



# Welford Mixed Hockey Club Guidance for Disclosure and Barring Service (DBS)

Policy approved: (Date)

Renewal: (Date)

Welford Mixed Hockey Club (WMHC) is committed to creating a safe and positive environment for all young people involved in hockey. It is important that people with a history of relevant and significant offending are prevented from having contact with and responsibility for young people, and do not have the opportunity to influence policies or practice in relation to them. WMHC therefore requires any individual wishing to work with young people in hockey to undertake a Disclosure and Barring Service (DBS) check.

The DBS enables WMHC to make informed recruitment decisions. It is not used in isolation, but as part of the process to determine if someone is suitable to work with young people in a particular role.

This guidance should be read in conjunction with England Hockey's Recruitment and Retention Policy, and with England Hockey's DBS Guidance.

This guidance has been approved by the WMHC Committee and is reviewed regularly. If you have any questions about this guidance or how we use the Disclosure and Barring Service, please contact **(\*contact details\*)**

## **What is the Disclosure and Barring Service and who is eligible for checks?**

The Disclosure and Barring Service (DBS) was created in December 2012. It brought together the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). The DBS provides a system for organisations to obtain an individual's criminal convictions, plus any cautions, reprimands or warnings held in England and Wales and on the Police National Computer. It will also check the barred status of an individual if they are applying for a role that is deemed 'regulated activity'.

'Regulated activity' refers to certain roles that involve working with children or vulnerable adults that the Disclosure & Barring Service can bar people from doing.

The Government has set the criteria to determine who is eligible for a DBS check and have a definition of 'regulated activity' to assist.

England hockey has produced clear guidance on how these should be applied for all those working with young people in hockey, whether they are in a paid or voluntary capacity, and require all those working with children to undertake an enhanced DBS (with or without barred list) check. The level of DBS check required is determined by the role, and those that meet the definition for 'Regulated Activity' are legally required to complete the highest-level check (enhanced DBS and barred list check). Please see Table 1 for a more detailed breakdown of who needs a check and at what level.

Table 1: Eligibility for a DBS Check

Role	Enhanced DBS Check	Child Barred List required?	Notes
Coach	Yes	Yes	
Team Captain (club)	Yes	Yes	All teams involving under 18's must nominate a person to be responsible for them. If not the Team Captain, it must be a named person.
Team Manager	Yes	Yes	
Welfare Officer	Yes	Yes	
DBS Coordinator / Verifier	No	No	If stand-alone role (admin only)
Parent Helper	Yes	No – only needed if the role involves supervision of children that is frequent and/or intensive	
Young Leaders	Yes	No	Aged 16 and over only
Umpire Coach / Mentor / Manager / Assessor	Yes	See England Hockey guidance ' <a href="#">DBS Officiating Guidance</a> '	
Technical Official	See guidance		
Umpire	No		
Junior Administrator	No	No	If stand-alone role.  Just because some of the roles listed above do not qualify for a DBS check, it does not mean that there are no safeguarding policies that apply.  See the <a href="#">England Hockey website</a> for best practice guidance in relation to these roles.
Photographer	No	No	
Chairperson / President	No	No	
Secretary	No	No	
Membership Secretary	No	No	
Treasurer	No	No	
Website Administrator	No	No	
Bar staff	No	No	

## **How are DBS Checks Processed?**

If someone does not have a DBS check, or has one that is not on the DBS Update Service, WMHC will arrange for a DBS check to be completed through England Hockey's DBS System. England Hockey use a company, 'First Advantage – Know Your People', to process all their checks.

If someone has a DBS certificate that is on the DBS Government Update Service, then they will need to have their status check completed by England Hockey's Ethics and Welfare Team, and not by WMHC. WMHC will arrange for the individual to contact England Hockey to get their status check completed (see England Hockey's [Guidance](#)).

Once a DBS disclosure has been approved England Hockey will confirm this in writing to the individual. Additionally, WMHC will be notified that the DBS process has been completed, and whether the disclosure contains any information which would suggest that they are unsuitable to work in the role for which they are applying (details of any disclosed information will not be shared).

## **The responsibilities of WMHC**

WMHC has a legal responsibility to not knowingly employ (paid or unpaid) someone in 'regulated activity' who is on the barred list, and are therefore legally required to undertake a DBS check.

WMHC will ensure that all those that are eligible complete a DBS check to the appropriate level, and that these checks are completed every 3 years that the person is in the role (paid or unpaid).

WMHC will ensure a disclosure is applied for within 4 weeks of the individual being appointed to their role. During this period, whilst waiting for the completion of the DBS, WMHC will ensure the individual is supervised by a DBS cleared individual.

WMHC will not deploy (paid or unpaid role) anyone in 'regulated activity' unless they have completed a barred list check.

WMHC will inform people prior to them taking on a role if it will require a DBS check. All application forms and adverts issued by WMHC will contain a statement that a check will be requested in the event of the individual being offered the position.

WMHC understands that a DBS is only part of the recruitment process and does not guarantee that someone is suitable to work with young people. WMHC follows England Hockey's recruitment guidance which can be found [here](#).

WMHC has a 'duty to refer' and will inform England Hockey immediately if any individual has ceased or been removed from their role for any safeguarding or disciplinary reason. It is England Hockey's decision as to whether further action is needed. This might include referral to 'England Hockey's Case Management Group'

or referral to the Disclosure and Barring Service (DBS) for consideration to the 'barred list'.

## Useful Contact Details

DBS enquiries:

Sara Davies, England Hockey – Ethics and Welfare Administrator

Email: [sara.davies@englandhockey.co.uk](mailto:sara.davies@englandhockey.co.uk)

Tel: 07702 258457

Reporting Concerns:

Alison Hogg, England Hockey - Ethics & Welfare Manager

Email: [alison.hogg@englandhockey.co.uk](mailto:alison.hogg@englandhockey.co.uk)

Tel: 01628 897500

WMHC Welfare Officer: (\*ADD DETAILS\*)