

These guidelines refer to the portability of Disclosure and Barring Service (DBS) Certificates in England and Wales only. For information regarding Northern Ireland and Scotland, please refer to CANI or the SCA for further details.

In June 2013, the government introduced the DBS Update Service. This online service, which requires annual subscription, will keep a DBS Certificate continually up to date for as long as an individual is subscribed to the service or until new information is added to the certificate. **Only those with a DBS certificate issued after 17th June 2013 can join the DBS Update Service.** This provides the opportunity for a DBS Certificate to be made portable and may negate the need for future renewal applications.

It is important to note that the portability process and the DBS Update Service is an alternative to undertaking additional DBS checks and is an option for individuals signed up to the DBS Update Service rather than a requirement.

British Canoeing will accept the use of the DBS Update Service for portability of a DBS Certificate completed with another organisation when the following requirements have been met in full:

- The position is for the same 'workforce' (e.g. child workforce) as the original DBS Certificate.
- The position requires the same level of check (e.g. Enhanced or Barred List check) as the original DBS Certificate.
- British Canoeing has seen the original DBS Certificate.
- British Canoeing has seen a copy (this can be a photocopy) of at least one ID document which must show all three of the following: Full Name, Date of Birth and Current address. For example: Passport, Utility Bill, Bank Statement, Driving Licence.
- Authorisation is given to British Canoeing to carry out a Status Check using the Update Service.
- The Status check shows that no new information has been added to the certificate. (If additional information has been added, portability will not be authorised and you will be asked to apply for a new certificate).

British Canoeing reserve the right to request a DBS check in the event of any information on the original certificate or on the update service raising concerns about your suitability to work in regulated activity with children or vulnerable adults.

Individuals who meet the requirements above must complete the British Canoeing DBS Portability Form and post it along with the original DBS Certificate and the correct ID documents to the address on the form. British Canoeing will return all original documents by recorded delivery mail.

Notes:

British Canoeing complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request. For further information refer to the DBS pages of the Safeguarding section of our website

www.britishcanoeing.org.uk.

DBS Portability Form

In order to request portability of a DBS certificate completed with another organisation you must:

- ✓ Read the Portability of DBS Certificates for England document G23.
- ✓ **Be signed up to the DBS Update Service.**
- ✓ Meet the criteria listed on the Portability of DBS Certificates for England document G23.
- ✓ Enclose the original DBS Certificate.
- ✓ Enclose a copy of at least one ID document (which must show all three of the following: Full Name, Date of Birth and Current address).
- ✓ Complete and returned this form in full to British Canoeing along with the relevant documents required.

Please complete the following form in full

Full Name: (as on your DBS Certificate)	
British Canoeing Membership No:	Date of Birth:
DBS Reference No:	
Role which you are applying portability for:	
Organisation/ club where you will be carrying out the role:	
Workforce of role: <input type="checkbox"/> Child Workforce <input type="checkbox"/> Adult Workforce (please tick)	
Level of DBS Check for role: <input type="checkbox"/> Enhanced Disclosure <input type="checkbox"/> Enhanced & Barred List Disclosure (please tick)	
Address to return disclosure to:	
Postcode:	
Email address:	
Telephone number:	

Authorisation

By signing below, I understand that I am providing authorisation for British Canoeing to carry out a Status Check through the DBS Update Service as frequently as required for the duration of my appointed role at the organisation listed above, until such time as I notify British Canoeing that I no longer occupy a role requiring the DBS Certificate.

Signed..... Date.....

Please return the completed form with your original DBS Certificate and ID documents, marked

Private and Confidential:

England: James Unsworth, British Canoeing, National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU

Wales: Jen Browning, Canoe Wales, Canolfan Tryweryn, Frongoch, Bala, Gwynedd, LL23 7NU