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* *Set your logo in the Header*
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**DISCLOSURE AND BARRING SERVICE (DBS) POLICY FOR EMPLOYEES & VOLUNTEERS**

1. (Name of NGB) works with the Disclosure and Barring Service (previously Criminal Records Bureau and Independent Safeguarding Authorities), to enable safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving close and regular contact with children or vulnerable adults. This will be made clear to applicants before any offer of employment is made.
2. A Disclosure is a process of gathering information about an applicant's possible criminal activity. This includes spent and unspent convictions, cautions and warnings given by the police, and registration of offenders on relevant safeguarding lists. A Disclosure is the certificate containing this information.

# Levels of Disclosure

# Standard Disclosure

1. No longer available for posts involving working with children or vulnerable adults at (Name of NGB) as posts must be included under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, only.

 **Enhanced Disclosures**

1. Available for positions involving close and regular contact with children or vulnerable adults, that are also included under the Police Act 1997 (Criminal Records) Regulations. It will provide details of spent and unspent convictions, cautions and warnings. In addition, an enhanced check with children/and or adults’ barred list check, may also be eligible if the regulations permit, which may then contain information from local police forces and a check of whether individuals are registered on the children or adults’ barred lists.

**Eligibility**

1. (Name of NGB) posts that require a DBS check are:

|  |
| --- |
|  |
| List of coaches or similar  |

1. The above list is not exhaustive, and additional posts may require DBS checks from time to time, or when specific work assignments require it.
2. Regulated work that is eligible for DBS checks include:
	* teaching, training, instruction, care, supervision or providing advice and guidance.
	* providing any form of healthcare or treatment.
	* contact with children or vulnerable adults in a specified place such as childcare premises, a school, a children's centre, an adult care home or an FE institution wholly or mainly for under 18's.

The activity must take place frequently or intensively and the attached flowchart (Appendix 1) provides guidance on determining the eligibility of specific activities.

1. Posts will be confirmed as eligible for a DBS check by obtaining a DBS declaration from the WCVA Criminal Records Unit (an umbrella organisation of the DBS).

**Procedure**

1. Obtaining a Disclosure involves a designated Counter signatory completing an online disclosure form, using information provided by the individual. The individual is also required to supply supporting documentation, which is then checked, countersigned and forwarded to the CRB by (Name of person) who is a designated Counter signatory.
2. The individual will receive a copy of their DBS disclosure, which they need to provide to (name of NGB) to determine whether (name of NGB) can proceed with or continue a contract of employment. Disclosures will not be kept by (Name of NGB), but records of dates and relevant information will be recorded confidentially.(\*link to NGB Data Management Process)
3. It is the individual’s responsibility to provide a copy of their disclosure to (Name of NGB) in a timely manner (no later than 2 weeks upon receipt), otherwise this could result in disciplinary action, including dismissal.
4. If it is considered that a CRB disclosure is necessary for a specific work assignment or project please liaise with (Name of NGB).

**Retention**

1. Once a recruitment (or other relevant) decision has been made (Name of NGB) will not keep full Disclosures for any longer than is absolutely necessary. However, (Name of NGB) will make a record of an individual’s disclosure record number, as well as the date of issue and date received. This is necessary for us to demonstrate our obligations to DBS and ensure that checks are renewed every 3 years. Sometimes information may be required to be kept for longer periods to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer, (Name of NGB) will consult with the DBS about this and will give full consideration to Data Protection before doing so.

**Disposal**

1. (Name of NGB) will ensure that any Disclosure information is suitably destroyed by secure means, i.e. shredding following the agreed Data Management process.**\***

**Commencing employment without Disclosure**

 In some cases the Disclosure report may not have been received by the time the employment is due to commence. If it is not possible to delay the start date, the individual will be able to commence employment, but only on a supervised basis for those aspects of the job involving contact with children or vulnerable adults, until such time as the Disclosure report is received.

**Criminal Incidents**

1. When a report is received which contains a criminal record, a decision will be made by a member of Management, on what action to take as a result. Individuals may use the grievance procedure where they are unhappy with the action determined.

**Criminal Records Bureau Reports – Renewals**

1. For those posts identified as requiring a DBS disclosure check, renewals will take place every three years. Should any incidents arise which could affect an individual’s record within this period, they should not wait until their disclosure is renewed but are required to advise Management immediately.

**\***Template examples can be found on the WSA website

***Appendix 1 – DBS activity flowchart***

