

Guidance: Safeguarding Policy and Procedures

DBS Eligibility Criteria

The Disclosure and Barring Service (DBS) checks enable organisations that provide activities for children to access information to assist in recruitment decisions. The MSA uses the umbrella organisation GBGroup online disclosures to administer checks on the behalf of registered or affiliated organisations. In order to obtain access to an individual's criminal record, the role the individual is being checked for must be eligible for a DBS check (or PVG check in Scotland).

The eligibility for a DBS check focuses more on those working unsupervised and in particular roles which brings them into regular close contact with young people.

Regulated Activity

The government has reviewed the criteria to determine who might be required to undergo a DBS check and has introduced a definition for 'regulated activity' to assist. Regulated activity is work that requires a DBS check to be completed by the individual performing the role (it is also work that a barred person must not do). Please refer to the MSA DBS Check Eligibility Flowchart in the safeguarding section of the MSA website.

In Scotland those operating in regulated activity must complete a PVG check. The MSA is registered with Disclosure Scotland to administer PVG checks, please contact the MSA at safeguarding@msauk.org for further information.

Regulated activity is defined as activity that involves:

Coaching, teaching, training, instructing, caring, supervising or driving a vehicle only for children (U18)

And which occurs:

Frequently (once a week or more) **or** intensively (on 4 or more days in a 30 day period, or overnight)

The following roles no longer require a DBS check:

- MSA event officials licence holders such as Clerks of the Course, Stewards, Scrutineers, Timekeepers and Training Instructors.

The primary function of an MSA event official is to ensure the event is run to the regulations in a safe and fair manner.

DBS checks should not be requested for adults who are simply 'around' children in a club or event environment – only for those who hold a role that meets the Regulated Activity threshold (i.e. type of role and frequency).

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The roles below are examples of those that are eligible for an Enhanced DBS check with the MSA:

- Club Safeguarding Officers
- MSA Qualified Coaches (e.g. coaches working 'frequently' with children unsupervised)
- All ARKS instructors
- ARDS, AHASS and BARS Instructors (if instructing children 'frequently' as per the threshold)

This list is not exhaustive and if individuals working with children in the sport are unsure if they need a DBS check then please complete an MSA DBS Self Declaration Form and send it to: safeguarding@msauk.org

The declaration form can be found in the safeguarding section of the MSA website.

Based on the information provided via the self-declaration we will determine whether or not the individual requires a DBS check.

The MSA is committed to providing guidance and support to clubs and organisations to ensure that all children in motor sport participate in an environment that is both safe and enjoyable. If you have any questions please contact safeguarding@msauk.org