

DBS Checks and Procedures Policy

**Summary**

As a community football club that is run entirely by volunteers, Lancing FC wants to make sure that it is as safe as possible for all members, in particular children/young people under 18 years of age and all adults with disabilities, whether they are players or spectators.

To achieve this, the Club will require enhanced DBS checks to be carried out on all its officials, including coaches, team managers, stewards and all committee members who, as part of their role, are likely to come into contact with young and/or disabled people.

An enhanced check contains details of all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer and also a check of information held by police forces and may contain a check against the children's and/or adult's barred lists.

These checks will normally be carried out as part of the Club's safer recruitment process for new volunteers.

Certain roles within the Club are required to obtain their enhanced DBS checks through the Sussex FA. Where this is not the case, Lancing FC will use an umbrella body to submit DBS checks.

**Background ([www.gov.uk](http://www.gov.uk))**

It is essential that employers have processes in place that enable them to make safe recruitment decisions. As part of the decision-making process, employers must ensure they see an original DBS certificate. Copies or digital photographs are not acceptable and must be rejected.

If an organisation has a requirement to carry out fewer than 100 checks per year, they should use the services of an umbrella body, which is a registered body that gives other non-registered organisations access to DBS checks.

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. It's up to the employer to decide when a new check is needed.

An employer can accept a certificate that was requested for a previous role but must:

- check the applicant's identity matches the details on the certificate
- check the certificate is the right level and type for the role applied for

**Lancing FC Procedures for DBS checks**

The umbrella body that Lancing FC currently uses is called 'Personnel Checks', but this may change in the future. It enables applicants to complete online application forms, including for a member of Lancing FC Safeguarding and Welfare Team to verify their identification.

The umbrella body only charges a fee for administration as the DBS does not charge for volunteer checks. Lancing FC will pay the administration charges for coaches and team managers, but committee members will each pay their own.

**Policy: DBS Checks and Procedures**

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**The procedure for Lancing FC applicants will be as follows:**

1. Anyone who already has an enhanced DBS certificate from another organisation must show it to a member of the Safeguarding and Welfare Team for approval.
2. If the issue date is still within the 3-4 years renewal deadline set by the Club, the certificate will be accepted as valid, and an approval form will be completed and signed by the Club Official.
3. The certificate will then be returned to the owner.
4. Anyone without an in-date enhanced DBS will be processed by Lancing FC via the umbrella body.
5. The resulting certificate will be sent direct to the applicant, who will be required to show it to the Safeguarding and Welfare team for approval as described above.
6. All approval forms will be stored in a secure place and destroyed when an updated DBS check is obtained or when the volunteer leaves the Club.

**DBS Confidentiality, Storage and Data Protection**

The correct storage of DBS certificate information is important. The code of practice requires that the information revealed is considered only for the purpose for which it was obtained and should be destroyed after a suitable period has passed - usually no longer than six months.

Please note the following details about how members of the Lancing FC Safeguarding & Welfare Team will handle your DBS check:

- Records will be stored securely online in a password-protected folder accessible only by the Safeguarding & Welfare Team.
- Specific details, personal information and previous criminal history detailed on a DBS certificate will be noted by the Safeguarding & Welfare Team, but not disclosed to any other club member/official without prior permission. Instead, the team will review the details internally to come to a reasoned judgement on the acceptance/rejection of a DBS check, on a case-by-case basis, and take this recommendation back to the committee.
- On occasions we may feel the need to share information with the Sussex County FA safeguarding team, in addition to seeking their advice. This will be confidential, and they will follow strict privacy protocols like we do.
- We will not keep any physical copies of your DBS certificate, instead once we are shown your certificate, a form will be completed detailing any relevant information, signed by a member of the Safeguarding & Welfare team, then stored securely online and in a locked filing cabinet in our office.

We follow all relevant DBS and data protection policies. At the time of writing, this includes the GDPR 2018 and Data Protection Act 2018. This is detailed in our Data Protection Policy.

Policy Contact Details

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If you wish to report any errors within any of our policies, please contact [info@lancingfc.co.uk](mailto:info@lancingfc.co.uk).

**This was approved as an official club policy – Version 1.2**

Gloria Eveleigh (Policy Creator)   
Gloria Eveleigh (Feb 26, 2021 20:15 GMT)

Jack Taylor (Safeguarding) 

Steve Taylor (Chairman)   
Steve Taylor (Mar 3, 2021 12:10 GMT)



Disclosure &  
Barring Service