



## Lordsfield Swimming Club

### DBS Policy

The Disclosure and Barring Service (DBS) was established in 2012 and carries out the functions previously undertaken by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). Its main aim is to prevent unsuitable people from working with vulnerable groups, including children.

#### 1. Aims

- DBS checks help to safeguard children and vulnerable adults.
- Checks are also made for criminal convictions and cautions.
- Checks are also made of lists of people barred from working with children and/or adults.
- For further information please refer to:  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

All volunteers (aged 16 years or over) who fulfil a certified role e.g. pool rescuers, first aiders and plant operators, plus both the Trustees and LSC DBS co-ordinators.

#### 2. Method/Actions

DBS checks have to be requested via an umbrella organisation. LSC are currently partnering with 'Disclosure Services' based in Wrexham, to process DBS checks.

- DBS checks are processed in as little as 24 hours with the certificates sent directly to the applicant shortly after.
- The LSC DBS co-ordinator will see the DBS certificate number on the 'dashboard' of the 'Disclosure Services' website and will then be able to transfer it to the master record along with its issue date. Each volunteer will retain the certificate. No copy of the certificate is to be retained by any LSC official and ideally only the DBS co-ordinator should have access to the records. LSC follows GDPR guidelines re data security and retention. A copy of LSC's Data Protection Policy is available on the Website..
- DBS certificates are historical records to the point of request.

- 'Disclosure Services' automatically registers volunteers for the update service so that their status can easily be checked via their website. There is no specified time requirement to check status, however the LSC DBS co-ordinator will check once per year prior to the swimming pool season.
- LSC will be invoiced directly from 'Disclosure Services' for the payment of the checks as each application is completed.
- The application will need to be supported by three documents to confirm identity. A full list will be provided in advance.
- There is no reason for a volunteer to begin volunteering without a current and valid DBS check having been completed.
- If a legal name has changed since the last DBS a new application is necessary unless they have signed up to the Update Service in which case they can update their details online. These details can also be passed to the DBS co-ordinator.
- If they have a DBS Certificate from another organisation, it will need to be reviewed on a case by case basis - there are varying levels of DBS checks. To be portable they need to register on the Update Service and be able to provide LSC with your Registration ID.
- A lost certificate should be re-applied for.
- DBS highlights an old criminal conviction, will not necessarily prevent anyone from volunteering:
  - In accordance with section 122 of the Police Act 1997, LSC does not automatically discriminate against DBS applicants who have a criminal record because of a conviction or other information revealed. LSC will treat all applications on a case by case basis, giving consideration to the role the applicant is applying for and the nature of the conviction. Please note many of the roles do require volunteers to interact with members of the community including children and vulnerable adults. LSC's policy on The Recruitment of Ex-Offenders can be found later in Appendix A.
- 'Disclosure Services' provides an e-umbrella service to process DBS checks online on behalf of charities and other organisations. DBS checks are only available via Umbrella Services.

### 3. The Update Service

- Most of our existing volunteers are signed up to the DBS Update Service as their application will have been completed by 'Disclosure Services'. Over time it is anticipated that all volunteers will be registered in this manner.
- LSC will perform an update check before the start of the swimming season. The check shares very limited information.

The outcome of a valid Status check will be one of the following:

- **This Certificate did not reveal any information and remains current as no further information has been identified since its issue.** This means that the

individual's Certificate contains no criminality or barring information and no new information is available.

- **This Certificate remains current as no further information has been identified since its issue.** This means that the individual's Certificate did contain criminality or barring information and no new information is available.
- **This Certificate is no longer current. Please apply for a new DBS check to get the most up to date information.** This means that the individual's Certificate should not be relied upon as new information is now available and you should request a new DBS check.

**All checks are recorded by DBS and you can view when and by whom your certificate was checked on the update service portal using your unique 12 digit ID.**

Reviewed: May 2023  
Next Review: May 2024

**Appendix A**  
**Lordsfield Swimming Club**  
**Policy on The Recruitment of Ex-Offenders**

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), LSC complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly
- LSC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- LSC can only ask an individual to provide details of convictions and cautions that LSC are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- LSC can only ask an individual about convictions and cautions that are not protected
- LSC is committed to the fair treatment of its volunteers, potential volunteers or users of its facilities and services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- LSC has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- LSC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- LSC ensures that all those in LSC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- LSC also ensures that they have received appropriate guidance and training in the relevant legislation relating to the recruitment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- Where appropriate LSC ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the volunteer position. Failure to reveal information that is directly relevant to the volunteer position sought could lead to withdrawal of an offer of role.
- LSC makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- LSC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the volunteer position before withdrawing a conditional offer of the role.