BRITISH TAEKWONDO COUNCIL

DBS / PVG / AccessNI Disclosures Policy

Section	Title	Page
1	**NGB RESPONSIBILITIES**	4
2	**DISCLOSURE AND BARRING SERVICE (DBS)** (*England, Wales, the Channel Islands and the Isle of Man*)	4
2.1	DBS Checks and Barred Lists	4
2.1.1	Types of DBS Checks	4
2.2	Barred Lists	4
2.3	Regulated Activity and Eligibility	5
2.4	DBS Referrals and Safeguarding Duties	5
2.4.1	Duty to Refer	5
2.5	The Harm Test	5
2.6	Referral Process	5
2.7	DBS Update Service	5
2.8	Handling DBS Certificates	6
2.9	Identity Verification (DBS Requirements)	6
2.10	Record Retention	6
2.11	Digital Identity Checks (IDVT)	6
2.11.1	Compliance Requirements	6
2.11.2	Acceptable Documents	6
2.11.3	Limitations of Digital Identity Checks	7
2.12	Manual Identification Checking	7
2.13	Special Circumstances	7
2.13.1	Applicants without Valid Identification	7
2.14	Transgender Applicants	7
2.15	Adopted Applicants	7
2.16	DBS Certificate Reprints	7
2.17	Compliance Statement	7
3	**PROTECTING VULNERABLE GROUPS (PVG) SCHEME** (*Scotland*)	8
3.1	PVG (New or Renewal)	8
3.2	How the Scheme Works	8

3.3	Once Someone is a PVG Scheme Member	8
3.4	“Harmful Behaviour” by PVG Scheme Members	9
3.5	Barred from Regulated Roles	9
3.6	Duration of Membership	9
3.7	The Types of Work Covered by PVG	9
3.8	Types of PVG	10
3.9	What PVG Disclosure Shows	10
3.10	Legal Duties for Organisations and Sports Instructors (Martial Arts Context)	10
3.10.1	Ensuring PVG Membership in Martial Arts Context	11
3.10.2	Safe Deployment in Martial Arts Settings	11
3.10.3	Duty to Refer (Instructors Conduct in Martial Arts)	12
3.10.4	Reporting Harmful Behaviour	12
3.10.5	Notifying Changes (instructors leaving or role changes)	12
3.10.6	Barred Individuals in Martial Arts	12
3.10.7	Handling Disclosure Information	13
3.10.8	Safer Recruitment in Martial Arts	13
3.10.9	Instructor Responsibilities (Martial Arts Context)	13
4	**AccessNI** (*Northern Ireland*)	14
4.1	Before You Start	14
4.2	AccessNI Account	14
4.3	Disclosure Certificate	14
4.4	Additional Information	14
5	**BTC DBS/PVG SCHEME SIGNATORIES**	15
5.1	Lead Counter signatories	15
5.2	Counter signatories	15
6	**DISPOSAL**	15

1. NGB RESPONSIBILITIES

BTC, as a National Governing Body as described in the Code for Sports Governance, is responsible for the accreditation of BTC Registered Instructors and providing assurance to current and prospective participants, parents/carers, education and facility providers, BTC Member Organisations and other BTC stakeholders that instructors are technically competent, subject to enhanced vetting and barring checks and have the personal skills and qualities which make them competent, safe and professional instructors and coaches. With effect from May 2026 BTC changed the process for new and renewing instructors to enrol onto the BTC Registered Instructor and Basic Safeguarding Awareness courses.

2. DISCLOSURE AND BARRING SERVICE (DBS) *(England, Wales, Channel Islands and Isle of Man)*

BTC uses **uCheck (a DBS Registered Umbrella Body)** to process Disclosure and Barring Service (DBS) checks on its behalf.

The DBS was formed in 2012, replacing the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). Its purpose is to help employers make safer recruitment decisions and prevent unsuitable individuals from working with children and vulnerable adults.

Where roles involve eligible activities, applicants will be required to undergo the appropriate level of DBS check.

2.1 DBS Checks and Barred Lists

2.1.1 Types of DBS Check

Level	Includes
Basic	Unspent convictions and conditional cautions
Standard	Spent and unspent convictions, cautions (subject to DBS filtering rules)
Enhanced	As above, plus relevant local police intelligence
Enhanced with Barred Lists	Enhanced check plus check of Children's and/or Adults' Barred Lists (only where legally eligible)

⚠️ **Important:** Some convictions, cautions, warnings and reprimands are subject to **DBS filtering rules** and may not be disclosed, depending on the offence and time elapsed.

2.2 Barred Lists

The DBS maintains two barred lists:

- **Children's Barred List**
- **Adults' Barred List**

These lists contain individuals who are legally prohibited from working in **regulated activity** with these groups.

It is a criminal offence:

- for an individual to work in regulated activity from which they are barred
- for an employer to knowingly allow a barred individual to do so

2.3 Regulated Activity and Eligibility

A barred list check can only be requested where the role meets the legal definition of **regulated activity**.

Regulated activity with children includes:

- Teaching, training, supervising or caring for children (whether supervised or not and carried out regularly, ie on more than 3 occasions in a 30-day period, ie instructors, assistant instructors, whether paid or volunteers and students)
- Providing advice or guidance on wellbeing (ie Club Welfare Officers or event officials)
- Healthcare or personal care for children
- Childminding or fostering
- DBS Regulated Activity changes: from 1 September 2026, the supervision exemption has been removed from the definition of regulated activity with children in England, Wales and Northern Ireland. Individuals who teach, train, instruct, care for or supervise children on a regular basis may now be undertaking regulated activity whether supervised or not.
- The September 2026 regulated activity changes apply in England, Wales and Northern Ireland. Criminal record checks in Northern Ireland continue to be administered through AccessNI.

Regulated activity with adults includes:

- Healthcare or personal care
- Social work
- Assistance with finances or daily living due to age, illness or disability
- Transporting individuals to receive care

✅ BTC will only request DBS checks at the level justified by the role and in line with DBS eligibility requirements.

2.4 DBS Referrals and Safeguarding Duties

2.4.1 Duty to Refer

BTC has a **legal duty** to refer individuals to the DBS where:

- An individual has harmed, or posed a risk of harm, to a child or vulnerable adult
- The individual has been removed from regulated activity (or would have been had they not left)

This applies to employees, instructors, assistant instructors (whether employed or volunteers, club welfare officers and contractors.

2.5 The Harm Test

The harm test is satisfied where there is a concern that an individual:

- may harm a vulnerable person, or
- may place them at risk of harm

This does not require that harm has already occurred.

2.6 Referral Process

Referrals are made via the official DBS referral process.

BTC will ensure:

- timely referrals where required
- sufficient evidence is provided
- legal obligations are fulfilled

2.7 DBS Update Service

The DBS Update Service is an optional subscription service (£16 per year; free for volunteers) which allows individuals to keep their DBS certificates up to date. Applicants may join:during the application process, or

- **within 30 days** of certificate issue

BTC may use the Update Service where:

- the applicant has given consent
- the role is eligible for the same level and workforce check
- the certificate is appropriate for the role

✅ BTC retains responsibility for ensuring DBS eligibility and compliance.

2.8 Handling DBS Certificates

- DBS certificates are issued **only to the applicant**
- BTC will not routinely require copies unless necessary (e.g. audit, safeguarding concern, or verification requirement) as uCheck advise BTC when checks are completed
- Where the Update Service is used, BTC will verify status online with consent

2.9 Identity Verification (DBS Requirements)

Identity verification is a mandatory part of the DBS process. This is undertaken electronically via uCheck. BTC members seeking Registered Instructor accreditation should register for a course and pay online via the BTC Events page. This will initiate the DBS process.

2.10 Record Retention

2.10.1 Identity verification audit records

If copies of identity documents are required, these will be securely retained for a **minimum of 2 years**, for audit purposes.

2.10.2 DBS certificate information retention

The DBS Code of Practice generally expects disclosure information not to be retained longer than necessary and normally no more than six months after the recruitment or suitability decision has been made, unless there is a lawful reason for longer retention.

2.11 Digital Identity Verification (IDVT)

BTC uses **digital identity verification technology (IDVT)** via uCheck, in line with UK Government guidance introduced in April 2022.

Digital identity verification allows applicants to verify their identity remotely using approved technology.

2.11.1 Compliance Requirements

BTC ensures that:

- Digital checks are conducted via a **certified identity service provider (IDSP)**
- Processes comply with the **UK Digital Identity and Attributes Trust Framework**
- Responsibility for identity verification remains with BTC

⚠️ Digital identity checks provide a **high level of assurance**, but are not risk-free and do not replace employer responsibility.

2.11.2 Acceptable Documents

Digital checks can be performed using:

- Biometric passports

Where digital ID cannot be used, BTC will revert to manual DBS ID checking routes.

2.11.3 Limitations of Digital Identity Checks

- Not all applicants will be eligible
- Employer oversight is still required
- Additional checks may be required where risk or uncertainty exists

2.12 Manual Identity Checking (Fallback)

Where digital identity cannot be verified, BTC will follow DBS manual ID checking routes using original documents.

Examples may include:

- Birth certificate
- Marriage certificate
- Proof of NI number
- Proof of address

All checks must align with DBS Route 1, 2 or 3 requirements.

2.13 Special Circumstances

2.13.1 Applicants Without Valid ID

If identity cannot be established:

- DBS procedures will be followed
- Applicants may be required to undergo fingerprint checks via police

⚠️ Fingerprint checks confirm whether records exist; they do not independently establish identity.

2.14 Transgender Applicants

BTC supports the **DBS sensitive applications process**, which:

- protects confidentiality of gender history
- prevents disclosure of previous identity

Applicants may contact the DBS Sensitive Applications Team directly.

2.15 Adopted Applicants

Applicants adopted before age 10 are not required to provide birth surname, as there is no criminal record prior to the age of criminal responsibility.

2.16 DBS Certificate Reprints

Reprints are only available where:

- the certificate has not been received; and
- notification is made within 93 days of issue.

Lost or destroyed certificates require a new DBS application.

2.17 Compliance Statement

BTC and its partners:

- comply with the **DBS** Code of Practice
- only request checks where legally permitted
- process data in accordance with data protection legislation
- maintain secure and fair recruitment practices

3. PROTECTING VULNERABLE GROUPS (PVG) SCHEME (*Scotland*)

The Protecting Vulnerable Groups (PVG) Scheme is managed and delivered by Disclosure Scotland. It helps ensure that individuals who are unsuitable to work with children or protected adults are prevented from carrying out regulated roles with these groups.

It is a **legal requirement** for individuals to be members of the PVG scheme if they are undertaking a regulated role with children and/or protected adults.

The PVG scheme supports safer recruitment by:

- identifying individuals who may be unsuitable for regulated roles
- ensuring ongoing monitoring of scheme members
- enabling appropriate sharing of safeguarding information

3.1 PVG Applications (New or Renewal)

PVG applications are completed through an **online Disclosure Scotland account (ScotAccount)**.

The process is as follows:

- BTC (or the relevant organisation) initiates the application
- The applicant must create or log into their Disclosure Scotland account
- The applicant completes and submits their application directly
- Identity verification is completed digitally

Applicants have control over their disclosure and must **choose to share the outcome** with BTC.

Membership must be **renewed every 5 years** to remain valid, however BTC, in line with the NSPCC National Framework for safeguarding children, requires that BTC Registered Instructors undergo enhanced DBS/PVG Scheme/AccessNI vetting with Children's Barred List checks every 3 years*.

3.2 How the Scheme Works

When an individual applies to join the PVG scheme or renew their membership, Disclosure Scotland carries out checks on criminal history and other relevant information.

The application process includes:

- reviewing conviction information (spent and unspent, where legally disclosable)
- considering relevant police information
- assessing any additional safeguarding concerns

Applicants receive their disclosure result through their online account and can **decide whether to share this information with the organisation**.

Where information suggests an individual may be unsuitable for a regulated role, Disclosure Scotland may begin a **formal consideration process**.

3.3 Once Someone is a PVG Scheme Member

PVG scheme members are subject to **continuous monitoring** throughout their membership period.

This means:

- Disclosure Scotland is notified of new relevant information (e.g. convictions or police intelligence)
- If concerns arise, the individual may be considered for listing (barring)
- Where appropriate, organisations with a registered interest in the individual may be notified by Disclosure Scotland.

Continuous monitoring remains in place **for the duration of the individual's active membership**.

3.4 'Harmful Behaviour' by PVG Scheme Members

Information suggesting an individual may be unsuitable for a regulated role may be provided by:

- courts
- Police Scotland
- regulatory bodies
- employers or organisations

Organisations have a **legal duty to refer individuals** to Disclosure Scotland if they:

- have harmed a child or protected adult, or
- may pose a risk of harm, and
- have been removed (or would have been removed) from a regulated role as a result

This referral may trigger a **consideration for listing** (barring).

3.5 Barred from Regulated Roles

If Disclosure Scotland determines that an individual is unsuitable to carry out regulated roles, they may be:

- **barred from working with children**,
- **barred from working with protected adults**, or
- **barred from both**

If an individual is barred:

- they are removed from the PVG scheme
- their organisation(s) are informed

- it becomes a criminal offence for them to undertake regulated roles in those groups

3.6 Duration of Membership

PVG scheme membership is **not lifelong**.

- Membership lasts for **5 years**
- Members must **renew their membership** to remain eligible to undertake regulated roles
- If membership is not renewed, the individual will no longer be a PVG scheme member

Continuous monitoring applies throughout the active membership period.

3.7 Types of Work Covered by PVG

The PVG scheme applies only to **regulated roles** (previously referred to as "regulated work").

There are two categories:

- regulated roles with **children**
- regulated roles with **protected adults**

Regulated roles typically involve:

- caring responsibilities
- teaching, instructing, or supervising children or protected adults
- providing personal services (e.g. healthcare or support services)
- regular and direct involvement with vulnerable groups

Roles may be **paid or voluntary** and may include positions of trust, even where direct contact is limited.

Examples include:

- instructor or coach
- child-minder or youth leader
- healthcare professional
- support worker

3.8 Types of PVG Disclosure

PVG information is now part of the wider Disclosure Scotland system and is included within **Level 2 disclosures**.

Individuals may receive confirmation of:

- their **PVG scheme membership status**
- whether they are a member for children and/or protected adults

Disclosure information is provided **digitally** via the individual's Disclosure Scotland account.

BTC requires instructors (or relevant personnel) to hold appropriate PVG scheme membership for the regulated role they perform, ie working with Children.

3.9 What PVG Disclosure Shows

A PVG disclosure includes confirmation of:

- full name, date of birth, and address

- PVG scheme membership status
- the type(s) of regulated role (children and/or protected adults)
- whether the individual is **barred or under consideration for listing**

Depending on the level of disclosure, it may also include:

- unspent convictions
- certain spent convictions (where legally disclosable)
- relevant police information
- notification of inclusion on the sex offenders register (where applicable)
- other prescribed safeguarding information

Disclosure results are issued **digitally** and are **shared with organisations only with the consent of the individual**.

3.10 Legal Duties for Organisations and Sports Instructors (Martial Arts Context)

Organisations delivering martial arts instruction must comply with the legal duties set out under the PVG scheme when working with children or protected adults.

These duties apply to:

- instructors and senior grades assisting classes
- assistant coaches and volunteers
- grading examiners and visiting instructors
- anyone supervising or instructing in a position of trust

3.10.1 Ensuring PVG Membership in Martial Arts Roles

The organisation must ensure that all individuals undertaking regulated roles are **PVG members before participating in instruction**.

This includes:

- lead instructors running classes
- assistant instructors helping with drills or supervision
- senior students (e.g. black belts) regularly assisting with junior sessions

Examples

- A black belt assisting weekly with a children's class must be PVG checked
- An instructor running a grading involving children must be PVG registered
- A visiting coach teaching a seminar for juniors must hold PVG membership

It is a **criminal offence** to allow:

- an unregistered individual to regularly instruct or supervise children
- a barred person to participate in coaching or instruction

3.10.2 Safe Deployment in Martial Arts Settings

The organisation must ensure instructors are deployed safely, taking into account common risks in martial arts training.

This includes:

- supervised coaching where appropriate
- clear boundaries during physical contact
- risk assessments for specific activities

Examples

- **Pad work / grappling**: Physical contact must be appropriate, necessary, and clearly explained
- **One-to-one coaching**: Should take place in open/observable environments, not behind closed doors
- **Changing areas**: Instructors should not enter changing rooms unless absolutely necessary and with appropriate controls
- **Mixed-age classes**: Careful supervision where adults and children train together

PVG membership does not replace the need for **active safeguarding and supervision**.

3.10.3 Duty to Refer (Instructor Conduct in Martial Arts)

The organisation must refer an instructor to Disclosure Scotland where they:

- have harmed or may harm a student, and
- have been removed (or would have been removed) from their role

Martial Arts Examples

- Excessive or inappropriate force used during sparring or drills
- Inappropriate touching not required for coaching technique
- Grooming behaviour (e.g. private messaging a junior student repeatedly)
- Encouraging unsafe practices that risk injury

The duty applies even if:

- the instructor resigns before action is taken
- the behaviour took place outside the dojo (e.g. online contact with students)

Failure to refer is a **criminal offence**.

3.10.4 Reporting Harmful Behaviour

All safeguarding concerns must be taken seriously and reported promptly.

Examples in Martial Arts

- An instructor consistently targeting one student with aggressive sparring
- A coach making inappropriate personal comments to junior students
- A senior student abusing their position of authority over beginners
- Bullying or intimidation in training environments

Instructors and assistants must:

- report concerns immediately to the safeguarding lead
- never ignore or minimise harmful behaviour

3.10.5 Notifying Changes (Instructors Leaving or Role Changes)

BTC should notify Disclosure Scotland and remove its interest where an individual no longer carries out a regulated role on behalf of BTC.

Examples

- A coach who previously taught children moves to adult-only classes
- A volunteer assistant stops helping with junior sessions
- An instructor leaves the club entirely

3.10.6 Barred Individuals in Martial Arts

If an individual is barred:

- they must not teach, assist, or supervise in any class involving children or protected adults

Examples

A barred individual must not:

- lead a class
- assist with warm-ups or drills
- corner or coach at competitions
- supervise students at gradings or events

Allowing this is a **criminal offence**.

3.10.7 Handling Disclosure Information

The organisation must:

- treat PVG information confidentially
- restrict access to safeguarding or authorised personnel
- use information only for safeguarding decisions

Example

- An instructor's PVG result must not be shared with other instructors or students
- Records must be stored securely (digital or locked access)

3.10.8 Safer Recruitment in Martial Arts

PVG checks must be part of a broader safer recruitment approach.

Martial arts organisations must:

- verify experience and qualifications
- obtain references where possible
- provide safeguarding training
- implement a **code of conduct for instructors**

Examples

- A new instructor cannot rely solely on rank (e.g. black belt) without safeguarding checks
- Visiting instructors should be vetted before teaching children
- Senior students helping regularly should be formally recognised and vetted

3.10.9 Instructor Responsibilities (Martial Arts Context)

Instructors must:

- maintain valid PVG membership (renew every 5 years; see 3.1 above*)
- act as role models at all times
- maintain professional boundaries

Examples of Good Practice

- Keeping communication with students age-appropriate and, where possible, involving parents
- Avoiding private coaching sessions in isolated settings
- Ensuring physical corrections are explained and appropriate
- Treating all students with fairness and respect

Instructors must always prioritise:

- safety
- welfare
- dignity of participants

4. **AccessNI** (*Northern Ireland*)

For BTC club instructors in Northern Ireland, you must apply online for an enhanced check through BTC as a Registered Body.

You need an nidirect account to apply. BTC will provide you with a personal identification number (PIN). Your application must be approved by the AccessNI Registered Body before it is sent to AccessNI for processing. [nidirect.gov.uk]

4.1 Before You Start

When you create your nidirect account, you'll receive a confirmation email. Once activated, you can log in and complete your application.

You will need:

- PIN provided by the BTC requesting your check
- Your home addresses for the last five years
- Your National Insurance number (if applicable)
- Your driving licence and passport (if available)
- **Proof of identity documents (must be uploaded as part of the application)**

Guidance is available on completing an enhanced application online.

4.2 AccessNI Account

You must apply using your own nidirect account. If you already have one, you should use it to log in and complete your application.

4.3 Disclosure Certificate

A digital disclosure certificate will be issued to your nidirect account once your application is complete. Since 1 September 2025, AccessNI disclosure certificates are issued digitally only and paper certificates issued after that date should not be relied upon.

You can view and share your certificate from your nidirect account:

- You can send the certificate to **one email address at a time**

- The recipient can **view it once only**
- It will remain accessible to them for **five days**

If needed, you can share the certificate again.

4.4 Additional Information

When you apply online:

- You will receive an email confirming the Registered Body has received your application for approval
- Once approved, AccessNI will process your application

To track progress, log in to your nidirect account.

More useful links**:**

- Log in to a nidirect account
- Identity assurance

5. BTC DBS/PVG SCHEME SIGNATORIES

5.1 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 details:

Tel No: 0151 424 9466 email: kevin@tkdcouncil.com

5.2 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 details:

Tel No: 0151 424 9466 email: cbeddows64@btinternet.com

6 DISPOSAL

BTC staff handle all information provided to them by Disclosure Schemes, as a consequence of applying for a Disclosure Scheme product, in line with the obligations under the disclosure schemes' **Codes of Practice** and the **General Data Protection Regulation 2018** (see BTC Data Protection Policy).

Version	Author	Changes	Date	Next Review Date
3	K Beddows	Reviewed	Feb 2017	Feb 2020
4	T Nicholls	Updated; reformatted	May 2020	May 2022
5	T Nicholls	Full review: updates relate to BTC PVG online application form, BTC Tutors must be trained DBS ID Checkers	Dec 2023	Dec 2026
6	T Humphries	Full review to align with updated DBS, PVG and AccessNI guidelines, removal of Supervision Exception, and BTC's new course enrolment process with digital ID verification and Enhanced DBS checks via uCheck	Sep 2026	Sep 2029

Approved by BTC Board: **14th October 2026**

Next review: **September 2029**