

DISCLOSURE AND BARRING SERVICE (DBS) CHECKING GUIDELINES

WHAT IS A DBS CHECK?

A DBS check provides information regarding a person's criminal convictions and also whether they are barred from working with children or vulnerable adults.

The following guidelines have been agreed by Table Tennis England as best practice in respect of all staff and volunteers working with children and young people – for the purposes of these guidelines children and young people are defined as under 18s.

To ensure good practice and the well being of children, young people and vulnerable adults using the club, Ellenborough Table Tennis Club has adopted these guidelines.

THE GUIDELINES

Table Tennis England's guidelines relate to all coaches, club and league welfare officers, staff and volunteers whose role meets the criteria for regulated activity. Anyone falling into **regulated activity** must have an **enhanced DBS check** carried out every 3 years in order to continue in that role.

This could include people (including parents unless it is their own children) transporting players who are aged under 18 years to local league matches, local and national competitions and coaching sessions on a regular basis.

WHAT IS REGULATED ACTIVITY?

Regulated activity includes unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/ guidance on well-being, or driving a vehicle only for children.

The activity or work is being carried out regularly (at least weekly), frequently (four times a month or more) or overnight (between 2am and 6am)

WHO NEEDS TO PROVIDE A DBS CHECK?

Everyone carrying out **regulated activity** with children, young people or vulnerable adults as outlined above. This includes coaches, staff, volunteers and people transporting children to competitions

WHO PAYS FOR THE DBS CHECK?

Coaches will pay for their own and Ellenborough will pay for staff and volunteers.

PARENT'S RESPONSIBILITIES

Parents will be advised not to transport other people's children and will be advised the club will not take responsibility for any harm that should come to their child whilst under the supervision of another parent

Parents **must always be present** when their child is being privately coached