



S10, S11, S12, S13

DBS Process

The Welfare Officer operates the DBS process. Members are informed that the process is operated in the club leaflet and club file.

A spreadsheet record is held of the date each coach was DBS assessed (a screenshot for evidence would be made available, if required). At the regular Coaches/Committee meetings and club sessions, it is highlighted to coaches when their DBS assessment is due, it being a standard agenda item. New coaches and the club's workforce who undertake regulated activity with junior members or adults who are considered to be at risk (more than 3 hours of contact per week) undergo DBS checks at enhanced level (with barred listed checks).

DBS checks are undertaken at least every 3 years. The assessment is a check of documentation. The Welfare Officer receives an email from DBS confirming applicants have been accepted/registered on the national DBS register.

The BCU would have access to the national DBS registers.

A system for self-declarations for experienced, non-coaching paddlers who occasionally are asked to paddle with minors is under consideration. Such activity takes place for a short period of time only, and certainly less than the 3-hourly threshold criterion. The usual scenario is when their parents are away from the minor, and often involved in supervising another group.

S11 - A safe-guarding course was developed and led by the Welfare Officer during February 2022. Material from the course was provided to delegates, which included coaches and wider volunteers, and helpers at Shropshire Paddoesport.

S12 - The Club Secretary maintains a register on the club portal of individual's qualifications. It is proposed to start adding any DBS registrations onto this recording system. This may include those that have DBS registration from their employment or involvement in other activities, as well as those registered via the Shropshire Paddoesport process.