

# G17 – Disclosure & Barring Service (DBS) Frequently Asked Questions

*The policies and guidelines referenced within this document apply to England and Wales. For Scotland and Northern Ireland, please refer to the SCA and CANI for further details.*

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# G17 – Disclosure & Barring Service (DBS) Frequently Asked Questions

## 1. Who needs a DBS Check?

All individuals who will be working within the definition of Regulated Activity are legally required to have a DBS Barred List check and Enhanced Disclosure check prior to carrying out their role.

British Canoeing will also request that an individual applies for a DBS Enhanced check, if they are not in Regulated Activity, but are in a position which involves “**regularly**”<sup>\*</sup> caring for, training, supervising or being solely in charge of children.

*<sup>\*</sup>Within Canoeing “regularly” is defined as activity that is once a month, or 6 or more times in a 3 month period.*

## 2. What sort of DBS check do I need?

There are two types of DBS checks which you could be asked to apply for through British Canoeing; a DBS Barred List check and/ or a DBS Enhanced Disclosure check. It will depend on what activity/ role you will be carrying out; where you will be carrying out that activity/ role; and how frequently or intensively it will happen; as to which level of DBS check you require. To decide which level of check you must have, refer to British Canoeing Guidance document (G26) and the British Canoeing DBS Guidance Flowchart (G29).

## 3. What is a DBS Barred List Check?

A DBS Barred List check is a legal requirement for all individuals applying to work in Regulated Activity and can only be applied for if the person meets the eligibility criteria for Regulated Activity. The check will show whether an individual is barred from working with children or adults at risk in Regulated Activity.

## 4. What is a DBS Enhanced Disclosure check?

An Enhanced Disclosure check will include information about warnings, reprimands, cautions and convictions from local and national police records. Information may also be disclosed at the discretion of the Chief Police Officer if that information is deemed relevant to the role the individual is applying for.

## 5. What is Regulated Activity?

Regulated Activity is defined by the type of activity, place of the activity and the frequency and intensity of the contact as well as what level of supervision there is.

For the details of Regulated Activity, refer to British Canoeing Guidance document (G26) and the DBS Guidance Flow Chart (G29).

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### 6. How do I apply for a DBS Check?

All British Canoeing DBS applications will be completed and processed online through an external company Online Disclosures (formally called TMG CRB). If you are a member of a club who have registered their Club Welfare Officer (CWO) as an ID Verifier with Online Disclosures, through British Canoeing, you need to contact your CWO. They will confirm if you are eligible for a DBS check and will register you on the application system. You will then receive an email with your login details to complete your application. If your club does not have a registered ID Verifier you will need to contact either [helen.laywood@britishcanoeing.org.uk](mailto:helen.laywood@britishcanoeing.org.uk) (England) or [nigel.midgley@canoewales.com](mailto:nigel.midgley@canoewales.com) (Wales) who will be able to register you on the online system and, as above, you will receive an email with your login details to complete your application.

Further information can be found on the British Canoeing DBS Application Guidance notes.

### 7. Who will receive my DBS Certificate?

Only you (the applicant) will receive a copy of your DBS Certificate once the check has been completed. No one else will have access to your DBS Certificate unless you provide them a copy\*.

British Canoeing, may request that you send them a copy of your certificate. If requested, you will have 28 days to comply (See British Canoeing Disclosure Policy P4).

### 8. Can I challenge the information on my DBS Certificate?

Yes, if you think that any information on your DBS Certificate is incorrect please contact DBS customer services within 3 months of being issued your certificate.

Email: [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk) or Tel: 0870 9090811.

### 9. How long will my DBS Certificate be valid?

If you subscribe to the DBS Update Service, your Certificate will be valid until such a time that you cancel your subscription to the Update service or until new information is added to your certificate.

If you do not subscribe to the DBS Update Service your Certificate will currently be valid for three years.

### 10. What is the DBS Update Service?

The DBS Update service is an online service which, once subscribed to, allows your DBS Certificate to be kept up to date, enabling you to take it with you from role to role, within the same workforce, where the same type and level of check is required. An annual subscription fee of £13 is required to join the DBS Update service, unless you are joining with a DBS Certificate for a voluntary position in which case it is free.

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### **11. Is my DBS Certificate portable?**

If you subscribe to the DBS Update service, your DBS Certificate may be portable from role to role, within the same workforce, where the same type and level of check is required for as long as you are subscribed to the service.

With your permission, a new employer/ deployer will be able to carry out a free and instant status check on your Certificate, only if they are eligible to request a DBS check and if the role is within the same workforce, where the same type and level of check is required

For example: An Enhanced DBS Certificate with a Barred List check for a Child Workforce can be used by a new employer who requires:

- An Enhanced DBS Certificate; and
- A check of the Children's Barred List; and
- Where the individual will be working with children only (not adults)

### **12. What does the term 'Workforce' mean?**

There is a new option in the DBS Application process in the 'Position Applied for' section where one of the following must be selected:

- Child Workforce: any position that involves working/ volunteering with children
- Adult Workforce: any position that involves working/ volunteering with adults
- Child and Adult Workforce: any position that involves working/ volunteering with children and adults

(For the majority of Canoe Clubs it will be the 'Child Workforce' category that will be selected). The selected workforce category will be used to determine the relevance of non-conviction information which may be disclosed about an individual within an Enhanced DBS Check.

### **13. Does a coach still need a DBS Check if the activity is a family activity and the parents are involved?**

The coach should follow the eligibility requirements for a DBS check based on their role, venue and frequency of carrying out that role, regardless of if the parent or guardian is present or not.

### **14. Who is responsible for ensuring that volunteers receive the appropriate checks before they are deployed, the club or the welfare officer?**

The club is responsible for ensuring that, where relevant, the appropriate level of DBS Check is conducted before deploying staff or volunteers.

### **15. Does a Club House fall under the category of Specified place?**

Unless the club is based at a school, academy or children centre then it would not be classed as being a specified place within the definition of Regulated Activity.

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### 16. What activity would be classed as ‘personal care’ for children and therefore fall under the definition of Regulated Activity?

Personal Care relating to children is providing:

- Physical help in connection with eating or drinking for reasons of illness or disability.
- Physical help for reasons of age, illness or disability in connection with toileting, washing, bathing and dressing.
- Prompting with supervision or training or advice in relation to the above examples where the child is unable to decide to carry out the activities without that prompting or advice.

Regulated Activity under the ‘Personal or Health care’ category only needs to be engaged in once, for the person providing the care to require a DBS Enhanced and Barred List check.

### 17. My club has an adult member who could be classed as an adult at risk. Who needs a DBS check and at which level?

Only someone who is carrying out any form of Health Care provided by, or under the direction or supervision of, a regulated Health Care professional **OR** someone who is providing any form of personal care to the adult, would need a DBS Enhanced and Barred List check.

Personal Care relating to adults is providing:

- Hand-on physical assistance with washing and dressing, eating, drinking and toileting.
- Prompting and supervising an adult with any of the above tasks because of their age, illness or disability.
- Teaching someone to do one of the above tasks.

Regulated Activity under the ‘Personal or Health care’ category only needs to be engaged in once, for the person providing the care to require a DBS Enhanced and Barred List check.

### 18. I already have a DBS check which I completed online and I have a DBS Certificate number. Can I join the DBS Update service so that you can check the validity of my certificate?

If you were issued a DBS Certificate prior to the 17<sup>th</sup> June 2013, you will not be able to join the DBS Update service using your current certificate. When it is time to renew your DBS certificate you will have the option to join the DBS Update Service.

### 19. My club is going on a camping trip for the weekend. There will be under 18’s and adults on the trip. Who on the trip will require a DBS check?

Option 1- If the club has designated the role of chaperone to an adult for the under 18s whilst on the trip, and the designated person will be staying overnight they will require a DBS Enhanced Disclosure and Barred List check.

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Option 2- If the parents of the under 18s have individually made arrangements with an adult(s) on the trip, who has agreed to act as loco parentis for their child, this is a 'personal arrangement' and the adult acting as loco parentis on the trip would not require a DBS check.

### **20. Why is the definition of supervised for DBS checks different to the level 1 coaching definition of supervised?**

To meet the DBS requirements of supervised, within Canoeing, you must be within sight or hearing of someone who has a DBS Enhanced and Barred list check. This is to ensure that at no point will the person without a DBS check be on their own with an under 18.

The purpose of supervision with a level 1 coach is different. Depending on the environment and as a result of an appropriate risk assessment it is possible for a level 1 who is 'under supervision' to be deployed on their own.

### **21. I am the Club designated First Aider; is this classed as Regulated Activity?**

No, this would not be classed as Regulated Activity.

First aid is only classed as Regulated Activity when the person administering the first aid is doing so on behalf of an organisation established for the purpose of providing first aid- for example, St John Ambulance Service.