**HS07-F05 Club PVG Processing Contract**

**Suitability Decision Agreement**

Our club agrees that Scottish Squash will access disclosures and make suitability decisions on our behalf. We understand that this suitability decision is solely in relation to the information provided on the disclosure or change of status notifications.

We understand that Scottish Squash can only access disclosures for qualifying voluntary organisations through their enrolment with Disclosure Scotland.

We understand that Scottish Squash will gain consent from all applicants applying to join the Protecting Vulnerable Groups (PVG) scheme through a Scottish Squash member club. If there is any vetting information provided on disclosures or notifications or change in the status are received, this previously gained consent will allow Scottish Squash to share relevant information with the club that recruited them. We understand that in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR), the applicant can withdraw sharing consent at any time. If consent is withdrawn, the applicant will no longer be able to continue in a regulated role within the club, as per Scottish Squash’s Child Wellbeing & Protection Policy.

We agree that any information received or shared will be handled with the strictest confidence and in accordance with the Disclosure Scotland Code of Practice, will only be shared with those entitled to know the information in the course of their duties and will only be used for the purpose it was provided for.

The club understands the implications of authorising Scottish Squash to make these suitability decisions on our behalf.

**Safer Recruitment Process**

Each club is required to have a Safer Recruitment Process in place, comprising:

* PVG (for regulated roles only)
* ID Check
* References
* Interview (as considered appropriate)

The club understands that we are authorising Scottish Squash to make a suitability decision in relation to the PVG scheme membership – the remainder of the recruitment process is the responsibility of the club.

For more information refer to the safe recruitment process as outlined in the Scottish Squash Child Wellbeing & Protection in Squash Guidance for Staff & Clubs.

Scottish Squash will ensure sufficient training is available to our club on the safe recruitment process, including the Disclosure Scheme.

**Referrals**

The club understands that there may be some circumstances where we will be required to make referrals to Disclosure Scotland, and other circumstances when it will be the responsibility of Scottish Squash.

When a referral is required to be made, the following body will be responsible:

|  |  |
| --- | --- |
| **Detail of Activity** | **Who Is Legally Obligated to Refer** |
| * National programme activity * National event activity * Relevant safeguarding cases that have been managed by Scottish Squash | Scottish Squash |
| * Safeguarding cases managed by the club | Club |

**Organisation Details**

|  |  |  |
| --- | --- | --- |
| Club Name |  | |
| Main Contact Name |  | |
| Main Contact Email Address |  | |
| Main Contact Phone Number |  | |
| Child Wellbeing and Protection Officer (CWPO) Name |  | |
| CWPO Email Address |  | |
| CWPO Phone Number |  | |
| Is your club a qualifying voluntary organisation?  (definition of a qualifying organisation can be found [**here**](https://www.legislation.gov.uk/ssi/2010/167/regulation/7)) | | **YES/NO** |
| Is your club registered with Companies House? | | **YES/NO** |
| Is your club a registered care service? | | **YES/NO** |
| Is your club a registered charity? | | **YES/NO** |

**Contract Terms**

|  |  |
| --- | --- |
|  | **Tick to Confirm** |
| The club understands and agrees to abide by the [**Disclosure Scotland Code of Practice**](https://www.mygov.scot/disclosure-scotland-code-of-practice). |  |
| The club has a secure handling policy in place or will adopt the Scottish Squash Secure Handling of Disclosure Information Policy. |  |
| The club has a making a referrals policy in place or will adopt the Scottish Squash Making Referrals to Disclosure Scotland Policy. |  |
| The club has a recruiting people with convictions policy in place or will adopt the Scottish Squash Recruiting with Convictions Policy. |  |
| The club agrees that having a criminal record will not necessarily be a barrier to someone working or volunteering within the club. |  |
| The club understands that if a PVG scheme member’s status changes to barred or if they are moved to consideration for listing, Scottish Squash will notify the club CWPO to advise the appropriate action to take. |  |
| The club agrees to adhere to the Scottish Squash Child Wellbeing & Protection Policy. |  |
| The club has a safer recruitment policy in place or will adopt the Scottish Squash safe recruitment process as outlined in the Scottish Squash Child Wellbeing & Protection in Squash Guidance for Staff & Clubs. |  |
| The club agrees to adhere to the Scottish Squash Guidelines for Protecting Vulnerable Groups Scheme. |  |
| The club understands that Scottish Squash is required to conduct annual audits to ensure the information they hold on the club is accurate and up to date. |  |

**Club PVG Processing Contract Agreement**

|  |  |
| --- | --- |
| In completing the information below, I confirm that our club will comply with the terms of the agreement as detailed above. | |
| **Main Contact signature (typed is accepted)** |  |
| **Date of signature** |  |
| **CWPO signature** |  |
| **Date of signature** |  |
| **FOR SCOTTISH SQUASH USE ONLY** | |
| **Scottish Squash staff approval** |  |
| **Scottish Squash approval date** |  |

**Completed forms should be returned to Scottish Squash at:**

[**child.protection@scottishsquash.org**](mailto:childprotection@scottishsquash.org)