



Disclosure and Barring Service (DBS) Protocol

As stated in our Welfare Policy, we as a club commit to *'Ensure that all staff and volunteers operating within the club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. Disclosure and Barring Service (DBS).'*

The club has a dedicated Welfare Officer who is responsible for ensuring that the club abides in all respects, and at all times, with England Korfball's current Child Protection Policy and recommended practices. This is enshrined in the club's Constitution.

The club's Protocol is to arrange for DBS checks to be conducted for all club members with access to personal records (for example, member profiles on the national governing body's fixture website) and those doing regulated activity, such as coaching under 18s or vulnerable adults. Where a club official is leading a session and does not have an appropriate DBS check in place (e.g. is waiting for one to be processed), a club official with appropriate DBS clearance will supervise all contact. The following club roles have been identified as requiring a DBS check as a matter of routine:

- Chair (and assistant Chair)
- Coach and any subsidiary coaching staff or volunteers
- Team Manager and/or any official transporting under 18s to club activities
- Welfare Officer (sometimes referred to as Safeguarding Officer)
- Secretary (access to personal records)

The club will use the England Korfball Verification scheme for DBS and will, usually, complete online applications via the Online Disclosures website and process. The club will cover the cost for an application for any volunteers, this will usually be done via a submission for petty cash or a cheque to reimburse the amount paid by the individual.