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# **CRIMINAL RECORD CHECKS: POLICY AND PROCEDURE**

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Version 1.1



### Version History

Version	Summary of amendments/changes	Published Date
Version 1.0	Document Created	July 2024
Version 1.1	Added Agencies by region, Eligability Checks & Levels Checks, Update Service, Role Transitions Within a Club, JustGo Responsibilities.	July 2025

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## Introduction

Criminal record checks are a fundamental component of safe recruitment practices, ensuring that individuals are suitable for specific roles.

The IGA oversees the process for accessing these checks. Different agencies handle criminal record checks across various regions: Access NI manages them for Northern Ireland, while Disclosure Scotland operates the Protection of Vulnerable Groups (PVG) Scheme in Scotland. For England, Wales, the Channel Islands, and the Isle of Man, the Disclosure and Barring Service (DBS) provides these checks and maintains the Children's and Adults' Barred Lists.

There are three levels of checks: Basic, Standard, and Enhanced. The Enhanced level can include a check against the DBS Barred List. While anyone can apply for a Basic check, Standard and Enhanced checks are governed by legislation and can only be requested for individuals over 16 years of age. Requiring a check where it is not legally permitted is unlawful.

Eligibility for a specific level of check cannot always be determined by job title alone. The suitability for a particular check depends on the role's responsibilities and frequency of regulated activities with children and/or adults. If the role involves regulated activity, an Enhanced Check with a DBS Barred List check will reveal if the individual is barred from such activities.

## Purpose

This policy outlines IGA's criminal record check requirements for individuals working or volunteering in IGA-recognised environments. It ensures all checks are conducted legally, appropriately, and in line with regional safeguarding legislation.



## Scope

This policy applies to:

- All IGA-affiliated clubs and organisations.
- Individuals aged 16+ working or volunteering in regulated roles with children or vulnerable adults.

## Agencies by Region

Region	Agency	Type of Check
England, Wales, Channel Islands, Isle of Man	DBS (Disclosure and Barring Service)	Enhanced, Enhanced with Barred List
Scotland	Disclosure Scotland	PVG Scheme
Northern Ireland	Access NI	Enhanced, Basic (where appropriate)
Republic of Ireland	Garda Vetting	Role-specific vetting through umbrella body

## Policy Overview

- All individuals working in regulated activity with children or adults at risk must undergo an Enhanced criminal record check with a barred list check.
- Standard checks are not considered appropriate for any gymnastics-related roles.
- Checks must be renewed every three years regardless of change in role or location.
- DBS Update Service is encouraged for all eligible individuals.





## Definitions

- **Regulated Activity:** Direct, unsupervised work with children/adults that is frequent or intensive.
- **Supervised Activity:** Only excludes a role from regulated activity if supervision is continuous, direct, and by another person also in regulated activity.
- **Volunteer:** Someone who gives unpaid time for the benefit of others (excludes family members).

## Eligibility Levels & Check Levels

Role	England/Wales (DBS)	Scotland (PVG)	NI (Access NI)	ROI (Garda Vetting)
<b>Head Coach</b>	Enhanced + Barred List	PVG	Enhanced + Barred List	Yes
<b>Assistant Coach</b>	Enhanced + Barred List	PVG	Enhanced + Barred List	Yes
<b>Welfare Officer</b>	Enhanced + Barred List	PVG	Enhanced + Barred List	Yes
<b>Limited-contact Volunteer</b>	Enhanced or Basic (role-dependent)	PVG (if in regulated role)	Basic or Enhanced	Yes (if in regulated role)

## Club & Organisation Responsibilities

- Assess each role to determine the correct level of check.
- Conduct checks through IGA or authorised channels.
- Appoint at least one designated person to manage checks (preferably two).
- Ensure checks are complete before individuals begin their role.
- Monitor and renew checks every 3 years.
- Verify applicant identity using approved documents.
- Report concerns or relevant removals to DBS or IGA.
- Ensure all vetting documents are uploaded and renewed on staff JustGo accounts.



## IGA Responsibilities

- Act as umbrella body for DBS, PVG, Access NI, and Garda Vetting.
- Ensure only eligible checks are processed.
- Maintain secure records.
- Refer individuals to DBS if necessary.
- Provide guidance to clubs on vetting procedures.

## Update Service

- Individuals using the DBS Update Service must submit photographic evidence of their certificate, and this evidence must be uploaded to the JustGo system to ensure verification and compliance.

## Role Transitions Within a Club

If an individual is transitioning from a role that did not require an Enhanced DBS/PVG/Access NI/Garda check to one that does, they must complete the appropriate Enhanced criminal record check (including barred list if required) before starting their new duties. Clubs must ensure that the new check is completed and uploaded to JustGo in advance of the role transition.

## JustGo Responsibilities

- Clubs must upload proof of all vetting and renewals into the IGA JustGo portal.
- All checks must remain active and visible to IGA.
- It is the joint responsibility of both the club and the individual coach to ensure that vetting is completed and remains up to date. No staff member should be operating without a valid DBS/PVG/Access NI/Garda Vetting, or with one that is expired.
- Clubs and coaches must ensure that all vetting documentation is uploaded to the JustGo system and reviewed at least every three years to maintain compliance.



## Related Policies

[Membership Rules](#)

[Code of Conduct for Coaches, Instructors and Assistants and Officials](#)

[Complaints and Disciplinary Policy](#)

[Equality & Diversity](#)