

Information for affiliated members

Safeguarding

Disclosure is now an essential element in the recruitment process for a large number of organisations. As an association that recruits individuals that come in to contact with vulnerable people, especially children, the ETA has a responsibility to ensure that those individuals are suitable to work in this environment.

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. The DBS replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

All coaches who work within clubs affiliated to the ETA will require up to date DBS checks.

The ETA are continuing their commitment to ensure that all their affiliated coaches have up to date DBS checks in place and it is a requirement that any coach working with U18 or vulnerable adults has evidence of a completed DBS check and has registered their DBS number with the ETA. To October 2014 we have supported the completion of 12 new DBS checks to affiliated members. Our aim is to have all registered clubs evidencing at least 1 coach with DBS checks in place by 2015.

We are continuing to provide support for coaches, affiliated clubs and members who wish to use our services through Online Disclosures and we are working with the GBGroup (formerly known as the TMGCRB), one of the largest criminal records checking providers in the UK, to administer online checks.

GBG, are an Umbrella Body for the Disclosure and Barring Service (formerly the Criminal Records Bureau). <http://www.onlinedisclosures.co.uk/about-us/>

As a club affiliated to the ETA, it is our responsibility to ensure that any of your coaches who are involved in working with young children (under 18 years of age) or vulnerable adults, have up to date DBS checks to ascertain their suitability in working with these groups. For further information and guidance on who in your club is eligible for criminal record checks, please see following section **'Who is eligible for criminal Record Checks?'**

The ETA has a system in place that supports individuals with their application for the processing of DBS checks. As a club affiliated to the ETA we are happy to provide this service to you. If you are interested in receiving support and have DBS checks that you would like the ETA to process, please contact the ETA Disclosure Manager, details below.

Due to us (the ETA) being a voluntary organisation, the DBS checks will be free, however we will be charged a small admin fee for all applications processed through the GBG Online Disclosure Group to the sum of £12.60. Individuals/clubs will be asked to cover the admin costs for each application, but the verification service and online checking will be provided by the ETA free of charge, for all affiliated members.



Disclosure and Barring Service

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For further information regarding safeguarding, disclosure and DBS, please visit the following websites

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

<http://www.safenetwork.org.uk>

Who is eligible for Criminal Record Checks?

Any individuals wishing to work with children or adults at risk are required to undertake a Barred List check and/or Enhanced DBS Disclosure.

A Barred List check is a legal requirement for all individuals applying to work in **Regulated Activity***. This check will show whether an individual is barred from working with children or adults at risk.

An Enhanced DBS disclosure is a record of all warnings, reprimands, cautions and convictions from local and national police records. Information may also be disclosed at the discretion of the Chief Police Officer if that information is deemed relevant to the role the individual is applying for.

Everyone working within the definition of regulated activity remains eligible for an enhanced disclosure.

*Regulated Activity for work with children and young people will be:

- Unsupervised activities:
- Teaching
- Training
- Instructing
- Caring for or supervising children
- Providing advice / guidance on well-being
- Driving a vehicle only for children.

The [Protection of Freedoms Act 2012](#) has introduced a number of changes to the way in which Criminal Records Checks are carried out. In order to support local clubs to abide by their legal requirements, in line with Government guidance, the ETA has defined the roles that are eligible for checks within our clubs (table below). It is ETA policy that checks will be carried out for all those persons in eligible roles.

The legal definition of supervision in the [Protection of Freedoms Act 2012](#) states that the supervision

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should be:

- 'regular'
- 'day to day'
- 'reasonable in all the circumstances for the purpose of protecting the children concerned', and
- 'carried out by someone who is in regulated activity'

The definitions above, deliberately 'gives local clubs the flexibility to determine what is reasonable in their circumstances', and requires individual clubs to make their own decisions.

To assist local organisations, the Government has guidance to help managers decide on the level of supervision required in any given situation.

www.legislation.gov.uk/ukpga/2012/9/notes/contents

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Roles within affiliated clubs that are eligible for a DBS Enhanced Criminal Record Check:

Role within club	Notes	Eligibility for an enhanced check	Reasons for eligibility	Is it regulated activity
Coach	Includes all coaches responsible for working with children and vulnerable adults	Yes	Unsupervised teaching, training and coaching	Yes
Team Manager	Any managers who have contact with children/vulnerable adults	Yes	Unsupervised training, instruction, caring for and supervision	Yes
Club Welfare Officer	Holds safeguarding/disclosure training and is responsible for the welfare of young children/vulnerable adults within a club	Yes	Caring for, supervision, Advise and guidance on well being	Yes
Medical	Includes any medical staff/first aiders who have direct contact with young children/vulnerable adults	Yes	Treatment and therapy	Yes
Chaperone: Travel, Tours, Tournaments	e.g. tour/tournaments with overnight stay	Yes	Caring for and supervising overnight	Yes