

# Risk Assessment Procedure

## DBS and Self-Declarations

BWB Document Control Procedure	
Policy Name	Risk Assessment Procedure
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# **1. Embedding British Wheelchair Basketball's Mission and Values**

British Wheelchair Basketball is committed to enabling a safe, inclusive and welcoming environment across our sport. Our mission to transform people's lives through wheelchair basketball threads through all aspects of participation, from training to competition, supporters to players, from domestic to international competition.

Our values symbolise our unique DNA and the culture of British Wheelchair Basketball – the values of pride, grit, united and drive, will be considered in the execution and interpretation of all policies and governance.

British Wheelchair Basketball's policies support the delivery of world-class governance across the sport and enable the realisation of our commitment to safely and inclusively engage with all participants and deliver both the mission and values of this outstanding sport.

## **2. Data Notice**

Personal Data will be handled during the implementation of British Wheelchair Basketball's policies. This Personal Data will be managed in line with British Wheelchair Basketball's Privacy Notice.

Please note that there will also be instances where personal data will be shared with third parties outside of British Wheelchair Basketball, either in carrying out our legal responsibilities or in retaining professional support.

Where the implementation of the Policy concludes in the imposition of sanctions, the individuals name, violation and sanction will be shared with interested parties (inside and outside of the sport) and via the British Wheelchair Basketball website.

### **3. Risk Assessment Procedure**

#### **1. Risk Assessment Procedure for BWB members**

##### **1.1 DBS application returns with the message 'please wait to view applicant certificate'**

- a) Individual is contacted and asked to send their original DBS to BWB by special delivery or to present it to a member of BWB staff.
- b) Information on the DBS is recorded.
- c) The DBS can be sent with a statement or an interview can be arranged with the risk assessors to discuss any disclosures.
- d) A risk assessment takes place by members of the Case Management Group.
- e) Decision.
- f) Communication with relevant parties as outlined in the Data Privacy Notice.

##### **1.2 Disclosure on self-declaration return to BWB**

- a) The individual is contacted and asked to complete a DBS application
- b) If the individual refuses to complete the DBS application, their application to work or volunteer at British Wheelchair Basketball will be refused.
- c) Where the DBS application returns with the message '*Please wait to view applicant certificate*' the procedure outlined in 1.1 above is followed.
- d) Where the DBS application returns with the message '*certificate contains no information*' a statement on the disclosure or an interview with the risk assessors will be arranged with the individual.
- e) A risk assessment takes place by members of the Case Management Group.
- f) Decision.
- g) Communication with relevant parties as outline in the Data Privacy Notice.

##### **1.3 The DBS can be viewed via the following methods**

- a) See a member of BWB staff in person with the original DBS.
- b) Post the original DBS via special delivery to the BWB Head Office.

## 2. Risk Assessment Procedure for BWB Staff and Executive Committee

### 2.1 DBS application returns with the message 'please wait to view applicant certificate'

- a) Individual is contacted and asked to send their original DBS to BWB by special delivery or to present it to their line manager or member of the Executive Committee.
- b) Information on the DBS is recorded.
- c) The DBS can be sent with a statement or an interview can be arranged with the risk assessors to discuss any disclosures.
- d) A risk assessment is completed by one of the combinations below, dependent upon the role of the individual:
  - I. BWB Staff - Line manager and member of the Executive Committee
  - II. Member of the Executive Committee - Chief Executive and member of the Executive Committee
  - III. Chief Executive – Two members of the Executive Committee
- e) Decision.
- f) Communication with relevant parties in line with Data Privacy Notice.

### 2.2 Disclosure on self-declaration return to BWB – BWB staff and Executive Committee

- a) The individual is contacted and asked to complete a DBS application.
- b) If the individual refuses to complete the DBS application, their application to work or volunteer at British Wheelchair Basketball will be refused.
- c) Where the DBS application returns with the message '*Please wait to view applicant certificate*' the procedure outlined in 2.1 is followed.
- d) Where the DBS application returns with the message '*certificate contains no information*' a statement on the disclosure or an interview with the risk assessors will be arranged.
- g) A risk assessment is completed by one of the combinations below, dependent upon the role of the individual:
  - IV. BWB Staff - Line manager and member of the Executive Committee
  - V. Member of the Executive Committee - Chief Executive and member of the Executive Committee
  - VI. Chief Executive – Two members of the Executive Committee
- e) Decision.
- f) Communication with relevant parties in line with Data Privacy Notice.

### The DBS can be viewed via the following methods

1. See a member of BWB staff or member of the Executive Committee in person with the original DBS.
2. Post the original DBS via special delivery to the BWB Head Office.