



# Disclosure and Barring Service (DBS) Guidance

England Netball is committed to ensuring all young people and adults at risk are able to take part in the sport in a safe and enjoyable environment. The requirement to have a satisfactory Enhanced with Barred List check carried out before an individual takes up a role with young people or adults at risk, and to be **renewed every 3 years**, is a crucial part of us being able to live up to that commitment. It enables informed risk assessments to be carried out.

Enhanced with Barred List checks disclose any reprimand, caution and other sentences, recorded locally and the Police National Computer. Other information held by the Chief Police Officer may also be disclosed, at their discretion, if the information is considered relevant to the role the individual is applying for.

A Barred List check reveals whether or not an individual (the Applicant) has been barred from working with young people or adults at risk, by a court order.

## Barred List Checks

The requirement to have an Enhanced with Barred List check every 3 years has been amended and is no longer merely defined by whether or not a person is taking part in controlled activities or has contact with young people. The requirement is now triggered by the role the person is carrying out, falling within the definitions of a regulated activity.

## Regulated Activity

**Regulated activities are defined as:** - Unsupervised teaching, training, instruction, care for, treatment or supervision of young people

**If a person is carrying out one of these regulated activities, there is a second trigger:** - That the activity is carried out frequently, ie once a week, or more than 4 times in a 30 day period, or overnight

This frequency test is not dependent on where the activity is carried out, so doing it 4 times in a 30 day period in 4 different locations/clubs/roles means the frequency has been met.

In making a decision about whether or not someone needs to have a Barred list check, it is most helpful to look at the actual role(s) carried out.

**Supervision** is not simply a question of whether other people can see and hear the person. *It is assessed by looking at whether the supervisor has on-going, day to day responsibility for the protection of young people.*

*For example:* an Assistant Coach may take a training session on their own, or in an area away from the main coaching session. The Assistant would then have supervisory responsibility for the safety of the young people they are providing instruction to, and would need an Enhanced with Barred List check done.

The supervision test applies to the worker, not to the protection of the young people. The person having supervisory responsibility must themselves be in a regulated activity, have constant and on-going responsibility for the worker; be confident and knowledgeable enough to carry out the role, and be prepared to carry the responsibility of such a role. It is not possible for 2 people to supervise each other; there must be one person who is responsible for the other(s).

# Types of DBS Explained

Consideration needs to be given to what is “reasonable in the circumstance” to ensure the protection of the young people, when thinking about whether the person has supervisory responsibility. The things to consider are:-

- The ages of the young people, including whether these vary widely;
- The number of young people the person is working with;
- Whether or not there are workers helping to look after the young people;
- The nature of the persons role;
- How vulnerable the young people are;
- How many people are being supervised by each supervising person.

Regulated activity with adults at risk is defined by the nature of the activity and does not have any supervision or frequency requirements. The activities which trigger eligibility for an Enhanced with Barred List check for those working with adults at risk are, one or more of:-

- Contact by providing health care (not simple First Aid);
- Contact for personal care eg assistance with washing, eating etc;
- Contact for social work;
- Contact for the purpose of assisting with household matters;
- Contact for assistance with personal affairs (ie power of attorney);
- Contact for the purpose of transporting.

There is no requirement for a DBS check for someone carrying out any of these activities when they are doing so through a personal relationship.

DBS eligibility can be checked via: <https://www.gov.uk/find-out-dbs-check>

## Typical roles within a netball club

Although it is important to look at the actual activity of a person, a start point for considering who needs an Enhanced with Barred List DBS check is the usual roles found within a netball club. Looking at each of these and the functions they carry out should help to focus on the reasons why a person needs to have an Enhanced with Barred List check done. Some roles will qualify for Enhanced with Barred List checks under the old criteria, which still apply.

**Assistant Coach** – this person supports the coach, taking some of the session activities, or some of the players. This person’s role is likely to be within the definition of regulated activity. Is the person supervised by the coach at all times? This will vary, but where they are not supervised at every stage of their activity, they will have supervisory responsibility for the protection of the players, where those players, or some of them, are under 18 years of age. This is particularly the case where an Assistant Coach takes a training session, or part of a training session, by themselves. Therefore they must have an Enhanced with Barred List check.

**Ball Patrol Supervisor** - this person is responsible for managing the young people who take care of the balls at an event; providing instruction as to how the tasks are to be carried out. As such, they are responsible for the supervision of these young people, and would fall within the definition of regulated activity. Frequency needs to be considered.

**Catering staff** – these people provide refreshments to players and others attending the club or event. As such they do not fall within the definitions of a regulated activity.

**Chair** – a management role, concerned with policies, day to day management and decision making. This role would not in itself have any part of it which falls within the definition of regulated activity.

**Child Safeguarding Officer** – responsible for ensuring that the members of a club are aware of and behave in accordance with the EN Safeguarding in Netball Policy framework. They are the point of contact for any safeguarding concerns to be reported to and the person who liaises with the

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EN Lead Child Protection Officer. This person's role falls within the definition of a regulated activity under the Safeguarding Vulnerable Groups Act 2006.

- Coach** – this person is responsible for developing the player's ability, individually and within a team; has responsibility for the physical and mental wellbeing of the players in a netball setting and will have supervisory responsibility for the players at the training sessions or events. This person would fall within the definition of regulated activity, as they are providing instruction and training and it would usually be at least once a week. Where the players, or some of them, are under 18 years of age, therefore they must have an Enhanced with Barred List check.
- Driver** – driving a vehicle to transport young people, and any person supervising or caring for the young people, which is only used for that purpose. This falls under the Safeguarding Vulnerable Groups Act 2006. This would not apply to parents giving young people lifts in their cars.
- First Aider** – this role is responsible for providing personal care and administering first level medical assistance to a player. As such, the activity would fall within regulated activity. The second question is whether or not they are supervised in this role. Then, the frequency test needs to be satisfied to determine whether or not this person must have an Enhanced with Barred List check or could simply have an Enhanced check
- Mentor** – supporting the person's development and progress through the learning of skills necessary to become an official. This role would fall within the definition of teacher, tutor or instructor, and so should have an Enhanced with Barred List check.
- Officials** – this role is responsible for keeping the score. They do not have any supervisory responsibility for the young people involved in the activity, and as such would not fall within the definition of a regulated activity.
- Officiating Assessors** - Assessing the ability of a young person's officiating skills does not entail teaching, instruction or training, and hence if this is the only role undertaken, would not fall within the definition of a regulated activity.
- Officiating Tutors** – these roles are responsible for the teaching and instruction of umpiring or officiating the game. As such, the tutoring role would fall under the definition of a regulated activity. Where this is being carried out for under 18s, the person must have an Enhanced with Barred List check.
- Primary Carer** – this person is responsible for providing treatment to any player injured on the court. They are providing treatment for a young person and as such this would fall within the definition of regulated activity. The question of supervision would depend on whether that person is acting under the supervision of the coach, or any other person with supervisory responsibility for the protection of the young people playing in the game. The frequency of their acting in this role would then need to be considered, as to whether it is once a week, or 4 or more times in a 30 day period, at any club or event. If it meets this test, an Enhanced with Barred List check must be carried out.
- Scouts** – this person is responsible for attending events in order to identify players with the potential to play and compete at the higher levels of the game. As such they would not have supervisory responsibility for the players at those events and would not fall within the definition of regulated activity.
- Secretary** – an administrative role, supporting the Chair in handling the day to day management and administration of the club. This role would not in itself fall within the definition of a regulated activity.
- Team Manager** – this person is responsible for the overall supervision of the team and their play. As such they fall within the definitions of regulated activity therefore an Enhanced with Barred List check must be done.

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**Treasurer** – a management/finance role, taking care of the financial management of the club. This role would not in itself fall within the definition of a regulated activity.

**Umpire** – this person is responsible for ensuring games are played in accordance with the rules. They would not, in this role, have supervisory responsibility for the protection of the young people playing in that game. As such, the role would not in itself fall under the definitions of regulated activity. Junior League Club Umpires may have more of a training or supervisory role, than senior club Umpires, in which case the guidance applying to coaches would be more relevant and they must have an Enhanced with Barred List check.

### Enhanced Checks

Enhanced DBS checks can be carried out on those individuals who are carrying out the roles set out above, but do not meet the frequency test or who are supervised at all times.

In the reality of the netball world, many people carry out more than one function. In deciding whether or not each person needs to have an Enhanced with Barred List DBS check carried out, the full range of their activities should be looked at in the round, not in isolation.

A person under the age of 16 cannot have a DBS check carried out.

It is important to achieve the correct balance of fulfilling our duty to protect the young people and adults at risk taking part in netball activities, with the legal requirement not to over check, which is a criminal offence. This Guidance is designed to assist in reaching decisions as to who should be having a DBS check and what level of check should be required; it is not definitive.

### Who processes my DBS check?

England Netball use a third party to process all volunteer DBS checks. GB Group Online Disclosures website is the portal where all applications are directed to. As a result, England Netball and GB Group PLC will transfer your data to the DBS and by undertaking the online check you consent for this to happen. England Netball does not process paper applications. England Netball and GB Group PLC cannot update you on the status of your check and you should contact the DBS directly for this information. For more information about how England Netball uses your data, please read our [Privacy Policy](#).

### Who pays for my DBS Check?

All charges must be paid by you online when the form is submitted. Please see table below for fees for volunteers and non-volunteers. GB Online Disclosures will not process applications without payment.

Application Type	Who This applies to	GB DBS admin Cost	DBS Fees
Online Application	Volunteers	£8.00	£0
Online Application	Non Volunteers	£8.00	£44.00

### Where can I get more information?

For more information about the DBS process:

visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

# Types of DBS Explained

For more information on England Netball's Safeguarding In Netball Policy and procedures visit the [Safeguarding section of the website](#)

DBS Eligibility Checker: <https://www.gov.uk/find-out-dbs-check>

Club Secretary or Regional Coordinator confirms to the Applicant:  
1: the England Netball DBS registration details; 2: the nearest Document Verifier.

## Volunteer Applicant Registers Online – here's how:

📄 Click link to start registration 📄 :

<https://gbg.onlinedisclosures.co.uk/Registration/Registration>

- 📄 Type in Organisation PIN – **100212**
- 📄 – 'England Netball Volunteers' will pop up
- 📄 Click box 'Please confirm organisation'
- 📄 Enter your **name, email address** and create a **password**
- 📄 Secret Word: (please email: [besafe@englandnetball.co.uk](mailto:besafe@englandnetball.co.uk))
- 📄 Click 'Register' to be directed to the **login page**

\*If you do not have access to a PC, your Document Verifier can register you. You need to be present, and you must supply an email address

**Login:** Input the login information requested. This completes the registration process. Online Disclosures will send you an auto-response. Now applicant continues with the following 4 steps:

**1: Personal Details:** complete personal details page. Mandatory fields are marked with an \*asterisk.

**2: Identity Documents:** select and collate the identification documentation as described online

**3: Summary:** complete the Summary page, then click 'Submit to Organisation'. This is now ready for verification.

**4: Confirmation:** Applicant arranges to meet the Document Verifier, and takes identification documents for verification. *\*the documents must be originals, no photocopies can be accepted*  
**Payment:** Certificate is free for volunteers, but Online Disclosures charge a small administration charge of £8.00. Payment must be made online.

Document Verifier confirms eligibility for Enhanced with Barred check or Enhanced check; checks Applicant's ID & submission details and submits verified application to Online Disclosures; Document Verifier gives Applicant a Consent Form to sign

The Consent Form is your agreement to supply EN with your DBS certificate if required

Applicant signs the Consent Form and leaves it with the Document Verifier who will send it to the England Netball Compliance dept.

The initial process is now complete. You will receive your DBS certificate at your home address in 4-6 weeks.

Online Disclosures will check details, counter-sign them, and submit to the DBS for issue.

**Post-Application:** Online Disclosures send you an E-Number within a week so you can track your application on the Tracking service: <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

## Types of DBS Explained

Role	Outline of Responsibility	DBS check Required
<b>Assessors</b>	Assessing the ability of a young person's coaching, umpiring or officiating skills does not entail teaching, instruction or training, and hence if this is the only role undertaken, it would not fall within the definition of a regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Assistant Coach</b>	This person supports the coach, taking some of the session activities, or some of the players and the role is likely to be within the definition of regulated activity.  Is the person supervised by the coach at all times? This will vary, but where they are not supervised at every stage of their activity, they will have supervisory responsibility for the protection of the players, where those players, or some of them, are under 18 years of age. This is particularly the case where an Assistant Coach takes a training session by themselves. Therefore they must have a Barred List check	<input checked="" type="checkbox"/> DBS is required
<b>Ball Patrol Supervisor</b>	This person is responsible for managing the children and young people who take care of the balls at an event; providing instruction on how the tasks are to be carried out. As such, they are responsible for the supervision of these children, and would fall within the definition of regulated activity.	<input checked="" type="checkbox"/> DBS is required
<b>Catering staff</b>	These people provide refreshments to players and others attending the club or event. As such they do not fall within the definitions of a regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Chair</b>	A management role, concerned with policies, day to day management and decision making. This role would not in itself fall within the definition of regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Club Safeguarding Officer</b>	Responsible for ensuring that the members of a club are aware of, and behave in accordance with, the EN Safeguarding policy framework. They are the point of contact for any safeguarding concerns and the person who liaises with the EN Lead Safeguarding Officer and any statutory agencies. This person's role falls within the definition of a regulated activity under the Safeguarding Vulnerable Groups Act 2006.	<input checked="" type="checkbox"/> DBS is required
<b>Coach</b>	This person is responsible for developing the player's ability, individually and within a team; has responsibility for the physical and mental wellbeing of the players in a netball setting and will have supervisory responsibility for the players at the training sessions or events. This person would fall within the definition of regulated activity, as they are providing instruction and training and it would usually be at least once a week. Where the players, or some of them, are under 18 years of age, therefore must be Barred List checked.	<input checked="" type="checkbox"/> DBS is required
<b>Driver</b>	Driving a vehicle to transport children, and any person supervising or caring for the children, which is only used for that purpose. This falls under the Safeguarding Vulnerable Groups Act 2006.  This would not apply to parents giving children lifts in their cars.	<input checked="" type="checkbox"/> DBS is required
<b>First Aider</b>	This role is responsible for providing personal care and administering first level medical assistance to a player. The Second question is whether or not they are supervised in this role. Then, the frequency test needs to be satisfied to determine whether or not this person must be Barred List checked or could have an Enhanced check.	<input checked="" type="checkbox"/> DBS may be required
<b>Mentor</b>	Supporting the person's development and progress through the learning of skills necessary to become an official. This role would fall within the	<input checked="" type="checkbox"/> DBS is required

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	definition of teacher, tutor or instructor, and so should have a Barred List check.	
<b>Officials</b>	This role is responsible for keeping the score. They do not have any supervisory responsibility for children involved in the activity, and as such would not fall within the definition of a regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Primary Carer</b>	This person is responsible for providing treatment to any player injured on the court. They are providing treatment for a child and as such this would fall within the definition of regulated activity. The question of supervision would depend on whether that person is acting under the supervision of the coach, or any other person with supervisory responsibility for the protection of the child/children playing in the game. The frequency of their acting in this role would then need to be considered. If it meets this test, a Barred List check must be carried out.	<input checked="" type="checkbox"/> DBS is required
<b>Scouts</b>	Potential to play and compete at the higher levels of the game. As such they would not have supervisory responsibility for the players at those events and would not fall within the Definition of regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Secretary</b>	An administrative role, supporting the Chair in handling the day to day management and administration of the club. This role would not in itself fall within the definition of a regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Team Manager</b>	This person is responsible for the overall supervision of the team and their play. As such they fall within the definitions of regulated activity therefore a Barred List check must be done.	<input checked="" type="checkbox"/> DBS is required
<b>Treasurer</b>	A management/finance role, taking care of the financial management of the club. This role would not in itself fall within the definition of a regulated activity.	<input checked="" type="checkbox"/> No DBS is required
<b>Tutors</b>	Or officiating the game. As such, the tutoring role would fall under the definition of a regulated activity, Where this is being carried out for under 18s, and they meet the Supervision and frequency criteria, the person must be Barred List checked.	<input checked="" type="checkbox"/> DBS is required
<b>Umpire</b>	This person is responsible for ensuring games are played in accordance with the rules. They would not, in this role, have supervisory responsibility for the protection of the children playing in that game. As such, the role would not in itself fall under the definitions of regulated activity.  Junior League Club Umpires may have more of a training or supervisory role, than senior club Umpires, in which case the guidance applying to Coaches would be more relevant and they must have a Barred List check.	<input checked="" type="checkbox"/> No DBS is required  <input checked="" type="checkbox"/> DBS may be required

# Types of DBS Explained

The Disclosure and Barring Service (DBS) carries out criminal record checks for specific positions, professions, employment, offices, works and licences included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and those prescribed in the Police Act 1997 (Criminal Records) regulations.

## **Individuals and the self-employed cannot apply for a check directly to the DBS.**

A DBS certificate will be requested as part of an organisation's pre-recruitment checks following an offer of employment, including volunteering roles and applications for specific licences. If you have been asked to apply for a, or provide a DBS certificate and are unsure how to obtain one, please speak to the organisation making the request.

DBS remove certain specified old and minor offences from DBS certificates in line with legislation introduced in May 2013. Please note, because of changes to legislation the reference numbers in the Annex have been amended and will be subject to further changes in the future.

## **Legal responsibilities**

Before an organisation considers asking a person to apply for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. This means that if you are a countersigning officer you must satisfy yourself that the position is eligible under the current legal provisions before you countersign each application form.

The Annex describes the most commonly submitted positions and duties that are known as the exceptions to the Rehabilitation of Offenders Act 1974. It should be noted that this is not an exhaustive list.

## Levels of criminal record check available

**Basic checks** – Can be applied for by any individual and will contain details of convictions and conditional cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974 at a cost of £25.

**Standard checks** – To be eligible for a standard level DBS certificate, the position **must** be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.

**Enhanced checks** – To be eligible for an enhanced level DBS certificate, the position **must** be included in both the ROA Exceptions Order **and** in the Police Act 1997 (Criminal Records) regulations.

**Enhanced checks with children's and/or adults' barred list check(s)** – To be eligible to request a check of the children's or adults' barred lists, the position **must** be eligible for an enhanced level DBS certificate as above **and** be specifically included in the Police Act 1997 (Criminal Records) regulations as able to check the appropriate barred list(s).