



# Role Description:

## DBS Verifier

The DBS Verifier is responsible for verifying the identity of all DBS applicants.

DBS checks cannot be completed without a Verifier. The role of the DBS is to support safer recruitment decisions and prevent unsuitable people from working/volunteering with vulnerable groups, including children.

The DBS Verifier will be appointed by the club committee and be registered with England Athletics by the Club Secretary.

### Responsibilities:

- To physically verify the persons identification
- Confirm verification online



- To work with the clubs welfare officer to ensure the club is up to date with UKA/EA and DBS / government guidance around DBS and to ensure all relevant individuals hold valid DBS checks
- Arranging handover or succession planning for the position.