

RECRUITMENT & DISCLOSURE POLICY



BRITISH
DODGEBALL

INTRODUCTION

Disclosure & criminal record checks are necessary for people engaging in regulated activity. The definition of regulated activity is different in England and Wales, Scotland and Northern Ireland, as is the process of applying for and administering criminal record checks.

This policy outlines our responsibilities in addition to the responsibility of our member clubs for the safe recruitment and ongoing reporting of volunteers and staff.

British Dodgeball can apply for criminal record checks on behalf of our associated member clubs, and for checks on individuals who are working in a voluntary capacity. Please contact hello@britishdodgeball.com if you wish to arrange for a check on an employed member of staff and we will advise on the process in your home nation.

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1. SHARING OF INFORMATION - FAIR PROCESSING NOTICE

Where relevant, British Dodgeball will share information regarding an individual with member clubs and member clubs will sometimes be required to share information with British Dodgeball. British Dodgeball will store any information regarding criminal records checks and referrals in line with our [Privacy Policy](#). All clubs must have their own privacy policy in place which adheres to GDPR.

All our member clubs should signpost anyone in receipt of a criminal records check to the following notice:

FAIR PROCESSING NOTICE RE CHILD WELLBEING/PROTECTION

The Data Protection Act 1998 requires that you are informed about how your personal information will be used. For the purposes of child wellbeing/child protection matters, the club may share information about you with British Dodgeball where it has been alerted to circumstances that might affect your status regarding regulated work with children and/or protected adults or your suitability to carry out the regulated work role for which you have applied/been appointed or already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the registered Safeguarding Officers in the Club and Governing Body.

2. SELF-DISCLOSURE

Under the GDPR, British Dodgeball and member clubs need to justify that self-disclosure is both 'necessary and proportionate' when recruiting for a role. We consider it to be very unlikely that justification for self-disclosure before the final stages of the recruitment process for staff and volunteers will be valid. Instead, safeguarding responsibilities are met by the criminal records check at the point of making a conditional job offer, and careful follow-up discussion. We therefore recommend that clubs avoid discussing an applicant's criminal record until after completion of a criminal records check.

3. ROLES REQUIRING A CRIMINAL RECORDS CHECK & ROLE DESCRIPTIONS

Criminal records checks should be conducted on anyone working within 'regulated activity'. What constitutes 'regulated activity' differs in each home nation (specified in later sections of this document). British Dodgeball will, and generally recommends that member clubs, perform criminal record checks on anyone in the following positions who works with anyone aged under 18 or vulnerable adults:

COACH

- Lead those aged under 18 and vulnerable adults in dodgeball activity
- Plan dodgeball sessions for those aged under 18 and vulnerable adults
- Work with individuals and teams to develop fitness, techniques and tactical understanding

SAFEGUARDING OFFICER

- Leads on safeguarding and welfare of children and vulnerable adults
- Delivers training regarding enactment of the club safeguarding policy to club volunteers
- Conducts investigations and generates reports on any allegations of abuse or neglect or any breaches in the club code of conduct or British Dodgeball code of conduct

FIRST AIDER

- Delivers appropriate first aid to those aged under 18 or vulnerable adults

4. RECRUITMENT DECISIONS

British Dodgeball encourages clubs to make their own recruitment decisions as long as the necessary safeguarding checks have taken place and the decisions are made using a fair process. If convictions are pending or are under consideration for a listing, British Dodgeball recommends that member clubs still allow individuals to start or remain in a role, but ensure the individual is supervised in that role until a decision is made regarding the conviction. It is unlawful and a criminal offence for an individual who is barred to work with children or vulnerable adults, to apply to work or volunteer in regulated activity with those groups. If a member club knows the individual is barred and employs them in regulated activity, the member club is also breaking the law and committing a criminal offence.

5. TRANSGENDER APPLICATIONS

All home nations have special application processes for transgender people who don't want to reveal their previous gender and names to the organisation requiring the disclosure. If you are transgender and want more information about applying for checks, please refer to the following pages for further guidance:

[England and Wales](#)

[Scotland](#)

[Northern Ireland](#)

6. RECRUITMENT OF EX-OFFENDERS

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks, all member clubs must comply fully with this code of practice and undertake to treat all applicants for positions fairly.

BRITISH DODGEBALL AND MEMBER CLUBS WILL:

- undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- only ask an individual to provide details of convictions and cautions that member clubs are legally entitled to know about, where a criminal record check at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- only ask an individual about convictions and cautions that are not protected.
- be committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- adhere to this written policy on the recruitment of ex-offenders, which is available to all via the British Dodgeball website.
- select all candidates for interview based on their skills, qualifications and experience.
- only submit applicants for a criminal records check if it is proportionate and relevant – such as a position described in section 4 of this document or is another role which is within the definition of 'regulated activity'.
- add a statement that a criminal records check will be conducted in the event of the individual being offered the position for those positions where a criminal record check is identified as necessary,
- ensure that all those in the club who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

British Dodgeball actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications to work within member clubs from a wide range of candidates, including those with criminal records.

7. ENGLAND & WALES-SPECIFIC PROCEDURAL NOTES

British Dodgeball perform Disclosure & Barring Service (DBS) checks for those undertaking activity in England and Wales via an umbrella body. By default, we perform Voluntary Enhanced DBS Checks with Barred lists checks for children and adults, as this checks the individual in question is fit to work with those aged under 18 and vulnerable adults as this is likely to happen throughout an individuals' involvement in the club. This check is suitable only for club volunteers, and it is the club's responsibility to clarify the process with British Dodgeball for performing checks on paid members of staff by emailing hello@britithsdodgeball.com.

7. a) REGULATED ACTIVITY DEFINITION

In England & Wales, Regulated Activity is defined as:

- Those who provide teaching or instruction, or supervision or care to children or vulnerable adults on more than 3 days in a 30-day period on an unsupervised basis
- Those who provide advice or guidance to children specifically relating to their physical, educational or emotional wellbeing on more than 3 days in a 30-day period on an unsupervised basis

Anyone fulfilling the criteria above should have a DBS check performed before they are recruited into the role.

7. b) DBS CHECK PROCESS

The following process outlines how DBS Checks will be processed:

- Member clubs or individuals order a DBS check from the British Dodgeball Website.
- British Dodgeball check the individual is applying for a role in a member club.
- The individual completes the application.
- British Dodgeball conduct an identity check upon the individual and is signed off (appendix A)
- The application is sent of to be countersigned by the umbrella body.
- The application is processed by the Disclosure & Barring Service:
 - Application received and validated
 - Police National Computer searched
 - Children and adults' barred list searched
 - Records held by the police searched
 - DBS certificate printed
- The certificate is sent to the applicant.
- The applicant will then need to show their DBS certificate to the member club who requested the criminal record check.

7. c) HOW INFORMATION IS SHARED

The certificate is sent to the individual via post. The applicant will then need to show their DBS certificate to the member club who requested the criminal record check. British Dodgeball will get notification when a check has been processed with the status 'clear' or 'see disclosure', but no further information will be visible. This data will be stored in line with British Dodgeball's privacy policy.

7. d) SECURE HANDLING OF INFORMATION & CERTIFICATES

Any clubs recording details of DBS Checks should store this information in line with [Handling of DBS Certificate Information](#) government guidance. Copies of certificates should only be made if necessary, stored in a lockable, non-portable container and be destroyed after a recruitment decision has been made. Any records of the check e.g. certificate number, used for record keeping to demonstrate safe recruitment practice should be stored in line with GDPR.

7. e) DURATION OF DBS CHECK VALIDITY

There is no official expiry date for a criminal record check issued by DBS. Any information revealed on a DBS certificate will be accurate at the time the certificate was issued. You should check the 'date of issue' on a certificate to decide whether to request a newer one. British Dodgeball recommends that member clubs perform criminal records checks on eligible individuals no less than every three years.

7. g) UPDATES TO THE PROCESS

British Dodgeball may contact clubs with any updates to the DBS Check procedure. Member clubs must ensure they are aligned to any updates in procedure or policy.

7. f) REPORTING / REFERRALS

British Dodgeball require all member clubs to have their own safeguarding policy outlining how they will report and record any inappropriate behaviour and allegations of abuse or neglect. Member clubs in England and Wales have a legal duty to refer to DBS where the conditions listed overleaf are met. This applies even when a referral has also been made to a local authority safeguarding team or professional regulator.

CONDITION 1: You withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Or you move the person to another area of work that isn't regulated activity. This includes situations when you would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.

CONDITION 2: You think the person has carried out one of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm
- satisfied the harm test in relation to children and / or vulnerable adults. eg there has been no relevant conduct but a risk of harm to a child or vulnerable still exists
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence

RELEVANT CONDUCT IS:

- endangers a child or is likely to endanger a child
- if repeated against or in relation to a child would endanger the child or be likely to endanger the child
- involves sexual material relating to children (including possession of such material)
- involves sexually explicit images depicting violence against human beings (including possession of such images)
- is of a sexual nature involving a child

A PERSON'S CONDUCT ENDANGERS A CHILD IF THEY:

- harm a child
- cause a child to be harmed
- put a child at risk of harm
- attempt to harm a child
- incite another to harm a child

We require clubs to include the British Dodgeball Safeguarding Lead Helena@britishdodgeball.com in any correspondence with external organisations regarding allegations of abuse or neglect regarding club members or club volunteers. This is so British Dodgeball can keep accurate records which may prove vital in safeguarding players.

8. SCOTLAND-SPECIFIC PROCEDURAL NOTES

The Protection of Vulnerable Groups Scheme (PVG Scheme) provides an organisation with a means of ensuring that those doing paid or unpaid regulated work for it are not barred from doing so. British Dodgeball acts as an intermediary body that is enrolled with Volunteer Scotland Disclosure Services (VSDS) that are able to access the PVG Scheme on behalf of member clubs. By default, we sign applicants up to the PVG Scheme on a voluntary basis. This checks the individual in question is fit to work with those aged under 18 and vulnerable adults as this is likely to happen throughout an individual's involvement in the club. This check is suitable only for club volunteers, and it is the club's responsibility to clarify the process with British Dodgeball for performing checks on paid members of staff by emailing hello@britishdodgeball.com.

8. a) REGULATED ACTIVITY DEFINITION

There are 2 types of regulated work in Scotland – work with children and work with protected adults. Regulated work consists of roles including:

- caring responsibilities
- teaching or supervising children and/or protected adults
- working directly with children and/or protected adults

This includes Club Coaches, Safeguarding Leads and First Aiders that work with those aged under 18 or vulnerable adults (roles outlined in Section 4). Anyone working in regulated activity should join the PVG Scheme and member clubs should check this by obtaining a Scheme Record printed on the day the applicant joins the scheme.

8. b) PVG SCHEME PROCESS

The following outlines how the PVG Scheme Process works:

- Member clubs or individuals order a PVG Scheme Check from the BD Website.
- British Dodgeball confirm the individual is applying for a role in a member club.
- The individual completes the application.
- British Dodgeball conduct an identity check upon the individual and signs off (appendix A)
- The application is sent off to be countersigned by VSDS.
- The application is processed by Disclosure Scotland:
 - Application received and validated
 - Criminal Records Checks Conducted
 - Children and adults' barred list searched
 - Scheme Record certificate printed
- The certificate is sent to the applicant.
- British Dodgeball will receive a certificate copy and will inform the member club about any listings that prevent the applicant from working with a certain group.

8. c) ONGOING PVG SCHEME PROCESS

The PVG Scheme differs to the DBS scheme in that it is an ongoing process; criminal records checks are conducted every day on everyone signed up to the PVG Scheme. If an individual is considered for a listing, or is listed, then Disclosure Scotland will inform member clubs of this and the member club must take action (see Section 8.f). Similarly, the club has a legal obligation to inform Disclosure Scotland of any inappropriate behaviour conducted by a club volunteer who is signed up to the PVG Scheme in addition to informing British Dodgeball's safeguarding lead Helena@britishdodgeball.com (see Section 8. g)

8. c) HOW INFORMATION IS SHARED

The Scheme Record certificate is sent to the individual via post, and British Dodgeball will receive a copy of the Scheme Record certificate. British Dodgeball will provide information to a member club's Safeguarding Lead via telephone rather than email in line with Disclosure Scotland data handling laws. British Dodgeball will then retain a record of certificate number and destroy the certificate. This data will be stored in line with British Dodgeball's privacy policy. The member club should not request that the applicant show their Scheme Record certificate to them.

8. d) SECURE HANDLING OF INFORMATION & CERTIFICATES

Any clubs recording details of PVG Scheme Records should store this information in line with GDPR. Copies of certificates should only be made if necessary, stored in a lockable, non-portable container and be destroyed after a recruitment decision has been made. Any records of the check e.g. certificate number, used for record keeping to demonstrate safe recruitment practice should be stored in line with GDPR.

8. e) DURATION OF PVR SCHEME RECORD VALIDITY & UPDATES

Any information revealed on a PVG Scheme Record will be accurate at the time the certificate was issued. Should a person's situation change, Disclosure Scotland will contact the member club. It is the member club's responsibility to ensure they ensure Disclosure Scotland have the correct contact details for the club. More details of this process is listed in [section 8. f](#)).

8. f) INDIVIDUALS WHO ARE BARRED OR UNDER CONSIDERATION

Disclosure Scotland will continually monitor scheme members' suitability to carry out regulated work and will notify member clubs if someone is barred as they have become unsuitable to do that type of regulated work or if someone is moved to consideration for listing. This can happen either at the time that someone applies to join the PVG Scheme or throughout the period that they are doing regulated work. If a club is notified that an individual is barred from a regulated work type that they do or have applied to do within their organisation, the individual must not be recruited to do, or must be removed from that type of regulated work. The member club will be committing an offence if they engage or fail to remove someone who is barred from the relevant regulated work.

Disclosure Scotland may place a scheme member 'under consideration for listing' if they have information that they need to take time to review. During this time, the member is not barred from regulated work. If the member club is notified by Disclosure Scotland that an individual is under consideration for listing, the member club can take one of the following actions:

At recruitment stage:

- Continue with the recruitment but ensure the individual is supervised at all times until the final determination is made
- Suspend the recruitment decision until the final determination is made

Whilst the individual is in a role:

- The individual will continue in their role but will be supervised at all times until the final determination is made
- The individual will be suspended until the final determination is made

Member clubs must inform the British Dodgeball Safeguarding lead Helena@britishdodgeball.com regarding any notifications from Disclosure Scotland and must fully explain any decision to the individual and club committee.

8. g) REPORTING / REFERRALS

This is relevant to all those involved in making recruitment/disciplinary decisions in member clubs. When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where the organisation must notify the Protection Unit at Disclosure Scotland that this has happened. This is called "Making a Referral". If the member club would have permanently removed the individual, the actions detailed in this policy will continue to apply (even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave). Two conditions must be met before club members let Disclosure Scotland and British Dodgeball safeguarding lead Helena@britishdodgeball.com know that something has happened.

Condition 1: A person has been permanently removed/removed themselves from regulated work

Condition 2: At least one of the following five grounds apply:

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that member clubs must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual. Where it is necessary to make a referral, this process will be carried out by the club safeguarding officer (or other club committee member in their absence). Those who are in a position which may involve carrying out disciplinary action which may result in the removal from regulated work or dismissal of someone in regulated work must ensure they notify the club safeguarding officer of the legal requirement to make a referral where the conditions above have been met. Failure to make a referral where required, may result in a member club being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify the safeguarding officer when both conditions for making a referral have been met.

British Dodgeball require all member clubs to have their own safeguarding policy outlining how they will report and record any inappropriate behaviour and allegations of abuse or neglect. We require clubs to include the British Dodgeball Safeguarding Lead Helena@britishdodgeball.com in any correspondence with external organisations regarding allegations of abuse or neglect regarding club members or club volunteers.

8. h) UPDATES TO THE PROCESS

British Dodgeball may contact clubs with any updates from VSDS regarding the PVG scheme. Member clubs must ensure they are aligned to any updates in procedure or policy.

8. i) TRAINING OPPORTUNITIES

Since member clubs in Scotland have a legal obligation regarding the PVG Scheme, VSDS offers a range of training opportunities for member clubs. These opportunities are with regards to recruitment, referrals and data handling of those involved in the PVG scheme. This can be accessed for free on the [Volunteer Scotland website](#).

9. NORTHERN IRELAND-SPECIFIC PROCEDURAL NOTES

British Dodgeball perform NI Access checks for those undertaking activity in Northern Ireland via an umbrella body. By default, we perform Voluntary Enhanced NI Access Checks as this checks an individual against two barred lists; for children and vulnerable adults. This checks the individual in question is fit to work with those aged under 18 and vulnerable adults as this is likely to happen throughout an individuals' involvement in the club. This check is suitable only for club volunteers, and it is the club's responsibility to clarify the process with British Dodgeball for performing checks on paid members of staff by emailing hello@britishdodgeball.com.

9. a) REGULATED ACTIVITY' DEFINITION

In Northern Ireland, Regulated Activity is defined as a role where you work unsupervised with children or vulnerable adults once a week or more or intensively (e.g. four days in a row). For example, you work in regulated activity if you:

- teach, train, instruct, care for or supervise children
- provide advice/guidance on well-being to children

Anyone fulfilling the criteria above should have a DBS check performed before they are recruited into the role.

9. b) NI ACCESS CHECK PROCESS

The following process outlines how NI Access Checks will be processed:

- Member clubs or individuals order a NI Access check from the BD Website.
- British Dodgeball confirm the individual is applying for a role in a member club.
- The individual completes the application.
- British Dodgeball conduct an identity check upon the individual and is signed off (appendix A)
- The application is sent off to be countersigned by the umbrella body.
- The application is processed by NI Access:
 - Application received and validated
 - Police National Computer searched
 - Children and adults' barred list searched
 - Records held by the police searched
 - NI Access certificate printed
- The certificate is sent to the applicant.
- The applicant will then need to show their NI Access certificate to the member club who requested the criminal record check.

9. c) HOW INFORMATION IS SHARED

The certificate is sent to the individual via post or digitally. The applicant will then need to show their NI Access certificate to the member club who requested the criminal record check. British Dodgeball will get notification when a check has been processed but not further information. This data will be stored in line with British Dodgeball's privacy policy.

9. d) SECURE HANDLING OF INFORMATION & CERTIFICATES

Any clubs recording details of NI Access Checks should store this information in line with [Access NI Code of Practice](#). Copies of certificates should only be made if necessary, stored in a lockable, non-portable container and be destroyed after a recruitment decision has been made. Any records of the check e.g. certificate number, used for record keeping to demonstrate safe recruitment practice should be stored in line with GDPR.

9. e) DURATION OF DBS CHECK VALIDITY

There is no official expiry date for a criminal record check issued by Access NI. Any information revealed on an Access NI certificate will be accurate at the time the certificate was issued. You should check the 'date of issue' on a certificate to decide whether to request a newer one. British Dodgeball recommends that member clubs perform criminal records checks on eligible individuals no less than every three years.

9. g) UPDATES TO THE PROCESS

British Dodgeball may contact clubs with any updates to the NI Access Check procedure. Member clubs must ensure they are aligned to any updates in procedure or policy.

9. f) REPORTING / REFERRALS

British Dodgeball require all member clubs to have their own safeguarding policy outlining how they will report and record any inappropriate behaviour and allegations of abuse or neglect. If a member club has removed one of their staff, or would have done so had the person not left, because they think that they have harmed or may harm a child or vulnerable adult, the law says the member club must tell the DBS. The member club needs to fill out a form and send it with any evidence - for example, details of any disciplinary process - to the Disclosure and Barring Service.

APPENDIX A. IDENTITY CHECK REQUIRED DOCUMENTS

AN APPLICANT MUST BE ABLE TO SHOW:

- One document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

If the applicant isn't a national of the UK or the EEA and is applying for voluntary work, they may need to be fingerprinted if they can't show these documents. If they cannot show the required types of ID, they can email hello@britishdodgeball.com to attempt to have their identity checked using Route 2 or Route 3.

GROUP 1 - PRIMARY IDENTITY CREDENTIALS

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Photocard Driving Licence (UK, EEA, Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK, Isle of Man and Channel Islands) - issued at the time of birth;
- Including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Adoption Certificate (UK and Channel Islands)

GROUP 2A - TRUSTED GOVERNMENT DOCUMENTS

- Current Driving licence (Full or Provisional) - Paper version (If issued before 1998)(UK, Isle of Man, Channel Islands and EEA)
- Current Photocard Driving Licence (All countries outside the EEA - excluding Isle of Man and Channel Islands) (Full or Provisional)
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Immigration Document, Visa or Work Permit. (Issued by a country outside the EEA. Valid only for roles where the applicant is living and working outside of the UK. Visa/Permit must relate to the non-EEA country in which the role is based)
- HM Forces ID Card (UK)
- Firearms Licence (UK, Isle of Man and Channel Islands)

GROUP 2B - FINANCIAL/SOCIAL HISTORY DOCUMENTS

- Mortgage Statement (UK or EEA) (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK, Channel Islands or EEA)
- Bank/Building Society Statement (Countries outside the EEA) (Issued in last 3 months - branch must be in the country where the applicant lives and works)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Financial Statement (UK) - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement (UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands)
- Utility Bill (UK) - (Not mobile telephone bill)
- Benefit Statement (UK)* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EEA National ID Card
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK (only used in exceptional circumstances when all other documents have been exhausted))
- Letter of sponsorship from future employment provider - NON-UK/NON-EEA Only. Valid only for applicants residing outside of the UK at the time of application.
- Irish Passport Card. Cannot be used with an Irish Passport