

# DBS



## Frequently Asked Questions (FAQ's)

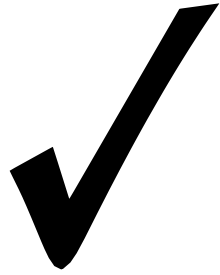
### Table Tennis England's Safeguarding Team



[tabletennisengland.co.uk](http://tabletennisengland.co.uk)

# I am a coach, do I need to have a DBS check?

**YES**



**All** coaches must have an enhanced DBS check and a Coach License before they undertake any coaching.

# I am a club official and handle information about our junior club members - do I need a DBS check?

Do you undertake direct responsibility for children, young people or adults at risk which meet the regulated activity\* criteria?

YES

DBS Required

NO

DBS Not Required

\***Regulated activity** is defined as at least weekly, frequently (four times a month or more) or overnight (between 2am and 6am) or work in a limited range of establishments ('specified places'), with opportunity for contact: e.g., schools, children's homes, and childcare premises.

# Who decides whether an activity is 'regulated' & do I have to have a check through Table Tennis England's recommended registered body – **Know Your People**

Table Tennis England & Know Your People decide whether an activity is regulated, and **Yes**, if you are a member of Table Tennis England and you are carrying out a role on our behalf which requires a check then **Know Your People** are our recommended provider to process Table Tennis England DBS's.

Table Tennis England **do not** accept DBS checks carried out through other registered bodies.

Table Tennis England **does not** financially benefit from using Know Your People in any way.

# What happens if I have convictions?

Every check with convictions is dealt with on an individual basis.



A risk assessment will be carried out by the Table Tennis England Case Management Group.



The fact that you have a conviction does not mean we will stop you coaching or carrying out an activity with Table Tennis England.



There are many known case studies where sport has had a positive impact on an offender allowing and supporting them to change their lifestyle.



# I have recently moved to England and have a foreign passport, so do I still have to undergo a DBS check?

**Yes**, and if this is the case, please contact one of our Safeguarding Team and they will take you through the process.

Please note that the check will be more expensive with the average cost around £80 but it does vary from country to country.



# Do I have to pay for my check?

## **Volunteer (unpaid role):**

DBS check: Free

Admin fee: £21.66

**Total payable to Know Your People: £21.66**

## **Non-volunteer (paid role):**

DBS check: £49.50

Admin fee: £21.66 + VAT (£3.61)

**Total payable to Know Your People: £74.77**

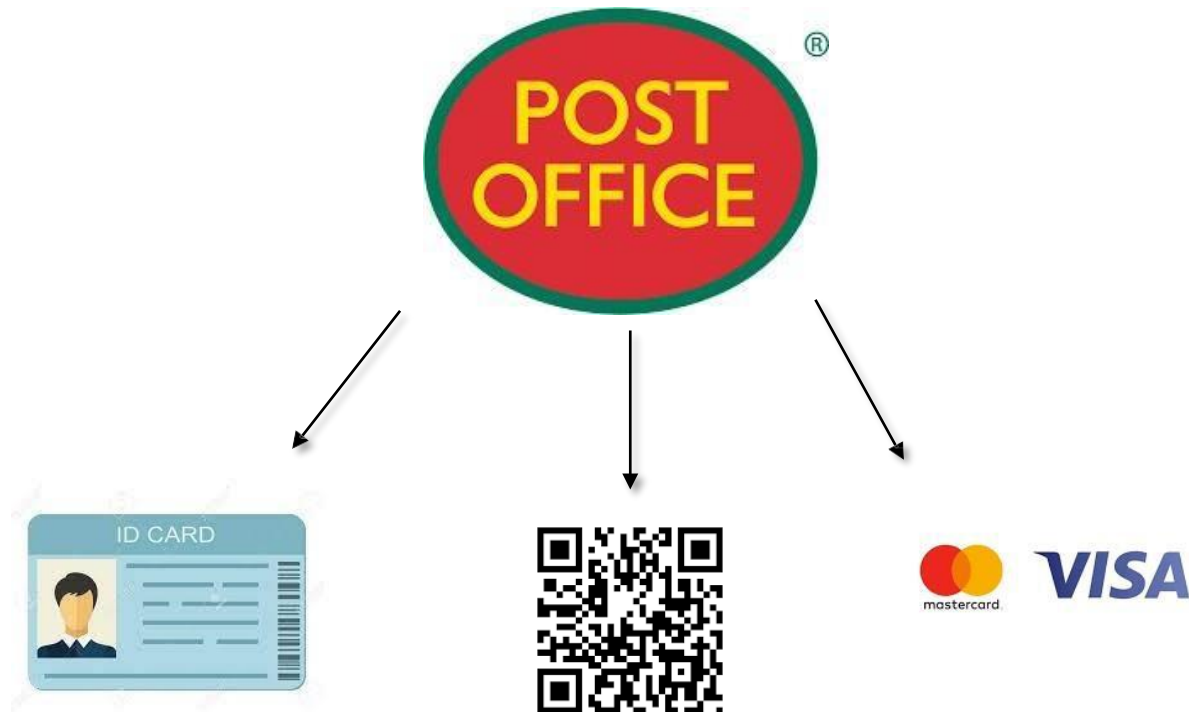
**Table Tennis England do not make any charge and do not receive any of the admin fee.**



# Where and when do I pay?

Once you have completed the online process there will be a form to print and take to your nearest Post Office dealing with passports.

They will check your identity evidence.



# How long does the process take?

Once your identity has been checked, then unless you have moved house within the past 5 years it should only take a couple of weeks to complete, the DBS try to process all checks in less than 46 days.



# Do I have to send my DBS check to the Table Tennis England office?



**No**, Know Your People (First Advantage) notify Table Tennis England when the check is complete.

The only time you need to send it in is if you have any convictions when you must send it to our Safeguarding Team: [safeguarding@tabletennisengland.co.uk](mailto:safeguarding@tabletennisengland.co.uk).

In addition, you will be asked to provide a written statement regarding any convictions.



# How often do you have to have a DBS check carried out?

You will need to get a new one every **3 years**.

If you use the Update Service, see the following slide for more information.....

# What is the Update Service and will Table Tennis England accept it?

The Update Service means that provided you keep registering year on year you do not have to undergo a new DBS check every 3 years.

You have to apply in the normal way for an Enhanced DBS and then once you have received your certificate you **MUST** apply via the DBS website [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service).

If you are a volunteer there is no annual cost to keep re-registering but if you are not a volunteer the cost is £13 per annum.

Table Tennis England **does NOT** accept checks carried out through the Update Service, unless the original check has been processed through Table Tennis England.

# Do I have to do it online?

Yes, we cannot process paper applications.

See next slide for how to do it!



# Passwords, Pins and how to apply!

## The process: Online Application to Know Your People

**Please note: To apply online you will need an email address and access to a printer.**

1. Go to **Know Your People** by clicking here: [SingleSignOn \(knowyourpeople.co.uk\)juk](https://single.signon.knowyourpeople.co.uk/juk)
2. Click on Register then enter the Organisation Code below, followed by the Access Code and then your email address

Branch Name	Check Level	Organisation ID	Access Code
ETTA Volunteers	Enhanced	ORG-TCY2XG1D	Hastings
ETTA Non-volunteers	Enhanced	ORG-WPBGQSPV	Hastings

3. Enter your email address and create your password and confirm the Branch Name is correct and click enter
4. On Login screen enter email address and password created as part of the registration process and LOGIN.
5. Select Identity Documents (ID) for verification using the online help tool. Please ensure details are entered carefully to avoid rejection at the Post Office.
6. Before you complete the application form and the code to take with your identity documents to the Post Office you will be required to pay online
7. Complete the Application Form
8. Take chosen original ID to be verified at your selected Post Office

# Safeguarding Team Contacts

**Kyhl Daly**

**Designated Safeguarding Lead  
(DSL)**

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Lead (DDSL)**

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