GAELIC GAMES COUNCIL OF BRITAIN

**DBS & PVG VERIFICATION PROCESS during COVID-19**

Carrying out face-to-face Identity (ID) Document Verification for DBS/PVG Checks in line with Government Covid-19 guidelines.

Face-to-face ID document verification can now take place as long as the verifier and those requiring their ID to be verified observe all Government guidelines. This means:

**Do**:

* Stay at least two metres (three steps) away from anyone you don’t live with when outside your home;
* Wear disposable gloves to avoid direct handling of documents to be verified;
* Wash your hands with soap and water often – do this for at least 20 seconds;
* Use alcohol-based hand gel, if soap and water are not available;
* Consider wearing face covering
* Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze;
* Take plastic bags for the removal of waste. Secure them by tying and placing in a second collection bag, any disposables e.g. tissues, gloves for safe disposal later;
* Wash your hands as soon as you can and when you get home;
* Remind the person/people attending of the documents they need to bring. This will reduce the need for a second contact;
* Remind anyone coming for document verification not to attend if they feel unwell, have a temperature or cough or should be isolating as a person in their home is unwell.

**Don’t:**

X Touch your eyes, nose or mouth if your hands are not clean;

X Meet if either party is feeling unwell and/or is displaying possible Covid-19 symptoms.

**Remember**:

* Do not attend any such session if you feel unwell, have a temperature, cough, loss of taste or smell or should be isolating as a person in your home is unwell.
* If you have one or more than one person’s documents to verify, you must ensure that social distancing is maintained, and you gather with no more than five other people from outside your household.
* You may wish to prepare an appointment system.
* ID verification for under-18s must be done with a parent/carer or other trusted adult present, who also follows the Government guidelines, as outlined above.
* Venue considerations In line with current Government guidelines, do not carry out the ID document verification in someone else’s home or invite anyone in to your home to do so.
* Wherever you arrange to meet, you must comply with the social-distancing requirements.
* Currently GGCB club houses are unavailable. However, this may change in the future. In the meantime, please consider the options that would work safely for you and those individuals whose documents you are seeking to verify.
* Could you utilise club car parking space safely?
* Is there suitable outdoor space around the pitch(es)?
* Is there an outdoor social area?
* Can you set up ‘appointment slots’ to book specific time slots for individuals?
* Can you mark out safe distancing to guide everyone?

Above all, you must be able to operate consistently within Government guidance regarding health, social distancing and hygiene. This guidance currently includes that all users can maintain a safe two-metre distance, that good hygiene practices are in place, that equipment is disinfected regularly, and that it is clear that anyone who is symptomatic or suspects they have been exposed to the virus does not take part and remains at home.