

DBS Strategy & Procedure

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October 2018



DBS Strategy/Procedures

All posts requiring a DBS Check will be clearly referred to in the advertisement for the post and all offers of employment will be made on condition of receipt of a satisfactory disclosure at the appropriate level for any post where one is required.

Current Staff

Current staff have their DBS details compiled on a Single Central Record (SCR), kept and updated by the Designated Safeguarding Officer. As a Football Club, we traffic light the DBS checks on an annual basis to ensure that all DBS check are up to date and current. The system is outlined below:

Green = 3 years

Amber = 2 years

Red = less than 1 year and needs renewing

- If an employee is identified as being red, the DSO will send an email to the person with a link to the CRC to complete within a set time frame.
- Once the document is, the employee must follow the step by step directions and input their data.
- Upon completion, they must make contact with the DSO to get their documents verified.
- Once the documents have been verified, the employee must make payment and claim back on expenses.
- The DBS certificate will be sent to the employee's home address. Once received, they must bring the document in to show the DSO or an allocated admin officer.
- The SCR will be updated accordingly.

Where an employee or prospective employee fails to provide sight of the positive disclosure certificate, when reasonably requested to do so, without justifiable reason, then any offer of employment will be withdrawn or, in the case of an existing employee they may be removed from their post, pay suspended and formal action being taken under the Trust's Disciplinary Policy, which may result in termination of employment.

New Staff

The following principles will apply:

- Only the applicant successful at interview will be required to complete the DBS application documentation
- DBS applications will be completed using the on-line service wherever possible; where there are any difficulties with using the on-line service assistance will be provided by the DSO.
- Prospective employees will be advised of the level of DBS Check required and of the requirement to subscribe to the DBS Update Service throughout their employment with the Academy or Club.
- Prospective employees will be advised that a criminal record will not automatically exclude them from being appointed.
- Full assessment of the relevance of a criminal record will be undertaken in accordance with the Guidance for Line Managers when Receiving Positive Disclosures to ensure a fair and consistent approach across the Academy.
- A conditional offer cannot be confirmed until all the appropriate information has been received / considered.

Suitability of Candidates

Assessing the Relevance of Criminal Records The suitability for employment of an individual with a criminal record will vary, depending on the nature of the job and the details of circumstances of any conviction. To facilitate this process, an individual's criminal record should be assessed in relation to the tasks he or she will be required to perform and the circumstances in which the work is to be carried out. The DSO will need to make a fair, non-discriminatory assessment based on the individual's skills, experience and suitability for the post. Where the DBS Check indicates that the DBS has made a barring decision against one or both of the barred lists, it is illegal for the Academy to allow the individual to be engaged in a regulated activity from which they are barred. Any final decision on whether or not to appoint, following receipt of a 'positive' disclosure certificate for an individual will be made by the safeguarding team, taking in to consideration the individual factors involved. The same steps as above are followed if the individual is employed to attain a DBS certificate.

Volunteers & Work Experience

Where volunteers have significant and regular contact with children or vulnerable people in the course of their normal duties, the Academy will undertake the same checks as they would when employing paid staff. The Academy must ensure that volunteers are fully aware of policies and procedures governing the protection of children and vulnerable people and what they should do and to whom

they can refer if they have any concerns. There is a separate Policy relating to DBS Checks for volunteers.

Work Experience Placements Work experience placements aged 14 – 18 will not be required to have a DBS Check. However it is expected that these young people will be working in areas that have undertaken a risk assessment and will be working under appropriate levels of supervision at all times.