

A black and white photograph of five children, three girls and two boys, wearing white t-shirts with 'DYNAMOS CRICKET' and a New Balance logo. They are smiling and clapping, suggesting a celebratory moment. The background is blurred, showing trees and a bright sky. The text 'ECB DBS UPDATE OCT 2023' is overlaid in white, bold, sans-serif font across the center of the image.

# ECB DBS UPDATE OCT 2023

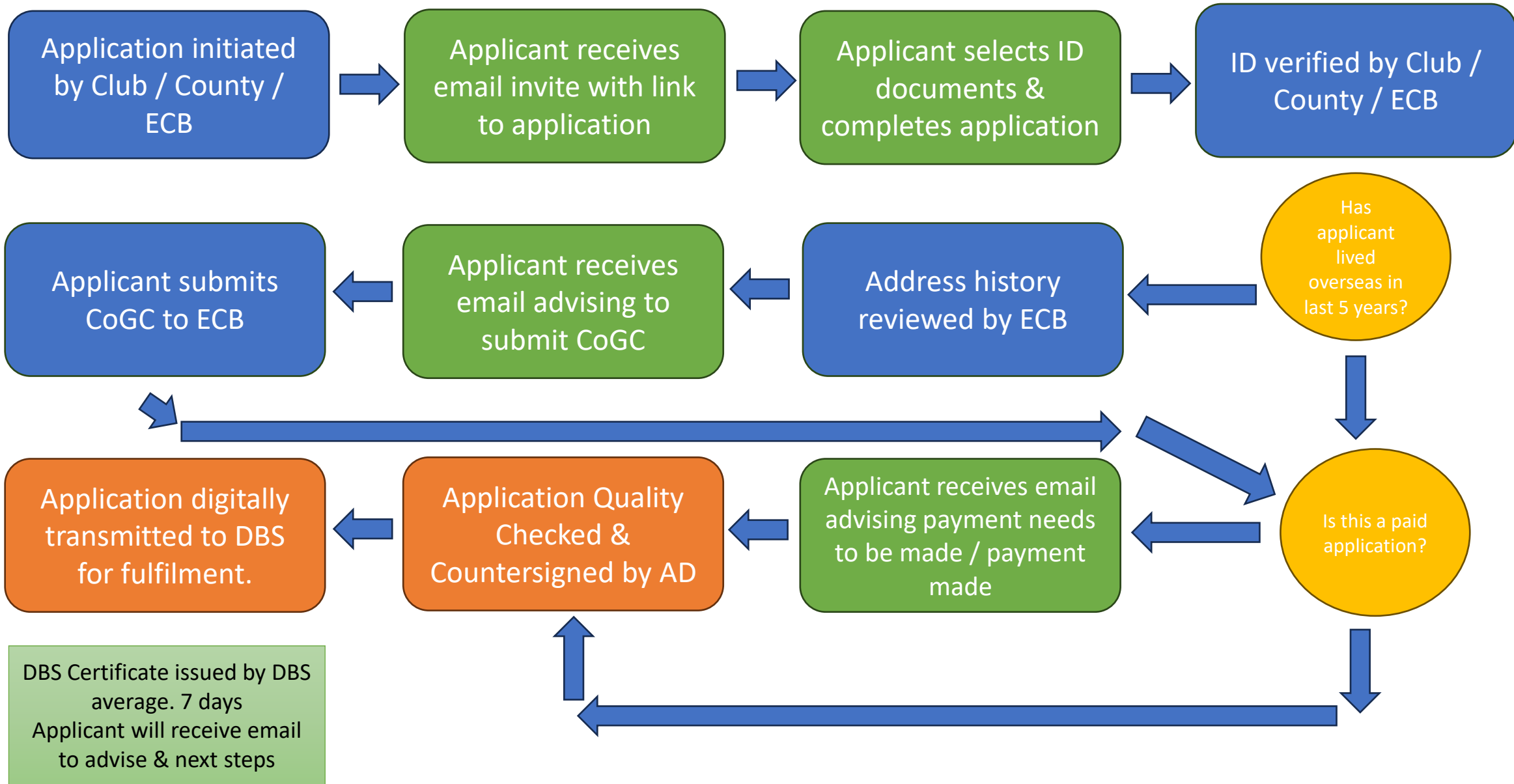
Key:

ECB

Applicant

Atlantic Data

# DBS Application Customer Journey



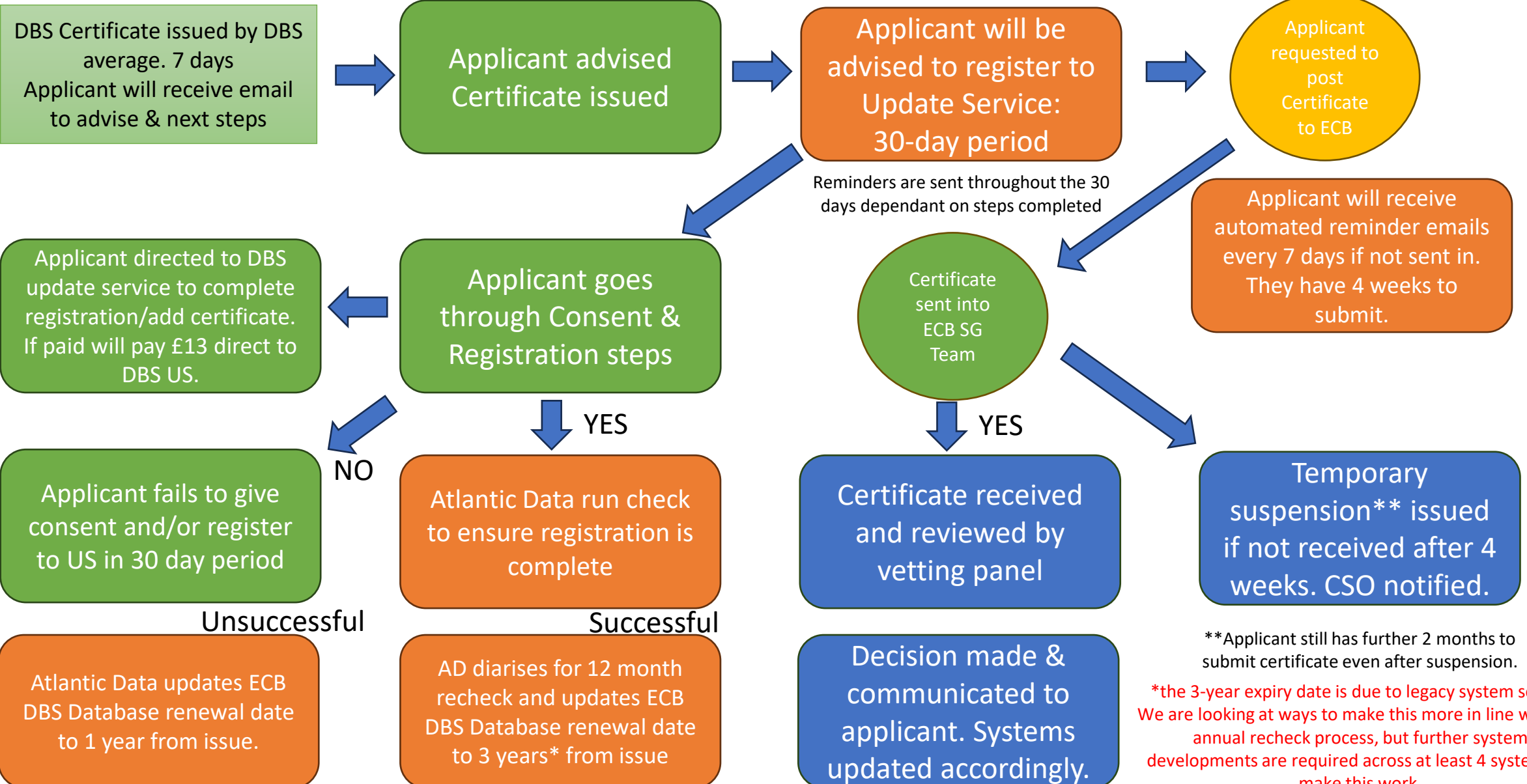
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# DBS Certificate Issue / Update Service Registration



\*\*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.

**Key:**  
**ECB**  
**Applicant**  
**Atlantic Data**

**Annual Recheck Questionnaire:**  
 Confirms Volunteer / Paid  
 Role  
 Club  
 Name  
 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

Applicant fails to complete consent and/or questionnaire after 30 days

**IMPORTANT:**

1. Applicants will also get a separate email directly from DBS regarding renewal of their subscription, this has to be actioned before the renewal date.
2. 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.

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:

- 1) DBS no longer required
- 2) 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.

\*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

