



DBS Policy

Revision V4.0

Last revised: November 20

Disclosure and Barring Service (DBS)

Manvers Waterfront Boat Club (MWBC) runs activities for children and adults during which it is important to safeguard all participants against abuse and neglect.

This includes, but is not limited to carrying out an enhanced DBS check on:

- Coaches.
- regular Volunteers.
- other people such as third-party coaches.

We use Barnsley Council DBS service for all of our DBS checks. This service checks as to whether prospective volunteers and employees have a criminal record which makes them unsuitable for roles within the Club. The Disclosure and Barring Service (DBS) provides these checks and is renewed every 3 years.

Volunteers and employees will be required to complete an annual disclaimer in between DBS renewals to state that their details have not changed and that nothing has happened that would make them unsuitable for roles within the Club.

Volunteers and employees should immediately inform the Club should they have anything to declare that would potentially make them unsuitable for a role within the Club after their DBS has been issued.

DBS is one way that we can safeguard children and vulnerable adults, but there are other ways to keep people safe. We will make sure our staff and volunteers have skills and knowledge they need to safeguard children and adults by providing regular training on safeguarding.

What is DBS checking?

DBS checking is the government's process for providing information to employers and organisations about whether an individual is suitable for particular types of work. It is carried out by the Disclosure and Barring Service.

An Enhanced Disclosure

This includes everything that a Standard Disclosure includes, plus any locally held police information considered to be relevant to the job role. An Enhanced Disclosure can be used for people working regularly or intensively with children or vulnerable adults.

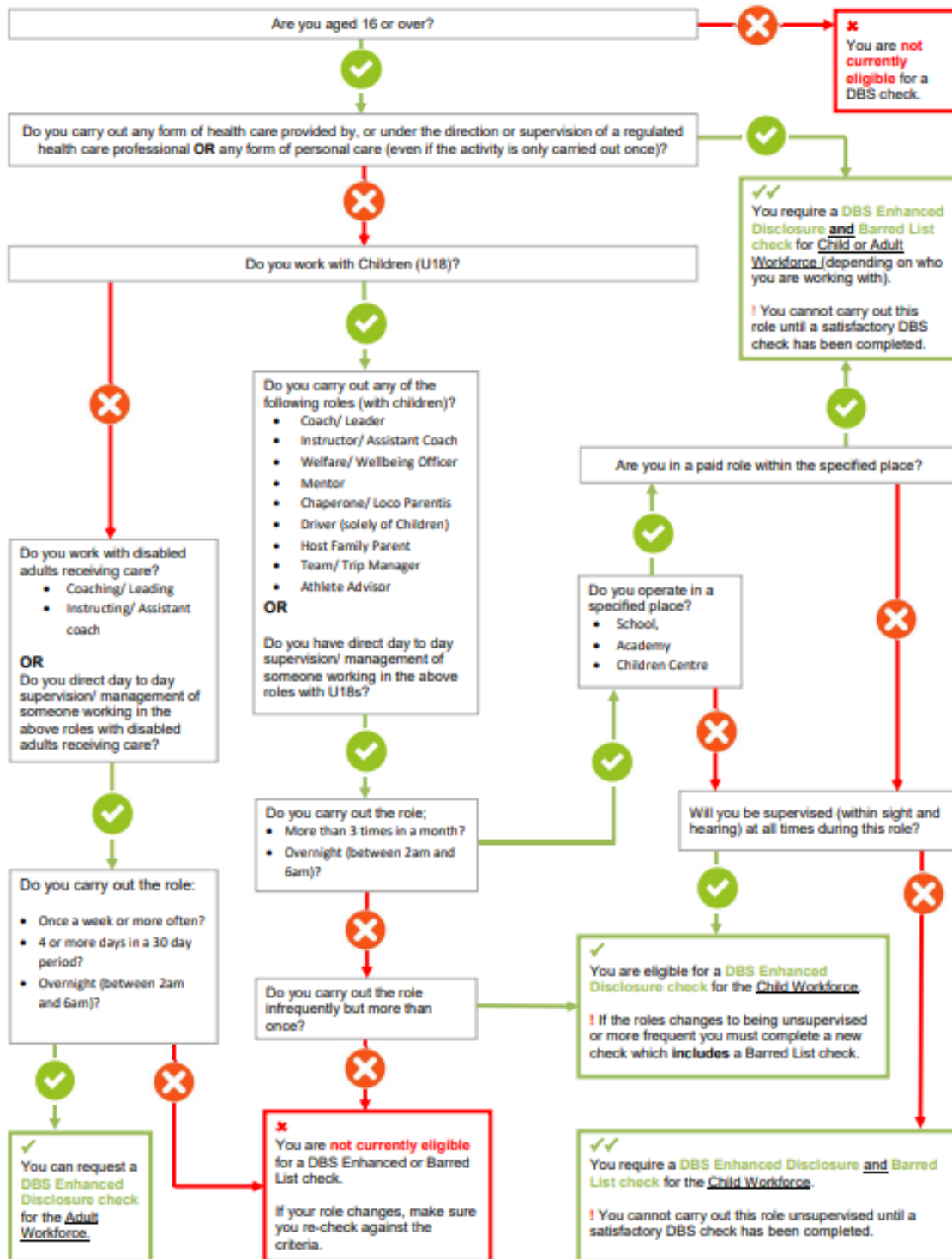
Barred List

The DBS keeps a list of people who are barred from taking part in particular kinds of work with children and vulnerable adults. This type of work is known as regulated activity.

We use the following flowchart from British Canoeing to decide whether an individual requires a DBS check and the level of check required.

G29 – Disclosure and Barring Service (DBS) Guidance Flowchart

The following applies to England and Wales. For Scotland and Northern Ireland, please refer to the SCA and CANI for further details.



Update Service

The DBS operate an Update Service, which allows organisations to find out whether there is any relevant new information about an individual since their DBS certificate was issued. To do this, the individual themselves has to be registered with the update service. This allows them to give permission for as many organisations as they like to check their DBS information.

If we use the update service to check someone, we will make sure that their role is eligible and that their existing DBS check is the right level of disclosure for the role. We will make sure the identification information on the check is correct by asking to see other forms of identification to confirm this.

Using information from DBS checks

In order to protect individuals' privacy, we will only hold certain details from DBS Checks. We will hold a spreadsheet showing the following details:

- Name.
- Date of DBS.
- Certificate Number.
- Level of check.
- If the DBS Update Service is in place.
- Date of renewal for their DBS.

The Club files are securely stored and accessed by the Club's Committee.

Any DBS which shows any prior conviction(s) or other result will be referred to the Club Secretary for a decision on whether the person can volunteer or be employed by MWBC. The Club Secretary may seek advice from a variety of sources to assist in this decision and would normally include but not be exclusive of their National Governing Body for the sport in question or Local Authority guidelines.

The Single Central Record (SCR) will be used to determine when a renewal of DBS is required – currently 3 years from the date of issue. The Club aims to prompt individuals in sufficient time to renew before the existing check expires, but also expects the individuals to assist by requesting a DBS renewal before expiry of the existing.

How to apply for a DBS check

DBS checks are managed by ID Verifiers Gavin King (Club Secretary) or Chris Wordsworth (Vice Chair), at Manvers Waterfront Boat Club who will process the DBS on behalf of MWBC.

When the DBS service has completed its checks, it will send a copy of the disclosure to the individual applicant (at their home address). The applicant is then expected to show the DBS to one of the ID Verifiers who will note the DBS Number. A copy of the DBS is not kept at MWBC but should be returned to the applicant.

A Single Central Record (SCR) will be maintained by the ID Verifiers.