



SCOTTISH WOMEN'S FOOTBALL – CHILD WELLBEING AND PROTECTION

APPOINTMENT & SELECTION OF ADULTS IN REGULATED WORK

Contains:

- Appointment & Selection Procedures
- Self Declaration Form
- Reference Template
- Fair Processing Notice Form
- Risk Assessment Template

APPOINTMENT AND SELECTION OF ADULTS IN REGULATED WORK WITH CHILDREN PROCEDURE

In line with Scottish FA Articles 2 without discrimination and 3 in the best interests of the child of the United Nations Convention on the Rights of the Child (UNCRC), Scottish Women's Football (SWF) will take all reasonable steps to ensure that coaches and other adults working with children in football have been recruited appropriately. This will allow that within their right of Article 31 to access leisure, play and recreation, SWF will ensure that during that participation at any level of football we take all measures to protect them in line with Articles 19 and 34.

As part of this process, we aim to ensure that unsuitable people are prevented from undertaking regulated work with children. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within SWF.

The following procedure will be completed for all positions deemed to be regulated work with children within SWF. In line with the UNCRC and regulated work with children definition, this applies to all children and young people under the ages of 18 years old.

1. Advertising

Any forms of advertising used to recruit members of staff and volunteers for regulated work with children will include the following:

- A statement that the position includes regulated work with children and will require PVG Scheme membership.

2. Pre-application Information

Pre-application information for these positions will be available to applicants online and will include:

- A role description outlining the roles and responsibilities of the position
- A person specification, stating qualifications or experience of working with children required
- An application form

3. Application Form

All applicants will be requested to complete an application form. The purpose of the application form is to obtain relevant details for the position and referee contact details.

4. Review Applications and Interview

SWF will review application forms and consider applicants for interview. Successful applicants will be invited to interview. Interviews will then be carried out.

5. Offer of Position

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the policies and procedures of SWF, the probationary period and responsibilities of the role.

A PVG Scheme Membership form and self-declaration form will be sent out for the successful applicant to complete and return for processing. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to SWF.

The applicant's appointment will only be confirmed when:

- Two references have been received, checked and accepted
- Self-declaration form has been returned and approved
- PVG Scheme Record/Scheme Record Update has been received and accepted.

6. References

Two references will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements may be agreed before their appointment commences.

7. Membership of the PVG Scheme

SWF is registered with Disclosure Scotland. Individuals carrying out regulated work with children within SWF must be members of the PVG Scheme.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children within SWF are required to join the PVG Scheme. Applicants from overseas must prove their 'right to work' in the UK and be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

Suitability for position

Should SWF receive any information via the self-declaration form and/or PVG scheme record that needs risk assessed, this will be carried out by SWF's Child Wellbeing and Protection Panel. This risk assessment considers any criminal convictions or other information that would be considered relevant to the role. The outcome of the decision of SWF's Child Wellbeing and Protection Panel then contributes to the final decision of the applicant's appointment as mentioned at point 6 above.

8. Induction

After the applicant accepts post in writing, the induction process will include the following:

- An assessment of training, individual aim's, needs and aspirations.
- Clarification, agreement and signing up to SWF's Child Wellbeing and Protection policies, procedures and safeguards, including the Code of Conduct for Safeguarding Children's Wellbeing and Fair Processing Notice Form.
- Clarification of the expectations, roles and responsibilities of the position.

9. Training

Newly appointed members of staff and volunteers in regulated work with children should complete recommended training over an agreed period. This training will include an introduction to SWF's Child Wellbeing and Protection Policies, Procedures and Safeguards that are relevant to their post. Further training is then available in a 3 hour workshop as well as additional CPD.

10. Probation

Newly appointed members of staff and volunteers will complete an agreed period of probation of 3 months.

11. Monitoring and Performance Appraisal

All staff in positions of regulated work with children will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

12. Ongoing suitability

Once an individual is in a position of regulated work, SWF will require the individual to complete a self-declaration form on an annual basis and apply for a Scheme Record Update every three years. This ensures we are continually risk assessing members of staff and volunteers to keep children safe.

13. New vetting information

If new vetting information becomes available through self-declaration form or PVG scheme record updates, this will be considered through a risk assessment by SWF's Child Wellbeing and Protection Panel.

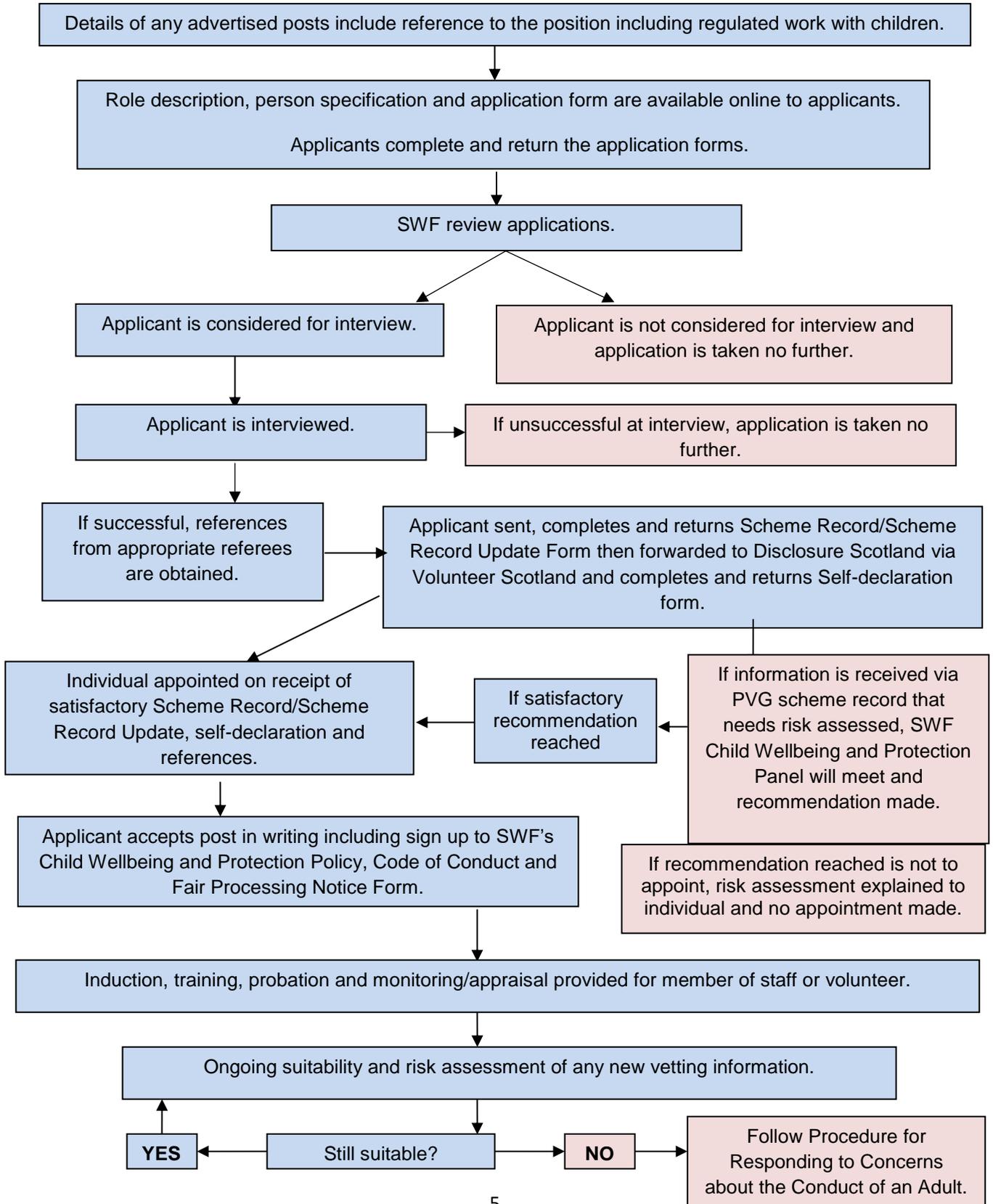
Should any risk be identified, it will then be necessary to follow SWF Responding to Concerns about the Conduct of an Adult and/or Disciplinary Procedures.

14. Consideration for Children's List or Barred Individuals

If Disclosure Scotland notify SWF that a member of staff/volunteer is being considered for listing, that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the best interests of the child will be the primary consideration.

If Disclosure Scotland inform SWF that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 section 5 duties for organisations.

APPOINTMENT AND SELECTION OF ADULTS IN REGULATED WORK WITH CHILDREN PROCEDURE FLOWCHART





SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN

SWF requires that anyone applying to do 'regulated work with children' must complete a self-declaration form as part of the appointment and selection process.

Candidates entering into 'regulated work with children' 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' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015. Candidates 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. If you need clarification on what to disclose, please visit www.disclosurescotland.co.uk/about/SummaryofChanges.htm and/or refer to final page of this form.

Please note that any information you give in this form will be managed according to SWF Data Protection Policy. Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and the nature of the position.

Completing the form:

1. Please give details regarding any convictions and cautions under the heading in **Section 1**.
2. Please provide details of any disciplinary action in **Section 2**.
3. Please give details of any further information in relation to Social Work services **Section 3**.
4. If you have no convictions, cautions or further information please go to **Section 4** and sign the declaration in **Section 5**.
5. Return the form in a sealed envelope marked 'Private and Confidential – Self Declaration'. Please do not put your completed application form in the same envelope. **It is important that the forms are kept separate**. Your completed self-declaration form will only be seen by individuals in the organisation who have a responsibility for appointing staff and volunteers.

PERSONAL DETAILS

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

ROLE DETAILS

Role being applied for / volunteering for:

Section 1 – Convictions and Cautions

a) Please give the date and details of the offence(s) with which you were convicted, the sentence that you received and the court where your case(s) was heard.

b) Please give details of the reasons and circumstances that led to your conviction(s).

c) Have any other organisation(s) supported you to work through any of the above issues?

d) Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc)?

e) What have you learned from the experience?

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 – Further information

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 – 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. *Section 34* of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.
2. *Section 35* of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual 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 in the PVG Children’s List (and, by default, the Independent Safeguarding Authority Children’s List which covers the rest of the UK) under *section 15* of the PVG Act.
4. Under *section 12* of the PVG Act an individual can be ‘considered for listing’ as information on their suitability to work with children is assessed.

*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 *(delete as appropriate)

*I am under ‘consideration for listing’

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.

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 SWF 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 SWF if I am convicted of an offence while a member of staff or volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.
4. If I become considered for listing, I understand this will result in precautionary suspension.
5. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work for the organisation or the termination of my services.

Signed: _____ Date: _____

Which convictions should be disclosed on the self-declaration form?

In line with the Police Act 2007 and the Protection of Vulnerable Groups (Scotland) Act 2007 Remedial Order 2015 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015, there are offences which always must be disclosed and other offences which are to be disclosed subject to the rules.

The rules are applied as follows:

Age at Conviction	Period of Disclosure	Treatment of Disclosure
18 years or older	15 years	No disclosure after 15 years
Younger than 18 years	7.5 years	No disclosure after 7.5 years

Offences which are always disclosed:

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

Offences which are subject to the rules as shown in the table:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjectorulesv1website10September2015.pdf>



LETTER TO REFEREES FOR REGULATED WORK WITH CHILDREN

Dear *[insert name]*,

[name of applicant] is currently being considered as a *[insert role]* with SWF and has given your name as a referee. The position includes regulated work with children. As an organisation committed to the wellbeing and protection of children we would like to know if there is any reason at all to be concerned about this applicant being in contact with children?

YES/NO Delete as appropriate. If you have answered yes we will contact you in confidence.

We would appreciate your honesty in providing us with some information which will allow us to consider their application. All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant's suitability for the position.

How do you know the applicant and how long have you known them?

What qualities does this person have that would make them suitable to work with children?

Please rate this person on the following (please tick one):

	Unsatisfactory	Satisfactory	Good	Excellent
Attendance				
Responsibility				
Maturity				
Self-motivation				
Can motivate others				
Ability to work as a team				

Willingness to follow instructions				
Commitment				
Communication skills				
Trustworthiness				
Reliability				

- If you have ticked unsatisfactory for any of the above, please provide more details.

- Please also use this space to provide any other information about the applicant which you consider is relevant to the position applied for (continue on a separate sheet if necessary).

I declare that all the information contained in this form is accurate and truthful to the best of my knowledge.

Signature: _____

Date: _____

Print Name: _____

Please return this in an envelope marked **PRIVATE and CONFIDENTIAL** to:

Child Wellbeing & Protection Officer

Scottish Women's Football

Hampden Park, Glasgow G42 9AY

OR

Email form to: swf@scottish-football.com



FAIR PROCESSING NOTICE FORM

The Data Protection Act 1998 requires that I am informed about how my personal information will be used. For the purposes of child protection matters, Scottish Women's Football (SWF) may share information about me with affiliated associations and member clubs that it governs where SWF has been alerted to circumstances that might affect my status as a member of the PVG scheme for regulated work with children or my suitability to carry out the regulated work role for which I have been appointed or am already doing. I have been advised that, in the event such sharing is deemed necessary it will be carried out by the Child Protection Officer of SWF for the purpose of keeping children safe in Scottish football.

Name	
Date	
Signature	<p>I confirm that I have been advised and I understand that if my status as a member of the PVG Scheme for regulated work with children or my suitability to carry out the regulated work for which I have been appointed or am doing, the Child Wellbeing and Protection Officers of SWF may share information about me with affiliated associations and member clubs that it governs as is necessary for the purpose of keeping children safe in Scottish football. I understand that the impact of sharing this information may be that I am removed from any positions of regulated work with children within Scottish football until the outcome of legal and/or disciplinary proceedings.</p> <p>.....</p>



RISK ASSESSMENT IN APPOINTMENT AND SELECTION FOR REGULATED WORK WITH CHILDREN

Following the detail of information provided in the PVG scheme membership and/or self-declaration form, it is necessary to risk assess the content in relation to safeguarding children and young people in the context of the role of the individual. Complete the form below to return to the Safeguarding Panel.

Name:

Date of discussion:

Role:

Venue:

Contact with children and young people:

Details on PVG Scheme Membership:

Discussion RE Self-declaration form:

What are the risks?	Who might be harmed?	Evaluate the risk	Measures to reduce risks	Further Action

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Completed by:

Review Date: