

# Obtaining a Bowls DBS Check

Guidance provided by Bowls England  
April 2024



# Frequently Asked Questions

## Why are DBS checks important to our sport?

The Disclosure and Barring Service (DBS) helps our sport to make safer recruitment decisions, preventing unsuitable people from working with vulnerable groups.

## Who should have a DBS check?

We expect all Safeguarding Officers and Coaches to have had a DBS check within the past 3 years unless using the Update Service

## Is there a cost to having a DBS check?

The cost of a DBS certificate through this service is £21.38. Make sure to speak to your club to determine who is expected to cover the cost of the service

## I already have a DBS check from a different sport / group, do I need another?

You will require a new DBS certificate, however once a DBS certificate has been obtained through any of the Bowls Codes this can be used across the sport

## I already have a DBS check but I did it 4 years ago, do I need another?

DBS certificates need to be renewed every 3 years, unless you use the Update Service

# Frequently Asked Questions

## Can I apply for a DBS on the behalf of someone / Can someone apply on my behalf?

If you have been given the express permission / if you have given out express permission to someone you trust, this is acceptable

## What is the Update Service?

The Update Service is an online subscription service that lets you keep your Standard and Enhanced DBS certificates up-to-date

## How much does the Update Service cost?

It costs £13 per year and you can pay by debit or credit card.

## How to apply to the Update Service?

Follow this link: <https://www.gov.uk/dbs-update-service>. Note you will need your DBS certificate number. You must register for the Update Service within 30 days of the certificate being issued.

# Frequently Asked Questions

[I am having troubles using the Bowls England website to apply for a DBS check](#)

Please use the enquiry function on our website to contact (linked here:  
<https://www.bowlsengland.com/contact/>)

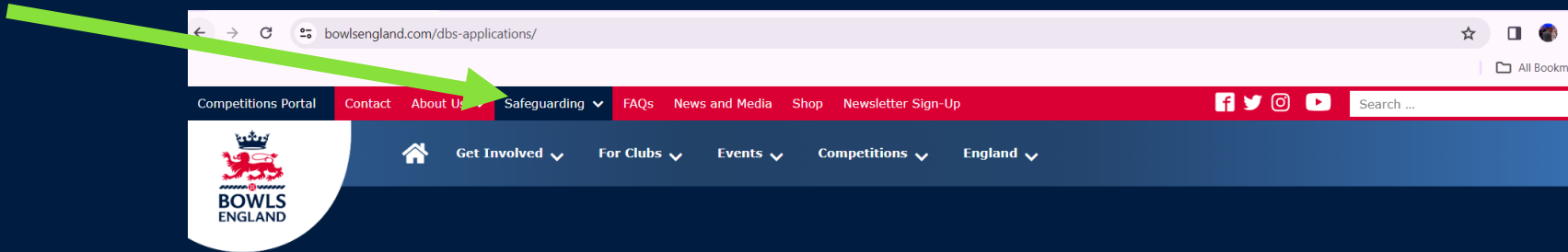
[I am having troubles using the KnowYourPeople website](#)

Email [support@knowyourpeople.co.uk](mailto:support@knowyourpeople.co.uk) with details of your issues

# Access the Bowls England Website

<https://www.bowlsengland.com/dbs-applications/>

Go to our website: **Bowls England > Safeguarding > DBS > DBS Applications**



## ***DBS APPLICATIONS***

**Bowls England |**

**Disclosure and Barring Service (DBS Applications)**

For a generic overview on the Disclosure and Barring Service within Bowls England, please click [here](#).

# Access the Bowls England Website

<https://www.bowlsengland.com/dbs-applications/>

## DBS Request Form

Full Name *(Required)*

Club Name *(Required)*

County Name *(Required)*

Email *(Required)*

Phone Number *(Required)*

Role undertaking *(Required)*

Submit

**An application form appears, complete your personal details**

**See the next page for details about the 'Role Undertaking' question, helping you to determine which answer is best to select**

**By submitting your details, Bowls England will receive your details and will upload to the DBS processing system**

# How to determine your 'Role Undertaking'

WE ARE COMMITTED TO

## SAFEGUARDING BOWLS

TO FIND OUT MORE VISIT:  
[BOWLENGLAND.COM](http://BOWLENGLAND.COM)

### TYPES OF DISCLOSURE AND BARRING SERVICE CHECKS

#### Coach - Regulated

Committed to working with Children at least once a week, six weeks a year. This could be in a unsupervised capacity.

#### Coach - Generic

Provides flexible adhoc coaching sessions with Vulnerable Adults and/or Children.

#### Safeguarding Officer - Generic

Officers responsible for the safeguarding needs of Vulnerable Adults and/or Children within their club/county.

#### Team Manager

Works with teams of Vulnerable Adults and/or Children, on a flexible adhoc basis.

#### Volunteers

For any volunteers that could be working with Vulnerable Adults and/or Children, on a flexible adhoc basis.



### ENQUIRIES:

Katherine Miller

[katherine.miller@bowlsengland.com](mailto:katherine.miller@bowlsengland.com)

01929 500968











# KnowYourPeople

Look out for an email from 'KnowYourPeople'




KnowYourPeople - Account Activation

 noreply@knowyourpeople.co.uk  
To  Juliette Maggs-Bowen

  Reply  Reply All  Forward  

Thu 28/03/2024 12:51

 Follow up. Start by 28 March 2024. Due by 28 March 2024.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**Hello Juliette,**

Bowls England (Outdoor) has requested that you complete an application through KnowYourPeople.

A user account has been created for you using this email address.

Please use the following access link to activate your account. See further below for the link to access the system once your account has been activated.

<https://app.knowyourpeople.co.uk/users/activate/FCnPFx4avqiZBxquSxKzXw2>

If you experience any issues when clicking the above link, please copy and paste the link into your browser.

Please be assured that the protection of your privacy and the confidentiality of your information supplied to us is given the highest priority.

After your account has been activated, KnowYourPeople is accessed at <https://app.knowyourpeople.co.uk/>

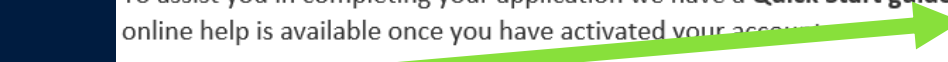
To assist you in completing your application we have a **Quick Start guide:** <https://app.knowyourpeople.co.uk/help/quickstartapplicant> and online help is available once you have activated your account.

If you have any queries regarding this request, please contact the KnowYourPeople Support Team.

Click the link to activate your account



Click the link here to access the Quick Start Guide





# KnowYourPeople

Good Morning, Juliette!

## Your Applications

⚠ There is 1 application awaiting action by you

Show submitted applications

Awaiting Action Since 28 Mar 2024  
for Bowls England (Outdoor)



DBS Enhanced Criminal Record Check

[Complete this application](#)

**Complete the application set up by Bowls England**

# KnowYourPeople

The two documents you need to have on hand for the application process



**At least one document must provide proof of name and date of birth**

**Documents that are accepted:**

- **Passport (Photo page only)**
- **Birth Certificate**
- **National Identity Card**
- **National Entitlement Card**
- **Driving Licence photo card**



**At least one document must provide proof of name and current address**

**Documents that are accepted:**

***These documents must be issued within the last 3 months:***

- **Bank Statement**
- **Mobile Phone Statement**
- **Utility Bill**


***These documents must be issued within the last 12 months:***

- **Insurance Statement**
- **Rental Agreement/Mortgage Statement**
- **Council Tax Bill**

# KnowYourPeople

## My Active Applications

<b>Application Requested by:</b>	Demonstration Organisation
<b>Application ID:</b>	TRDNAT37
<b>Checks Included:</b>	Identity Check.
<b>Date Initiated:</b>	19th March 2021 - 21:24
<b>Date Last Saved by you:</b>	19th March 2021 - 21:24
<b>Application Status:</b>	To be completed
<b>Action Required:</b>	Complete application form

 Message from Organisation:

Note to the applicant to be displayed



**Keep an eye on the status of your application**