



DBS FAQ SHEET

- If I am a coach do I need to have a check?
All coaches must be checked and licensed by Table Tennis England before they undertake any coaching.
- What level of check do I need if I am a coach or working with young people or vulnerable adults?
You have to have an Enhanced Check we do not accept Basic Checks.
- I am a club official and handle information about our junior club members so do I need a check?
No not unless you undertake direct responsibility for young people and meet the regulated activity criteria.
- What is regulated activity?
Carrying out an activity where you are teaching, training, instructing, caring for or supervising children or driving a vehicle only for children. The activity happens frequently – once a week or more, happens intensively – 4 or more days a month or overnight.
- Who decides whether an activity is 'regulated' and whether a check is needed?
It is up to the employer – in this case Table Tennis England and Online Disclosures.
- Who does need to be checked?
Coaches, anyone who regularly transports young people or anyone who is responsible for young people overnight.
- Do I have to have a check through Table Tennis England's recommended registered body (Online Disclosures)?
Yes if you are a member of Table Tennis England and carrying out a role on our behalf which requires a check. Table Tennis England do not accept DBS checks carried out through other registered bodies.
- Do I have to pay for my check?
If you are a volunteer then the check is free of charge you just have to pay the admin charge of £19 to Online Disclosures. If you are in a paid role then the charge is £36 plus the administration charge and £10.50 for the identity verification.
- Where and when do I pay?
Once you have completed the online process there will be a form to print and take to your nearest Post Office dealing with passports. They will check your identity evidence and you will pay them for the check.

- How long does the process take?
Once your identity has been checked then, unless you have moved house within the past 5 years it should only take a couple of weeks to complete.
- Do I have to send my DBS check to the Table Tennis England office?
No, Online Disclosures notify Table Tennis England when the check is complete. The only time you need to send it in is if you have any convictions when you must send it to our Safeguarding and Ethics Manager, or you can scan it to judy.rogers@tabletennisengland.co.uk. In addition you will be asked to provide a written statement regarding any convictions.
- How often do you have to have a DBS check carried out?
You will need to get a new one every 3 years.
- Do I have to do it online?
Yes we cannot process paper applications.
- What happens if I have convictions?
Every check with convictions is dealt with on an individual basis. A risk assessment will be carried out by the Table Tennis England Case Management Group along with the Performance and Coaching Manager. The fact that you have a conviction does not mean we will stop you coaching or carrying out an activity with Table Tennis England. There are many known case studies where sport has had a positive impact on an offender allowing and supporting them to change their lifestyle.
- What is the Update Service and will Table Tennis England accept it?
The Update Service means that provided you keep registering year on year you do not have to undergo a new DBS check every 3 years. You have to apply in the normal way for an Enhanced DBS and then once you have received your certificate you MUST apply via the DBS website www.gov.uk/dbs-update-service. If you are a volunteer there is no annual cost to keep re-registering but if you are not a volunteer the cost is £13 per annum. Table Tennis England does NOT accept checks carried out through the Update Service, unless the original check has been processed through Table Tennis England.

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