

Ballers Academy DBS Policy September 2023

Dear Partner,

I am writing to formally confirm that all staff and volunteers engaged by Ballers Academy have undergone a current enhanced Disclosure and Barring Service (DBS) check and possess the legal right to work in the United Kingdom. Their suitability for roles within Ballers Academy has been meticulously assessed and approved by our management team.

It is important to note that some of our programs at Ballers Academy involve the participation of volunteers, individuals gaining work experience, and those enrolled in government training and employment initiatives. These individuals may either already possess valid enhanced DBS checks or are in the process of obtaining them. I want to reassure you that any individuals awaiting DBS check results will not be assigned unsupervised roles involving interactions with the public while representing Ballers Academy.

The responsible Ballers Academy team member overseeing each specific program will inform you if there is a desire to deploy any of these individuals within the respective program. It is possible that some members of our Ballers Academy staff, volunteers, or individuals gaining work experience may have historical convictions recorded on their DBS checks. Please rest assured that each such case has been meticulously reviewed by our Senior Management, who have determined that these individuals do not pose a risk to young people or other vulnerable groups. I would like to emphasize that Ballers Academy does not employ individuals who are on the DBS's barred list.

If you have any further questions or would like to discuss this matter in greater detail, please do not hesitate to contact me at 07400 543 210 or via email at info@ballersacademy.co.uk.

Kind Regards,
Jamie Mehmet
Ballers Academy

Introduction:

Ballers Academy is committed to ensuring the safety and well-being of all participants involved in our programmes, particularly children and vulnerable adults. This policy outlines our approach to Disclosure and Barring Service (DBS) checks, in line with current UK regulations and best practices.

Handling of DBS Certificate Information:

Ballers Academy is dedicated to the secure storage, handling, use, retention, and disposal of DBS certificates and certificate information. We adhere to the correct procedures to safeguard this sensitive information.

General Principles:

We use the Disclosure and Barring Service (DBS) checking service to assess the suitability of applicants for positions of trust, particularly when working with children and vulnerable adults. We fully comply with the code of practice governing the handling, use, storage, retention, and disposal of DBS certificates and certificate information. Additionally, we adhere to the General Data Protection Regulation (GDPR), Data Protection Act 2018, and relevant legislation concerning data protection.

Storage and Access:

DBS certificate information is securely stored in lockable, non-portable containers with restricted access. Only authorized individuals, as required by their duties, are allowed access to this information.

Handling:

In accordance with the Police Act 1997, DBS certificate information is only shared with individuals authorized to receive it as part of their duties. We maintain a record of all individuals granted access, and it is a criminal offense to disclose this information to unauthorized persons.

Usage:

Certificate information is solely used for the specific purpose for which it was requested, with full consent from the applicant.

Retention:

We retain certificate information only for as long as necessary, allowing for dispute resolution, complaints, or safeguarding audits, in compliance with established retention periods. During this time, strict storage conditions and access controls apply.

Disposal:

Upon the expiration of the retention period, we ensure the secure destruction of DBS certificate information through methods such as shredding, pulping, or burning. At no point is certificate information kept in insecure receptacles. We do not retain photocopies or images of certificates but may keep records of relevant details, such as issue dates and applicant names.

Acting as an Umbrella Body:

Before acting as an umbrella body (countersigning applications and receiving certificate information on behalf of other organisations), we thoroughly assess the entity's ability to handle DBS information in accordance with the code of practice and our policy.

Code of Practice for Disclosure and Barring Service Registered Persons: Disclosure Offences (Sections 123 and 124 of the Police Act 1997):

Recipients of DBS information must adhere to the code of practice and legal provisions governing disclosure. Disclosure information should only be shared with authorized individuals for relevant duties, and any false statements for the purpose of obtaining a certificate are strictly prohibited.

Registered Bodies and recipients of DBS information found to have committed an offense may face prosecution, suspension, or de-registration.