



# Safeguarding FAQ'S

## Who needs to be a member of SLSGB and why?

All members of the club committee need to be members of SLSGB, as well as all club officers. Anyone working with or having contact with children and young people, also need to be a member of SLSGB. This is because when they become a member of SLSGB they agree to follow our codes of conduct and to abide by policies and procedures. Without SLSGB membership, there is no insurance cover for that person. If someone is having contact with children and young people they need to have a current, valid DBS check and this can only be carried out on members of SLSGB.

## How to safely recruit volunteers?

There should be a clear, defined role description for the position being applied for within the club. There are editable examples of club chair, treasurer, secretary and club safeguarding officer role descriptions on the document store. Please use an application form for all volunteer roles within your club. There is a suggested one on the document store, which can be edited. These should be completed by all volunteers and club officers, with no exceptions being made so that it is a standard way to recruit. Take up references from the most recent job or volunteer position the applicant has held, as well as a personal character reference. An example of a referee request form is on the document store. Where eligible, ask the applicant to apply for a DBS check and allow no unsupervised contact with children and young people until that check has been carried out. Keep all DBS checks up to date.

A DBS check should not be the only process you use to safeguard the children within your club. It should form part of your safe recruitment process and cannot be the only check you carry out. For further help on safer recruitment:

[http://www.safenetwork.org.uk/help\\_and\\_advice/employing\\_the\\_right\\_people/pages/safer\\_recruiting.aspx](http://www.safenetwork.org.uk/help_and_advice/employing_the_right_people/pages/safer_recruiting.aspx)

## Who needs to have a DBS check?

There is new guidance on who can apply for a DBS check and who can be checked on the barred list. We cannot check everyone within our clubs and there must be a justified reason why a DBS check is being done. Anyone applying for a DBS must be a full member of SLSGB. Without SLSGB membership the DBS will be invalid, and a fee could be incurred by the individual club for the DBS process.

\*Anyone working in a regulated activity with children and young people must have a DBS check and a barred list check. Regulated activity includes: teaching, training, instructing, caring for or supervising children OR providing guidance / advice on well-being OR driving a vehicle only for

children AND happens frequently (once a week or more often)OR happens intensively (on 4 or more days in a 30 day period, OR overnight, between 2am and 6am AND the individual carrying out the activity of teaching, training or instructing is unsupervised (or cannot guarantee to be supervised), except for in paid roles in specified places.

\*Anyone in an unsupervised role with children and young people, but not in a regulated activity, may also be eligible for a DBS check. It is suggested that annual contact with children and young people is not enough for eligibility, but an argument could be made for eligibility if an individual does an activity 8 times over the summer period or once a month for example. Please contact SLSGB for further guidance.

\*If a club feels that the applicant is going to be supervised within their club role then please contact SLSGB to discuss this. Anyone in a supervised position, must be supervised by someone in a regulated activity, will still need a DBS check but not a barred list check. SLSGB roles are largely unsupervised because it cannot be guaranteed that a suitable level of supervision is in place to safeguard children.

### **How will I know when a DBS check is complete?**

Once you have verified an applicants' identification documents, you can see the status of the check, by logging into the TMGCRB website. You will be able to see when a DBS check is complete but this does not mean that the check has been fully risk assessed by SLSGB. If SLSGB need to risk assess any information within the DBS check, you (the club safeguarding officer) and the applicant will be informed by SLSGB within 3 weeks of the check being completed by TMGCRB. This will mean that the applicant will need to supply us with the DBS certificate and they still cannot have unsupervised contact with children and young people, until further notice from SLSGB.

### **How to get in touch with the SLSGB Safeguarding officer?**

Jan Reid - [safeguarding@slsgb.org.uk](mailto:safeguarding@slsgb.org.uk) – 01392 369111. If you have safeguarding concerns where a child is at the risk of immediate harm or danger, please contact the police.