

## **Appendix 1**

### **DISCLOSURE SCOTLAND (VETTING PROCEDURES)**

Disclosure Scotland checks are compulsory for all volunteers who work with/ who have 'substantial access' to children/ young people. When considering the question of substantial access consider the following questions:

- Will the person have one-to-one contact with children? If 'yes' the access must be considered substantial.
- Will the person be supervised? If the person is under close supervision at all times, the access may not be considered substantial, however it will allow close relationships to be formed and this could be exploited.
- Will the person be in an isolated situation with a child? The risks are greater where a child is with an adult in an isolated situation away from peers and family.
- Will there be regularity of contact? The more regular the contact, the stronger the relationship that may be formed which could be exploited.
- Is overnight care involved? If 'yes' then the adult must be fully vetted.

For all new volunteers and staff, it is the committee's responsibility to discuss and decide upon the checks required. These will include taking up two written references and will include a Disclosure Scotland check.

For positions considered to be 'regulated work' as defined by the PVG Act, successful applicants will be required to become members of the PVG Scheme or, if already a member, provide their Scheme Record and permit access to a PVG Scheme Record Update.

Any applicant found to be fully listed on the Children's List will not be appointed to a regulated work position (paid or unpaid).

## Appendix 2

### **POLICY and PROCEDURE ON PROTECTING VULNERABLE PEOPLE**

This policy applies to regulated work with children and/or protected adults as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

We aim to ensure that any vulnerable people, whether children, young people or vulnerable adults, 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, for paid and unpaid positions, will complete an application form.
- Short listed applicants will be asked to attend interview.
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of appointment.
- The successful applicant will be asked to complete a self-declaration form prior to the Disclosure Record being accessed.

#### SCREENING

Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested prior to the applicant taking up post.

#### 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 practicing skills needed for the work. Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and will be regularly reviewed.

#### SUPERVISION

All staff and volunteers will have a designated supervisor who will provide regular feedback and support. Every member of staff and volunteers 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 member of staff/volunteer.

We will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy/procedures and have received appropriate training and support to ensure its full implementation.

#### Legal issues

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 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.

## Appendix 3

### POLICY AND PROCEDURE ON THE RECRUITMENT OF EX OFFENDERS

We will treat any applicant for any position (paid or voluntary) within our organisation fairly and not discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

We will request a Standard or Enhanced disclosure only where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences.

Failure to reveal information at interview, that is directly relevant to the position sought, could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration –

- Whether the conviction is relevant to the position being offered.
- The seriousness of the offence revealed.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending behaviour.
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our members (staff or volunteers) involved in the recruitment process are aware of this policy and procedure and have received relevant training and support.

Any applicant for any post that requires a disclosure may receive a copy of this document and the Code of Practice.

## Appendix 4

### **POLICY AND PROCEDURES ON THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION**

In accordance with the Scottish Executive Code of Practice for registered persons and other recipients of Disclosure Information, we will ensure that all staff with access to disclosure information are aware of this policy/procedure and have received relevant training and support.

We will make a copy of this policy/procedure available to any applicant for a post (paid or voluntary) that requires a disclosure and we will ensure the following practices:

- Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
- We will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any purpose other than recruitment.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to our designated signatory and not to the disclosure applicant, our designated signatory will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information will be stored in a locked container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this container.
- Disclosure information will be destroyed by shredding.
- No image or photocopy of the disclosure information will be made; however, the following details may be retained: -
  - Date of issue of disclosure
  - Name of subject
  - Disclosure type
  - Position for which disclosure was requested
  - Unique reference number of disclosure
  - Recruitment decision taken