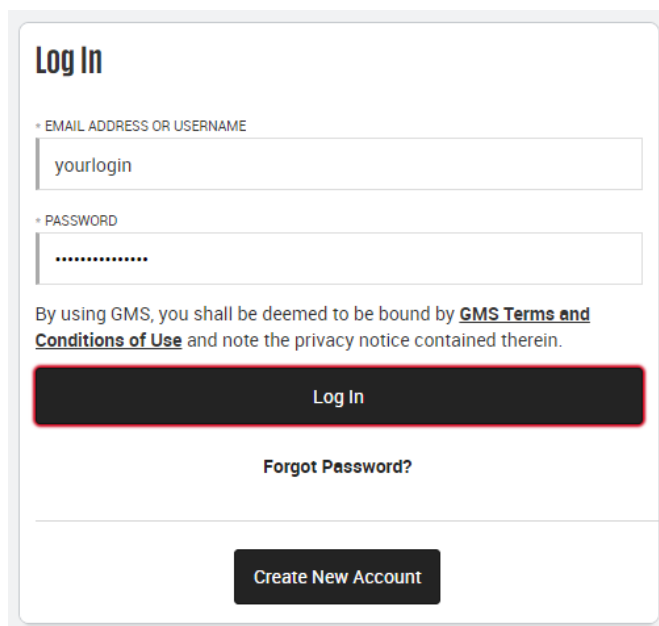
All Required

- Must be at least 16 years old on event start date

Units Covered

eLearning: Introduction to Safeguarding

- It will now ask you to login to GMS.
 - If you don't have a login then create a new account
 - If you don't know your login please contact your manager



Log In

+ EMAIL ADDRESS OR USERNAME

yourlogin

+ PASSWORD

.....

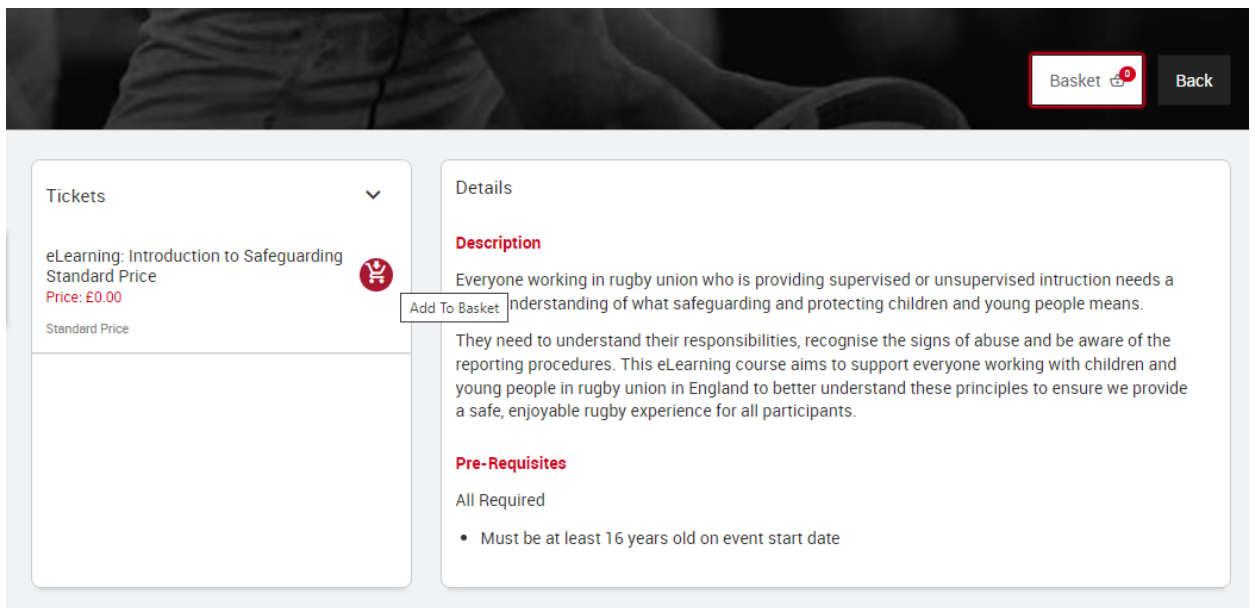
By using GMS, you shall be deemed to be bound by [GMS Terms and Conditions of Use](#) and note the privacy notice contained therein.

Log In

Forgot Password?

Create New Account

- Add the course to your basket



- You can select the back button to add more courses
- When ready, go to basket and checkout
- All these are free
- You will receive an email with details on how to access the course(s)
- If you don't receive an email, then check your spam and if not there contact your manager

Step 2: DBS Check



- Email your full name, address, age group, role and date of birth to the club DBS coordinator on dbs@chobham-rugby.co.uk
- They will contact you to arrange a Zoom or face to face meeting for you to show her your documents.
 - Documents are usually:
 - Passport
 - Driving License
 - Utility bill NOT older than 3 months or council tax letter from this year
 - Documents MUST have the same address and name as you have stated in the email
 - A full list of documents accepted is available [HERE](#)
 - Photocopies are not acceptable, and you MUST bring them yourself to present to the club DBS coordinator.

Step 3: DBS Confirmation



- After the meeting, your details will be processed, and **you will receive an email** that requires you to confirm some information so please do keep an eye on your email.
- If you don't confirm your DBS application will not progress.
- If your email does not come through and is not junked, please contact the DBS coordinator.

At this point you can volunteer for the club

If you are a **first aider** please see **Step 5** below.

If there are any issues with your DBS application, you will be contacted.

If it goes through, you will receive a certificate in the post.

The club does NOT need this certificate but you do.

Please use it to apply for DBS auto renewal (in **Step 4 below) and then store it in a safe place.**

Step 4: DBS Renewal

Please use the below instructions to set up your DBS to auto renew.



Introducing the DBS Update Service

The Update Service is an online subscription service that lets you keep your standard and enhanced DBS certificates, including any DBS certificates issued by the RFU up-to-date. It also allows organisations to check a certificate online, with your consent, which may remove the need to reapply through different organisations such as Scouting/Guiding.

Unfortunately, the England RFU have made the decision not to accept DBS certificates issued for other organisations such as Scouting/Guiding so an RFU DBS check through the club is always needed.

There is no charge if you are using a volunteer application or certificate to join the Update Service. You could save yourself and the club DBS volunteers a lot of time and effort by join the service, as it removes the need to reapply for new DBS check/certificate from scratch every three years.

To subscribe to the DBS Update Service, you **MUST** apply with your DBS E-Application reference straightaway or within 19 days of the issue of your DBS certificate.

1. Navigate to DBS Update Service on-line form:

<https://secure.crbonline.gov.uk/crsc/apply>

2. Complete the form with:

- Surname
- Gender
- Date of Birth
- Email Address
- Mobile Number
- Application Reference or DBS Certificate Number
- Voluntary Position - Yes

3. Accept the Terms and Conditions on the next page

4. Make a note of the Update Service ID, which is displayed. You will need this to logon to the DBS Update Service Portal

You can monitor the status of your subscribed DBS applications and certificates at any time from the DBS Update Service Portal <https://secure.crbonline.gov.uk/crsc/subscriber> which you logon to using your Update Service ID and date of birth.

You can also add any DBS certificates/applications for other organisations to the Update Service, providing the application is in progress or it is within 19 days of the DBS certificate issue date.

Step 5: First Aiders

First Aiders need to attend a First Aid Course at the club or, if they have a first aid qualification outside of the club, they can be approved to First Aid immediately in some cases (not all).

Please contact your section First Aid Coordinator to discuss attending the First Aid course or to have your external qualifications approved. For contact details please see the Chobham Rugby website.

All first aiders receive a First Aid bib which must be worn during training/festivals/matches at all times; along with a first aid kit.