**Safeguarding Code in Martial Arts – DBS Risk Assessment Guidance**

**Introduction**

You have a responsibility to your members to ensure that your workforce is eligible to work in your club. This includes volunteers and paid employees.

When recruiting, make sure you follow a safe recruitment process. The CPSU has help and support available [here](https://thecpsu.org.uk/help-advice/topics/safer-recruitment/) to ensure that you fulfil your responsibility.

Do your research to understand if the role is eligible for a DBS check and if so what kind of check you can request. You can assess this by using this Government guidance [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/758272/ENGLISH_-_DBS_Checks_in_Sports_-_Working_with_Children_LATEST.pdf). The CPSU has more guidance for you [here](https://thecpsu.org.uk/resource-library/publications/dbs-check-eligibility-in-sport-guidance-leaflets/).

It is advisable to provide space within the application process to allow the person applying for the role to self-declare any relevant convictions or information and give their consent for a criminal record check to be undertaken before you begin.

The CPSU provide a self-declaration template available [here](https://thecpsu.org.uk/help-advice/topics/safer-recruitment/#heading-top) for any roles that are not eligible to be checked through the DBS. It can also be used to provide additional information for those that are eligible.

It is important to remember that accessing and assessing criminal records disclosure information should only form part of your comprehensive recruitment process.

**What do I do if convictions are revealed?**

If a club or organisation knowingly appoints a person who is banned from working with children, they will be committing a criminal offence, as will the individual applying for the role that involves working with children.

If a DBS check reveals previous convictions, it is your responsibility to make a judgement about the instructor’s suitability to work with your members and we recommend working through a risk assessment process.

**We would recommend that clubs adopt a blanket ban process for convictions in the following areas:

A) Offences of any nature against children such as cruelty to children, child sexual/ abuse, domestic abuse, offences relating to encouraging child prostitution/trafficking/grooming, offences relating to child pornography**

**B) Sexual convictions of any nature such as rape or sexual assault**

**C) Offences containing serious violence such as murder, manslaughter, gun, and knife crime**

**Can I employ someone with a criminal record?**

Other convictions should be addressed on a case-by-case basis using a risk assessment against a list of criteria. You might find this information helpful, provided by the charity NACRO.

<https://www.nacro.org.uk/criminal-record-support-service/support-for-employers/employing-someone-with-a-criminal-record-2/#forms>

Fundamentally, a review should be undertaken by an appropriately experienced and trained individual, this could be the person with lead safeguarding responsibility within the organisation. The way this is undertaken is particularly important and should encourage honesty, transparency and be conducted with sensitivity.

A full interview with the candidate is recommended to discuss the convictions with the following in mind:

* Nature of offence(s)
* Relevance
* Seriousness
* Offence circumstances
* Age of offences
* Pattern of offending
* Changed circumstances

It is important that you have gathered as much information as possible to inform your assessment. Sources could include answers given during application and interview, self-declarations, disclosure certificates, disclosure statements, references, and independent statements from support workers.

Remember the following when assessing the risk:

* Will the person have one-to-one contact with children or other vulnerable groups?
* What level of supervision will the post-holder receive? Is it unsupervised? Does it involve working in isolation?
* Does the post involve any direct responsibility for finance or items of value?
* Does the post involve direct regular contact with the public?
* Will the nature of the job present any opportunities for the post-holder to reoffend in the course of work?
* Are there any safeguards which can be put in place to minimise any potential risks?