



INFORMATION REGARDING THE DBS PROCESS AND COMET SYSTEM

As you are aware, any individual that comes into contact with children is required to complete a DBS check and receive clearance from the Football Association of Wales to be involved in junior football related activity. An individual must not engage in junior football until they have completed the DBS process.

Clubs have the option to complete DBS checks online or through paper applications. DBS checks are free of charge for all volunteers and £44 for paid staff.

* Please note that the FAW have made it compulsory for clubs to complete DBS checks through the DBS online portal as it is a much more efficient process. If a club would like to sign up to the DBS online system, the club safeguarding officer must have a valid DBS check in place and email safeguarding@faw.co.uk with the following details to be registered as the club verifier:

- Full Name
- Club
- Date of Birth
- Address
- Contact number
- Email Address
- Do you consent to us sharing your club, name and email address with individuals who may need ID verification for their DBS check to be processed?

The safeguarding department will then forward these details to the Welsh Sports Association who will then get in contact with the safeguarding officer and provide them with login details and a guidance document.

A club can only have one set of login details and if at any point the club would like to change their registered verifier, they must email the safeguarding department to inform us of this change.

DBS ONLINE PROCESS

Once the club verifier has verified the application and submitted this on the online system, the application will either come back as 'INPOST' or 'NO MATCH'. Ninety percent of applications are completed in less than a week, however please note that some applications will stay on stage 4 of 5 of the process for up to 60 days. This stage is conducted by the police force and therefore we cannot escalate the application within this time frame. If there are applications that do go over this time frame, please contact Complete Background Screening on 01443 799 900. Those applications that come back with following outcome:

- 'No Match' Status: The registered verifier will receive an email confirming the check has been completed and the application has come back as 'No Match'. This individual is not required to send their DBS certificate into the FAW as the certificate has come back clear and therefore the individual is cleared for junior related activity. The Safeguarding department receive a weekly list of completed DBS checks and will upload this to the COMET system as soon as possible. The DBS check will be valid for three years.
- 'In Post' Status – The registered verifier will receive notification that the check has been completed, however the certificate requires a risk assessment as the system has flagged up





INFORMATION REGARDING THE DBS PROCESS AND COMET SYSTEM

that there is content. The individual must send the DBS certificate (original Document) into the FAW Safeguarding Team for clearance to be involved with junior football. Please forward a scanned copy of the DBS certificate to safeguarding@faw.co.uk. Once received, we will carry out a risk assessment. Failure to provide with FAW the DBS certificate will result in a non-compliance suspension until they send the required document in. The individual has the right not to send in their DBS certificate to the FAW, however the FAW Safeguarding team cannot issue clearance for junior football. If any restrictions are put upon the individual after completing an assessment, the FAW Safeguarding Team will get in contact with the individual and the club safeguarding officer.

DBS PAPER APPLICATION PROCESS

The FAW no longer enable clubs to complete paper DBS application forms and therefore clubs are required to sign up to the WSA DBS online system.

DBS PROCESS AND THE COMET SYSTEM

Please note that all clubs have the responsibility to register volunteers on the COMET system and tag them to the club within their role. The club COMET champion can assist with this and information on how to search for or create an individual COMET profile and submit a registration can be found on the COMET section of the FAW website. From the 2020- 2021 season, registration of all volunteers on the COMET system will be compulsory.

Once the FAW safeguarding team receive notification of an online DBS check that has come back clear, we will locate the individuals COMET profile and log the DBS information under the safeguarding and licences tab. Registered safeguarding officers who have received safeguarding user access will be able to see the DBS information and DBS expiry date of volunteers who are tagged to the club.

Those who send in their DBS certificate will be uploaded to COMET and returned to the individual with a clearance letter stating their COMET ID number.

An individual will receive notification that a DBS has expired on the COMET system and if this is before the end of the season, a registration will be terminated.

The club have the responsibility to submit a new DBS application for the individual before a DBS expires to enable the FAW Safeguarding team to update COMET with the new DBS information.

REGISTRATION ON THE COMET SYSTEM

Once an individual's registration has been submitted on the COMET system, the FAW Trust will check the necessary qualification for their role have been completed and are valid. The FAW Safeguarding Team will then check if the individual has completed the DBS process and confirm the registration.

Upon confirmation of this registration, the individual will receive a digital registration card via email, and this will confirm that they have met the requirements to undertake their role within the club.

Please note that the FAW safeguarding team no longer issue safeguarding cards due to the COMET system generating digital registration cards.





INFORMATION REGARDING THE DBS PROCESS AND COMET SYSTEM

REGISTRATION OF SAFEGUARDING OFFICERS AND THE COMET SYSTEM

The club cannot add the safeguarding award for their Safeguarding officer. In the process of registering the safeguarding officer, please email safeguarding@faw.co.uk, the full name, date of birth and COMET ID number of the individual. The Safeguarding team will then add the safeguarding award and confirm the registration, providing they have DBS clearance.

For Safeguarding User access on the DBS COMET System, please set the individual up as a COMET user for the club. We will then go onto user access details and update the user access to safeguarding access for the club. The Safeguarding officer will then be able to see DBS information for all volunteers who are tagged to the club.

If you have any queries regarding the DBS process, please contact the FAW Safeguarding Team on safeguarding@faw.co.uk or 02920 435 830.

