

Guidance on the portability of Disclosures

From 17th June 2013, if an individual subscribes to the DBS online Update Service, an employer or equivalent (in this case, British Rowing as the organisation through which the Disclosure was obtained) can go online, with their consent, and carry out a free, instant check to find out if the information released on the DBS certificate is current and up-to-date: <https://www.gov.uk/dbs-update-service>

This service is free for volunteers, whilst those in paid employment are required to pay a fee of £13.00. The subscription will need to be renewed annually by the individual.

We are currently awaiting guidance on how the Updating Service for Disclosures obtained through British Rowing will work in practice. However, it will involve subscribers providing British Rowing with their certificate number, name and date of birth, and specifically giving their permission for their Disclosure status to be checked by British Rowing.

This service will also allow individuals to offer their DBS certificates when applying for similar jobs. However, employers are not obliged to accept Disclosures obtained through other organisations (Portability). A key factor to be considered by employers is the risk associated with 100% reliance on another organisation's identity verification process.

Identity Checks

Reliable and accountable authentication of each individual's identity is the cornerstone of the Criminal Records/Barred Lists checking process. British Rowing currently insists that ID checks are carried out by authorised and named individuals who hold positions of responsibility within their clubs or within British Rowing and to whom appropriate and up to date guidance and advice is available.

Risk Associated With Portability

In line with our previous guidance on Portability, and following discussion with the Child Protection in Sport Unit, British Rowing considers that there continues to be an unacceptable risk in accepting Disclosures obtained through another body where we have no control over the rigour and reliability of any ID checking process. Therefore, we will continue to require that anyone working in a position of responsibility with juniors and/or Adults at Risk in rowing must, if eligible, have obtained a Barred Lists and/or Criminal Records check through British Rowing. Accordingly, we will not accept Portability.

DBS/Barred Lists Checks Obtained Through British Rowing

Generally, most people who hold a DBS Disclosure certificate obtained through British Rowing may use this Disclosure certificate for another British Rowing Club if the role at the new club is not significantly different from the role applied for on the original certificate and if **either** the original certificate was issued within a reasonable timescale (**to be checked with the Lead Safeguarding Officer on a case by case basis**), **or** if the individual has subscribed to the online Update Service, **having obtained their original Disclosure through British Rowing** (again, **to be checked with the Lead Safeguarding Officer on a case by case basis**).

All other Safe Recruitment guidance still applies, as outlined in the Safeguarding and Protecting Children Policy. In cases where an individual already holds a Disclosure in respect of a role at an affiliated club, the Lead Safeguarding Officer must **always** be contacted by the relevant CWO at any new club for guidance **before** that individual is deployed in any position with juniors and/or Adults at Risk, as part of the vetting procedure.