



DISCLOSURE & BARRING SERVICE POLICY

DBS Policy

Version 2.2 – 26 March 2026

Definitions

Adult at Risk – Any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and/or support.

Child – Any person under the age of 18 as defined by the Children Act 1989 and 2004.

DBS – The Disclosure & Barring Service supports England Boxing in making safer recruitment decisions by processing and issuing DBS checks. They are an independent body to England Boxing.

DBS Manager – A person appointed and employed by England Boxing to manage the DBS Application Process.

England Boxing activity (EB activity) – Boxing, coaching, officiating, medicals or administration, via clubs, competition venues, places of work or remotely, at club, regional, national or international level, taking place under England Boxing rules, policies, codes, procedures and guidelines.

Participant – Members of England Boxing as well as others involved in Olympic boxing in England, including but not limited to boxers, coaches, officials, national/regional/club officers, clubs, gyms, regional associations, volunteers and parents/carers.

Regulated Activity – Activities where members regularly interact with children, young people and/or adults at risk on a weekly basis and require an Enhanced DBS and Barred List check to validate their role in boxing.

Young Person – Any person between the ages of 14-18 as defined by the Child and Young Persons Act 1933 Act 1989. Within this Code this also includes Apprentices employed by England Boxing.

1. Personal Responsibility

- 1.1. It is the personal responsibility of all adults who require it to ensure that they have applied for and received the appropriate Disclosure & Barring Service (DBS) certificate, which they must have provided to England Boxing (EB). They can only **participate** in EB activity when the DBS has been cleared by EB via the following procedures. It is **the participant's** responsibility to ensure it remains current.
- 1.2. A DBS remains current for three years from date of issue or date of online service update check by EB.
- 1.3. If a DBS qualification expires without renewal, the **holder's License on the Locker and QR code will require action and be invalid for use. The Participant must cease all roles which fall under regulated activity such as coaching and officiating. An expiry can be anticipated, with regular reminders automatically issued from the Locker,** and therefore application for renewal can be timely, avoiding unnecessary time out of the sport.
- 1.4. The applicant must have 'child workforce' entered into the application form for it to be valid for England Boxing.
- 1.5. The online update service has been adopted by EB and it is recommended that applicants subscribe to this service as guided by the information provided by the DBS at time of application.

2. Eligible Persons Roles

- 2.1. Only individuals in eligible posts or roles which provide significant levels of responsibility for children, **young people** or adults at risk are eligible to be checked through the DBS process.
- 2.2. 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:
 - a. Coaches;
 - b. Referees and Supervisors;
 - c. Club Welfare Officers (CWO);
 - d. Regional Welfare Officers (RWO);
 - e. Team Managers;
 - f. Doctors (See S2.6)
 - g. Coach and Official Educators and Assessors; and/or
 - h. Designated Drivers that are designated by a club or EB to transport **boxers**.
- 2.3. Any other person who conducts Regulated Activity with or for children, **young people** or adults at risk are eligible to be checked through the DBS.
- 2.4. An individual, working in a role which requires a DBS check, who is convicted or cautioned for any offence, must notify EB within 28 days of the date of the conviction or caution. They will usually be required to complete a new DBS check.

- 2.5. Doctors are within this category, but EB 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.

3. DBS Checks

- 3.1. The types of check are as follows:
- a. Basic check – Which shows unspent convictions and conditional cautions.
 - b. Standard check – Which shows spent and unspent convictions, cautions, reprimands and final warnings.
 - c. Enhanced Check – Which shows the same as a standard check plus any information held by local police that's considered relevant to the role.
 - d. Enhanced Check with a Barred List Check – Which shows the same as an enhanced check plus whether the applicant is on the adults' barred list, children's barred list or both.
- 3.2. The nature of the check required depends upon the role being fulfilled and all roles in regulated activity as specified in S2.2 require an Enhanced Check with Barred List Check. **EB does not ask for, nor will it accept any other form of check.**
- 3.3. The requirement for DBS eligibility and process does not distinguish between paid and unpaid roles.

4. Officials in Charge – Events

- 4.1. It is the responsibility of all Officials in Charge at **events** to ensure that all eligible **participants** are in possession of a current DBS via the **validity of their roles' QR code from the Locker.**
- 4.2. In the absence of a valid **QR code and therefore DBS**, the eligible person shall not play any further role in such tournaments or other activities within England Boxing in any role requiring a DBS. All such breaches will be reported by the Official in Charge to the appropriate Regional Registrar as soon as practicable.

5. Club CWOs and Committees

- 5.1. It is the responsibility of all CWOs and club committee members to ensure that all coaches and other eligible persons within their club hold a current acceptable DBS **in order to facilitate the safe provision of EB activity.**
- 5.2. **Regional Welfare Officers, Club Support Officers (CSOs) and the EB Compliance Team may** carry out unscheduled, unannounced visits to clubs to ensure strict adherence to this policy.

- 5.3. CWOs and other committee members are to consider other roles that may be particular to their clubs that fall within Regulated Activity and require a DBS in order to safeguard the wellbeing of children, young people and adults at risk.

6. DBS Applications

- 6.1. To apply for an England Boxing DBS certificate, you must be registered or register on the Locker at <https://englandboxing.sport80.com/>.
- 6.2. You can then apply for a DBS by clicking on the 'DBS Applications' tab within your Locker profile.
- 6.3. Once you have completed your DBS application, you must get your ID checked by a registered EB DBS Checker or via the Post Office.
- 6.4. Members can find a list of DBS Checkers through the DBS application process and resources on the Locker, which also includes a step-by-step guide for making applications which is titled 'DBS User Guide'.
- 6.5. DBS Applications are not processed directly by England Boxing, but by a third Party, Know Your People. Support from England Boxing can be accessed by emails dbsassessment@englandboxing.org.
- 6.6. If you are using an alternative DBS provider, you must ensure the DBS certificate has been completed and dated within the last 3 years and the certificate must be an Enhanced Check and Barred List Check child workforce certificate. Basic, Standard or adult only certificates are not accepted. The original certificate also needs to be posted into the EB Head Office before it can be added to the applicant's Locker profile.

7. DBS Process

- 7.1. A DBS application received by EB will be processed under the following criteria:
- 7.2. A DBS containing no content will be declared to be 'cleared' and approved on the Locker;
- 7.3. A DBS containing disclosures may be 'cleared' by the DBS Manager where following a risk assessment the content is not deemed sufficiently serious to an individual's work with children, young people and adults at risk, or it will be referred to S12.5.c below;
 - a. A DBS containing disclosures not cleared by the DBS Manager is reviewed by an internal EB Working Group via risk assessment, for a decision to be 'cleared' or referred to DBS Panel in S12.5.d below;

- b. A DBS containing disclosures where the EB Working Group deems independent review is required, will be referred to a DBS Panel for a decision to be 'cleared' or 'refused'; or
 - c. Any participant barred by the DBS from working with children in accordance with the Safeguarding Vulnerable Groups Act 2006 (as may be amended) will be 'refused'.
- 7.4. A participant's DBS certificate containing disclosures must be posted to the DBS Manager at England Boxing, EIS Sheffield, Coleridge Road, Sheffield S9 5DA, for risk assessment.
- 7.5. The DBS Manager may request an explanation from the participant in relation to any disclosures on their DBS certificate in order to inform the risk assessment, Working Group or DBS Panel stages.
- 7.6. Further Guidance can be found in the Safeguarding Procedure at <https://www.englandboxing.org/clubs/child-protection-and-safeguarding/policies-and-procedures/>.

8. DBS Panel Referrals

- 8.1. A DBS matter will be referred to the DBS Panel in the following circumstances:
- a. EB receives notification from the Disclosure and Barring Service (DBS) about a participant, including but limited to those carrying out regulated activity with young people or adults at risk;
 - b. A DBS containing disclosures where the EB Working Group deems independent review is required, will be referred to a DBS Panel for a decision to be 'cleared' or 'refused'; or
 - c. Any participant barred by the DBS from working with children in accordance with the Safeguarding Vulnerable Groups Act 2006 (as may be amended) will be 'refused'.
- 8.2. The DBS Panel shall proceed and decide the matter in accordance with Section 12 of the Safeguarding Procedure.

9. England Boxing Referrals to DBS

- 9.1. EB has:
- a. A duty to refer a person to the DBS where it has withdrawn permission for a person to engage in Regulated Activity: regardless of whether that person leaves or is removed from the role; and
 - b. England Boxing evidences that the person has either:
 - i. Engaged in relevant conduct in relation to children young people or adults at risk; or

- ii. 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, young people or adults at risk.

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

10. Resources

10.1. This Policy should be read in conjunction with the following EB policies, codes and guidelines:

- a. Safeguarding Code;
- b. Safeguarding Procedure;
- c. Positions & Breaches of Trust Guidance; and
- d. Disclosure & Barring Service (DBS) User Guide

10.2. Further guidance documents can also be found as part of EB's rules, policies, codes, procedures or guidelines on the website at <https://www.englandboxing.org/rules-regs-resources/forms-and-resources/>.

10.3. EB's DBS pages of the website are at <https://www.englandboxing.org/clubs/disclosure-and-barring-service/>.

10.4. Wellbeing and mental health signposting is available on the EB website at <https://www.englandboxing.org/members/mental-health/>.

Version 1.0	Approved by the Board	
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Version 2.1	Approved by the Board	26 September 2023
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Review Schedule		
<i>Date of Review</i>	<i>Version</i>	<i>Summary of Changes</i>
	1.0	
	2.0	
26 September 2023	2.1	
26 March 2026	2.2	Updates to include changes to terminology, policy names and website links as well as reference to the Locker and QR codes.

Major additions to this Policy are highlighted in yellow for reference.