

FA CRB Guidance for Designated Persons (Child Protection)

What to do now

Decide who needs to be checked

This should be everybody involved in the Club who has access to children through their role in the club.

Then

- Give everybody a disclosure application form
- Give everyone The FA CRB Unit Guidelines. Tell them that they must follow the guidelines carefully
- Ask club members to complete the form and return it to you together with **their three original identifying documents and a cheque or postal order for £7.50 (Charter Standard) or £12.00 (Non Charter Standard) payable to FACRB**. Give them a date to do this by

When the forms come back check the following basic points

Have they used a **black** pen? If not, they will have to do the form again.

Have they used correcting fluid? If they have they will have to do the form again.

Box A

- Have they entered their full address including the postcode?
- Have they been at their current address since 10/1999 (Oct 1999)? If not go to Box D and check they have put in their previous address.
- If they have moved more than twice in the last five years they need to give you their other addresses. There are special continuation sheets for this or they can just write them on a blank piece of paper
- Have they entered their National Insurance number?

Box C

- If they are a 'Mrs or Ms' in Section A item 1, please ensure they have entered their surname at birth
- Make sure they have provided details of where they were born and a contact telephone number

Box H

Have they signed in both boxes on lines 68 and 69?

Have they given you a cheque and three identity documents?

Checking documents and filling in Section X

Club members must show you three original identity documents.

The best are:

- **Driving licence**
- **Passport**
- **Birth certificate issued within one year of birth.**

It is a requirement that at least one of these is seen.

If club members do not have all three you must see at least one and then two from the following list.

- Marriage certificate
- National Insurance number. This can be seen on an **addressed** payslip, P45, P60 or NI number card
- Birth certificates issued over one year from date of birth

For all documents:

Check that any photo on the documents is not damaged, looks like the person concerned and is of a normal size for that document.

Check that the names on the documents are those normally used by the person and are the same as those given in Box A.

Check that there are no signs of tampering such as altered names or peeled back laminates. Do not accept damaged documents. Some limited wear and tear is natural on paper documents.

Passports

- These can be from the UK or from other countries
- Do not accept it if it is out of date.
- Enter the passport number, nationality, date of birth and date of issue in Box X. These details are found on the last page of British passports.
- If someone has a passport from a different country and you are unsure how to proceed please contact The FA CRB Unit for advice. Contact details are given at the end of this sheet

Photo driving licence

- Check that the address on the licence tallies with the address given in Section A. If it does not then it is not a valid piece of evidence
- Enter the driving Licence number (Point 5 on the photo card)
- Enter the date of birth (point 3 on the photo card).
- Enter the date from which the license is valid (Point 4a on the photo card.)
- Put a cross to say you have seen a photo card driving licence
- Cross the box if the driving licence is from the UK. Enter the issuing country if it is not from the UK.

For a paper driving licence please ensure all details are entered as above and put a cross to say you have seen a paper Driving Licence.

Birth certificates

- Hold the document up to the light. There should be a water mark visible
- Enter the date of birth, date of issue and Country of birth if not UK.

Marriage certificate

- Check that the name is the same as the name given in Box A or tallies with a previous name in Box C.
- Enter the date of marriage.

P45/P60/NI

- Check that the name and address are the same as those in Box A
- Enter the NI number in the box provided

What happens if the club member cannot give you three forms of identity from the list above?

They must give you one of the following

- Passport
- Driving licence
- Birth certificate issued within one year of the date of birth

And two from the list below. However, because **it is hard to enter these on the forms the person will need to give you the original and a photocopy. You will need to sign the copy to say you have seen it and enclose the copy with the form.**

Household bills less than 3 months old

Mobile phone bill

Mortgage statement less than 12 months old

Bank or building society statement less than 3 months old

Connexions card

Shot gun License

Evidence of GCSE/A-level results with name

Adoption certificate

Valid vehicle registration document

Finishing Section X

Put a cross on Line 15 if you have seen and checked documents against their current address.

Write your name in block capitals and **black** ink on Line 16 where it says 'Evidence seen and checked by'.

Give the club members their documents back. We do not need them if you have completed section X

Complete the list of Club Members submitting forms.

Finally

Send

- Completed forms
- Cheques
- List of club members

To The FA CRB Unit. The address is on your letter and on the top right hand corner of every Disclosure Application form

What happens next?

The FA CRB Unit will process the forms and forward them to the CRB. About four to six weeks later the CRB will send the applicant a copy of their own disclosure certificate and a copy will also be sent to The FA CRB Unit.

Certificates with a history of offending will be referred to The FA CRB panel for discussion and possibly to Case Management for further enquiries. The FA is very fair and only considers those offences which could be considered significant or relevant to the care of children. Such offences include sexual offending, violence and drug dealing.

When The FA has made a decision about the disclosure certificates from your club we will write and tell you the names of those who have a disclosure certificate that is acceptable to The FA. We are not allowed to tell you or anyone else the content of the certificate.

If a person is no longer allowed to work with children The FA will inform the County FA, the club and the individual concerned.

Please remember that most people who offend against children do so for many years before they are caught. This means that whilst a CRB disclosure certificate is a tool in child protection, clubs must always remain alert to concerns and strive for best practice in child protection.

If you have any queries contact The FA on crb@TheFA.com or ring 0800 085 0506 and ask for The FA CRB Unit.

Thank you for your help and co operation.

The FA CRB Unit