

Winchester and District Athletics Club

Policy and Procedure for DBS Checks

This document outlines the procedures that are in place within Winchester and District Athletics Club (WADAC) for carrying out DBS and other safeguarding checks on club volunteers.

All volunteers are required to register as WADAC members via the online Membership System on the club website. This enables the club to maintain an up to date record of volunteers, their roles and contact details and to communicate with certain groups (eg: all coaches) by bulk email.

Self-Certification

Prior to any volunteer commencing work with children and young people they must complete an England Athletics Self Declaration and Disclosure form. Completed forms should be returned to the club Welfare Officer and retained in accordance with the club's Privacy Policy for Volunteers.

DBS checks carried out by England Athletics

Wherever possible, DBS checks will be carried out through England Athletics on all coaches, team managers, officials, welfare officers, members with access to the club database and other volunteers working regularly and directly with children and young people, in accordance with the England Athletics Safeguarding Policy.

When an individual applies for a DBS check through England Athletics they will be asked to nominate a club official to verify their identity documents. The verifiers currently assigned to WADAC are Alison Fenwick (Membership Secretary) and Marianne Smith (Welfare Officer). Verifiers receive a notification from England Athletics, with an online form to complete, whenever they have been nominated by an individual requesting a check.

When carrying out a check the verifier must see three original documents from the applicant. All details on the documents must match with the details on the application form. The best documents to check are passport, driving licence and council tax bill. If any of the details do not match the candidate will be asked to provide alternative documents or the application will be rejected by the verifier.

Once the documents have been satisfactorily checked the verifier completes the online form and submits it to England Athletics. When the checking process is complete the individual receives a DBS certificate in the post and the England Athletics portal is updated with the DBS number and expiry date. The WADAC Membership Secretary manually transfers this information to the club membership database.

England Athletics will notify individuals to renew their DBS checks at three yearly intervals. Coaches and Officials will not be able to renew their licences without an up to date DBS check.

Further details about the England Athletics DBS process can be found here:

<https://www.englandathletics.org/clubs--community/club-management/compliance-and-wellbeing--it-is-everyones-responsibility/ensuring-everyones-safe>

DBS checks carried out by a third party organisation (uCheck)

For regular parent helpers, committee members and other club volunteers who do not meet the England Athletics criteria for a DBS check the club will initiate a check through a third party organisation; the current arrangement is with uCheck.

The Welfare Officer will initiate the application online with uCheck and the applicant will receive an email link to complete their details. Once the applicant has completed this first stage the Welfare Officer will arrange to meet with them to verify their identity documents.

When carrying out a check the Welfare Officer must see three original documents from the applicant. The best documents to check are passport, driving licence and council tax bill. If any of the details do not match the candidate will be asked to provide alternative documents or the application will be rejected by the Welfare Officer.

Once the documents have been satisfactorily checked the Welfare Officer completes the online form and submits it to uCheck. When the checking process is complete the individual receives a DBS certificate in the post and the Welfare Officer is notified by uCheck. The Welfare Officer notifies the Membership Secretary of DBS number and expiry date and the Membership Secretary manually transfers this information to the club membership database.

Further details about uCheck can be found here: <https://www.ucheck.co.uk/>