



Hexham Canoe Club



<u>Hexham Canoe Club Policy</u> <u>DISCLOSURE</u>	HCC 05	Revision No: 01
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Hexham Canoe club is fully committed to following British Canoeing wishes: to ensure that all those taking part in canoeing are able to do so protected and kept safe from harm while they are with staff, coaches and/or volunteers. To help us achieve this, British Canoeing has agreed the following policy which forms part of all policies and procedures in England, Wales and Northern Ireland with respect to Child Protection and Vulnerable Groups. Due to variations in legislation and procedures this policy does not apply to those living or working/volunteering in Scotland who should contact the SCA for information.

A disclosure check may be undertaken using the following organisations: England & Wales - Disclosure and Barring Scheme - DBS (formally CRB)
Northern Ireland – Access NI
Scotland – Disclosure Scotland

Guidance about which roles or posts are eligible for a criminal records check can be found by on the Safeguarding sections of your home nation website.

Undertaking a Disclosure Check

Anyone who is aged 16+ who meets the eligibility criteria for **Regulated Activity** must undertake a **DBS Barred List check** (this includes a DBS Enhanced Disclosure Check), **or Access NI Enhanced disclosure** in NI. See panel→

Anyone who is aged 16+ and works **regularly*** with children or vulnerable groups (caring, coaching, supervising or in charge of) should undertake a **DBS Enhanced Disclosure check** (NI Access NE Enhanced Disclosure). (*Regularly is defined within canoeing as once a month or engaged in activity six times in a period of 3 months.)

It is illegal in England and Wales for an individual who is in **Regulated Activity** to commence activity in their role until a Barred List check has been completed. For further guidance and information how to apply please refer to the British Canoeing Disclosure guidance document on the website reference SPC-G26.

All individuals must send their Disclosure certificate **if requested** to their home nation Case Management Group for assessment within 28 days of that request. Failure to comply will result in suspension from working with children under the age of 18.

All coaches, volunteers, staff and members who fall within the above definitions **must** undertake the appropriate Disclosure check.

Affiliated Clubs

Regulated Activity is:

‘unsupervised’ contact of children* which is of a specified nature (teaching, training, care, supervision, advice, treatment or transport).

OR

In a specified place (Schools, Academies, Children’s Centres)

AND

Occurs frequently - once a week or more. Intensively - four days in one month or more. Overnight (between 2am and 6am)

(Unsupervised Activity is defined within canoeing as the coach/instructor being out of sight or hearing of their supervisor.)

*anyone under the age of 18 is classed as a child



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British Canoeing and Home Nation Approved and Non-approved Paddlesport Providers plus affiliated organisations

It is the responsibility of the Centre Manager to ensure any individual deployed in Regulated Activity or engaged in regular activity with children undertakes the appropriate Disclosure checks through the relevant umbrella body for their organisation. For British Canoeing Activity Quality Mark Providers this must be evidenced as part of the approval process.

Other groups and individuals

E.g. Event organisers, committees, GB squads/ teams, deliverers of British Canoeing coaching and personal performance awards. The person with responsibility for Safeguarding/ deployment will be responsible for ensuring that anyone falling under the above definitions and whose role falls into the “regulated activity” criteria (see over) undergoes a Disclosure Check through British Canoeing or their home nation.

Validity and Renewal

Individuals that remain in a role which meets eligibility requirements are required to renew their Disclosure certificate every three years.

Continuous Update (only available in England and Wales) *

Individuals who have subscribed and kept continuous subscription to the DBS Update Service can be checked by their home nation Safeguarding Case Management Group and therefore are not be required to submit a new application every three years. The DBS Update service is also beneficial to individuals asked to complete multiple disclosure checks with different organisations for the same role. However, individuals will be required to undertake a new disclosure check if:

- a) Their role changes and they become eligible for a different level of check from the initial application e.g. DBS Barred List check. In this case, a new DBS check which includes a Barred List check must be undertaken before taking up the new role.
- b) If the Status Check highlights that new information is added to their certificate and the DBS Certificate status has changed.

IMPORTANT: British Canoeing and Canoe Wales **must** be informed by the individual that they have joined the update service and provide permission for a Status Check to be carried out by them.

*This service is currently not available in Northern Ireland.