



# ARDENTINNY BOWLING CLUB

## REFERRAL POLICY

### Introduction

The Protection of Vulnerable Groups (Scotland) Act 2007 is in place to ensure unsuitable individuals cannot work or volunteer with children or protected adults. This is referred to as regulated work. There is a requirement for Ardentinn B.C.(The Club) and Bowls Scotland(BS) to pass on information to Disclosure Scotland when/if we identify an unsuitable individual within a club.

### Background

The PVG Scheme requires organisations to make referrals to the Protection Unit of Disclosure Scotland in certain circumstances. If The Club permanently remove someone from regulated work, it needs to be decided if the reason(s) means Disclosure Scotland need to be informed about what happened. This is called 'Making a Referral' and includes the circumstances why you would have removed them if, for any reason, they have already left the role. (See attached BS Making a Referral Policy).

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

**Condition 2 – At least 1 of the following 5 grounds apply to their permanent removal:**

- 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.
- Given inappropriate medical treatment.

Making a referral is not optional. It is a legal requirement to report circumstances where both conditions are met. This should be done within 3 months of the decision being made.

## **Who is Responsible for Making a Referral**

When The Club carries out disciplinary action and makes the decision to permanently remove someone from regulated work, The Club is responsible for making a referral. In these circumstances The Club must contact BS ([safeguarding@bowlsscotland.com](mailto:safeguarding@bowlsscotland.com)) in the first instance for support.

**Where Bowls Scotland (BS) takes disciplinary action, which means that they remove someone from regulated work in The Club, BS is responsible for making the referral. BS will communicate with The Club as appropriate.**

Where there is a historical (Applies after 28<sup>th</sup> February 2011) allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with The Club/BS but in all probability 2 conditions have been met. BS will consider whether a referral is made.

Failure to make a referral when required, may result in BS and The Club being prosecuted. It is essential that those carrying out disciplinary action notify those responsible when both conditions for making a referral have been met.

This Policy and associated procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within BS.
- Following any issues or concern raised about the protection of children within BS.
- In all other circumstances, at least every 3 years.

Questions about this policy should be directed to:

**Safeguarding Lead Officer and/or Business Operations Manager, Bowls Scotland.**