



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 First Advantage – KnowYourPeople (KYP) 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 Safeguarding Team will review the information on the certificate.

We will complete a risk assessment, considering the nature of the offence and whether it impacts on your role in badminton and crucially whether it may affect the welfare of young people and vulnerable groups in our sport.

Sometimes we may need more information in relation to your disclosure and we will contact you about this.

When a decision has been made you will receive a letter confirming the outcome.

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?

If you do not reply, then we are unable to complete the risk assessment process and you should not continue to work or volunteer with children, young people or vulnerable groups unsupervised.

In these circumstances we would refer the matter to our Safeguarding Case Management Group and consider further action as appropriate.

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 have 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>