

## G23 – Portability for DBS Certificates for England and Wales

These guidelines refer to the portability of Disclosure and Barring Service (DBS) Certificates in England and Wales only. For information regarding Northern Ireland and Scotland, please refer to CANI or the SCA for further details.

The Disclosure and Barring Service (DBS) Update Service allows:

- applicants to keep their DBS certificates up to date
- employers to check a DBS certificate

**It is important to note that the portability process and the DBS Update Service is an alternative to undertaking additional DBS checks and is an option for individuals signed up to the DBS Update Service rather than a requirement.**

British Canoeing and Canoe Wales will accept the use of the DBS Update Service for portability of a DBS Certificate completed with another organisation when the following requirements have been met in full:

- The position is for the same 'workforce' as the original DBS Certificate.
- The position requires the same level of check (e.g. Enhanced or Barred List check) as the original DBS Certificate.
- British Canoeing or Canoe Wales has seen the original DBS Certificate.
- British Canoeing or Canoe Wales has seen a copy (this can be a photo/scan) of at least one ID document which must show all three of the following: Full Name, Date of Birth and Current address. For example: Passport, Utility Bill, Bank Statement, Driving Licence.
- Authorisation is given to British Canoeing or Canoe Wales to carry out a Status Check using the Update Service.
- The Status check shows that no new information has been added to the certificate. (If additional information has been added, portability will not be authorised and you will be asked to apply for a new certificate).

British Canoeing and Canoe Wales reserve the right to request a DBS check if any information on the original certificate or on the update service raises concerns about your suitability to work in regulated activity with children or adults at risk.

Individuals who meet the above requirements must complete a DBS Portability Form and either email or post it, along with a photo or scan of their original DBS Certificate and the correct ID documents to the email or postal address on the form. The original documents from postal submissions will be returned by recorded delivery mail.

Alternatively, applications for DBS portability with Canoe Wales can be completed through [Canoe Wales Digital DBS Portability Form](#).

### Notes:

British Canoeing complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the General Data Protection Regulation and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request. For further information refer to the DBS pages of the Safeguarding section of our website [www.britishcanoeing.org.uk](http://www.britishcanoeing.org.uk).

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### DBS Portability Form

In order to request portability of a DBS certificate completed with another organisation you must:

- ✓ Read the Portability of DBS Certificates for England and Wales document G23 and meet all criteria listed.
- ✓ **Be signed up to the DBS Update Service.**
- ✓ Complete and return this form to British Canoeing or Canoe Wales.
- ✓ Provide the original DBS Certificate.
- ✓ Provide a copy of at least one ID document (which must show all three of the following: Full Name, Date of Birth and Current address).

**Please complete the following form in full**

<b>Full Name:</b> (as on your DBS Certificate)	
<b>British Canoeing/Canoe Wales Membership No:</b>	<b>Date of Birth:</b>
<b>DBS Certificate No:</b>	
<b>Role which you are applying portability for:</b>	
<b>Organisation/club where you will be carrying out the role:</b>	
<b>Workforce of role:</b> <input type="checkbox"/> Child Workforce <input type="checkbox"/> Adult Workforce (please tick)	
<b>Level of DBS Check for role:</b> <input type="checkbox"/> Enhanced Disclosure <input type="checkbox"/> Enhanced & Barred List Disclosure (please tick)	
<b>Address to return disclosure to:</b>	
<b>Postcode:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	

**Authorisation:** By signing below, I understand that I am providing authorisation for British Canoeing or Canoe Wales to carry out a Status Check through the DBS Update Service. I understand that this authorisation is valid for a period of three years and whilst I am in my appointed role at the organisation listed above, after which a new authorisation will be required. Should I no longer occupy the role requiring the DBS certificate or wish to withdraw authorisation, I will notify British Canoeing or Canoe Wales.

Signed..... Date.....

Please send the completed form with your original DBS Certificate and ID documents, marked **Private and Confidential:**

**England:** dbs@britishcanoeing.org.uk, or post to: British Canoeing Lead Safeguarding Officer, British Canoeing, National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU

**Wales:** childprotection@canoewales.com, or post to: Canoe Wales Lead Safeguarding Officer, Canolfan Tryweryn, Frongoch, Bala, Gwynedd, LL23 7NU