



Hayes (Kent) Cricket Club Limited

DBS (Disclosure and Barring Service) Requirements

Original: March 2025 — Reviewed and updated: April 2026

Review due: April 2027

Hayes (Kent) Cricket Club Limited (“the Club”) is committed to safeguarding the welfare of all junior members and adults at risk. As part of this commitment, the Club follows the England and Wales Cricket Board (ECB) requirements for Disclosure and Barring Service (DBS) checks for all individuals working in regulated activity with children.

This policy sets out who requires a DBS check, the type of check required, the process for obtaining one, and the Club’s procedure for handling DBS disclosures. It should be read alongside the Club’s Safeguarding Policy Statement.

1. Who Requires a DBS Check

- An Enhanced DBS check (with a check against the Children’s Barred List) is required for all individuals who engage in “regulated activity” with children on behalf of the Club. This includes: all Club coaches (paid and voluntary); all junior team managers; the Club Safeguarding Officer; and any other adult who works unsupervised with junior members on a regular basis.
- For the purposes of DBS requirements, “regular” means once a week or more, or on 4 or more days in a 30-day period, or overnight.
- Occasional helpers who are always supervised by a DBS-checked adult and who do not engage in regulated activity are not required to hold a DBS check, but must not be left unsupervised with junior members.
- The Club Safeguarding Officer is responsible for maintaining an up-to-date register of all individuals who hold a valid DBS check and for identifying any roles that require a new or renewed check.

2. Type of Check Required

- The ECB requires an Enhanced DBS check including a check against the Children’s Barred List for all roles involving regulated activity with children in cricket.
- Standard DBS checks are not sufficient for roles involving regular unsupervised contact with junior members.

3. Obtaining a DBS Check

- DBS checks for cricket volunteers and coaches are facilitated through the ECB's DBS countersignatory service, administered via the County Cricket Board (Kent Cricket Board). Individuals should contact the Club Safeguarding Officer to initiate the process.
- DBS checks must be completed and the disclosure received before an individual begins working unsupervised in a regulated activity role with junior members. No exceptions to this requirement will be made.
- The cost of a DBS check for Club volunteers is met by the Club. Paid coaches are responsible for ensuring their own DBS check is current.

4. Renewal

- The ECB requires DBS checks to be renewed every three years. The Club Safeguarding Officer will notify individuals when their DBS check is approaching its renewal date.
- The Club participates in the DBS Update Service where possible. Individuals are encouraged to register with the Update Service when obtaining a new DBS certificate, which allows the certificate to be checked online and may reduce the need for a full renewal application.

5. Handling DBS Disclosures

- All DBS disclosures are handled in strict confidence by the Club Safeguarding Officer and, where necessary, the Club Chairman.
- The Club follows the ECB DBS Vetting Procedure when assessing the content of a DBS certificate. The existence of a criminal record does not automatically disqualify an individual from working with the Club, but will be assessed in line with ECB guidance and the nature of the role.
- Where a disclosure raises concerns, the Club will seek advice from the Kent County Safeguarding Officer and/or the ECB Safeguarding Team before making a decision on suitability.
- No individual may see another person's DBS certificate without that person's consent. DBS information must be stored securely and must not be retained beyond what is necessary.

6. Individuals Already Barred

- It is a criminal offence for a barred individual to work or volunteer in regulated activity with children, and for an organisation to knowingly permit this. Any individual who is on the Children's Barred List must not be permitted to work with junior members.
- If the Club becomes aware that an individual working with junior members is on the Children's Barred List, this must be reported immediately to the ECB Safeguarding Team and to the Disclosure and Barring Service.

7. Self-Disclosure

- All adults working in regulated activity with junior members at the Club must notify the Club Safeguarding Officer immediately if they receive a police caution, charge or conviction for any offence, or if they are subject to any investigation by statutory authorities in relation to the welfare of children.

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