

CRB Q&A for Golf

1. What is the CRB and what does it do?

The Criminal Records Bureau provides access to criminal and police records for employers so that they may make informed decisions about the suitability of individual members of staff and volunteers to work with children and vulnerable adults in specific roles. They produce "disclosures" for applicants working in regulated positions. (see Q2 below)

CRB disclosures can only be obtained through a "registered body". In English Golf, there are two registered bodies: The PGA for all PGA members and the English Women's Golf Association for volunteers and staff who are not PGA members.

2. What is "Regulated Activity"?

Regulated activity includes:

- teaching, training, or the instruction of children/vulnerable adults
- the care or supervision of children/vulnerable adults
- treatment or therapy
- providing advice or guidance relating to a child/vulnerable adult's physical, emotional or educational wellbeing
- transport specifically for children/vulnerable adults

If your role involves on a regular basis the day to day management or supervision of a person carrying out regulated activity, you are also deemed to be acting in a regulated activity yourself.

It is strongly recommended that individuals working in these roles are CRB checked.

3. Who should obtain CRB disclosures?

People working in a regulated activity, whether for payment or as a volunteer, and those managing people working in a regulated activity. In golf, this may include:

- Coaches
- Junior Organisers
- Volunteers transporting children to matches
- Families offering hospitality to players
- Club Secretary/Managers
- Club Welfare Officers
- Volunteers supervising children on the course

4. Who is unlikely to need a CRB disclosure?

- Adults simply playing golf with children
- Volunteers involved with children for a "one off" event
- Catering staff
- Someone whose regulated activity is carried out in the course of family or personal relationships

5. We are a club/county that employs staff and engages volunteers- what do we need to do?

Ensure that your volunteers and staff working with children regularly have obtained a CRB disclosure. They should obtain an application form from the EWGA, by emailing michele.spencer@englishwomensgolf.org or calling 0121 456 2088 (unless they are PGA members, in which case they should contact the PGA on 01675 470333). The EWGA will receive a copy of the applicant's disclosure, and will contact you to advise you whether there is any cause for concern.

The CRB disclosure should form only part of a good vetting process. Other measures are recommended, such as:

- Verifying the person's identity
- Checking the person's qualifications
- Taking up references
- Obtaining a self-declaration of criminal record

You have a legal duty to refer any concerns you have about an individual's suitability to work with children or vulnerable adults to the Independent Safeguarding Authority. If you fail to make referrals in the relevant circumstances, then you could commit an offence. (see Q8 below)

6. I am an employee/volunteer- what do I need to do?

You should obtain an application form from the EWGA, by emailing michele.spencer@englishwomensgolf.org or calling 0121 456 2088 (unless you are a PGA member, in which case you should contact the PGA on 01675 470333). Detailed guidance accompanies the form, as it is not straightforward to complete, and the CRB have strict requirements.

The disclosure is free to volunteers, but there is a £36 charge for paid staff.

Both you and the EWGA will receive a copy of your disclosure. The EWGA does not normally contact the club or county you are working for without your prior knowledge, unless there are extreme circumstances. The EWGA will discuss the disclosure and its contents with you first in all but a few extreme cases.

7. What happens if I have a criminal record?

This depends on the nature of the information on your record. Either the EWGA in conjunction with the EGU, or the PGA will make a risk assessment about your suitability to work in the role you have applied for, based on the nature of the offence(s), so that they may make a recommendation to your employer.

Having a criminal record does not necessarily mean that you can't work with children, or that the golf club/county will be made aware of the information. You should contact the PGA or EWGA if you are at all concerned about this.

8. What is the "duty to refer information"?

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If you withdraw permission for someone to work in a regulated activity, you must provide information to the Independent Safeguarding Authority if you also consider that:

- You think the person has committed an offence that would lead to them being barred by the ISA, or
- You think the person's conduct endangers, or could endanger a child/vulnerable adult, or involves sexually explicit material relating to children or violence, or
- You think the individual may harm a child/vulnerable adult, cause a child/vulnerable adult to be harmed, or put a child/vulnerable adult at risk of harm.

If you have concerns about the conduct of an individual working with children/vulnerable adults, however small, you should refer the matter to the Lead Child Protection Officer of the EGU or EWGA. They will guide you through the process of dealing with the concerns and, in serious cases, whether it is appropriate for a referral to be made to the police, child social care and eventually the ISA. It is important that clubs involve the EGU or EWGA in such matters so that we can respond as a sport to the risk presented to children. (see the Guidelines for Safeguarding Children in Golf for the correct reporting procedures)

It is important that the club/county has appropriate and formal disciplinary procedures in place that relate to all members, volunteers and staff, particularly now that the legal duty to refer exists. Referrals must be made following an objective and fair assessment of the situation and facts, and a disciplinary process allows this assessment to take place.