



# **ANGLING TRUST**

## **DBS Guidance: Clubs, Fisheries and Federations**

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## 1. DBS Guidance – Who is eligible?

Anyone working in regulated activity within the UK should apply for either a standard or enhanced DBS check. However, the Angling Trust would recommend an enhanced check is always used to fully gather information about an individual's criminal history and whether they are on the barred list for children or adults. Clubs, fisheries and federations should follow this to be in line with the Standards for Safeguarding Children in Sport 2018 and Working Together to Safeguard Children 2023 guidance. To be deemed as regulated activity, within angling, the position must meet the following criterion:

### 1.1 Working with children: What counts as 'Regulated Activity'

- The activity must involve teaching, training, instruction, care or supervision of children.
- OR the activity involves work for a limited range of establishments ('specified places'), with opportunity for contact with children.
- The activity must be unsupervised.
- The activity must also be carried out by the same individual frequently, which is once a week or more, or, on 4 or more days within a 30-day period, or, overnight (between the hours of 02:00-06:00).
- The individual must be aged 16 or over.

If the role meets the criteria of the 2<sup>nd</sup> point but does not meet the frequency levels of the 4<sup>th</sup> point, you are still eligible for an Enhanced DBS check. This comes from [The Police Act 1997 \(Criminal Records\) \(Amendment No. 2\) Regulations 2013](#) which amended Regulation 5C of The Police Act 1997 (Criminal Records) Regulations 2002. As an example, if you are supervising children (such as at an event or competition) but only occasionally, you are eligible for Enhanced DBS check, whereas if you volunteered at an event or competition (not in the supervision of children) regularly you would not be despite the likely presence of children.

More guidance can be found for volunteer DBS guidance: <https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/volunteers-and-the-law/safeguarding-vulnerable-clients/disclosure-and-barring-service-dbs/#:~:text=Roles%20in%20which%20the%20individual,usually%20need%20an%20enhanced%20disclosure.>

### 1.2 Working with adults at risk: What counts as 'Regulated Activity'

There is less strict criterion for determining whether someone is in regulated activity with adults at risk and this usually pertains to acts that would not be relevant to angling. However, any position that meets the following criteria which might occur within angling volunteer roles would be in regulated activity, but these would have to be aimed **specifically** at vulnerable adults/adults at risk because of age, illness, or disability:

- Any relevant assistance in the conduct of an adult's own affairs (such as being an Independent Mental Health Advocate or an Independent Mental Capacity Advocate)
- Prompting with supervision of someone around their personal care due to age, illness or disability such as washing, dressing, eating, drinking, toileting (please note it would not be appropriate for any volunteer to assist with personal care, however supporting someone to

take a drink or wash their hands may be appropriate depending on context). The person would also have to be unable to make this decision in relation to performing such an activity without such prompting and supervision.

- Any drivers and any assistants who transport an adult because of their age, illness or disability to or from places where they have received, or will be receiving, health care, relevant personal care or relevant social work.

There is no longer a requirement for a person to carry out the activities a certain number of times before they are engaging in regulated activity with an adult.

Full criteria can be found:

<https://assets.publishing.service.gov.uk/media/5a7cba32ed915d63cc65c7ce/Regulated-Activity-Adults-Dec-2012.pdf>

### **1.3 Additional information regarding DBS checks**

If the individual's role meets the above criterion for either group, they are eligible for an Enhanced DBS check, including a check of the barred lists. If the individual is in a role that meets the above criterion, bar the supervision aspect, i.e., they are always supervised during their role, they are still eligible for an Enhanced DBS check, but do not require a check of the barred lists. If you are supervising or managing someone in a role that is regulated activity, you are by proxy undertaking regulated activity and require an Enhanced DBS check with a check of the barred lists.

It is important to note – you may not intend on doing regulated activity but find yourself in this role, so it is always important you give extra caution to these criteria. You may also may not currently be undertaking unregulated activity but will be in the near future, therefore you are eligible to undertake the appropriate DBS checks in preparation for this.

If an individual is required to undertake a DBS check for their role but refuses, they should cease immediately any role that would or could be designated as regulated activity. This should also be raised as a concern to a Welfare Officer and or the Angling Trust Designated Safeguarding Lead on [safeguarding@anglingtrust.net](mailto:safeguarding@anglingtrust.net).

## **1. DBS Process – how do I get one?**

### **2.1 Coaches and Welfare Officers**

For these roles, the Angling Trust will invite individuals to undertake a DBS check via a third-party company the Angling Trust uses called uCheck. You will be sent instructions on how to complete this process by email via uCheck and we have a dedicated team of staff who can assist with this process.

Welfare Officers (both club and fishery) should make themselves aware to the Angling Trust on [safeguarding@anglingtrust.net](mailto:safeguarding@anglingtrust.net) so they can undergo DBS checks and receive appropriate training. DBS checks for Welfare Officers are in line with the Standards for Safeguarding Children in Sport 2018 and Working Together to Safeguard Children 2023 guidance.

## 2.2 Angling Trust volunteers

If the role requires a DBS check, as with coaches and Welfare Officers you will be sent instructions on how to complete this process by email via uCheck and we have a dedicated team of staff who can assist with this process.

## 2.3 Club/fishery volunteers

Clubs and fisheries can decide on what Umbrella Body they will use to undergo DBS checks for their volunteers. The Angling Trust uses uCheck and more information can be found on their website <https://www.uCheck.co.uk/>. However, there many other companies available.

Club/fishery leadership and Welfare Officers should be providing guidance to volunteers on who requires a DBS check. If clubs and Welfare Officers require support on this, please contact [safeguarding@anglingtrust.net](mailto:safeguarding@anglingtrust.net) and or use the guidance within this document.

## 2. DBS Cost

DBS applications are free for volunteers, providing they are:

*“A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.”*

However, the Angling Trust incurs an admin fee set by uCheck in processing this application which currently amounts to £14.70.

- For coaching roles, Angling Trust event volunteers and updated coach licenses the cost of a DBS check is factored into the price of the application to cover administrative costs.
- Welfare Officers applications will be processed by the Angling Trust and the £14.70 processing fee will be passed onto the individual club or fishery (all training, development and support is then free to access an ongoing basis following this)
- Angling Trust clubs are responsible for handling their own staff or volunteer DBS applications (except Welfare Officer's) through their chosen Umbrella Body and incurring the cost/administrative costs of these applications.

## 3. DBS Update service

DBS checks should be renewed every 3 years (for the same role). However, to make this process simpler staff and volunteers can use the DBS update service. This allows for applicants to keep their DBS up to date more efficiently by not having to manually complete another application and also allows for employers to check the status of someone's DBS online.

To register with the update service costs £13, however, for volunteers they will be refunded this money back by the update service. The individual needs to register for the update services within 30 days. For more information please see:

<https://www.gov.uk/dbs-update-service#:~:text=There's%20no%20charge%20if%20you,a%20refund%20later%20this%20year.>

#### **4. Risk Assessing**

The DBS certificate is a confidential document and can only be viewed by consent. The Angling Trust can complete a risk assessment process for the Club, Fishery or Federation if required, free as a member benefit (or provide guidance on how to complete these). If risk assessed by Angling Trust Safeguarding Team, the contact at the Club, Fishery or Federation will be notified if the person is High Risk, Medium Risk or Low Risk, but not details of convictions. They will also give recommendations to management of that person to mitigate risk if any.