## Disclosure and Barring Service (DBS - previously CRIMINAL RECORDS BUREAU)

* + - 1. Disclosure and Barring Service legislation stipulates that DBS clearance is required by individuals participating in sports administration (e.g. Coaches and some Officials) and that DBS clearance for the sport concerned is normally valid only when affected via the NGB (England Boxing).
			2. England Boxing requires several personnel involved in boxing administration (e.g. Coaches, etc-but not Boxers) to be DBS cleared for valid registration. The UKAFBA, under the aegis of MOD, has agreed that DBS policy be dictated at sS level.
			3. Army BA policy, recognizing that most personnel involved in boxing do so in a service-only boxing environment, is that:
				1. Army Boxing Team Coaches – mandatory DBS clearance.
				2. All other Coaches as detailed below are strongly recommended to apply for DBS clearance. Personnel without valid DBS clearance will not be allowed to participate in any boxing activity when civilian Boxers are involved.
			4. The procedure for DBS clearance is detailed below. DBS clearance is valid for 3 years.

**Procedure for Disclosure and Barring Service (DBS)**

* + - 1. The following developments have been accepted by the England Boxing in line with legislative and procedural changes in Government Disclosure and Barring Service (DBS) policy.

The requirement of a DBS check applies to the following categories (DBS application form required):

* + - * 1. Coaches
				2. Welfare Officers
				3. Team Managers
				4. Coach and Official Educators and Assessors
				5. Supervisors
				6. Designated drivers that are designated by the club/ENGLAND BOXING to transport athletes.
			1. DBS (not barring list) on the following (DBS application form still required):
				1. Boxing Leaders
				2. Boxing Tutors.
			2. The umbrella requirement has been lifted, therefore the following no longer need a DBS qualification. Committee Members, Cleaners, Canteen staff, Masters of Ceremonies, Referees, Timekeepers, Recorders, Judges, Photographers, Club Support Officers.
			3. This list is based on legislative requirement of assessing contact with children and the frequency. Welfare Officers need to be aware of situations within their clubs where circumstances do not fit the norm and to require DBS certificates outside this list.

**Portability of a DBS Certificate**

* + - 1. DBS is now portable, in that an individual who has a DBS certificate for an alternative activity such as working with children or vulnerable adults or football Coaching etc can now use this for boxing.
			2. To do this the individual must send their certificate, a stamped self-addressed envelope to **England Boxing** to the address below with a covering letter explaining the wish touse the DBS to register with England Boxing.

England Boxing Ltd,

English Institute of Sport,

Coleridge Road,

Sheffield,

S9 5DA

**Stages of the DBS Checking Process**

* + - 1. The DBS checking process involves several different stages before an applicant receives their certificate of Disclosure (Clearance).
			2. Applicants need to apply for a DBS on the England Boxing website.
			3. Applicant to send all the documents detailed below to their sS Boxing Registrar or to contact the UKAFBA office on 01252 787090 to arrange a skype call to inspect the documents via the video link.
			4. The individual should supply the following 3 documents (one of the documents must have a current address). **All documents must be the original copies** they are;
				1. **Passport** - Any current and valid passport
				2. **HM Forces ID card**
				3. **Current driving licence photocard** - (full or provisional) UK, Isle of Man, Channel Islands and EU

or

* + - * 1. **Current driving licence photocard** - (full or provisional) All countries outside the EU (excluding Isle of Man and Channel Islands)
				2. Any applicant who does not have the required documentation should contact the their sS Registrar to discuss an action plan.
			1. Applicants must go to the EB website then click on “Knowledge Base” and fill out the form.
			2. DBS checker informed of new Applicant.
			3. The DBS checker then ensures that all the information given matches up against those that the applicant has named.
			4. Within 24 hours of receipt the form then starts the going through all the necessary searches.
			5. Police National Computer searched.
			6. Children and adults list searched, where applicable.
			7. Records held by the police searched.
			8. Enhanced checks are sent by secure, electronic means to the police for an additional check of local records before the information is sent back to the DBS.
			9. DBS checker then notified that all checks have been concluded and can print the certificate.
			10. All information disclosed is printed under highly secure procedures and sent to the applicant.
			11. Once the checker has received the certificate, the applicant will then be registered and added to the DBS database