

ST MARTINS KARATE GROUP

Safer Recruitment and DBS Procedure

Recruiting and supporting suitable, competent and safe people

Organisation	St Martins Karate Group
Clubs covered	St Martins Junior Karate Club and St Martins Karate Carnforth
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Approved by Paul Turner and Chris Haggan

Contents

- 1. Purpose, scope and principles**
- 2. Roles covered by this procedure**
- 3. Responsibility for recruitment decisions**
- 4. Recruitment and appointment process**
- 5. DBS eligibility and required level**
- 6. Existing DBS certificates and the Update Service**
- 7. Reviewing and recording DBS checks**
- 8. DBS information, disclosures and suitability decisions**
- 9. Supervision while checks are outstanding**
- 10. Induction, training and ongoing suitability**
- 11. Concerns arising after appointment**
- 12. DBS referrals and external reporting**
- 13. Confidentiality, storage, retention and disposal**
- 14. Under-18 assistant instructors and cadet leaders**
- 15. Monitoring and review**

Appendix A: Recruitment and appointment checklist

Appendix B: Confidential DBS verification register

Appendix C: DBS suitability risk assessment form

Policy information

This procedure is owned by St Martins Karate Group and applies to both clubs. It should be read alongside the Group's Safeguarding Children Policy and Procedures, Safeguarding Adults Policy and Procedures, Safe Practice Policy, reporting and case-management procedure, complaints and appeals procedure, and relevant CMAA requirements.

1. Purpose, scope and principles

The purpose of this procedure is to reduce the risk of unsuitable people being appointed to positions of trust, teaching, supervision or responsibility. It applies to paid and unpaid roles, including instructors, assistant instructors, regular volunteers and others whose duties may bring them into regular contact with children.

- DBS checks are an important safeguarding tool but do not replace a full assessment of suitability.
- The level of DBS check will be based on the actual duties of the role and legal eligibility, not merely the role title.
- Only information relevant to the role and safeguarding risk will be considered.
- Applicants will be treated fairly and will have an opportunity to explain any relevant information.
- A criminal record or other information does not automatically prevent appointment, unless the person is legally barred from the relevant regulated activity.
- Safeguarding and participant welfare take priority over convenience, staffing pressures or continuity of classes.

2. Roles covered by this procedure

This procedure applies, as appropriate, to:

- lead instructors and other adult instructors;

- adult assistant instructors;
- adult volunteers who regularly teach, train, instruct, care for or supervise children;
- adult volunteers who may have significant authority, responsibility or unsupervised access to

children;

- persons recruited to transport children where the duties meet DBS eligibility requirements; and
- any other role for which a DBS check or safer recruitment process is legally permitted and

proportionate.

Occasional helpers who do not teach, supervise or take responsibility for children will not automatically be eligible for the same level of check. The Group will assess the actual duties before requesting any DBS check.

3. Responsibility for recruitment decisions

Paul Turner and Chris Haggan are responsible for applying this procedure. Where one of them is the applicant or personally involved, the other will lead the checks. Where additional independence is needed, confidential advice will be sought from CMAA or another appropriate safeguarding adviser.

The Group is small and does not maintain a standing recruitment panel. This does not remove the need to record the checks completed, the decision reached and the reasons for any exceptions or safeguards.

4. Recruitment and appointment process

The process will be proportionate to the role and may include:

- a clear description of the role, duties, supervision and safeguarding responsibilities;
- an application, expression of interest or recorded discussion about suitability;
- verification of identity and, where relevant, address;
- checking relevant qualifications, grades, experience and technical competence;
- references for new adult instructors or regular volunteers where reasonably practicable;
- discussion of relevant employment, volunteering or training history and unexplained gaps;
- confirmation that the applicant understands safeguarding, codes of conduct, boundaries and

reporting duties;

- assessment of whether the role is eligible for a DBS check and the correct level;
- review of the original DBS certificate or an appropriate Update Service status check;
- a supervised induction or trial period; and
- a recorded appointment decision.

A long-standing member or personal acquaintance will not be exempt from reasonable checks solely because they are known to the Group.

5. DBS eligibility and required level

Regular adult instructors and volunteers who teach, train, instruct, care for or supervise groups expected to include children, and who meet the relevant frequency or regulated-activity conditions, will normally require:

Enhanced DBS check - Child Workforce - Children's Barred List

- The Group will not request a barred-list check unless the role is legally eligible.
- A check obtained for another organisation or occupation may be acceptable if it is at the correct

level, for the same workforce and includes the required barred-list information.

- The certificate does not need to state 'karate instructor', but it must be appropriate to the duties and workforce.

- Ordinary karate instruction to adults does not by itself justify an Adults' Barred List check. Any adult-workforce eligibility will be assessed separately from the child-workforce role.

6. Existing DBS certificates and the Update Service

An existing certificate may be considered where the applicant presents the original and it contains the same level of check, the same workforce and the same barred-list information required for the role.

- The applicant's identity must match the certificate.
- Where the certificate is registered with the DBS Update Service, the Group must obtain the applicant's consent before carrying out a status check.
- The certificate must be viewed alongside the Update Service result.
- If the Update Service indicates that the certificate is no longer current, a new DBS application will be required.
- If the certificate is not on the Update Service, the Group may accept it only if it meets the Safeguarding Code and CMAA requirements; otherwise a fresh check will be obtained.
- The Group may require a new check where the workforce, level, barred-list status, identity, duties or available information do not match.

7. Reviewing and recording DBS checks

All eligible workforce members must hold an appropriate certificate that has been issued, renewed or appropriately status-checked within the previous three years at minimum.

The Group will record:

- the person's name and role;
- the level of check;
- the workforce shown on the certificate;
- confirmation that the Children's Barred List was included where required;
- the certificate number and issue date;
- the date the original certificate was viewed;
- the name of the person who checked it;
- Update Service subscription and status-check details, where used;
- whether information was disclosed and whether a suitability assessment was required; and
- the next review, renewal or status-check date.

Paul and Chris may verify each other's certificates. Each entry should be completed or initialled by the person who viewed the original certificate.

8. DBS information, disclosures and suitability decisions

A clear certificate requires no DBS suitability risk assessment. A suitability assessment is completed only where the certificate contains information requiring consideration, or another relevant concern arises during recruitment.

The assessment will consider:

- the nature, seriousness and relevance of the information;
- the age of the person at the time and how long ago the matter occurred;
- whether it was isolated or forms part of a pattern;
- the circumstances and the applicant's explanation;
- evidence of changed behaviour, rehabilitation, training or insight;
- the duties, authority, contact and supervision involved in the proposed role;

- any risk to children, adults at risk, other members or the reputation and safe operation of the

Group;

- whether reasonable safeguards, restrictions, training or supervision could manage the risk;
- advice obtained from CMAA, the DBS, police, local authority or another appropriate body; and
- the final decision and reasons.

The applicant will normally be invited to discuss relevant information before a decision is made.

Protected or filtered information must not be requested or considered unlawfully.

A person who is barred from regulated activity with children must not be appointed to, or permitted to continue in, regulated activity with children.

9. Supervision while checks are outstanding

The normal position is that an eligible person will not begin regulated activity until the required DBS arrangements have been completed.

- Any exceptional temporary arrangement must be lawful, necessary, risk-assessed, time-limited and recorded.
- The individual must not work alone with children or hold sole responsibility for a class or group.
- They must remain under direct supervision of an appropriately checked adult instructor.
- Parents or carers will be informed where this is reasonably necessary for transparency and safety.
- An exceptional arrangement will end immediately if concerns arise or the required check cannot be completed.

10. Induction, training and ongoing suitability

- New instructors and relevant volunteers will receive role-appropriate induction covering safeguarding, safe practice, conduct, boundaries, reporting and emergency procedures.
- Safeguarding training will be refreshed periodically and when requirements change.
- Appointments may include an initial supervised or probationary period.
- Conduct, competence, reliability and compliance with policies will be monitored in practice.
- All workforce members must disclose any new caution, conviction, investigation, barring issue, safeguarding allegation or other circumstance that may affect suitability, subject to lawful filtering rules.
- DBS status and role eligibility will be reviewed at least every three years and earlier where concerns or material role changes arise.

11. Concerns arising after appointment

A current DBS certificate does not prevent concerns from being raised or acted upon. Any allegation, conduct concern or new information will be managed under the Group's safeguarding and reporting procedures.

- Immediate steps may include increased supervision, changed duties or suspension as a neutral safeguarding measure.
- The Group will seek advice from CMAA and statutory agencies where appropriate.
- An internal process must not obstruct or prejudice a police, local authority or LADO process.
- The individual's DBS renewal date may be brought forward where lawful and appropriate.

12. DBS referrals and external reporting

The Group will consider its legal duty to refer a person to the DBS where it removes them from regulated activity, would have removed them had they not resigned or left, or changes their duties

because they harmed or may have harmed a child or adult, pose a risk of harm, or meet another statutory referral condition.

- A referral to CMAA, police, social care, LADO or another body does not remove any separate legal duty to refer to the DBS.
- Advice will be sought promptly where the referral threshold may be met.
- Referral decisions and reasons will be recorded securely.

13. Confidentiality, storage, retention and disposal

- DBS information is sensitive and will be accessed only by people who need it for recruitment or safeguarding decisions.
- The original certificate will normally be viewed and returned to the applicant.
- The Group will not normally retain a photocopy, scan or photograph of a DBS certificate.
- If certificate information must exceptionally be retained temporarily, it will be stored securely with strictly limited access and kept no longer than necessary.
- The DBS verification register will record only the minimum information required to demonstrate that the check was completed.
- Suitability risk assessments and decision records will be stored in a password-protected safeguarding or recruitment folder, separate from ordinary membership records.
- Paper records, if any, will be kept in locked storage.
- Records will be disposed of securely when no longer required.

14. Under-18 assistant instructors and cadet leaders

Cadet leaders and under-18 assistant instructors remain children themselves and are governed by the Safeguarding Children Policy.

- They must not run a class unsupervised or hold sole responsibility for other children.
- They remain under the direct supervision of an authorised adult instructor.
- A DBS check is not requested merely because a child helps within a supervised developmental role.
- Where a person aged 16 or 17 undertakes duties that may be legally eligible for a DBS check, the role will be assessed individually and parental involvement considered as appropriate.

15. Monitoring and review

- Paul and Chris will review the DBS register and upcoming renewal dates periodically.
- Any missed renewal, incorrect level or incomplete verification will be addressed promptly.
- The procedure will be reviewed at least every three years and earlier after a significant case, legal change, CMAA requirement or Safeguarding Code update.
- Recruitment decisions, exceptions and suitability assessments will be capable of review and audit.

Appendix A: Recruitment and appointment checklist

Check

Completed

Notes / date Role and duties clearly defined.

- ☐ Safeguarding responsibilities explained.
- ☐ Identity checked.
- ☐ Relevant qualifications, grade and experience checked.
- ☐ References obtained where appropriate.
- ☐ Relevant history and unexplained gaps discussed.
- ☐ DBS eligibility and correct level confirmed.
- ☐ Original DBS certificate viewed.
- ☐ Child Workforce confirmed.
- ☐ Children's Barred List confirmed where required.
- ☐ Update Service consent and status check completed, if used.
- ☐ Any disclosed information assessed and recorded.
- ☐ Codes of conduct and policies provided.
- ☐ Safeguarding training confirmed or arranged.
- ☐ Supervised induction or probation agreed.
- ☐ Appointment decision and reasons recorded.
- ☐ Next DBS review or renewal date entered in register.
- ☐

Appendix B: Confidential DBS verification register

This register should be kept securely and accessed only by Paul Turner and Chris Haggan, or another authorised person where strictly necessary. Do not enter details of offences or other certificate content in this register.

Name

Role

Level /

workforce Children's barred list

Certificate

no.

Issue date

Viewed /

checked by

Update

Service

check

Risk

assessment required?

Next

review

Appendix C: DBS suitability risk assessment form

Complete this form only where a DBS certificate contains information requiring consideration, or another relevant suitability concern arises. A clear certificate does not require this form.

Applicant's name:

_____ Role being considered:

_____ Assessment completed by:

Date:

_____ DBS level, workforce and barred-list status:

_____ Summary of relevant information disclosed or concern identified:

_____ Why the information is or may be relevant to the role:

_____ Applicant's explanation and any supporting information:

_____ Seriousness, circumstances and age of the matter:

_____ Time elapsed and whether there is a pattern:

_____ Evidence of rehabilitation, changed behaviour, training or insight:

_____ Level of contact, authority, access and supervision in the role:

_____ Identified risks to children, adults at risk, members or the Group:

_____ Advice obtained from CMAA or another agency:

_____ Possible safeguards, restrictions, training or supervision:

_____ Decision: appoint / appoint with conditions / defer / do not appoint:

Reasons for the decision:

Review date and conditions, if applicable:

Applicant informed by:

Signatures and date:

DBS checks support safer recruitment; they do not replace it.

Document control

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