

DBS Guidance – for **APC**

Introduction of DBS – Disclosure and Barring Service

It is important that we make sure that people working with children are suitable to do so. By asking our Accredited Professional Coaches to have a Criminal Record Check, known as a DBS Check in England and Wales, we are taking reasonable measures to avoid unsuitable people being able to gain access to young people.

How to complete my Online DBS Check?

1. Complete the 'Disclosure & Barring Online Cover Sheet'
2. Enclose your Identification Documents (as listed on the back page of 'Disclosure & Barring Online Cover Sheet'). Signed copies if you have had your ID verified by a BHS representative or just copies if you are having them verified by the office via a video call.
3. Enclose your payment (see below)
4. Return your Online Cover Sheet, Identity Documents (signed copies or just copies) & payment to the Accredited Professional Coach team
5. Once we receive your details we will:
 - Contact you if you have requested a video call or payment via secure telephone.
 - Send you an invite to your email account for you to be able to complete your DBS online.

How much do I need to pay?

- **£54**
Payment can be made via cheque, BACS (details on the online cover sheet) or secure telephone line.
All cheques must be made payable to The British Horse Society and be sent to The British Horse Society with the DBS application form.

Please note payment must be made before your application will be processed

Who can check and verify my documents?

- Ask a current Accredited Professional Coach
- Meet up with the Proprietor of your local BHS Approved Centre
- Meet up with your BHS Regional Development Officer
- Visit one of the major equine shows where the BHS is present
- Or arrange a video call with staff at BHS HQ

Completing the Online Application

You will be sent an invite from Disclosure Services inviting you to complete your online application. To complete the process you will need your identity documents that you had verified and all the addresses you have lived at in the last 5 years.

What happens next?

We will be notified by Disclosure Services that you have completed your online application. We will verify the details you have entered against the documents you have sent into us, then once the application is submitted the check then goes to the police service. Upon completion you will receive your 'disclosure' certificate through the post from the DBS; an e-result will be emailed to the BHS.

If your certificate has content (convictions or cautions) we will contact you and ask you to send us the original certificate. The BHS will make a risk assessment of the information on the disclosure as to your suitability to join the Accredited Professional Coaches.

The disclosure certificate is your personal property and it is your responsibility to keep it in a safe place.

Why do we need this information?

The BHS is fully committed to providing a safe environment for all individuals involved in equestrian activities: clients and instructors alike. For you to be on the BHS Accredited Professional Coach Register we need to assess your suitability to work with children. By seeing your DBS Enhanced disclosure we can make a decision to accept your application to join the BHS Accredited Professional Coach Membership Scheme. This will also give the general public the knowledge that their children are in safe hands.

Q&A's

What if I have a criminal record?

This depends on the nature of the information on your disclosure certificate. The BHS may seek advice from the BEF Safeguarding Case Management Group, before making a risk assessment as to your suitability to join the BHS Accredited Professional Coach membership scheme.

Having a criminal record does not necessarily mean that you can't work with children. You should contact the BHS Lead Safeguarding Officer on 02476 840746, in confidence if you are at all concerned about this.

I don't have a computer; can I still apply in paper?

Unfortunately, we are unable to process paper applications anymore. Disclosure Services themselves can complete paper applications under exceptional circumstances. If this applies to you then please get in contact with us on 02476 840746.

I don't work with children do I need one?

The BHS consider that all Accredited Professional Coaches are potentially undertaking Regulated Activity with children; although some individuals may not currently teach children it is impossible to state that any BHS Instructor will not be asked to do so at some time. A child is an individual who has not reached their 18th birthday.

If you are concerned we are asking you to complete a check when you are not working with children please contact the Safeguarding Lead Officer on 02476 840746.

What is Regulated Activity with children?

The definition of regulated activity when working with children is an activity which involves teaching, training or instructing children AND happens frequently (once a week or more) OR intensively (3 or more occasions in a 30 day period) OR overnight.

If you consider that your role does not fall into this category, please contact the Safeguarding Lead Officer on 02476 840746 to discuss your application.

What is Regulated Activity relating to Adults?

The definition for an individual involved in Regulated Activity when working with adults includes working in healthcare, providing personal care, social work, assisting with general household matters, assisting an adult to conduct their personal affairs, or conveying.

The BHS consider that roles within the Equine Industry are unlikely to extend to Regulated Activity relating to Adults. Should a situation arise whereby an individual could build a trusting relationship with an adult, best practice would be to carry out a DBS Check against the Child and Adult workforce, but only the Barred List Check for Working with Children could be checked. If you think this is you, please contact the BHS Lead Safeguarding Officer on 02476 840746 to discuss your application.

How often do I need to renew my DBS Check?

Your DBS check is valid for a period of 3 years, unless it is signed up to the online update service.

Can I use my disclosure for other organisations?

The DBS have now launched their Update Service, which means The British Horse Society can accept certificates and checks made through other organisations if you have signed up for the update service and role is similar in nature.

The British Horse Society can check your status online, provided that the same type and level of check that we require has been requested and you have provided us with the original certificate. This means you may never have to do another application again, saving you time and money.

The DBS Update Service costs £13 per year, or is free for volunteers, this is payable directly to the DBS.

For more information or to sign up to the Update Service visit www.gov.uk/dbs-update-service

If you have already joined the Update Service and wish The British Horse Society to access your details, please contact the Education Team on 02476 840565 to discuss your application.

For more information

Please visit our website

<http://www.bhs.org.uk/safeguarding>

or contact the BHS Safeguarding Officer on 02476 840746 or email safeguarding@bhs.org.uk