



LIST OF ALL CURRENT ROLES REQUIRING VALID DBS/PVG CERTIFICATE

Disclosure and Barring Service (DBS) or Protecting Vulnerable Groups (PVG) checks are crucially important for a safe recruitment process and are especially important when a job/volunteering role requires a person to be in a position of trust around children and/or adults at risk. A check enables an employer to find out whether an employee and/or volunteer has a criminal record or is barred from working with the above-named groups and likely to pose a risk of harm. This information will be used to assess a person's suitability for the role of which they have applied.

There are four different categories of DBS check:

- **Basic Check** – Will show conditional cautions and unspent convictions.
- **Standard Check** – Will disclose spent and unspent convictions, cautions, reprimands and final warnings.
- **Enhanced Check** – This discloses the same information as a standard check, however, it also provides any added information held by local police that's considered relevant to the role.
- **Enhanced Check with Barred Lists** – This shows the same information as an enhanced check and also reveals whether the applicant is on the list of people barred from doing the role. There are two types of barred list: one is for people who have been barred from working with adults at risk and the other is for people who have been barred from working with children.

When deciding whether a role requires a DBS/PVG check and at what level, many things are taken into account including the setting in which the role is undertaken, the nature of the role, the activities undertaken when carrying out the role, the frequency of the activities, and whether or not the activity is considered "[regulated activity](#)". To learn more about regulated activity click [HERE](#).

SOGB have assessed that the following roles require an Enhanced Check which may include Barred Lists covering both adults at risk and children. If you are unsure whether the check should include Barred Lists, please see the regulated activity guidance above or contact DBS@sogb.org.uk for advice. If an employee/volunteer has a check that only covers one of these groups, (ie just adults or just children) then a new check must be completed:

GENERAL CLUB/TRAINING ROLES

- Head Coach
- Assistant Coach
- General Coaching Support
- Helper in the Water
- MATP Coach/Assistant Coach
- YAP Coach/Assistant Coach
- HAP Coach/Assistant Coach
- Competition and Coaching Advisor



GENERAL ATHLETE SUPPORT ROLES

- Athlete 1:1 Support (Carer)
- Athlete Escort
- First Aider
- Competition Delegation Members*
- Delegation Medical Officer
- Safeguarding & Welfare Officer

The following roles will require at least a Basic Check but may qualify for an Enhanced Check/Enhanced Check with Barred List depending on the exact nature and duties of the role:

- Driver
- Eligibility Officer
- Media/Photographer
- Treasurer

If any person holds a volunteer role that does not require a DBS/PVG check, they cannot, under any circumstances, carry out the duties of a role that does require a DBS/PVG check even for a short period of time. For example, if a person holds a role such as Volunteer Coordinator, they cannot step in and cover a session that a coach would normally take even for just one session. Those in roles that do not require a DBS must, under no circumstances, have unsupervised contact with athletes or any duty of care responsibilities.

All SOGB volunteers with an Enhanced or Enhanced with Barred list DBS Check are to register with the DBS Update Service (this is free for volunteers). This allows applicants to keep their DBS up-to-date and employers to check the status of a DBS certificate. By registering, you are giving SOGB consent to check your DBS certificate status online at least every six months for the remainder of your time volunteering with SOGB. More information on the steps to achieve this can be found [HERE](#).

If a person is already registered with the DBS Update Service, SOGB (with the person's consent) will be able to check the status of a certificate online. To do this, SOGB will need to see the original DBS certificate linked to the DBS Update Service, check the applicant's identity and confirm that the same level of check is required with the same workforce (i.e. adults and children).

***COMPETITION DELEGATION MEMBERS (INCLUDING LOCAL, NATIONAL & INTERNATIONAL COMPETITIONS) - PLEASE NOTE ALL DELEGATION MEMBERS FOR EVENTS THAT HAVE OVERNIGHT STAYS, WILL NEED TO BE REGISTERED AS A VOLUNTEER AND HOLD A VALID DBS/PVG CHECK RELEVANT TO THEIR ROLE, INCLUDING PARENTS WITH ADDITIONAL RESPONSIBILITIES. AS ABOVE, IF YOU DO NOT HAVE A DBS/PVG YOU ARE, UNDER NO CIRCUMSTANCES TO HAVE UNSUPERVISED CONTACT WITH ATHLETES OR ANY DUTY OF CARE RESPONSIBILITIES, OTHER THAN FOR THOSE ATHLETES IN YOUR CARE, AT ANY TIMES.**

Applying for and receiving a new DBS through SOGB (and registering with the Update Service) is free for all volunteers. These can be applied for through our partners at Care Check and a step-by-step guide on how to apply can be found [HERE](#).



DBS Certificate Portability

Special Olympics Great Britain (SOGB) will accept registration with the DBS Update Service for portability of a DBS Certificate completed with another organisation when the following requirements have been met in full:

- The SOGB position requires the same level of check (e.g. Enhanced or Barred List check and for the same/similar role) as the original DBS Certificate.
- The workforce is the same (eg. the original certificate covers both Adult and Child Workforce).
- SOGB has seen the original DBS Certificate.
- SOGB has seen a copy (this can be a photo/scan) of at least one ID document which must show/confirm all three of the following: Full Name, Date of Birth and Current address. For example: Passport, Driving Licence.
- Authorisation is given to SOGB to carry out a Status Check using the Update Service.
- The Status Check shows that no new information has been added to the certificate. (If additional information has been added, portability will not be authorised, and you will be asked to apply for a new check).

PVG Applications (Scotland)

SOGB hold an account with the PVG service and can initiate PVG applications on your behalf. If you are based in or predominantly work in Scotland and require a PVG for your role you will need to email db@soqb.org.uk with the following details:

First name

Middle names

Surname

DOB

Email address

These details will be logged with the PVG scheme, and they will guide you through the process.

If you have any questions or require any support, please get in touch with us at DBS@soqb.org.uk