



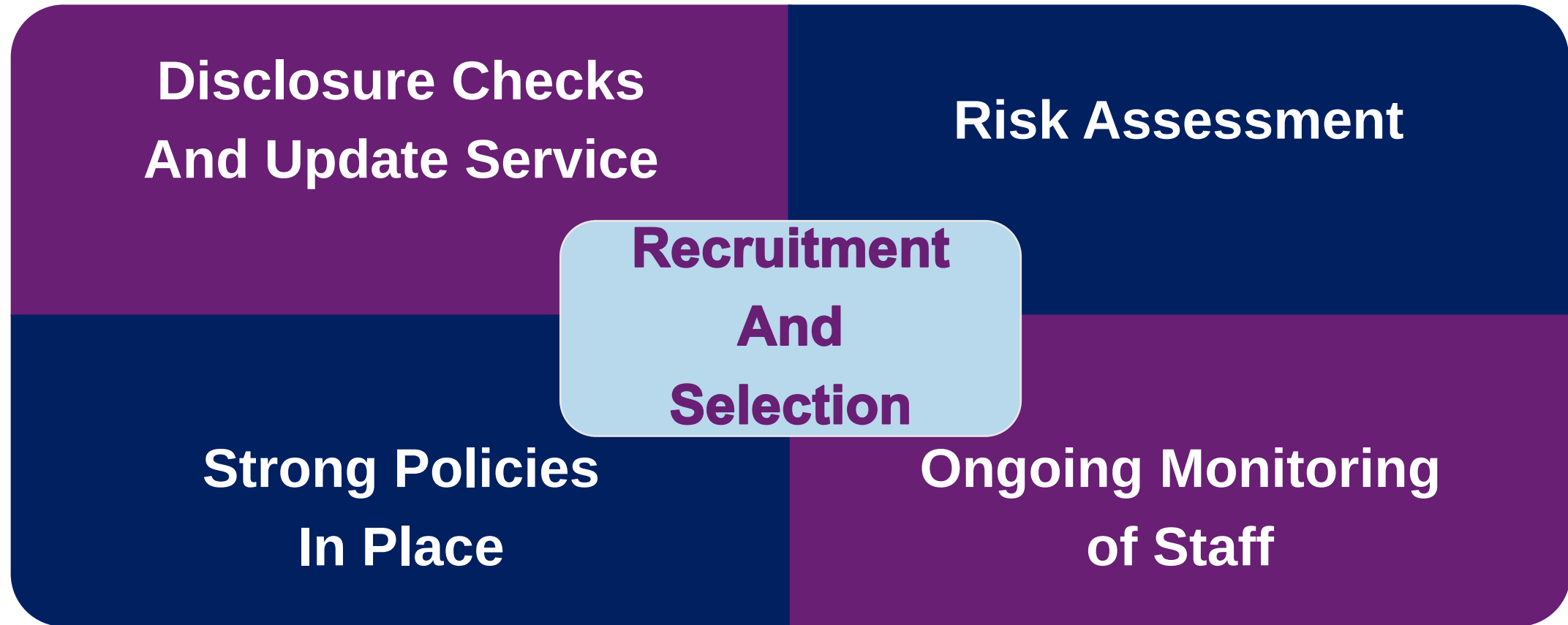
Disclosure Check Guidance

February 2025

Disclosure Check Application Process Guidance for Branches

- Introduction
- What is Required by The Pony Club
- Types of Disclosure Checks
- Setting up an Account with uCheck
- How to Apply for a Disclosure Check
- Identification Verification
- Tracking Applications
- The DBS Process
- The Update Service
- Setting up an Account with AccessNI
- Recording Information on PELHAM
- FAQ's
- Useful Links and Contacts

Introduction



- DBS, PVG and AccessNI are all Disclosure Checks that are required by The Pony Club as part of a safer recruitment process
- The Pony Club requires all Officials and Volunteers to hold an Enhanced Disclosure Check with Child Barred List Prior to taking on their Role. This must be renewed every three years.
- Obtaining a Disclosure Check is an important part in deciding who you employ to work or volunteer with you
- A Disclosure Check is part of the jigsaw that helps you select the right person or people
 - Strong Policies in place so everyone knows exactly what their responsibilities are and how to report any concerns
 - Ongoing monitoring of staff or volunteers, any changes in their behaviour or the behaviour of the young people they are working with or coaching
 - Risk Assessment will help you decide if the person is right for the role

What is required by The Pony Club?

Committee Roles &
Required Minimum
Qualifications Matrix 2025

Taken from the Health &
Safety, Safeguarding and
Horse Welfare Rule Book
2025

**COMMITTEE ROLES AND REQUIRED MINIMUM
QUALIFICATION MATRIX**

From 1st January 2025, all Area Representatives and Essential Committee Roles must comply with the matrix.

From 1st January 2026, all other committee roles must comply.

For the avoidance of doubt, From 1st January 2025, it is strongly recommended that ALL committee members comply with this requirement until it becomes mandatory on 1st January 2026.

ESSENTIAL COMMITTEE ROLES	Disclosure Check	Safeguarding Certificate	First Aid Training	Branch officials Training	Treasurer Training
District Commissioner/ Joint District Commissioner	Mandatory	Mandatory	Mandatory	Mandatory	Strongly Advised
Branch Secretary	Mandatory	Mandatory	Strongly Advised	Strongly Advised	
Branch Treasurer	Mandatory	Mandatory	Strongly Advised	Strongly Advised	Mandatory (from Jan 2026)
Health & Safety Officer	Mandatory	Mandatory	Mandatory	Strongly Advised	
Safeguarding Officer	Mandatory	Mandatory*	Strongly Advised	Strongly Advised	

Types of Disclosure Checks

England & Wales - DBS

Disclosure & Barring
Service

Completed online with
uCheck and DBS

Scotland – PVG

Protecting
Vulnerable Groups

Completed via
uCheck and
Disclosure
Scotland

Northern Ireland - Access NI

Access Northern Ireland

Completed via Access NI

Enhanced Disclosure Check with Child Barred List Check

Setting up an Account with uCheck

- Register for an account at www.ucheck.co.uk/online-dbs-checks-for-employers
- Complete the New Customer Enquiry Form and Submit
- This will open a 'Thank You for your Enquiry' message
- You will shortly receive an email from uCheck with a link to a more detailed Registration Form
- Use the code **DISCLOSURESERVICESFREE** to avoid the registration fee if you previously had an account with Disclosure Services
- Once complete you will have access to create new applications and check on the status of those already submitted and awaiting review.

Contact us:
0300 140 0022

1

Primary
Contact
Details

2

Company
Details

3

Additional
Details

4

Payment

Let's get started...

- Rapid turnaround - 24/48 hours on average
- Trusted by over 30,000 happy customers
- Secure, Home Office approved system

First Name *

Last Name *

**Your invoice will also be sent to this
address: ***

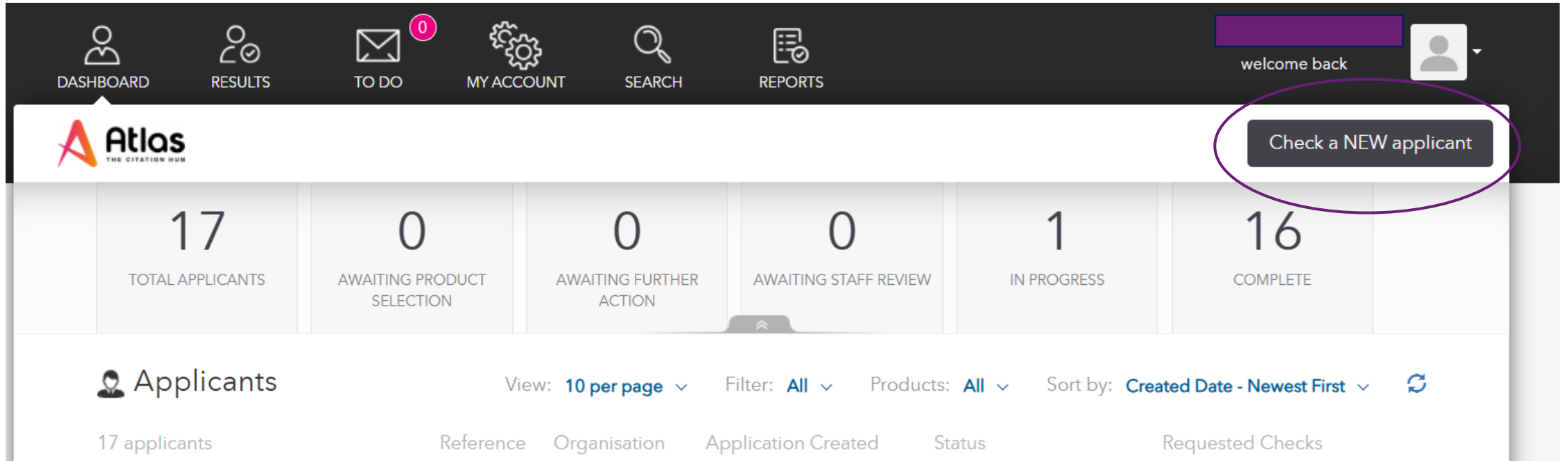
Email Address *

Please confirm that you are happy to receive
information relating to the latest uCheck
products and additional services via email *:

☐ Yes ☐ No

How to Apply for a Disclosure Check

To initiate a new application 'Check a NEW Applicant' This will open a new window on your Dashboard.



The screenshot shows the Atlas dashboard interface. At the top, there is a navigation bar with icons for Dashboard, Results, To Do (with a red notification bubble), My Account, Search, and Reports. On the right side of the navigation bar, there is a user profile section with a purple bar, the text 'welcome back', and a user icon. Below the navigation bar, the Atlas logo is visible on the left. In the center, there is a row of six summary cards showing the number of applicants in different stages: 17 Total Applicants, 0 Awaiting Product Selection, 0 Awaiting Further Action, 0 Awaiting Staff Review, 1 In Progress, and 16 Complete. On the right side of the dashboard, a button labeled 'Check a NEW applicant' is circled in purple. Below the summary cards, there is a section titled 'Applicants' with a user icon. To the right of the title, there are filters for 'View: 10 per page', 'Filter: All', 'Products: All', and 'Sort by: Created Date - Newest First'. Below this, there is a table header with columns: '17 applicants', 'Reference', 'Organisation', 'Application Created', 'Status', and 'Requested Checks'.

17 applicants	Reference	Organisation	Application Created	Status	Requested Checks
---------------	-----------	--------------	---------------------	--------	------------------

Next to the DBS icon choose Enhanced, this will then bring up the price of the disclosure check. If the check is for a volunteer, select volunteer and a 'Volunteer Check Notice' will pop up for you to confirm the applicant meets the volunteer criteria

The Pony Club Stoneleigh

Check New Applicant

Please select the checks you want performed on the applicant

DBS

Disclosure & Barring Service

☐ Enhanced 

☐ DBS Adult First Check

☐ Volunteer

☐ Standard 

☐ Volunteer

£0.00

more ▼

BASIC

Disclosure & Barring Service Basic Check 

England & Wales

£35.90

more ▼

BASIC

Disclosure Scotland Basic Check

Scotland

£39.40

more ▼

RTW

Right to Work

£10.20

Please Select Products

No products selected

£0.00

TOTAL

£0.00

Charge Applicant for the Check?

☐

No

Internal Reference (optional)

Start Application

Copy Link

or

Applicant Email Address

Forename

Surname

Mobile Phone (optional)

PONY CLUB

FUN | FRIENDSHIP | HORSEMANSHIP | SPORT

pcuk.org

© The Pony Club 2024

Volunteer Check Notice

Volunteer Check Notice - Please read carefully

You have selected a volunteer check.

Please note that to be able to request a volunteer check the DBS volunteer criteria set out below applies.

The applicant **MUST NOT**:

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full-time role/qualification

If you request a volunteer check and the applicant does not meet the above criteria the DBS may retrospectively charge the application fee. In addition, uCheck will charge a £15+ VAT administration fee for collecting this payment.

This must
be ticked



☐ I confirm that the applicant meets the DBS volunteer criteria. I understand that selecting this field incorrectly may result in being retrospectively charged the fees as outlined above. (Tick to confirm).

Confirm

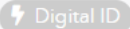
Incorrect

Check New Applicant

Please select the checks you want performed on the applicant

 DBS

Disclosure & Barring Service

☒ Enhanced 

☐ DBS Adult First Check

☐ Volunteer

☐ Standard 

☐ Volunteer

more ▾

✓ added £63.90

 BASIC

Disclosure & Barring Service Basic Check 

England & Wales

more ▾

disabled £35.90

 BASIC

Disclosure Scotland Basic Check

Scotland

more ▾

disabled £39.40

 RTW

Right to Work

more ▾

£10.20

☐  Digital ID

OFF (Click to turn ON)

Digital Identity Verification supports the check selected. This time-saving feature allows the applicant to digitally prove their identity by sharing ID documents using the Post Office EasyID or Yoti app.

How it Works

Products Selected

DBS Enhanced	£63.90
TOTAL	£63.90

Charge Applicant for the Check?

☐ No

Position ▾

Extra Cost

Will Charge the Applicant.
Submission will not proceed until the fee is paid

Check New Applicant

Please select the checks you want performed on the applicant



Disclosure & Barring Service

☒ Enhanced Digital ID

✓ added £14.40

☐ DBS Adult First Check

☒ Volunteer

☐ Standard Digital ID

☐ Volunteer

more ▼



Disclosure & Barring Service Basic Check Digital ID
England & Wales

⊘ disabled £35.90

more ▼



Disclosure Scotland Basic Check
Scotland

⊘ disabled £39.40

more ▼



Right to Work

£10.20

more ▼

☐ Digital ID

OFF (Click to turn ON)

Digital Identity Verification supports the check selected. This time-saving feature allows the applicant to digitally prove their identity by sharing ID documents using the Post Office EasyID or Yoti app.

How it Works

Products Selected

DBS Enhanced Volunteer £14.40

TOTAL £14.40

Charge Applicant for the Check?

☐ No

Position ▼

Admin Fee

Description is key

PVG Application Form

 The Pony Club Stoneleigh

Check New Applicant

Please select the checks you want performed on the applicant



Disclosure & Barring Service

£0.00

☐ Enhanced 

☐ DBS Adult First Check

☐ Volunteer

☐ Standard 

☐ Volunteer

more ▼



Disclosure & Barring Service Basic Check 

£35.90

England & Wales

more ▼



Disclosure Scotland Basic Check

£39.40

Scotland

more ▼



Right to Work

£10.20

Please Select Products

No products selected £0.00

TOTAL £0.00

Charge Applicant for the Check?

☐ No

Internal Reference (optional)

Start Application

Copy Link

or

Applicant Email Address

Forename

Surname

Mobile Phone (optional)

PVG



Applicant Email Address

Forename

Surname

Mobile Phone (optional)

*if you supply a mobile number, our system will send the applicant a text FREE of charge to prompt them to complete the form.

Send to Applicant

Send
Application

This is a useful function to prompt the applicant to check their email inbox and junk mail

i *Send to Applicant.* Supply your applicant's basic information and we will send them an email with the link to start the application.

i *Copy Link.* Supply your applicant with a link to the application.

i *Start Application.* Click this button to complete the form on the applicant's behalf.

Dashboard



DASHBOARD



RESULTS



TO DO



MY ACCOUNT

0



SEARCH



REPORTS

welcome back





Atlas

THE CITATION HUB

Check a NEW applicant

Welcome to Your Account



USER INFORMAT...



COMPANY INFO...



EMAIL OPTIONS



CHECK A NEW A...



CRIMINAL RECO...



POSITIONS



User

PERSONAL INFORMATION:

Title:	
Forename:	
Surname:	
Email:	

Applications per Page:

Select... ▾

Default Homepage:

DASHBOARD ▾

Save

 Add New User

 Need support? Click here

Welcome to Your Account

USER INFORMAT...

COMPANY INFO...

EMAIL OPTIONS

CHECK A NEW A...

CRIMINAL RECO...

POSITIONS

Check a New Applicant Reminders

This reminder system is for organisations that utilise **Send To Applicant** on the Check a NEW Applicant screen.

If your applicant fails to supply their information you can trigger up to 3 additional time based reminder emails. Please make your selection by choosing how many reminders you would like enabled including the number of days **AFTER the initial send**.

 Reminder 1 Yes 	 Reminder 2 Yes 	 Reminder 3 Yes 
Number of days after initial send 7 	Number of days after initial send 14 	Number of days after initial send 21 

The reminder intervals in this function is set by you, it allows a prompt to be sent to the applicant to complete and submit their application.

Please note: It is advisable to send the applicant a separate email once the invitation has been sent to ask them to check their junk or spam mailbox. The invitation will come from uCheck, not The Pony Club.

Welcome to Your Account

USER INFORMAT...

COMPANY INFO...

EMAIL OPTIONS

CHECK A NEW A...

CRIMINAL RECO...

POSITIONS

Criminal Record Re-Checking Reminders

This reminder system is for organisations that have requested a criminal record check and require an email reminder when a certain amount of months have elapsed since the date the result was issued.

Please select the number of reminders you require, and the months after the result issue date that you would like it to be sent.

Reminder 1

No ▾

Reminder 2

No

Reminder 3

No

Welcome to Your Account

USER INFORMAT...

COMPANY INFO...

EMAIL OPTIONS

CHECK A NEW A...

CRIMINAL RECO...

POSITIONS

Find Position:

Add New Position

Position Name	Workforce Type	Level of Check	Volunteer	Adult Barring	Child Barring
UNSUP PONY CLUB CA...	CHILD	Enhanced	Yes	No	Yes
THE PONY CLUB TEAM ...	CHILD	Enhanced	No	No	Yes
THE PONY CLUB MEM...	CHILD	Enhanced	Yes	No	Yes
THE PONY CLUB EVEN...	CHILD	Enhanced	Yes	No	Yes

The description is key to the approval of the position, roles such as Committee Member and Treasurer aren't typically viewed as a role working with children and may result in an application being declined.

[Add A Position Form](#)



Contact us:
0300 140 0022

Add a position

"*" indicates required fields

Name *

Contact Email *

Organisation Name *

Organisation Reference Number *

Job Role *

Where will you be carrying out this role? *

This is how your organisation refers to the position as per the contract of employment.

(Examples: Hospital, Dental Surgery, School, Care Home)

[? Need support? Click here](#)



Identity Verification In Person or via Video Call

ID validation has or will take place as part of reviewing the application

- Check the evidence of identity in ensuring that the documents are genuine and have no sign of tampering
- If the information is correct, accept the application by clicking the 'Approve' button
- Confirm that you have done the check in person/video call, and you have checked the identity documents
- Read and tick the declarations relevant to the application and click 'Approve'.

The application has been sent to uCheck for verification before going on to the DBS

Verifying Documents



DASHBOARD



RESULTS



TO DO 0



MY ACCOUNT



SEARCH



REPORTS

welcome back





Atlas
THE CITATION HUB

Check a NEW applicant

OVERVIEW

SECTION Y

ID CHECK

NOTES

AUDIT

PERSONAL DETAILS

Track Progress

See Results

Approved

Reference:	
Company Reference:	
Title:	
Forename:	
Middle Names:	
Surname:	
Date of birth:	
Gender:	
Unspent Convictions:	

Need support? Click here

CONTACT DETAILS			▼
ADDRESS HISTORY			▼
BIRTH DETAILS			▼
OTHER NAMES			▼
✓ EMPLOYMENT DETAILS & SECTION Y	Complete	→	Completed on: 04/02/2025
✓ ID CHECK	Complete	→	Completed on: 04/02/2025
✓ APPROVE APPLICATION	Approve	→	Completed
📅 EMPLOYMENT HISTORY	FROM	📅 Pick a Date	TO 📅 Pick a Date 🏠

- Check details are 100% correct – spelling errors as well as incorrect information
- Each section has a drop down for you to double check
- Self funded applications are not always possible to edit, a pop-up confirmation will appear for you to confirm or decline, this may withdraw the application, and you will need to start again



OVERVIEW



SECTION Y



ID CHECK



NOTES



AUDIT

APPLICANT DETAILS:

Applicant Name:	
Address Line 1:	
Address Line 2:	
Town:	
County:	
Country:	
Postcode:	
Date of Birth:	

EMPLOYMENT DETAILS:

Workforce Type:	Child Workforce
Position Applied For:	THE PONY CLUB COMMITTEE MEMBER
Employer Name:	

Information:

WORKFORCE TYPE	▼
POSITION APPLIED FOR	▼
DISCLOSURE TYPE	▼
WORKING WITH ADULTS	▼
WORKING WITH CHILDREN	▼
WORKING AT OWN ADDRESS	▼
VOLUNTEERS	▼

 **Select Child Workforce**[? Need support? Click here](#)

SECTION Y:

Disclosure Type:

Enhanced

Mandatory

DBS Adult First Check Required:

NO

Not
Required

Working with Adults in Regulated Activity:

NO

Not
Required

Working with Children in Regulated Activity:

YES

Mandatory

Working at Applicants own Address

NO

Not
Required

Is Volunteer:

YES

Check

- 'Working from Applicants own Address' is aimed more for roles such as childminders where they will have children in their home. Having children at your facilities where you live on site does not require the response to be YES
- The drop-down box to the side of each heading gives a full definition

➤ Route 1

FIELDS MARKED WITH **BLUE** ARE REQUIRED!

Group 1 Document:	Current Valid Passport ▼
Document 2:	Current Driving Licence Photocard - Full or Prc ▼
Document 3:	Bank or Building Society Statement (UK and C ▼
Current Address Checked?	YES ▼
Date of Birth Checked?	YES ▼
Cost Code / Personnel Number:	
Evidence Checked By	

APPLICANT PROFILE

Applicant Name:	
Address Line 1:	
Address Line 2:	
Town:	
County:	
Country:	
Postcode:	
Date of Birth:	

GUIDANCE INFORMATION



ADDITIONAL DRIVING LICENCE INFORMATION REQUIRED

Please click on the button and provide required information.

ADDITIONAL PASSPORT INFORMATION REQUIRED

Please click on the button and provide required information.

[View](#)[View](#)

**Click to
complete ID
Verification**

[? Need support? Click here](#)

Tracking Applications

You can check the progress of an application by clicking on the individuals name in your Dashboard.

Click Track DBS to find out the status of the check

 Application Processing

Track current checks performing for:

 View Application

Application Reference:	
Date of Birth:	
DBS E-Code:	

Requesting Organization: 

 DISCLOSURE AND BARRING
SERVICE CHECK

Status:
IN PROGRESS

Track DBS

 Select



Disclosure & Barring Service

Standard and Enhanced Tracking



The DBS Application Form [redacted] was received by DBS on 06 Feb 2025. Its current progress is:

STAGE	DESCRIPTION	STATUS	DATE
Stage 1.	✓ Application Form received and validated	COMPLETED	06/02/2025
Stage 2.	✓ Police National Computer searched	COMPLETED	06/02/2025
Stage 3.	✓ DBS Children, DBS Adults and List 99 searched, where applicable	COMPLETED	06/02/2025
Stage 4.	⚙ Records held by the Police search	IN PROGRESS	
Stage 5.	🕒 Certificate Printed	NOT STARTED	

Stage 4 is typically where an application may be delayed. This can be due to a number of reasons such as a change in name.

[Track on DBS](#)[CLOSE](#)

DBS Checks

The Process Explained



The Update Service

The Update Service is an online subscription service that lets you keep your Standard and Enhanced DBS certificates up-to-date. It also allows employers to check a certificate online, with the applicant's consent. You can use your certificate again when you apply for a position within the same workforce, where the same type of level of check is required.

You can register to the Update Service for Standard and Enhanced checks with your certificate number when you receive your DBS certificate. You must do so within 30 calendar days of the 'date of issue' which is printed on the certificate and level of check is required.

The Update Service is free for Volunteers, there is an annual fee for paid disclosure checks.

Setting up an Account with AccessNI

Only approved signatories are authorised to manage the registered body's disclosure process. They make sure the applicant's identity is checked and approve their application before it is submitted to AccessNI.

- Register for an account with nidirect via www.nidirect.gov.uk
- Once approved you will be sent a 10-digit signatory number, this will be needed to login to your nidirect and for AccessNI service. This number must not be shared
- You will also receive a 6-digit PIN for processing online applications, this must be shared with those people whose applications you will approve

Applicant Online Process AccessNI

[AccessNI 1 Introduction to AccessNI](#)

[AccessNI 2 Types of Disclosures and Filtering](#)

[AccessNI 3 Disclosure Certificates](#)

[AccessNI 4 Applicant Online Process](#)



Record on PELHAM

It is essential that Disclosure Checks are recorded and kept up to date

SummaryAddressesFamilyMembershipAchievementsCoach/VolunteerAttendance RecordPreferencesRelated

Coaching - Current Qualifications

+ New Achievement His... Refresh

	First Name (...)	Last Name (...)	Qualification	Date ...	Expiry ...	Qualific...	Email (C...	Creat
☐			Branch Officials Training - Online - Compl...	12/09/2022		Volunt...		12,
☐			Online Refresher	16/08/2022	15/08/2025	Safegu...		02,
☐			Face To Face / Virtual	16/08/2022	15/08/2025	Safegu...		23,
☐			DBS Certification	11/08/2022	10/08/2025	Disclos...		12,

DBS Certification - Saved

Achievement History

GeneralRelated

Contact

*

Qualification

*

[DBS Certification](#)

Certificate Number

*

External Update

No

Eligible for Blue Cross Achievement Badge

No

Eligible for Blue Cross Mini Badge

Qualification Type

Disclosure

Portal Qualification Group

Coach/Volunteer Qualifications

FAQ's

Q. Who needs a Disclosure Check?

A. Any unsupervised volunteers or employees who, on a frequent basis, have direct access to, work, or volunteer with children and/or vulnerable adults, will require a Disclosure and Barring Service Check. It can also apply to certain positions of trust within organisations, even where the role doesn't involve any direct contact with children or protected adults, for example, anyone who has access to personal records or data of children and or vulnerable adults.

FAQ's

Q. Are DBS checks transferable?

A. DBS checks are NOT transferable between organisations unless the individual has registered to the Update Service. Once an individual has subscribed, they are able to keep their DBS certificate up to date with the organisation they work with by paying an annual fee. However, a certificate will only be transferable as long as the individual's name hasn't changed, their role hasn't changed and the workforce that they work with hasn't changed, the role and workforce must be identical to allow the DBS to be transferable. The applicant must complete a Consent Form for you to view their online record.

NB. There is no subscription fee to the Update Service for volunteers

Useful Links

- [Online Background Checks - DBS, Disclosure Scotland & AccessNI \(disclosureservices.com\)](https://disclosureservices.com)
- [Protecting Vulnerable Groups \(PVG\) scheme - mygov.scot](https://mygov.scot)
- [AccessNI criminal record checks | indirect](#)
- [Quick Guide to DBS Checks.pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- <https://www.ucheck.co.uk/online-dbs-checks-for-employers/>
- [Free Resources - Blogs - CRB/DBS Information for Employers](#)
- The DBS Update Service - <https://www.gov.uk/dbs-update-service>

Useful Contact Information

- **Disclosure & Barring Service**
 - E: customerservices@dbb.gov.uk T: 03000 200 190
- **Access NI**
 - E: ani@accessni.gov.uk T: 0300 200 7888
- **Disclosure Scotland**
 - E: info@disclosurescotland.co.uk T: 0300 020 00
- **uCheck**
 - E: info@ucheck.com.uk T: 0300 140 0022

Feb 2024