



Safer Recruitment Policy

CONTENTS

SECTION 1 - SAFER RECRUITMENT POLICY

- [1. Policy Statement](#)
- [2. Objectives](#)
- [3. Scope](#)
- [4. Fair Processing of Information](#)
- [5. Recruitment of Ex-Offenders](#)
- [6. Recruiting Transgender and Non-Binary People](#)
- [7. Safer Recruitment Practice](#)
- [8. Criminal Record Checks](#)
- [9. Obtaining British Dodgeball References](#)
- [10. Data Handling](#)

SECTION 2 - SUPPORTING INFORMATION

- [11. DBS Checks - England & Wales](#)
- [12. PVG Scheme - Scotland](#)
- [13. AccessNI Checks - Northern Ireland](#)
- [14. Monitoring & Evaluation](#)



Safer Recruitment Policy

SECTION 1 - SAFER RECRUITMENT POLICY

1. Policy Statement

Effective recruitment and selection procedures make sure staff and volunteers have clearly defined roles and responsibilities, as well as assuring parents/carers that you take safeguarding seriously and prevent unsuitable people from assuming positions of responsibility. This policy has been developed in line with Safer Recruitment guidance from the National Society for the Prevention of Cruelty to Children (NSPCC) and Ann Craft Trust.

2. Objectives

- To set out our own, and our members', responsibilities regarding the recruitment and ongoing monitoring of volunteers and staff members who are in regulated roles.
- To set out the support British Dodgeball can offer to members with respect to recruitment processes.

3. Scope

This Policy applies to:

- British Dodgeball, including its board members, directors, officers, and those of its employees (including subcontractors) who are involved in any aspect of recruiting staff members or volunteers.
- All members of British Dodgeball (including any clubs, teams, associations or leagues) or otherwise under the jurisdiction of British Dodgeball.

4. Fair Processing of Information

The Data Protection Act 2018 requires that individuals are informed about how their personal information will be used. For the purposes of child wellbeing/child protection matters, the club may share information about staff members and volunteers with British Dodgeball where it has been alerted to circumstances that might affect your status regarding regulated work with children and/or adults at risk or your suitability to carry out the regulated work role for which you have applied/been appointed or already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the registered Safeguarding Officers in the Club and British Dodgeball.

5. Recruitment of Ex-Offenders

In line with the Rehabilitation of Offenders Act 1974 (Exceptions) Order, all involved in making recruitment decisions must undertake to treat all applicants for positions fairly. This means:

- Undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed;
- Only ask an individual to provide details of convictions and cautions that member clubs are legally entitled to know about, where a criminal record check at either standard or enhanced level can legally be requested;
- Select all candidates for interview based on their skills, qualifications and experience;
- Only submit applicants for a criminal records check if it is proportionate and relevant;
- Add a statement that a criminal records check will be conducted in the event of the individual being offered the relevant position; and
- Ensure that individuals involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.



Safer Recruitment Policy

6. Recruiting Transgender and Non-Binary People

In line with our Equality, Diversity & Inclusion (EDI) Policy, the gender status of any person should not factor into recruitment decisions unless there is a specific reason (e.g., it is required to have a designated responsible adult of each gender present at an overseas junior competition).

All home nations have special application processes for transgender and non-binary people who don't want to reveal their previous gender and names to the organisation requiring a criminal records check. If you are transgender and want more information about applying for checks, please refer to the following pages for further guidance:

- [England & Wales](#)
- [Scotland](#)
- [Northern Ireland](#)

7. Safer Recruitment Practice

- Each role should have a clear job or role description to explain what tasks will be involved, and a person specification, explaining what experience or attributes the successful candidate needs in order to carry out the role.
- All roles should be advertised openly.
- Candidates should complete an application form to enable the club, region or British Dodgeball to gather relevant information about each applicant.
- All candidates should require specific written references before confirmation of appointment.
- Candidates should be interviewed to discuss the role and their suitability.
- Where posts are eligible posts (see section 8), applicants must undertake a criminal records check and contact the British Dodgeball Designated Safeguarding Lead (DSL) for a reference (see section 9). Any information on this disclosure will be risk assessed to inform recruitment decisions.
- Relevant qualifications and experience must be checked.
- All recruitment decisions will be recorded and, where relevant, reasons for non-appointment given.
- An induction will be provided for all new staff and volunteers, to include information about the role, safeguarding policies and procedures, safeguarding training and signing up to the Code of Conduct.
- There will be an agreed probationary period for all new staff and volunteers after which the individual will be reviewed.

8. Criminal Record Checks

Anyone working in regulated activity with children & young people and/or adults at risk must have a criminal records check conducted. It is the organisation which is making a recruitment decision's responsibility (e.g. club, company, school, university, British Dodgeball) to undertake these checks.

a) Obtaining a Criminal Records Check

British Dodgeball can apply for criminal record checks on our own staff members, directors and volunteers. We can also carry out these checks on behalf of our member organisations located in England, Wales and Northern Ireland. There is an associated cost to these checks, which can be purchased on our Store, or requested via email. Clubs must apply directly to the [PVG scheme](#) themselves in Scotland, and can do so via [Volunteer Scotland](#).

b) Roles Requiring A Criminal Records Check

Criminal record checks must be conducted on anyone in the following positions who works with anyone aged under 18 or with vulnerable adults:

- **Coach**
- **Club Safeguarding Lead/Welfare Officer**



Safer Recruitment Policy

- First Aider
- British Dodgeball staff members

Additionally, criminal records checks must be conducted on anyone working within 'regulated activity'. What constitutes 'regulated activity' differs in each home nation (see XXX).

9. Obtaining British Dodgeball References

In addition to obtaining a criminal records check and following other safer recruitment processes, the individual responsible for the recruitment decision must contact the British Dodgeball DSL to request a reference regarding new appointments. At this point, any safeguarding or disciplinary concerns may be shared as per section 4 in order to influence recruitment decisions.

To request a reference, please email the DSL. Their contact details can be found on our [Safeguarding page](#).

10. Data Handling

Personal data, such as the details of a criminal record check, must be stored in line with British Dodgeball's [Data Protection Policy](#).

SECTION 2 - SUPPORTING INFORMATION

11. DBS Checks - England & Wales

British Dodgeball performs Enhanced DBS check with children and/or adults barred list check for those undertaking regulated activity in England or Wales via an umbrella body. This checks the individual in question is fit to work with those aged under 18 and vulnerable adults.

This check is suitable only for volunteers, and it is the hiring organisation's responsibility to clarify the process with British Dodgeball for performing checks on paid members of staff by emailing hello@britishdodgeball.com.

Regulated Activity

In England & Wales, Regulated Activity is defined as:

- Those who provide teaching or instruction, or supervision or care to children or adults at risk on more than 3 days in a 30-day period on an unsupervised basis
- Those who provide advice or guidance to children specifically relating to their physical, educational or emotional wellbeing on more than 3 days in a 30-day period on an unsupervised basis.

Anyone fulfilling the criteria above (& those in any coaching or safeguarding/welfare officer role) should have an enhanced DBS check performed before they are recruited into the role.

- [Working with Adults](#)
- [Working with Children](#)

Application Process

- [DBS check](#) ordered from the British Dodgeball Website or via email.
- British Dodgeball check the individual is applying for an eligible role associated with a member.



Safer Recruitment Policy

- The individual receives an email inviting them to complete the application.
- British Dodgeball conducts an identity check.
- The application is sent off to be countersigned by the umbrella body.
- The application is processed by the Disclosure & Barring Service.
- Application received and validated.
- Police National Computer searched.
- Children and adults' barred list searched.
- Records held by the police searched.
- DBS certificate is sent to the applicant.
- The applicant will then need to show their DBS certificate to the member club who requested the criminal record check.
- At this point, it is recommended that the applicant signs up to the [DBS Update Service](#) in order to allow future checks to take place without needing to repeat this process.

How Information is Shared

The certificate is sent to the individual via post. The applicant will then need to show their DBS certificate to the member club who requested the criminal record check. British Dodgeball will get notification when a check has been processed with the status 'clear' or 'see disclosure', but no further information will be visible.

Duration of Validity

There is no official expiry date for a criminal record check issued by the DBS. Any information revealed on a DBS certificate will be accurate at the time the certificate was issued. The organisation making recruitment decisions must check the 'date of issue' on a certificate to decide whether to request a newer one; British Dodgeball requires that members perform criminal records checks on eligible individuals no less than every three years. It is recommended that the applicant signs up to the [DBS Update Service](#) in order to allow future checks to take place without needing to repeat this process.

Reporting

British Dodgeball requires all member organisations to have their own safeguarding policy outlining how they will report and record any inappropriate behaviour and allegations of abuse or neglect. Member clubs in England and Wales have a legal duty to refer to DBS where these conditions listed are met. This applies even when a referral has also been made to the British Dodgeball DSL, a local authority safeguarding team or professional regulator:

- You withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults or you move the person to another area of work that isn't regulated activity. This includes situations when you would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.
- You think the person has carried out one of the following:
 - An action or inaction has harmed a child or vulnerable adult or put them at risk of harm;
 - Satisfied the harm test in relation to children and/or vulnerable adults; or
 - Been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.



Safer Recruitment Policy

Relevant Offences:

- Endanger a child/adult at risk or is likely to endanger a child/adult at risk;
- If repeated against or in relation to a child/adult at risk, would endanger the child/adult at risk or be likely to endanger them;
- Involves sexual material relating to children (including possession of such material);
- Involves sexually explicit images depicting violence against human beings (including possession of such images); or
- Is of a sexual nature involving a child/adult at risk.

Conduct that Endangers a Child:

- Harming or attempting to harm a child;
- Causing a child to be harmed;
- Putting a child at risk of harm; and
- Inciting another to harm a child.

We require clubs to include the [British Dodgeball DSL](#) in any correspondence with external organisations regarding allegations of abuse or neglect regarding club members or club volunteers as per section 4.

12. PVG Scheme - Scotland

The Protection of Vulnerable Groups Scheme (PVG Scheme) provides an organisation with a means of ensuring that those doing paid or unpaid regulated work for it are not barred from doing so. Voluntary organisations in Scotland must enrol with Volunteer Scotland Disclosure Services (VSDS), an official body capable of accessing the PVG Scheme. This checks the individual in question is fit to work with those aged under 18 and vulnerable adults as this is likely to happen throughout an individuals' involvement in the club. It is each club member or affiliate member's responsibility to manage this process themselves.

Regulated Activity

There are 2 types of regulated work in Scotland – work with children and work with protected adults. Regulated work consists of roles including:

- Caring responsibilities;
- Teaching or supervising children and/or protected adults; and
- Working directly with children and/or protected adults.

Anyone working in regulated activity (& those in any coaching or safeguarding/welfare officer role) should join the PVG Scheme and members should check this by obtaining a Scheme Record printed on the day the applicant joins the scheme.

Application Process

- The applicant's organisation must request a check by completing an application form. This contains information regarding the applicant, role and the identity check you have conducted.
- The applicant is emailed a link to complete an application.
- The applicant will be notified via email from Disclosure Scotland that their online disclosure result is ready to be viewed and shared.
- The applicant will either log in or create a Scot Account where they may view their disclosure result and consent to share this digitally. Applicants will be able to share their disclosure result digitally with the organisation as many times as required within 14 days from the receipt of completion date.



Safer Recruitment Policy

How Information is Shared

The applicant's organisation will receive an email from Disclosure Scotland stating that a disclosure result is ready to be viewed. The email will contain the applicant's name and a link. Once you click the link you will be asked to confirm the applicant's DOB and reference number (Tnumber). Completing this correctly will give you access to the PVG disclosure result for 15 minutes. If you require more viewing time you will have to ask the applicant to share the disclosure result again.

Duration of Validity

Any information revealed on a PVG Scheme Record will be accurate at the time the certificate was issued. Should a person's situation change, Disclosure Scotland will contact the member. It is the member's responsibility to ensure they ensure Disclosure Scotland have the correct contact details for the organisation.

Reporting

The PVG Scheme is an ongoing process; criminal records checks are conducted every day on everyone signed up to the PVG Scheme. If an individual is considered for a listing, or is listed, then Disclosure Scotland will inform members of this and the member must take action. If the following two conditions are met, the member has a legal obligation to inform Disclosure Scotland and British Dodgeball's DSL of any inappropriate behaviour conducted by an individual who is signed up to the PVG Scheme.

- A person has been permanently removed/removed themselves from regulated work; and
- At least one of the following five grounds apply:
 - Caused harm to a child or protected adult;
 - Placed someone at risk of harm;
 - Engaged in inappropriate conduct involving pornography;
 - Engaged in inappropriate sexual conduct;
 - Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that member clubs must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

13. AccessNI Checks - Northern Ireland

British Dodgeball perform AccessNI checks for those undertaking activity in Northern Ireland via an umbrella body. By default, we perform Voluntary Enhanced AccessNI Checks as this checks an individual against two barred lists; for children and adults. This checks the individual in question is fit to work with those aged under 18 and vulnerable adults.

This check is suitable only for volunteers, and it is the hiring organisation's responsibility to clarify the process with British Dodgeball for performing checks on paid members of staff by emailing hello@britishdodgeball.com.

Regulated Activity

In Northern Ireland, Regulated Activity for Children is defined as a role where an individual:

- Works unsupervised with children once a week or more or intensively; or



Safer Recruitment Policy

Provides medical care to children.

Regulated Activity for Adults is defined as a role where an individual:

- Works unsupervised with vulnerable adults once a week or more or intensively; or
- Provides medical care to adults including first aid.

Anyone fulfilling the criteria above (& those in any coaching or safeguarding/welfare officer role) should have an AccessNI check performed before they are recruited into the role.

Application Process

- Members order an AccessNI check from the British Dodgeball website or via email.
- British Dodgeball confirm the individual is applying for a role in a member club.
- The individual is sent an email from British Dodgeball which outlines how to complete the application.
- The individual completes the application and uploads the required identity documents to the AccessNI application form.
- The application is sent off to be countersigned by the umbrella body.
- The application is processed by AccessNI:
 - Application received and validated;
 - Police National Computer searched;
 - Children barred list and adults' barred list searched; and
 - Records held by the police searched.
 - The certificate is sent to the applicant.

How Information is Shared

The certificate is sent to the individual via post or digitally. The applicant will then need to show their NI Access certificate to the member who requested the criminal record check. British Dodgeball will get notification when a check has been processed but not further information.

Duration of Validity

There is no official expiry date for a criminal record check issued by Access NI. Any information revealed on an Access NI certificate will be accurate at the time the certificate was issued. You should check the 'date of issue' on a certificate to decide whether to request a newer one. British Dodgeball recommends that members perform criminal records checks on eligible individuals no less than every three years.

Reporting

If a member dismisses an employee or volunteer because they harmed or would have harmed a child or vulnerable adult, you must report them to the DBS and British Dodgeball's DSL . Even if they resign before formal dismissal, you must report this. You are breaking the law if you don't report this information.



Safer Recruitment Policy

14. Monitoring and Evaluation

We are committed to implementing, monitoring and evaluating this strategy so that British Dodgeball and clubs continue to follow effective Safer Recruitment Guidance. Implementation plans will be reviewed by British Dodgeball on an annual basis to monitor and evaluate progress against the strategy.

Policy Last Updated on: 14th November 2025