Rochdale Harriers & A.C.
Role Description: DBS Verifier

Any capitalised terms used in this document which are defined in the Club's constitution shall have the same meaning as in the Club's constitution.

Introduction

The DBS (Disclosure and Barring Service) Verifier is responsible for verifying the identity of all Members who apply for DBS clearance in relation to their activities at the Club. Typically more than one DBS verifier is required so that the DBS Verifier may themselves be DBS verified.

DBS checks cannot be completed without a DBS Verifier. The role of the DBS is to support safer recruitment decisions and prevent unsuitable people from working with vulnerable individuals, including children and vulnerable adults, in official or voluntary roles.

The DBS Verifier is appointed by the Committee and is registered with England Athletics by the Secretary.

Responsbilities of the DBS Verifier:

- To physically verify the identity of persons requesting DBS checks in relation to their activities at the Club;
- Confirm the above verification online or on any hard copy forms with England Athletics and any other UK athletics organisation;
- To work with the Club's Welfare Officer to ensure that the Club is up-to-date with UKA/EA and DBS / government guidance around DBS and to ensure all individuals who work with junior and/r vulnerable senior Members have passed DBS checks which are still in force; and
- When necessary, arrange handover or succession planning for the position.

This role description was approved by the Committee on 12th February 2024.

Signature of RHAC Chair ……

Mr Nick Barton