

Safeguarding DBS / PVG Check Questions and Answers

Question	Answer
What is meant by the acronyms DBS/PVG?	DBS stands for Disclosure and Barring Service, this is the process completed within England, Wales, Northern Ireland, and the British Isles to ensure suitability of individuals working or volunteering with vulnerable groups. PVG stands for Protection of Vulnerable Groups this is the process completed within Scotland to ensure suitability of individuals working or volunteering with vulnerable groups.
Why are Motorsport UK requesting that DBS or PVG checks are completed?	It is a legal requirement for all individuals working or volunteering in roles that meet UK Governments' definition of 'Regulated Activity' to hold the relevant suitability certificate. Organisations of under 10 employees/volunteers are unable to apply for a check at the level required and are only able to apply for a basic check this level of check does not meet the legal requirements.
I have been DBS/PVG checked for another organisation; do I need to be DBS checked by Motorsport UK?	Yes. In order for the Disclosure and Barring Service or the Protection of Vulnerable Groups organisations to update Motorsport UK with any changes during the licence holder's registration or activity within motorsport activities, it is vital that the check is completed via each organization you work or volunteer with.
I have signed up to the DBS update service at another organization why do I still need to complete a check via Motorsport UK?	The update service allows an organization to be informed of any recent disclosures of content held on a certificate, it does not show a new organisation any information pre the date of issue on the certificate. Therefore, the Government guidance within the UK states that all relevant organizations should complete a DBS for all roles working or volunteering for them to ensure that they are made aware of any relevant information held.
I already have a DBS/PVG certificate completed via Motorsport UK, do I need to do another one?	No, as long as your certificate is under 3 years old you do not need to reapply. However UK Government advises that all DBS checks must be renewed every 3 years or have individuals signed up to the update service so that the organisation are able to access any relevant information added to the certificate in the last 3 years.



How often will I need to complete a DBS/PVG check?	Government guidance recommends that organisations complete a DBS every three years for its staff and volunteers or alternatively members can sign up the update service on completion of the DBS check. Once you receive your completed DBS check you have 14 days to join the update service, this service allows Motorsport UK to refresh your DBS check with no requirement to complete a new check. There is no fee for this service if you are a volunteer. Motorsport UK encourages all our volunteers to sign up to the update service as it will significantly lower the financial impact of renewing application.
Do Motorsport UK recommend that once I have completed my DBS application, I sign up to the update service?	Yes. Once you have received your completed DBS certificate you have 14 days to join the update service, this service allows Motorsport UK to refresh your DBS check with no requirement to complete a new check. There is no fee for this service if you are a volunteer. Motorsport UK encourages all our volunteers to sign up to the update service as it will significantly lower the financial impact of renewing application and will lessen the administration time for our members. If your role within motorsport means that you are charged to complete your DBS/PVG check you may wish to also sign up to the update service as this is often financially beneficial as well as saving you time.
Where is my data stored?	Other than the data already provided to Motorsport UK for your licence application, for example your address and phone number, all your personal data is stored with First Advantage. First Advantage's statement on this is it "strives to protect personally identifiable information that we maintain or disseminate, including using appropriate administrative, physical, and technical safeguards, so it is not obtained by unauthorized individuals or used impermissibly". Their full policy relating to privacy can be found here .
What is required of me during this application?	<ol style="list-style-type: none">1. Input details associated with your Motorsport UK licence onto our Motorsport UK DBS webpage (found here).2. Once this is complete, the webpage will re-direct you to First Advantage where you will be asked to create a memorable password for your online DBS application.3. First Advantage will then ask for personal details such as your national insurance number, address history and identification document details4. Finally, you will need to get your identification documents verified by a Crown Post Office. Details on this can be found below in answer to the question "<i>How will I know I have completed the online application?</i>".



When completing my DBS application, I am asked in the system to select Coach 1 or Coach 2 what does this mean?	Coach 1 and Coach 2 are categories used by First Advantage to identify the level of check that is required, Coach 1 equals an Enhanced Criminal Record Check with Barred list check and Coach 2 equals an Enhanced Criminal record check without Barred list Check. Currently all roles identified within Motorsport UK activities require Enhanced Criminal Record Check with Barred list check, so please select Coach 1
I am a Motorsport UK licenced volunteer and I do not see my role listed as requiring a check why?	As you may have noted the list states that it is not an exhaustive list of roles therefor, we have supplied a simple flow chart that can be followed so that you can see if your role requires a check to be completed. We also note that role names and responsibilities vary within disciplines, venues, and clubs. If you are unsure if you require a check, please contact the safeguarding team using the email below. If you feel you require a check, please continue to use the system provided. Motorsport UK will fund all registered volunteers checks.
What is regulated activity?	<p>Any individual who carries out any of the following activities:</p> <ol style="list-style-type: none">1. Teaching, training, instructing, caring for or supervising children?2. Providing guidance and advice on well-being for children?3. Driving a vehicle only for child/ren? <p>If so, does the activity happen as often as any of the following?</p> <ul style="list-style-type: none">• Once a week or more often?• 4 or more days in a 30-day period?• Overnight between 2am and 6am? (This refers to staying/supervising a minor whilst an overnight stay is required and does NOT refer to sharing a room with a person under the age of 18. It is NEVER acceptable to share a room with a minor as part of your working/volunteer role). <p>If you have staff or you yourself meet the above criteria, it is your legal responsibility to ensure that the correct suitability checks have been completed. This includes an enhanced DBS certificate.</p>
What is the government legislation criteria for identified roles?	If the above definition of regulated activity applies to your role, then you have met the government criteria for an identified role and require a DBS check.
Why do some Motorsport UK representatives get checked for free?	For those who are registered volunteers with our organisation, Motorsport UK has made the decision to cover the costs of their DBS check. It is imperative that this check is completed and therefore we didn't believe it was appropriate to leave this cost with the volunteer. For those who are employed in paid roles, the cost of the DBS check does fall with them.



How do I pay for the DBS check?	Our online DBS system found here will calculate the appropriate cost of your DBS check and request the payment details for this during the application.
Why do I have to pay for my DBS check? And where does the money go?	<ol style="list-style-type: none">1. If you are a Motorsport UK registered volunteer, all costs will be covered by Motorsport UK.2. If you are a volunteer who is not registered with Motorsport UK there will be a cost of £21 this is due to the cost of £16.00 per applicant that is occurred to Motorsport UK, the remaining balance is used towards further costs occurred to Motorsport UK and includes system access charges, safeguarding support and training access that will be available in the spring.3. If you are not a volunteer within motorsport and receive financial gain from your activity you will be required to pay a fee of £67.00 this is due to the £16.00 charged by FA and an additional government charge of £40 charged for the criminal records check process, the remaining charge is again to support the costings occurred to Motorsport UK and includes system access charges, safeguarding support and access to safeguarding training that will be made available to you in the spring.
Will the DBS check expire?	DBS checks do not technically expire. However, government guidance does require that we update the checks every 3 years. You can sign up to the update service here and this will make the process easier for you and additional costs will not apply in the future.
What do I do if I have a criminal record?	<p>If you are concerned that previous convictions are going to appear on your DBS check, please contact our safeguarding team at safeguarding@motorsportuk.org and they can support you with this and offer advice on a case-by-case basis.</p> <p>Please note that we have a Disclosure of content risk assessment process, and we will do all we can to support you through the process. All information provided will be kept confidential unless we have your consent to share or if we believe that by not sharing information with the correct agencies there may be a significant risk to a child or an adult with support needs.</p>
How long is the approval process?	<p>The check typically takes around 2-4 weeks to process once the online application has been completed. However, this can vary for a number of reasons such as local police searches, multiple applicant addresses, name changes and other external factors.</p> <p>If your application is taking longer than 4 weeks, please contact the safeguarding team safeguarding@motorsportuk.org and they can investigate as to why this might be.</p>



How will you audit compliance?	If you are registered in a role that had been identified as needing a DBS check, and do not complete the check you will be non-compliant with legal regulations and therefore you will not be able to take part in this role until the check is in place.
What is the deadline for submitting an application?	As this is a legal requirement of regulated activity, Motorsport UK would like to stress that this check is completed before you participate in your identified role.
Who is checking my data and details?	First Advantage, a DBS register body, will transfer your application to the Disclosure and Barring Service. They work with police forces in England, Wales, Scotland, Northern Ireland, the Channel Islands and the Isle of Man as well as the ACRO Criminal Records Office to determine a comprehensive overview of someone's criminal background.
How will I know I have completed the online application?	Once you have completed the online portion of you application, you will receive a document from First Advantage containing barcodes that correspond to your chosen 3 identification documents. The final steps of your check will involve taking this document, along with your chosen ID's, to a Crown Post Office for verification. You will know this step has been successful upon receiving an email from First Advantage to confirm your application is now with the Disclosure and Barring Service.
In the frequency section of the DBS flow chart, what does "session" refer to?	A session would be defined as a period of time dedicated to a particular activity. In the context of motorsport, one session could be equal to: (a) one competition day; (b) an hour's training focused on health and fitness; (c) any period of time (ranging from 5 minutes to a whole day) spent focusing on driver development; (d) volunteering for the day at an event where you will be required to advise or direct under 18's, and a number of other examples. If you are unsure whether your activity within Motorsport UK requires you to complete a DBS check, please contact safeguarding@motorsportuk.org and they will be able to advise you.