Disclosure and Barring Service (DBS)

Introduction

From 2012 the Disclosure and Barring Service system was introduced as the process by which staff and volunteers are deemed appropriate and safe to work with children and young people. This new process does not replace any element of ensuring good, safe practice is carried out across StreetGames, and is part of the process to ensure StreetGames delivers safe activity to all children and young people.

This document outlines the following:

- The definition of regulated activity in relation to StreetGames
- Which staff roles are eligible for a DBS check
- The process of managing DBS in relation to staff and volunteers at StreetGames

Regulated Activity

Background to the concept of ‘Regulated Activity’

The Safeguarding Vulnerable Groups Act 2006 introduced the concept of requiring organisations to check individuals engaged in ‘Regulated Activity’.

The Protection of Freedoms Act 2012 received Royal Assent on 1st May 2012. It amended the definition of ‘Regulated Activity’ with the intention of fewer individuals being classified as in Regulated Activity. This was designed to reduce the number of individuals for whom an organisation would be required by law to check.

The new definition of ‘Regulated Activity’ was introduced on 10th September 2012.

Legal duties for StreetGames

1. Not knowingly allow a barred person to work in ‘Regulated Activity’;

2. Must inform DBS if an individual is removed from ‘Regulated Activity’ because they have harmed or because they pose a risk of harm to vulnerable groups (including children).

StreetGames are able to request to find out if a person is barred from working with children and young people through performing a barred list check. This is an option provided when you ask for a DBS check on an individual.

StreetGames can only request a barred list check on individuals who are in ‘Regulated Activity’.

StreetGames are not entitled to know whether an individual is barred from working with children or adults if they are not in ‘Regulated Activity’.

Using Support from the Child Protection in Sport Unit and the Sport and Recreation Alliance, StreetGames has used the following information to identify which roles within its organisation are deemed to be in regulated activity.
Activity which involves:
- Teaching, training, instructing, caring for or supervising children;
- OR
- Providing guidance/advice on well-being;
- OR
- Driving a vehicle only for children

AND

Happens frequently (once a week or more often)
OR
Happens intensively (on 4 or more days in a 30-day period, or overnight)

AND

The individual carrying out the activity of teaching, training or instructing is unsupervised except for paid roles in specified places.
### StreetGames Roles – Eligibility for DBS and Barred List Checks

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Role Description in relation to working with Children and Young people</th>
<th>Eligible for DBS check</th>
<th>Eligible for Barred list check</th>
</tr>
</thead>
<tbody>
<tr>
<td>KNOWLEDGE MANAGER</td>
<td>Delivery of research projects with young people including one to one interviews, focus groups with young people and could potentially come into contact with sensitive information and issues relating to young people</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>KNOWLEDGE SUPPORT WORKER</td>
<td>Will support the Knowledge manager in the delivery of research projects with young people including one to one interviews, focus groups with young people and could potentially come into contact with sensitive information and issues relating to young people</td>
<td>Yes</td>
<td>Yes</td>
</tr>
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<td>KNOWLEDGE SUPPORT INTERN</td>
<td>Will support the Knowledge manager in the delivery of research projects with young people including one to one interviews, focus groups with young people and could potentially come into contact with sensitive information and issues relating to young people</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>US GIRLS FIELDWORKER</td>
<td>Direct work with young people and young volunteers at StreetGames Events, Volunteer Residential, Young Advisor meetings and delivery of training courses to young volunteers aged 14+</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LONDON AND SE DEVELOPMENT MANAGER</td>
<td>Direct work with young people and young volunteers at StreetGames Events, Volunteer Residential, Young Advisor meetings and delivery of training courses to young volunteers aged 14+</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>NETWORK SUPPORT OFFICER</td>
<td>Work with young people and volunteers at StreetGames events and volunteer residential.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>AREA DIRECTOR NE/HEAD OF SPORT AND YOUTH</td>
<td>Direct work with young people and young volunteers at StreetGames Events, Volunteer Residential, Young Advisor meetings and delivery of training courses to young volunteers aged 14+. This role is the designated officer for StreetGames</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>SENIOR DEVELOPMENT MANAGER (Equity)</td>
<td>Direct work with young people and young volunteers at StreetGames Events, Volunteer Residential, Young Advisor meetings and delivery of training courses to young volunteers aged 14+. This role will also include work with vulnerable young adults with disabilities.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
<td>DBS Required</td>
<td>Role Required</td>
</tr>
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</tr>
<tr>
<td>SENIOR DEVELOPMENT MANAGER (NGB’s)</td>
<td>Direct work with young people and young volunteers at StreetGames Events, Volunteer Residential, Young Advisor meetings and delivery of training courses to young volunteers aged 14+</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>VOLUNTEER FIELDWORK MANAGER</td>
<td>Direct work with young people and young volunteers at StreetGames Events, Volunteer Residential, Young Advisor meetings and delivery of training courses to young volunteers aged 14+</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>DSC PROJECT COORDINATOR</td>
<td>Direct work with young volunteers at StreetGames Events, Volunteer Residential, Young Advisor meetings and delivery of training courses to young volunteers aged 14+</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>HEAD OF WORKFORCE AND DEVELOPMENT</td>
<td>Management of StreetGames training programme and will support training courses and residential experiences for young people</td>
<td>Yes</td>
<td>Yes</td>
</tr>
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<td>WORKFORCE DEVELOPMENT MANAGER</td>
<td>Management of StreetGames training programme and will support training courses and residential experiences for young people</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>FULL TIME AND PART TIME TRainers</td>
<td>Direct work with young people and volunteers through the delivery of training courses to young volunteers aged 14+. This may include some residential element to their role</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>HEAD OF EVENTS</td>
<td>Working with young volunteers aged 14+ at these events. Responsible for overall event management and at events is usually lead for safeguarding at the event</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EVENTS COORDINATOR</td>
<td>Working with young volunteers aged 14+ at these events and will often support young volunteer residential experiences</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WALES PROJECT MANAGER</td>
<td>Overall management of StreetGames Wales and will support young people and young volunteers at events, residential and training courses</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WALES FIELD WORKER</td>
<td>Support for the delivery of StreetGames in Wales and will support young people and young volunteers at events, residential and training courses. Also takes a lead on safeguarding for Welsh office.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>US GIRLS WALES MANAGER</td>
<td>Support for the delivery of Us Girls in Wales and will support young people and young volunteers at events, residential and training courses.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### The process of DBS in relation to staff and volunteers at StreetGames

Any of the roles outlined above will be subject to a DBS check upon the individual in the role. When new staff or volunteers are recruited into these roles, then the DBS process will be carried out;

There are a number of posts within Streetgames, who may in the course of their role may come into contact with young people at events or local projects. However they do not satisfy the criteria set out by DBS to be eligible for a check. These people will always be supervised when they are in contact with children or young people.

### New Roles

When StreetGames is developing any new programmes and within these, new staff or volunteer roles, these roles will be subject to the ‘Regulated Activity; check. If they are deemed to be in regulated activity, they will be added to the list above;

### Roles deemed not to be in ‘Regulated Activity’

Any roles within the StreetGames staff team, that are not listed above are deemed to not be in Regulated Activity. Subsequently they are not eligible for the Barred List check. They are however eligible for a DBS check.

The DSO and Finance Manager (as head of HR) will make a decision on a case by case basis as to whether a staff member undergo a DBS check.

### Record Keeping

Staff in roles that are eligible for a DBS check and Barred list check, will be asked to supply the information from these checks to StreetGames for their personal file. These will be kept confidential and in a locked filing cabinet that can be accessed by the office manager and Finance Manager (as head of HR).

### Renewal of DBS Checks

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. As employers, StreetGames are able to use the DBS update service via Disclosure and Barring service. Here we are able to review and applicants certificate and carry out up to date checks.
The information provided by the DBS service on each applicant is from the date on the applicant's certificate. The information disclosed to StreetGames contains any changes to this certificate that relate to the applicant's suitability to work with Children and young people.