



Pentathlon GB and DBS checks

Disclosure and Barring Service checks help Pentathlon GB assess who may be unsuitable to work with children and vulnerable adults by looking at previous criminal convictions and other relevant information.

All adults over 16, staff, freelance coaches and volunteers alike, working with children in Regulated Activity (See separate document on Regulated Activity) will be requested for permission to have an enhanced DBS on them. Ordinarily, Club Chairmen, Treasurers and Secretaries do not require a check, if they are only or mainly administrative roles. This will be normally sought by the Safeguarding and Child Protection Lead Officer at the request of the engaging member of staff.

The DBS have now launched their Update Service, which means Pentathlon GB can accept certificates and checks made through other jobs and roles of the same type and level.

If you have received your certificate after 17th June 2013 and signed up to the Update Service within 14 days of the issue date, Pentathlon GB can check your status online, provided that the same type and level of check that we require is fulfilled. This means you may never have to do another application again.

Saving you time and money, the Update Service costs £13 per year, or free for volunteers, payable directly to the DBS.

For more information or to sign up to the Update Service visit www.gov.uk/dbs-update-service

If you have already joined the Update Service and wish Pentathlon GB to access your details, please sign, date and return a Consent Form along with your original DBS certificate to the Safeguarding and Child Protection Lead Officer (S&CPLO). We will then update your records and return your certificate to you by recorded delivery.

Payment Information and Fees

Administration fee

Pentathlon GB DBS disclosures are subject to an administration fee for those in receipt of payment for their services (this does not apply to staff). The standard administration fee is £16.00.

Current Fees:

Enhanced DBS check (charged by DBS) £44.00 (This charge does not apply if the applicant is a volunteer* in the position to which the disclosure applies)

- This means that all paid coaches will be required to submit a cheque for £60, payable to Pentathlon GB, and sent to the engaging Officer or Office Manger before the application process is initiated.

* The DBS define a volunteer as: "A person who performs any activity which involves spending time, unpaid (except for travelling and other out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives".

Pentathlon GB's partner will be TMG CRB, the leading providers of online DBS checks in the UK. Applicants will receive an invitation, by e-mail, to register with the service on the request of the S&CPLO

Once on-line applications have been successfully completed (please take your time to make sure you understand and follow all the necessary steps), you will be required to have the documents you nominated verified by one of the following designated verifiers:

Richard Cox, S&CPLO
Ellie Guest, Admin. Manager, Pentathlon GB
Ann Marshall, ETP Coordinator
Rachel Hares, Development Officer, North
Miranda Palmer, Development Officer, South

DBS are currently processing over 80% of online Disclosures within 6 working days.

FAQs

What is the Disclosure and Barring Service?

The Disclosure and Barring Service was formed in December 2012 by the merger of the *Criminal Records Bureau (CRB)* and *Independent Safeguarding Authority (ISA)*.

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What is a **DBS Criminal Records Check**?

A *DBS Disclosure Certificate* is a document containing impartial and confidential criminal history information held by the police and government departments which can be used by employers to make safer recruitment decisions.

Disclosure information could include:

Details of criminal records such as convictions, cautions and reprimands

Information about a person's inclusion on children's or adults' barred lists

Other relevant information held by a local police force or Government Body

Or state that there is no information

The information included in the document will depend on the type of disclosure applied for. The majority of checks in football are undertaken on those who work with vulnerable groups, such as children or adults at risk.

Enhanced Criminal Records Check contains all conviction information, spent and unspent, and any other non conviction information considered to be relevant by the police or other Government bodies.

For more detailed information about Enhanced Criminal Record Checks please visit www.gov.uk and search for criminal records checks.

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Why do people involved in *Pentathlon GB* need to have a (formerly *CRB*) Disclosure and Barring Service (*DBS*) check?

Not everyone in *Pentathlon GB* needs to have an enhanced *DBS* check, only those in *Regulated Activity*.

The law requires that *Pentathlon GB* ensures that we do not allow those who are banned from working with children to be involved in our sport. The *DBS* check is how *Pentathlon GB* identifies people who are banned. It also allows *Pentathlon GB* to make responsible recruitment decisions about whether people that have significant histories that are a potential risk to children. If they do *Pentathlon GB* can prevent them from being involved in Modern Pentathlon.

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How do I know if I need to do a *DBS Disclosure*?

Those who are working directly with children and young people in *Regulated Activity* need a *DBS* check. This means that if you care for, train, supervise or have sole care of children and young people under the age of 18 in Modern Pentathlon as part of your duties you do need to have a *DBS* check.

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How do I get an DBS Disclosure?

If you are an employee of *Pentathlon GB* working with children or vulnerable adults in Regulated Activity (see definition), you will be asked to complete a Consent form which will request your permission to carry out a *DBS* check and for you to share the disclosure (which comes to the applicant only) with the S&CPLO. On receipt of this completed form the S&CPLO will arrange for a *DBS* check to be carried out via *TMG's* on-line service.

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How much does a DBS check cost?

Pentathlon GB do not currently charge for volunteers although there is a cost to the organisation. For those taking an income from *Pentathlon GB*, a £60 fee is chargeable and will be paid up front or in some circumstances deducted from payments. £44 goes directly to the *Home Office*.

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I have got a DBS check for my work. Do I need another one?

Yes. *Pentathlon GB* has taken advice on this and currently there are real risks in carrying Disclosures from one job to another. **However, the *Protection of Freedoms Act of 2012, introduced from the 17th of June 2013*** a new system that individuals can choose to join (at an additional charge of £13 per annum), which will allow them to hold one disclosure for multiple roles of a similar nature and level. It will be for the S&CPLO to determine whether this applies to the role to be undertaken for *Pentathlon GB*.

The individual will be issued with a Disclosure and will then need to choose to join the Update Service.

Where an individual has joined the Update Service they will be issued with a disclosure and a unique number.

The individual will be able to show the disclosure to multiple organisations. Each organisation will be able to log on to a portal and check that the disclosure they are being shown is current by using the unique number.

Where a disclosure is not current this will be stated (but the detail of the new information will not be shown) and the organisation will need to ask the individual to request a new disclosure – with the updated information on it – and share the new disclosure with the organisation.

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How long does it take to get an DBS Disclosure?

This partly depends on the person applying. However, once all the documents have been seen and verified by the Lead Officer with the new on-line system this can be as quick as 10 days.

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What if there is something on the DBS Disclosure?

Every Disclosure is assessed individually taking into account the person's age at the time of the incident; the time expired since the conviction, the way the court dealt with the crime and other relevant information.

Old offences are not viewed as seriously as recent offences. Minor and financial crimes are usually not as relevant. Juvenile offending is generally less concerning than adult offending. The *DBS* is also undertaking a process to filter old and minor convictions and cautions.

Recent assaults, violence with prison sentences, sexual crimes and drug supply are some of the concerns that are considered as a higher risk.

The *S&CPLO* will usually contact you about convictions or information on your *Criminal Record Certificate* and ask you to provide two character references. This is to reassure *Pentathlon GB* you are now suitable to be involved. *Pentathlon GB* will suspend individuals who do not reply to these requests for information.

The final decision will be made by an independently chaired panel of people (The Case Management Review Group) including individuals with relevant professional expertise who are fair and careful in their decision making.

When the enquiry process is complete and *Pentathlon GB* is satisfied, the Disclosure will be treated as if it were clear of convictions and be destroyed.

Pentathlon GB has a Pfor the Rehabilitation of Ex-Offenders which can be found on the website.

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What if the information on my *DBS* Disclosure is wrong?

This is called a dispute. You need to ring or e-mail the Disclosure and Baring Service 0870 909 0811 customerservices@dbs.gsi.gov.uk *Pentathlon GB* cannot make any changes on your behalf you must ring.

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Who will see my Disclosure?

Previously you received a copy of your Disclosure and the *S&CPLO* at *Pentathlon GB* also received a copy.

From 17th June 2013 only your copy is issued. However, it will be necessary for you to share this with the *S&CPLO* in order to start working for the organization. No copy of the Disclosure will be retained by *Pentathlon GB*.

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Will I need to renew my *DBS* check?

Given that a criminal records check is a snapshot in time and therefore potentially only accurate at the time it was printed, it is *Pentathlon GB* policy to require checks to be renewed every three years.

It requires that rechecks of the status of those who have subscribed to the *DBS* 'Update Service' will be undertaken every 12 months.

Special Needs

Pentathlon GB can provide any of the Safeguarding resources in audio format or Braille on request so please let us know if you need resources in either of these formats.

Also, if you require any of the *Pentathlon GB* Safeguarding resources in another language, please contact the *S&CPLO* and we will endeavour to provide the resources in your chosen language.

Further information

If you have any queries about *DBS* Criminal Records checks which are not answered in the information provided below or you require further information or detail on a particular matter please contact the *Pentathlon GB* Safeguarding and Child Protection Lead Officer – Dr Richard Cox:

