

2022/2023 Season

The following notes should assist existing coaches and assistants, particularly those offering their services to the club for the first time, understand the requirements and formalities to be completed before their involvement can commence. These notes have been updated for the 2022/23 season, and in particular apply to anyone involved at minis and/or under 18 levels (minors).

It should be noted that under new guidance from the FA with effect from 2022/2023, anyone directly involved with children (under 18s) must be current with an Enhanced Criminal Records Check (known generally as CRC), training in Safeguarding Children (SG), and Basic First Aid (FA). All three are required before you can get involved, and must be maintained current at all times (CRC and FA have a three year duration, SG is now two years).

Any questions please contact:

Club Welfare Officer: Brian Horsepool Tel: 07781 102761 Email bhorsepool@cwgsy.net

Deputy Welfare Officer/: Chris Lihou Tel: 07781 167899 Email lihou.chris@gmail.com
Football Secretary

**Online Applicant Guidance to the Disclosure & Barring System (known as DBS)
(operated by FirstAdvantage, previously GBG Online)****1) Do I need a current Criminal Records Check (“CRC”)?**

- a) Yes, all coaches, assistants, volunteers and helpers who are 16 or over and are involved with football at under 18 level need to hold a current CRC, which when confirmed lasts for three years and then needs to be renewed.

2) How do I get started?

- a) Firstly you need to be registered with the FA and attached to the club (Rovers). You need to apply for an FA Number (FAN) then the process can commence;
- b) If you are already registered with the FA as a player, coach or other position, you are likely to hold a FAN already. If you don't know this number, contact Brian or Chris as above who may be able to look it up on the FA system known as WholeGame;
- c) The CRC application process is made through your account on the FA's WholeGame system. Go to www.myaccount.thefa.com and sign in to your account using your FAN and password. If you are new to the FA you register for an account via this same page;

- d) When signed into your FA account, you will see details of your personal information held by the FA as part of your registration, and various tabs showing your coaching qualifications (if any), training and safeguarding courses attended and other useful information;
- e) At the top left of your account you will see a tab for WholeGame System. Click on this and you will be taken into the FA's central records system (restricted to your own account unless you have other authorised roles for Rovers or perhaps other clubs);
- f) On the left of the screen you should see a tab MyDBS, this will take you to your current DBS record or, if new to all of this, an option to apply (or renew if applicable);
- g) Clicking into the apply/renew option should take you outside the WholeGame System with a link (by email) into the separate UK DBS system, where the DBS application takes place;
- h) If you have got this far (!), you will have already been set up as a DBS Applicant by Brian as Club Welfare Officer. If for some reason the application option is not visible, contact Brian as above who will be able to check the position;
- i) The link will take you to the DBS site <https://fadv.onlinedisclosures.co.uk/Authentication/Login>
- j) Note that the FA requires a current DBS to be held via this FA route, even if you hold a DBS for other reasons (eg school, other sports etc).

Simply log in (you may need to register with DBS with your email and password) then enter the information requested, including your personal details and the following details for Rovers:

Org PIN **108339**

Secret word **bread**

Org name **Guernsey Rovers FC**

You will receive an email from DBS confirming your sign-up to the system. The email will contain a link which then takes you to the part of their site where you enter your documents.

You will be asked for various ID/address documents (eg Passport or Driving Licence, address evidence etc) so please ensure you have this information ready.

Please ensure you provide your FAN in the Personal Reference Number field provided (if known).

Once you have completed and submitted your application you are required to provide proof of identity to your Club Welfare Officer (Brian Horsepool) in support of your application. All Identity Documents (ID) must be made available to the CWO for review and verification. The list of acceptable ID and an ID selection tool form part of the online application.

The CWO will be notified of your application and will contact you to take matters forward.

3. What happens next?

The CWO will verify your Identity Documents and address and submit the application to The FA DBS Unit where the application will be validated and processed. Upon completion, DBS will issue you with a copy of the CRC Disclosure, and your FA record will be updated and will be visible in your FA account (and visible to Rovers).

4. How much does it cost, how do I pay?

Volunteer fee: £10 **Paid by Rovers, skip this step**

5. Use of CRB Enhanced Disclosure information by The FA

By completing an online CRC Enhanced Disclosure application the applicant is allowing The FA to have sight of any criminal record or non-conviction information that is held and released by the Police via the CRC process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the CRC Code of Practice, the FA may disclose this information to those involved in making a suitability decision. The FA may use any or all of this information to help decide on your suitability to be involved with children or vulnerable adults in football.

6. Is it secure?

Yes. The Online Service is tested, approved, audited and used by several government departments. Information security management: UKAS accredited, ISO 27,001:2005.

Should you require any further information regarding The FA CRC online service please email FAChecks@TheFA.com or ring 0845 210 8080, but any initial questions are best sent first to the Rovers CWO Brian Horsepool who will be able to answer any questions.

7. Data Protection

All records submitted to the system and available to the CWO are held securely, confidentially and fully in line with Guernsey's Data Protection legislation. Such records are held solely for the purpose of the DBS CRC checks, and, once documents have been submitted to the Club Welfare Officer for verification, they are subsequently destroyed. Any discussions you may have with the CWO on the process, documents or other related matters are dealt with in a fully private and confidential manner at all times.

Any questions, or problems with the system, please contact Brian or Chris who should be able to help.

Online Training

All coaches/assistants are required to undertake the FA's basic training in Safeguarding Children and in First Aid before they can be involved in football coaching. Two courses are available online, and can be found in the Training/Boot Room section of the FA website (available via your FA Account sign-in).

The two required courses are:

[Safeguarding Children Course | The Boot Room \(thefa.com\)](#)

[Introduction to First Aid in Football | The Boot Room \(thefa.com\)](#)

These are the basic requirements and when completed (takes about an hour for each) will appear on your FA/Learning tab and will be accepted by Rovers. The Safeguarding

qualification expires after two years, with the First Aid having a three year limit. After these periods recertification is required.

Note that these are FA specific courses and need to be completed even if you hold similar training for other reasons.

Each course costs £30 which will be reimbursed by the club on completion.

Any questions, or problems with the either the DBS system or the online training system, please contact Brian or Chris who should be able to help.

Brian Horsepool
Club Welfare Officer, Guernsey Rovers