

# Waverley Lawn Tennis, Squash and Sports Club

## PVG Scheme Referrals Policy

### in conjunction with Scottish Squash, adopted on 1 November 2022

The Protecting Vulnerable Groups (PVG) Scheme is managed by Disclosure Scotland. It helps to ensure that people who are unsuitable to work with children and protected adults cannot do regulated work with these vulnerable groups. Regulated work is defined in the Scheme and can be summarised as paid or voluntary work to which the Scheme applies.

This policy is relevant to all those involved in making recruitment/disciplinary decisions in the club.

When a volunteer or member of staff is permanently removed from regulated work at the club, there are certain circumstances where either the club or our Sports Governing Body must notify the Protection Unit at Disclosure Scotland that this has happened. This is called "Making a Referral". If we or our Sports Governing Body would have permanently removed the individual from regulated work, the actions detailed in this policy will continue to apply even if a member of staff or volunteer leaves our club prior to any action being taken, irrespective of the reason that they leave.

Two conditions must be met before we or our Sports Governing Body let Disclosure Scotland know that something has happened.

Condition 1 – A person has been permanently removed/removed themselves from regulated work  
*(this includes suspension which requires the person to reapply for their role when the suspension period has ended)*

Condition 2 – At least 1 of the following 5 grounds apply

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Gave inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that either we or our Sports Governing Body must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the two conditions being met, we or the Sports Governing Body will consider whether we want to make a referral but the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Where it is necessary for our club to make a referral, this process will be carried out by the Club President. In their absence, the referral process will be carried out by the Club Secretary.

Where it is necessary for our Sports Governing Body (Scottish Squash Limited [SSL]) to make a referral, this process will be carried out by SSL's Chief Operating Officer. In their absence, the referral process will be carried out by SSL's Chief Executive Officer.

Failure to make a referral where required may result in our club or Sports Governing Body being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify those responsible for making referrals when both conditions for making a referral have been met.

This policy shall be reviewed on an annual basis on 1 November.