

**FAW**

**2025**

# **DBS ADULT ROLL OUT**

## **CLUB GUIDANCE DOCUMENT**



**CONTACT US: [DBS@FAW.CYMRU](mailto:DBS@FAW.CYMRU)**

# OVERVIEW

As part of the FAW's ongoing commitment to safeguarding, all adult clubs are now required to meet the same safeguarding standards as those in the junior game. This includes the appointment of a Club Safeguarding Officer (CSO) and ensuring all relevant individuals within the club have an up-to-date and valid DBS check.

This guidance outlines the step-by-step process that clubs must follow to meet these requirements. It explains how to register a CSO on COMET, how to complete the required safeguarding training and DBS checks, and how to ensure that compliance is maintained moving forward.

For clubs that already have a junior section with a CSO in place, the process will be minimal — the existing CSO can take on responsibility for the adult section. However, for clubs without a junior section, a new CSO will need to be appointed and fully registered.

The FAW Safeguarding Team will support clubs through this process, and systems such as COMET and Vibrant Nation will be used to track and manage compliance.

This document provides a clear and practical guide for clubs to:

- The responsibility of the club
- Appoint and register a CSO on COMET
- How to complete DBS checks for relevant personnel
- Frequently asked questions

**Safeguarding is everyone's responsibility, and this rollout is a vital step in ensuring that the adult game continues to be a safe and inclusive space for all involved.**

**Diolch yn fawr for your continued commitment to safeguarding in football in Cymru.**



# THE RESPONSIBILITY OF THE CLUBS

Your club will be responsible for appointing a Club Safeguarding Officer and completing DBS checks for all relevant personnel within the club.

Below is a checklist of the core tasks the club will need to complete:

## APPOINTING A CLUB SAFEGUARDING OFFICER

- ☐ Appoint a CSO for your adult section
- ☐ Add the CSO to COMET – registration must be submitted and approved
- ☐ If the club already has a junior CSO, they can transfer to also cover the adult section

## SAFEGUARDING REGISTRATION & TRAINING

- ☐ CSO must contact FAW Safeguarding to begin their DBS process
- ☐ CSO must complete an FAW-affiliated enhanced DBS check
- ☐ CSO must complete the FAW Safeguarding Award

## SAFEGUARDING POLICIES

- ☐ Create or update a Club Safeguarding Policy that covers both adults and children
- ☐ Ensure the policy is accessible to all members and regularly reviewed

## SETTING UP DBS SYSTEM ACCESS

- ☐ Once the CSO is registered and confirmed on COMET, the CSO must email [safeguarding@faw.cymru](mailto:safeguarding@faw.cymru) to be added to the DBS system. A guidance document will then be provided to you to complete checks for personnel within the club
- ☐ Once the DBS checks are completed, the no content will be uploaded to COMET. The DBS checks with content will be referred to the FAW Safeguarding Team

## INPOST DBS CHECKS

- ☐ Support the FAW Safeguarding team in providing copies of the inpost DBS certificates in full once requested.
- ☐ Cooperate with any follow-up or case management processes if content is returned.

# CLUB POLICIES & PROCEDURES

All clubs will need to create or update a Club Safeguarding Policy that covers both adults and children.

Below are key links to aid in the creation of these:

CHILDREN
<a href="#">Sample Club Safeguarding Policy</a>
<a href="#">FAW Safeguarding Policy, Practices and Procedures</a>
<a href="#">Child Friendly Safeguarding Policy</a>
<a href="#">Incident Referral Form</a>
<a href="#">Club Anti-Bullying Policy</a>

ADULTS
<a href="#">Safeguarding Adults in Sport Policy (FAW)</a>
<a href="#">Safeguarding Adults in Sport Procedures (FAW)</a>
<a href="#">Safeguarding Adults Referral Form SA1</a>
<a href="#">Club Safeguarding Adults Policy and Procedures</a>
<a href="#">Easy Read: Adults at Risk Policy</a>



# BECOMING THE CLUB SAFEGUARDING OFFICER

## **REGISTER THE CLUB SAFEGUARDING OFFICER:**

[REGISTERING A CLUB SAFEGUARDING OFFICER ON COMET](#)

## **REGISTER TO COMPLETE THE FAW SAFEGUARDING AWARD:**

[FAW SAFEGUARDING AWARD](#)

## **COMPLETE YOUR DBS CHECK:**

If you are the Club Safeguarding Officer, please email [DBS@faw.cymru](mailto:DBS@faw.cymru), who will be able to complete a DBS application for you.

# ELIGIBILITY OF ROLES

**Table 1** – Roles eligible for an FAW affiliated DBS check

This section outlines the eligibility of roles in relation to the level of DBS checks that need to be carried out. The eligibility for a DBS check in football is determined by whether a role involves ‘regulated activity’. For roles to be deemed regulated activity, the work must be frequent (carried out once a week or more), intensive (four or more days in a 30-day period), or overnight. By meeting these criteria, roles become eligible for an Enhanced DBS Check for Regulated Activity, helping to safeguard participants in within the footballing environment.

**Please note:** Once you select a role on the DBS application, the type of check will be automatically selected.

ROLE	TYPE OF DBS
<b>Team Manager</b>	Enhanced DBS Check for Regulated Activity
<b>Assistant Manager</b>	Enhanced DBS Check for Regulated Activity
<b>Coach</b>	Enhanced DBS Check for Regulated Activity
<b>Team Helper</b>	Enhanced DBS Check for Regulated Activity
<b>First Aider</b>	Enhanced DBS Check for Regulated Activity
<b>Safeguarding Officer</b>	Enhanced DBS Check for Regulated Activity
<b>Referee</b>	Enhanced DBS Check for Regulated Activity

**Table 2** – Roles NOT eligible for an FAW affiliated enhanced DBS check

ROLE
<b>Committee members</b>
<b>Chairperson</b>
<b>Treasurer</b>
<b>Secretary</b>
<b>Accreditation Officer</b>
<b>Steward</b>
<b>COMET Champion</b>

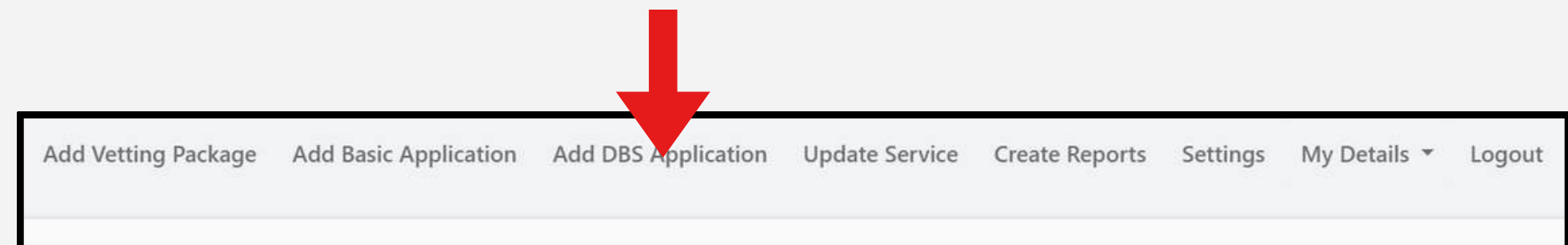
# COMPLETING A DBS CHECK

DBS checks are completed through Vibrant Nation. Each club Safeguarding Officer will be able to gain access to a DBS account via contacting the FAW Safeguarding Team at [DBS@faw.cymru](mailto:DBS@faw.cymru). Different roles will require a different level of check in which will be outlined further into the document.

By completing an enhanced DBS application, you are allowing the Football Association of Wales to have sight of any criminal record or non conviction information that is held and released by the Police via the DBS process. In line with the DBS Code of Practice, The FAW may disclose this information to those involved in making a suitability decision. The FAW may use any or all of this information to help decide your suitability to be involved with children or vulnerable adults within the Football Environment.

1. Before creating the application, request that the individual who you are completing a DBS for, sends three forms of ID such as their driving license, passport and birth certificate. Please find the link to the ID checking guidelines for a standard/enhanced DBS check here: **[ID CHECKING GUIDELINES](#)**.

2. Once you are logged in you will see this screen at the top of your page, click on the third heading, which is add DBS Application. (Be careful not to select 'Add Basic DBS Application' as this will not be the right level check).



3. You will then arrive as this page. If you scroll down you will be able to fill in the form as follows:

Applicant's Details

Please complete the following fields in order to create the application:

(Please note, Standard or Enhanced Disclosures should only be requested in accordance with legislation and your contractual agreement with CBS. If undertaking the Enhanced level disclosure, you can only tick the lists below for access to the Children or Adult barred list if the individual undertakes a Regulated Activity )

Job Description

REFeree

Organisation name

Workforce

CHILD WORKFORCE

4. When clicking the job description drop down, you will see a range of job titles such as Team Helper, and Manager. Click the role that relates the individual you are checking. Note: Once you select a particular role it will automatically tick the appropriate boxes.

5. For the organisation name, this will be the club name.

Applicant's surname

Applicant's forename  
(do not enter middle name(s))

Create unique username

Password

.....

Applicant's email address

Comet ID

Create application

6. Once you get to this stage, fill in the surname and forname and create a unique username (surnameforename), email address and COMET ID. A password will be automatically generated.

7. Select create application. Once you select this an email will go to the individual asking them to complete the application form. They will need to complete this before you can proceed.

8. You can then search the applicants name here, and you will see that it says Applicant Submission.

Customer Portal

Customer Name: FAW Staff

Type an applicant name/applicant code here or leave blank to search for all applic

Search

Advanced Search

Application

Forenames

Surname

Package

Status / Audit Trail

Applicant Submitted

Adult First

Update Service

Volunteer

ID Validation

Comet ID

Next Action

9. Once the applicant has completed the application form, you will then be able to proceed with the ID Verification. You will see that under ID verification it says 'edit'. Please click this.

Customer Portal

Customer Name: FAW Staff

Type an applicant name/applicant code here or leave blank to search for all applic

Search

Advanced Search

Application

Forenames

Surname

Package

Status / Audit Trail

Applicant Submitted

Adult First

Update Service

Volunteer

ID Validation

Comet ID

Next Action

10. You will then be taken to this page, where you will need to input the ID verification details.

Admin Screen

Evidence of identity seen by the employer / volunteering organisation / Registered Body

Before confirming ID or submitting the application, please ensure the data entered by the applicant is accurate and correct.

In order to comply with the DBS ID validation process you must ensure sufficient identity documents have been checked. For more information about this process, please visit

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

\*\* Not all fields are mandatory \*\*

11. Once you scroll down, you will be able to see the information inputted by the individual and will need to check the details given, inline with the details provided.

	Applicant
Forename	
Middle name 1	
Surname	
Date of birth	
Address Line 1	
Address Line 2	
Town / City	
County	
Postcode	
Country	

12. You will then need to input the details provided by the applicant here:

Route 1 Validation

please tick here to select Route 1 validation

☒

Applicant's Passport Details

Applicant's Driving Licence Details

Applicant's Birth Certificate Details

13. Once you have checked that the information provided matches the information in the form you will need to confirm here, ticking both boxes and putting your name:

By ticking the boxes below you are stating that you have seen sufficient documents in line with DBS requirements

Current address details checked against documentation

☐ Yes

Evidence seen and checked

☐ Yes

By name

14. You will then need to scroll to the bottom of the page and click submit:

Form Submitted

This application has been successfully submitted for processing

Throughout the process you will be able to track and monitor the progress of this application via your Account

Please close this window

15. Once you then shut the window, and search the applicants name in the search bar, the applicant should then have moved to ‘awaiting the result’. This means that the DBS is now being processed and there is nothing more that needs to be done.



16. Once the DBS has been completed you will receive an email as follows:

Name of Applicant: [REDACTED]  
Position applied for: CHILD AND ADULT WORKFORCE - FAW STAFF  
Level of Disclosure: ENHANCED  
Disclosure Number: 001915290159  
Disclosure Date: 2025-02-27  
Status: Complete ←

If the status comes back as ‘complete’ or ‘no match’ this means that the certificate contains no content.

Name of Applicant: [REDACTED]  
Position applied for: CHILD AND ADULT WORKFORCE - FAW STAFF  
Level of Disclosure: ENHANCED  
Disclosure Number: 001925531866  
Disclosure Date: 2025-05-23  
Status: Please wait to view applicant certificate ←

If the status comes back as ‘inpost’ or ‘please wait to view applicant certificate’, this means that there is content on the disclosure.


17. The FAW generate weekly reports to access all DBS checks that have been completed that week. If the DBS comes back as ‘completed’ or ‘no match’, these will get added to COMET via the FAW.

If the DBS comes back as ‘please wait to view applicant certificate’ or ‘inpost’, we are required to see a copy of the certificate in full which needs to be emailed to [safeguarding@faw.cymru](mailto:safeguarding@faw.cymru). We cannot accept copies that are blurry or unclear. We will then complete an assessment of the content and contact the individual accordingly.

**Please note:** The Football Association of Wales are responsible for completing the risk assessments of ‘inpost’ DBS certificates, and therefore clearance cannot be provided until the process has been completed.

# TRACKING THE DBS

DBS checks can take anytime between 72 hours and 60 working days from the day the ID verification has been completed. The Football Association of Wales has no control over this, until 60 working days has surpassed, in which we can then complete an escalation request. However, you can track your DBS applications here via this link: [Tracking Service](#)



Disclosure &  
Barring Service

Tracking Service

Please enter the DBS application form reference number and the applicant's date of birth.

DBS Applicant Form Reference

Applicant Date of Birth

-DD- ▾

-MMM- ▾

-YYYY- ▾

Search >

If you cannot remember your form reference number please contact us.

Phone: **03000 200 190**

Post: Disclosure and Barring Service

Minicom: **03000 200 192**

PO Box 3961

Wootton Bassett, SN4 4HF

Did you know you can subscribe to the [Update Service](#) using your application form reference number?

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DISCLOSURE AND BARRING SERVICE TRACKING WEBSITE

# FREQUENTLY ASKED QUESTIONS

## 1. WHAT IS THE MINIMUM AGE FOR AN ENHANCED DBS CHECK?

The legal minimum age is 16 years of age.

## 2. AN INDIVIDUAL HAS AN EXTERNAL DBS CHECK, IS THIS ACCEPTED?

If an individual has an external DBS check, we can only accept this if they are registered to the DBS Update Service. If so, they will need to email [safeguarding@faw.cymru](mailto:safeguarding@faw.cymru) with their full name, DBS certificate number, date of birth and permission to access their account. We can then complete the check and update COMET accordingly.

## 3. WHY DO SOME CHECKS TAKE LONGER THAN OTHERS?

**DBS** checks can take anytime between 72 hours to 60 working days from the day of processing. An escalation request cannot be made until the application has been on stage 4 for 60 days. Please note the FAW have no control over this time period, Delays may be due to several reasons:

- Complex address history;
- Common name;
- Delays in the local Police forces and in accessing local records;
- Incomplete information being submitted.

## 4. HOW LONG WILL THE DBS BE VALID FOR?

DBS checks expire after three year, you will receive automated emails from COMET within 3 months of your DBS being due to expire. You will then need to renew the DBS.

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# FREQUENTLY ASKED QUESTIONS

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## 5. CAN WE HAVE MORE THAN ONE INDIVIDUAL SETTING UP AND VERIFYING THE DBS CHECKS?

Yes, we appreciate that this is going to be a large workload and would recommend more resource wherever possible. You can do this by sharing the Area Association login details with other trusted personnel.

## 6. WHAT IS THE LINK TO MY CLUB DBS ACCOUNT?

[Club Login Link](#)

## 7. HOW MUCH DOES IT COST?

DBS Checks are free of charge for all volunteers. The FAW will cover the £4 administration fee for each DBS application. For paid coaches, a DBS check costs £44.

## 8. AS A SAFEGUARDING OFFICER, DO I NEED TO SEE THE DBS CERTIFICATES?

No, as Safeguarding Officer, your role would be to assist in ensuring an individual submits their DBS certificates to the FAW as and when required. The club does not have the right to view the certificate but can do so with the consent of the individual. The individual has the right to complete the process in a confidential manner between themselves and the FAW as they have ownership of their own data.