

Cambridge City Hockey Club (CCHC): Guidance on the Use of the Disclosure and Barring Service (DBS)

Policy approved: 01 August 2020
Next review date: 01 August 2021

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Introduction

Cambridge City Hockey Club (CCHC) 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 contact with/responsibility for young people and do not have the opportunity to influence policies or practice in relation to them. CCHC therefore requires any individual wishing to work with young people in hockey to undertake a Disclosure and Barring Service (DBS) check.

The DBS enables CCHC 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 CCHC Committee and is reviewed regularly. If you have any questions about this guidance or how we use the Disclosure and Barring Service, please contact welfare@cambridgecityhc.org.

What is the Disclosure and Barring Service (DBS)?

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.

Who is eligible for a DBS check?

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 overleaf for a more detailed breakdown of who needs a check and at what level.

Table 1. Eligibility for a DBS Check by Role

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	Possibly needed if regulated activity is undertaken frequently or intensively. See separate EH guidance ‘DBS Checks and Officiating Guidance’ .		
Technical Official			
Umpire Coach / Manager / Assessor			
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 England Hockey website 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, CCHC will arrange for a DBS check to be completed through England Hockey's DBS System. England Hockey use a company, GBG Online Disclosures, 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 CCHC. CCHC will arrange for the individual to contact England Hockey to get their status check completed ([see EH's DBS Government Update Service FAQ](#)).

Once a DBS disclosure has been approved England Hockey will confirm this in writing to the individual. Additionally, CCHC 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).

What are CCHC's Responsibilities?

CCHC 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.

CCHC 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).

CCHC 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, CCHC will ensure the individual is supervised by a DBS cleared individual.

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

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

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

CCHC 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

Stuart Thomas, England Hockey – Ethics and Welfare Administrator

Email: stuart.thomas@englandhockey.co.uk

Tel: 01628 897516

GBG

GBG Online Disclosures

Email: onlinedisclosures@gbgplc.com

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Reporting Concerns

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