



March 2016

Criminal records checks – Guidance for Bowls Clubs

Bowls England and the English Indoor Bowling Association Ltd (EIBA Ltd) provides a criminal records checking service to all affiliated members in association with GB GROUP. This joint guidance note is issued to confirm the process to be followed by affiliated members of both organisations who require a criminal records check from the above date.

1. Introduction

- 1.1 The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to form the Disclosure and Barring Service (DBS) in December 2012.
- 1.2 The DBS was established under the Protection of Freedoms Act 2012 ('The Act') and carries out the functions previously undertaken by the CRB and ISA, and the CRB application form has been replaced with a new DBS application form.

2. Why do I need a DBS Check?

- 2.1 You may need to check someone's criminal record if they apply for certain jobs or voluntary work e.g. working with children.

For example

A new member joins your club from another area of the country and says they have a current DBS certificate issued through a previous employer. They volunteer to become a driver for your junior section.

You ask them to complete a NEW application and it is returned and you find they have several convictions for Drink-driving over many years making them unsuitable for driving Bowls Junior sections. This does not mean the previous employer made a wrong decision; it simply means that Bowls England and the English Indoor Bowling Association finds that this particular person is not 'fit' for this particular role.

Therefore, by obtaining a fresh Bowls Disclosure it gives the club renewed assurance that all issues have been examined.

3. Obtaining a DBS Check

- 3.1 Bowls England and the English Indoor Bowling Association use the services of the GB Group as its umbrella body for DBS checks.

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- 3.2 Bowls England and the English Indoor Bowling Association RECOMMENDS that all DBS checks are conducted using the services of the GB Group, which means clubs can be sure that the correct checks have been taken and that all relevant information regarding the applicant for the position applied for is received.
- 3.3 By using this process Bowls England, the English Indoor Bowling Association and their affiliated Clubs and Counties can act appropriately if they receive any information regarding the applicant.
- 3.4 Bowls England and the English Indoor Bowling Association are aware that some clubs may be offered free DBS Disclosure services by other organisations. Neither Bowls England or the English Indoor Bowling Association will not be held responsible for any club or county that chooses to use the services of another third party provider or to rely on a disclosure not issued through GB Group for the Sport of Bowls.

4. What check to they do?

- 4.1 The GB group carry out enhanced checks on all our applicants and this includes Police National Computer (PNC) information, police information and Barred Check List on children and adults (depending on the flow chart).
- 4.2 The PNC information that will be shown on a DBS certificate will include details of convictions and cautions (which include youth cautions, reprimands and warnings). For a list of offences that will be filtered from a criminal records check, please visit <https://www.gov.uk>

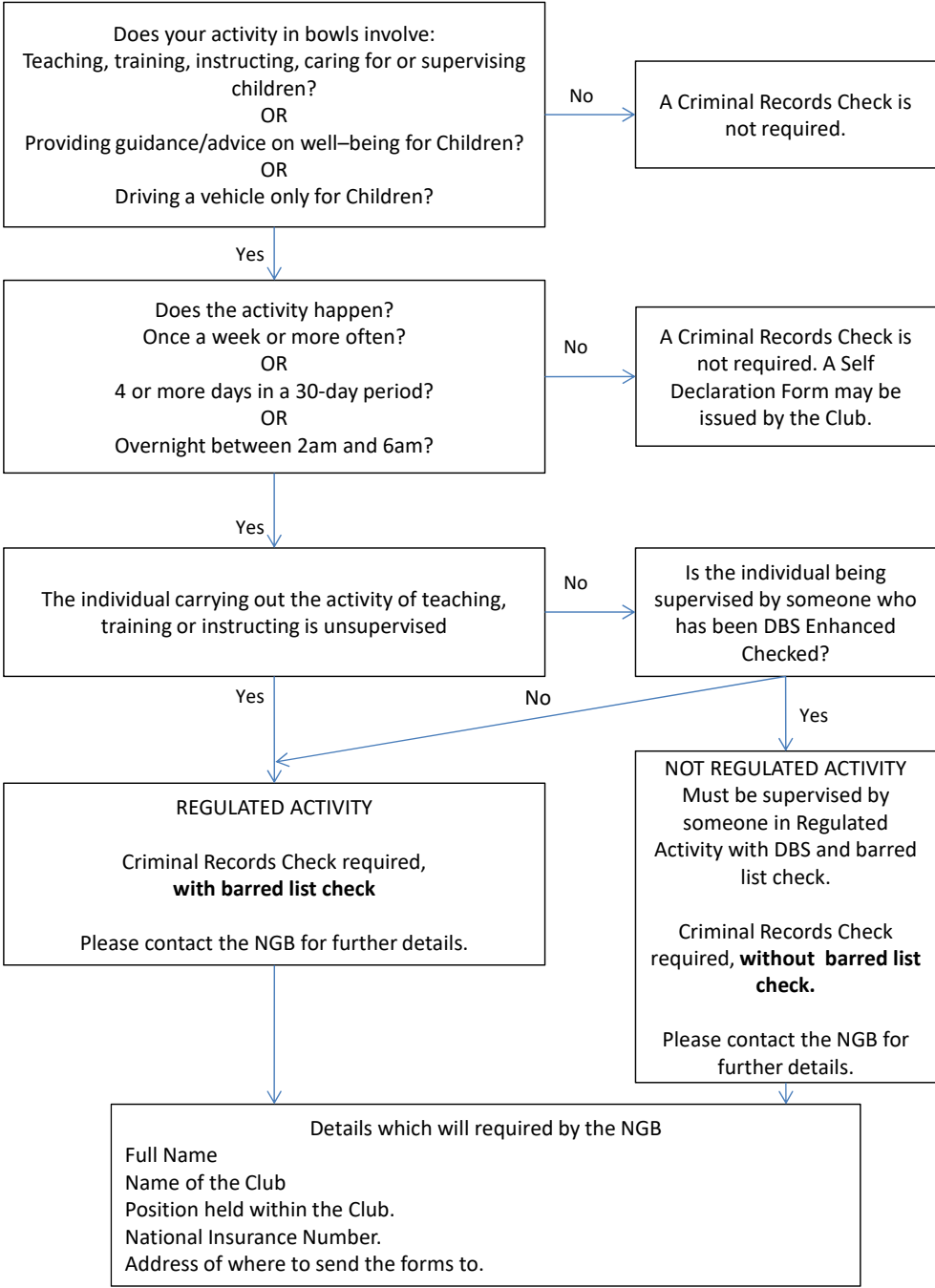
5. Eligibility for a criminal records check

- 5.1 Following changes introduced under The Act only those members who meet the eligibility criteria for a criminal records check ('check') are legally entitled to request one.
- 5.2 There is no eligibility linked to adults – only those who work (paid or unpaid) with young people aged under 18 ('junior members') are currently eligible for a check.
- 5.3 Please refer to the flowchart on the following page to see if you require a check.

In addition, the guidelines in the table below, prepared in conjunction with the GB GROUP, give a simple explanation of the eligibility for some key roles within any club:

| Job description | Eligible for check |
|--|---------------------------|
| Club Welfare Officer (club with no junior members) | No |
| Club Welfare Officer (club with junior members) | Yes |
| Coach who does not coach junior bowlers regularly | No |
| Coach who coaches junior bowlers regularly | Yes |

5.4 Please see the eligibility flowchart below to see if you require a check.



NB a Barred check list a list of people barred from working with children (replacing List 99, the POCA list and disqualification orders).

6. Application forms

- 6.1 Should you meet the eligibility criteria please contact your relevant National Governing Body to request a criminal records check application form – contact details are shown below:

Bowls England
Telephone: 01903 820222
E-mail: enquiries@bowlsengland.com

EIBA Ltd
Telephone: 01664 481900
E-mail: joanneshore@eiba.co.uk

- 6.2 Guidance on completing the application form will be provided to all applicants.

7. Verification of identification documents:

- 7.1 All applicants must have their identity confirmed as part of the process.
7.2 Applicants may choose to use the Post Office® Identity Document Checking Service or to send relevant documents directly to GB GROUP.
7.3 Should you choose to send documents to GB GROUP it is recommended that they be sent by Royal Mail Special Delivery and that a prepaid Special Delivery envelope is enclosed for the safe return of documents.

8. Fees and Charges

- 8.1 An administration fee of:

£20 (including VAT) for volunteers
£64 (including VAT) for non-volunteer
Definition of a volunteer can be found at www.gov.uk/dbs

Payment is required for each application, cheques should be made payable to 'GB GROUP' and accompany each application.

- 8.2 The applicant is also responsible for all costs relevant to the verification process.