

CRIMINAL RECORDS BUREAU / DISCLOSURE AND BARRING SERVICE

16 Government and Criminal Records Bureau (CRB) legislation stipulates that CRB clearance is required by individuals participating in sports administration (e.g. coaches and officials) and that CRB clearance for the sport concerned is valid only when affected via the NGB-appointed umbrella body. This ruling means that CRB clearances are non-portable between organisations. The relevant NGB for Service Boxing (England Boxing) has appointed Police Clubs GB as the CRB umbrella body.

17 England requires a number of personnel involved in boxing administration (e.g. coaches, officials, etc-but not boxers) to be CRB cleared for valid registration. The CSBA, under the aegis of MOD, has agreed that CRB policy be dictated at single-service level. Army BA policy, recognizing that the majority of personnel involved in boxing do so in a service-only boxing environment, is that:

- a. Major Panel Officials and the Army Boxing Team Coaches – mandatory CRB clearance
- b. All other coaches and officials as detailed below are strongly recommended to apply for DBS clearance. Personnel without valid DBS clearance will not be allowed to participate in any boxing activity when civilian boxers are involved.

18 The procedure for DBS clearance is detailed below. DBS clearance is valid for 3 years.

PROCEDURES FOR DISCLOSURE AND BARRING SERVICES (DBS)

19. The following developments have been accepted by the England Boxing in line with legislative and procedural changes in Government Disclosure and Barring Service (DBS) policy.

20. The requirement of a DBS check apply to the following (DBS application form required):-

Coaches, Welfare Officers, Team Managers, Coach and Official Educators and Assessors, Supervisors, Referees, Designated drivers that are designated by the club/ENGLAND BOXING to transport athletes.

21. DBS (not barring list) on the following (DBS application form still required):-

Boxing Leaders, Boxing Tutors, Referees.

22. The umbrella requirement has been lifted, therefore the following no longer need a DBS qualification. Committee Members, Cleaners, Canteen staff, Masters of

Ceremonies, Timekeepers, Recorders, Judges, Photographers, Club Support Officers.

23. This list is based on legislative requirement of assessing contact with children and the frequency. Welfare Officers need to be aware of situations within their clubs where circumstances do not fit the norm and to require DBS certificates outside this list.

PORTABILITY OF A DBS CERTIFICATE

24. DBS is now portable, in that an individual who has a DBS certificate for an alternative activity such as working with children or vulnerable adults or football coaching etc can now use this for boxing. To do this the individual must send their certificate and a cheque for £8 made payable to Police Clubs GB to the address at the end of the section with a covering letter explaining the wish to use the DBS to register with England Boxing.

STAGES OF THE DBS CHECKING PROCESS

25. The DBS checking process involves several different stages before an applicant receives their certificate of Disclosure (Clearance).

26. Applicants need to apply for a DBS form from the Army BA (all appointments and positions in paras 10 & 11).

27. Applicants required to fill out the DBS form (please do not fill in the last page), and return it to Army BA along with relevant documentation detailed in the initial paperwork along with a cheque for £8.00 (made payable to Police Clubs GB).

28. Army BA check that the form is completed correctly and then sends the form to Police Clubs GB (address below), and the documentation back to the applicant.

29. Application form received and validated

30. The application form is checked for errors or omissions. Within 24 hours of receipt the form is either scanned onto the DBS computer system or returned for correction to the counter signatory.

31. Police National Computer searched.

32. Children and adults lists searched, where applicable

33. Records held by the police searched.

34. Enhanced checks are sent by secure, electronic means to the police for an additional check of local records before the information is sent back to the DBS.
35. DBS certificate printed
36. All the information to be disclosed is printed under highly secure procedures and sent to the applicant.
37. On receipt of Disclosure Certificate the applicant must send it on to Police Clubs GB (address below). If you wish to have the disclaimer returned you must enclose a stamped addressed envelope (or you can photocopy it for your own records).
38. Once received, the applicant will then be registered and added to the DBS database.

Address of Police Clubs GB

Police Clubs GB
17 Tower Road (Level 1)
POOLE
Dorset
BH13 6HX