



This Policy shall be applied consistently in relation to all British Canoeing staff, volunteers and participants, regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

## BRITISH CANOEING DISCLOSURE POLICY

British Canoeing aims to ensure that all those taking part in paddlesport are able to do so safely and are protected from any form of harm or abuse while they are with staff, coaches and/or volunteers.

To help us achieve this, British Canoeing has agreed the following policy relating to criminal records checks. The policy is part of a wider safer recruitment process which is designed to ensure that anyone undertaking a role that involves contact with or responsibility for children (or other vulnerable groups such as adults at risks) is appropriately vetted and safe to undertake the role. This policy applies to those working and volunteering in England, Wales and Northern Ireland. Due to variations in legislation and procedures this policy does not apply to those living or working/volunteering in Scotland who should contact the Scottish Canoe Association (SCA) for information.

A disclosure check may be undertaken using the following organisations:

- England & Wales – Disclosure and Barring Service - DBS (formally CRB).
- Northern Ireland - Access NI.

### Undertaking a Disclosure Check

Generally, eligibility to apply for a DBS check is not based on an individual's job title but is established by looking at the activities and responsibilities carried out in their individual role. Anyone who is aged 16+ who meets the eligibility criteria for Regulated Activity must undertake a DBS Enhanced with Barred List check (or Access NI Enhanced Disclosure in Northern Ireland).

It is **illegal** in England and Wales for an individual who is in **Regulated Activity** to commence activity in their role until a Barred List check has been **completed**.

### **Regulated Activity is:**

Activity which includes ‘unsupervised’\* contact of children or young people under the age of 18 which is of a specified nature (teaching, training, care, supervision, advice, treatment or transport) **OR** activity which takes place in a specified place (Schools, Academies, Children’s Centres) **AND** which occurs at any time on more than three days in any period of 30 days or at any time between 2am and 6am with the opportunity for face-to-face contact with children (“the period condition”)

*\*Unsupervised Activity is defined within paddlesport as the coach/instructor being out of sight or hearing of their supervisor.*

### **DBS Enhanced check**

If an individual who is aged 16+ is performing the above activities more than once but not enough to meet the period condition they are eligible for an Enhanced check without any barred list check. For further guidance and information on which level of DBS check may be required for a particular role(s) please see the [DBS eligibility flowchart](#). For guidance on how to apply for a DBS check, please see the [British Canoeing website](#).

### **Affiliated Clubs in England**

All staff, coaches, and volunteers who fall within the above definitions **must** undertake the appropriate Disclosure check for their role through British Canoeing. British Canoeing uses an external company called First Advantage to manage and process DBS Applications.

### **British Canoeing and Home Nation Delivery Partners, Approved Paddlesport Providers plus affiliated organisations**

It is the responsibility of the Centre Manager to ensure any individual deployed in Regulated Activity or engaged in activity with children undertakes the appropriate disclosure checks through the relevant umbrella body for their organisation.

### **Other groups and individuals**

E.g. Event organisers, committees, GB squads/ teams, deliverers of British Canoeing coaching and personal performance awards. The person with responsibility for Safeguarding/ deployment will be responsible for ensuring that anyone falling under the above definitions and whose role falls into the “regulated activity” criteria undergoes a Disclosure Check through British Canoeing or their home nation.

### **Sensitive DBS applications**

For individuals who wish to complete a DBS application under the sensitive application process (for example, they are transgender and do not wish for their gender identity to be disclosed on the certificate), please contact [db@britishcanoeing.org.uk](mailto:db@britishcanoeing.org.uk).

### **Validity and Renewal**

Individuals that remain in a role which meets eligibility requirements are required to renew their Disclosure certificate every three years.

### **DBS Status Update (only available in England and Wales)**

Individuals who have subscribed and kept a continuous subscription to the DBS Update Service can be checked by completing a DBS status check and are therefore not required to submit a new application every three years. A status check of their certificate will need to be requested every three years, for information on how to request a Status Check refer to the relevant national association website.

**IMPORTANT:** British Canoeing must be informed by the individual that they have joined the Update Service and they must provide updated authorisation for a Status Check to be carried out every three years. In the case of British Canoeing these steps can be undertaken by completing the [DBS Status Check Authorisation Form](#).

Members of Canoe Wales should complete the following link to give authorisation for a Status Check to be carried out every three years: [Canoe Wales DBS Status Check Authorisation Form](#).

However, individuals will be required to undertake a new disclosure check if:

- a) Their role changes and they become eligible for a different level of check from the initial application (e.g. DBS Barred List check.) In this case, a new DBS check which includes a Barred List check must be undertaken before taking up the new role.
- b) If the Status Check highlights that new information has been added to their certificate and the DBS Certificate status has changed.

### **Certificates with Content**

British Canoeing recognises the contribution that ex-offenders can make as volunteers and staff and therefore having a criminal record will not necessarily bar an individual from working or volunteering within the sport. British Canoeing operates a confidential process for assessing information that is disclosed on a criminal records check (cautions, convictions and warnings) and suitable applicants will not be barred because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. All individuals must send their Disclosure certificate, if requested, to their home nation Case Management Group for assessment within 28 days of that request. All cases will be considered on an individual basis by the relevant home nation Case Management Group.