



DBS Applicant Application Guide



DBS Applicant Application Guide

This guide has been created to support DBS Applicants apply for a DBS check with British Triathlon.

This guide includes information on;

- ✓ Important information before starting your British Triathlon DBS Application
- ✓ How to start your British Triathlon DBS Application
- ✓ Completing your DBS Application
- ✓ ID Document Verification
- ✓ Your Completed British Triathlon DBS
- ✓ Your British Triathlon DBS Status
- ✓ Renewing your British Triathlon DBS

Before starting your DBS application

- ✓ Before you start your British Triathlon DBS application your club needs to have registered a DBS ID verifier in their club management account. Guidance on how a club can register a DBS ID verifier can be found [here](#). If your club has not registered a DBS ID verifier in their club management account you will not be able progress with your DBS application. This is because you will not be able to select during your application a DBS ID verifier at your club to complete the DBS ID verification process.
- ✓ Applicants who are not a member of or associated with a club will need a person associated with British Triathlon to verify their ID. To request an individual be registered as a DBS ID verifier please request they email dbs@britishtriathlon.org with their name and email address. If you need some help to find an ID verifier please email dbs@britishtriathlon.org

Starting your DBS application

- ✓ To start your British Triathlon DBS application you need to first log into your British Triathlon account. If you have a British Triathlon Account already please skip the step below and go to the next page.
- ✓ If you do not have a British Triathlon Account please email dbs@britishtriathlon.org with your name, the role you require a DBS check for and the name of your club / organisation you perform your role at. You will then be provided with details on how to create an account with British Triathlon. Once you have set up your account you can follow the process set out below. Please note, you will have **only** set up an account with British Triathlon for the purposes of completing a DBS application. You will not have purchased membership and won't receive any of the associated benefits which are part of our membership packages unless you decide to do so as part of this process.

Your Profile

- ✓ Go to - <https://www.britishtriathlon.org/> click on My Account and log in. Once logged in click on Manage Profile.
- ✓ Here you will be able to see your DBS status with British Triathlon.
- ✓ If you have a DBS check with British Triathlon you will see your current status and expiry date. Please contact dbs@britishtriathlon.org if you have a British Triathlon DBS and it is showing 'No DBS record'.
- ✓ You will only see the APPLY/RENEW button if there is less than three months before your current DBS is due to expire or you do not have a DBS with British Triathlon.
- ✓ Click APPLY/RENEW to start your DBS application.

My Profile



UPLOAD IMAGE

Joe Bloggs

Date of Birth: 22 Jul 1978

Region: East Midlands

Age Cat: H (40-44)

Expires: 31st Dec 2021

Membership Number: E10149381

Club: None

DBS: No DBS record

APPLY / RENEW

VIEW MEMBER BENEFITS

DBS Eligibility

- ✓ Before starting a DBS application British Triathlon must ensure there is eligibility to check criminal records of individuals who work or volunteer within the sport of triathlon.
- ✓ Please complete the questions on this page to tell us you are eligible for a DBS check.
- ✓ On the next page you will be informed if you are eligible or not for a DBS check and the level of check you require, please make sure to make a note of the level of check you require for your role.

DBS ELIGIBILITY DETAILS

Do you carry out any of the following duties in your role? coaching, training, instructing, supervising or caring or providing advice or guidance relating to physical or emotional well-being.*

Yes

Does your role involve working with children (U18) or working with adults who are in receipt of a form of health care or social care service or assistance because of their age, illness or disability?*

Children

Do you carry out these duties in your your role once a week or 4 or more times within 30 days?*

Yes

Will you be supervised whilst carrying out these duties?*

Supervision is defined as being within sight and hearing of someone in Regulated Activity at all times who has a valid BTF enhanced with check against the barred list DBS check. If you are not confident in this level of supervision being in place select no.

No

SUBMIT

DBS Application

- ✓ Read the important DBS application information displayed.
- ✓ Check your personal details are correct. The email address displayed will be used to send you emails about your DBS application including your unique application link.
- ✓ **IMPORTANT NOTE:** Before progressing further with your DBS application please make sure your personal details match your personal identity documents which will be used to validate your DBS application. For example if your British Triathlon membership profile name is displayed as Dan Smith but on your passport you are Daniel Smith please amend this in the personal details section of your membership profile to match your passport. This is to enable us to match your DBS application and certificate data to your British Triathlon profile.

PERSONAL DETAILS

First Name: Joe

Membership Number: E10149381

Last Name: Bloggs

Home Nation: Triathlon England

Date of Birth: 22 Jul 1978

Email: Joebloggs@gmail.com

DBS Application

✓ The first question asks if you are applying for a DBS check for a voluntary role.

IMPORTANT POINTS:

- ✓ DBS checks for volunteers who hold current membership with British Triathlon are free.
- ✓ DBS checks for volunteers who do not hold current membership with British Triathlon cost £10.
- ✓ DBS checks for non volunteers cost £54.

The DBS definition of a volunteer is defined as:

Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.

To qualify for a free DBS check, you must not:

- ✓ benefit directly from the position for which the DBS application is being submitted or receive any payment (except for travel and other approved out-of-pocket expenses).

By selecting yes you confirm that your role meets the DBS definition for a volunteer. The DBS may recover the application fee if you select yes and the role you are undertaking does not meet the DBS definition of a volunteer and will also result in the cancellation of your DBS check.

DBS Application

- ✓ Next select your primary triathlon club.
- ✓ If your club does not appear in the drop down list this means they do not have a registered DBS ID verifier. Please contact your club as your DBS application cannot proceed until your club registers a DBS ID verifier in their club management account. Guidance on how to register a DBS ID verifier can be found [here](#).
- ✓ If you are not associated with a British Triathlon affiliated club please select 'No Affiliated Club'.
- ✓ Select up to two further clubs you are involved with if necessary.
- ✓ Select your DBS ID verifier from the drop down list who will complete your DBS ID verification. **IMPORTANT NOTE: Applicants who are also registered as a DBS ID verifier CANNOT select themselves to complete DBS ID verification. Verifying your own application will result in the cancellation of your DBS check.**
- ✓ The ID verifier you select will be notified you have chosen them to complete your DBS ID verification once you have completed this form. They will also be notified when you have completed your DBS application and submitted it for verification. You cannot change verifiers once you have pressed submit, please ensure you choose a verifier you will be able to meet in person to complete your DBS ID verification. If you are unsure at this step please contact dbs@britishtriathlon.org before continuing.
- ✓ Enter a Secret Word you will remember. You will need to provide your Secret Word to the DBS ID Verifier to allow them access to your DBS application details to complete your ID verification.
- ✓ Complete the rest of the form, accept the consent and application agreements and press submit.

DBS Application

- ✓ After pressing submit you'll be taken to a final page which informs you that you will shortly receive an email from British Triathlon with further instructions on how to complete your DBS application.
- ✓ Follow the instructions in the email to start your DBS application.
- ✓ Application help is available on-screen in the First Advantage Online Disclosures system and is also accessible by [clicking here](#) and viewing the applicant user guide from page 6 - Registering with an Activation Email section. Please also ensure you view the First Advantage Online Disclosures privacy policy before starting your application by [clicking here](#).
- ✓ If you require further assistance with your online application, please contact the First Advantage Online Disclosures helpdesk using this email address support@onlinedisclosures.co.uk.

DBS APPLICATION REGISTRATION

Dear Joe Bloggs,

Thank you for registering to complete an application for a criminal record check as part of the British Triathlon safer recruitment procedures. British Triathlon use an external company called First Advantage Online Disclosures to manage and process DBS applications using an online system.

Your sign-in details

Organisation PIN: 133261

Email Address:

To complete the application process, please follow the steps below:

1

Activate your account and create a password using the button below. The password must be a minimum of 8 characters in length and contain at least one capital letter and one number.

[Start Your Application](#)

2

Complete your online DBS application and submit it for verification.

DBS Application

- ✓ Once you have followed the instructions in your DBS application activation email, you've created a password and logged into the First Advantage Online Disclosures system you can complete your DBS application. Application help is available on-screen in the First Advantage Online Disclosures system and is also accessible by [clicking here](#) and viewing the applicant user guide from page 6 - Registering with an Activation Email section.
- ✓ You can save your DBS application progress and log out at any time. You will just need your email address and organisation pin found in your DBS application activation email to log back in along with the password you've set.
- ✓ Some of your personal details will already be displayed in your DBS application form. These do not need changing unless they are incorrect. Having followed the steps set out on page 7 of this guide your personal details should be correct.

Your Name & Gender

Please provide your full name and all names you have been known by in the past.

Gender

A confidential checking process exists for transgender applicants who do not wish to reveal details of their previous identity to the person who asked them to complete an application for a disclosure. Please contact the Sensitive Team on Sensitive@db.sgs.gov.uk

Male Female

Title	Forename	Surname
Select	Joe	Bloggs

Do you have a middle name?

Yes No

Have you been known by any other names?

This could be a change of first or last name

Yes No

Birth Details

Please provide details about your place of birth.

Date of birth

22 - 07 - 1978 *e.g. 31 - 12 - 1960*

DBS Application – Verification Method

- ✓ Your verification method will be pre-set to Organisation. You do not need to change this. The verifier you have selected previously will be notified when you have completed your DBS application and submitted it for verification. They will receive an email with instructions on how to complete your DBS ID verification.
- ✓ Next you need to select your position for which you are apply for a DBS check for. A list of positions in triathlon can be found on the next page, including what type of DBS check they require.

Verification Method


Please confirm your verification method so we can determine the verification documentation required.

Verification method:

Organisation

[View verifiers](#)

What is your position within the organisation

Select position... 

If there is no position present that describes your role, please contact the organisation that has asked you to complete this process

DBS Application – Positions

Position / Role	Workforce	Level of check	Child Barred List
Coach Child Workforce	Child	Enhanced	Yes
Coach Child & Adult Workforce	Child & Adult	Enhanced	Yes
Coach Non RA Child Workforce	Child	Enhanced	No
Coach Adult Workforce	Adult	Enhanced	Yes
Activator Child Workforce	Child	Enhanced	Yes
Activator Non RA Child Wforce	Child	Enhanced	No
Welfare Officer	Child	Enhanced	Yes
Support Volunteer / Staff	Child	Enhanced	No

Non RA = positions which are not Regulated Activity. Only choose one of these positions where;

- ✓ You **will** be supervised whilst carrying out your role. Supervision is defined as being within sight and hearing of someone in Regulated Activity at all times who has a valid BTF enhanced with check against the barred list DBS check.
- ✓ You do **not** carry out your role once a week or 4 or more times within 30 days but you do you carry out your role at least once a month.





Adult Workforce - Only choose a position with Adult Workforce where your role involves working with adults who are in receipt of a form of health or social care service or assistance because of their age, illness or disability.

DBS Application – ID documents

- ✓ As part of the DBS application process you are required to provide ID for verification. This is to ensure that you are who you say you are.
- ✓ Your ID documents will be verified by the DBS ID verifier you have selected once your DBS application is complete.
- ✓ Select the ID documents you want to be verified by your verifier. When sufficient ID has been selected a green bar will appear at the top of the DBS application form.
- ✓ Complete the confirmation at the bottom of the page and proceed to the next stage of your DBS application.

You have selected enough documentation.
You can now proceed to step 4 below. [Jump to bottom of the page](#)

Group 1

	Current valid passport	Change
	Current UK, Channel Isles or Isle of Man driving licence – photo card	Change
	Birth certificate – issued at time of birth <i>UK and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces</i>	Change
	Biometric residence permit (UK)	Select

DBS Application – Declaration

- ✓ Complete your DBS application declaration and submit it for verification. You will be reminded of the ID documents you have selected to be verified and then you can sign out.
- ✓ Once you have submitted your DBS application for verification, if you are required to pay for your DBS application you will receive an email from British Triathlon requesting payment is made.
- ✓ Once payment is made or if payment is not required you will receive an email from British Triathlon informing you your DBS application has been submitted for verification. The email will also ask you to meet with your DBS ID verifier to complete your ID verification.
- ✓ Your verifier will also receive an email informing them your DBS application is ready to be verified.

DBS Application – Verification

- ✓ Arrange to meet your DBS ID verifier and bring the ID documents you have selected with you. If you are not able to bring the ID documents you have selected you will be able present other ID documents instead. You can view a list of accepted ID documents by clicking [here](#).
- ✓ You will need to arrange a time and place to meet with your verifier, this needs to be a face to face meeting and not via the internet.
- ✓ When validating ID documents the verifier must carry the examination out face-to-face and the verifier must be in physical possession of the original documents, photocopies and documents downloaded from the internet are not acceptable.
- ✓ You will also need to provide your verifier with your secret word at the verification meeting so they can access your DBS application details.
- ✓ Once the verification process is complete you will receive an email from British Triathlon informing you of this and your DBS application has been submitted for processing.

DBS Application – Applicant Amendment

- ✓ Once your DBS application has been submitted for processing if you are required to make an amendment to your application you will be notified of this via email from British Triathlon.
- ✓ The email will contain the reason your DBS application has been returned and needs amending along with any notes provided by First Advantage Online Disclosures.
- ✓ You will need to log back into your DBS application using your log in details provided in the email from British Triathlon and amend your application.
- ✓ Once you have completed your amendments you will need to submit your DBS application for verification again. You and your ID verifier will be notified again via email and you will need to complete the verification process again as set out in this guide on page 16.


DBS Complete

- ✓ Once your DBS application has been processed and completed you will receive your DBS certificate through the post. You and your primary club will also be notified by email from British Triathlon.
- ✓ British Triathlon will also receive confirmation of your DBS outcome. You do not need to send your DBS certificate to British Triathlon for validation unless requested to do so.
- ✓ If you are requested to send your DBS certificate to British Triathlon this is because it contains a disclosure which needs to be risk assessed. Your primary club will also be notified a risk assessment is required before you can undertake your role unsupervised.
- ✓ Full details on how British Triathlon assess content disclosed on a DBS check can be found [here](#).

DBS Status

- ✓ Once your DBS application is complete you will be able to view the status of your DBS in your British Triathlon Account.
- ✓ Go to - <https://www.britishtriathlon.org/>, click on My Account and log in. Once logged in click on Manage Profile.
- ✓ Here you will be able to see your DBS status with British Triathlon.


My Profile

 UPLOAD IMAGE	Date of Birth:	Region: East Midlands
	Age Cat: G (35-39)	Expires: 31st Jan 2023
	Membership Number:	Club: None
	Package: Core Adult	DBS Status: Valid
		DBS Expires: 24 Jan 2025
VIEW MEMBER BENEFITS		VIEW MEMBERSHIP CARD

DBS Renewal

- ✓ DBS checks need renewing every 3 years.
- ✓ You will receive reminders to renew your DBS from British Triathlon three and one month from your expiry date.
- ✓ To renew you DBS first follow the log in steps on the previous page to access your British Triathlon account.
- ✓ You will only see the APPLY/RENEW button if there is less than 3 months before your current DBS is due to expire
- ✓ Click APPLY/RENEW to start your DBS renewal and follow the process from the start of this guide again.

[My Profile](#)

 UPLOAD IMAGE	Date of Birth:	Region: East Midlands
	Age Cat: G (35-39)	Expires: 31st Jan 2023
	Membership Number:	Club: None
	Package: Core Adult	DBS Status: Valid
		DBS Expires: 01 Feb 2022

[APPLY / RENEW](#)

[VIEW MEMBER BENEFITS](#) [VIEW MEMBERSHIP CARD](#)

If you are still unsure about what to do

- ✓ Please contact dbs@britishtriathlon.org

