

President
HRH The Duke
of Cambridge KG

Equality and Child Protection
Department
Wembley Stadium
Wembley
London HA9 0WS

Postal address:
Wembley Stadium
PO Box 1966
London SW1P 9EQ

Telephone
+44 (0)844 980 8200
Facsimile
+44 (0)844 980 8201

Visit
www.TheFA.com
www.wembleystadium.com



Guidance for Grassroots Clubs

Football Roles and Eligibility for Criminal Records Checks, Child Workforce, August 2013

The Protection of Freedoms Act 2012 [PoFA] has introduced a number of changes to the way in which Criminal Records Checks are carried out.

In order to support grassroots clubs to abide by their legal requirements, following considerable consultation and in line with Government guidance, The FA has defined the roles that are eligible for different levels of checks in football. It is FA policy that checks will be carried out in football for all 16 year olds plus in eligible roles.

In making its decisions on which roles are supervised and which are not, The FA has utilised the Government guidance, alongside the sport sector guidance on supervision, developed by the Sport and Recreation Alliance and the Child Protection in Sport Unit.

Supervision is defined by the legislation as:

- Regular;
- Day to Day;
- Reasonable in all circumstances for protecting children; and
- Carried out by someone in Regulated Activity

Everyone working within the pre-September 2012 definition of regulated activity remains eligible for an enhanced disclosure.

Table 1 provides a list of roles that are eligible for a DBS Enhanced Criminal Record Check: with Children's Barred List and Table 2 provides a list of roles that are not eligible, however please note these lists are not exhaustive, if you require further guidance on whether a role is eligible and / or whether it is supervised or not, please contact The FA CRB via FAchecks@TheFA.com or call 0845 210 8080.



President
HRH The Duke
of Cambridge KG

Equality and Child Protection
Department
Wembley Stadium
Wembley
London HA9 0WS

Postal address:
Wembley Stadium
PO Box 1966
London SW1P 9EQ

Telephone
+44 (0)844 980 8200
Facsimile
+44 (0)844 980 8201

Visit
www.TheFA.com
www.wembleystadium.com



Table 1: Roles Eligible for FA Criminal Records Checks [CRC]

Position/Role	Notes	Eligibility for a DBS Enhanced CRC	Reasons for eligibility	Is it Regulated Activity & eligible for DBS Enhanced CRC with Children's barred list?
Football Coach child workforce	Includes all coaches, whether they have assistant in title or not	Yes	Unsupervised; teaching, training and instruction, caring for and supervising	Yes
Football Team Manager child workforce	As Above	Yes	Unsupervised; teaching, training and instruction, caring for and supervising	Yes
Club Welfare Officer	Work through role with U18s	Yes	Unsupervised; teaching, training and instruction, caring for and supervising, advice & guidance on well being	Yes
U18 Chaperone: Travel, Trips , Tours and tournaments	e.g. tour with overnight stay for U18s	Yes	Caring for or supervising and overnight	Depends on frequency and supervision if not overnight
Regular Club Driver only for children (not private arrangement between parents)	Depends whether driver is alone with U18s as part of driving responsibilities	Yes	Unsupervised caring for or supervising	Depends on frequency and supervision
Host Family	But not if private arrangement between families.	Yes	Unsupervised caring for and overnight	Yes
First Aider child workforce	Weekly involvement with football team	Yes	Treatment and therapy	Depends on frequency



President
HRH The Duke
of Cambridge KG

Equality and Child Protection
Department
Wembley Stadium
Wembley
London HA9 0WS

Postal address:
Wembley Stadium
PO Box 1966
London SW1P 9EQ

Telephone
+44 (0)844 980 8200
Facsimile
+44 (0)844 980 8201

Visit
www.TheFA.com
www.wembleystadium.com



Table 2: Roles that are not eligible for Criminal Record Checks [CRC]

Role often requested but not*eligible	Reasons	Important note
Club Secretary	Not coaching, teaching or instructing, caring for, or supervising, advising or guiding on wellbeing, not driving for the organisation, or providing First Aid on a frequent basis	Those holding these roles may be eligible for a DBS Enhanced CRC if they have involvement within other areas of football activity - where their role does involve caring for or supervising children and young people. Example: Mrs Ball is chairperson of Wyhampton FC and is also the U13 assistant coach. As chairperson Mrs ball is not eligible for a check, however she is eligible for a DBS Enhanced CRC with children’s barring list check for her coaching role whether referred to as coach or assistant coach. As such a check should be completed for her role as coach but not chairperson.
Treasurer		
Chairman		
Parent helper / rep		
Clubhouse Manager		
Grounds man		
Caretaker		
Photographer		
Website administrator		
Social Network Monitors and Managers		
Youth section Administrator		
Parent running the line		
Youth Forum membership (meetings)		

For further information on The FAs Criminal Record Checks process:

- Refer to the FAQs section of TheFA.com via <http://www.thefa.com/football-rules-governance/safeguarding/the-right-people---recruitment-crc>
- or email FAChecks@TheFA.com
- or call on: 0845 210 8080



President
HRH The Duke
of Cambridge KG

Equality and Child Protection
Department
Wembley Stadium
Wembley
London HA9 0WS

Postal address:
Wembley Stadium
PO Box 1966
London SW1P 9EQ

Telephone
+44 (0)844 980 8200
Facsimile
+44 (0)844 980 8201

Visit
www.TheFA.com
www.wembleystadium.com



Table 3: Club Welfare Officer Volunteer Check sheet

[Action planning sheet for recording the CRC Eligibility of newly appointed club volunteers and those who have never previously had a check]

Name of Individual	Club Role or Roles (eligibility should be checked against the role which has most frequent or intensive contact with children)	Eligibility			Status visible on the Online Safeguarding Service Y / N
		Not eligible Y / N	Enhanced Y / N	Inc Barring List Check Y / N	

Use the Online Safeguarding Service; a useful tool

The Online Safeguarding Service available free via your County FAs Member Services area will assist Club Welfare Officers in collating CRC information on the volunteers within your club. The club status report allows Club Welfare Officers to view the CRC status of individuals attached to the club and provides the date of their last CRC check. For more information on the Online Safeguarding Service and to access user guide follow this link:

<http://www.thefa.com/football-rules-governance/safeguarding/online-safeguarding-service>

