



There is content on my Disclosure.

You have been sent this document because you have been asked by Badminton England to send your original DBS Disclosure certificate to the safeguarding team.

Why have we asked for your paper certificate?

As you know we operate an online system through our partners First Advantage Online Disclosures to complete the DBS disclosure process without the need for extensive paperwork.

The online system will flag up the fact that you have completed your DBS and that there is content on there, unfortunately though it does not reveal the information. We now need you to send us the paper certificate so we can see what the information is. Please note that a scanned copy or a photocopy is not acceptable, we have to see the original paperwork.

What should you do now?

As soon as you receive a request from Badminton England then please post your certificate – **original, not a copy** to:

Safeguarding Team
Badminton England
National Badminton Centre
Milton Keynes
MK8 9LA

What does Badminton England do with your certificate?

The Case Management Group and / or the Lead Child Protection Officer of Badminton England will look at the information on the certificate and decide whether to accept the information as it is and clear you on the BE membership system. We use a tried and tested risk assessment process looking at the nature of the offence and whether it impacts on your role in badminton and crucially may affect the welfare of young people in the badminton network.

The decision is usually taken quickly and in the vast majority of cases your certificate will be returned to you within a week. However, sometimes we may wish to ask for more information in relation to your disclosure and we will contact you about this.

When a decision has been made about accepting your disclosure (or not) we will update your membership record and you will receive a letter confirming our decision.

Badminton England follows the DBS Code of Practice in terms of the safe handling and storage of DBS information, please be confident that your information is safe with the safeguarding team and email us if you wish to see our Policy on handling DBS information.

What happens if I don't reply?

Quite simply we work on a 6 week turn around and if we do not hear from you in this time or you do not have a good reason for not sending the certificate through then we will suspend you from holding the role for which you have applied for the disclosure.

The chasing of positive disclosures is an extra administrative burden on us and you can help by answering quickly when your certificate is requested. Please do not assume that you cannot work or volunteer with Badminton England just because you may have content on your disclosure, please stay in contact with us and we will help as much as we can.

Who can I talk to about this?

Please phone the safeguarding team during office hours to speak to someone in confidence if you have or think you may content on your DBS check, we will be happy to talk to you.

Tel: 01908 268400 or email: safeguarding@badmintonengland.co.uk

For further information on the Badminton England DBS process please see:

[Safeguarding \(badmintonengland.co.uk\)](https://www.badmintonengland.co.uk/safeguarding)

For information direct from the Home Office please see:

<https://www.gov.uk/disclosure-barring-service-check/overview>