



DISCLOSURE AND BARRING SERVICE (DBS) POLICY

Personal Responsibility

It is the personal responsibility of all adults who require it to ensure that they have applied for and received the appropriate DBS certificate, which certificate they must have provided to England Boxing. They can only take part in England Boxing activity when the DBS has been cleared by England Boxing (by the following procedures). It is their responsibility to ensure it remains current.

A DBS remains current for three years from date of issue or date of online service update check by England Boxing.

If a DBS qualification expires without renewal, the holder is responsible for returning the England Boxing registration and identity card to the relevant Medical Registrar. An expiry can be anticipated and therefore application for renewal can be timely, therefore avoiding unnecessary time out of the sport.

The applicant must have the "child workforce" entered into the application form for it to be valid for England Boxing.

The online update service has been adopted for England Boxing and it is recommended that applicants subscribe to this service as guided by the information provided by the DBS at time of application.

Eligible Persons Roles

Only individuals in eligible posts or roles which provide significant levels of responsibility for children or Adults at Risk are eligible to be checked through the DBS.

Pursuant to the Protection of Freedom Act 2012 England Boxing has determined the following as eligible persons-roles thereby requiring a DBS check and certificate:

- Coaches
- Welfare Officers
- Team Managers
- Coach and Official Educators and Assessors
- Designated drivers that are designated by the club / England Boxing to transport

athletes.

Any other person who conducts Regulated Activity with or for children or Adults at Risk are eligible to be checked through the DBS.

An individual, working in a role which requires a DBS check, who is convicted or cautioned for any offence, must notify England Boxing within 28 days of the date of the conviction or caution. They will usually be required to complete a new DBS check.

Doctors are within this category, but England Boxing should not conduct a check; based on acceptance that doctors have been deemed suitable to care for children via their registration as doctors and are acting in their professional capacity.

DBS Checks

The types of check are as follows:

- **A basic check:** Which shows unspent convictions and conditional cautions.
- **A standard check:** Which shows spent and unspent convictions, cautions, reprimands and final warnings.
- **An enhanced check:** Which shows the same as a standard check plus any information held by local police that's considered relevant to the role.
- **An enhanced check with a check of the barred lists:** Which shows the same as an enhanced check plus whether the applicant is on the adults' barred list, children's barred list or both.

The nature of the check required depends upon the role being fulfilled.

3.3. The requirement DBS eligibility and process does not distinguish between paid and unpaid roles.

Officials in Charge (events)

It is the responsibility of all Officials in Charge at tournaments to ensure that all eligible people are in possession of a current DBS Disclosure via the date stamp on the registration book or identity card.

4.2. In the absence of a valid DBS Renewal Date Stamp within the registration book or identity card, the eligible person shall not play any further role in such tournaments or other activities within England Boxing in any role requiring a DBS clearance. All such breaches will be reported by the Official in Charge to the appropriate Regional Registrar as soon as practicable and the Registration Card of the offender shall be seized and returned to the appropriate registrar.

Clubs – Officials and Committees

It is the responsibility of all Club Welfare Officers, club officials and committee

members to ensure that all coaches and other eligible persons within their clubs hold a current acceptable DBS Disclosure.

Divisional and Association Safeguarding Officers should carry out unscheduled unannounced visits to clubs to ensure strict adherence to this policy.

Welfare officers and other officials are also to consider other roles that may be particular to their clubs that come within the eligibility framework of the DBS requirements and child and Adults at Risk safeguarding policies and procedure.

Process of DBS disclosures

To apply for an England Boxing DBS certificate, you must be registered or register on England Boxing's Membership System, The Vault:

<https://www.englandboxinginsight.com/auth/login>

You can then apply for a DBS by visiting the Knowledge Base section.

Once you have completed your DBS application, you must get your ID checked by a registered England Boxing DBS Checker.

Members can find a list of DBS checkers in the DBS applications section of The Knowledge base on The Vault (Page 2).

There is a designated Customer Service helpdesk should members or DBS checkers have any questions.

Contact uCheck on: 0843 178 0818, or visit their website- <https://www.ucheck.co.uk/>.

You can also follow our DBS Application Process flowchart, here:

<https://www.englandboxing.org/wp-content/uploads/2019/05/England-Boxing-DBS-Application-Process.pdf>

If you are using an alternative DBS provider, you must ensure that you tick the box requiring a check of the Barred List. If you do not tick this box, England Boxing will refuse to accept the resulting DBS.

DBS Safeguarding Review Panel Referrals

A DBS matter will be referred to the Safeguarding Review Panel ('SRP') in the following circumstances:

- If the HOC receives notification from the DBS in relation to an individual including but not limited to those carrying out Regulated Activity with children or Adults at Risk
- In respect of any individual convicted of or made the subject of a caution in respect of any offence;

- In respect of any individual Barred by the DBS from working with children in accordance with the Safeguarding Vulnerable Groups Act 2006 (as may be amended); and/or
- If England Boxing is notified of disclosures on an applicant's DBS check including but not limited to those which require a risk assessment before clearance.

The SRP shall proceed and decide the matter in accordance with the England Boxing Safeguarding Procedure.

England Boxing Referral to DBS

England Boxing has a duty to refer a person to the DBS where it has withdrawn permission for a person to engage in Regulated Activity¹; and

England Boxing thinks that the person has either:

- Engaged in relevant conduct in relation to children and/or adults.
- An action or inaction has harmed a child or vulnerable adult or put them at risk of harm or satisfied the harm test in relation to children and / or Adult at Risk. **E.g.**, there has been no relevant conduct but a risk of harm to a child or Adult at Risk still exists; or been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

The DBS may consider it appropriate for the person to be added to a barred list.

For **further guidance** see Government flowchart here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911179/Referrals_Flowchart.pdf

This policy should also be read together with the England Boxing "Fair Recruitment and Selection Procedures" here:

<https://www.englandboxing.org/wp-content/uploads/2019/05/EB-Fair-Recruitment-Policy.pdf>

¹ This includes situations when England Boxing would have taken the above action, but the person was re- deployed, resigned, retired, or left.

APPENDIX 1 – DEFINITIONS

- **Adult at risk** means any person eighteen years or age and over who is or may be in need of community care services by reason of mental health, age, illness or disability and who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.
- **Bar** means a restriction imposed on an individual's involvement in England Boxing in such terms as are determined by the Safeguarding Review Panel.
- **Child** means a person under the age of eighteen years as defined by the Children Act 1989. Children means more than one child.
- **Harm** This is not defined in legislation. DBS view harm as its common understanding or the definition you may find in a dictionary. Harm is considered in its widest context and may include: sexual harm, physical harm, financial harm, neglect, emotional harm, psychological harm or verbal harm. This is not a fully comprehensive list, harm can take many different forms.
- **Head of Compliance** the person employed by England Boxing designated to manage safeguarding matters on behalf of England Boxing
- **Regulated Activity** means the statutory definition of the term as set out in the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012). An individual will fall within the definition where: (a) his/her duties include teaching, training, instructing, caring for, supervising or providing guidance or advice on wellbeing to a child or driving a vehicle (on behalf of an organisation) only for children; and (b) such duties happen frequently (e.g. once a week or more often) or intensively (e.g. on 4 or more days in a 30 day period, or overnight); and (c) The individual carrying out any of the duties described in (a) and (b) above is unsupervised except for paid roles in specified places.
- **Regulated Activity (adults): Regulated** activities relating to adults are split into six different categories, based on the type of work they involve: (1) Providing healthcare (2) Providing personal care (3) Providing social work (4) Assistance with general household matters (5) Assisting with a person's own affairs and/or (6) Conveying a person to a place of social work or care. Unlike certain regulated activities involving children, these activities are regulated regardless of how many times and how often a person engages in them.
- **Relevant Conduct (children)** (1) endangers a child or is likely to endanger a child if repeated against or in relation to a child would endanger the child or be likely to endanger the child involves sexual material relating to children (including possession of such material) involves sexually explicit images depicting violence against human beings (including possession of such images) is of a sexual nature involving a child A person's conduct endangers a child if they: harm a child, cause a child to be harmed, put a child at risk of harm, attempt to harm a child, incite another to harm a child.
- **Relevant conduct (adults):** (1) endangers a vulnerable adult or is likely to endanger an adult at risk ('AoR'). If repeated against or in relation to an AoR would endanger the vulnerable adult or be likely to endanger the vulnerable adult involves sexual material relating to children (including possession of such material) involves sexually explicit images depicting violence against human beings (including possession of such images) is of a sexual nature involving an AoR. A person's conduct endangers a vulnerable adult if they: harm an AoR

cause an AoR to be harmed, put an AoR at risk of harm, attempt to harm an AoR, incite another to harm an AoR, A person satisfies the harm test if they may: harm an AoR, cause an AoR to be harmed (3 put an AoR at risk of harm, attempt to harm an AoR, incite another to harm an AoR.

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	To be Reviewed:	

Review Schedule		
<i>Date of Review</i>	<i>Version</i>	<i>Summary of Changes</i>