

GUIDANCE NOTES FOR NEW WELFARE OFFICERS ; THE ACQUISITION OF A DBS

Thank you for volunteering to be the welfare officer at your club.

There are two requirements that you will need to fulfil so that you are ready to carry out your role ; acquire a DBS and attend a safeguarding course.

A DBS is a certificate from the Disclosing and Barring Service. Certificates acquired through other organisations cannot be used in the context of your role as a Welfare Officer at your bowls club. It must be applied for through the British Crown Green Bowling Association.

The DBS refer the details that you provide on the application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued.

We need to meet up to complete your details on an application form and I can help you to do this correctly. In addition, I need to have sight of evidence that confirms the details.

You are required to provide evidence of your current name, date of birth and current address, and any other addresses that you have lived at in the last 5 years. Please bring this evidence with you when you come to fill in your application form:

- your driving licence
- your passport
- your National Insurance Number
- a bill that is less than 3 months old

Photocopies of these documents are not acceptable; you must bring the originals as evidence.

When you receive your certificate you must let me have sight of it. If you so wish, you may scan both pages of the certificate and email it to me, or take a

photo of it and send it to me also I will then be able to update Shropshire's database that you are currently the Safeguarding Officer for your club.