**Applying for a DBS check to go poolside with Haverfordwest Seals**

If you don’t have WASA membership, please contact Membership Secretary, Geri O’Donnell, to request membership; once you have membership, your DBS check is free to the Club and will be processed online through Swim Wales by the Club Welfare Officer.

If you have WASA membership but don’t have a current DBS certificate (3 years validity) for a different organisation (eg your work) contact the Club Welfare Officer; who will ask you to complete a 5 page Swim Wales DBS application and provide appropriate documents which she will verify and then process your application online. You will not be able to go poolside until the application is complete and validated the Welfare Officer, as detailed below.

If you have WASA membership and a current DBS certificate (3 years validity) for a different organisation (eg your work), contact the Welfare Officer; who will need to see the certificate to determine if it is valid for temporary poolside access, and will ask you to complete a 5 page Swim Wales DBS application and provide appropriate documents which will be verified and then your application can processed online. If your DBS certificate is valid for temporary access whilst your Swim Wales application is being made the Welfare Officer will authorise you to go poolside and inform the Team Manager, Gareth Bennett. If your current DBS certificate is not valid for temporary poolside access, you will not be able to go poolside until the Swim Wales application is complete and validated by the Welfare Officer, as detailed below.

**Once you receive your DBS certificate, it needs to be validated by the Welfare Officer who will check the certificate and note the details required for Club records. You will then be authorised to go poolside for the Club and the Team Manager will be informed.**