

2017

November 2017 Update

Coaching, Events, Safeguarding and Membership

In continuing to support the needs of our clubs in the area of safeguarding, when we plan the safeguarding course calendar we take into account the coach education calendar and the numbers of UKCC level 1 courses being run. Through GymNET, we can see when safeguarding and protecting children certificates and SG 2 certificates expire. This information allows us to plan effectively and produce a full calendar of courses across the regions.

We hold a register of interests for those who have been unable to book a place on a course for whatever reason and we do arrange additional courses over and above those already included in the calendar, if required.

Clubs can easily view, through their own GymNET record, club registration tab, who requires safeguarding and or PVG as this is highlighted in red and includes each individuals name and the issue. It is the clubs responsibility to ensure that those working with children and young people voluntary and or paid within the club, are fully up to date with both Safeguarding and PVG.

Individuals booking on to a UKCC level 1 course will require SG BG silver membership. If safeguarding and PVG are not up to date, membership will not be granted.

Individuals trying to renew their membership and whose safeguarding and or PVG is not up to date, will be unable to do so.

Online event entry 2018: Please be aware that the closing date for competition entries is approximately six weeks before the actual event. Coaches listed on the entry must have up to date safeguarding and PVG otherwise the entry will not be accepted. Clubs should plan ahead to avoid this becoming a problem as waivers will not be issued.

Safeguarding 3 (SG 3): Several communications have been sent directly to those whose SG 2 has either expired or will expire by the end of 2017. Waivers were issued to individuals whose SG 2 expired between February 2017 and the course launch in September. These waivers were extended up to the end of October to allow the back log to clear, however it would seem there are still a number of coaches not attending, which means safeguarding certificates will now be out of date. It is important to note that waivers will not be extended and no additional waivers will be issued.



SG 3 differs from all of our other courses in that it is blended learning with part on line and part face to face. You are unable to book on to an SG3 in the normal way as SG3 operates via absorb. Individuals will automatically receive an email from our safeguarding team informing them that their SG 2 is about to expire and providing a link to the online booking system. As we use the email addresses generated from each individual's GymNET record, it is your responsibility to update your own record if your email address changes.

If you require clarification or further information on any of the points noted above, please do not hesitate to get in touch with Jenny or Lorna via email safeguarding@scottishgymnastics.org

August 2017 Update

Final Countdown to SG 3 launch

We are delighted to bring you a blended learning approach to Safeguarding. You will be presented throughout the online learning phase of SG 3, with videos, text, images and questions.

The face to face phase of SG 3, uses the scenarios provided by you as part of the online section. This allows you to bring the real world everyday issues you deal with to life and discuss solutions.

SG 3 is unique given its blended learning approach. It is more flexible and provides you with practical knowledge, which will help to ensure a safe environment is provided for children, young people and our clubs.

For those who require to complete SG 3, you will receive an email from our 'safeguarding@scottishgymnastics.org' address with your link.

Please click on the link and you will be directed to our new Online Learning Platform, absorb, to book on to the course.

June 2017 Update

Save the Date - Safeguarding Officer Symposium

We are delighted to announce the date of the 2017 Safeguarding Officers Symposium. Saturday 23rd September 2017 at the Stirling Court Hotel.

This will be an all day workshop which promises to be real-world and relevant to the everyday situations SO's and coaches deal with in clubs. Topics include:



Having Difficult Conversations - The purpose of the workshop is to build confidence for managing difficult conversations involving safeguarding, dealing with children, parents and coaches.

Investigations -How to gather facts, who you need to speak to and what questions to ask.

In addition we will be launching the SO toolkit which has been created with input from SG club SO's many of whom attended last year's symposium and workshop. More information to follow in due course.

Safeguarding Course Calendar August - December 2017

We are pleased to confirm the Autumn Safeguarding Course Calendar is now available on our website. Courses will be starting back up again after the summer holidays in Mid-August. As always if you are unsure on which course to book yourself or members on to please contact jenny.cockburn@scottishgymnastics.org who can advise you accordingly.

SG 3 will be launched as planned in August, and although members are currently not able to book on to a course until the launch, dates for the face to face part of the course have been included in this calendar so that members can save the date in their the diaries. Further information regarding the booking process will be sent directly to those in the priority group i.e. those who have been issued with a waiver, in due course.

March 2017 Update

Safeguarding 3 Course Update

Our new Safeguarding 3 Course is currently under development by the team with a launch date planned for May 2017.

Following on from our previous communications, all current members who required an extension to their current Safeguarding 2 award have now had a short waiver applied to

their GymNET record. This was completed at the beginning of February and all affected have been notified via email.

We will keep communications up to date as the course development progresses.

PVGs

A reminder on the most recent errors and mistakes which are currently being made when completed PVG forms are being sent in to Scottish Gymnastics.



Applicants completing the wrong PVG form – please can you 1) ask individuals whether they are already a member of the scheme through another role i.e. Local authority or active schools coach, teacher, doctor or volunteer with another organisation. 2) ask that they bring all previous PVG and or Disclosure certificates along with them when completing the ID verification. This will help to ensure if they are already a member of the PVG scheme, they are completing the correct form which would be the Existing PVG Scheme Member form. Completing the wrong form can add up to 6 weeks onto the checking process. Completed ID verification forms and self-declaration forms are not always being returned along with completed PVG forms. These must be included when posting in the completed PVG form. Again, this is adding an unnecessary delay to the checking process.

Not all PVG forms are being double checked prior to being posted in to us which means some basic mistakes are being made. For example, middle names missing, passport and or driving licence country of issue, incomplete numbers or applicant hasn't signed the form. (I'll try and add in the hyperlink to the PVG recruitment bit with the sample forms on the website etc).

Please remember when sending in completed PVG forms to book applicants on to the correct safeguarding course if they have not already been on one. If you are unsure which level of safeguarding course they require please click here to see read our course information guide.

For more information and guidance on PVG forms and safeguarding courses please contact Jenny via email on Jenny.Cockburn@scottishgymnastics.org

February 2017 Update

Reminder regarding PVG Legislation, Regulated Role and PVG requests

The Act - Protection of Vulnerable Groups (Scotland) Act 2007 - (PVG)

The purpose - To provide a robust system and prevent unsuitable people from getting regulated work (paid or voluntary) with children and/or protected adults in a Scottish Gymnastics registered club

Who can be checked - Under the terms of the PVG Act, only those working in a regulated role with vulnerable groups can be 'checked'. Checked means obtaining a background criminal records check as part of the recruitment process

The Role - For Scottish Gymnastics, regulated role includes coaches at all levels, helpers in the gym working with children, safeguarding officers, chaperones, team managers accompanying children on trips away, relevant officials and medical staff



The offence - it is an offence under the act for an organisation (SG) to request a PVG for an individual not working (paid or voluntary) in regulated role.

Clubs must be absolutely sure that when you request a PVG application from SG you are doing so for an individual who will be working in a regulated role. If you are at all unsure please contact Jenny Cockburn.

Update information received from VSDS with regards to the date in which a PVG application form has been signed by the applicant:

All PVG application forms must have been signed by the applicant on the day the form has been completed then sent to SG without delay. No forms should be sitting in the club for long periods of time. Forms which are currently being returned by Volunteer Scotland Disclosure Services to our office are delaying the process up to 4 weeks.

If an applicant has made an error when writing in the signature date, please make sure they initial it next to the date box.

Safe Environment in Gymnastics

The 12 questions guide has been updated and is available by clicking [here](#). This is an extremely handy guide for clubs, parents and guardians. It is designed to provide parents with comfort in the knowledge that by taking their child to a Scottish Gymnastics registered club, there are systems in place to ensure children stay safe and have fun. For clubs, it is a reminder of the procedures you should have in place. Please share this guide as widely as possible i.e. on you club notice board and or welcome pack.

January 2017 Update

Important Safeguarding Information for those whose Safeguarding 2 award will expire between February and April 2017

We are currently working on the next level of safeguarding, SG 3. The good news is that it will be a blended learning course meaning part on line and part face-to-face scenario-based practical. The course should be ready to roll out from 1 May 2017.

However, we are aware that there will be a number of people whose SG 2 will expire before 1 May 2017 therefore the following procedures are being put in place.

Your current SG 2 will be extended for a period up to the end of May 2017.

Your individual gymnet record will be updated to include the extension. SG events, education and performance teams have been kept up to date so this will not affect your attendance on the competition and or event floor, education courses or pathway camps.



Safeguarding NEWS UPDATE



BG have been kept up to date with this information so this should not affect your attendance at BG competitions and or events

You will be given priority attendance on the first available SG 3 course

Please do not book on to an SG 2 course as an interim measure prior to the launch of SG 3

This information will also be sent directly to those affected by this change.

If you require any further guidance please contact Jenny Cockburn on jenny.cockburn@scottishgymnastics.org

Lorna Whyte

Ethics Welfare & Conduct Manager

