

SI

ACTIVITY CAMPS

DBS Guidelines for Safer Recruitment



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Introduction

Sporting Influence Ltd is committed to safeguarding and promoting the welfare of all individuals involved in our activities, particularly children and young people. As part of our recruitment process, we will adhere to the highest standards of safer recruitment practice, ensuring that all individuals recruited to work with us undergo appropriate checks, including Disclosure and Barring Service (DBS) checks, to assess their suitability for employment. This document provides guidelines for using the DBS as part of our safer recruitment process.

Purpose of the DBS Check

The purpose of a DBS check is to provide information on an individual's criminal record, and to assess whether they are barred from working with children and young people. This is a vital part of ensuring that our staff and volunteers do not pose a risk to those in our care.

Applicability of DBS Checks

Who Requires a DBS Check?

- All roles that involve **regulated activity** with children.
- Any staff working in unsupervised roles that bring them into regular contact with children.



Safer Recruitment Principles

Pre-Recruitment Stage

Before any recruitment takes place, Sporting Influence Ltd will ensure that:

- Job Descriptions are clear in identifying the roles and responsibilities of the position.
- Any role involving regulated activity (working with children) is identified in the job description, ensuring an enhanced DBS check is needed.

Job Application Process

All applicants will be required to:

- Complete an **application form** which asks for a full employment history and relevant details of qualifications and experience.
- Provide **two references** (at least one from a current or recent employer).
- Complete a self-disclosure statement about any previous criminal convictions or cautions.

Advertisement of Roles

Job adverts will clearly state that:

- The position is subject to an enhanced DBS check.
- We are committed to safeguarding and promoting the welfare of children.



Enhanced DBS Check with Barred List Information

For roles that involve regulated activity, this check includes:

- Information on unspent convictions, cautions, reprimands, and final warnings.
- A check on any additional information held by police that is considered relevant to the role.
- Whether the individual is included in any of the barred lists (children's).

Application and Interview

- Request full employment history with explanations for any gaps.
- Inform applicants that proof of identity and the right to work in the UK will be required.
- Ask specific safeguarding-related questions during interviews to assess the candidate's understanding and attitude.



How DBS Checks Will Be Carried Out

Initiating a DBS Check

- **Consent:** The applicant must consent to the DBS check being carried out as part of the recruitment process.
- **Verification:** HR or the designated safeguarding officer will verify the applicant's documents as part of the application process using DBS guidelines.
- **Submit:** HR will submit the DBS application using a trusted, registered provider. (Currently Personnel Checks).
- **Checking the DBS:** The DBS application process will be managed by the HR or designated Safeguarding Officer at Sporting Influence Ltd, ensuring all information is submitted correctly.
- **DBS Certificate Review:** Once the DBS certificate is received, HR or the designated officer will review it and assess whether any criminal history or barring status may be relevant to the role.

Interpreting DBS Results

If a DBS check reveals a criminal record, the information will be carefully reviewed. The following will be considered:

- The nature of the offence(s).
- The relevance of the offence(s) to the role.
- The amount of time that has passed since the offence.
- Whether the individual is on any barred list. If the individual is on the barred list for children or adults, they are not allowed to undertake regulated activity.



Conditional Offer of Employment

- Employment will be offered subject to the DBS check being completed and the results being satisfactory.
 - Verification of professional qualifications and references.
 - Identity check and eligibility to work in the UK.

DBS Renewals and Ongoing Monitoring

DBS checks are not a one-off procedure; they must be regularly updated to ensure the continued suitability of staff working with vulnerable groups. Sporting Influence Ltd will:

- Ensure all **permanent staff** are registered with the DBS Update Service. A manual check of the DBS update service will be carried out by HR every 3 months in January, April, July and October.
- Ensure all **temporary camp staff** not registered with the DBS Update Service conduct DBS renewals every three years.
- Consider conducting checks more frequently if there are concerns about an individual's suitability.

Self-Disclosure

- Require all employees to notify the company of any criminal convictions or charges during their employment.



Payment Responsibility for the DBS check and Annual Update Service Fee

- Sporting Influence will pay for an enhanced DBS check and annual registration on the update service for all **permanent members of staff**.
- For **temporary camp staff** Sporting Influence will ask for proof of an enhanced DBS at the start of employment and if they are on the DBS Update Service. If the DBS check was performed more than 3 years ago and the staff member is not registered with the DBS Update Service, then Sporting Influence will pay for a new enhanced DBS check and ask and encourage the employee to register and pay for the annual update service themselves.

Failure to register and pay for the update service will result in the employee having to pay for a new full Enhanced DBS check every 3 years.

Self Employed Staff

- If Self Employed staff have a DBS and are registered on the update service - HR to check the update service and accept if results are satisfactory (HR to have site of the original certificate and ensure the DBS is an enhanced check).
- If Self Employed staff have a DBS but are not on the update service we will put through and pay for a new check. We will ask them to pay for the update service themselves (no reimbursement). After 12 months of working with us we will reimburse the cost of the update service annually.

Work Experience Students

- College/University students - must come with a DBS check via College/University and this is to be checked by HR or the safeguarding officer.
- **School students** – will not have a DBS check therefore they must not be left unattended (wear lanyard in an appropriate colour to show that they do not have a DBS).



Confidentiality and Data Protection

Sporting Influence Ltd will ensure:

- All DBS information is handled following the Data Protection Act 2018 and the GDPR.
- DBS certificates will be stored securely and only accessible to authorised personnel.
- Personal information about an individual's criminal history will not be shared with anyone outside of the recruitment process unless necessary for safeguarding.

Safeguarding Considerations in Recruitment

Equality of Opportunity

Sporting Influence Ltd is committed to equal opportunities and will ensure that any criminal record disclosed during the recruitment process is considered fairly and in relation to the nature of the role. We will not discriminate against an applicant solely based on a criminal conviction unless it is deemed relevant to the role or presents a safeguarding risk.

Handling Disclosures

If an applicant discloses a criminal conviction or relevant information during the recruitment process, the following actions will be taken:

- A risk assessment will be conducted by the Safeguarding Officer, considering the nature of the offence and its relevance to the role.
- A decision will be made on whether to proceed with the recruitment process, taking into account the safety and welfare of the individuals we serve.



Training and Awareness

Staff involved in the recruitment process will receive regular training in safer recruitment practices and understanding the DBS check process. This ensures that the organisation makes informed decisions and follows best practices.

Conclusion

These guidelines provide a framework for safer recruitment and safeguarding practices in compliance with the DBS. Sporting Influence Ltd is dedicated to ensuring that everyone employed or volunteering with us is suitable for the role, and that the safety and well-being of those we serve is always the priority. For further clarification or assistance, please contact the HR department or the Safeguarding Officer.

Sporting Influence Ltd

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