**Harrogate Cricket Club**

**DBS Policy**

**Guidelines**

The Club will adhere to the ECB Safe Hands Policies and Procedures.

The Safeguarding Officer (SO) (previously Club Welfare Officer [CWO]) attends two sets of initial training – the Safeguarding and Protecting Children course run by Sportscoach UK, and the ‘Safe Hands Workshop’ which is run by the Yorkshire Cricket Board.

 **DBS Procedure**

It is the responsibility of HCC SO to ensure that individuals with following roles have the correct vetting checks in place. Those who require Disclosure and Barring Service [DBS] vetting checks fall into the following categories:

* The Club Welfare Officer.
* Volunteer Co-ordinator.
* Coaches (whether volunteer or paid, assisting or leading).
* Umpires.
* Scorers.
* Colts/Juniors Managers.
* Age Group Managers.
* Open Age Team Captains, and Vice Captains.
* Junior Supervisors over the age of 16.
* First Aiders / Physiotherapists / Medical Support.

DBS forms can now be completed online. DBS check either needs to be a DBS check done by the club or a previous check by the ECB. Paul Warren/Liz Allinson are ECB approved to conduct the HCC DBS checks.

Duncan Clark (Club Secretary) holds the DBS numbers in his office. It is the responsibility of the Club Secretary and Club Welfare Officer) to ensure renewals are done and all DBS paperwork up to date.

**Exemptions to DBS requirements**

Roles that do not involve significant contact with children are not eligible for DBS checks. This is because they do not meet the eligibility criteria. These roles are:

* Chairman.
* Treasurer.
* Secretary (Membership or Fixtures – including Junior Membership secretary).
* Bar Manager.
* Ground Staff.
* Administrator.

The exceptions to this rule are where individuals with these roles also, in reality, perform other roles with significant contact with children.

**Context**

HCC membership of ECBYPLN or Y&DSCL will be at risk, if HCC are found to be deficient with regards to the implementation of ECB Safe Hands policy and procedures.

**Annual DBS Update Service**

As part of the online DBS application process for volunteers all new certificates are automatically registered with the Annual Update Service.

1. DBS checks will now be updated every 12 months, provided they do not opt out of the service. The DBS will still show on the system as requiring renewal in 3 years’ time, but this date will be pushed back by a year each time the annual update check is carried out.
2. Clubs will need to ensure their members keep an eye out for the Annual Status Update correspondence. This will take the form of an automated email sent to the email address the applicant applied with. The email will ask the applicant to give permission for the ECB to check their current status with the DBS. They may choose to opt out (and deny the status check) in which case they are no longer eligible to work with children in cricket.

Things will then progress in one of the following ways:

* If no new information is revealed the applicant will be informed that their DBS has been renewed for another year, and the ‘expiry’ date will show on ECB systems as 3 years from that date
* If new information is revealed the applicant will be asked to make a new application to obtain an updated certificate which they will then need to send to Lord’s for review.
* There may be an anomaly in the data leading to a data mismatch. A member of ECB staff will contact the individual to clarify this