



Safer Recruitment & DBS Checks Policy

Policy year	2026/27
Reviewed	September 2026
Approved by	Black Ice Academy Directors
Next review	September 2027

1. Purpose

BIA is committed to recruiting employees, coaches and volunteers safely and fairly. Safer recruitment is an ongoing safeguarding process, not a single DBS check.

2. Recruitment process

- Roles involving children will have a clear role description setting out safeguarding responsibilities and the expected level of contact with children.
- Applicants will complete an appropriate application process and provide sufficient information to assess suitability, qualifications and relevant experience.
- Identity and relevant qualifications will be verified. Gaps or inconsistencies in employment/volunteering history will be explored where relevant.
- At least two references should normally be obtained for roles with regular responsibility for children, including a recent employer/organisation where appropriate.
- Interviews or suitability discussions will include safeguarding expectations and professional boundaries.
- Appointment is conditional on satisfactory pre-employment/pre-volunteering checks appropriate to the role.

3. DBS checks

BIA will determine the legally permitted level of DBS check for each role by reference to the actual duties performed. BIA will not request a higher level of check than the law permits.

From 1 September 2026, the supervision exemption from regulated activity with children was removed. A person who teaches, trains, instructs, cares for or supervises children frequently enough, or overnight, may therefore be in regulated activity even when supervised. BIA will assess assistant-coach and volunteer roles accordingly.

- Roles in regulated activity with children will normally require an Enhanced DBS check with a Children's Barred List check.
- Other child-workforce roles will receive the level of DBS check for which the role is legally eligible.

- Where a role changes, BIA will reassess DBS eligibility.
- BIA may use the DBS Update Service, with the individual's permission, as part of ongoing suitability checking.
- DBS information will be handled securely and only by those who need it for recruitment/safeguarding decisions.

4. Criminal-record information and decision making

A criminal record does not automatically prevent appointment unless the person is legally barred from the work. Relevant disclosures will be considered fairly, proportionately and confidentially, taking account of the nature of the role, the nature and circumstances of the information, time elapsed, patterns of behaviour, rehabilitation and safeguarding risk.

BIA must not knowingly permit a barred person to engage in regulated activity. Where the statutory conditions are met, BIA will make a referral to the DBS.

5. Ongoing safer working

- All staff and volunteers must follow BIA's safeguarding and codes of conduct.
- Safeguarding induction and appropriate training must be completed and refreshed as required.
- Suitability concerns arising after appointment must be reported immediately and managed under safeguarding procedures.
- Supervision, observations, CPD and role reviews may be used to maintain safe practice.

6. Records

BIA will keep a proportionate recruitment record showing checks completed, the date and outcome, without retaining DBS certificate information longer than necessary. Personal and criminal-offence data will be handled in accordance with BIA's Data Privacy Policy and applicable data-protection law.

Key references

This policy should be read alongside Black Ice Academy's other safeguarding, conduct, first aid, inclusion and complaints policies. It has been prepared with reference to:

- Disclosure and Barring Service guidance on eligibility for roles working with children, published 1 September 2026.
- DBS guidance on regulated activity with children, updated September 2026.
- Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012, as amended.
- Rehabilitation of Offenders Act 1974 (Exceptions) Order, as applicable.
- Working Together to Safeguard Children 2026.
- SportCheer England safeguarding requirements.

Legislation and guidance can change. Black Ice Academy will review this policy at least annually and sooner where law, statutory guidance, governing-body requirements or Academy practice changes.