



DBS Check Assessment Process & Procedure

In the event that any relevant pre-employment checks come back with any information on previous offences/convictions or areas of concern, it is important for England Squash to review the information in order to determine the correct course of action.

Please note, the Risk Assessment will take into account the role that the applicant is applying for. For more information on safer recruitment in sport please visit:

<https://thecpsu.org.uk/help-advice/topics/safer-recruitment/>

What happens if my DBS check shows a previous offence or conviction?

The Safeguarding Working Group at England Squash will look at the information on the DBS certificate and decide whether to clear you to continue in your role.

The Child Protection in Sport Unit (CPSU) have published guidelines on Risk Assessment in recruitment and a summary flowchart is shown below demonstrating how England Squash deals with DBS checks.

England Squash use a thorough risk assessment process that looks at the nature of each offence and whether it may impact on your role and crucially could affect the welfare of young people and adults at risk.

Sometimes, we may wish to ask for more information in relation to your DBS check and we will contact you about this. When a decision has been made about your DBS check we will update your membership record and you will receive information confirming our decision.

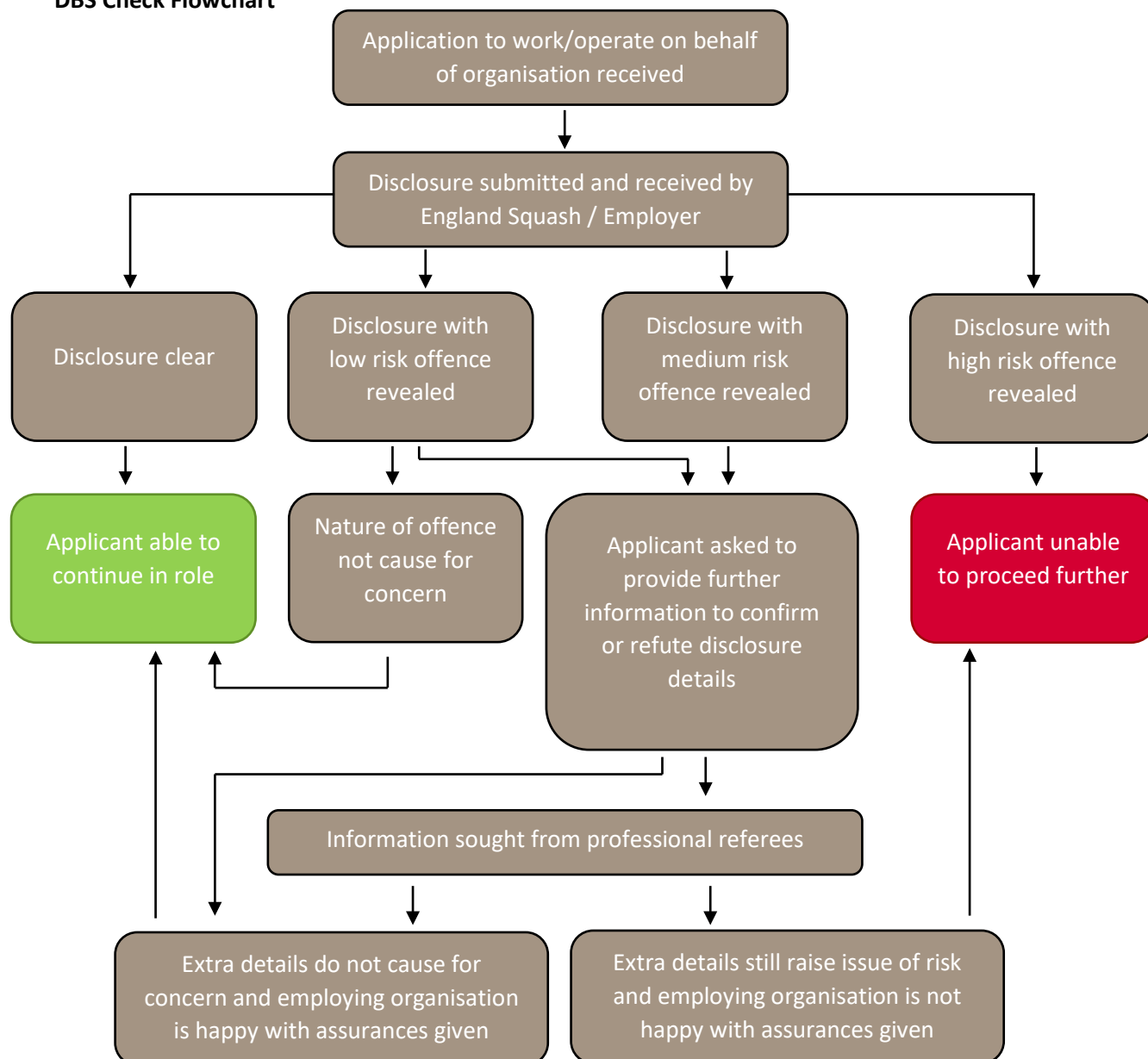
England Squash follows the DBS Code of Practice in terms of the safe handling and storage of DBS information.

What happens if England Squash ask me for further information and I don't reply?

England Squash will provide applicants with 8 weeks to respond once information has been requested. If we do not hear from you in this time or you do not have a good reason for not sending the requested information through then England Squash will suspend you from holding the role for which you have applied. The Safeguarding Working Group meet every 8 weeks to review DBS checks.

The administrative process can take time, you can help by answering quickly when information is requested. Please do not assume that you cannot work or volunteer with England Squash just because you may have content on your disclosure, the Safeguarding Working Group consider each case on its own merits.

DBS Check Flowchart



What happens if I don't agree with the decision?

Any decision by the Safeguarding Working Group will ensure the welfare of young people and adults at risk is the primary concern. Each case is looked at on an individual basis and decisions made accordingly. The decision made by this group is final and cannot be appealed against.

You can however appeal against the process if you believe it has not been administered properly. If successful, your case may be looked at again. Appeals must be made in writing to the Chief Executive Officer, England Squash, National Squash Centre, Manchester, M11 3FF.

Within the appeal letter you must clearly outline why you believe the process has not been followed and provide evidence where appropriate.

Appeals will be assessed by the Chief Executive Officer and England Squash Board member in consultation with members of the Safeguarding Working Group and an independent safeguarding expert. You will receive a response upon receipt of your written appeal and a final decision will be made within two weeks.

The appeal process may involve an interview at the National Squash Centre at the Chief Executive's discretion. After a final decision has been communicated, no further appeals can be made.