



## Appendix One

### Job Description of Wellbeing & Protection Officer

#### Roles & Responsibilities:

- Lead on the effective implementation of wellbeing and protect policies and procedures throughout CGS.
- Encourage best practice by promoting and championing the wellbeing and protection policy and procedures with staff and volunteers within CGS.
- Respond appropriately to disclosures and concerns which relate to wellbeing and/or protection.
- Coordinate the monitoring and review of the wellbeing and protection policy and procedures to ensure they remain current and fit for purpose.
- Regularly report on wellbeing and protection progress to management and board.
- Raise awareness of the CGS Wellbeing and Protection Officer role to adults involved with CGS (and carers where applicable).
- Raise awareness in the organisation of Codes of Conduct for those working with adults and for carers, where applicable.
- Challenge behaviour and practice which is in breach of the Codes of Conduct.
- Keep abreast of developments in the field of wellbeing and protection by networking and attending learning events, working with partner agencies, and subscribing to relevant publications, e.g. the newsletter of Children 1st.
- Organise/signpost appropriate training opportunities for adults working/volunteering for CGS.
- Maintain confidential records of cases of abuse or wellbeing concerns and action taken.
- Liaise with statutory agencies and ensure they have been given all appropriate information.
- Support other Wellbeing and Protection Officers by providing advice on wellbeing matters, sharing good practice and promoting relevant policies.

#### Person Specification:

- A desire for an environment that is friendly where adults are respected, and their views are taken into account.
- An interest in wellbeing and protection matters.
- Ability to build relationships with management/committee/board members, adults, carers and those working or volunteering within CGS.
- A willingness to challenge opinion where necessary and drive the wellbeing and protection agenda.
- Strong listening skills and ability to deal with sensitive situations with empathy, confidence, integrity, objectivity and good judgement.

#### Skills and relevant experience:

- Trained to appropriate level to carry out duties of the post.
- Knowledge of wellbeing and protection legislation and landscape.
- Experience in a similar role.

## Appendix Two

### Checklist For Appointment

Essential	Desirable
Role fully explained. Include a clear statement of the requirement for PVG membership for positions of regulated work. For guidance on what positions are defined as regulated work see 'PVG Explained' below.	Advertisement with a statement that PVG membership is required for positions of regulated work. Written job description provided.
PVG scheme explained and signpost to Disclosure Scotland website.	Written PVG scheme information provided.
Informal interview & evidence of qualifications.	Application form completed and returned.
2 X verbal references (1 involving work with children or protected adults).	Interview & evidence of qualifications.
PVG scheme membership application.	2 X Written references (1 involving work with Children or protected adults).
PVG membership received by CGS Wellbeing and Protection Officer.	Induction and trial period completed.
Sign up to code of conduct & Fair Processing Notice.	Performance review and on-going suitability.
Supervision and monitoring of performance.	

## Appendix Three

### PVG Information – Frequently Asked Questions

The role of [INSERT ROLE TITLE HERE] for CGS is 'regulated work' with protected adults. Before CGS can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member.

1. Does the legislation say that I need to be a PVG Scheme member to work with protected adults?

No. It is not a legal requirement for you to be a PVG Scheme Member to work with protected adults. However, it is an offence for CGS to recruit someone into 'regulated' work with protected adults if they are barred from working with children and/or protected adults. In order to establish this, CGS will ask you to become a PVG Scheme Member. If you are already a PVG Scheme Member they will ask you to complete a PVG Scheme Update.

2. How do I become a PVG Scheme member?
  - Complete a form applying for a Scheme Record.
  - Have your identification verified by showing the CGS Wellbeing and Protection Officer your passport or driving license and 2 recent official letters to your home address. For example: a bank statement or utility bill.

A copy of your Scheme Record is then issued to you, with your own unique identification number. CGS will also receive a copy. You will then remain a PVG scheme member for life or until you are no longer involved in regulated work with children and/or protected adults.

3. What if I have previous convictions/non-conviction information?

A criminal record will not necessarily prevent you from working or volunteering for CGS. We may invite you to discuss this further to make sure we have as much of an understanding as possible about your situation. Vetting information on your PVG Scheme Record will also be considered in relation to the position you are being considered for.

4. What if I am already a PVG scheme member?

If you are already a PVG scheme member, you will be asked to complete a Scheme Record Update before taking a role. The Scheme Record Update provides any new information on your Scheme Record since it was issued. CGS may also request further scheme record updates as part of the process of continuous risk assessment of volunteers/staff.

For more information and details on the PVG Scheme, visit [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk)



## Appendix Four

### Template Code of Contact for Athlete (+18)

CGS should help to make sport safe and fun. This is your job too. This means respecting other players/athletes and the people who are there to help you to learn. You should do this by:

- Being ready and on time for training and competition.
- Respecting the coach and other volunteers, venue staff and other athletes.
- Accepting what the coach or match officials ask you to do in the rules of the game.
- Playing to the best of your ability.
- Never swearing at or insulting anyone, including other players.
- Let someone know if you are leaving the premises (either at training or a competition). This is just as important for adults as for those under 18, it is important to know you are safe.
- Following advice from sport doctors or physios to keep you safe and injury free.
- Never bullying other players/athletes either yourself or in a group.

Bullying can happen and includes:

- Physical.
- Verbal.
- Written.
- Emotional.

This could be in person or through the use of digital technologies and social media.

If you are worried about something don't keep it to yourself. Speak to someone who you know and trust such as a coach, the Wellbeing and Protection Officer at CGS or any team staff.



## Appendix Five

### Template Concern Recording Form

- Complete Part A of this form if the concerns relate to general wellbeing.
- Complete Parts A and B if the concerns relate to possible abuse.

#### **PART A *WHERE THERE ARE CONCERNS ABOUT GENERAL WELLBEING***

Where the concern does not involve the possibility of abuse, worries may be discussed with carers (where applicable).

Any significant incidents that cause concern about wellbeing should be recorded and reported to the CGS Wellbeing and Protection Officer as soon as possible. Seek advice from the CGS WPO or the Safeguarding in Sport service if you are not sure what to do if there are concerns about general wellbeing.

#### 1. Person Affected Details

Name:	Date of Birth:
Address:	Sport:
Postcode:	
Tel No:	Is an interpreter required? YES / NO
Preferred Language:	
Any Additional Needs?	

#### 2. Details of situation giving rise to concerns (including date, time, location, nature of concern, who, what, where, when, why)

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#### 3. Details of any witnesses/other people involved (including names, addresses and telephone contacts)

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#### 4. Details of any injuries (including all injuries sustained, location of injury and action taken)

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#### 5. Person Affected's views on situation (if expressed). Where possible, please use their own words.

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PART B *WHERE THERE ARE*

*CONCERNS ABOUT ABUSE*

1. Details of person about whom there is a concern

Name:	Relationship to Person Affected:
Address:	Tel No:
Postcode:	

2. **Details of concerns:** (date, time, location, nature of concern, who, what, where, when, why, continue on a separate sheet if necessary)

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3. Details of any action taken

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4. **Details of other persons/agencies contacted:** (including date, time, name of person contacted and advice received)

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PART C – YOUR CONTACT INFORMATION

1. Details of Person Recording Concerns

Name:	Position/Role:
Address:	Tel No:
Postcode:	

**Remember to maintain confidentiality on a *need to know* basis – do not discuss this incident with anyone other than those who need to know.**

Appendix Six

**Appendix 6: Flowchart for Responding to a Wellbeing or Protection Concern**



## Appendix Seven

### Procedures

Were the relevant procedures followed?  
 If not, is there a reasonable explanation for this?  
 Were the timescales appropriate?  
 Do the procedures give adequate information about what to do?  
 If appropriate, was a referral made to Disclosure Scotland as required in law?

Were the right people involved?  
 Were the views of the adult obtained?  
 Were those involved aware of the procedures?  
 Had the people involved been trained?  
 Where appropriate, were external organisations involved, for example, the police or governing body of sport?

### Outcomes

Was the outcome appropriate in the case?  
 If not, why not?  
 Is there a need to take further action in this case?

### Recording

Were records kept?  
 Is the quality of the information recorded satisfactory?  
 Can the forms be improved?



## Appendix Eight

### List of Relevant Legislation

#### 1. Rights

##### a) European Convention on Human Rights (1950)

This convention is legally binding in the UK because its provisions were introduced into the law of Scotland by the Human Rights Act 1998 and the Scotland Act 1998. The rights prescribed apply to children and adults.

The main articles of relevance are:

Article 8: right to respect for private and family life, home and correspondence.

Article 3: the right not to be tortured or experience inhuman or degrading treatment.

Courts and public authorities must act in a manner which is consistent with these rights and can only interfere (in some cases) where there is a legitimate reason to do so. The protection of children is one such reason. For a copy of the Convention see [http://www.hrcr.org/docs/Eur\\_Convention/euroconv.html](http://www.hrcr.org/docs/Eur_Convention/euroconv.html)

#### 2. Disclosure Checks

##### a) Rehabilitation of Offenders Act 1974

Generally, criminal convictions become spent after a period of time (which depends on the sentence imposed by the court at the time of conviction). As a result of this Act spent convictions, generally, do not have to be disclosed to potential employers.

##### b) Exclusions and Exceptions (Scotland) Amendment Order 2010

There are certain jobs and voluntary positions for which prospective employers need to know about a person's criminal record to decide whether they are suitable for the position, e.g. regulated work with children and protected adults. This [Order](#) lists the positions and professions where there is an exception to the general rule on non-disclosure of convictions.

##### c) Police Act 1997

Part V of this legislation made it possible for local authorities, third sector organisations (e.g. sports organisations) as well as other organisations to seek to obtain criminal record certificates on individuals likely to undertake direct work with children and other vulnerable groups.

##### d) Protection of Vulnerable Groups (Scotland) Act 2007

This Act supersedes the previous legislation contained in the Protection of Children (Scotland) Act 2003. All organisations have a legal responsibility to ensure that any individual who will be in regulated work with children or protected adults is not listed on the Children's List and/or Adult's List, which bars them from working with children and/or protected adults.

##### e) Disclosure (Scotland) Act 2020

This Act, which received royal assent on the 14 July 2020, simplifies the process for disclosing criminal history information about people. It defines and sets out the process of how certain offences are disclosed and introduces a new appeals procedure. The Act amends the PVG Scheme to simplify the levels of disclosure and makes it mandatory for those who want to work with children, young people or vulnerable adults to become members of the PVG scheme. Membership of the scheme is renewable every five years



### 3. Criminal Offences

#### a) Criminal Procedure (Scotland) Act 1995

Schedule 1 to this Act contains a list of offences against children, e.g. abandonment or willful neglect. Someone who has committed an offence which is listed in this Schedule is often referred to by professionals as a "Schedule 1 offender".

#### b) Sexual Offences (Amendments) Act 2000 – Sexual Offences (Scotland) Act 2009

Introduced a new offence of abuse of trust applicable to "positions of trust" for example teachers, residential care workers who are looking after children and young people who are in full time education, detained under a court order, looked after in a hospital/ children's home or other establishment providing social care or in foster care.

Coaches and sports volunteers are not currently captured within this legislation, but organisations are lobbying governments to amend the legislation.

Section 55 of this Act also allows for a Scottish resident to be convicted of an offence committed abroad if it would be deemed a criminal offence in Scotland. It is no longer necessary for the behaviour to be illegal in the country where it occurs. For example, unlawful sexual intercourse with a 12-year-old in Asia would be able to be prosecuted in Scotland.

### 4. Other

#### a) Data Protection Act 1998

Applies to any information, however it is obtained and used, which relates to living persons. Covers how such information is to be gathered, stored, processed and protected. All organisations that hold or process personal data must comply.

#### b) [General Data Protection Regulation](#)

A piece of EU legislation which sets out the principles of informing individuals and getting their permission to collect and store data.