



**Splash Into Swimming**  
Turn Your Splashing Into Swimming

# ‘Splash into Swimming’ Swim School Disclosure and Barring Policy

## 1. Introduction

Splash into Swimming is committed to safeguarding the welfare of children, young people, and vulnerable adults participating in our programs. This Disclosure and Barring Policy outlines our commitment to ensuring that individuals who may pose a risk to vulnerable groups are identified through appropriate background checks and that their suitability to work with these groups is assessed before they are allowed to undertake regulated activities.

## 2. Legal Framework

Our disclosure and barring practices are informed by and comply with relevant UK legislation and guidance, including but not limited to:

- The Disclosure and Barring Service (DBS) Code of Practice
- The Safeguarding Vulnerable Groups Act 2006
- The Protection of Freedoms Act 2012
- The Rehabilitation of Offenders Act 1974

## 3. Policy Statement

Splash into Swimming recognises the importance of conducting thorough background checks on individuals working with children, young people, and vulnerable adults to ensure their suitability and minimise the risk of harm or abuse. We are committed to complying with DBS requirements and implementing robust procedures for obtaining, assessing, and acting upon DBS disclosures.

## 4. Key Principles

4.1. **Eligibility:** We require all staff and volunteers who will be engaging in regulated activities with children, young people, or vulnerable adults to undergo an appropriate level of DBS check before they commence their role.

4.2. **Regulated Activities:** We define regulated activities in accordance with DBS guidance and ensure that individuals are subject to the appropriate level of DBS check based on their role and the nature of their contact with vulnerable groups.

4.3. **Continuous Monitoring:** We recognize that safeguarding is an ongoing process and conduct regular DBS checks at appropriate intervals for staff and volunteers working with vulnerable groups to identify any changes in their criminal record.

4.4. **Risk Assessment:** We assess the relevance and significance of any information disclosed on a DBS check and make informed decisions about an individual's suitability to work with children, young people, or vulnerable adults based on this assessment.

4.5. **Confidentiality:** We handle DBS disclosures and related information confidentially, sharing them only with individuals who have a legitimate need to know and in accordance with data protection legislation.

## 5. Roles and Responsibilities

5.1. **Designated Safeguarding Lead:** The designated safeguarding lead is responsible for overseeing the DBS process, including verifying identity documents, submitting DBS applications, and assessing disclosures.

5.2. **HR or Recruitment Officer:** HR or recruitment officers facilitate the DBS process, including collecting relevant information from applicants, processing DBS applications, and maintaining accurate records.

5.3. **Applicants:** Applicants are responsible for providing accurate information to obtain a DBS check and disclosing any relevant criminal convictions or other relevant information that may affect their suitability to work with vulnerable groups.

## 6. Compliance and Review

We ensure compliance with DBS requirements and regularly review our DBS policy and procedures to ensure they remain effective and up to date.

This DBS Policy will be reviewed annually and updated as necessary to reflect legislation, guidance, and best practice changes.

## 7. Contact Information

Designated Safeguarding Lead: Marion Bryant

Contact Number: 07707 368548

Email: [info@splashintoswimming.co.uk](mailto:info@splashintoswimming.co.uk)

## 8. Review Date

This DBS Policy was last reviewed on 15<sup>th</sup> April 2024. It will be reviewed again on or before 15<sup>th</sup> April 2025.

Signed:

A handwritten signature in black ink, appearing to read 'M Bryant', with a horizontal line underneath.

Marion Bryant  
Owner of Splash into Swimming  
15<sup>th</sup> April 2024