



Disclosure and Barring Service (DBS) Check

CPCC Policy and Procedure

Disclosure and Barring Service (DBS) checks help ensure that individuals in roles involving close contact with children, vulnerable adults, or access to sensitive information are suitable and legally permitted to carry out their duties.

This policy outlines the circumstances under which DBS checks are required, the types of checks conducted, and the procedure for handling disclosures.

Application

As an affiliated club of Paddle UK, all employees, coaches, and volunteers of Chiswick Pier Canoe Club (CPCC, the Club), must undertake the appropriate Disclosure check for their role through Paddle UK. Paddle UK uses an external company called First Advantage to manage and process DBS Applications.

CPCC adheres to the Paddle UK Disclosure and Barring Service Flowchart.

The flowchart guides us onto an **enhanced DBS check** if we are in a situation where we may be exposed to Coaching, leading or instructing a person below 18 years old on more than one occasion.

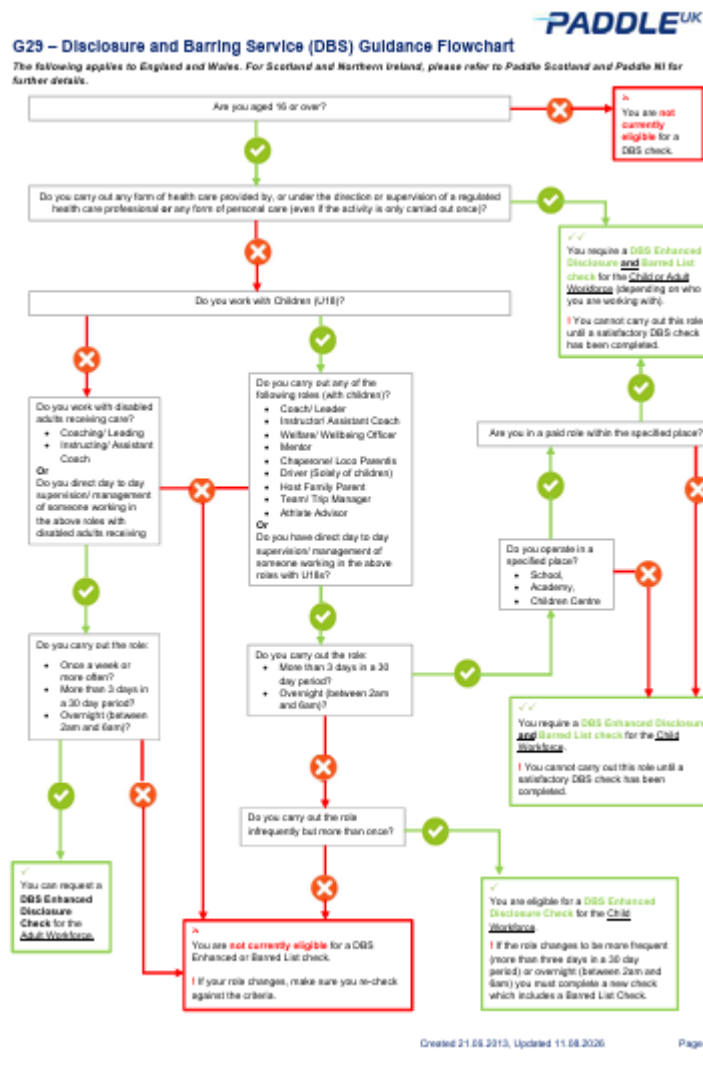
Our policy allows for 14 to 18 year olds to join and attend paddles, so long as they are accompanied with an adult, therefore we have potential exposure,

- at a pool induction once or twice,
- twice on a taster, and
- on any paddles they attend.

Use the live Paddle UK Disclosure and Barring Service Flowchart to confirm requirement, Link below:

<https://paddleuk.org.uk/disclosure-and-barring-service/>

The image of the Paddle UK Disclosure and Barring Service Flowchart overleaf is provided for reference purposes only.



DBS Checks

The type of DBS check required depends on the nature of the role. The types of check are:

- **basic check**, shows unspent convictions and conditional cautions
- **standard check**, shows spent and unspent convictions and adult cautions, from the Police National Computer which have not been [filtered in line with legislation](#)
- **enhanced check**, shows the same as a standard check plus any information held by local police that's considered relevant to the role
- **enhanced check with a check of the barred lists**, shows the same as an enhanced check plus whether the applicant is on the adults' barred list, children's barred list or both

A DBS check is required based on the activity of the role, and if the activity falls within Regulated Activity for children or vulnerable adults.

Regulated Activity for Children includes unsupervised¹ contact of children or young people under the age of 18 which is of a specified nature (teaching, training, care, supervision, advice, treatment or transport) **OR** activity which takes place in a specified place (Schools, Academies, Children's Centres) **AND** which occurs at any time on more than three days in any period of 30 days or at any time between 2am and 6am with the opportunity for face-to-face contact with children (the period condition).

Regulated Activity for Vulnerable Adults includes providing Health Care by or under the direction or supervision of a regulated health care professional, to an adult **AND/OR** it is providing personal care which is made up of

- physically assisting with eating, drinking, toileting, washing, dressing for adults who can't carry this out themselves because of age, illness or disability
- prompting and then supervising with eating, drinking, toileting, washing, bathing, dressing, for adult who can't decide to do this for themselves because of age illness or disability

The activity only needs to be carried out once be considered as regulated activity with adults.

For individuals aged 16+ performing the above activities with under 18s, more than once but not enough to meet the period condition, they should undertake an Enhanced check of the Child Workforce, without the Child Barred List check.

For individuals aged 16+ coaching/leading/instructing an adult who is in receipt of medical or personal care due to age or disability, they are eligible for an Enhanced check of the Adult Workforce, without the Adult Barred List check.

For further guidance and information on which level of DBS check may be required for a particular role(s) please see the [Paddle UK](#) website.

Renewal

DBS checks will be performed at regular intervals of at least 3-years, or sooner, depending on individual activities. Role holders are required to disclose any new criminal conviction or caution (that is unspent or not protected) to the Club Welfare Officer.

Handling Disclosures

Any disclosure made to CPCC, either through a DBS check or self-reporting, will be handled confidentially, proportionately and fairly.

Any information obtained from a check is reviewed against the role activities considering,

- the date of the disclosed behaviour or event,

¹ Unsupervised Activity is defined within paddlesport as the coach/instructor being out of sight or hearing of their supervisor.

- any repetition of the disclosed behaviour or event,
- the nature of the information disclosed, and
- any risk to children or vulnerable adults highlighted as a result of the behaviour or event.

Suitable applicants will not be barred because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

Disclosures involving children or adults may be escalated to Paddle UK that operates a confidential process for assessing information that is disclosed on a criminal records check (cautions, convictions and warnings).

DBS disclosure information is sensitive personal data and will be retained securely for no longer than six months, in accordance with the [DBS Code of Practice](#) and the Data Protection Act 2018.

Safeguarding

As well as DBS please refer to our safeguarding policy with summarised requirements below.

Anyone in a formal committee, coaching or leading role should complete the Introduction to Safeguarding eLearning

<https://britishcanoeingawarding.org.uk/product/introduction-to-safeguarding/>

Free code: *safeguardingclubs25*

Anyone who may find themselves working with children (this includes coaching or leading, if there is a chance you will be in this position more than once for the club) should have completed the UK Coaching Safeguarding & Protecting Children.

<https://www.ukcoaching.org/our-courses/courses/safeguarding-protecting-children/>

Currently 40 GBP but refundable by the club