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# DBS Guidance for clubs

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# DBS Guidance for Clubs - Who needs to be checked?

## Disclosure and Barring Service (DBS) (formerly CRB)

In December 2012 the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to form the Disclosure and Barring Service (DBS). The DBS now issues disclosure certificates.

Club Safeguarding Officers should coordinate DBS checks as part of the club's safe recruitment procedures.

A Barred List check is a legal requirement for all individuals applying to work in Regulated Activity (see below). The check will show whether an individual is barred from working with children or adults at risk.

The following guidance will help you decide who needs to be checked within your club and whether they are eligible for a Barred List check. BSUK suggests that you add this guidance note to your Club's Safeguarding Policies and Procedures.

## What Is Regulated Activity?

The new definition of Regulated Activity with children combines the old definition, which was focused on the type of activity and the frequency or intensity of contact, with a further requirement that the individual conducting the activity must be unsupervised.

An individual is defined as being in Regulated Activity if the activity involves:

**Teaching, training, instructing, caring for or supervising children**

**OR**

**Providing guidance/advice on well-being**

**OR**

**Driving a vehicle only for children**

**AND**

**Happens frequently (once a week or more often)**

**OR**

**Happens intensively (on four or more days in a 30-day period, or overnight)**

**AND**

**The individual carrying out the activity of teaching, training or instructing is unsupervised.**

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## Who is eligible for a Disclosure and Barring Service Enhanced Disclosure Check within baseball and softball clubs?

| Roles within baseball and softball | Enhanced DBS required | Barred List required |
|------------------------------------|-----------------------|----------------------|
| Coach                              | Yes                   | Yes                  |
| Assistant Coach                    | Yes                   | Yes                  |
| Teacher / Tutor                    | Yes                   | Yes                  |
| Assistant Teacher / Tutor          | Yes                   | Yes                  |
| Club / Team Welfare Officer        | Yes                   | Yes                  |
| National Team Welfare Officer      | Yes                   | Yes                  |
| Field Assistant                    | Yes                   | No                   |
| Chaperone                          | Yes                   | Yes                  |
| Team Manager                       | Yes                   | Yes                  |
| Chairperson                        | No                    | No                   |
| Club Secretary / Treasurer         | No                    | No                   |
| Club Administrator                 | No                    | No                   |
| Photographer / Videographer        | No                    | No                   |

Note that this list may be subject to change in accordance with government legislation or further guidance.

Please contact a BSUK Safeguarding Officer at [welfare@bsuk.com](mailto:welfare@bsuk.com) if you are unsure whether a role within your team or club is eligible for either a DBS disclosure or a Barred List check.

### What do you need to do

#### Club

- Ensure that you have a Safeguarding Officer if your club works with children or young people.
- The SO needs to receive Safeguarding training.
- Set up procedures for DBS applications.
- Set up procedures for DBS applicants who do not produce their disclosures to the club or BSUK.

#### Safeguarding Officer

- Define supervision at the club.
- Ensure a role description is in place for all volunteer roles.
- Decide who needs a DBS disclosure check.
- Supervise applications, check the identity documents of applicants for DBS checks and keep records of those applications.
- See and record all disclosure certificates and send a copy of all disclosures to BSUK to ensure that central records are kept up to date.

DBS applications will continue to be managed by BSUK and all applications should be sent to the BSUK office.

For any further information or support please contact [welfare@bsuk.com](mailto:welfare@bsuk.com).