

ESFA Welfare Officers' Newsletter



Nobody should be coaching in any Association rep teams unless they have had an FA Criminal Record Check within the last 3 years

Any manager or coach who is not a practicing teacher is known as an AOTT (Adult Other Than Teacher)

All AOTTs must fulfil ESFA specific criteria for their role. Please see ESFA website Child Welfare pages for full details

Please read the following important information for your Association

ESFA Database of Team Staff – ESFA Competition Rule 4 (c) iii (c)

A Rule Change agreed at the 2013 AGM requires all County and Local Associations with representative teams to register all team personnel with the ESFA as a condition of affiliation. Council agreed that this would become a compulsory part of the affiliation process from the start of the 2015/2016 season.

It is part of the ESFA Child Welfare policy and procedures that all persons working in regulated activity with representative sides (manager, coach, physiotherapist, volunteer) who have regular contact with children must have a valid FA Criminal Record Check (CRC) which must be renewed every three years.

In 2015 when new Government Legislation is enacted there will be a shift in duty from “not knowingly employing a barred person in regulated activity” **TO** “ensuring that persons in Regulated Activity are not barred.” This is a significant change and, will mean, that Associations **must undertake** FA CRC/necessary checks of all staff working with representative teams otherwise they will be breaking the Law. This is the only way you will be able to ensure your staff members are compliant.

When you affiliate your Associations, you must name all the staff members who will be involved with your representative teams as part of the process. We will then check the FA database, to ensure each individual has had an FA Criminal record check within the last 3 years. Failure to comply will mean you are not able to run representative teams for your Association.

Some Associations have already completed this process and we have been able to complete the checks to ensure that all staff are compliant with current FA/ESFA requirements and have a current CRC.

Associations who have not yet completed this process should start now so that the register of staff for your Association is in place prior to the start of the affiliation process for 2015/2016 – once the information is in place then it becomes an easy task to update.

What you need to do now:

- List all your staff members and assistants who are regularly involved in your representative teams
- Collate all their personal details (see opposite)
- Log onto the ESFA portal and fill in their details
- We will check names against the FA database
- You will receive an automatic email when the check is completed telling you whether a member is compliant or non-compliant

Forward the instructions below regarding FA DBS applications to those individuals who are non-compliant

How to create the Online Database

The information you will need on all team staff prior to completing the online process is: -

Full Name
Date of Birth
Home Post Code
FA Number (FAN) –If known
Home Email Address

You will need to access the ESFA website portal using your Association password.

Once you have accessed the portal click on the STAFF tab and enter the necessary details for every staff member you have working with each of your representative sides.

We will then check the CRC status of each of your team staff, Criminal Record Checks must be issued within the past 3 years and from the start of next season all CRC issued in 2011 or before will need renewing.

Members who are not practicing teachers (AOTTs) must also have a minimum FA level 1 qualification with Safeguarding and First Aid certificates accepted within the last 3 years. **(See Rule (4) Control on pages 59/60 of the current ESFA Handbook)**

We have produced two forms that will assist you with the process of gathering the information prior to completing the online process. If you do not have staff listed when you affiliate for season 2015/2016, then your affiliation will be refused until the information is added. These two forms are attached to this email.

Portability of current LEA checks

As we have continued to advise, serving teachers with an Education CRC will still need to complete the FA CRC in line with legal requirements. To make a criminal records check 'portable' you will be required to make a new application and subscribe to the new service via www.gov.uk. Individuals must subscribe by registering the CRC via www.gov.uk within 14 days of issue date

If you have registered online for the Government portability service, you may be able to port your check to the FA. This is not automatic and you will need to have registered. (For further information please contact either:-Sarah or Martin

Existing Criminal Record Checks **are not included** in the new service. To make a criminal record check 'portable' you will be required to make a new application and subscribe to the new service via www.gov.uk - before you can "port" the CRC across to the FA/ESFA.

For most volunteers, it will be simpler and cheaper to carry out a new application with the FA but please get in touch if you have any questions about this.

Please remember, if you continue to use staff next season who do not have an accepted FA Enhanced Criminal Record Check, your Association will be breaking the law.

If a parent helper or volunteer is running the line on an occasional basis, this individual does not need to have an FA Criminal Record Check

Who needs an FA DBS check?

Not everybody in football needs a check. There are some roles where it is mandatory, others where it is not appropriate.

The legal definition of who needs a check is those in "Regulated Activity". This means they are working with children either weekly, four times in a month or overnight.

If your members do not fall into this category, then a DBS check is not required.

This means that occasional helpers and volunteers do not need a check Association committee members who are not involved in coaching do also not need a check (apart from the Welfare Officer)

If you are not sure, please ask us.

Information on FA checks can be found here:

<http://www.thefa.com/football-rules-governance/safeguarding/criminal-records-checks>

Further information and advice from

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or

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Referees

There have been incidents in Schools' representative football matches where Associations have used suspended referees who should not be working with children.

The Association has a duty to ensure that the referee is qualified and affiliated with the FA.

In school v school matches where match officials are the responsibility of the host school, the school has a duty to ensure the referee is suitable to work with children.

In matches where the referee is appointed by the Association, you must ensure the official is affiliated with the FA and suitably qualified for the role. Please contact your Association referee appointments secretary or local County FA if you are unsure about the status of the referee.

We have produced a series of policy documents and best practice guidance for Associations to support you. Please download these from the ESFA website to ensure you comply with ESFA safeguarding regulations:

<http://www.esfa.co.uk/childwelfare/#Child-Welfare>

FA DBS Applicant Guidance

How do I get started?

All applicants must go to <https://gbg.onlinedisclosures.co.uk/Authentication/Login> and select **REGISTER** from the login screen and enter the information requested, including:

Org PIN	102258
Org name	1English Schools FA
Secret word	ESFA

Once registered they can then login using the above organisation PIN, email address and password created as part of the registration process and commence the online CRB application. They will be asked for their National Insurance Passport and Driving Licence numbers.

Once completed and submitted they are required to provide proof of identity to the ESFA Verifier Officer in support of your application. Original documents (or Post Officer verified documents) must be forwarded to Martin Duffield or shown to the ESFA verifier selected from the list on the website.