



WFYFC and FA CRB Online Applicant Guidance

July 2020

Dear Coaches

Below is the updated guidance from the FA and WFYFC about our process for CRC checking.

In line with guidance we will be asking to see documents digitally for the foreseeable future, and we will contact applicants to arrange this once we have been notified of applications.

The club have registered for lifetime checks, which will assist us going forward with any renewals of registrations. This is only for new applications from today's date, so please continue to renew unless we advise you otherwise.

Please remember no pitch side activity until we have advised that all checks are complete for any new coaches/volunteers.

Best wishes

WFYFC

How do I get started

Go to <https://gbg.onlinedisclosures.co.uk/> and select **REGISTER** from the login screen and enter the information requested, including:

| | |
|--------------------|------------------------------|
| Org PIN | 120841 |
| Secret word | orchard |
| Org name | Whickham Fellside YFC |

Once registered you can then login using the above organisation PIN, your email address and password created as part of the registration process and commence your online DBS application. You will be asked for your National Insurance, Passport and Driving Licence numbers so please ensure you have this information ready.

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

Once completed and submitted you are required to provide proof of identity to your Club Welfare Officer in support of your application. All Identity Documents (ID) must be original, photocopies are not acceptable. The list of acceptable ID and an ID selection tool form part of the online application.

What happens next?

The Club Welfare Officer will be in touch to verify your Identity Documents (ID) and submit the application to The FA CRB where the application will be validated before progressing to the DBS for further processing. Upon completion, the DBS will issue you with a copy of the DBS Disclosure. The FA CRB will update their records and forward the Disclosure result to The FA.

How much does it cost, how do I pay? – WFYFC will pay on your behalf so do not pay

Volunteer¹ fee: £10

Non-volunteer fee: £54

Payment is made online via PayPal (credit and debit cards accepted). Payment is made once the verification process is complete. You can choose to pay later but your application will not be submitted for processing until payment has been made.

¹ A volunteer is defined as a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.



Receipts: if a receipt is required, it should be printed as part of the payment process.

Use of CRB Enhanced Disclosure information by The FA

By completing an online DBS 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 DBS process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the DBS 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.

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 CRB online service please email FAChecks@TheFA.com or ring 0845 210 8080.

Once you Receive your Certificate

Please advise the Club Welfare Officer immediately of your certificate number as we want to register your ongoing checks digitally (which will avoid renewals) and this must be done within 30 days. The club will organise this for you.

The FA CRB team and WFYFC