

# BRITISH TAEKWONDO COUNCIL

## DBS/PVG Scheme Disclosure Policy

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## DBS/PVG SCHEME DISCLOSURE

### 1. Disclosure and Barring Service (England and Wales)

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office which exercises the powers and fulfils the responsibilities of the Secretary of State under Part V of the Children Act 1989.

The DBS is committed to encouraging the spread of best practice in recruitment to ensure the best possible use of the information provided by the DBS and to encourage safer recruitment, and prevent unsuitable people from working with vulnerable groups, including children.

The establishment of the DBS widens the availability of criminal record information. It is crucially important that people who have been convicted are treated fairly and are given every opportunity to establish their suitability for positions. The Protection of Freedoms Bill, (PFA) became law on 1<sup>st</sup> May 2012, the key purpose of the new legislation in relation to safeguarding is to simplify procedures and reduce the number of applications for checks whilst maintaining safe standards of protection. It carries out the functions previously undertaken by the CRB and the ISA.

The [Enhanced Disclosure](#) is for posts involving work in a regulated activity for a regulated activity provider with children or Adults at Risk. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a social worker, teacher, scout or guide leader.

Enhanced Disclosures contain the same information as Standard Disclosures, but in addition can if required involve a check of the new barred lists if requested, as well as any locally held Police force information considered relevant to the job role, by Chief Police Officer(s).

The existence of a comprehensive Disclosure service should not be regarded as a substitute for any of the full range of existing pre-appointment checks, including taking up references and enquiring into the person's previous employment history. Disclosures should be seen as complementary to existing recruitment practice and should only be sought when any person applies for a position within the BTC that involves contact with children or Adults at Risk either as an instructor or any other position including volunteers.

### 2. Protecting Vulnerable Groups Scheme (Scotland)

In February 2011, the Scottish Government introduced a new membership scheme to replace and improve upon the current disclosure arrangements for people who work with vulnerable groups.

The Protecting Vulnerable Groups Scheme (PVG Scheme) will:

- Help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.
- Be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required.
- Strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

The [PVG Scheme](#) is managed and delivered by Disclosure Scotland which, as an executive agency of the Scottish Government, will take on additional responsibilities. This will include taking decisions, on behalf of Scottish Ministers, about who should be barred from working with vulnerable groups.

### **3. WHO CAN USE THE DISCLOSURE AND BARRING SERVICES?**

The DBS/PVG Scheme's primary purpose is to help organisations make safer recruitment decisions and appointments by providing access to criminal records and other information. The DBS/PVG Scheme will enable organisations to identify those who may be unsuitable for certain positions, especially when the work involves contact with children or Adults at Risk.

### **4. REGISTERED BODIES**

Organisations wishing to become a Registered Body may be:

- An employer
- A professional body
- A membership organisation
- An umbrella organisation (representing others)
- Likely to ask an exempted question

#### **4.1. Lead Counter signatories**

Each Registered Body is required to designate a Lead Counter signatory to register the organisation and manage Disclosure applications.

A Lead Counter signatory is a senior person within the organisation who has the level of responsibility for making executive decisions. He/she will be the DBS/PVG Scheme's principal point of contact on all matters connected with registration and the use of the Disclosure information received.

The Lead Counter signatory will be required to comply with Disclosure checks exceeding that of Enhanced Disclosure to satisfy the DBS/PVG Scheme of his/her suitability for the position.

The Lead Counter signatory for the BTC is Mr Kevin Beddows, contact numbers:  
Tel No: 0151 424 9466      email: [beddows64@btinternet.com](mailto:beddows64@btinternet.com).

## 4.2. Counter signatories

The Lead Counter signatory will specify and select the person(s) to assist in the Disclosure application process. This process includes an Enhanced Disclosure check. The Counter signatory will be able to countersign applications and receive the Disclosures on behalf of the Registered Body. They will be held responsible for controlling the use, access and security of Disclosures.

The Counter signatory for the BTC is Mrs Carol Beddows, contact numbers:  
Tel No: 0151 424 9466      email: [cbeddows64@btinternet.com](mailto:cbeddows64@btinternet.com)

## 5. USING THE DISCLOSURE

Organisations using the Disclosure service can use Disclosures as an additional tool in their selection process. All prospective instructors and volunteers will be made aware, early in the process, of accepting any position that involves regular contact with children or Adults at Risk that they will have to undergo a Disclosure check to ascertain suitability for the position.

## 6. CODE OF PRACTICE

BTC complies with the Revised Code of Practice for Disclosure and Barring Service Registered Persons,  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/474742/Code\\_of\\_Practice\\_for\\_Disclosure\\_and\\_Barring\\_Service\\_Nov\\_15.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)

## 7. DEALING WITH DBS/PVG SCHEME DISCLOSURE APPLICATION FORMS

The Disclosure and Barring Service (DBS) (England and Wales) and Protecting Vulnerable Groups Scheme (Scotland) are executive government agencies set up to help organisations make safer recruitment decision by providing wider access to criminal record information. The DBS / PVG Scheme will therefore assist the British Taekwondo Council in implementing the Safeguarding – Protecting Children and Adults at Risk Policy by identifying, through the Disclosure service, individuals who may be unsuitable for working with children under the age of 18 years and / or adults at risk.

Under the British Taekwondo Council Safeguarding – Protecting Children and Adults at Risk Policy Implementation Procedures, all staff and volunteers throughout the British Taekwondo Council who have substantial / unsupervised access to young people under 18 years of age and / or adults at risk, must apply for disclosure. This check, which is a **MANDATORY REQUIREMENT**, will be facilitated on behalf of the art/sport, both amateur and professional, by the British Taekwondo Council, who are a registered body with the Disclosure and Barring Service (DBS) (England and Wales) and Disclosure Scotland (PVG) Scheme.

Association Safeguarding Officers will undertake risk assessments to determine which roles require a DBS/PVG check. This will be kept under review.

The Disclosure form must be completed by the individual, who must obtain a form from the BTC Lead Counter signatory or BTC accredited Verifier (NB blank Disclosure

Application forms awaiting distribution are stored in a locked, secure cabinet). The individual must then complete the form and return to the designated person, who must then verify the applicant's proof of identity by viewing documents such as birth certificate, passport, driving licence etc. (as per Disclosure ID guidelines). For further information for documents proving identity refer to <https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

When the application form is completed and ID checks confirmed the form will then be forwarded to the BTC Counter signatories, who will check and then countersign the application prior to forwarding it to the Disclosure and Barring Service / Disclosure Scotland.

***It must be stressed that the offences the British Taekwondo Council will be concerned with will relate strictly to the suitability of working with children and/or adults at risk. Where offences do appear, all applications will be treated on their own merits.***

Please read this document carefully. If you have any questions regarding the Disclosure process, please contact the British Taekwondo Council on 0151 424 9466 or look on <https://www.gov.uk/disclosure-barring-service-check/overview>

The BTC require all personnel that are required to complete a Disclosure to do so **every three years**.

## 8. TYPES OF DISCLOSURE CHECKS

For any position with the BTC all applicants must complete an enhanced disclosure.

- 8.1. **Standard Checks:** To be eligible for a standard level DBS/PVG Scheme check the position **must** be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.
- 8.2. **Enhanced Checks:** To be eligible for an enhanced level DBS/PVG Scheme check, the position **must** be included in both the ROA Exceptions Order **and** in Police Act Regulations.
- 8.3. **Enhanced Checks with children's and/or adults' barred list check(s):** To be eligible to request a check of the children's or adults' barred lists, the position must meet the definition of regulated activity.
- 8.4. **Eligibility:** Before the BTC, as an organisation, considers asking a person to make an application for a Disclosure check, they are legally responsible for ensuring that they are entitled to ask that person to reveal their conviction history.

## 9. REGULATED ACTIVITIES

The full, legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended (in particular, by the Protection of Freedoms Act 2012). Regulated activity still excludes family arrangements, and personal, non-commercial arrangements.



**Regulated activity** is unsupervised contact with children or adults at risk which is of a specified nature (teaching, training, coaching, instructing, transport, care or first aid treatment)

**OR**

in a specified place (school, training hall, leisure centre, children's homes, hospitals)

**and is undertaken regularly** ie, occurs frequently, intensively and / or overnight, ie once a week or more or four days in a month or more, with overnight as between 2pm and 6am.

**Regulated activity is work that a barred person must not do.**

Any organisation which knowingly allows a barred person to work in a regulated activity will be breaking the law. The minimum age for a DBS/PVG Scheme check is 16 years of age.

**The role of a Taekwondo instructor comes under the definition of a regulated activity.**

## **10. APPLYING FOR DISCLOSURE**

As the BTC meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who apply to become an instructor, and any existing instructor or volunteers who have contact with children/adults at risk, will be subject to a disclosure check from the DBS/PVG Scheme, in accordance with DBS/PVG Scheme eligibility criteria, before acceptance.

The DBS return the Disclosure to the applicant direct, **who is then responsible for sending a copy to the BTC Lead Counter signatory.** The PVG Scheme will send a copy of the Disclosure to the applicant and a copy to the Lead Counter signatory within the Registered Body.

The BTC does not validate teaching/coaching of Taekwondo prior to confirmation of Registered Instructor status.

## **11. PEOPLE BANNED FROM WORKING WITH CHILDREN AND ADULTS AT RISK**

Under the Protection of Children Act 1989 and the Criminal Justice and Court Services Act 2000, a number of people are banned from working with children and adults at risk. The BTC will refuse any instructor included in or guilty of an offence on the following list:

- Department for Education & Social Services (DfES) List 99
- Department of Health (DoH) List
- Specified Schedule Four offences:
  - Murder or manslaughter
  - Rape, burglary with intent to commit rape

- Grievous Bodily Harm (GBH)
- Cruelty to Children
- Kidnapping
- False imprisonment/abduction
- Indecent assault on a man or woman
- Abuse of trust
- Sexual intercourse with a child under 13 years
- Intercourse with a girl aged between 13 and 16 years
- Buggery with a child under 16 years
- Indecency between men
- Incest and related offences
- Assault with intent to commit buggery
- Indecency with children under the age of 14 years
- Offences relating to encouraging child prostitution
- Offences relating to child pornography

The term 'Working with Children' covers a number of areas. The area of concern for the BTC is training, coaching, supervision or being in sole charge of children and/or adults at risk. To this end, the BTC propose the following be added to the mandatory list of persons unsuitable to become instructors:

- GBH
- Violent conduct
- Drug dealing
- Any of the above that has incurred a custodial sentence in the last five years

## 12. DISCLOSURE APPLICATION GUIDE

Please ensure you have the correct form:

- **England and Wales – DBS Application form**
- **Scotland - Disclosure Scotland Application to Join PVG Scheme OR Existing PVG Scheme Member Application** (renewals)

The same criteria and Code of Practice applies for Disclosure Scotland as described for DBS. All BTC Policy Statements are similarly adhered to.

12.1. **England, Wales and Northern Ireland - Applicants** should complete **Sections A, B, C and E ONLY**. Mandatory fields are highlighted in yellow

- **Verifiers** complete **Section W and X, X61 (Child and Adult Workforce then Martial Art Instructor)** and also verify the statements in the boxes for registered body use only (this is to verify that they have viewed documentation required) confirming ID using original documents. **BTC Lead Countersignatory** completes and signs **Section Y**.

12.2. **Scotland – Applicants** should complete **Parts, A1 (Scheme Record), A2 (Children), A3 (No), B and C ONLY**. Mandatory fields are highlighted in yellow.

12.3. **Verifiers** complete **Parts E (Sections E1-E7 ONLY)** confirming ID using original documents. **The BTC Lead Countersignatory will complete Sections E11-E15 and sign at Part F.**



- **NOTE** When an existing member of the Scotland PVG Scheme applies to be rechecked, please be aware that a different application form from their original application form is to be used. **The form is called Existing PVG Scheme Member Application.**
- **Existing PVG Applicants** should complete **Parts A1(Scheme Membership Update), A2 (Children), A3 (Yes), All Section B, B8 (No), Section C.**
- **Verifiers E1, E2, E4(Martial Arts Instructor), E6 Only.**

12.4. When applying for registration forms please state clearly which forms are required:

- |  |  |
|--|--|
| ▪ DBS Application Form                 | <b>England, Wales and Northern Ireland</b>                                     |
| ▪ PVG Application Form                 | <b>Scotland Only. For all new and existing Disclosure Scotland applicants.</b> |
| ▪ Existing PVG Scheme Application Form | <b>Scotland Only. Existing PVG members only.</b>                               |

Carefully read the guidance notes. Use block capitals and **black ink**. Do not use correction fluid or staples.

It is imperative that all original documents are checked thoroughly. Instructors must provide colour photocopies of all relevant ID document.

Verifiers are authorised to carry out ID checks **only** on behalf of the BTC and **must not** sign any application forms.

Verifiers may wish to use this [DBS Application Form Checklist](#) to review and ensure applicants have completed forms correctly.

### 13. DISPOSAL

BTC staff handle all information provided to them by DBS, as a consequence of applying for a DBS product, in line with the obligations under Code of Practice (see Section 6 above) and the Data Protection Act 1998 (see BTC Data Protection Policy).