



DBS Check Requirement Policy

Harpenden Hockey Club (HHC) is committed to safeguarding the welfare of those accessing its services through the effective use of the DBS Disclosure vetting process for all relevant club representatives. The guidance set out in this policy applies to anyone acting on behalf of HHC.

Eligibility for DBS vetting

Eligibility for DBS vetting is covered by the government definition of 'regulated activity'. Roles that meet the definition of 'regulated activity' are those where:

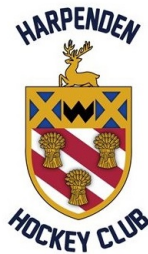
- The activity involves:
 - Teaching, training, instructing, caring for or supervising children
 - Providing guidance or advice on well being
 - Driving a vehicle only for children
- The activity happens:
 - Frequently (once a week or more)
 - Intensively (on 4 or more days in a 30 day period)
 - Overnight

If the activity undertaken is covered by the above definition a DBS check will be required. The type of check required is based on whether the activity is considered to be supervised or unsupervised.

- Supervised roles require an Enhanced DBS check including a Barring List check.
- Unsupervised roles require an Enhanced DBS check only.

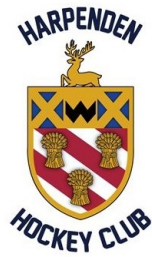
HHC have used the government guidelines to produce the below guidance on the checks required for each role in the club.

| Role | Enhanced DBS check | Barring List check | Notes |
|----------------------------|--------------------|--------------------|---|
| President | No | No | |
| Director of Hockey | Yes | Yes | |
| Club Captain | No | No | Unless regulated activity is undertaken frequently or intensively |
| Junior Co-ordinator | Yes | No | Unless the role requires supervision of children |
| Treasurer | No | No | |
| Secretary | No | No | |
| Fixture Secretary | No | No | |
| Welfare Officer | Yes | Yes | |
| Umpire Liaison Officer | No | No | |
| Umpire | Yes | No | Unless regulated activity is undertaken frequently or intensively |
| Coach | Yes | Yes | |
| Assistant Coach | Yes | No | Unless Under 16 |
| Parent Helper | Yes | No | Unless the role requires supervision of children |
| Captain (senior team) | Yes | Yes | Unless the team will never include Under 18's |
| Vice Captain (senior team) | No | No | Unless required to regularly deputise for the Captain |



Principles

- In accordance with England Hockey's policy on recruitment, selection and retention of person's with access to young people, when recruiting to a position involving access to young people a DBS check will be undertaken through England Hockey's DBS service as in the table on page 1.
- In line with sport's industry standard practice HHC will not recognise DBS checks obtained through organisations other than England Hockey.
- For positions where a DBS check will be required all application forms, job adverts and related documents will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- Failure by the individual to submit their application for a DBS disclosure within a reasonable time period after being offered the role within HHC will lead to the termination of their position within the club, and the role will be re-advertised as necessary.
- As there is no period of validity for a DBS disclosure, the disclosure will be considered to be out of date on the day it is issued as a new or further criminal conviction or caution may be recorded against the individual at any time after the issue date. As a result of this:
 - HHC requires that if, following appointment to a role requiring a DBS check, the individual is subsequently cautioned, charged, summonsed or convicted of a criminal offence then they should inform the club committee of this immediately. Failure to disclose such information may lead to disciplinary action being taken.
 - Individuals holding roles that require a DBS check to be undertaken will be required to undertake a new DBS disclosure every 3 years.
- Given the potentially sensitive nature of information contained in DBS checks, all those involved in the process will maintain confidentiality. Breach of this condition may result in disciplinary action being taken in accordance with England Hockey's Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations.
- Should a DBS check reveal any history of offending HHC will assess whether the offences are relevant and significant. All decisions taken will be in the best interests of young people and will balance the relevance and significance of the offence and rehabilitation of the offender in relation to the role they are undertaking. Factors that may be taken in to account include:
 - Whether the information received is relevant to the position applied for in relation to working with young people.
 - The seriousness of any offence or other matter.
 - The age of the person at the time of the offence.
 - The age of the victim involved and whether the offence was violent or sexual in nature.
 - The length of time since the offence or other matter occurred.
 - Whether the applicant has a pattern of offending behaviour.
 - Whether the offences involved a breach of trust.
 - Whether the applicant's circumstances have changed since the offending behaviour.The circumstances surrounding the offence and the explanations offered.



- HHC will work with other relevant organisations where necessary to ensure that decisions are made according to best practice in the use of evidence and research in this field.
- Any information provided to HHC by the DBS will be accepted as correct. Any dispute regarding information contained on a DBS check should be referred by the individual directly to the DBS.