



# Disclosure and Barring Service (DBS) Guidance (formerly CRB) May 2013

## Introduction

This guidance has been written to provide an update and clarity on the roles that require a Disclosure and Barring Service (DBS) check, previously known as Criminal Records Bureau (CRB).

The introduction of the Protection of Freedom Act 2012 will bring several changes to the way the DBS (formerly Criminal Records Bureau, CRB) 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 or barred list check does so.

Changes to the checking process:

- **New definition of 'regulated activity' – i.e. what activity would require a DBS check.**
- Merging of the CRB and Independent Safeguarding Authority (ISA) to become the DBS – Dec 2012
- 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 check and / or 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.



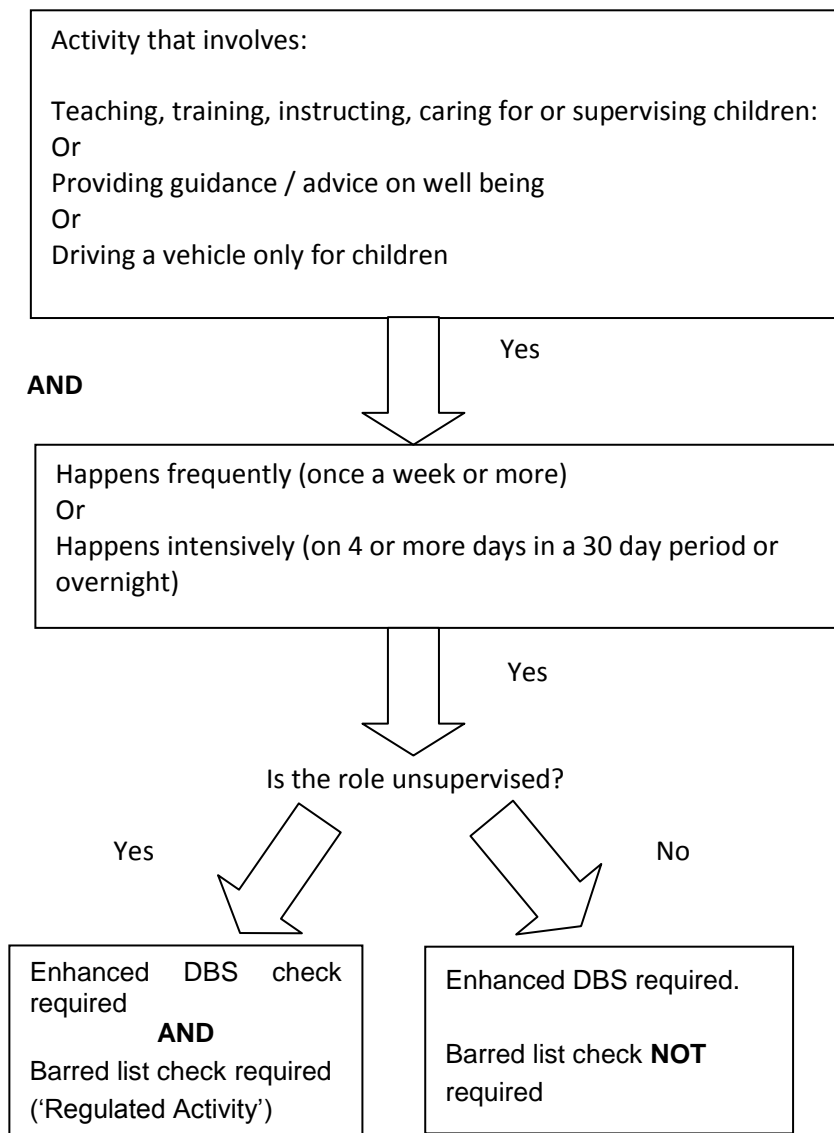
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## Who is eligible for a check?

The Government have reviewed the criteria to determine who is eligible for a DBS check and have introduced the new 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.

The new 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 check and / or barred list check. See diagram below for eligibility:





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## 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	Barred list required?	Notes
Coach	Yes	Yes	
Team Captain (club)	Yes	Yes	If Capt of a team that includes under 18's
Vice Captain (club)	No	No	Only needs checking if regularly deputising for Captain.
Team Manager	Yes	Yes	
Welfare Officer	Yes	Yes	
DBS Coordinator	No	No	If stand alone role (admin only)
Parent Helper	Yes	No	Only if the role involves supervision of children and is 'regular'.
Young Leaders	Yes	No	Aged 16+
Umpire	Yes	Possibly	If regulated activity is undertaken frequently or intensively
Technical Official	Yes	Possibly	If regulated activity is undertaken frequently or intensively
Umpire Coach/ Manager / Assessor	Yes	Possibly	If regulated activity is undertaken frequently or intensively
Junior Administrator	No	No	
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



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## 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.
- 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, TMGCRB to process all our checks.

From September 2013 all hockey checks will be processed online through TMGCRB. If you are not already signed up to the online service, please contact Dianne Ward, DBS Coordinator and she will be pleased to assist.

## Useful contact details:

First point of contact for all DBS enquiries;

Dianne Ward, England Hockey - DBS Coordinator

Email: [Dianne.ward@englandhockey.co.uk](mailto:Dianne.ward@englandhockey.co.uk)

Tel: 01628 897516

Organisation that processes all online checks on behalf of EH;

TMGCRB

Email: [onlinetmgcrb.co.uk](mailto:onlinetmgcrb.co.uk)

Tel: 0845 251 5000

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

Alison Hogg, England Hockey - Ethics and Compliance Manager

Email: [Alison.hogg@englandhockey.co.uk](mailto:Alison.hogg@englandhockey.co.uk)

Tel: 01628 897500