

# WINDMILL ANGLING CLUB

## DISCLOSURE AND BARRING SCHEME CHECK (DBS)



**Requirement:** The first requirement is that of meeting the threshold to request a DBS check. That is you must be engaging with young people or adults at risk, more than three times a month in a "regulated" activity. Examples are coaching, organised club activities or spending time with young people during the hours of 11.00pm at night and 6.00am in the morning.

If the person does not reach this threshold, then a Self-Declaration Form is acceptable. See [www.anglingtrust.net/safeguarding](http://www.anglingtrust.net/safeguarding) policies to download.

### Application:

You can apply for a DBS check using:

<https://www.gov.uk/request-copy-criminal-record>

<https://www.ucheck.co.uk>

Gov.uk also provides an alternative list of DBS providers.

### Process:

You will need to decide the level of check that you want to make. Basic, Standard or Enhanced.

We recommend asking for an enhanced check for all working with young people.

The certificate is confidential and should only be seen by the Welfare Officer.

Any certificate that shows a conviction should be risk assessed against the intended role.

### Risk Assessing :

The DBS certificate is a confidential document and can only be viewed by consent. The Angling Trust will complete this process for the Club, Fishery or Federation if required, free as a member benefit.

If risk assessed by Angling Trust Safeguarding Team, the contact at the CFF will be notified if the person is High Risk, Low Risk or No risk, but not details of convictions. They will also give recommendations to management of that person to mitigate risk if any.

### Rechecking:

A DBS is only a snapshot of a person on the day of issue. We strongly encourage clubs to re check DBS certification on a three-year cycle.

### DBS Checks from Other Sources

Many people have DBS checks from other organisations. You will need to ensure that it is at the appropriate level and less than three years old. You can also check people who have paid for update service to keep their DBS in date annually.

### Risk Assessing:

[richard.hadley@anglingtrust.net](mailto:richard.hadley@anglingtrust.net)

For the Angling Trust Reporting form and further advice on keeping children/vulnerable individuals safe in sport, scan the QR code or visit [windmillanglingclub.org/safeguarding-policy/](http://windmillanglingclub.org/safeguarding-policy/)

