

## **Process for DBS Checks for Eagle Canoe Club Members.**

The Disclosure and Barring Service (DBS) will provide factual historical information on convictions and cautions that may have relevance to working with young/vulnerable people.

The DBS does not make judgements on these facts.

It is for Club Officials to make a judgement on the relevance and risk if any of the disclosures in the current situation.

1. Identification of members requiring checks.( see list on eligible roles from Canoe England)
  - A] All Coaches, Assistant coaches and Welfare Officers.
  - B] Other Adult members with roles requiring checks.
  
2. Welfare Officer-Verifier [WO-V. Hazel] to discuss with individual the DBS process.
  - reason for DBS Disclosure being requested.
  - Member giving WO-V name and e-mail address to enable registration of application on GBG DBS system.
  - GBG sends email to member with link to form for completion by member and submission.
  - WO-V and member meet to check form and verify evidence of identity- completed online by WO-V.
  - member receives own copy of disclosure [Canoe England informs WO-V when clear].
  - member to show WO-V disclosure once received [may take 2-12 weeks to come].  
[WO will show his/her disclosure to chairman].
  - member to subscribe to DBS Update Service within 2 weeks of receiving Certificate and inform Canoe England by completing DBS Status Check Authorisation Form
  
3. If any past convictions/cautions are disclosed:-
  - WO will initially discuss with the member the circumstances, to consider the relevance and risk to current situation.
  - In discussion with member the final judgement/decision on relevance and risk will be made by WO and Chairman [or their deputies in their absence].
  - If the judgement is that there is no ongoing risk, the member will be notified at the earliest opportunity by the WO/Chairman, a note will be made by the WO on the checking documentation of the date and outcome of the assessment.
  - If there is considered to be an ongoing risk, the level of risk will be assessed by WO, Chairman and their deputies as to whether membership within the club can continue and if not the WO/ Chairman will inform the member at the earliest opportunity of decision to terminate the membership.
  
4. The WO will keep a log of members DBS checks, dates requested and renewals due, disclosures seen, and outcomes of any assessments.