

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 Paddle NI or Paddle Scotland 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.

Paddle UK and Paddle Cymru 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.
- Paddle UK or Paddle Cymru have seen the original DBS Certificate.
- Paddle UK or Paddle Cymru have 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 Paddle UK or Paddle Cymru 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 permitted and you will be asked to apply for a new certificate).

Paddle UK and Paddle Cymru 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.

For applications with Paddle UK, the form should either be emailed or posted, along with a photo or scan of the original DBS Certificate and the correct ID documents to the email or postal address on the form. Any original documents provided by post will be returned by recorded delivery mail.

To apply for DBS portability with Paddle Cymru, applicants should instead complete the [Paddle Cymru Digital DBS Portability Form](#).

Notes:

Paddle UK is a trading name of British Canoeing, and 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 relevant Data Protection legislation including the UK General Data Protection Regulation and has a written policy on these matters, which is available to those who wish to see it on request. For further information please refer to the DBS, Safeguarding, and Privacy Centre sections of our website www.paddleuk.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 Paddle UK.
- ✓ 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

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

Authorisation: By signing below, I understand that I am providing authorisation for Paddle UK 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 Paddle UK.

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

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

By email to: dbs@paddleuk.org.uk,

Or post to: Paddle UK Lead Safeguarding Officer, Paddle UK, National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU