



Obtaining a DBS disclosure

If you are appointed to a role requiring a DBS disclosure, you will be asked by us to:

- 1) Complete a self-declaration form. Please fill this in and return as quickly as possible and give details of any current DBS disclosure or PVG Scheme Membership you have, and any information you need to disclose to us. GBS will decide whether it is satisfactory or whether we need to arrange a new DBS for you. If we do:
- 2) You will be e mailed a link (from Snowsport England) to start the process
- 3) Complete the DBS application form as soon as possible and submit it
- 4) You will then need to get your documents verified (usually passport, driving licence and a recent utility bill or bank statement but other documents can be considered) and the form will be submitted to the DBS. We will let you know who can do this for you.
- 5) If your DBS has “content” (i.e. a caution, conviction, reprimand or warning) you will need to send the disclosure to the GBS Welfare Officer as soon as you receive it so the information can be risk assessed (we need to see the original DBS)
- 6) If you are a full-time permanent member of staff, GBS will pay for the DBS. If you are on a temporary or short-term contract you will be expected to pay for the DBS as will probably need it for other work you carry out. Snowsport England (SE) carries out the disclosures for GBS.

Charges for DBS disclosures if you need to pay:

- i. DBS for a Paid role - £55.00 (£47.20 if you are a SE coaching scheme member)
 - ii. DBS for a Volunteer role - £15.00 (free if you are a SE coaching scheme member)
- 7) We will ask you to join the DBS Update Service when you receive your DBS disclosure. This enables GBS to do an online check at any stage in the future, whilst you are working/volunteering for us to check your DBS is still up to date. Further details can be found at: <https://www.gov.uk/dbs-update-service>. Registering must however be done within 30 days of the issue of the disclosure. This service is run by the Home Office, not snowsport.
 - 8) If you require any more information, or if you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance (see [DBS Filtering guidance](#)), please contact Bridget Owen, GBS Welfare Officer. Bridget.owen@gbsnowsport.com Tel: +44 (0) 7807 026247
 - 9) Having a criminal record will not necessarily prevent you from working with us, it depends on the details and nature of the offence.
 - 10) GBS has a Policy for the Recruitment of Ex-offenders and this is available on request from the Office.
 - 11) GBS has a Policy for the secure storage, handling, use, retention and disposal of certificates and certificate information and this is available on request from the Office.
 - 12) Finally – do remember to keep your DBS disclosure certificate safe as the DBS no longer sends us a copy and you are not able to request a copy from them if you subsequently lose it.

NB – BASI members usually have Basic disclosures which are not adequate if you work for us with children or young people.

