

BHS Procedure for DBS Disclosure Certificate with content for Accredited Professional Coaches

Under the DBS guidance, since July 2013 DBS disclosure certificates have been sent to the applicant only. This enables the individual to appeal any content which may appear on the certificate which they believe is incorrect or prejudicial. It is then their responsibility to show the BHS this certificate prior to joining as an Accredited Professional Coach (APC). If the applicant is completing a check as a part of the renewal process for the APC they will also be required to show their certificate if they have content (convictions, cautions, reprimands or warnings) included.

If the instructor has completed the online application the BHS will automatically receive notification regarding the status of the certificate. If the instructor has completed a paper application they will be required to submit their disclosure certificate to the APC team irrespective of the status of the certificate.

If there is content the BHS Safeguarding Officer will automatically write to the instructor, requesting the original certificate together with a statement or full explanation.

All DBS disclosure certificates with content will be dealt with confidentially by the BHS Safeguarding Officer. At least two officers will consider each case individually with the option to consult the BEF Safeguarding Advisory Board.

The content on the certificate will be reviewed in light of the following issues:

- What are the offences listed?
- When did they occur?
- Is the offence in relation to a child?
- Are there any restrictions placed upon the applicant in view of these offences?
- Is there a pattern of offences?
- What are the circumstances surrounding the offence?

The officers may contact the applicant and discuss the contents of the certificate before coming to a decision, or may contact the Police or Social Care Services or the Local Authority Designated Officer in his / her area to ascertain their advice.

On the balance of these considerations the officers must decide whether or not the applicant is suitable to be an BHS Accredited Coach. The applicant must be informed of the decision in writing with the reasons for this.

The BHS are required to notify our Insurers of the content on the applicant's certificate within 5 working days of the decision. The BHS will make a record of the decision but in order to meet data protection guidelines but will not record the details of the applicant's certificate content.

BHS Safeguarding Officer : safeguarding@bhs.org.uk or 02476 840746

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Strict confidentiality will be observed throughout this process and applicants will have the opportunity to appeal in writing to the British Equestrian Federation within 10 working days of the written notification of decision.

DBS application is submitted by online or paper application. Result and DBS certificate is sent directly to applicant only.

Paper applicants will need to send in their original certificate.

Online application result will be received by the BHS

No content (convictions, cautions, reprimands or warnings) No content

Content (convictions, cautions, reprimands or warnings)

Instructor is listed on or remains on BHS APC

BHS will write to instructor and ask for accompanying statement and original certificate (for online applicants)

Failure to provide information within 1 calendar month will result individual being removed or not accepted onto BHS APC

BHS Safeguarding Officer(s) will consider each case individually with option to consult BEF Safeguarding Advisory Board.

The content on the certificate will be reviewed in light of the following issues:

- What are the offences listed?
- When did they occur?
- Is the offence in relation to a child?
- Are there any restrictions placed upon the applicant in view of these offences?
- Is there a pattern of offences?
- What are the circumstances surrounding the offence?

Applicant is unsuitable for APC and a written confirmation will be sent with the reasons for the decision and information about the appeal process.

Applicant is suitable for APC and a written confirmation will be sent with the reasons for the decision.

APC team will notify the BHS insurers of the content on the applicant's certificate within 5 working days.

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