

DBS Guidance – Quick FAQ

1. What is a DBS check?

A DBS check shows information about a person's criminal convictions/cautions. DBS checks are issued by the Disclosure and Barring Service (England & Wales) or Disclosure Scotland.

- Basic check: shows unspent convictions/cautions only.
- Enhanced check with children's barred list shows spent and unspent convictions, some filtered offences, plus relevant police information.

2. Who needs a DBS check?

- ALL Licensed trainers need a basic check, unless they are undertaking regulated activity which will mean they need an enhanced check with children's barred list.

3. How to apply for a DBS check

The BHA has set up a partnership with Experian, a specialist platform through which trainers can obtain DBS and Disclosure Scotland checks. Experian will provide help, support and guidance to applicants, and the BHA Safeguarding and Human Welfare team are also on hand to assist when and where necessary.

Details on how to access the Experian platform will be provided in BHA communications and all links will be emailed to trainers following the launch.

4. Will I have to pay for a DBS check?

No. As this is a new initiative, the BHA will cover the cost of the first check. Trainers will be required to cover the cost of future checks, which will be required every three years.

5. Who receives the results?

The BHA will be informed whether the check is "clear" or not, the detail of the conviction will not be shared with the BHA at this stage. The applicant will receive a hard copy of their certificate. If there is a conviction identified, the BHA will arrange a meeting with the applicant to discuss and review the results of the check in line with licensing requirements and Safeguarding Rules. If anyone has any questions and/or would like to disclose any information to the BHA they should contact the BHA Safeguarding team: safeguarding@britishhorseracing.com

6. What if someone has a criminal record?

If a is reported as not clear, the BHA will contact the applicant to arrange a meeting to discuss the matter. Depending on the nature of the criminal record, a risk assessment will be conducted, and if necessary, any relevant measures will be considered to enable the applicant to work safely in British racing.

The BHA DBS Policy is designed to protect vulnerable people participating in British Racing and to ensure that those responsible for Children, Young People and Adults at Risk are safe and appropriate to do so.

A criminal conviction does not necessarily mean you cannot hold a licence to train or work in British Horseracing. Existing licensing requirements require applicants to declare unspent convictions¹, so the BHA is used to reviewing this type of information.

7. Will compliance be monitored?

Yes. Compliance with the DBS policy is part of Rules of Racing and licensing requirements. Stable inspections will include spot-checks.

8. Do I need an enhanced DBS check?

If you are undertaking regulated activity with children, you will need an enhanced check. The BHA [DBS Policy Guidance](#) explains more about what regulated activity is and how to assess if an enhanced check is required.

9. Who can I contact for help?

The BHA Safeguarding and Human Welfare team - safeguarding@britishhorseracing.com

Experian

clientsupport@backgroundchecking.experian.com

0333 000 0237 and press option 2

Live chat is available on the DBS application form

¹ britishhorseracing.com/wp-content/uploads/2014/03/Applications-for-a-Licence-to-Train-Guidance-Notes.pdf