

DBS/PVG Process - October 2016

DBS/PVG Application and Self Declaration obtained from designated county personnel - CDA/Children's Officer

Identity Documents, DBS/PVG Application and Self-Declaration form checked by Counter-Signatory

Completed Application Form sent to the GGCB Children's Officer

Applicant's details are entered on to central database held by the GGCB Children's Officer. Form signed off and sent to the DBS/Disclosure Scotland

DBS (England and Wales)

GGCB Children's Officer checks the progress of application with DBS

Once GGCB Children's Officer is aware that certificate has been released - letter issued by PCO requesting original certificate within **14 days**

GGCB Children's Officer **does not** receive certificate within time frame

Letter issued with following options:

1. Provide new application within 14 days and to contact GGCB Children's Officer to verify.
2. Withdraw application to volunteer within the organisation

Failure to produce new application within **14 days** will mean debarment from working with young people within the Association

PVG (Scotland)

Disclosure Scotland issued certificate to applicant and GGCB Children's Officer

GGCB Children's Officer reviews contents of certificate

Route 1

Clear Certificate - Release Acceptance Letter

Route 2

1. Risk access any disclosures.
2. If necessary arrange meeting with applicant and county board representative.
3. If concerns PCO may require CCC to determine the suitability of applicant.
4. Release Acceptance Letter or put in safeguarding measures:
 - (a) work with club/applicant on required safeguarding measures ie. no transport of children for certain period of time.
 - (b) Immediate debarment - Letter issued to applicant and club

GGCB Children's Officer receives certificate

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3. If concerned GGCB CO may require CCC to determine the suitability of applicant.
4. Release Acceptance Letter or put in safeguarding measures:
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Legislation states that anyone carrying out duties, which involves regular contact with young people (incl u18s) are to undertake the appropriate vetting checks - DBS or PVG.

No employee (voluntary or paid) should have unsupervised access to young people without an Enhanced DBS Certificate. Unless a member of the Update Service the certificate is non-transferable. Therefore, all DBS checks must be processed via the Provincial Council of Britain. Certificates are to be renewed every three years.

The Update Service is an annual membership programme with the DBS. Employees need to apply at time of application or within 19 days of certificate being issued. This is done online with the DBS - currently volunteers free, paid employees £13.00 per year.

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