

GUIDELINES FOR CLUB WELFARE OFFICERS WHEN CHECKING APPLICANTS' FORMS



▪ Step 1: Decide who needs to be checked

This should be everyone involved in the club who is regularly caring for, supervising, training or being in sole charge of children through their role in the club.

By submitting applications in your capacity as Club Welfare Officer you are confirming that the applicant is eligible for a CRB Disclosure for the position they hold. For further information regarding eligibility please refer to www.TheFA.com or www.crb.gov.uk

▪ Step 2: Distribute the forms to the applicants

- Give the applicant a Disclosure application form
- Give the applicant The FA CRB Unit guidelines for completing the form. It is important that they follow the guidelines carefully
- Ask club members to complete the form and return it to you together with **their three original identifying documents**. Give them a deadline of 28 days

▪ Step 3: Checking the forms

When the forms come back please check the following basic points:

- Have they used a **black** pen? If not, they will have to complete the form again
- Have they used CAPITAL letters and written neatly and clearly?
- Ensure they have not used correcting fluid? Any mistakes must be crossed through and the correct information written alongside

Box A

- Have they entered their full address including the postcode?
- Have they been at their current address for five full years? If not, go to Section D and check that they have detailed previous address(es). **We need a continuous five years address history**
- If they have more than two addresses in the last five years please use the continuation sheet provided or they can just write them on a blank piece of paper
- Have they entered their National Insurance number? This must be provided if they are using ID containing the NI Number.

Box C

- If they are Mrs or Ms, please ensure that they enter their surname at birth even if it has not changed
- If they are a Mrs in Section A, Item 1, please ensure they have entered their surname at birth. Check against birth certificate if provided
- Make sure they have provided details of where they were born and a contact telephone number. Check place of birth against birth certificate if provided.

Box H

- Have they signed in box 68?

▪ Step 4: Checking documents and filling in Section X

Club members must show you at least three original identity documents, at least one from Group 1 or five documents from Group 2 . Photocopies are not acceptable.

All documents that cannot be logged in Section X MUST be logged on the additional identity sheet. A copy of this sheet is provided in the pack. Please photocopy as required.

All documents must be in current name. **One document** must confirm date of birth. **One document** must confirm current address.

Group 1	
Passport – any nationality, must be current	EU Photo Identity Card
Driving Licence (UK) England/ Wales/ Scotland/ Northern Ireland/ Isle of Man - either photocard or paper (a photocard is only valid if the individual presents it with the counterpart licence)	Birth Certificate (UK) issued within 12 months of date of birth
HM Forces ID Card (UK)	Firearms Licence (UK)
Adoption Certificate (UK)	

Group 2	
Marriage/Civil Partnership Certificate	Financial Statement ** e.g. pension, endowment, ISA
Birth Certificate	Vehicle Registration Document
P45/P60 Statement (UK) **	Mail Order Catalogue Statement *
Bank/Building Society Statement *	Court Claim Form (UK) ** Documentation issued by Court Services
Utility Bill * electricity, gas, water, telephone – including mobile phone contract/bill	Exam Certificate e.g. GCSE, NVQ
TV Licence **	Addressed Payslip *
Credit Card Statement *	National Insurance Card (UK)
Store Card Statement *	NHS Card (UK)
Mortgage Statement **	Benefit Statement* e.g. Child Allowance, Pension
Insurance Certificate **	Certificate of British Nationality (UK)
Council Tax Statement (UK) **	Work Permit/Visa (UK) **
A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK) * e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security	Connexions Card (UK)

* documentation should be less than three months old

** issued within past 12 months

For all documents:

- **Check that any photo on the documents is not damaged, looks like the person concerned and is of a normal size for that document**
- **Check that the names on the documents are those normally used by the person and are the same as those given in Section A**
- **Check that there are no signs of tampering such as altered names or peeled back laminates. Do not accept damaged documents. Some limited wear and tear, however, is natural on paper documents**

Passports

- These can be from the UK or from other countries
- Do not accept it if it is out of date
- Enter the passport number, nationality, date of birth and date of issue in Section X. These details are found on the last page of British passports
- If someone has a passport from a different country and you are unsure how to proceed please contact The FA CRB Unit for advice. Contact details are given at the end of this sheet

Photo driving licence – Counterpart and card must both be seen

- Only accept UK driving licence, the UK being England, Wales, Scotland, Northern Ireland and Isle of Man. Any other driving licence cannot be accepted
- **Check that the name and address on the licence tallies with the address given in Section A. If it does not then it is not a valid piece of evidence**
- Enter the driving licence number - point 5 on the photo card
- Enter the date of birth - point 3 on the photo card
- Enter the date from which the licence is valid - point 4a on the photo card
- Put a cross to say you have seen a photo card driving licence
- Cross the box if the driving licence is from the UK

For a paper driving licence please ensure that all details are entered as above and put a cross to say you have seen a paper driving licence.

Birth certificates

- Hold the document up to the light. There should be a water mark visible
- Enter the date of birth, date of issue and country of birth if not the UK
- Non-UK birth certificates must be written in English, or an official translation must be provided

Marriage certificate

- Check that the name is the same as the name given in Section A or tallies with a previous name in Section C
- Enter the date of marriage

P45, P60

- Check that the name and address are the same as those in Section A
- Enter the NI number in the box provided

Finishing Section X

Put a cross on Line 15 if you have seen and checked documents against their current address.

Write your name in block capitals and **black** ink on Line 16 where it says 'Evidence seen and checked by'.

DO NOT FILL IN SECTION Y

Give the club members their documents back.
Complete the list of club members submitting forms and return it to us.

▪ **Step 5: return the forms to us**

Send the following to The FA CRB Unit using the reply label:

- Completed forms
- Additional identity sheets if required
- Payment (cheques and Postal Orders made payable to **FA CRB**)
- List of club members

Before submitting applications you must confirm that volunteer status has been verified. The CRB defines a volunteer to be 'a person who performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives'. If this cannot be confirmed the higher payment must be included.

A reply label is provided, and The FA CRB Unit's address is on the top left hand corner of every Disclosure application form.

What happens next?

The FA CRB Unit will process the forms and approximately six to eight weeks later the applicant will receive a copy of their own Disclosure certificate. A copy will also be sent to The FA CRB Unit.

The FA will review Disclosures. Nobody in the club has the right to ask to see any member's Disclosure. The FA will advise your club who is accepted. Once a member's Disclosure has been accepted you will see them clearly on the Club Safeguarding Children Report at www.TheFA.com

If a member is suspended your Club Secretary will be informed by The FA. The member will also be informed. The member will be told how to appeal the suspension if s/he wishes to do so.

If you would like any further information about the Disclosure process and the code of conduct for registered bodies please visit www.crb.gov.uk

All Disclosures are reviewed for accuracy and content. For more information about FA CRB process and to read the FAQs for Club Welfare Officers please visit www.TheFA.com/footballsafe

A CRB is a tool in identifying those believed to be a risk. CRB should only be one of your safeguarding measures.

If you have any queries contact crb@TheFA.com or ring 0845 210 8080.