



**Safe Recruitment Policy
For Clubs**

Updated January 2017

For further information on this policy please contact:

Ethics Welfare & Conduct, Scottish Gymnastics, Caledonia House, 1 Redheughs Rigg, Edinburgh EH12 9DQ. **Tel:** 0131 271 9750, **E-Mail:** lorna@scottishgymnastics.org

Acknowledgements

Scottish Gymnastics(SG) would like to acknowledge the following publications and organisations that have supported this document:

VSDS: - Volunteer Scotland Disclosure Services (VSDS) for Training and Guidance on Recruitment and PVG Disclosure Process

Children 1st - Guidance on PVG Legislation and Process

Guidance and Legislation

Scottish Gymnastics Safe Recruitment Policy and supporting procedures are based on the following legislation and guidance:

Legal Framework

Children (Scotland) Act 1995

Criminal Procedure (Scotland) Act 1995

Police Act 1997

Sex Offenders Act 1997

Human Rights Act 1998

Data Protection Act 1998

Sexual Offences (amendments) Act 2000

Disclosure Scotland Code of Conduct "Making Scotland Safer" 2002

Disclosure Scotland Code of Conduct "Protecting the Vulnerable by Safer Recruitment"

Rehabilitation of Offenders Act 1974, the Exclusions and Exceptions (Scotland) order 2003

Protection of Children (Scotland) Act 2003

Protection of Vulnerable Groups (Scotland) Act 2007

Introduction

Scottish Gymnastics (SG) accept that Safeguarding is the responsibility of everyone in the sport of gymnastics, whether paid staff or volunteer. As an organisation we are committed to not only developing policies and procedures but to providing information and training opportunities to ensure those working with vulnerable groups adopt best practice and that at all times no child, young person, protected adult, coach or official is placed at risk.

The vast majority of coaches, officials/helpers are committed, dedicated people who are motivated to work within gymnastics for commendable reasons. However it is important that all reasonable steps are taken to ensure that unsuitable people or people with an inappropriate motivation are prevented from working with vulnerable groups. The following procedures should be adopted and applied consistently when appointing an individual in either a voluntary or paid capacity.

Responsibilities

Scottish Gymnastics strives to ensure the safeguarding of all those participating in gymnastics activities and will endeavor to promote the highest standards of care. For effective implementation of this policy all gymnastics providers must work in partnership, each with a role to ensure the safe recruitment of all individuals coming into clubs to work in a regulated role regardless of whether as a volunteer or paid.

Roles

SG will:

- Provide and implement robust procedures, support and guidance to safeguard all participants
- Strive to ensure everyone understands their roles and responsibilities in respect of safe recruitment
- Provide training, support and guidance to the Safeguarding Officers (SO) and to Clubs
- Adopt best practice in recruitment and training of employees and volunteers
- Ensure all those who work in a regulated role with children and young people including those who act as a chaperone whilst on trips obtain a PVG Disclosure through SG
- Initiate conduct in sport proceedings when necessary
- Monitor the operation of this policy

The club will:

- Adhere to the guidelines and procedures contained within this policy
- Ensure all those coming into the club to work in a regulated role will be recruited safely and in accordance with this policy obtain a PVG Disclosure through SG, complete a self-declaration and access relevant Safeguarding training through SG
- Support the SO to carry out his/her duties in this area
- Implement any recommendations of SG relating to Safe Recruitment

Advertising

When any form of advertising is used to recruit staff or volunteers, the following information should be included: -

- Aims of the club or organisation
- Responsibilities of the role
- Level or experience or qualifications required, particularly if experience of working with children and young people would be considered necessary
- The club or organisation's open and positive approach to Safeguarding
- The use of PVG disclosures as part of the recruitment and selection process where the role is regulated work.

Pre- application information

Anyone who expresses an interest in the job or role should be sent an application form, job description and person specification, which clearly states the required qualifications and experience.

Application forms

All potential staff and volunteers considered to be carrying out regulated work should complete an application form - **appendix 2**, as well as the self-declaration form – **appendix 6** which is designed to elicit information about an applicant's past career - including any gaps in involvement or employment, and any relevant experience, qualifications and training undertaken.

Applicants should be informed that failure to adhere to the relevant codes of conduct, can result in action being taken under SG conduct in sport code which could lead to dismissal/exclusion from the club and or SG.

Procedures for shortlisting candidates

Request in writing, on formal headed paper, confirmation from SG, of a coach's qualifications or any known reason for not employing/appointing that person as a coach/official.

As part of SG' Safe Recruitment Policy for Clubs and effective risk reduction procedures it is a requirement that disclosure checks are carried out (through SG) on staff carrying out regulated work, whether they are volunteers or paid. Clubs should request a PVG application form from SG **via** the Safeguarding Officer. This should be completed as per the guidance provided.

PVG Record

There are two PVG records available – PVG Scheme Record or PVG Scheme Record update. The type of disclosure required will depend on whether or not the individual is already a member of the scheme for doing regulated work.

The Scheme Record will show:

- The type(s) of regulated work in respect of which the individual is a PVG scheme member (thereby confirming that the individual is not barred from regulated work of that type); and
- If the individual is under consideration for listing for the type(s) of regulated work, states the fact

The Scheme Record also includes any vetting information that exists in relation to the individual. Vetting information is:

- convictions and cautions held on central records in the UK

- whether the individual is included on the sex offenders register
- other relevant information, which may include non-conviction information provided by relevant police forces; and
- prescribed civil orders

The Scheme Record also includes the following information:

- the name, address, date of birth and PVG Scheme membership number of the individual
- the unique number of the Scheme Record
- the name and address of the registered person and counter signatory details (on the copy for the registered person and any regulatory body); and
- the name and address of the regulatory body and registration number (on any copy for the regulatory body only).

The Scheme Record Update is designed for use by organisations when asking an individual who is already a PVG Scheme member (and who has had a Scheme Record issued in the past) to do regulated work for them. The organisation must be a registered person or use an umbrella body to act as a registered person on their behalf (Scottish Gymnastics).

The Scheme Record Update (short scheme record disclosure) shows basic membership information:

- the type(s) of regulated work (position applied for) in respect of which the individual is a PVG Scheme member (thereby confirming that the individual is not barred from regulated work of that type); and
- statement of scheme membership and
- if the individual is under consideration for listing for that type(s) of regulated work, states the fact and
- information about PVG scheme record

The Scheme Record Update (short scheme record disclosure) includes:

- the date that the PVG Scheme member's Scheme Record was disclosed (and the disclosure record number of the individual's copy);
- either a statement confirming that no new vetting information has been added since the Scheme Record was last disclosed or the date of each addition

The Scheme Record Update also includes the following information

- the name, address, date of birth and PVG Scheme membership number of the individual
- the unique number of the Scheme Record Update; and
- the name and address of the registered person and counter signatory details.

It is important to note that:

Should a PVG disclosure detail that the applicant is barred from working with children this person will be disqualified from working in a regulated work role with children within SG and its member clubs (whether paid or voluntary).

Should a PVG disclosure detail that the applicant is being 'considered for listing' this person will be disqualified from working in a regulated work role with children within SG its member clubs (whether paid or voluntary) until such times as the nature of disclosed information and its relevance to the post applied for is discussed and assessed.

Under no circumstances should clubs allow an individual to work in a regulated role until the safe recruitment procedures have been completed and a clear PVG disclosure accessed.

The main positions agreed with VSDS for Scottish Gymnastics as being regulated work (therefore require a PVG disclosure) are as follows:

Assistant Coach
Chaperone
Safeguarding Officer Providing Advice to Children
Coach
Head Coach
Head of Child Protection
Helper in Gym – assisting children
Official
Team Manager
Tutor

Scottish Gymnastics recommends that anyone with a managerial responsibility for individuals in the above positions should also complete a disclosure.

Self-declaration (Disclosure)

Convictions that have been gained whilst in employment in either a paid or voluntary post within clubs registered with SG should be disclosed in writing, by using SG Self Declaration Form (**appendix 6**) and sealed in an envelope – marked 'Private and Confidential' - for the attention of the Ethics Welfare & Conduct Manager. The purpose of disclosing the information in writing is to determine the relevance of the convictions to the post currently held.

Should convictions be declared on the self-declaration, the individual may be asked to attend an interview with the Ethics Welfare & Conduct Manager and one other responsible person to clarify and expand on any of the information disclosed. All decisions will be recorded on the relevant paperwork and stored in the appropriate manor.

SG complies with the Disclosure Scotland Code regarding secure storage, handling, use, retention and disposal of VSDS disclosures and disclosure information and with its obligation under the Data Protection Act 1988. For information on secure storage see **appendix 5**

The decision as to whether a conviction is relevant to the post currently held would be determined by SG:

- A conviction that is gained whilst in employment (whether paid or voluntary), which is deemed to be relevant to the post currently held, will lead to dismissal from the club and termination of Scottish Gymnastics membership.
- A conviction that is gained whilst in employment (whether paid or voluntary, that is not disclosed) and is deemed not to be relevant to the post currently held will lead to disciplinary proceedings for failure to disclose convictions.
- Any conviction that is gained whilst in employment (whether paid or voluntary), that is not disclosed and is deemed to be relevant to the post currently held will lead to dismissal.
- Should a PVG disclosure detail that the applicant is barred from working with children this person will be disqualified from working in a regulated work role with children within SG and its member clubs (whether paid or voluntary).
- Should a PVG disclosure detail that the applicant is being 'considered for listing' this person will be disqualified from working in a regulated role with children within SG and its member clubs (whether paid or voluntary) until such times as the nature of disclosed information and its relevance to the post applied for is discussed and assessed.

Non Conviction Relevant Information

Non conviction relevant information is intelligence held by Police Scotland. When an applicant applies for PVG disclosure, any intelligence held on the applicant which is deemed to be relevant to the type of regulated work will be documented on the PVG disclosure in typed text.

On receipt of the PVG disclosure, SG will assess this information in accordance with the Safe Recruitment Procedures for Clubs.

Any non-conviction relevant information (applicable to regulated work positions only) that has been gained whilst in employment (whether paid or voluntary) with SG and has not been disclosed to SG, may lead to disciplinary procedures

Decisions made regarding undisclosed criminal convictions that lead to disciplinary procedures or dismissal will be made by SG.

Fair Processing Notice (FNP): Safeguarding (Child Protection and Child Welfare)

"The Data Protection Act 1998 requires that individuals are informed about how personal information will be used. For the purposes of SGs Safeguarding (Child Protection) matters, SG registered clubs may share information about individuals with SG and/or BG where it has been alerted to circumstances that might affect an individual's status as a member of the PVG scheme for regulated work with children and/or protected adults or your suitability to carry out the regulated work role for which you have applied/been appointed or are already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the named Safeguarding Officer and SG".

Interviews

Where a position is considered to be regulated work with children and young people a formal interview should be held according to correct procedures and protocol. At interview you can request any additional information to support the details contained in the individual's CV or application form. Questions relating to information gained in Criminal Convictions Declaration form (appendix 6) will be dealt with by SG Ethics, Welfare & Conduct Manager.

Making the appointment

Once a decision has been made to employ someone or invite someone to take a role within a club, an offer letter should be sent out. This letter should specify full details and requirements of the position and any probation period if appropriate. The applicant should be informed that the appointment is subject to a satisfactory PVG Disclosure.

NB: The candidate will receive a copy of the PVG disclosure as will Scottish Gymnastics. Clubs would not normally get to see the PVG disclosure certificate unless the applicant wishes to show them their copy. However it would be good practice for the SO to view a candidate's PVG prior to confirming appointment. **Clubs can take a note of the following information:** date of issue, PVG disclosure certificate number (on the top right hand corner of the certificate) and PVG scheme member number (on left hand side under the applicant's date of birth).

Following appointment, induction procedures should be conducted, whether the position is paid or voluntary. An induction should include: -

- Explanation of Safeguarding procedures and other club policies
- Formally signing up to the clubs Codes of Conduct
- Clarification of roles, responsibilities and consideration of expectations
- Assessment of training needs, which should include attendance at a relevant SG Safeguarding course and other training relevant to the role

MONITORING AND APPRAISAL

All appointments (volunteers or paid) should be given the opportunity to receive feedback, either through a formal appraisal or more informally through a mentoring situation. Although this is good practice for any voluntary or paid position, appraisals are essential for positions that involve significant contact with young people. Appraisals should be offered at regular intervals, initially at the end of a probation period and thereafter at yearly intervals. An appraisal can help to establish training needs, and address any concerns.

Appendix 1

Introductory letter

(Insert name, address and telephone number of club)
(Email and website address of Club, if available)

(Date of letter)

(Insert name and address of applicant)

Dear **(insert name of applicant)**

Thank you for your interest in the (insert title of post) within our club. Enclosed is:

- An application form
- A Job Description

Please complete and return the application form to the address above.

Please contact me if you require further information or have any queries. My telephone number is shown above.

I look forward to hearing from you.

Yours sincerely

Appendix 2

(insert name of club) Sample Application Form for positions involving contact with children, young people and protected adults

You have a right of access to information held about you and other rights under the Data Protection Act 1998 **(insert name of club)** are committed to ensuring that all members in positions that are considered to be regulated work are suitable to do so. In accordance with Scottish Gymnastics Safe Recruitment Policy, all those in a regulated role work must complete this application form, prior to appointment.

Personal Details

Position Applied for:	
Title	
Name:	
Surname:	
All previous names by which you have been known:	
National Insurance Number:	
Date of Birth:	Place of Birth:
Present Address:	
Post Code (must be completed):	
Email address:	
Previous address (if moved within the previous three years):	
Telephone +	Day: Evening: Mobile:

Current/Previous Clubs

Club Name	Position/Responsibilities	Start and Leaving Date

Relevant experience:

Qualifications:

Sports specific:

Vocational/ interests:

Reason for applying:

Present or Most Recent Employment/Role/Responsibilities

Name of Employer/Managing Organisation:

Job Title:

Dates of Employment (month and year):

Principal Responsibilities:

Reason for Leaving (if applicable):

Confirmation of the right to work in the UK?

Referees

Name and address of two people who know you well (and are not related to you) who have first – hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial:

Name:	Name:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
Relationship to Applicant:	Relationship to Applicant:

Declaration:

I agree to abide by any Code of Conduct which the organisation/club has in force. I have completed this form accurately and truthfully and to the best of my knowledge

Signature:**Date:**

NB: Failure to disclose this information may result in exclusion from the club/organisation

Declaration of Designated Person

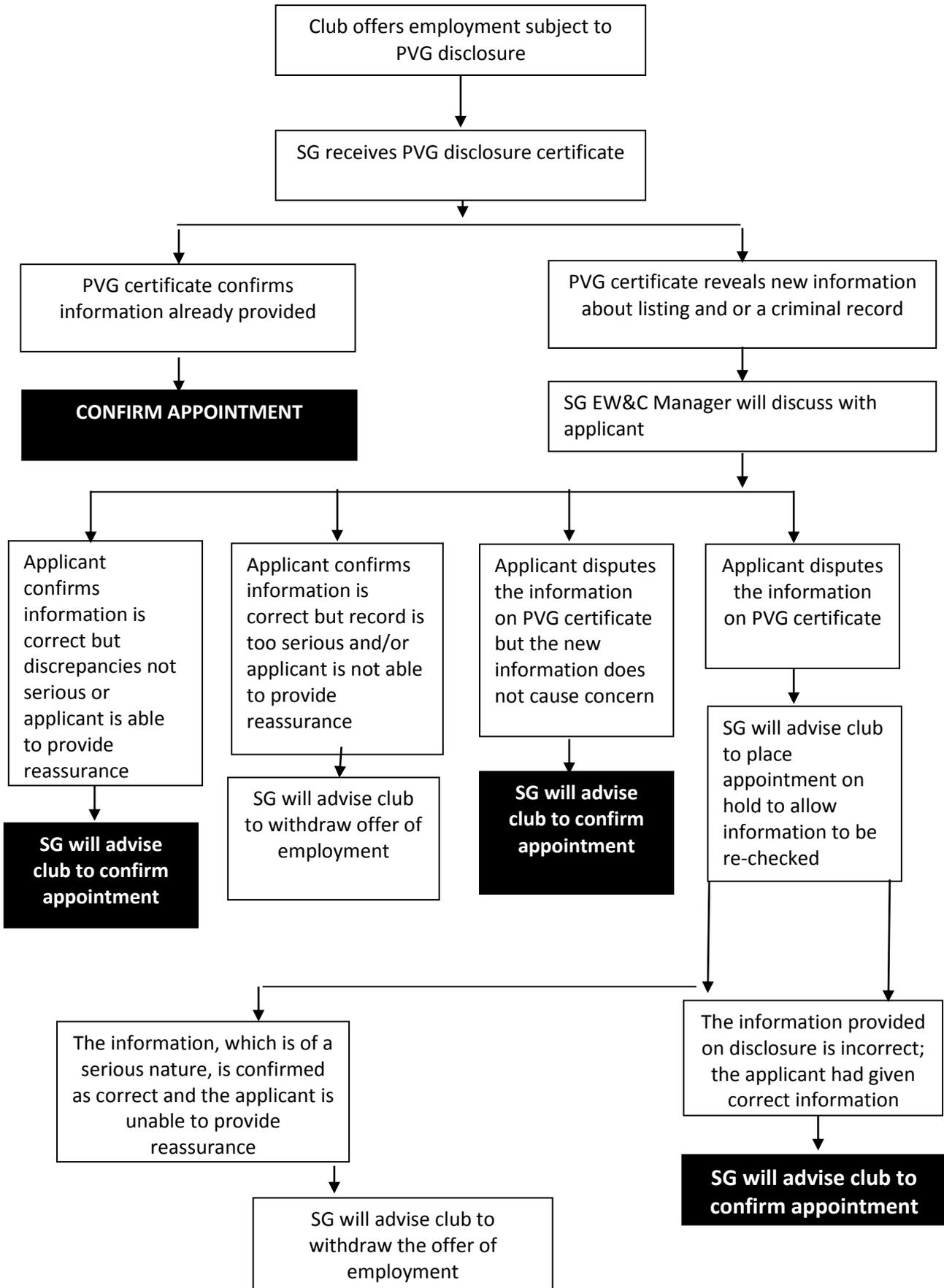
I confirm that I have seen identification documents (professional qualifications, coaching certificates/licence, driving licence, passport), confirmation of the right to work in the UK relating to this person, and confirm to the best of my ability that these are accurate.

Verified documents: Yes /No* (*delete as applicable)

Signature of Safeguarding Officer, club secretary or other designated officer:

Sign:**Print name:****Date:**

Appendix 3 - FLOWCHART FOR DEALING WITH DISCLOSURES IN RECRUITMENT PROCESS



Appendix 4 - Reference request from [add name]

Re: [add name]

Scottish Gymnastics (SG) have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007, to ensure that individuals applying to work in a regulated role with children and young people are suitable to do so. In accordance with the SG Safe Recruitment Policy references are sought for individuals (voluntary or paid) applying to work in regulated positions within clubs registered to SG.

[add name] has applied to work within our gymnastics club and will have substantial access to and influence over children and young people.

The children will see **[add name]** as a role model and someone who can clearly make a difference in their lives. Therefore, you must be completely candid about the information you provide.

If you can comment on the areas below and add any that you feel would be beneficial I would appreciate it. Please feel free to use another sheet of paper

Please return this letter to me in the envelope provided.

- 1 How long have you known[add name]**

- 2 In what role i.e. relative, partner, employer, friend?**

- 3 In your opinion would [add name] have an understanding of how much responsibility is required when working with children?**

- 4 In your opinion would [add name] have the patience required when working under pressure with children**

- 5 In your opinion would [add name] have an understanding of how their actions – verbal, body language, etc. can affect others, in particular children and young people**

- 6 In your opinion what attributes does [add name] have that would make them a suitable person to work with children and young people**

***Please rate [add name] on the following (please tick one box for each)**

	Poor	Average	Good	V/Good	Excellent
Maturity					
Self-motivation and Enthusiasm					
Can Motivate Others					
Commitment					
Reliability					
Trustworthiness					

As stated above, this post involves substantial access to children and young people. As an organisation committed to the wellbeing and protection of children and young people, we would like to know if you have any reason at all to be concerned about [add name] being in contact with children or young people.

*Yes No (Please tick one box)

Please post in the SAE provided. If you would like to provide any additional information that you feel would help us to make an informed decision regarding [add name] please include this on a separate piece of paper.

*If you have answered yes to the above: we will contact you in confidence; please give a telephone contact number:

Tel:

Sign:

Date:

Appendix 5

DATA PROTECTION ADVICE

Detailed below are guidelines for storing, destroying and accessing records and various other forms related to Recruitment and Safeguarding.

DOCUMENT	WHERE TO STORE	WHO HAS ACCESS	HOW LONG TO KEEP	HOW TO DISPOSE
Application Form	Secure	Interview panel	6 months -1 year	Shred or burn
References	Secure	Interview panel	Until person leaves	Shred or burn
Incident Reports	Secure	SO / other professional agencies depending on follow up.	Varies, depending on situation. Seek guidance from SG	Shred or burn
Accident Forms	Secure	SO or SG_and possibly insurance company / other investigation authorities.	Varies, depending on situation. Seek guidance from SG	Shred or burn
Medical Forms	Secure	Team Manager, Coach, gymnast depending on situation	Varies, depending on situation. Seek guidance from SG	Shred or Burn

Please note that in Safeguarding (Child Protection) issues, all documentation may be required for any criminal investigation.

Definition of: secure - Kept in a locked place with restricted access.



Appendix 6 - Scottish Gymnastics Self declaration form for regulated work with children

Scottish Gymnastics and its member clubs are committed to the protection of children involved in gymnastics and have a duty to ensure the suitability of any individual applying to do regulated work (paid or voluntary) with children. Therefore before you can be appointed, even to an unpaid position within your club, Scottish Gymnastics 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 or (gain an update to your PVG record if already a member of the scheme) and to make a self-declaration of any relevant convictions or investigations.

Name: _____ **Club** _____

Role in club e.g. coach, helper etc. : _____

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*'.

Details of Schedule A1 Offences can be found at:

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

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 B1 Offences can be found at:

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

Information provided is confidential. It will be managed according to our data protection policy and will not be shared outside of Scottish Gymnastics officials responsible for making safe appointment decisions.

PERSONAL DETAILS

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

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*.

***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

If yes, please provide details

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:

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 **Scottish Gymnastics** 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 **Scottish Gymnastics** if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my 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.

Declaration: 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 in a sealed envelope marked, '**Private and Confidential**' to:
Lorna Whyte: Scottish Gymnastics, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh EH12 9DQ

Please also provide the name and contact details of two people (one being your present employer) who can provide a character reference. Both should not be related to you i.e. partner/husband/wife/sibling who we can contact

Name:

Email address:

Relationship to candidate:

Name:

Email address:

Relationship to candidate:
