

## DISCLOSURE AND BARRING SERVICE POLICY

### Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	18 <sup>th</sup> May 2020
1.1	Reviewed document and added document history. Also added acceptance and adoption text at end of document.	Live	1 <sup>st</sup> November 2021

### Monitoring and Review

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Table Tennis Wales
- A procedural review taking place following a significant case

Table Tennis Wales is committed to providing guidance and support to table tennis clubs and organisations, to ensure that all children in table tennis, participate in an environment that is both safe and enjoyable.

Disclosure and Barring Service (DBS), enables Table Tennis Wales and its clubs and organisations, to make informed recruitment decisions. Any individuals wishing to work, either in a paid role or volunteer role, with young people in table tennis, are required to undertake an enhanced DBS check and / or barred list check.

Please remember DBS checks should not be used in isolation, they should be one part of the process to determine if someone is suitable to work with young people in a particular role.

### Who is eligible for a check?

The Government have reviewed the criteria to determine who is eligible for a DBS check and have introduced the definition of 'regulated activity' to assist. The new guidance introduces consistent, safeguarding and vetting requirements, for all those working with young people, whether they are in a paid or voluntary capacity.

The definition distinguishes between roles that meet the definition of 'regulated activity' AND whether they are deemed supervised or unsupervised roles. The supervision distinction determines the level of check required i.e. enhanced DBS check and / or barred list check.

### Eligibility for a DBS check by role

Table Tennis Wales has taken the definition and applied the criteria to the table tennis environment, to provide a list (not exhaustive) of roles. Each role has been broken down to determine what level of check is required.

### What are your responsibilities as a club / organisation?

To be affiliated to Table Tennis Wales, it's imperative that the following responsibilities are carried out:

1. Ensure all those that are eligible, complete a DBS check to the appropriate level, (checks should be completed every three years).
2. Do not deploy (paid or unpaid role) anyone in 'regulated activity', unless you have completed a barred list check.
3. Inform people prior to them taking on a role, if it will require a DBS / barred list check.
4. Inform Table Tennis Wales, if you have a concern about a person and they are working with young people

## How do you get checks processed?

All DBS checks need to be submitted through Table Tennis Wales.

The first point of contact for all DBS enquiries is the National Safeguarding Officer. The contact details for the National Safeguarding Officer are on the Table Tennis Wales website [www.tabletennis.wales](http://www.tabletennis.wales) or you can email: [safeguarding@tabletennis.wales](mailto:safeguarding@tabletennis.wales)

## Disclosure and Barring Service Process

### Step 1.

To start a DBS application, certain information will be required to be verified, eg. Passport, driving license, birth certificate, etc, within Table Tennis Wales, we have verifiers who can carry out this task. The individual identifies and contacts a verifier within Table Tennis Wales.

### Step 2.

The individual meets the verifier, who then completes the DBS ID Verification Form, and sends the form to the National Safeguarding Officer.

### Step 3.

The National Safeguarding Officer enters the details of the individual onto the eBulk2000 system. (This is the eBulk2000 on-line system, hosted by Vibrant Nation). The National Safeguarding Officer starts the applications process.

### Step 4.

The individual receives an email from the eBulk2000 system, requesting that they complete their part of the application.

### Step 5.

The individual contacts the National Safeguarding Officer, informing him that their part of the process is complete.

### Step 6.

The National Safeguarding Officer completes the application and submits to eBulk2000 for processing.

### Step 7.

The individual receives certificate from DBS, National Safeguarding Officer receives notification that DBS certificate has been issued. Email will state whether the certificate has content or no content.

- a) If certificate has no content, no further action required.
- b) If certificate has content, National Safeguarding Officer will contact individual, requesting that the individual send the DBS certificate to him, to review content.
  - i. National Safeguarding Officer will discuss content with Case Management Group, who will decide if a review of the case is required or not. Please note: during review stage, the individual may be suspended from all table tennis activity until review and subsequent investigation, (if required), has been completed.

### Step 8.

Once DBS has been approved, Table Tennis Wales will advise individual to register for the 'Update Service', which allow automatic renewal of DBS, on an annual basis.

If you require any further information. Please contact the National Safeguarding Officer, the contact details for the National Safeguarding Officer are on the Table Tennis Wales website [www.tabletennis.wales](http://www.tabletennis.wales) or you can email: [safeguarding@tabletennis.wales](mailto:safeguarding@tabletennis.wales)

**Important:**

Please copy and paste the following text into an email, and send it to: [development@tabletennis.wales](mailto:development@tabletennis.wales)

I confirm that I have read, understand and fully adopt the TTW DBS Policy.