DBS Application Process

Step by Step Guide

Version 1, November 2019
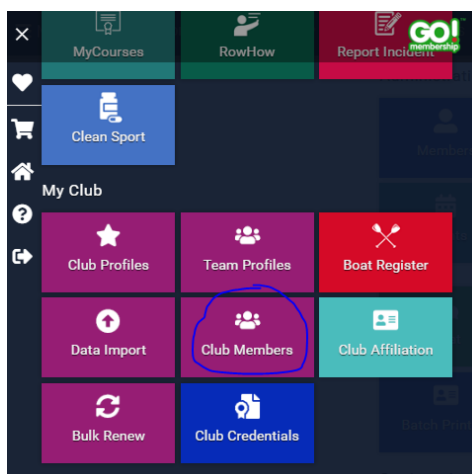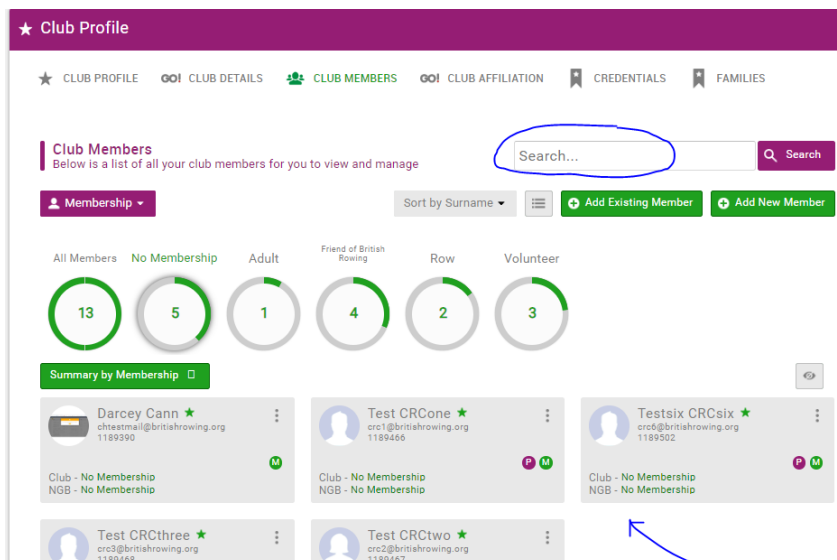
Please note that the terms CRC and DBS as used in the guide mean the same thing.

1. Create a new application for an online criminal record check (CRC – also referred to as DBS) in the **GBG Online Disclosures Portal (GBG)**

   a. The Club Welfare Officer (CWO) will need to be set up as a Verifier in GBG

   b. Please contact governance@britishrowing.org if you're not already set up.

2. Once you have created the online application with GBG, login to British Rowing's **ClubHub** system https://britishrowing.azolve.com/ It is important that the CWO updates this section of ClubHub once the application has been created with GBG. This is so the Club and British Rowing can maintain accurate safeguarding information.

   a. You will need to be a set up as a Club Welfare Officer (CWO) / Club Administrator for your Club in order to see a British Rowing members CRC details

   b. If you're not set up as the CWO / Club Administrator for your club in ClubHub, please contact your ClubHub Administrator.

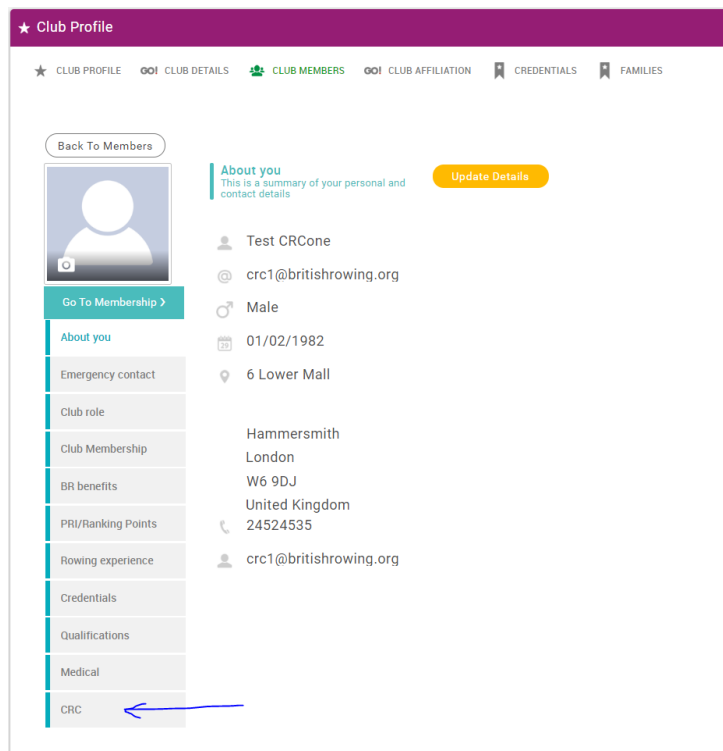3. Click on the Menu button in the top left then select the 'Club Members' tile.

4. Search for the member/applicant

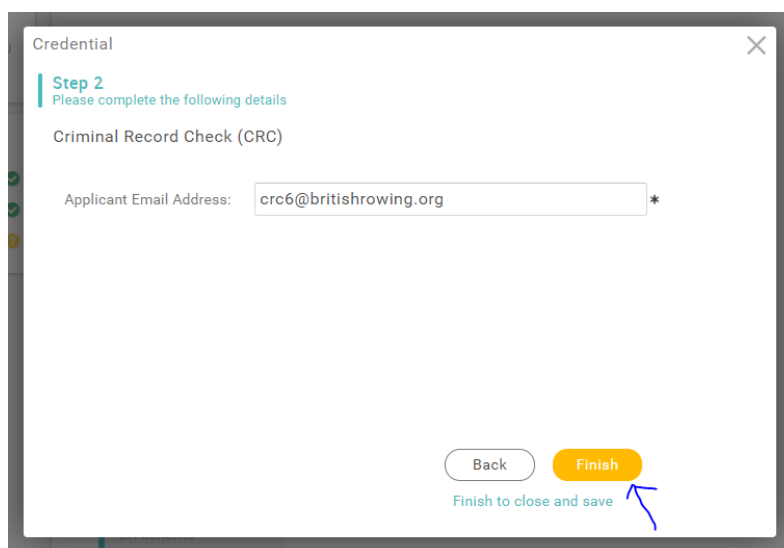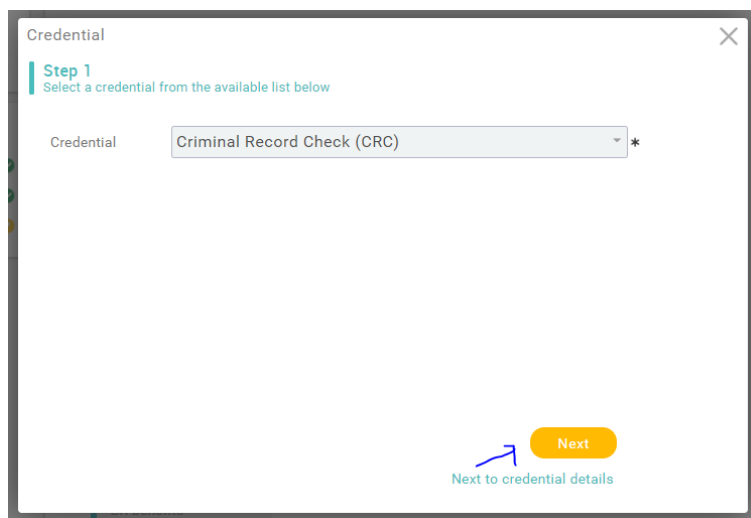   a. You can use the search box or scroll through the member cards.

5. Click on the member's card to display their profile.
6. Scroll down and select the 'CRC' tab.

7. Click on the 'Add CRC' button
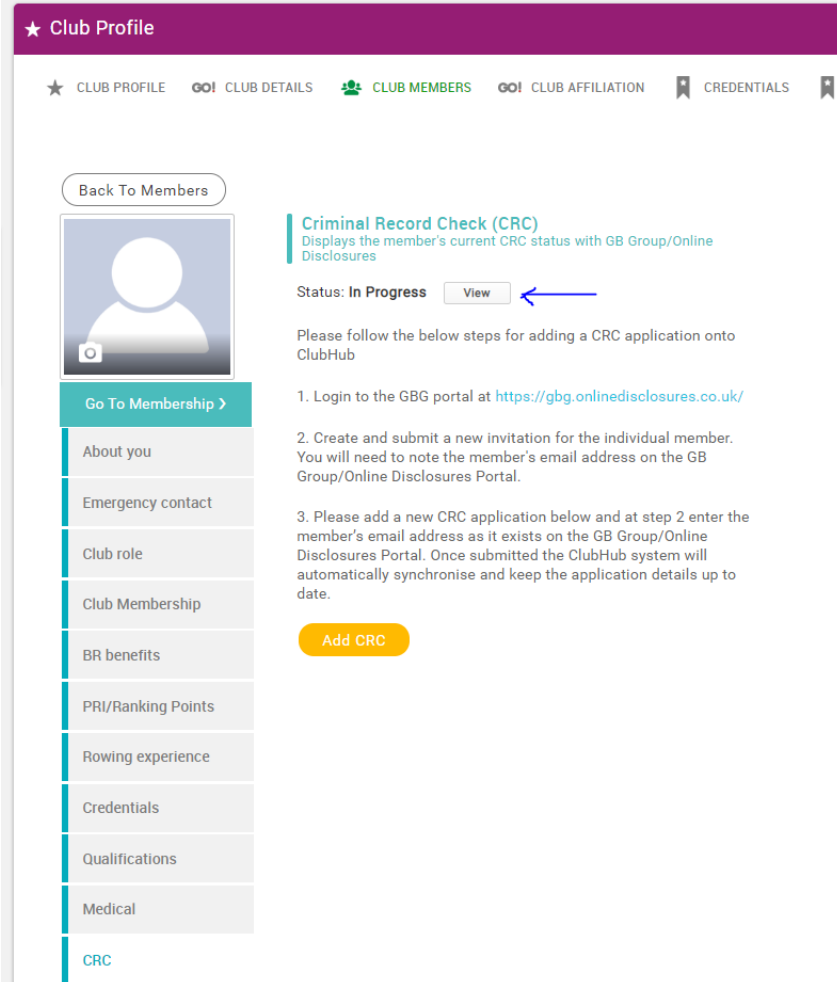
    a. The CRC credential will be displayed. Click Next.

    b. Confirm the correct email address is displayed – **this must be the same email as the one used in the GBG application**

    c. Click 'Finish'.

8. You do not need to do anything else. ClubHub will:

    a. Link with GBG and automatically display basic information about the member's CRC application while it's being processed

    b. Add a CRC credential to the members profile with a status of 'Pending Approval'.

9. When the disclosure is clear and complete:

    a. The CWO will receive an email

    b. The member/applicant will receive an email

    c. The member's CRC credential in ClubHub will automatically be approved (the credential has a length of 3 years from date of issue in GBG).
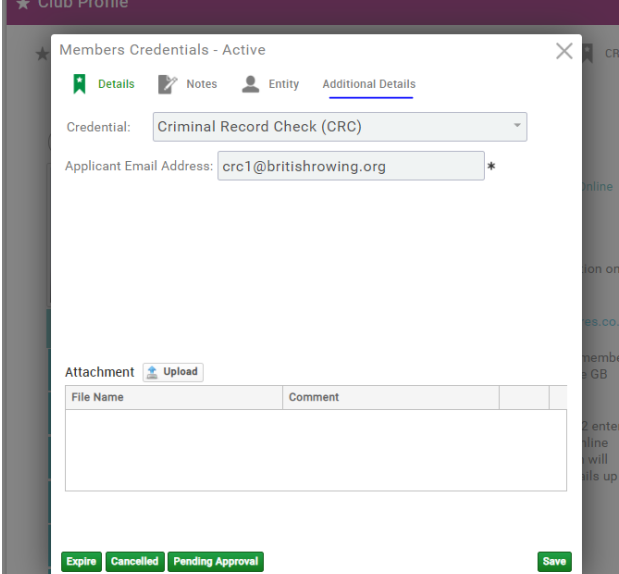
Viewing the Status of an Application in ClubHub

1. To view the status or details of a member's CRC application in ClubHub

    a. Click the 'View' button on the member's CRC tab

    b. Select 'Additional Details'

c. The application details will be displayed

Members Credentials - Active

Details   **Notes**   **Entity**   **Additional Details**

GBG Application Status:
Disclosure Complete

Verifier Name:
Claire DM

Disclosure Number:
020000000497

Verifier Date:
07/10/2019

Workforce:
Child

Disclosure Level:
ENHANCED

Disclosure Received:
07/10/2019

Adult Barring:
No

Disclosure Date:
07/10/2019

Child Barring:
Yes

Expire **Cancelled** **Pending Approval**   **Save**