



Safeguarding requirement for DBS enhanced certificate

Purpose

To explain why, when and how a DBS enhanced certificate is needed for child and adult safeguarding purposes.

Principle

The relevant principle stated in Croquet England's Child and Adult Safeguarding Policies is to meet the safeguarding legal requirements and procedures.

The Disclosure and Barring Service

The Government's Disclosure and Barring Service (DBS) can check that, where appropriate, volunteers or employees who wish to take up a role working with children or adults at risk do not have:

- Any spent and unspent convictions, cautions, reprimands and final warnings.
- Any information held by local police that is considered relevant to the role.
- Any entry on barred lists.

This is usually achieved by obtaining an Enhanced DBS Certificate through Croquet England and registering it with the DBS Update Service.

The DBS Update Service

DBS Certificates are only current on the day they are issued, so, in the past, new certificates had to be obtained at least every three years.

To overcome this, the DBS now provides an additional DBS Update Service which is free of charge to volunteers. This allows those who have a Certificate to keep it up-to-date and for Croquet England to check the currency of the Certificate without having to repeat the DBS clearance procedure.

To register a certificate with the DBS Update Service, the subject of the certificate needs to register it within 28 days of it being issued. Everyone who obtains a DBS certificate through Croquet England is expected to register with the DBS Update Service and to provide the Croquet England office with the required information.

When DBS Enhanced Certificates are required

Any role involving children or adults at risk requires an assessment to see if, or what level of, DBS clearance is required. The key factors are:

- The exact nature of the role and responsibilities.
- Whether that role will be supervised or unsupervised.

- Whether the role is defined as 'regulated activity' or not.
- The person fulfilling the role is 16 or more years old.

The rules for the level of certification required for adults at risk and for children are different:

DBS Certification required for safeguarding adults at risk.

In the context of a croquet club, enhanced DBS checks are only likely to be required if the role includes:

- a) Coaching adults at risk at least once a week or 4 or more times in any 30-day period.
- b) Driving a vehicle specifically for adults at risk 4 or more times in a 30-day period.
- c) Taking an adult at risk on a trip that involves an overnight stay unless their carer is present.

Only in the unlikely event that a role requires personal or health care to be given to the adult at risk will the highest level of DBS clearance, which is an enhanced DBS check with an adult barred list check, be required.

Further advice, including for other roles, can be obtained from the NSO or the Croquet England Office 01242 242318

DBS Certification required for safeguarding children.

In the context of a croquet club, enhanced DBS checks are likely to be required if the role includes any coaching or teaching of children. If the coaching is infrequent i.e. less than once a week or less than 4 times in a 30 day period then an enhanced DBS check without a child barred list check is usually required. The only exception to this is if an occasional coach or assistant is supervised for the entire coaching session by a coach with an enhanced DBS check, then an enhanced DBS check is not required for that occasional coach or assistant.

All roles involving regulated activity require the highest level of clearance which is an enhanced DBS check WITH child barred list check. This is regardless of whether they are supervised or unsupervised. In the context of a croquet club, regulated activity is defined as:

- a) Coaching children at least once a week or 4 or more times in any 30-day period.
- b) Driving a vehicle specifically for children 4 or more times in a 30-day period.
- c) Taking a child on a trip that involves an overnight stay unless their parent is present.
- d) Any activity with the opportunity for face-to-face contact between 2 am and 6 am.
- e) Moderating an internet chat room used solely or mainly by children 4 or more times in a 30-day period.

Further advice, including for other roles, can be obtained from the NSO or the Croquet England Office 01242 242318

How to obtain a new DBS Enhanced Certificate

All enhanced DBS checks have to be done through the 'employer' regardless of whether the role is being performed by a volunteer or an employee. For all croquet related activity, the 'employer' is Croquet England. All enquiries should therefore be made to the Croquet England Office 01242 242318.

You will be asked some questions about the exact nature of your role and will then be advised on whether you need DBS clearance and what level is required.

If an enhanced DBS check is required, you will be given the details of how your identity and address history for the last 5 years has to be verified, and the application process. Croquet England uses an umbrella body, Access Personal Checking Services Ltd (APCS), to carry out checks and obtain the necessary DBS Enhanced Certificates on its behalf. Croquet England pays the administrative costs involved to ensure that the checks themselves are free for all its volunteers.

While all applications are managed by Croquet England, the resulting DBS Enhanced Certificate is held by the individual.

If a DBS Enhanced Certificate is already held.

If the DBS certificate was obtained by the CA or Croquet England but the applicant did not register with the update service, then after 3 years they will have to repeat the DBS clearance process and Croquet England reserves the right to pass on the administration cost to the applicant.

If the DBS certificate was issued by the CA or Croquet England but the applicant is now wishing to do another role, then they should make enquiries with the Croquet England office to see if they have to have a new DBS check.

If the DBS certificate was issued by another organisation and it is at the same level and for a similar role as being requested (e.g. an enhanced DBS certificate for teaching or coaching children in non-regulated activity) and the applicant is registered with the update service, then that certificate can be accepted provided the certificate number, date of issue and date of birth are supplied and a check on the update service does not reveal any new information or advise another DBS check is made.

For any other circumstance, a new DBS check will be required.

Security features

The security features on a DBS certificate are described at [DBS checks: guidance for employers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-checks-guidance-for-employers)

References

Adult Safeguarding Policy
Child Safeguarding Policy
Safer Recruitment Procedures

Issuing Authority: National Safeguarding Team

Approved by: Executive

Date approved: 27 April 2023

Next review date: 27 April 2026

Version: v1.0

Reason for Change: New