



BRITISH ROWING

# DBS Application Process

## Step by Step Guide

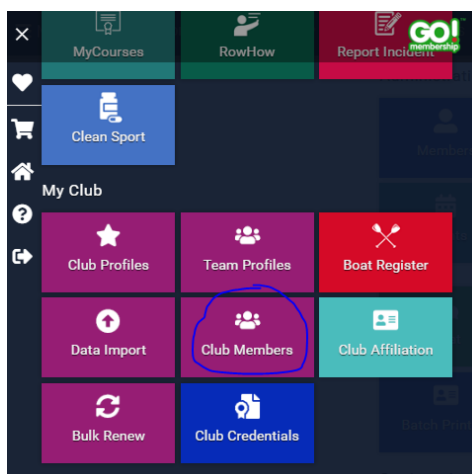
Version 1, November 2019

TEAMWORK | OPEN TO ALL | COMMITMENT



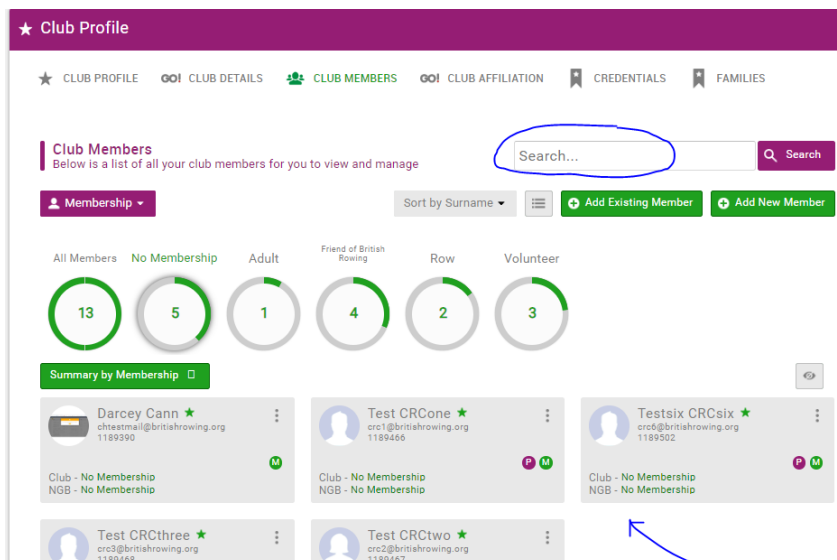
Please note that the terms *CRC* and *DBS* as used in the guide mean the same thing.

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](mailto: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 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.



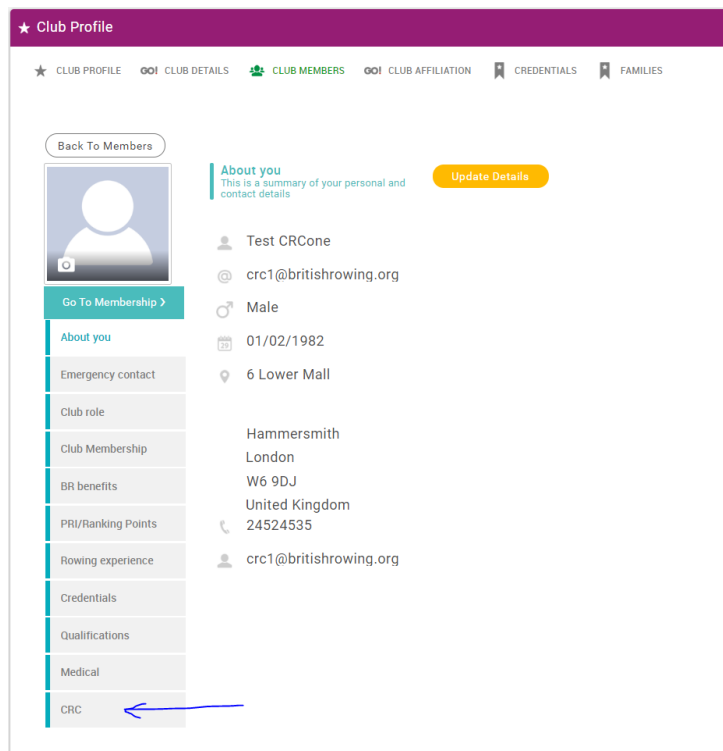
#### 4. Search for the member/applicant

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

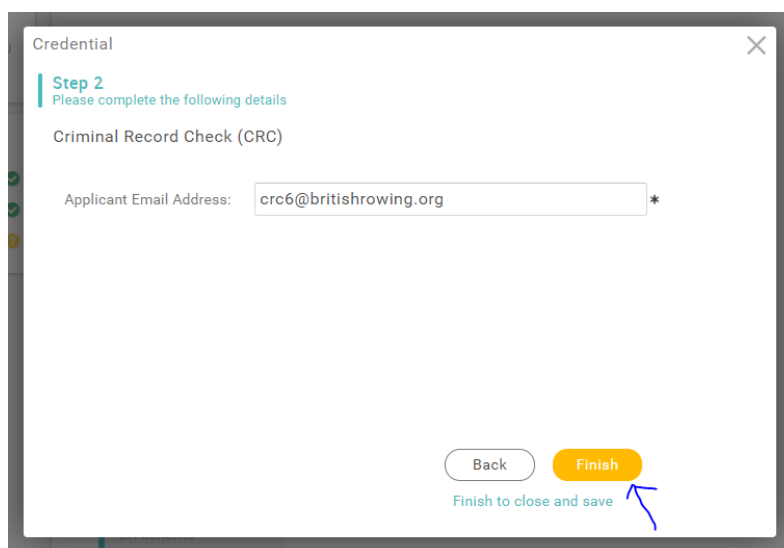
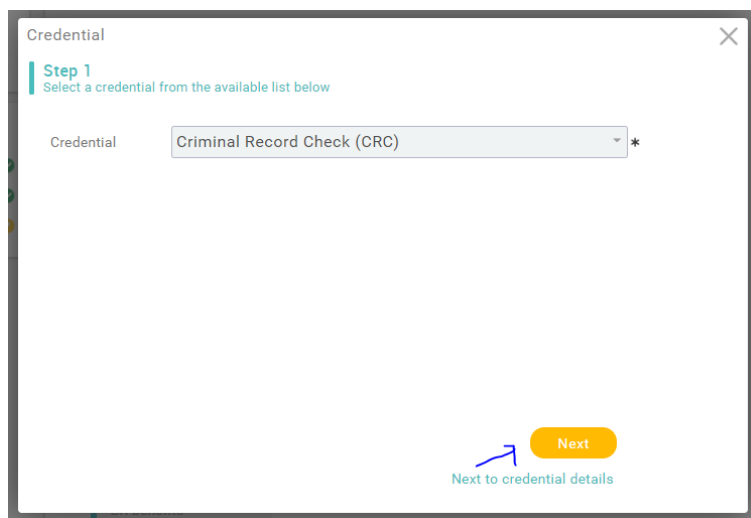


#### 5. Click on the member's card to display their profile.

6. Scroll down and select the 'CRC' tab.



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



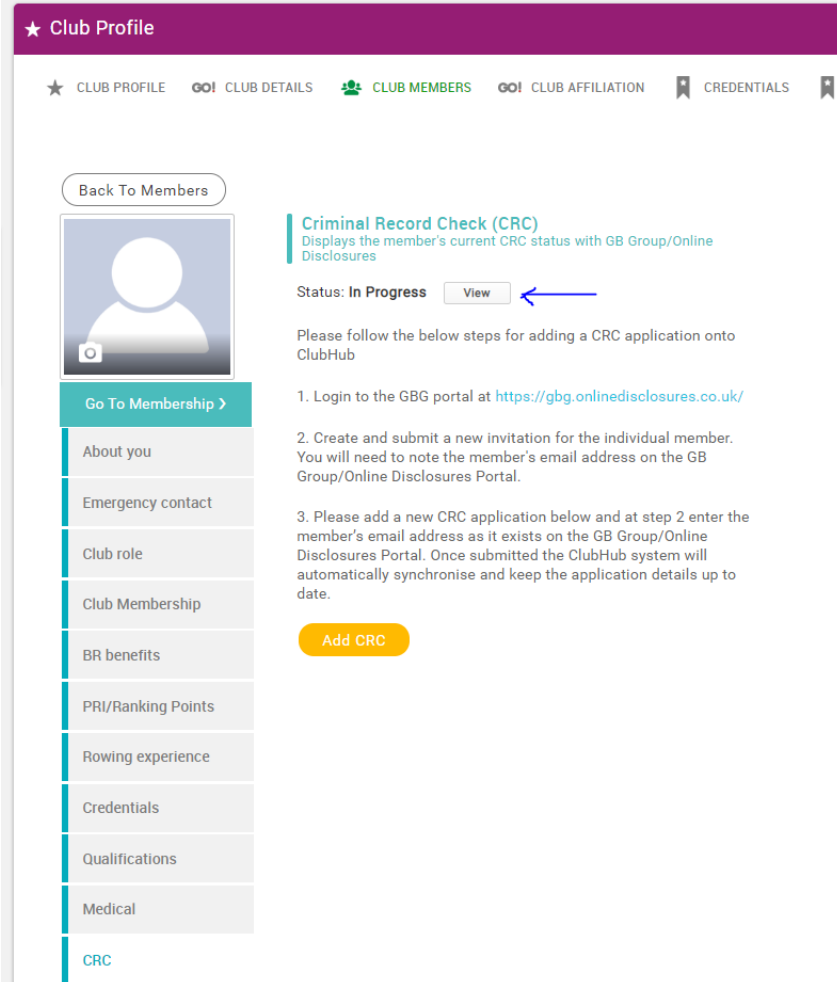
- b. Confirm the correct email address is displayed – **this must be the same email as the one used in the GBG application**
    - c. Click 'Finish'.
  8. You do not need to do anything else. ClubHub will:
    - a. Link with GBG and automatically display basic information about the member's CRC application 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

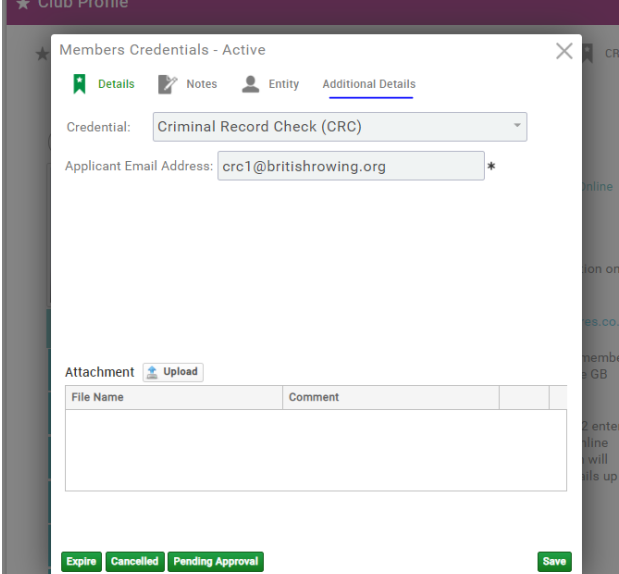
I. To view the status or details of a member's CRC application in ClubHub

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



The screenshot shows the 'Club Profile' page in ClubHub. The top navigation bar includes 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', and 'CREDENTIALS'. The 'CLUB MEMBERS' tab is active. On the left, there is a 'Back To Members' button and a 'Go To Membership >' button. Below these are several menu items: 'About you', 'Emergency contact', 'Club role', 'Club Membership', 'BR benefits', 'PRI/Ranking Points', 'Rowing experience', 'Credentials', 'Qualifications', 'Medical', and 'CRC'. The 'CRC' item is highlighted. The main content area shows the 'Criminal Record Check (CRC)' section. It includes a description: 'Displays the member's current CRC status with GB Group/Online Disclosures'. The status is 'In Progress' and there is a 'View' button with a blue arrow pointing to it. Below this, there are instructions for adding a CRC application and an 'Add CRC' button.

b. Select 'Additional Details'



The screenshot shows the 'Members Credentials - Active' dialog box. The 'Additional Details' tab is selected. The 'Credential' dropdown is set to 'Criminal Record Check (CRC)'. The 'Applicant Email Address' field contains 'crc1@britishrowing.org'. There is an 'Attachment' section with an 'Upload' button and a table with columns for 'File Name' and 'Comment'. At the bottom, there are buttons for 'Expire', 'Cancelled', 'Pending Approval', and 'Save'.

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