

## Can I use my existing Enhanced DBS check to get a coach licence?

Coaches who expect to work regularly with children and/or young persons aged under eighteen require a suitable Enhanced DBS check in order to be issued with an All Age Groups licence. However not all Enhanced DBS checks are the same, and not all of them will be appropriate for coach licensing.

It's a serious offence for an employer or Governing/Licensing Body to require you to undertake a DBS check which is not appropriate for the role, post or occupation that you intend to take up. Likewise, Angling Trust can't view an existing DBS certificate unless it has first confirmed that it's for the right kind of check, in other words the same as those which AT is allowed to process for coaches.

For this reason we ask you NOT to send your Disclosure certificate (or any kind of copy) unless we have first ascertained that Angling Trust Licensing staff would be entitled to see it.

## How do I know whether my DBS check can be accepted?

First of all, it must satisfy ALL of the following criteria:

- It must be an **Enhanced level** Disclosure
- It must be for **Child Workforce only** (not Adult, Child and Adult, or Other)
- It must be for the role of a **sports coach/instructor, teacher** or similar;
- It must have been **issued no more than 6 months previously** (unless it is also linked to an Online Update Service subscription);
- You will have to provide the **original printed document** and not a copy, which will be returned to you.

There's a quick way to find out whether AT can ask to view your DBS certificate:

Get in touch by email or telephone, and have page 1 of your Disclosure certificate to hand. Licensing admin staff will need to know **ONLY** the **issue date** and the information typed under the heading "**Position applied for**".

Staff should then be able to tell you whether or not that Disclosure can be accepted for a coach licence application.

## Looking after your DBS Disclosure certificate

Nobody but you will receive an official printed certificate for any DBS check that you undertake, so you need to keep it safely. Enhanced certificates in particular include confidential information which not all employers would be entitled to see.

DBS doesn't supply replacement certificates unless the original mailing failed to reach you, and there's a 93-day time allowance for requesting this.

Any employer or Governing/Licensing Body representative who is entitled to ask to view your DBS certificate **must** see the original printed document, but **must** return it to you promptly when the assessment is complete.

Once Angling Trust accepts a DBS check for licensing, only the serial number and issue date are recorded. Nobody can get any information from those, but we log them so that we know how soon you should arrange about renewing or updating the check.

