

# Disclosure and Barring Service (DBS) Eligibility Guidance

Version 2 – September 17



## INTRODUCTION

This guidance has been written to provide an update and clarity on the roles working with young people (under 18's) that require a Disclosure and Barring Service (DBS) check.

The introduction of the Protection of Freedoms Act 2012 brought several changes to the way the DBS is approached and implemented. This document is designed to help you understand the eligibility criteria and ensure that any individual who should undertake an Enhanced DBS (with or without barred list) check does so.

Changes to the checking process:

- **Definition of 'regulated activity' – i.e. what activity requires a DBS check.**
- Under 16's are not eligible for a DBS check

The DBS enables England Hockey (EH) and its' clubs and organisations to make informed recruitment decisions. Any individuals wishing to work with young people in hockey are required to undertake an enhanced DBS (with or without barred list) check.

Please remember DBS checks should not be used in isolation, they should be one part of the process to determine if someone is suitable to work with young people in a particular role.

England Hockey is committed to providing guidance and support to hockey clubs and organisations to ensure that all children in hockey participate in an environment that is both safe and enjoyable.

## WHO IS ELIGIBLE FOR A CHECK?

The Government has set the criteria to determine who is eligible for a DBS check and have a definition of 'regulated activity' to assist. The new guidance introduces consistent safeguarding and vetting requirements for all those working with young people, whether they are in a paid or voluntary capacity. Please see grid overleaf to see a more detailed breakdown of who needs a check and at what level (page 3).

## What Is 'Regulated Activity'?

The definition distinguishes between roles that meet the definition of 'regulated' activity AND whether they are deemed supervised or unsupervised roles. The supervision distinction determines the level of check required i.e. enhanced DBS (with or without barred list) check. See diagram below for eligibility:



## ELIGIBILITY FOR A DBS CHECK BY ROLE:

England Hockey has taken the new definition and applied the criteria to the hockey environment to provide a list (not exhaustive) of roles. Each role has been broken down to determine what level of check is required.

| Role                             | Enhanced DBS check | Child Barred List required?  | Notes   |
|----------------------------------|--------------------|--|---|
| Coach                            | Yes                | Yes  |   |
| Team Captain (club)              | Yes (check notes)  | Yes (check notes)  | All teams involving under 18's must nominate a person to be responsible for them. If not the Team Captain, it must be a named person.   |
| Team Manager                     | Yes                | Yes  |   |
| Welfare Officer                  | Yes                | Yes  |   |
| DBS Coordinator                  | No                 | No   | If stand alone role (admin only)  |
| Parent Helper                    | Yes                | No – only needed if the role involves supervision of children that is frequent and/or intensive (See Diagram on Page 2).                       |   |
| Young Leaders                    | Yes                | No   | Aged 16+  |
| Umpire                           | Yes                | Possibly Needed if regulated activity is undertaken frequently or intensively. See separate EH guidance 'DBS Checks and Officiating Guidance'. |   |
| Technical Official               | Yes                |  |   |
| Umpire Coach/ Manager / Assessor | Yes                |  |   |
| Junior Administrator             | No                 | No   | Just because some of the roles listed above do not qualify for a DBS checks, it does not mean that there are no safeguarding policies that your club can put in place for them. Please see <a href="#">the England Hockey website</a> for useful information and templates for these roles. |
| Photographer                     | No                 | No   |   |
| Chair person / President         | No                 | No   |   |
| Secretary                        | No                 | No   |   |
| Membership Secretary             | No                 | No   |   |
| Treasurer                        | No                 | No   |   |
| Website Administrator            | No                 | No   |   |
| Bar staff                        | No                 | No   |   |

NOTE: U16's are not eligible for a check

## WHAT ARE YOUR RESPONSIBILITIES AS A CLUB / ORGANISATION?

- Ensure all those that are eligible complete a DBS check to the appropriate level (checks should be completed every three years).
- Do not deploy (paid or unpaid role) anyone in 'regulated activity' unless you have completed a barred list check.
- Inform people prior to them taking on a role, if it will require a DBS / barred list check.
- A DBS check should not be used in isolation for recruitment. Use as just one part of the process.
- To ensure that good practice is maintained and exceeded throughout the club
- Ensure all young people at your club are safe while in a Hockey environment.
- Inform EH if you have a concern about a person and they are working with young people

## HOW DO YOU GET CHECKS PROCESSED?

All DBS checks need to be submitted through England Hockey. EH use a company, Online Disclosures, GB Group to process all our checks.

Only DBS checks performed through our online system are acceptable for Hockey related purposes. England Hockey also does not accept checks done through the DBS Update Service at this time. For more information about DBS, please consult our FAQ document.

If you are a Welfare Officer and require a DBS check, please contact Stuart Thomas in order to discuss the options available for your check.

All hockey checks are processed online through Online Disclosures via their secure online system. If you are not already signed up to the online service, please contact Stuart using the details below.

## USEFUL CONTACT DETAILS:

First point of contact for all DBS enquiries;

Stuart Thomas, England Hockey – Ethics and Compliance Administrator  
Email: [stuart.thomas@englandhockey.co.uk](mailto:stuart.thomas@englandhockey.co.uk)  
Tel: 01628 897516

Organisation that processes all online checks on behalf of EH;

GBG Online Disclosures  
Email: [onlinedisclosures@gbgplc.com](mailto:onlinedisclosures@gbgplc.com)  
Tel: 0845 251 5000

To report concerns about a person that is working with young people;

Alison Hogg, England Hockey - Ethics & Compliance Manager  
Email: [alison.hogg@englandhockey.co.uk](mailto:alison.hogg@englandhockey.co.uk)  
Tel: 01628 897500