



The Jitsu Foundation

DBS Check Application Process

August 2013

Terminology

CRB	Criminal Records Bureau
DBS	Disclosure and Barring Service
NCPO	National Child Protection Officer
TJF	The Jitsu Foundation
TMGCRB	The Media Group Criminal Records Bureau: Umbrella Body for DBS and Disclosure Scotland

How to obtain Enhanced DBS Disclosures

TJF uses the online facility provided by TMGCRB to carry out the Application process for DBS Disclosures.

Applicant accounts can be set by the National Office, or TJF DBS Checkers

When someone applies for a position within the Jitsu Foundation which involves regulated activity with children their name and email address are entered into the facility which triggers an email from Online CRB to be sent to the applicant. This email advises that The Jitsu Foundation have requested that they submit a DBS Check application and contains an activation link which enables them to create a password and gain access to the system.

The application is made in 2 stages:

- Applicant section
- Verifier section

Full details of how to complete each of these are available upon logging into the online facility and while an application can be saved and returned to later, the applicant section must be completed in full before it can be submitted to TJF DBS verifiers. Once the Applicant section has been completed the applicant needs to meet with a TJF DBS verifier and present their original ID. Full information about the ID checking process for DBS disclosure applications can be found at :

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/series/dbs-checking-service-guidance--2>

Each region has its own TJF DBS verifiers, the full list of whom is provided upon completion of the applicant section. Anyone who is a TJF DBS verifier can verify ID for any applicant.

The DBS Appointee, currently Gareth Horgan, will record the name of the applicant and DBS reference number.

How long does it take to receive your DBS Disclosure?

An enhanced DBS takes about 4-6 weeks but can take longer if the local police forces are slow as they are the ones who have to give up any to-date info to DBS. After 60 days the police can be “chased” but it is still down to them when to respond. If there is any delay in your DBS which is interfering with your training or getting your mandate please contact your Verifying Officer who will in turn contact the DBS Appointee.

What happens when the applicant receives the disclosure?

The result, CLEAR or SEE APPLICATION CERTIFICATE, of the Disclosure will be sent directly to the DBS Appointee and a copy of the disclosure will be sent to the applicant. Upon receipt of a clear disclosure the applicant should show the disclosure to the Lead Instructor of the club or where the applicant is the Lead Instructor to their mentor or regional senior.

Disclosure which contains criminal record information

If the DBS disclosure contains any criminal record information then the DBS Appointee (Gareth Horgan) will advise the applicant that they need to show the DBS disclosure they have received in strict confidence to a TJF DBS checker.

The TJF DBS Checker will then telephone the DBS Appointee and advise in strict confidence the details of disclosure. The content will be discussed anonymously and in strict confidence, with the NCPO (John Harquail) and if necessary members of the Tertiary Board or TJF Ltd board of directors, Managing Director (David Barrett-Hague), Director of Children’s Jitsu (Raj Soren) and Operations Director (Jim Bass), and a decision made on the significance and relevance of that content to the position.

The content and confidential records of the discussion will be held for up to five months, to allow for the resolution of any disputes or complaints, before being destroyed. Before being destroyed the dates of the incidents discussed will be recorded against that DBS disclosure number in order that they do not need to be discussed each time.

Appeal

If it is the case that information provided, is disputed by the applicant this will be discussed directly with the applicant. It may be they did not know they had a criminal record, or that information within the disclosure is inaccurate or relates to someone else with the same name.

Applicants are entitled to appeal to the DBS if they think a mistake has been made.

Renewal

Upon submission of the DBS check to the DBS applicants are encouraged to sign up to the DBS Update Service. The registration for this service lasts for one year and can be set to automatic subscription renewal.

To register and for full guidance on the service please see:

<https://www.gov.uk/dbs-update-service>

Upon registering for the update service please email tjf@jitsufoundation.org to confirm that you have done.

DBS reminders are be sent out six months prior to the renewal date, and applicants are required to ensure the TJF receive the renewal application within one month of receipt.