

# GSC Safe Recruitment Procedures CWP



For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, and DBS will be referred to as Disclosure Records.

**Glencoe Ski Club (GSC)** aims to ensure that all children are protected and kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

## Selection

- All applicants to our organisation will complete an application form
- Short listed applicants will be asked to attend an interview
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- The successful applicant will be asked to complete the *self declaration form appendix 1* prior to the Disclosure Record being accessed.

## Screening

The successful applicant will be required to obtain a PVG Scheme Record or Update through GSC, prior to the applicant taking up the post. If the applicant holds a scheme record through another club affiliated to Snowsport Scotland it may be possible for the record to be shared between the GSC Safeguarding Officer and the Safeguarding Officer at Snowsport Scotland via the SSS Fair Process Notice. GSC will cover the cost of an update. (£18).

## Training

The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis and will cover information about their role, and opportunities for practising skills needed for work. Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new coaches and volunteers and will be regularly reviewed.

## Supervision

All coaches and volunteers will have a designated supervisor who will provide regular feedback and support. Every coach and volunteer will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the coach/volunteer.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

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### Reporting Abuse

**GSC** understands that in addition to making a referral (a written report) to Disclosure Scotland, Child Wellbeing and Protection issues concerning workers (paid/unpaid), children and young people must always be referred to the child protection agencies (ie social work and/or police) for appropriate investigation.

**GSC** will ensure that all coaches and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

CONTINUE to DECLARATION in appendix below



Appendix 1

**GSC Self Declaration Form Regulated Work Positions**

The role of coach, club helper (volunteer) or safeguarding officer, at the club is ‘regulated work’ with children. Before the club can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 ‘*Offences which must always be disclosed*’. Applicants are not required to disclose spent convictions for offences included in schedule B1 ‘*Offences which are to be disclosed subject to rules*’ until such time as they are included in a higher-level disclosure issued by Disclosure Scotland.

**Details of Schedule A1 Offences can be found at:**

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

**Details of Schedule B1 Offences can be found at:**

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>

**Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of the club officials responsible for making safe appointment decisions.**

**PERSONAL DETAILS**

Title:		Tel No:	
Full Name:		E-mail:	
Address:			
Post Code:			

**DETAILS OF ROLE AT THE CLUB**

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### Section 1 – Unspent Convictions and Cautions (must be disclosed)

a)	Please give the date and details of all the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.
b)	Please outline the circumstances that led to your offence(s).
c)	Please give details of the sentence imposed and how it was completed (for example paid fine as required). Include information on conditions attached to your probation/community service/supervised attendance order.

### Section 2 – Details of any disciplinary action in relation to children

Have you been disciplined because of inappropriate behaviour towards a child, which may have harmed them or put them at risk of harm? YES/NO
If YES, please give details.

### Section 3 – Relevant non-conviction information (including any police information)

a)	Please give details of any investigations and outline the reasons and circumstances and disposal if known*.
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**\*Please note that Section 3 a) does not require details of any spent alternatives to prosecution, e.g. police warnings or procurator fiscal warnings.**

b)	Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES/NO
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If yes, please provide details
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### Section 4 – Other relevant information

Please give details of any other relevant information which you think we should be aware of when considering your application:
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### Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
2. *Section 35* of the same act makes it an offence for the club to offer regulated work (paid or unpaid) to someone who is barred from that work.
3. A person is barred from regulated work with children if they are:
  - The subject of an automatic listing (under *section 14* of the PVG Act).
  - Included on the PVG Children's List and/or the Disclosure and Barring Service Children's List which covers the rest of the UK.
  - 'considered for listing' while information on their suitability is assessed.

Please delete the following statements as appropriate:

\*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in section 12 of the same Act.

**OR**

\*I am under 'consideration for listing'

### Section 5 – Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I will assist **Glencoe Ski Club** to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform **Glencoe Ski Club** if I am convicted of an offence while in any of the above positions. I understand that failure to do so may lead to the immediate suspension of my regulated work (paid or unpaid) for the club and/or the termination of my services.
4. If I become 'considered for listing', I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please complete and return to GSC Safeguarding Officer in a sealed envelope marked, '**Private** Safe Recruiting Procedure CWP aa ma Nov 2018

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**and Confidential –Self Declaration’.** Alternatively by prior agreement hold in electronic form and email to the safeguarding officer once an offer of contract or volunteer position has been agreed.