

COMPLETING A NEW DBS APPLICATION



KEY TERMS

- DBS - Disclosure & Barring Service
- ASTO - Association of Sail Training Organisations (countersigner on all our DBS checks).
- RYA (Royal Yachting Association) Checker - system used to process our DBS and complete ID checks.
- VSTC - Volunteer & Skipper Training Conference, our annual event.
- Online Update Service - free to volunteers, this service automatically keeps your check up to date. So, it saves us time and money as we won't need to complete a new check in three years, we will simply be able to check your certificate online.

DO YOU NEED A NEW DBS?

All our volunteers need a disclosure check. Which type depends on your role and any existing check you may have. We will send you an initial form to determine which type of disclosure you need.

We will complete a new DBS check if:

- you are likely to do your volunteering with us in England.
- you don't already have a PVG.
- you haven't had an online update service DBS check (to the same requirement below)

WHAT LEVEL OF CHECK DO YOU NEED?

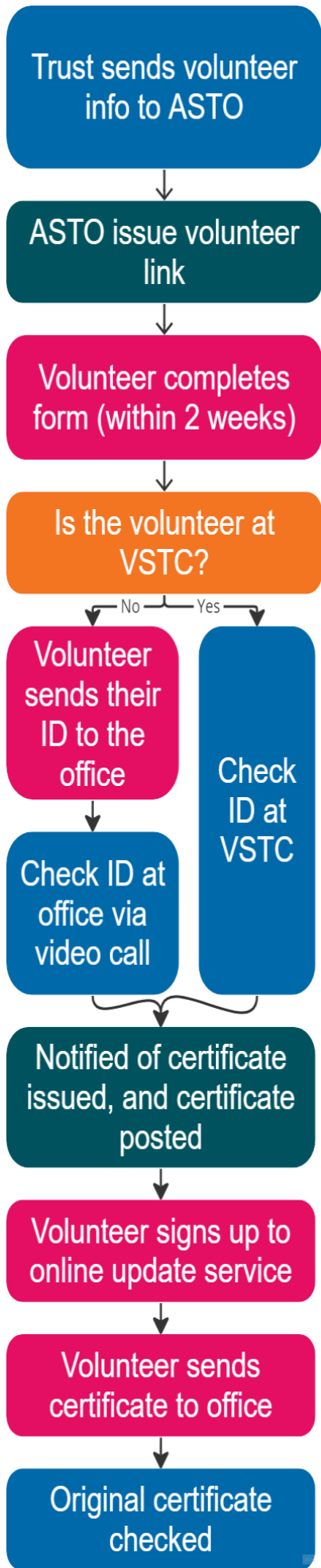
Role	Level of check
Mate	Enhanced with child barred list
Medic	Enhanced with child & adult barred list
Crew Leader or Outdoor Adventure Volunteer	Enhanced with child barred list
Travel volunteer	Enhanced with child barred list

THE PROCESS

You need to complete the following process at least two weeks before your Ellen MacArthur Cancer Trust trip or event.

The time taken for DBS to complete a request is variable and can take six+ weeks during busy periods so please leave plenty of time to complete your check.

If you have any problems during the process, please email volunter@emcancertrust.org



Step 1 - Initiate a new DBS - completed by us & ASTO

We will send your name and email to ASTO who will set you up with a RYA account. You will then get an email with a link and password to follow and login.

Step 2 - Complete your application - completed by YOU

Using the password sent from RYA, log on to the RYA Checker at www.rya.employmentcheck.org.uk and complete your application. Use the RYA guide to help you.

Please complete this within 14 days of receiving the link.

Step 3 - ID check - completed by YOU & us.

We need to see three forms of ID to process your application. These must be the original document and we must see the physical copy - the ID requirements are in the table below.

For ease, we check most people's ID at the Volunteer and Skipper Training Conference.

If you are not attending, you will need to send your ID to the East Cowes office, and we will arrange a video call to check your ID. Please email volunteer@emcancertrust.org to organise this.

* We can check your ID before you complete your application on RYA checker

Step 4 - Check your progress - Completed by DBS

You can [check the progress of your DBS](#) using the reference you receive on completion of your application.

You will be sent the certificate in the post once it's complete.

Step 5 - Join the Online Update Service - Completed by YOU.

You can register for this service once you receive your reference number and up to 30 days from when your certificate is issued.

Visit www.gov.uk/dbs-update-service and select 'register for the Update Service'. You will need your reference or certificate number.

During registration select 'automatic renewal' to ensure that your subscription does not expire.

Step 6 - Certificate check - Completed by YOU & us.

You will need to send your certificate to the East Cowes office for us to check.

Step 7 - You're good to go - Completed by YOU & us.

We will send your certificate back to you via special delivery once it's checked.

ID REQUIREMENTS

To process your DBS three documents must be produced in your name: one from Group 1 and two further documents from either Group 1 or Group 2a or Group 2b. At least one document must show your current address.

Group 1 - Primary identity documents
Any current and valid Passport
Biometric Residence Permit - UK
Current Driving Licence photocard (full or provisional) - UK, Isle of Man, (Excluding isle of man and Channel Islands MUST HAVE YOUR MIDDLE NAME ON IF YOU HAVE ONE.
Birth Certificate issued within 12 months of birth - UK, Isle of Man, Channel Islands, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
Adoption certificate - UK, Channel Islands.
Group 2(a) - Trusted government documents
Current valid Driving Licence photocard (full or provisional) - all countries outside the UK (excluding Isle of Man and Channel Islands)
Current valid Driving Licence - paper version (if issued before 1998) (full or provisional) - UK, Isle of Man, Channel Islands
Birth Certificate issued after time of birth - UK, Isle of Man, Channel Islands.
Marriage/Civil Partnership Certificate - UK, Channel Islands
Immigration document, visa or work permit issued by country where role is based (for applicants living and working outside the UK)
HM Forces ID Card - UK
Firearms Licence - UK, Channel Islands, Isle of Man
Group 2(b) - Financial and social history documents
Mortgage Statement - UK **
Bank or Building Society Statement - UK, Channel Islands, * (for applicants living outside UK, branch must be located in country in which they live and work)
Bank or building society account opening confirmation letter - UK *
Credit Card Statement - UK *
Financial Statement e.g. pension or endowment - UK **
P45/P60 Statement - UK, Channel Islands **
Council Tax Statement - UK, Channel Islands **
Work Permit or Visa - UK - valid up to expiry date
Letter of sponsorship from future employment provider - non-UK - valid only for applicants residing outside the UK at time of application. Must still be valid.
Utility Bill (not mobile phone bill) - UK *
Benefit Statement e.g. Child Benefit, Pension *
Central or local government, government Agency or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs - UK, Channel Islands *
EEA National ID Card - must be valid.
Valid cards carrying the PASS accreditation logo - UK, Isle of Man, Channel Islands
If aged 16-19 and in full-time education, letter from current Head Teacher or College Principal if another document cannot be provided.

*must be less than 3 months old

**must be issued within the last 12 months