



DISCLOSURE AND BARRING CHECKS (DBS) GUIDANCE

Everyone working or volunteering within 'regulated activity' with children and adults at risk are required to have a DBS check as part of a safer recruitment process.

What is a DBS check and what does it do?

The Disclosure and Barring Service (DBS) helps employers and deployers make safer recruitment decisions by processing and issuing DBS checks for England, Wales, the Channel Islands and the Isle of Man. DBS also maintains the Adults' and Children's Barred Lists, and makes considered decisions as to whether an individual should be included on one or both of these lists and barred from engaging in regulated activity.

Who should get a DBS check?

- Anyone working in 'regulated activity', whether paid or as a volunteer, should obtain an Enhanced DBS Disclosure with a Barred List Check.
- Other roles may require a different level of check based on the role undertaken. Our safeguarding training requirements lists the minimum training requirements needed for roles within volleyball [here](#).
- A DBS check cannot be carried out for a person under the age of 16.
- More guidance is listed in the [DBS Child Workforce Guide](#) and [DBS Adult Workforce Guide](#).

DBS Requirements – Volleyball England

To be eligible for a DBS check through Volleyball England (VE), you must meet the following requirements:

- Have an active Coach or Volunteer membership for the current season.
- Have completed one of the following: Safeguarding Children and Young People, Safeguarding Adults or Volleyball England Safeguarding Children & Adults in Volleyball course. Once done, ensure the certificate is uploaded and recorded on your VolleyZone account.
- Be engaged in 'Regulated Activity' as defined below.

What is 'Regulated Activity'?

'Regulated Activity' involves working with children (under 18s) in roles such as:

- Teaching, Training, Instructing, Caring for, Coaching or Supervising

To be considered 'regulated', the activity must be:

- **Unsupervised**, and
- **Frequent** – defined as:
 - More than **3 times in a 30-day period**, or
 - **Overnight**, between **2am and 6am**.

Example: Acting as the **lead coach** once a week at sessions with U18s would qualify as Regulated Activity.

Is a DBS certificate from another organisation acceptable?

• No, Volleyball England can only accept DBS certificates that have been applied for directly through Volleyball England. However, there is one exception:

- If your DBS certificate was processed through another organisation but is registered with the [DBS Update Service](#), we may accept it as long as:
 - The certificate is for a like-for-like role (e.g., working with children in a similar capacity).
 - You provide a copy of the original certificate so we can verify the details.
- We recommend that once you receive your DBS certificate through VE, you sign up for the [DBS Update Service](#) within 28 days. By registering, you'll be able to use this certificate for the Update Service, which streamlines and speeds up the renewal process for VE-related work or volunteering (please note that DBS certificates need to be renewed every 3 years). Remember to keep your original certificate safe, as you will need it whenever you use the Update Service.

*If you do not provide consent to view your DBS through the DBS Update Service, you will be required to complete a DBS through Volleyball England.

- It is our responsibility to ensure the checks are done correctly and are accurate from the date someone begins volunteering. Checks completed through VE allow us to ensure the safer recruitment of staff and volunteers.

How do you obtain a DBS check through Volleyball England?

- First, confirm whether you require a DBS check by reviewing your role against the definition of regulated activity. If you are still unsure, you can complete the next step,

and VE will be able to determine whether your role requires a DBS check. *You can also reach out to the DBS Regional Advisors [here](#) for support with eligibility.

- Next, complete [this form](#). Once completed, you will be sent an email from First Advantage with an activation link to a portal. You will need to complete the DBS application using this portal. VE will be in touch if we have determined that you do not need a DBS check.

*Please note you must have an active membership for the season, be linked to the club on VolleyZone and have your safeguarding training added to your VolleyZone account.

- DBS checks for individuals in 'regulated activity' are free as a member benefit for volunteers (coaches/Club Welfare Officers), but you will need to arrange an identification check at your local Post Office.
- Once your DBS has been completed, please add this to your VolleyZone account (and keep your original certificate safe) following the steps [here](#).

Please note:

- Each club is entitled to a maximum of three free DBS checks per year, excluding active coach members, who are not counted within this limit.
- Individuals are eligible for one free Volleyball England DBS check within a three-year cycle.
- If an individual requires an additional DBS check (e.g. due to a change in role or responsibilities), Volleyball England is happy to process this. However, the cost of the check must be covered by the individual or their club.
- You will need to have completed one of the following: Safeguarding Children and Young People, Safeguarding Adults or Volleyball England Safeguarding Children & Adults in Volleyball course. Once done, ensure the certificate is uploaded and recorded on your VolleyZone account. Please follow the steps [here](#). *When your current certificate expires then you will need to complete the Volleyball England Safeguarding Children and Adults in Volleyball course. From 1st September 2028 this will be the only course that Volleyball England accepts.

Who will need to see your DBS Certificate?

- You will be asked to send a copy of your original certificate to VE if your DBS certificate shows a conviction (we are unable to see certificates via the First Advantage portal).
- A criminal record will not necessarily prevent you from becoming involved in regulated activity. A member of the safeguarding team will be in touch with you to discuss, and you may be asked to provide additional information and references. If you do not engage in this process, your club will be informed, and you will be required to cease any involvement in regulated activity.
- Once your DBS has been completed, please add this to your VolleyZone account following the steps [here](#).

*You need to keep hold of your original certificate – Volleyball England does not have access to this and will not be able to request this for you.

What is the cost of a DBS to an individual or a club?

Volleyball England offers free DBS checks (see safeguarding training requirements document here) as a member benefit for volunteers – this includes roles such as a coach and Club Welfare Officers.

If the role does not meet the definition of regulated activity but you still require an Enhanced DBS check without a Barred List, the cost must be covered by the individual or their club including any registered or umbrella body administration fees.

Please note: DBS checks for paid positions are not free and will also incur standard processing and administration charges.

Contacts:

[DBS Regional Outreach Advisor contact list](#)

[Volleyball England Safeguarding Team](#)