

Disclosure and Barring Checks (DBS) GUIDANCE

It is vital to safely recruit staff and volunteers to work with children and young people.

Everyone working with or volunteering within “Regulated Activity” with children is required to have a DBS check. This is available via British Cycling and should be renewed every three years.

What is the DBS and what does it do?

The Disclosure and Barring Service (DBS) provides access to criminal and police records for employers so that informed decisions can be made about the suitability of staff and volunteers to work with children and adults with care and support needs in specific roles.

The DBS also makes decisions regarding whether a person should be barred from working with children or adults.

Who should obtain DBS disclosures?

There are different types and different levels of DBS check.

There are also strict rules about access to disclosures, so it is important that careful consideration is given to who is checked and what type of check they apply for.

Individuals working in “Regulated Activity”, whether for payment or as a volunteer should obtain an Enhanced DBS Disclosure with a Barred List check.

Requests for this type of check must be made through a registered organisation. The individual cannot apply directly to the DBS.

A person under the age of 16yrs cannot have a DBS check carried out.

What is “Regulated Activity”?

“Regulated Activity” includes teaching, training, instruction, caring for or supervising children or driving a vehicle only for children, where that activity is done unsupervised and frequently.

“Frequent” is defined as once a week, 4 or more days in a 30 day period or any overnight between 2am and 6am.

We have developed a Flowchart to help you decide whether you or the individual working/volunteering in your club or team is required to have a DBS Check.

Can we DBS check someone if they are not deemed to be in “Regulated Activity”?

It is possible to request an Enhanced DBS disclosure (without the Barred List check) for someone not in “Regulated Activity” but eligibility criteria must still be met for these types of check.

In addition, if you have a genuine reason to request a criminal records check, but it is not related to the supervision of children, any individual can apply for a Basic Check at <https://www.gov.uk/request-copy-criminal-record>

A Basic Check will only show convictions that are not “spent” and would not be suitable for individuals in roles that involve a greater degree of contact with and responsibility for vulnerable groups, including children.

Is a DBS certificate from another organisation acceptable?

No. We will only accept DBS Certificates applied for through British Cycling.

In addition, individuals who work for various organisations and may have registered for the online status check service are unable to use this with British Cycling.

How do you obtain a DBS check through British Cycling?

To start the DBS process you will need to complete our short [registration form](#).

The purpose of the form is to check that the applicant meets the eligibility criteria for an Enhanced DBS Check with the Barred List Check.

Once completed the applicant will be sent an email which contains an activation link for the First Advantage website (this will be sent from First Advantage, so please keep an eye out for this e-mail).

First Advantage is the criminal record checking portal linked to the Disclosure and Barring Service. You will need to complete the application using this portal.

DBS Checks for individuals in “Regulated Activity” are free for volunteers but you will need to arrange an ID check. If you chose the Post Office, there may be a small verification charge.

Who will need to see your DBS Certificate?

If your DBS certificate contains any information, then British Cycling will want to see the complete copy. We will write to you directly and request this.

A criminal record will not necessarily prevent you becoming involved in “Regulated Activity” but a suitability assessment will be conducted, and you may be asked to provide additional information and references.

If you fail to engage in this process, then your club will be informed, and you will be required to cease any involvement in Regulated Activity.

If you are working with adults do you need a DBS Check?

The conditions for “Regulated Activity” with adults are very different and do not fit many roles in sport.

We have developed a Flowchart to help you decide whether you or the individual working/volunteering with adults in your club or team is required to have a DBS Check.

If you require any further information on this you can access the DBS guidance via this link [DBS Checks in Sport – Working With Adults](#) or contact our compliance team (compliance@britishcycling.org.uk) who will be able to help.

If you are working in Scotland what type of check is required?

This guidance relates to obtaining criminal record checks in England, Wales, the Channel Islands and the Isle of Man.

Scottish Cycling require all individuals undertaking regulated work with a protected group in Scotland complete a PVG (Protecting Vulnerable Groups) application.

Scottish Cycling is able to help clubs with the administration of this process

Further guidance on this can be found on the website via this link [Scottish Cycling Protection of Vulnerable Groups](#)

Still have some questions?

It is important to remember that criminal record checks are only one part of the safer recruitment process.

Our compliance team (compliance@britishcycling.org.uk) will be happy to assist you with any further enquiries.