

Key: ECB Applicant

Atlantic Data

DBS Application Customer Journey

Application initiated by Club / County / ECB

Applicant receives email invite with link to application

Applicant selects ID documents & completes application

ID verified by Club / County / ECB

Applicant submits
CoGC to ECB

Applicant receives email advising to submit CoGC

Address history reviewed by ECB

applicant lived overseas in last 5 years?

Application digitally transmitted to DBS for fulfilment.

DBS Certificate issued by DBS average. 7 days
Applicant will receive email to advise & next steps

Application Quality
Checked &
Countersigned by AD

Applicant receives email advising payment needs to be made / payment made

s this a paid application?

1

Key: **ECB**

DBS Certificate Issue / Update Service Registration

Atlantic Data

Applicant

DBS Certificate issued by DBS average. 7 days Applicant will receive email to advise & next steps

Applicant advised Certificate issued

Applicant will be advised to register to **Update Service:** 30-day period

Reminders are sent throughout the 30 days dependant on steps completed

> Certificate sent into ECB SG Team

Applicant will receive automated reminder emails every 7 days if not sent in. They have 4 weeks to submit.

requested to

to ECB

Applicant directed to DBS update service to complete registration/add certificate. If paid will pay £13 direct to DBS US.

Applicant goes through Consent & Registration steps



Atlantic Data run check

YES

Applicant fails to give consent and/or register to US in 30 day period

Atlantic Data updates ECB

DBS Database renewal date

to 1 year from issue.

to ensure registration is complete

Unsuccessful

NO

recheck and updates ECB DBS Database renewal date

Successful

AD diarises for 12 month to 3 years* from issue

Certificate received and reviewed by vetting panel

YES

Decision made & communicated to applicant. Systems updated accordingly.

Temporary suspension** issued if not received after 4 weeks. CSO notified.

**Applicant still has further 2 months to submit certificate even after suspension.

*the 3-year expiry date is due to legacy system set up. We are looking at ways to make this more in line with the annual recheck process, but further system developments are required across at least 4 systems to make this work.

02 | CRICKET IS A GAME FOR ME

Key: **ECB**

Applicant Atlantic Data

Annual Recheck Questionnaire:

Confirms Volunteer / Paid

Role

Club

Address

Contact Number

DBS Annual Recheck

Renewal date – 30 days: First email sent to renew DBS

Applicant will receive automated reminder emails at various intervals over 30 day period dependant on if applicant has taken any action.

Applicant answers assessed for renewal eligibility



Applicant goes through Consent & Questionnaire



to complete

Eligible

AD carry out recheck on renewal date and confirmation email sent to applicant.



Atlantic Data updates **ECB DBS Database** renewal date & adds another 12 months*

Not eligible

Details reviewed by ECB and email sent to applicant with options:

- DBS no longer required
- New DBS required (change of name, now paid etc)

Applicant confirms details and starts new application if relevant

Applicant directed to DBS update service to complete renewal of subscription only required for paid who will pay £13 direct to DBS US.

Atlantic Data updates ECB DBS Database with either new application or expires previous DBS.

IMPORTANT:

- Applicants will also get a separate email directly from DBS regarding renewal of their subscription, this has to be actioned before the renewal date.
- If applicant recontacts after 30 days and still wishes to renew and is still registered to the Update Service then we can invite them back in to action the recheck.

*the 3-year expiry date is due to legacy system set up. We are looking at ways to make this more in line with the annual recheck process, but further system developments are required across at least 4 systems to make this work.

Overseas Players/Coaches: Non-UK Vetting

IMPORTANT:

Applicants should utilise this process for the following:

- They have secured a position with a Club in England/Wales for the season
- They will be carrying out supervision of Juniors at the club e.g., Coaching
- They are not receiving any payment for the role they are undertaking
- They cannot use this clearance for any other role outside of the auspices of the ECB during their stay

Applicant secures position with Club in England/Wales for Season

ECB create record in

ECB DBS Database and

approve clearance for

the season (to 30th Sept)

Applicant corrects /

supplies missing

information

Applicant completes Non-UK Vetting Application form

Application via ECB website or email dbs@ecb.co.uk

YES

Application can be

ECB email applicant

back to advise of missing/incorrect application in order to proceed

NO

Applicant emails completed application including all supported documents* to dbs@ecb.co.uk



Application reviewed by ECB Team – documents checked for originality and accuracy, vetting carried out.



- **Passport**
- Visa (if applicable)
- Certificate of Good Conduct (dated within 3 months of entry into the UK)



04 | CRICKET IS A GAME FOR ME