

## **Disclosure and Barring Service (DBS)**

Disclosure and Barring Service/Welsh Sports Association (Complete Background Screening Limited ) enables employers of private paid and voluntary organisations in England and Wales to do checks related to the applicant's suitability to work with children. Access to the DBS is available to all organisations working with children and young people, either directly as registered bodies or through 'umbrella' organisations.

All individuals working with/having regular unsupervised contact with children should undertake an **enhanced disclosure DBS** 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.

Disclosure and Barring Service (DBS), enables BowlsWales, NGB's and their clubs and organisations, to make informed recruitment decisions. Any individuals wishing to work, either in a paid role or volunteer role, with young people in bowls, are required to undertake an enhanced DBS check and / or barred list check.

For more information on DBS checks:

**[Welsh Sports Association, Sport Wales National Centre, Sophia, Gardens, Cardiff.CF11 9SW](#)**  
**[admin@wsa.wales](mailto:admin@wsa.wales) Tel 02920304974**

**Or Sophie Hancocks on [sophie.hancocks@bowlswales.com](mailto:sophie.hancocks@bowlswales.com)**

### **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 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 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.

## **Eligibility for a DBS check by role**

BowlsWales has taken the definition and applied the criteria to the bowls environment, to provide a list (not exhaustive) of roles. Each role has been broken down to determine what level of check is required.

## **What are your responsibilities as a club / organisation?**

It is recommended to clubs that the following responsibilities are carried out:

1. Ensure all those that are eligible, complete a DBS check to the appropriate level, (checks should be completed every three years).
2. Do not deploy (paid or unpaid role) anyone in 'regulated activity' unless you have completed a barred list check.
3. Inform people prior to them taking on a role if it will require a DBS / barred list check.
4. Inform BowlsWales, 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 BowlsWales. The first point of contact for all DBS enquiries is the National Safeguarding Officer. The contact details for the National Safeguarding Officer are on the BowlsWales website [www.bowls-wales.com](http://www.bowls-wales.com) or you can email: [Sophie.hancocks@bowls-wales.com](mailto:Sophie.hancocks@bowls-wales.com)

## **Disclosure and Barring Service Process**

### **Step 1.**

To start a DBS application, certain information will be required to be verified, eg. Passport, driving license, birth certificate, etc, within BowlsWales, we have verifiers who can carry out this task. The individual identifies and contacts a verifier within BowlsWales.

### **Step 2.**

The individual meets the verifier, who then completes the DBS ID Verification Form, and sends the form to the National Safeguarding Officer.

### **Step 3.**

The National Safeguarding Officer enters the details of the individual onto the DBS system. The National Safeguarding Officer starts the applications process.

### **Step 4.**

The individual receives an email from the DBS system, requesting that they complete their part of the application.

### **Step 5.**

The individual contacts the National Safeguarding Officer, informing them that their part of the process is complete.

### **Step 6.**

The National Safeguarding Officer completes the application and submits to DBS system for processing.

### **Step 7.**

The individual receives certificate from DBS, National Safeguarding Officer receives notification that DBS certificate has been issued. Email will state whether the certificate has content or no content.

a) If certificate has no content, no further action required.

b) If certificate has content, National Safeguarding Officer will contact individual, requesting that the individual send the DBS certificate to them, to review content.

I. National Safeguarding Officer will discuss content with Case Management Group, who will decide if a review of the case is required or not.

Please note, during the review stage, the individual may be suspended from all bowls activity until review and subsequent investigation, (if required), has been completed.

### **Step 8.**

Once DBS has been approved, BowlsWales will advise individual to register for the 'Update Service', which allow automatic renewal of DBS, on an annual basis.

If you require any further information. Please contact the National Safeguarding Officer, the contact details for the National Safeguarding Officer are on the BowlsWales website [www.bowlswales.com](http://www.bowlswales.com) or you can email: [Sophie.hancocks@bowlswales.com](mailto:Sophie.hancocks@bowlswales.com)