



## **DISCLOSURE AND BARRING SERVICE CHECKING GUIDELINES**

Table Tennis England is committed to trying to create a safe environment for children and young people in our sport, and believes that everyone involved with the sport should be aware of the importance of Disclosure and Barring Service (DBS) checking in the recruitment process for both staff and volunteers. A DBS check is only part of the process but it does provide information regarding a person's criminal convictions and also whether they are barred from working with children or vulnerable adults. In terms of the roles within table tennis requiring a check Table Tennis England requires all checks to be 'Enhanced'.

The following guidelines have been agreed by Table Tennis England as best practice in respect of all staff and volunteers working with children and young people – for the purposes of these guidelines children and young people are defined as under 18s.

The guidelines try to ensure that people with a history of relevant and significant offending are prevented from contact with children or young people and do not have the opportunity to influence policies of practice with them. Table Tennis England acknowledges that many people who offend against children and young people are not caught and that offending can be undetected for many years. In view of this the Association urges all its staff, volunteers and anyone who is in anyway involved with the sport to follow and adopt its safeguarding policies and guidelines and to maintain a vigilant approach to the welfare of children and young people.

### **THE GUIDELINES**

Table Tennis England's guidelines relate to all coaches, club and league welfare officers, staff and volunteers whose role meets the criteria for regulated activity or supervision or anyone who may be in a 'protected' role. Anyone falling into regulated activity must have an enhanced DBS check carried out every 3 years in order to continue in that role.

This could include people (including parents unless it is their own children) transporting players who are aged under 18 years to local league matches, local and national competitions and coaching sessions on a regular basis.

### **THE PROCESS**

The decision has been taken that the Association will not carry out the checking process 'in house'. In order to assist our members an arrangement has been agreed with GB Online Disclosures, an Umbrella Body registered with the DBS, for them to process checks on the behalf of the Table Tennis England.

### **CONVICTIONS**

Table Tennis England is committed to recruiting and retaining staff and volunteers, and to their fair treatment regardless of their ethnicity, gender, sexual orientation, age, religion, sensory impairment, physical or learning disability or offending background. It further recognises that a mix of talent, skills, potential background, knowledge and experiences are important amongst its staff and volunteers so that children and young people are provided with a wide range of role models and people to provide support. The Association will ensure that all people involved in making decisions or recommendations on its behalf are themselves subject to similar vetting, where appropriate, and are properly trained with full knowledge of all the relevant statutory requirements and codes of practice.

Where there is evidence shown on the DBS check of convictions, the following process will be undertaken:

1. Table Tennis England's Safeguarding Manager will ask the person concerned to provide a written statement regarding the circumstances surrounding the conviction/s plus any other relevant supporting evidence.
2. If the person decides to withdraw from the process at this point without providing a statement or evidence Table Tennis England retains the right to hold the decision on a case file as a recruitment decision.
3. All the relevant information will be forwarded to the Table Tennis England's Child Protection Case Management Group who will take any decisions regarding employment of the individual, in the case of a coach the Head of Workforce will also be included in the process.
4. A criminal record will not necessarily stop a person from working with children and young people in table tennis, but Table Tennis England has a responsibility for the welfare of children and young people within the sport and will make all decisions in good faith, taking into account:
  - Whether the conviction, or other matter revealed is relevant to the position in question
  - The seriousness of any offence or other matter occurred.
  - The length of time since the offence or other matter occurred.
  - Whether the applicant has a pattern of offending behaviour or other relevant matters.
  - Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters.
  - The circumstances surrounding the offence and the explanation offered.
  - The person concerned will be advised if any actions are deemed necessary by the Table Tennis England's Safeguarding Manager.
  - If the recommendation is that the applicant should be suspended from the sport the Safeguarding Manager will liaise with Table Tennis England's Disciplinary Committee.
  - Any appeals will be heard by Table Tennis England's Board of Appeal.