



Frequently Asked Questions

<u>General</u>	<u>DBS</u>	
--------------------------------	----------------------------	--

General

What is SafeGolf?

SafeGolf is a partnership of UK golf bodies committed to promoting a safe and positive environment for all those participating, working and volunteering in the sport of golf.

Its mission is to safeguard the welfare of children and young people, as well as adults at risk, in the sport of golf.

The SafeGolf accreditation process is designed to enable clubs achieve this through easily accessible documents and templates.

The SafeGolf accreditation process will become part of the England Golf affiliation process from **January 2021**.

At our club we don't have any junior members and/or provide junior coaching. Why do we need SafeGolf?

SafeGolf accreditation does not only cover juniors, it also includes policies to protect Adults at Risk.

Also, whilst you may not currently have junior members at the club, this is potentially something that could happen in the future and therefore these elements of the accreditation will ensure you can easily accept juniors into your membership.

It is also likely that you will have junior golfers utilising your facility on a more casual basis, and SafeGolf ensures you meet your obligations of providing a safe environment regardless of how they choose to play their golf.



The Child Protection Policy refers to club disciplinary procedures, do you have a template for this?

Yes, please contact your Club Support Officer who would be happy to share the Club Disciplinary Regulations template for your club to adopt.

I am the Welfare Officer for my club. Do I need a DBS check and any other certifications?

England Golf require all nominated welfare officers to apply for an Enhanced with the Barred list DBS check through England Golf. They will also need to hold an in date (renewed every 3 years) Safeguarding & Protecting Children (SPC) certificate and a Time To Listen certificate.

We already have incident and accident reporting forms, should we use the incident reporting form in the Policy too?

It is acceptable for you to use some of your existing documentation as part of the accreditation process providing it contains the same information outlined in the template provided. We would always advise that the England Golf template is used where possible to ensure you are compliant.

Who is responsible at our club to work on gaining the accreditation?

There is not necessarily one individual at the club who is responsible for working on obtaining the accreditation, and it may actually be helpful for this responsibility to be shared. Clubs who have worked through the process most effectively, have identified a SafeGolf champion at the club who performs no other role and is therefore able to focus fully the work involved.



Disclosure and Barring Service (DBS)

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

Everyone working or volunteering within 'regulated activity' with children is required to have a DBS check. This is available via England Golf, or the PGA for club professionals, and should be renewed every three years.

All DBS applications are processed online.

What is the DBS and what does it do?

The Criminal Records Bureau (CRB) merged with the Independent Safeguarding Authority in December 2012, to become the Disclosure and Barring Service (DBS). The DBS provides access to criminal and Police Records for employers so that they may make informed decisions about the suitability of individual members of staff and volunteers to work with children and vulnerable adults in specific roles.

The DBS also makes decisions regarding whether a person should be barred from working with children. In the case of some criminal convictions, that will lead to the guilty person being automatically barred from working with children, in other cases the DBS has to make a risk assessment decision. They also make decisions where that has been no criminal conviction, but there is sufficient information and grounds to warrant their decision.

Who needs a DBS?

There are strict rules about access to disclosures so it is important that clubs/counties consider carefully who they must check – it is not a case of checking everyone, or "if in doubt, check".

As part of the online system we have created a list of roles.

We realise that role titles at your club or county may not match precisely, but you can decide which one fits you best:

- **Golf coach for children** – PGA professionals should apply through the PGA. Volunteer golf coaches should apply through England Golf. This includes coaches with the Level One qualification and those using the Tri-Golf system.



- **Junior organiser** – you are a lead or assistant organiser or co-ordinator
- **Junior team manager** – you are the manager or assistant
- **Driver** – you are involved in the driving children to different places
- **Chaperone** – if you are involved in caring for children at any overnight stay away from home and you are not the child's parent or carer
- **Junior overseer** – anyone who carries out roles such as marking cards, showing children around the course or helps out regularly.
- **Welfare Officer** – anyone who is involved in administration, support, and guidance around junior and adult safeguarding.

The type of DBS check required will depend on how often an individual takes on the role and whether they are supervised by someone with a DBS Certificate and working in regulated activity.

It is an offence for a barred person to seek to work in regulated activity, and for an employer knowingly to employ a barred person in regulated activity.

Volunteers or staff should not work with children in regulated activity until we have provided them with a letter confirming the DBS check is complete.

If the activity the person is undertaking falls within the definition of "Regulated Activity" but they are acting under supervision, then you may still request an Enhanced DBS disclosure (without a Barred List check.) It will not contain information about whether they are barred from working with children but will provide information about any convictions, cautions and Police intelligence.

A person is deemed to be acting under supervision if that supervision is done by a person who is acting in a "Regulated Activity" themselves and to the extent that the supervision is reasonable in all the circumstances to ensure the protection of children. It must therefore be regular and day to day and should not be remote.

What is Regulated Activity?

It is important for employers of staff or volunteers to determine which roles are considered to be "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

Please refer to the list below or our **matrix** to check what is required for each role.

How much does it cost?

- **Volunteers** – disclosures are free, but there is a £9.60 charge for the online administration fee.
- **Paid employees** – disclosures costs £40 plus the £9.60 online administration fee.

How do I register for a DBS?

To register for a DBS check please send the following information to

[**compliance@englandgolf.org**](mailto:compliance@englandgolf.org)

- Name
- Email address
- Volunteer role
- Name of club/county

Once we have this information the volunteer will be registered onto the online system and will receive an activation email with a link to start their online application.

Each club should have a registered Verifier, this could be the Secretary/Manager. To register them please send their name and email address to

[**compliance@englandgolf.org**](mailto:compliance@englandgolf.org) and we can set them up on the system with login details.

On completing part one of the application the applicant will then need to take their chosen ID documents into the club to be verified. Once verified and payment has been made then the application is sent to the relevant bodies to be checked. This can take up to 6 weeks to complete.

Who is unlikely to need a DBS disclosure?

- Adults simply playing golf with children
- Volunteers involved with children for a “one off” event



- Club Secretaries / Managers
- Board / Committee members
- Catering staff
- Greenkeepers
- Someone whose regulated activity is carried out in the course of family or personal relationships

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

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>

This 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.

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

Yes, there are provisions for an employer to opt to require an Enhanced DBS disclosure (without the Barred List check) for someone not in "Regulated Activity."

This includes any position which otherwise involved regularly caring for, training, supervising or being solely in charge of children.

The word regularly in this context is not defined or linked to the definition in "Regulated Activity."

It is suggested that an annual activity would not be sufficient, however an argument could be made for eligibility if an individual does an activity, for example, once a month or on a number of occasions over a summer period.



We are a club / county that employs staff and engages volunteers. What do we need to do?

You should make sure that those working with children are suitable to do so. DBS disclosures are part of this, but they should form only part of a good vetting process. Other measures are recommended, such as:

- Verifying the person's identity
- Checking the person's qualifications
- Taking up references
- Obtaining a self-declaration of criminal record

For all staff and volunteers who meet the requirements of "Regulated Activity" you must contact the England Golf Compliance Team to arrange online registration – please see details above.

I am an employee / volunteer. What do I need to do?

You should consult with your employer/club and determine whether they require a DBS check from you.

Can I complete the form online?

England Golf only uses the online service, paper forms are no longer accepted.

I have a DBS certificate from another organisation, is that acceptable?

No. England Golf will only accept DBS certificates issued by ourselves or The PGA for club professionals. This is a reciprocal agreement.

I work for various organisations and I have registered for the online status check service. Can I just give you my DBS disclosure and my Online Status Check Service number?

At this time England Golf does not recognise this service and therefore will not accept existing disclosures accompanied with the OSCS number. We are monitoring the situation and may review our decision in the future.



What if I have a criminal record?

This depends on the nature of the information on your record. England Golf will make a risk assessment on your suitability to work in the role you have stated on your DBS application, based on the nature of the offence(s), so that they can make a recommendation to your employer.

Having a criminal record does not necessarily mean that you cannot work with children, or that the golf club/county will be made aware of the information. You should contact England Golf Governance Department on 01526 351851, or the PGA, in confidence if you are at all concerned about this.

I have a minor conviction from a long time ago, I don't want my golf club to know about it.

The England Golf Governance Department completes the suitability assessment, and only advises them that the disclosure contains any information if we consider the risk to children is enhanced by this. It is unlikely that we would inform your club under these circumstances. We would not normally show your certificate to the golf club and if we did, we would seek your permission.

When and how do I report concerns to the DBS?

If you withdraw permission for someone to work in a "Regulated Activity", you must provide information to the DBS if you also consider that:

- a. You think the person has committed an offence that would lead to them being barred from working with children by the DBS
- b. You think the person's conduct endangers, or could endanger a child, or involves sexually explicit material relating to children or violence
- c. You think the individual may harm a child, cause a child to be harmed or put a child at risk of harm

Referrals must be made following an objective and fair assessment of the situation and facts. This could be as a result of a disciplinary process; therefore, it is important that clubs/counties have appropriate and robust disciplinary procedures.



If you have concerns about the conduct of an individual working with children, however small, you should refer the matter to the England Golf Governance Department (01526 351851). They will guide you through the process of dealing with the concern and will help determine whether a referral should be made to the statutory authorities. It is important that you involve England Golf so that we can respond as a sport to risks presented to children and in a consistent and appropriate way.

It is important that you contact England Golf or the PGA if you consider that you may need to refer a matter to the DBS.

If you have any questions about safeguarding procedures, eligibility for DBS checks, safeguarding and protecting children workshops, our governance team is happy to help. Call 01526 351851 or email compliance@englandgolf.org.

Alternatively you can contact your **Club Support Officer**, details of which can be found [here](#).