**Goalball UK – Club Minimum Standards**

# 3. DBS (Disclosure and Barring Service) Checks – Vetting Guidance

## Introduction

Goalball UK is 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 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)
* Club Welfare 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 additional checks being possible on a case-by-case basis, please contact us to discuss.

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 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 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 Goalball UK Safeguarding Officer Steve.Cox@goalballuk.com

## How to Apply

Note: for Scotland there is a different process for application, please contact Goalball UK Safeguarding Officer Steve.Cox@goalballuk.com for more information.

## The Goalball UK Vetting (DBS) check process

The applicant must obtain the correct level of check from the ‘Disclosure and Barring Service’. Details on the correct level of checks is available in the “D[BS Checks in Sport – Working with Children](https://www.gov.uk/government/publications/dbs-guidance-leaflets/definition-of-work-with-children)” document.

## Making an application

Goalball UK DBS checks are an online system; there are no paper applications.

Please contact the Goalball UK Safeguarding Officer Steve.Cox@goalballuk.com to

* Start the application - the applicant will require an active personal email address, role, and associated club (if applicable).
* Ask any questions
* Check whether the applicant is required to be vetted

Once the application is initiated, the applicant will receive an email from ‘Know Your People’ with easy-to-follow instructions to help them make the application.

Once you have completed the application, Goalball UK will arrange a time and date to check the applicants ID documents

The individual cannot take on the role connected to a vetting check until their vetting check is confirmed by Goalball UK 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). Goalball UK will need the DBS certificate 12-digit reference number, name, and date of birth. Goalball UK will then go online and carry out a status check on the existing certificate(s)

Goalball UK 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 Goalball UK vetting check. Goalball UK reserves the right to ask volunteers to complete a Goalball UK 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) or 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 Goalball UK Safeguarding Lead 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 applicant’s 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.**

Steve.Cox@goalballuk.com

Goalball UK Safeguarding Lead

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