



Welsh Gymnastics
Gymnasteg Cymru

Disclosure and Barring Service

Approval

Approved by	Owner	Date
Board	Executive Director of Safeguarding	01.10.2023

Document History

Version	Summary of Changes	Document Status	Date
1	New Welsh Gymnastics specific policy	Live	2.10.2023

Background

The Disclosure and Barring Service (DBS) enables Welsh Gymnastics and their organisations to make more informed recruitment decisions for vacant positions. Any individual who wishes to work with children or adults at risk is required to undertake a DBS check, which is to be renewed every three years. The minimum age for DBS check is 16 years old (gymnasts do not require a DBS when they reach 16).

The DBS Process

Welsh Gymnastics has a contract with Welsh Sports Association (Vibrant Nations) for the processing of DBS checks for their affiliated organisations. The person with the role of Safeguarding and Wellbeing Officer (SWO) will be responsible for the coordinating of the DBS checks for your organisation as part of the safe recruitment procedure. Organisations can however appoint another person to support the SWO for DBS applications but there must be a clear line of communication in place.

As part of Welsh Gymnastics affiliation with British Gymnastics all DBS applications approved by British Gymnastics will be accepted. All other DBS applications must be completed through Welsh Gymnastics Vibrant Nations process. Welsh Gymnastics recognises DBS certificates that are registered through the Update Service.

Further enquiries can be made to our DBS service provider at admin@vibrantnation.co.uk

As soon as an applicant has been DBS cleared, Welsh Gymnastics will update the member's record for reference.

DBS checks can only be carried out for members of your organisations affiliated to Welsh Gymnastics.

Types of Disclosure and Barring Service Checks

As a Welsh Gymnastics organisation, the minimum level of DBS check required, where applicable, is the Enhanced Disclosure check. However, for many roles within gymnastics, higher level, Enhanced Disclosure with Barred List check, would be required. Further guidance around DBS checks in sport can be found at www.gov.uk/government/publications/dbs-guidance-leaflets

Which Level of DBS Check do I Need?

You need to check whether the role being applied for is categorised as a 'regulated activity'. If the role is categorised as a regulated activity, you will need an Enhanced Disclosure with Barred List check. If the role is not categorised as a regulated activity, you still need to request an Enhanced Disclosure check. This includes applicants applying for a position which involves regularly caring for, training, officiating, supervising or being solely in charge of children.

Duty to Refer to DBS

Organisations who employ individuals, paid or unpaid, who carry out regulated activities are known as regulated activity providers (RAP).

Under the Safeguarding and Vulnerable Groups Act 2006 this brings a legal obligation upon the organisation. As a RAP you have a legal duty to refer an individual to DBS when you have concerns that someone has either caused harm or has the potential to cause harm to vulnerable groups.

Anyone making a referral must notify Welsh Gymnastics Safeguarding and Wellbeing team. Referrals must also be recorded on Globocol; if you do not have access to this system, please contact the Safeguarding and Wellbeing team at the email address below.

Update Service

Welsh Gymnastics are registered for the update service.

DBS Checks for UK based outside of Wales

Welsh Gymnastics will recognise approved DBS checks completed by Home Nations Gymnastics Governing Bodies. Individuals will need to provide evidence; the end date will be added to WG membership system.

DBS Checks for Someone Overseas

The application process for DBS checks or "Certificates of Good Character" for someone overseas varies from country to country. You will have to apply to the country or the relevant embassy in the UK.

Further guidance can be found at www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

Secure Handling of Information

Welsh Gymnastics complies with the DBS Codes of Practice regarding the secure storage, handling, use, retention and disposal of disclosure certificates and disclosure information and its obligations under the Data Protection Act 2018.

Disclosure Fees

For the latest fees please visit the DBS website at www.gov.uk/dbs. Where an individual is in a paid position they will be required to pay for the DBS and administration charges. Administration charges for volunteers will be covered by Welsh Gymnastics. For further details please visit [Vibrant Nation | CIW DBS Service](#).

If you are unsure, please contact Welsh Gymnastics Safeguarding and Wellbeing team on safeguarding@welshgymnastics.org

