

## **DBS Policy**

This is a statement of the DBS Policy of West Midlands Sports Development CIC. The Community Interest Company will follow good practice and this statement is designed to clarify certain areas and set areas of responsibility

The overall DBS policy of West Midlands Sports Development CIC rests with the Board of Directors, with day to day supervision being given by Anthony Maguire one of the Executive Directors.

### **Definition:**

DBS stands for Disclosure and Barring Service, a government procedure by which adults working with children or vulnerable people have their records checked to ensure they don't pose any threat.

There are legal guidelines as to who needs to be checked and how frequently. This policy will set out how West Midlands Sports Development CIC is complying with these guidelines.

There are also guidelines on using and retaining personal data. This policy sets out how West Midlands Sports Development CIC will do this.

This policy statement applies to anyone working on behalf of West Midlands Sports Development CIC, including directors, employed staff, volunteers and self-employed coaches (referred to throughout as colleagues).

### **General DBS Regulations**

West Midlands Sports Development CIC will DBS check every colleague that is working with vulnerable service users such as children, young people or vulnerable adults as defined in the safeguarding policy of West Midlands Sports Development CIC. Working "with" is defined as directly such as in person or indirectly such as accessing personal or confidential data.

Colleagues that are not required to do either of these will not be DBS checked.

West Midlands Sports Development CIC will update DBS checks on all colleagues three years after date of last issue. Colleagues have to be still actively engaged with West Midlands Sports Development CIC's programmes at the point of DBS renewal.

West Midlands Sports Development CIC uses a nominated provider to process the DBS checks required and has the right to change to a direct service with the DBS Service when they pass the volume threshold of 100 checks a year.

DBS Checks will be undertaken by the dedicated DBS Administrator Anthony Maguire who is the responsible director of West Midlands Sports Development CIC.

### **DBS by Group and type**

Volunteers, Staff, Directors and Self Employed Contractors

West Midlands Sports Development CIC will carry out an **Enhanced DBS** check on every colleague working directly with vulnerable service users or handling their data.

West Midlands Sports Development CIC has the right decide if a conviction listed on the DBS check is putting the vulnerable service users “at risk”. The decision will be made by the company’s executive directors. In case of doubt it will be brought to the board of directors for the final decision.

Non-Executive Directors No DBS check is required. Any data shared with the board of Directors concerning vulnerable service users will be anonymised.

DBS checks have to be completed prior to the start of work

DBS checks have to show no listing on the barred list of the individual in question. In cases of listing, West Midlands Sports Development CIC may consult a referring responsible organisations contact to determine if the person is suitable to work with the vulnerable service user. The name of the person will not be released to the organisation..

Participation in West Midlands Sports Development CIC’s Work Experience programme does not require a DBS check. This decision is based on guidance provided by the Health & Executive that treats young people as members of staff of the host company and does not require DBS checks.

### **Use and storage of personal data**

DBS records will be kept so that West Midlands Sports Development C.I.C can:

- (a) Meet its legal and other obligations, e.g. common law.
- (b) Enable West Midlands Sports Development CIC to meet the child protection and safeguarding obligations and requirements of funders and referring organisations.

DBS numbers and issue dates of all colleagues will be held electronically. West Midlands Sports Development CIC has the right to share the information only with organisations where colleagues are actively engaged.

No copies of personal data relating to the checks nor a copy of the DBS form itself will be retained by the company. The only exception to this could be the staff identification data (copy of passport) we are required by law to retain on file for all employees.

### **Policy review**

This policy was last reviewed on: 11<sup>th</sup> December 2022