

## Obtaining a DBS disclosure

If you are appointed to a role requiring a DBS disclosure, you will be asked by us to complete a self declaration form. Please fill this in and return as quickly as possible. This will give details of any current DBS disclosure or PVG Scheme Membership you may have, if it is sufficient for our requirements, or whether you will be required to undergo one for us.

As an organisation operating across the whole of the UK, there are three organisations responsible for issuing criminal records disclosures: The Disclosure and Barring Service (DBS) who issue DBS checks and make barring decisions in England and Wales; Disclosure Scotland, who administer the Protecting Vulnerable Groups Scheme (PVG) in Scotland; and Disclosure NI who issue disclosures in Northern Ireland. The DBS is responsible for placing or removing people from the barred lists in England, Wales and Northern Ireland. As the BSS Head Office is based in England, we are required to abide by English law.

BSS require all coaches, team managers and others identified on their DBS risk assessment, to undergo an enhanced DBS disclosure with check against the barred list for working with children. In certain circumstances, if you are a member of the PVG Scheme and we can get a Scheme Record Update, this may be satisfactory.

- If you have a current (less than 3 years old) snowsports DBS, or PVG Scheme Record, email a copy to the [Lead Welfare Officer](#). In addition state “I give consent for you to share the outcome of my disclosure with Bridget Owen, LWO for BSS”. Provided it is the same “level” of check (Enhanced, with check against the barred list for working with children) we may be able to accept it. Please note BASI are unable to carry out Enhanced disclosures, and their “Basic” disclosures are not sufficient for our purposes. If potentially acceptable, we will ask to see your original disclosure and other proof of ID.
- If you have a DBS issued by another organisation and have joined the DBS Update Service we may be able to accept it. Email a copy to the [Lead Welfare Officer](#). If we can accept it we will do a status check, and will need to see your original disclosure and some other forms of ID.
- If you do not have a current DBS disclosure or PVG Scheme Record (Scotland), you will be required to complete a DBS for BSS. Snowsport England carries them out on our behalf. Please apply [here](#), and select “How to Apply for a DBS check”.
- BSS will pay for the disclosure if you are appointed on a staff contract. If you are offered a temporary contract of a few days up to a week or two, you will be required to pay for the disclosure yourself, as you will usually be using it for work with other organisations too. Check with the office if in doubt.
  - a. **Charges for members of SSE:**
    - i. DBS for a Paid role - £44.00
    - ii. DBS for a Volunteer role - Free
  - b. **Charges for Non-members of SSE:**
    - i. DBS for a Paid role - £66.20 (reduced to £59 until December 2015)
    - ii. DBS for a Volunteer role - £22.20 (reduced to £15 until December 2015)



## British Ski and Snowboard



- SSE is able to offer Level 2 (Remote) External Identity Validation, or ID verifying. This means for a cost of £12.00 you can choose to have your ID documents (passport) verified remotely. This is much more convenient for some applicants but you will be responsible for the £12.00 charge. Alternatively, ID Verifying is free if you visit one of the ID verifiers on the list on the SSE website.
- Joining the DBS Update Service – in June 2013 the DBS introduced the “Update Service” which may mean you can reuse your new DBS disclosure for many other roles (as long as they require the same “level” of check). Registering for the Update Service takes 2 minutes, is done on line, is free for volunteers and costs £13 annually for paid roles – cheaper than the £44 plus administration charged for every DBS you may need. BSS encourages you to apply for the Update Service; we will be able to go on line and check your DBS status has not changed without the need for you to apply for another DBS in 3 years’ time. You will be reminded to do this by SSE when your disclosure is issued. Further details can be found at: <https://www.gov.uk/dbs-update-service>. Registering must however be done within 19 days of the issue of the disclosure.
- If you require any more information, or if you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance (see [DBS Filtering guidance](#)), please contact Bridget Owen, Lead Welfare Officer at BSS on phone 01303 840095 or on email at [bridget.owen@teambss.org](mailto:bridget.owen@teambss.org).
- Having a criminal record will not necessarily prevent you from working with us, it depends on the details and nature of the offence.
- BSS has a Policy for the Recruitment of Ex-offenders and this is available on request from the Office.
- BSS has a Policy for the secure storage, handling, use, retention and disposal of certificates and certificate information and this is available on request from the Office.
- Finally – do remember to keep your DBS disclosure certificate safe as the DBS no longer sends SSE or BSS a copy.

