

Issued: April 2013

## Criminal records checks – Guidance for bowls clubs

*Bowls England and the English Indoor Bowling Association Ltd (EIBA Ltd) provide a criminal records checking service to all affiliated members in association with TMG CRB. This joint guidance note is issued to confirm the process to be followed by affiliated members of both organisations who require a criminal records check from the above date.*

### 1. Introduction:

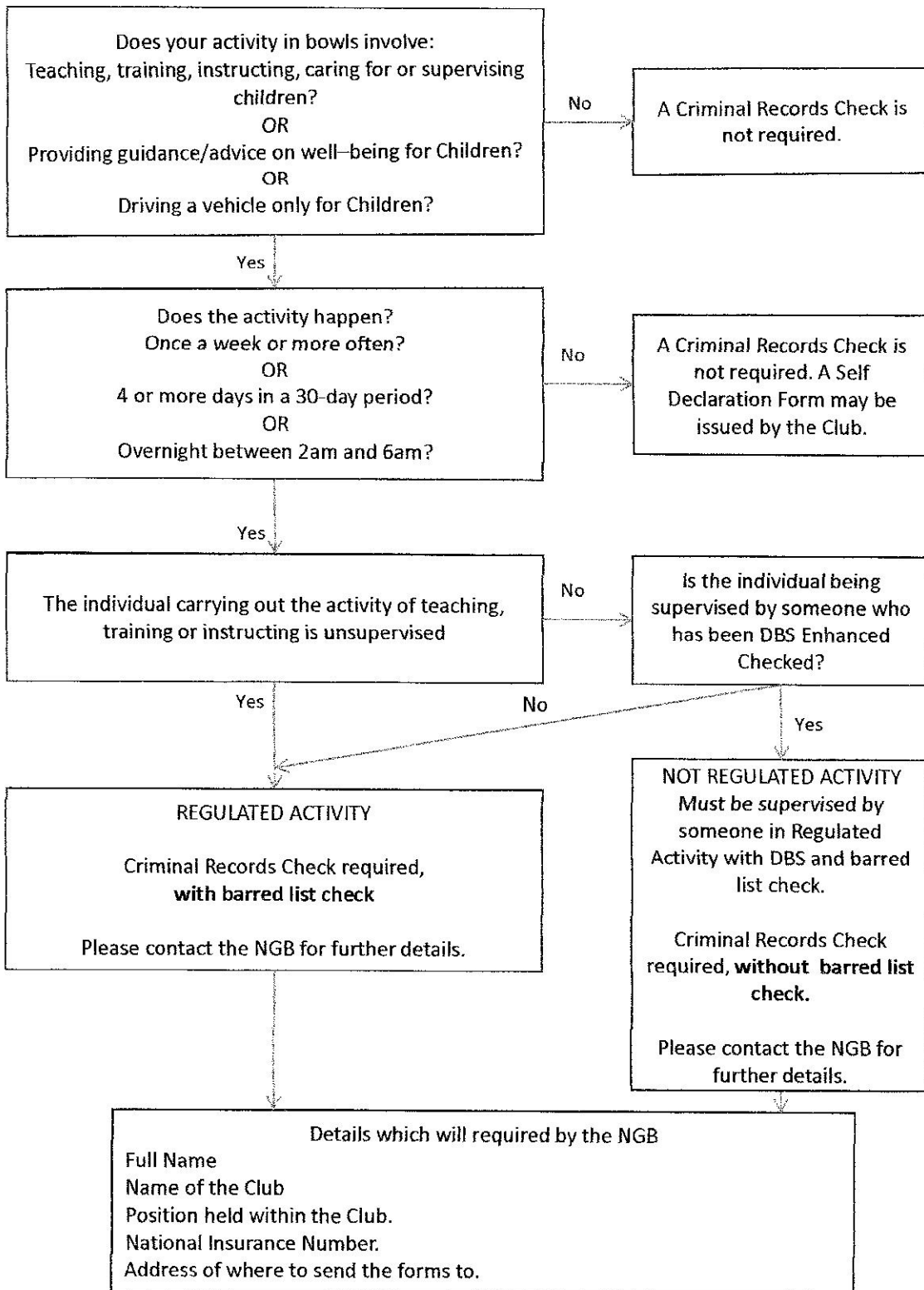
- 1.1 The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to form the Disclosure and Barring Service (DBS) in December 2012.
- 1.2 The DBS was established under the Protection of Freedoms Act 2012 ('The Act') and carries out the functions previously undertaken by the CRB and ISA, and the CRB application form has been replaced with a new DBS application form.

### 2. Eligibility for a criminal records check:

- 2.1 Following changes introduced under The Act only those members who meet the eligibility criteria for a criminal records check ('check') are legally entitled to request one.
- 2.2 There is no eligibility linked to adults – only those who work (paid or unpaid) with young people aged under 18 ('junior members') are currently eligible for a check.
- 2.3 Please refer to the flowchart on the following page to see if you require a check. In addition the guidelines in the table below, prepared in conjunction with TMG CRB, give a simple explanation of the eligibility for some key roles within any club:

Job description	Eligible for check
Club Welfare Officer (club with no junior members)	No
Club Welfare Officer (club with junior members)	Yes
Coach who does not coach junior bowlers regularly	No
Coach who coaches junior bowlers regularly	Yes

2.4 Please see the eligibility flowchart below to see if you require a check.



NB a Barred check list a list of people barred from working with children (replacing List 99, the POCA list and disqualification orders).

### **3. Application forms:**

- 3.1 Should you meet the eligibility criteria please contact your relevant National Governing Body to request a criminal records check application form – contact details are shown below:

Bowls England  
Telephone: 01903 820222  
E-mail: [enquiries@bowlsengland.com](mailto:enquiries@bowlsengland.com)

EIBA Ltd  
Telephone: 01664 481900  
E-mail: [joanneshore@eiba.co.uk](mailto:joanneshore@eiba.co.uk)

- 3.2 Guidance on completing the application form will be provided to all applicants.

### **4. Verification of identification documents:**

- 4.1 All applicants must have their identity confirmed as part of the process.  
4.2 Applicants may choose to use the Post Office® Identity Document Checking Service or to send relevant documents directly to TMG CRB.  
4.3 Should you choose to send documents to TMG CRB it is recommended that they be sent by Royal Mail Special Delivery and that a prepaid Special Delivery envelope is enclosed for the safe return of documents.

### **5. Fees and Charges:**

- 5.1 An administration fee of:-  
£20 (including VAT) for volunteers  
£64 (including VAT) for non-volunteer  
Definition of a volunteer can be found at [www.gov.uk/dbs](http://www.gov.uk/dbs)  
Payment is required for each application, cheques should be made payable to 'TMG CRB' and accompany each application.  
5.2 The applicant is also responsible for all costs relevant to the verification process.