



## Protection of Vulnerable Groups Safe Recruitment Policy

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy applies to regulated work with Children as defined in the Protection of Vulnerable Groups (Scotland) Act 2007 and is based upon the UNCRC.

Taymouth Castle GC accepts that safeguarding is the responsibility of everyone in the sport of golf and aims to ensure that all Children are 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. A well-run recruitment process is part of the club's commitment to putting the protection and wellbeing of children first. Many jobs are done by volunteers who have been recruited informally. If a job involves working with children, the club accepts their legal and moral responsibility to ensure that the person appointed is suitable

- All applicants to our organisation will complete an application/contact information form
- Short listed applicants will be asked to attend an interview (formal or informal)
- Short listed applicants will be asked to provide references (written or verbal) and these will always be taken up prior to confirmation of an appointment.
- The successful applicant will be asked to provide two forms of ID (incl one with address and one photographic).
- The candidate will be provided with a complete Role description
- Ensure that all those in a regulated role obtain a PVG Disclosure through Scottish Golf prior to deployment. Following receipt of the Disclosure Record, Scottish Golf will notify Taymouth Castle GC of the suitability decision for the applicant.
- The applicant will not be deployed until this notification is received

## 1. Screening

The successful applicant will be asked to complete a Disclosure Record (relevant to the position applied for) prior to taking up the post and subsequently have this updated every three years.

## 2. Training

The successful applicant will receive induction training, which will give an overview of the organisation to 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 work. Training on specific areas such as health and safety procedures, identifying and reporting abuse, Safeguarding and confidentiality will be given as a priority to new staff and volunteers and will be regularly reviewed. Once in post, the member of staff will attend mandatory Child Welfare and Protection in Sport training (this will be updated every three years)

## 3. Supervision

All staff and volunteers will have a designated supervisor who will provide regular feedback and support. Every member of staff and volunteer 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. All staff are subject to the Scottish Golf Disciplinary Policy as part of their contract.

## 4. Reporting Abuse

Taymouth Castle GC understands that in addition to making a referral (a written report) to Disclosure Scotland, child protection issues concerning workers (paid/unpaid), children and young people must always be referred to Scottish Golf Safeguarding Manager at [safeguarding@scottishgolf.org](mailto:safeguarding@scottishgolf.org). Any issues of a criminal nature will be reported to the police.

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

## 5. 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 regulated 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.

## 6. Approval

Club Safeguarding Officer : Alistair Stalker

Signed :



Date

9<sup>th</sup> June 2024