

Disclosure and Barring Service (DBS)forum

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**ENGLAND
HOCKEY**

Introductions

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Purpose of the session

- Meet you !
- Thank you for what you are doing to protect children & young people in our sport
- DBS is an important part of safeguarding in hockey – provide you with information to do your role
- Support you in your role
- Provide clarity on areas where we get lots of enquiries
- We will share slides afterwards
- Answer questions – if we have time (please put questions in chat)

What are we going to cover?

- Why do a DBS ? and why does it need to be done through England Hockey?
- Eligibility for DBS check – who needs one and who doesn't?
- What happens if information is disclosed on a DBS?
- How do you get a DBS in hockey?
- What is the Update Service?
 - How does it work?
 - What is a 'status check'?
- Are England Hockey DBS checks 'portable' within hockey?
- Transition from Online Disclosures to Know Your People (KYP)

Why do DBS checks? & Why through EH ?

- Legal requirement for people working 'regularly' with children & young people (U18)
- Check is about suitability to work with children & young people
- Confidentiality – highly sensitive personal data, must be handled appropriately
- EH keep central register – manage the process centrally and communicate outcome to WO's
- Risk assessment of information
 - fair
 - consistent
 - manage confidentiality
- Clubs / organisations should NOT:
 - be asking to see peoples DBS
 - be keeping copies of certificates
 - accept DBS checks done through other organisations without involving EH

England Hockey v club/organisation responsibility

EH are :

- Disclosure Managers – overall management of the online system
- able to see where there is disclosed information
- able to **access** all DBS checks across the sport
- responsible for recording and managing all DBS checks across hockey in accordance with GDPR
- Risk assessing disclosed information
- responsible for notifying clubs and individuals when DBS checks are complete

Clubs/organisations responsibility:

- identifying who needs checks in line with eligibility guidance
- generating the DBS checks online for own members
- carrying out the identity checks on your own members
- able to see progress of checks on own members
- wider recruitment checks to check suitability (see EH guidance)

Eligibility for DBS checks

See EH eligibility guidance – general and specific for umpire / officials

Regulated activity definition: taken the parts that are relevant to hockey:

‘Teaching, training, instructing, caring for or supervising children’

&

Happens frequently (once a week or more) Or happens intensively (on 4 or more days in a 30-day period or overnight)

&

Is the role supervised?

Examples

Yes

Coaches

No

Chair / Treasurer / Administrator / Photographer

Maybe

Umpires / Officials

Need to look at criteria and apply in your own environment

DBS-Eligibility

DBS should only be used to assess an individual's suitability to work with children

Only available for people over 16 years old

DBS eligibility relates to direct work with children, so committee members / administrators unlikely to meet definition (doesn't mean they don't need any safeguarding awareness training)

DBS check 'valid' on the day it's done – information is accurate on the day of the check, it could change at any time

Sport / hockey – renew every 3 years

DBS shouldn't be done in isolation, part of a recruitment process, doesn't guarantee someone is suitable to work with children / young people

Enhanced level checks / child barred list

DBS – what happens when there is disclosed information?

Online system flags to EH when there is content (not detail)

EH immediately follow up with individual to obtain copy of certificate

Once received – access information to see its relevance to the role (nature of offence / when it took place)

If relevant to role working with children – information goes to EH Case Management Group (CMG) for consideration and relevant follow up – may require more information / references

EH assess information and make decision on impact on suitability to work with children / young people

EH will not involve WO in this process until complete (unless required - would need consent of individual)

EH inform individual and organisation Welfare Officer of outcome

How to get a DBS check through EH?

1. Direct via First Advantage online system (Know Your People) – club / organisation initiate check / do ID check / EH notify of outcome / EH record and notify organisation and individual?
2. Individual has DBS check done through another organisation and is registered on the Government Update Service – EH do online ‘status check’ against original check (likely to be teachers / NHS)

What is the Government Update Service?

Government service that allows an individual to share DBS check online across organisations

Individuals register on the service within 21 days of initial check (free volunteers / £13 in paid role)

Must renew with Update Service annually (link included at end of presentation)

EH only accept checks via Update Service if:

- subscription is current (annual renewal)
- Enhanced check / child barred list
- EH complete the status check

What must an individual do to get a 'status check' ?

EH survey for individuals to complete to make sure this criteria is met before proceed to 'status check'

Link to survey is on new guidance of contact safeguarding@englandhockey.co.uk

EH check:

Check must be enhanced level and child barred list

Subscription is current on update service

What is a 'status check' and how does an individual get one?

A status check is a 'live' online check to obtain a current criminal record status for an applicant

EH contact individual to arrange a teams call to arrange the status check. As part of this meeting EH will need to verify:

Original DBS certificate

One form of photo ID

What happens once a status check is complete?

Government system will confirm if there is any disclosed information or changes since the original check was done.

If no change against original disclosure:

EH confirms the outcome of the disclosure to the individual and the club/ organisation and updates records.

The renewal is confirmed, meaning the check will be 'valid' for a further 3 years (as per standard DBS procedure)

If there is a change in information, the status check stops immediately and the applicant will be required to start a new check through their club. Once in receipt of their certificate, EH will then require copy of certificate for risk assessment, as per standard procedure.

If there is any change of information or disclosed information – details are passed to EH Case Management Group for assessment

Are England Hockey DBS checks 'portable' within hockey?

Yes ! If completed in last 3 years

Form (EH portability form) on website to complete that provides EH with information to enable us to share outcome of a check with 2nd hockey organisation

- Need consent from individual
- Need ID check

Once received, EH process, update records and inform new club/org'n of outcome and let individual know its complete

Adults at Risk ?

Can you / should you DBS check people that work with adults at risk ?

- No, legal criteria for working with adults is different
- Based on personal care needs

Still need to look at suitability to work with this group - training / appropriate skills

Further information

England Hockey Adults at Risk Policy

Ann Craft Trust – training and guidance

www.anncrafttrust.org/safeguarding-adults-sport-activity/

Know Your People(KYP)

Currently transitioning system from Online Disclosures – Know Your People, provider is the same (First Advantage)

Process remains same – generate checks / verification

Changes:

No archive function – if you want records go to Online disclosures and pull off data

Payment

EH will switch off Online Disclosures later this year, everyone will need to use KYP

Completions data – import data from KYP every Weds, clubs and individuals notified

Reminders – sent to applicants 1 month prior to renewal date

Best practice

Keep a record of the outcome of all DBS check, with date
Record alongside safeguarding training / qualifications

Don't allow someone to work unsupervised until DBS check complete
No DBS – no role working with children

Deal with concerns – take advice / address poor behaviour

Further information:

England Hockey – eligibility / Update Service / EH portability / Overseas checks

www.englishockey.co.uk/governance/duty-of-care-in-hockey/safeguard/dbs

DBS Update Service

www.gov.uk/dbs-update-service

DBS guidance – sport specific

<https://safeguardingsports.campaign.gov.uk/>

England Hockey Recruitment guidance

www.englishockey.co.uk/governance/safeguarding/safeguard/welfare-officer

Questions

Thank you