



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 the Club Secretary and be registered with England Athletics by the Membership Secretary.

Typical responsibilities:

1. To physically verify the persons identification
2. Confirm verification online
3. To work with the club's 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
4. Arranging handover or succession planning for the position.