

DBS Information Request Guidance

When engaging external sports coaches or providers, schools should take a proportionate approach to DBS verification in line with data protection requirements. Rather than requesting copies of DBS certificates, organisations should seek confirmation that an appropriate DBS check has been completed.

Where verification is necessary, it is considered good practice to record:

- The DBS certificate number
- The date the certificate was issued
- The level of DBS check obtained (for example, an Enhanced DBS check)

DBS certificates contain sensitive personal information and should only be requested where there is a clear and lawful basis for doing so. In most cases, recording the certificate number and relevant verification details provides sufficient evidence of due diligence while supporting confidentiality and data security.

Any DBS information collected by schools should be stored securely, accessed only by authorised personnel, and handled in accordance with data protection legislation and the school's information governance procedures.

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