



Roles and Responsibilities of the DBS Liaison

Who will I be responsible to?

The Club Committee

This role is shared between the Welfare Officer and the Junior Coordinator

What will I be responsible for?

Junior Coordinator: DBS for Club members /volunteers involved at Junior Level

Welfare Officer: DBS for Club and team captains, club officers

What is my role?

1. To be the main contact with England Hockey regarding DBS checks
2. To ensure the club is registered with EH's DBS checking service
3. To support the Welfare Officer to ensure all relevant club members and new officers are DBS checked and existing DBS volunteers every 3 years
4. To sign off volunteer evidence for DBS checks as appropriate

What else can you tell me about the role?

1. You will need an understanding of EH's SafeD Safeguarding Young People Policy, Procedure and Guidance
2. Knowledge of DBS processes
3. Be DBS checked through England Hockey
4. You will need access to a protected computer and appropriate IT skills

Training needed

Completion of EH online Safeguarding and Protecting Young People in Hockey Course. It is advisable for you to attend a Sports Coach UK Safeguarding and Protecting Children.

How much time will I need to give to the role?

Approximately 3-4 hours a month each, which tends to be front loaded in early season

What tasks are involved?

Task will include:

1. Registration with EH's DBS checking service
2. Be the lead contact with EH for DBS checking and updates
3. Update the Welfare Officer/Club with updates from EH
4. Update DBS records
5. Ensure checks are carried out on new volunteers and existing volunteers every 3 years
6. Sign off volunteer evidence for DBS checks
7. Providing appropriate advice/support for Club members undertaking online DBS checking or EH's Safeguarding and Protecting Young People in Hockey Course

Where to go for help?

Club Chair, England Hockey Ethics and Welfare Team