

DBS Information Sheet – January 2024

Please note: the expiry for an ECB DBS enhanced certificate is one year. You will need to consent to the annual Update Service in order for your DBS check to be carried out each year. Once on the Update Service you will receive an email to action from dbs@ecb.disclosures.co.uk a few weeks before its expiry. It will give you a link in the e-mail to log in and confirm your role and your contact details.

However, you will also receive an e-mail from donotreply@dbs.gov.uk government website advising you as a volunteer, to do nothing, and your DBS will automatically be extended for another year. This is an automated e-mail and is NOT the case. If you ignore the ECB e-mail, your DBS will expire.

New Applications:

The ECB DBS process is online and anyone who is involved in regulated activity will need to complete a DBS application, providing they have a valid email address.

The applicant should contact their Club Safeguarding Officer (CSO) and ask them to initiate an online DBS application using the Atlantic Data website on the following link:

<https://ecb.disclosures.co.uk/>

Applicants will need to give the CSO the following information:

- Forename/Given name (as per passport/driving licence)
- Surname
- Your Date of Birth
- Your Salutation (Mr/Mrs/Ms/Miss)
- Your E-Mail Address
- Your Club or Organisation
- Confirm your Role (see below)

The following roles require an ECB DBS check and are considered regulated activities for those involved with children or adults at risk in cricket. Please note some categories will be amalgamated shortly:

- Club Safeguarding Officer
- Captain / Vice-captain
- Coach / Assistant Coach
- All Stars / Dynamos Cricket Activator
- All Stars / Dynamos Cricket Helper
- Children's Helper / All Stars Children's Activator
- Junior Supervisor
- League Safeguarding Officer
- Physiotherapist
- Safeguarding Recruiter (Child)
- Team Manager

- Umpire
- Volunteer Coordinator Children

Talent:

- Academy Director
- Children's Cricket Agent
- Children's Cricket Talent Scout
- Disability Cricket Manager
- Education Advisor
- Personal Development Manager
- Medical Staff
- Psychologist
- Strength / Conditioning Coach

Umpires and scorers not affiliated with a club can go through the Essex ACO. Anyone who requires a DBS and is not affiliated with Club or Officials should email safeguarding@essexcricket.org.uk with their full details as above.

DBS Verification:

Once your application has been initiated, you will receive an e-mail with instructions to complete the verification process.

You will be asked to complete an online form to input your ID documentation eg: Passport, Driving Licence, Birth Certificate, Utility Bill, P45/P60. **Please remember to make a note of the documents you use and the dates of issue used.**

Once the application has been submitted, you will receive a further e-mail with a list of ID Verifiers local to you to enable you to get your ID documents verified. If your CSO is registered as an ID Verifier they can do this, and you should contact them as soon as you get the e-mail. Once a meet is agreed, take your **original documents** to show the ID Verifier so they can verify you. If your CSO is not registered, and the details of the local ones are inconvenient, please contact Essex Cricket as members of staff can arrange to get documents verified.

The ID Verifier will log on to the Atlantic Data system, input the document data and submit the application.

The DBS will then go through the checking process and you will receive your DBS certificate through the post in around 7-10 days. This timeframe can vary depending on the checks completed.

Once a DBS Certificate has been issued, the ECB will send an e-mail inviting the applicant to register to the Update Service so that it can be rechecked/renewed annually. This is free to volunteers. **Please confirm this e-mail so that you receive an annual e-mail for a DBS check.**

To Become a ID Verifier:

Club Safeguarding Officers may have up to two additional ID verifiers to themselves. They should email the Essex Safeguarding Team giving full details of whom they need to be Verifiers.

DBS Renewals:

If you are registered to the ECB DBS Update Service you will receive the following after a year:

Contact email from ECB to renew DBS:

Whether you are on the update service or not, you will receive an email notification directly from the ECB from email address dbs@ecb.disclosures.co.uk. This will be approx. 1 month before your renewal date (every year) asking you to log into your DBS portal to consent to your recheck and complete your annual confirmation of your role/club/contact details -**You need to do this if you are in a paid role or a volunteer.**

If you have **not** logged in and consented/reconfirmed your details, then your renewal will **not** take place. Your ECB DBS clearance will expire on your renewal date.

Contact email from the DBS Update Service:

This is external to the ECB. The DBS Update Service will also email you from their email address donotreply@dbs.gov.uk as your account is personally registered to you. **If you are a volunteer you will also receive an annual subscription email but as you are not required to pay you don't need to do anything with this particular email.**

Please ignore the statement ' If you are still using your DBS certificate(s) as a volunteer then you do not need to do anything to renew your subscription. This will happen automatically.'

It will not as you need to respond to the ECB email.

If you do get a request from the ECB to send your DBS to the ECB you should do so immediately. You will get some reminders but if you fail to send it back you will receive a letter from the ECB temporarily suspending you from all regulated activity. The County SO will be informed, and they will let your CSO know.

CSOs can keep track of applications for their club as they go through the process if they are registered as Online ID Verifiers. If they are not registered, Essex Cricket Office staff can track the progress of applications. Contact the Essex Cricket Office email : safeguarding@essexcricket.org.uk

If you earn more than £800 through your cricket activities, you will have to pay a fee for your DBS:

The cost to registering to the Update Service is £13 per annum for those in paid roles. This is paid directly to the DBS Update Service (online) when registering and renewing your subscription. Please note if you change your bank card or details this may have an impact on renewing your 'paid for' DBS.

FAQ's:

Q1. What if there is content on my DBS certificate?

All convictions, cautions and information on the DBS certificate are assessed for their relevance with respect to safeguarding children and an individual's suitability to work with children. The assessment is carried out by the ECB Vetting Panel if you have content on your DBS certificate, the ECB Vetting Panel may request further information from you to ensure you are suitable to hold a position of trust in cricket.

The existence of any convictions and/or cautions will not necessarily prevent an individual from being involved in cricket; that will depend on the nature and circumstance of the information provided and will be vetted on a case-by-case basis.

Q2. Who will know about my criminal convictions?

DBS certificates containing content will only be seen by the ECB Safeguarding Team; this information will not be shared outside of the ECB Safeguarding Team unless there is a need to share information with others in order to protect children.

All information is kept confidential and managed within a secure environment under the requirements of the Data Protection Act. Where information is shared, this is done in accordance with the requirements of 'Working Together to Safeguard Children, 2018/20'.

Q3. I have lived abroad. Can I apply for an ECB DBS certificate?

Yes, but you will need to provide a local police check or certificate of good conduct from your country of residence if you have lived abroad in the last five years.

Q4. I currently live overseas. Can I apply for an ECB DBS?

Yes, applicants from overseas must complete the Non-UK resident vetting form and will require a local police check or certificate of good conduct.

<https://safehands.zendesk.com/hc/en-us/articles/7021944998813-Vetting-for-Non-UK-residents-temporary-resident-in-the-UK->

Q5. Can I use a DBS from another organisation?

No, a specific ECB DBS is required for anyone undertaking a regulated activity role in cricket. See the complete list of roles above.

Q6. My club is based in Essex, but they play their fixtures in another county. Where do I apply for my DBS?

You apply through Essex Cricket which will have your club registration details.

ECB:

The ECB will endeavour to answer your query within five working days – however, please first check:

<https://safehands.zendesk.com/hc/en-us/articles/6661212405917-Making-a-DBS-application>

DBS Helpdesk Contact Details:

If your query concerns obtaining an online ECB DBS, please contact dbs@ecb.co.uk except:

- For technical queries using the online DBS system, including access and passwords, please contact Atlantic Data on 03333 207 310
- For system Admin and ID Verifiers requiring system technical support, please contact Atlantic Data on 03333 207 328
- <https://safehands.zendesk.com/hc/en-us/articles/7022153783325-Atlantic-Data-%20FAQs>

If you are unsure of whether the role needs a DBS check or have any other queries, please email safeguarding@essexcricket.org.uk

Essex Cricket Safeguarding Team:

Phil Knappett - County Safeguarding Officer - 07717728725

Kate Morpew - Deputy County Safeguarding and EDI Officer

safeguarding@essexcricket.org.uk

The Cloud County Ground, New Writtle Street, Chelmsford, Essex, CM2 0PG

Web site: <https://www.essexcricket.org.uk/community/safeguarding/>