motorsport UK

DBS CHECKS: A GUIDE FOR CLUBS, OFFICIALS AND VOLUNTEERS



DBS Checks – Motorsport UK

Overview

The purpose of this guide is to provide Clubs and Officials with an understanding of the Disclosure and Barring Service and its role in safeguarding within Motorsport.

It explains what DBS checks are, why they are required for certain roles, who needs them and what to expect during the application process. It also outlines how disclosed information should be handles appropriately and confidentially.

The guide is intended to support awareness and understanding, helping Clubs and Officials to meet Motorsport UK safeguarding requirements and contribute to creating a safer environment for everyone involved in our sport.

What is a DBS Check?

A Disclosure and Barring Service (DBS) check is a criminal record check used to help organisations such as Motorsport UK make safer recruitment and licencing decisions.

Depending on the level of check, it may show criminal record information, relevant information held by the police and, where eligible, whether someone in included on either the children or adult barred list.

Why are DBS checks needed?

DBS checks help Motorsport UK, our Clubs and Teams make informed decisions about the suitability of individuals undertaking certain roles, particularly those involving children and adults at risk.

They support safer recruitment, help identify potential safeguarding risks in the sport and contribute to creating a safer and more inclusive motorsport environment.

Who needs a DBS check?

The level of check required depends on the role and activities undertaken. Motorsport UK has identified roles requiring a check in line with safeguarding requirements nationally and the relevant eligibility criteria; this is continually monitored to reflect any legislative changes.

Roles requiring a DBS check include:

- Club Safeguarding Officers
- Team Managers
- Mechanics / Driver Coaches
- Kart Scrutineers / Kart Scrutineer Trainees
- Kart Clerk of the Course

- Rescue
- Recovery
- Co-Drivers in Junior Rally Championships

Important:

Not every role is eligible for the same level of check. An Enhanced DBS Check, including a check of the Children's and/or Adults' Barred List, can only be requested where the role meets the relevant legal criteria for **Regulated Activity**.

What is Regulated Activity?

Regulated Activity is work with Children or Adults at Risk that meets a specific legal criterion. This includes carrying out any of the following roles on more than **3 days in a 30-day** period:

- Teaching
- Training
- Instructing
- Supervising

Individuals working in Regulated Activity within motorsport are required to complete an **Enhanced with Barred List DBS check**.

What happens when you apply?

1. **Initial Application** – this can either be submitted digitally through the Sport:80 'Screening Request' tab, or through contacting Motorsport UK Safeguarding Team directly at vetting@motorsportuk.org
2. **Application Form** – this is completed digitally through Know Your People, our online provider. You will be sent a link to complete the application form online.
3. **Identity Verification** – You will have your identification documents verified either at a local post office, or digitally by a Motorsport UK staff member, dependant on where in the UK you live.
4. **DBS Processing** – The application is submitted an checked against the relevant criminal record information and, where requires, other police information and barred lists.
5. **Certificate Issue** – The DBS certificate is sent directly to you, the applicant. Motorsport UK are notified of the result of the check and whether the check is 'clear' or contains relevant information.

What happens if information is disclosed on the certificate?

A certificate containing information regarding your criminal record **does not automatically mean that someone cannot undertake their role**. The information is considered fairly and in context, taking account of its relevance to the role and any transferable safeguarding risks.

- **Do not ignore the disclosure** – Motorsport UK will contact you and request a copy of the certificate. This forms part of our risk assessment and your DBS check is not cleared until this is complete.
- **Follow any restrictions** – If a decision, undertaking or suspension affects an individual's eligibility to undertake a role, this direction must be followed. For example, if an individual is barred from undertaking Regulated Activity, they must not undertake any activity covered by that bar.

If content is disclosed on a DBS certificate, Motorsport UK will contact the applicant to obtain a copy of their certificate. Once received, the information disclosed, alongside an explanation of the context of the information will be risk assessed by the Safeguarding and Legal Teams. An outcome will be given dependant on any transferable risk to their role in motorsport.

What should Clubs and Officials remember?

- Check the DBS requirements for each role.
- Apply for a DBS check in good time and complete any required renewal.
- Motorsport UK can support the completion of DBS checks – please contact us if you need support.

Guidance:

- DBS Checks – GOV.UK
- Safer Recruitment – Motorsport UK