

Sutton United Football Club

DBS (Disclosure and Barring Service) Policy & Procedure



Purpose

Sutton United Football Club is committed to safeguarding and promoting the welfare of children and vulnerable individuals. This policy outlines the use of Disclosure and Barring Service (DBS) checks to ensure that all relevant staff and volunteers are suitable to work within the club.

Scope

This policy applies to all staff, coaches, volunteers and any individuals working with children or vulnerable adults within Sutton United Football Club.

DBS Requirements

- All individuals working directly with children or vulnerable adults must undergo an appropriate DBS check
 - The level of DBS check (Basic, Standard, or Enhanced) will be determined based on the role
 - Individuals must not begin regulated activity until appropriate checks have been completed and approved
-

Application Process

- The club will identify roles requiring DBS checks
 - Applicants must complete the DBS application process and provide necessary identification documents
 - The club will verify and process applications in line with DBS guidelines
-

Confidentiality and Data Handling

- All DBS information will be handled confidentially and in accordance with data protection laws
 - Information will only be shared with authorised personnel where necessary
 - DBS certificates remain the property of the individual
-

Positive Disclosures

- Any disclosures will be assessed on a case-by-case basis
 - The club will consider the nature of the offence, relevance to the role and safeguarding risks
 - A positive disclosure does not automatically prevent involvement but will be carefully reviewed
-

Ongoing Responsibility

- Staff and volunteers must inform the club of any changes to their criminal record
 - DBS checks may be renewed periodically in line with best practice
 - The club reserves the right to carry out risk assessments where necessary
-

Safeguarding Commitment

- DBS checks form part of the club's wider safeguarding procedures
 - All staff and volunteers are expected to follow safeguarding policies and report concerns appropriately
-

Review

This policy will be reviewed annually or following any changes in legislation or safeguarding guidance.

Policy reviewed: March 2026

Signed: OSCAR J LUGG

Name: Oscar Lugg

Position: Soccer School and Academy Lead

Date: 23rd March 2026

