# Goalball UK LogoGoalball UK – Club Minimum Standards

# 3. DBS Checks – Vetting Guidance

This guidance has been adapted from [Sport England Club Matters - Child Protection](http://www.sportenglandclubmatters.com/club-planning/governance/policies-procedures/child-protection/), as best practice for safeguarding and welfare within your club.

## Introduction

Goalball UK (GUK) is firmly committed to creating a safe and enjoyable environment for its participants to enjoy goalball.

Key to this is the recruitment and vetting of the many invaluable individuals who create many rewarding experiences in goalball.

All organisations working with children and vulnerable adults have safeguarding responsibilities and clear requirements placed upon them by legislation and guidance.

This applies to all affiliated clubs. It is there to ensure safe recruitment practices for individuals who work with children and vulnerable adults, including policies on when to obtain a criminal records check.

For this document “playing members” will be used to represent “children and vulnerable adults”

## Obtaining the correct level of DBS Check

Goalball UK provide 2 levels of possible check: Enhanced DBS Check and an Enhanced DBS + Barred List Check. The minimum level of check required for all roles to have a DBS check is an Enhanced DBS check.

The roles in goalball that require vetting are:

* Coaches (whether volunteer or paid)
* Welfare / Safeguarding Officer
* First Aiders / Physiotherapists / Medical Support

If your club is affiliated to Goalball UK, through our training package you receive two checks free of charge per year with any additional checks costing: £15 per check (voluntary roles).

More information can be found on the [Goalball UK club affiliation page](http://goalballuk.com/clubaffiliation/).

## Roles which are NOT eligible for Vetting checks

Roles that do not involve significant contact with playing members children are not eligible for DBS checks. This is because they do not meet the eligibility criteria.

* Chairperson
* Treasurer
* Secretary
* Other administrative roles

The exceptions to this rule are where people with these roles also perform other roles with significant contact with playing members.

For example, if the committee member, in addition to their committee role, acts as club support personnel in an unsupervised role in the club setting or on away trips, they need vetting for the eligible role (e.g. of chaperone, driver) rather than their committee role.

A person/s who is just at the venue to hand out equipment and set up training equipment will not fall within the definition of eligibility despite being courtside and in contact with playing members. However, if they are acting in a training or supervisory capacity assisting the qualified coach, they will be eligible for a check.

A photographer taking photographs of playing members at a club event does not fall within the definition of eligibility. However, a Club or Goalball UK Photography Accreditation Form should be completed prior to images being taken.

Similarly, the club officer in charge of administrating and managing the club website will not be eligible for a DBS check for that role.

If in doubt about whether an individual should be vetted for their role, contact GUK Safeguarding Officer [Steve.Cox@goalballuk.com](mailto:Steve.Cox@goalballuk.com)

## How to Apply

Note: for Scotland there is a different process for application, please contact GUK Safeguarding Officer [Steve.Cox@goalballuk.com](mailto:Steve.Cox@goalballuk.com) for more information.

## The GUK Vetting (DBS) check process

The applicant must obtain the correct level of check from the ‘Disclosure and Barring Service’ (on the 1st December 2012, the Criminal Records Bureau, who provided ‘CRB’ disclosures, merged with the Independent Safeguarding Authority to become the Disclosure and Barring Service -the ‘DBS’ – providing ‘DBS certificates.’) Details on the correct level of checks is available in the “[DBS Checks in Sport – Working with Children](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/758272/ENGLISH_-_DBS_Checks_in_Sports_-_Working_with_Children_LATEST.pdf)” document.

## Making an application

GUK DBS checks are an online system, there are no paper applications.

Please contact the GUK Safeguarding Officer [Steve.Cox@goalballuk.com](mailto:Steve.Cox@goalballuk.com) to

* Start your application. You will require an active personal email address, role, and associated club (if applicable).
* Ask any questions
* Check whether you are required to be vetted

Once your application is initiated, you will receive an email from First Advantage with easy-to-follow instructions to help you make your application.

The individual cannot take on the role connected to a vetting check unless and until their vetting check is confirmed by GUK as ‘Completed’.

## What if I already have or my volunteers have a DBS with another organisation?

Applicants will need to apply for a new DBS unless they are using the [DBS update service](https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide). GUK will need the DBS certificate 12-digit reference number, name, and date of birth. GUK will then go online and carry out a status check on the existing certificate(s)

GUK will check the applicant’s current DBS for validity and to see if the check is of the correct level (Adult/Child and Enhanced) and is less than 3 years old. If it is of the correct level and less than 3 years old, then no further action will be required.

If the DBS check is not at the level required for the applicant’s role, or more than 3 years old, the applicant will be required to complete a GUK vetting check. GUK reserves the right to ask volunteers to complete a GUK DBS check.

## What if there is information on my DBS certificate?

All conviction(s) and or caution(s) and other items of information disclosed by the DBS certificate are assessed for their relevancy in respect of safeguarding playing members and an individual’s suitability to work within goalball.

The existence of previous conviction(s) and or caution(s) or other information will not necessarily prevent an individual from taking on the role for which they have applied – this will depend on the nature and circumstance of the conviction(s)/caution(s) or information provided in relation to the disclosure.

## Who will know about my criminal convictions and or cautions?

Any information present on the certificate is reviewed by the GUK Safeguarding officer for relevancy regarding playing members safeguarding and the individual’s suitability to work (or volunteer) with playing members. If there is a need to share information with others to protect playing members, the relevant Club Welfare officer will be made aware.

All information is kept confidential and managed within a secure environment, in accordance with the requirements of the Data Protection Act. Where information is shared, this is done in accordance with the requirements of ‘Working Together to Safeguard Children, 2015’ and ‘Children and Young People (Scotland) Act 2014’.

## How long does my check last for?

The applicants DBS will be valid for 3 years from the date of issue in line with Goalball UK safeguarding policies.

**Should you need any additional information in relation to DBS Checks please contact Steve Cox at Goalball UK.**

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