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**Policy on Disclosure and Barring Service (DBS) Checks**

The Disclosure & Barring Service (DBS) is an agency of the Home Office responsible for maintaining the lists of people barred from working either with children or vulnerable adults (the 'Barred Lists'), making barring decisions and issuing Criminal Records Disclosures.

There is no statutory requirement for voluntary organisations such as Thornton Steward Sailing Club to ask staff or volunteers to apply for Disclosures however it has become accepted good practice.

Thornton Steward Sailing Club recognises that a DBS check is part of a safe recruitment process and requires those who are eligible to undertake the relevant level of check as detailed below.

Thornton Steward Sailing Club's Welfare Officer will be registered with the RYA as a Business Unit Admin to access the RYA's online DBS application system and to access the Employment Check website to complete the ID verification section of DBS applications for staff or volunteers.

There are 4 levels of disclosure - Basic, Standard, Enhanced and Enhanced with Barred list check. The relevant levels of check for the activity undertaken by Thornton Steward Sailing Club are:

1. Basic DBS check – only discloses unspent convictions. Anyone can apply for this level of check. It is not sufficient for anyone having regular responsibility for children or vulnerable adults but may be required for a role which is not eligible for an Enhanced Disclosure – e.g. handling money.
2. Enhanced DBS check – checks the Police National Computer (PNC) for spent & unspent convictions, cautions, reprimands and warnings and other information deemed relevant to the individual's position at the discretion of the Chief Police Officers. This level of check will be required where the individual's role involves close and regular contact with a vulnerable group but does not fall within the definition of 'Regulated Activity' (defined below), for example because it is supervised or they do not do it frequently enough.
3. Enhanced DBS check with Barred List check – additionally checks that the individual has not been barred from working with children, vulnerable adults or both. This can only be requested if the role involves 'Regulated Activity'.

'Regulated Activity' with children and young people aged under 18 years is defined as:

- (a) Unsupervised activities: teach, train, instruct, care for or supervise children or provide advice/guidance on well-being if done 'frequently' or 'intensively' – this means at least once a week or 3 times in a 30 day period (or overnight).
- (b) Day to day management or supervision of individuals carrying out work which would be Regulated Activity if unsupervised.



'Supervised' is defined as:

- (a) There must be supervision by a person who is in Regulated Activity and has been checked.
- (b) The supervision must be regular and day to day; and
- (c) The supervision must be 'reasonable in all the circumstances to ensure the protection of children'. Relevant factors will include the number of workers being supervised, the physical environment, the ages of the children, the ratio of adults to children, and additional vulnerabilities the children may have.

There is no regulated activity with adults so an Enhanced DBS check with Barred List cannot be submitted for anyone only working with adults, in this situation an Enhanced DBS check is required.

The Welfare Officer will liaise with the Senior Instructors for Thornton Steward Sailing Club and Catterick Garrison Sailing Club to establish the activities undertaken by the Clubs' instructors and relevant others.

The Welfare Officer will undertake an Enhanced check with Barred List check, as will those involved in the administration & management of the Club's social media.

The Welfare Officer will advise relevant individuals of the requirements and process to submit their DBS check.

All information obtained as a result of DBS checks will be held in accordance with Thornton Steward Sailing Club's Policy statement on the secure handling, use, storage, retention & disposal of DBS Disclosure certificates and certificate information.

April 2023

Approved by TSSC Committee 11/4/2023