

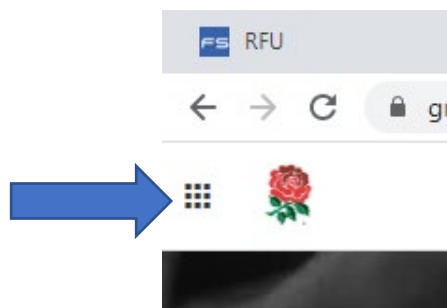
## Processing a DBS application

Please note –

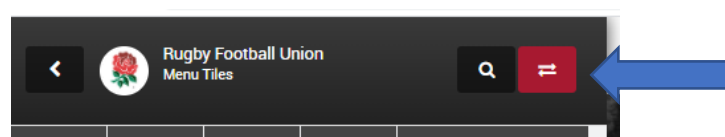
1. In order to carry out a DBS application you will need to hold the role of either “Safeguarding Officer” or “Safeguarding Assistant” on the Game Management System (GMS). If you don’t currently hold one of these roles, please contact the relevant person(s) within your organisation to set this up.

Step by step process -

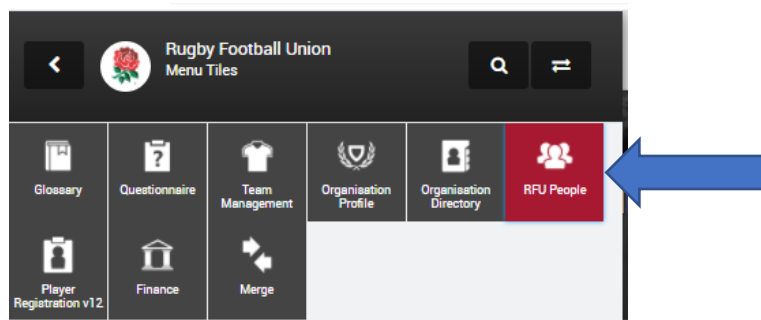
1. Log into the GMS site - <https://gms.rfu.com/GMS/Account/Login> - and access your organisations page. Should you have any GMS login/access issues please contact our GMS Helpdesk via their online help portal - <https://help.rfu.com/support/home>
2. Once logged in, you should be taken to your Account page where you can access all organisations you hold a membership to.
3. Please select the grid symbol at the top left of the page (next to the England Rugby Rose) –



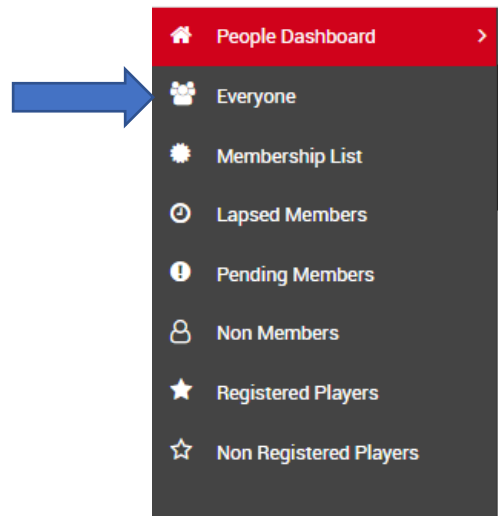
This will allow you to search (if necessary) for organisations using the arrow symbol -



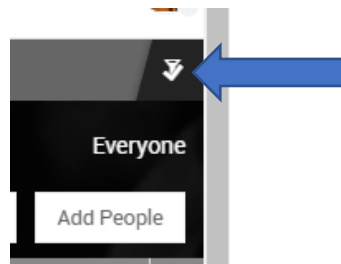
4. In the same section, below this, you will have a group of tiles that vary depending on your access level/roles on GMS. For the purposes of the DBS application process, you should select “People” from this –



5. In order to bring up a full list of all club members you should select “Everyone” on the left-hand menu of the People Dashboard –



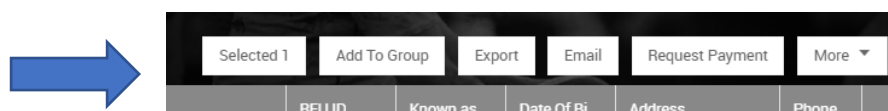
6. Once you have loaded the list, you should (if it doesn't already appear) open the “Filter” located at the top right on the list so that you can easily locate the relevant individual(s) requiring DBS clearance –



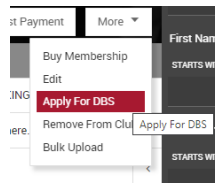
7. Now that you have found the applicant on the list, you should select the small icon to the left-hand side of their forename. *(Please note you can select a number of individuals at the same time as necessary)*



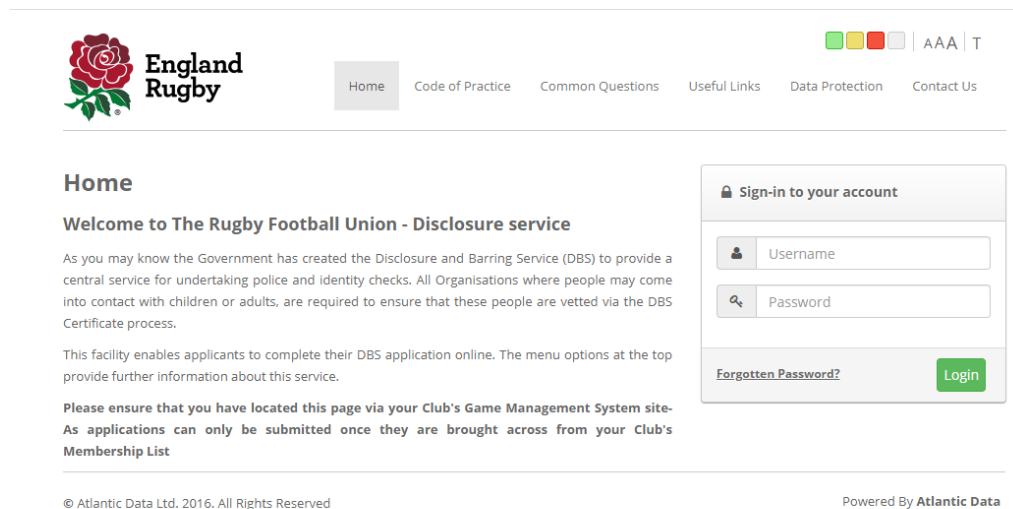
This will highlight the individual(s) and then bring up additional menu options at the top right of the people list –



- From these options please select the “More” drop down where you should be able to locate the “Apply for DBS” option –

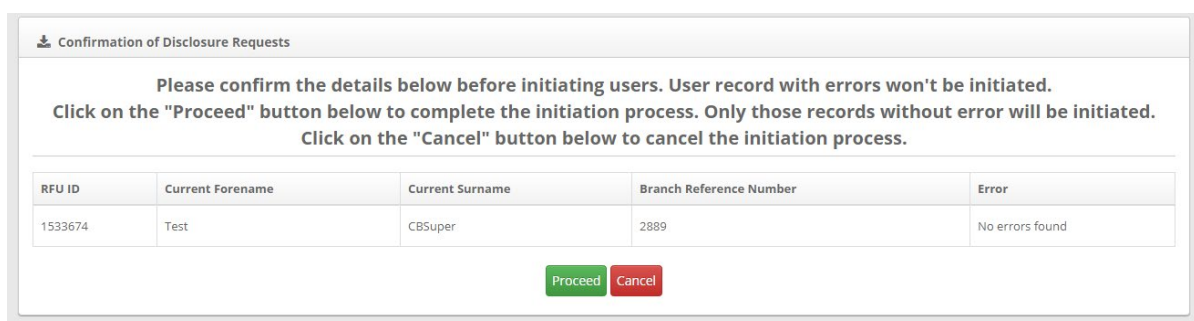


This will take you to the login screen for RFU Disclosures website –

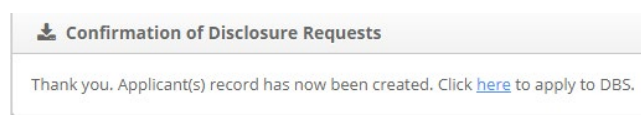


*Please note, this is a separate system to GMS and as such requires different login credentials. If you require access/have been locked out of your account please contact the RFU via our dedicated email account – [dbseapp@rfu.com](mailto:dbseapp@rfu.com)*

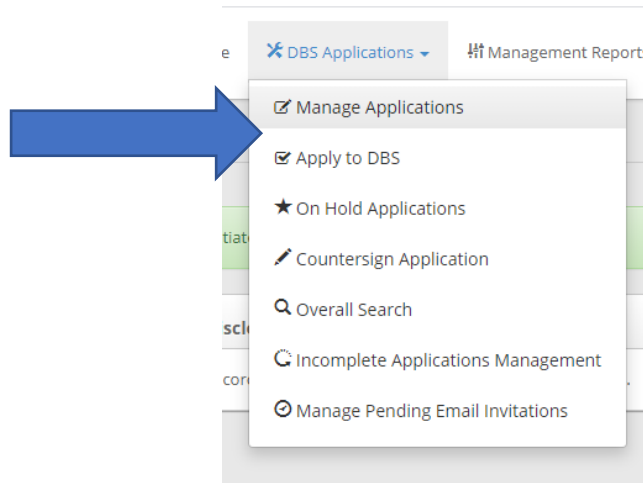
- Once you have logged into the system you will be presented with a page to confirm the transfer from GMS to the DBS system. Should you receive any error message at this stage e.g. the applicant already exists etc. please contact the RFU on the email address above –



- After you have confirmed the transfer (by clicking “Proceed”) you would then be able to begin the application –

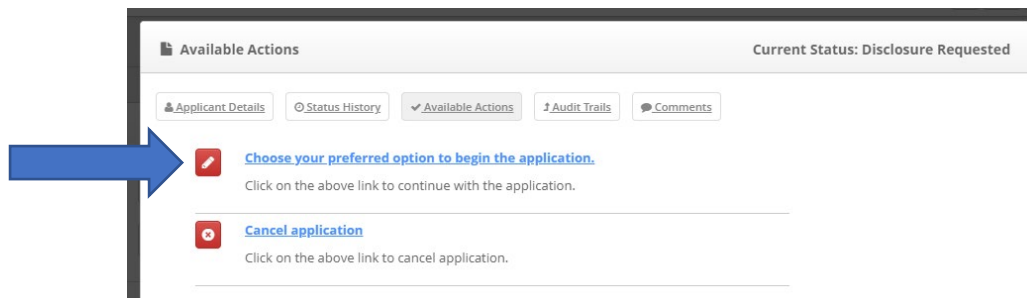


11. Alternatively, you can select the “DBS Applications” menu at the top of the screen and on the drop down menu select “Manage Applications” or “Apply to DBS” where you can search for the applicant or existing applicants to proceed –

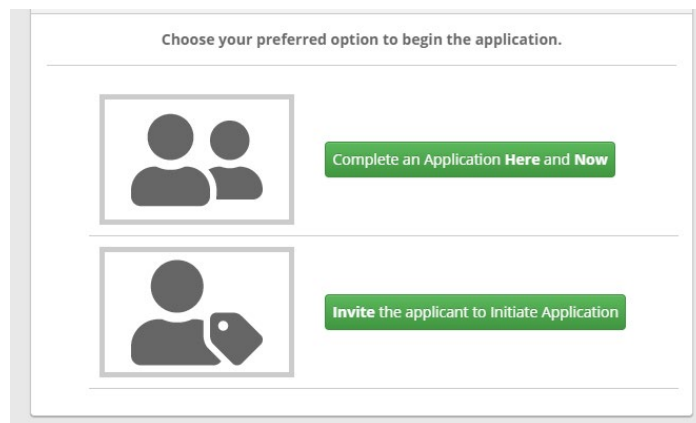


*Please note, your options may look different depending on your account access. For example, you will not be able to view “Countersign Applications” etc.*


12. When you have located the applicant, click on their name and the option of how to begin the application will show.




By clicking this option you can choose to invite the applicant to choose their ID documents to support the application, or if they are with you in person (with the documents) you can select “Here and Now”.



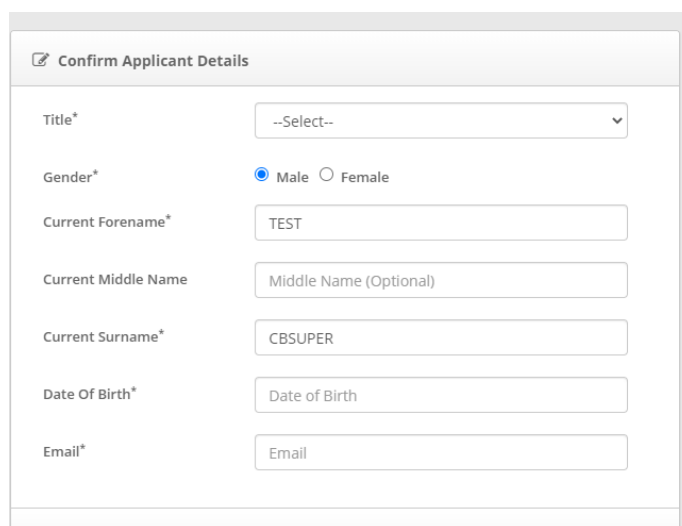
Choose your preferred option to begin the application.


 Complete an Application **Here and Now**

 Invite the applicant to Initiate Application

13. The next stage is to set some basic information e.g. Applicants name, date of birth, role they are applying for etc.

Following this the system will allow you to send an email (if you are inviting their applicant remotely to choose their ID) or to proceed in person (if you have selected “Here and Now”)



 Confirm Applicant Details

Title\*

Gender\*  Male  Female

Current Forename\*

Current Middle Name

Current Surname\*

Date Of Birth\*

Email\*

It is important to select the correct job role for the applicant. Specifically, which workforce (Children, Adults or Both) and also the relevant Barred List check that they will be vetted against. Most applicants in an unsupervised role with frequent access to U18's would required an Enhanced DBS check vetted against the Children's Workforce and Children's Barred List – however further guidance where necessary can be obtained from the RFU Safeguarding Department via the email address – [dbseapp@rfu.com](mailto:dbseapp@rfu.com)

14. Once the ID has been selected you should meet with the applicant face to face to verify the documents.

In order to update the application, you should log into the DBS system (bypassing GMS – as the applicant already exists) on this link <https://rfu.disclosures.co.uk/> (which we would advise saving as a “favourite” on your web-browser for easy access)

You should use the “DBS Applications” menu to search for and select the applicant. Following this you will be given the option under “Available Actions” to “Carry out ID check” where you will submit the ID data.

It is important that care is given at this stage, as once the ID has been entered and saved it is encrypted – this means that it can’t be accessed/amended at a later date should there have been an error.

15. Once the ID has been entered the options will appear for the applicant to complete the remainder of the application e.g. their address history, previous names etc. there and then or for you send them an invite to do this remotely.

At the point of accessing the application, the applicant will need to have their ID documents to hand in order to verify data from them and access the application. Once they have accessed it the applicant will complete the remainder of the application and it will be fully submitted.

16. The application is now completed and it will be quality checked by Atlantic Data (who manage the RFU’s DBS system). Any errors will be queried at this stage with the ID verifier and the application will be placed on hold until resolution.

Following this the application will be countersigned by the RFU and dispatched electronically to the DBS for processing.

The application can be tracked on the system using the “Manage Applications” option.

For any further guidance on tracking applications or additional queries on the DBS process, please contact the RFU Safeguarding Department – [dbseapp@rfu.com](mailto:dbseapp@rfu.com)