



DISCLOSURE SCREENING SERVICE

INTRODUCTION

The recent developments of the Protection of Children (Scotland) Act 2003 now mean that anyone taking up a role that is considered to be a 'child care' position, must be checked against the 'disqualified from working with children list' via a Disclosure Scotland check. This legislation defines a child as being under 18. More details on this legislation can be located on www.scotland.gov.uk

Angus Sports Council (ASC) has recognised that in order to fulfil its role of supporting and developing sport in Angus, a mechanism for allowing accessible disclosure checks for volunteer coaches/helpers must be available. ASC also recognises that clubs do not wish to receive sensitive information on friends and family thus we have taken these vital steps.

We are pleased to announce that ASC has now been registered with the Central Registration Body in Scotland (CRBS) as an 'Umbrella Body'. This means that ASC can countersign disclosure applications on behalf of its affiliated clubs.



In order to request disclosure checks through ASC, affiliated clubs will have to demonstrate that they have certain documents in place. These can be found in the ASC '*policy on disclosure screening service*'. Some templates have been provided but if you need additional information please contact Claire Robertson, details below. Please note that if you have already supplied these documents for the Angus Club Excellence awards you will not have to supply them again.

Due to the number of clubs affiliated to ASC, a high number of disclosure requests are initially expected. To cope with this demand, there are guidelines on whom in the club will be eligible. These can be found in the ASC '*policy on the disclosure screening service*'. ASC will consider retrospective checks on established coaches when necessary. However, if you think that this will not cover your supervision needs, please contact the ASC secretary and then case-by-case decisions can be made.

ASC will deal with the child protection contact, who will have the responsibility of making sure the club volunteer understands the process and completes the disclosure forms correctly in full. The club child protection contact will also verify that the volunteer's identification is authentic. The full process can be found on the enclosed procedure flow chart. *If it is the child protection contact that requires the disclosure, then the club's chairperson or secretary will take the responsibility for completing the checks.*

There is a huge resource implication on ASC undertaking this service on behalf of clubs therefore please support the staff in making the process as simple as possible, by ensuring the correct procedures are followed.

Regards

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POLICY ON THE DISCLOSURE SCREENING SERVICE

In order to complete disclosure checks on behalf of clubs, these clubs must be affiliated to Angus Sports Council (ASC) and must have the following in place:

- a. Child &/or vulnerable adult protection policy
- b. Designated child protection contact
- c. Recruitment & selection policy/ procedures
- d. Disciplinary/ complaints procedures
- e. Code of conduct for coaches/volunteers
- f. Policy on secure handling use, storage and retention of Disclosure information

A copy of these will have to be provided, unless already done so through the Angus Club Excellence Awards. Please contact the secretary of ASC if you require help in implementing the above.

As an 'Umbrella Body' ASC has a responsibility to ensure that those to whom they pass Disclosure information observe the **Code of Practice** for 'Registered Persons and Other Recipients of Disclosure Information'. A copy is enclosed for information. Additional guidance notes are available on request and also at www.crbs.org.uk

ASC operates the following policies (these are available on request):

- Policy on recruitment of Ex-Offenders
- Policy on the secure handling, use, storage and retention of Disclosure information

ASC will:

- Following the correct completion of the forms by the club, complete as counter signatory, the Disclosure Scotland procedure on behalf of affiliated clubs for all new coaches/helpers in accordance with CRBS/ Disclosure Scotland procedures.
- Consult with CRBS for clarification should any concerns or issues arise from a Disclosure certificate.
- Support the club in making a final recruitment decision* by offering advice and seeking guidance from relevant organisations as appropriate in accordance with the Data Protection Act 1998.

Due to the expected high number of disclosure requests ASC will initially receive, only the following applications will be processed:

- Any new volunteer coach/helper who will be working with under 18's or vulnerable adults.
- Any child protection contact person for a club who has not been checked (*in this case the club chairperson or secretary will take on the role of checking identity etc*)
- Two current coaches that will be present at all the junior sessions (if this does not cover all your sessions, please notify the ASC in writing along with the request for a disclosure pack – case-by-case decisions will be made)

Some National Governing Bodies (NGB) of sport are in a position to offer affiliated clubs Disclosure Scotland checks. Please contact your NGB for full details and availability, or otherwise, of this support.

* Please note that the club will take all recruitment decisions in relation to the appointment of volunteers. As ASC is not required is not required to make any decisions regarding this matter, ASC will not accept any liability arising from the recruitment decision taking process.

