

**Policy Owner: Welfare Officer**

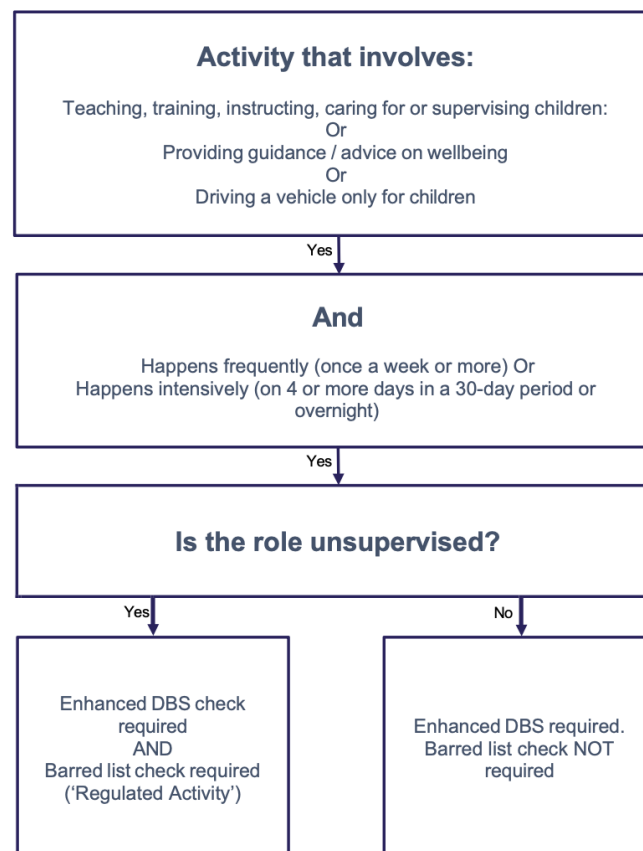
## 1. Purpose of the Policy:

- Wilmslow Hockey Club (the Club) will comply with the legal requirements to not knowingly employ anyone who is working in 'regulated activity' who is on the child barred list. Anyone who is or planning to work in regulated activity with under 18s in the Club is required to perform an enhanced DBS check with a child barred list check included. This check must be performed every three years.
- The Club will adopt the England Hockey DBS Eligibility Guidance to determine who in the Club is required to perform an enhanced DBS check with a child barred list check included.

## 2. Regulated activity and supervision

England Hockey Eligibility Guidance determines the level of check required based on the regulated activity and whether they are deemed supervised or unsupervised roles.

**Figure 1: Eligibility flow chart**



### 3. Eligibility for DBS checks in the Club

Based on the EH Eligibility Guidance (including the flowchart above), the following roles require Enhanced DBS checks and child barred checks.

Role	Enhanced DBS check?	Child Barred List required?	Notes
Coach – junior teams	Yes	Yes	See Figure 1 if unsure
Coach – adult teams (which include any U18s)	Yes	Yes	See Figure 1 if unsure
Team Captain (or named nominee)	Yes	Yes	All teams involving U18s must nominate a person to be responsible for them. If not the Team Captain, it must be a named person.
Team Manager – junior teams	Yes	Yes	See Figure 1 if unsure
Welfare Officer	Yes	Yes	
DBS Co-ordinator/ verifier	No	No	If stand-alone role (admin only)
Parent helper	Yes	No – only needed if the role involve supervision of children that is frequent and/or intensive (See Figure 1)	
Young Leaders	Yes	No	Aged 16 and over only
Umpire	Yes	No	If regularly umpiring games involving young people that meets the frequency or intensive definition
Umpire manager / coach / mentor / assessor	Yes	Yes	If working with U18 umpires at a tournament if they meet the frequency and intensive definition.
Umpire mentor / coach / assessor	Yes	Yes	If working every week with U18 umpires
Tournament Director	Yes	Yes	If working with U18 Technical Officers or Judges at a tournament that meets the frequent or intensive definition.
Tournament Official	Yes	Yes	If regulated activity meets the frequent or intensive definition.
Junior Club Captain / Administrator	No	No	Although some of the roles listed above do not qualify for DBS check, the Club Safeguarding Policy still applies to all roles.
Photographer	No	No	
Chair / President	No	No	
Secretary	No	No	
Membership Secretary	No	No	
Treasurer	No	No	
Website administrator	No	No	
Bar staff	No	No	

**Source:** [EH DBS Eligibility Guidance](#) (19<sup>th</sup> June 2024); [EH DBS Officiating Guidance](#) (19<sup>th</sup> June 2024)

#### 4. Club responsibilities

The Club will:

- Ensure all those that are eligible complete a DBS check to the appropriate level (checks should be completed every three years).
- Not deploy (paid or unpaid role) anyone in 'regulated activity' unless they have completed a barred list check.
- Inform people prior to taking on a role, if it will require a DBS / barred list check
- Ask England Hockey to carry out a Status Check for any individual who subscribes to the Update Service, as an alternative to Club requesting a new DBS check.
- Compensate volunteers for the cost of their DBS check if requested by a volunteer who would otherwise struggle to afford the fee.

#### 5. Document history

Version	Date	Changes
0.1	20 <sup>th</sup> June 2024	First draft for approval
1.0	18 <sup>th</sup> Nov 2024	Approved by committee
1.1	7 <sup>th</sup> October 2025	Minor updates – removed names of officers.

#### **Appendix 1 England Hockey DBS Guidance**

Source: [EH DBS Checks Guidance page](#) (19<sup>th</sup> June 2024)

##### **What is the DBS?**

The Disclosure and Barring Service (DBS) are a government run organisation which aids organisations in making safer recruitment choices. They do this by processing and issuing DBS checks that discloses any criminal convictions, warnings, cautions or reprimands held in England or Wales. They also maintain adult and child barred lists and make decisions on whether individuals should be added to said lists.

##### **Who requires a DBS check?**

A DBS check is required for anyone who is working or volunteering in a role that is in 'regulated activity' with anyone under the age of 18. Hockey clubs and associations have a legal requirement to not knowingly employ anyone who is working in 'regulated activity' who is on the child barred list. Anyone who is or planning to work in regulated activity with under 18s in hockey is required to perform an enhanced DBS check with a child barred list check included. This check must be performed every three years.

##### **Where can I get a DBS check?**

All DBS checks through hockey clubs and associations are performed through a company called First Advantage. Clubs and Areas who need to perform DBS checks will have an account set up

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with First Advantage and at least one DBS Verifier who will be able to manage the check from start to finish. If your role requires you to obtain a DBS check, please contact the DBS Verifier.

### **Are checks from within and outside of hockey portable?**

DBS checks completed through hockey clubs and areas are portable within hockey. Ports can be done by using an England Hockey DBS Portability Form, which when sent to England Hockey give permission for DBS information to be shared between clubs or Areas.

England Hockey do not accept DBS checks performed outside of member hockey clubs and Areas unless the individual has signed up to the DBS Government Update Service and is enhanced with a child barred list check included. All status checks must be performed through England Hockey centrally.

If you wish to port your certificate via the DBS Government Update Service, contact [safeguarding@englandhockey.co.uk](mailto:safeguarding@englandhockey.co.uk)

### **Is someone who has recently moved to England eligible for a DBS check?**

For anyone who is working in regulated contact with children but has been living in England for less than 2 years, an DBS check is not appropriate. Instead, an Overseas Criminal Record (OCR) check will be needed from the country where the individual had previously been living. Once completed, the OCR will be valid for two years, after which a DBS check will be required.