

DBS GUIDELINES

BISHA

Safeguarding The Disclosure and Barring Service (DBS)

BISHA Hockey is committed to safeguarding the welfare of those accessing the sport by using the DBS Disclosure vetting process for all relevant volunteers within the sport.

DBS Disclosure Checks

The guidance set out in this DBS document relates to BISHA officials and our members who are involved in the sport i.e., coaches, referees, managers, and club officials who have regular contact with players U18. Bisha Hockey will carry out Enhanced checks for those involved in the sport.

The Process

BISHA has partnered with uCheck to process the DBS certificates.

Part 1: Volunteers can complete the online application form by clicking this link
<https://www.dbsassist.co.uk/ucheck/>

Username: **BISH5**

Password: bishfive

Part 2: You will be contacted by a representative (verifier) from your club or directly by someone from BISHA who will check your documentations.

You will need to provide the following: -

Valid Passport

Valid Driving Licence

Utility bill *must be within the last 3 months or

Council Tax statement

DBS Certificate

The DBS Certificate will be sent directly to the individual. BISHA will **ONLY** be sent the individuals DBS certificate number.

When you receive your certificate, it is very important that you go onto the [DBS-update-service](#) and register your new certificate within **30 days** of issue. This service is **FREE** for volunteers.

Registering your DBS certificate will allow BiSHA to be able to do a quick check, without you having to do a full application every year.

You will be required to complete the online DBS every three years.

Costs

The cost of the DBS is £12.

Individuals will be responsible for paying this charge directly to BISHA (volunteers will need to agree/reclaim the costs from their club).

Please be advised a DBS check will not be initiated until payment has been received. The Bank account details are as follows:

**Lloyds Bank, Bishahockey Ltd. Sort code 30-97-24, Account No.01127516 - Bank ref: DBS
Your Name**

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