



THE ROYAL SCHOOL OF CHURCH MUSIC

Safer Recruitment Policy and guidance



← **Link to RSCM Safeguarding**

The RSCM is a Christian charity; the Christian faith runs through the heart of our organisation. In living out that faith, we must ensure we do all possible to protect everyone who has any contact with RSCM: how we treat, respect and care for all members of society and of our community is at the heart of the Gospel. It is Good News.

Safer recruitment is essential part of RSCM's approach to safeguarding. This policy and guidance sets out safer recruitment practices for people working or volunteering with children and adults in all aspects of RSCM work. It addresses two key areas. Firstly, the recruitment process – at all levels from local volunteer to staff to Trustees on Council. Secondly, it addresses criminal record checks. Procedures vary across Regions we work in, so there is a need to ensure we all comply with the relevant procedures.

This policy and practice guidance, agreed and adopted by Council, is for use right across the whole RSCM. May I thank you for your part in following, upholding and enacting it.

Hugh Morris
Director, RSCM.

May 2021

RSCM works to positively promote the importance of effective safeguarding, holding to the Christian belief of valuing each person as someone who bears the image of God and is loved equally by God, and therefore should be protected from harm.

Approved: June 2021

Signed:

A handwritten signature in black ink, appearing to read 'Hugh Morris', positioned to the right of the 'Signed:' label.

Review Date: September 2023

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PART 1 INTRODUCTION

1.1 The RSCM values every human being as part of God's creation.

There are no distinctions regardless of gender, race, disability, sexual orientation, religion/beliefs, pregnancy/ maternity and gender reassignment. As a result, everyone has the right to protection from abuse and to be treated no less favourably than others, irrespective of any personal or protected characteristic. Protected characteristics are the nine specific aspects of a person's identity defined by the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation).

The RSCM is working to be a place where children and vulnerable adults are free from harm, discrimination and other harmful influences.

The Safer Recruitment Policy makes explicit the RSCM's commitment to establishing a community that welcome's and is safe for all.

The RSCM welcomes all people. It promotes equality of opportunity for all with the talent, gifts, skills and potential to share in its mission and ministry and welcomes applications from a wide range of candidates. The RSCM will not discriminate unfairly based on any information uncovered during a criminal record check.

The RSCM is committed to:

- promoting a safe environment and culture; and,
- safely recruiting and supporting all those with any responsibility for children and adults within the RSCM.

The purpose of this policy is to set out the actions the RSCM will take to implement recruitment and selection procedures that identify and deter people who present a risk of harm to children or vulnerable adults.

The RSCM recognises that Safer Recruitment is more than undertaking criminal record checks. It is about promoting and maintaining a safe culture including the supervision of those who work with children and vulnerable adults. However, criminal record checks are an important part of the selection and recruitment process and can prevent those who are or pose a risk to children and vulnerable adults gaining positions which provide access to vulnerable groups.

It is important to recognise that even the most robust selection and recruitment policy and procedures cannot eliminate all risk to children and vulnerable adults. Nevertheless, **safeguarding is everyone's responsibility** therefore; we must make it as difficult as

possible for abusers to obtain access to children people and vulnerable adults. It is for this reason that once an individual is appointed and taken up their post whether paid or unpaid, we ensure that vigilance is maintained to minimise risk and that effective supervision or oversight arrangements are in place to monitor and respond to any concerns that emerge.

The first part of this guidance is generic across all Regions. There are separate sections for England and Wales, Scotland, Ireland and Europe

1.2 Status of Policy, Procedure and Guidance

The provisions outlined are informed by current legislation and accepted good practice from within the faith community, statutory and voluntary organisations.

Sections designated as policy and procedure, are mandatory while those identified as 'guidance' are regarded as good practice.

The policy applies to all paid and voluntary roles to which individuals are recruited.

PART 2 SOCIETAL CONTEXT

2.1 Societal Context

Following the Bichard inquiry (2004) into the murders of two young girls at Soham by their school caretaker, there has been an increased understanding of the importance of effective recruitment and vetting of those seeking to work with children and vulnerable adults. While much of the emphasis in the report focused on the work of statutory agencies, the continuing importance of information sharing, diligent recruitment processes and criminal record checks is equally applicable to non-statutory and third sector agencies that provide services to children, young people and vulnerable adults.

More recently, the Dame Janet Smith Review Report (2016) following the revelations about Jimmy Savile and, the Sheldon inquiry (2021) reporting on historical child sexual abuse in football, highlight the on-going need to implement effective measures to ensure those who are predisposed to hurt or abuse children, young people and vulnerable adults are not employed in positions of trust.

PART 3 SAFER RECRUITMENT PROCEDURES

3.1 Responsibilities for Safer Recruitment

The '10 Steps to Safer Recruitment' are the means of ensuring that recruitment decisions

are made with care and particular reference to the protection of children and vulnerable adults. In addition, they serve to reduce the likelihood of issues arising when people have been appointed.

3.2 The Steps to Safer Recruitment

<p>STEP 1</p>	<p>Produce a written role outline for the role.</p> <p>For every position ensure there is a written outline for the role. For paid roles this should be a formal job description and a person specification. For voluntary roles, this should be a role guide.</p> <p>Role guides for a number of roles can be found in the Terms of Reference. Where necessary, new role guides will be produced / amended for all roles by the Safeguarding Team in conjunction with the Voluntary / Education / Areas. The Safeguarding Team should be notified of any new posts in order to determine the level of safeguarding checks required for the new role.</p> <p>The criminal record check and training required should be included. The role outline should follow the RSCM template.</p>
<p>STEP 2</p>	<p>Identify what level of safeguarding checks are required.</p> <p>Consult the safeguarding matrix to identify which level of check is required for the role. If this is a new role and not in the Matrix, contact the Safeguarding Team with a copy of the role guide.</p> <p>Any safeguarding disclosures made in the application process will be managed by the Safeguarding Team.</p>
<p>STEP 3</p>	<p>Recruitment for roles with little or no contact with young people</p> <p>Plan the recruitment using the principles and practices of safer recruitment:</p> <ul style="list-style-type: none"> • a written application – either application form or CV; • shortlist against agreed criteria – with notes made and kept • check names with Safeguarding Team • interview each shortlisted candidate, using agreed questions –with notes kept • references must be taken up • Standard CSD <p>Interviews must be held, however informally, and notes taken.</p> <p>Any safeguarding disclosures made or concerns raised in the application process will be managed by the Safeguarding Team.</p> <p>The Safeguarding Team will assess roles to identify which roles fall into this category.</p>
<p>STEP 4</p>	<p>Recruitment for roles where there is substantial contact or regulated activity</p> <p>Plan the recruitment using the principles and practices of safer recruitment:</p>

	<ul style="list-style-type: none"> • a written application – either application form or CV; • shortlist against agreed criteria – with notes made and kept • check names with Safeguarding Team • interview each shortlisted candidate, using agreed questions –with notes kept • references must be taken up • Enhanced CSD • Criminal Record Check <p>Interviews must be held, however informally, and notes taken.</p> <p>The applicant should never start in the role until the criminal record check has been received and they have been approved for the work. This applies to both voluntary and paid roles.</p> <p>Any safeguarding disclosures made or concerns raised in the application process will be managed by the Safeguarding Team.</p> <p>The Safeguarding Team will assess roles to identify which roles fall into this category</p>
<p>STEP 5</p>	<p>Step 5 Confidential Self Declaration</p> <p>Once it has been decided to appoint to a role (paid or voluntary), the applicant must always complete the appropriate level Confidential Self-Declaration Form Standard where the role is not regulated activity and enhanced where it is regulated activity.</p> <p>Any safeguarding disclosures made or concerns raised in the application process will be managed by the Safeguarding Team.</p> <p>Safeguarding team will manage the process.</p>
<p>STEP 6</p>	<p>Criminal Record Check</p> <p>The applicant must complete the application process for the relevant Criminal Record Check.</p> <p>Note: No-one can start in regulated activity before the criminal record check has been received and the applicant approved for work.</p> <p>Any offences / other information contained in a criminal record check or equivalent will be managed by the Safeguarding Team.</p> <p>Safeguarding team will manage the process.</p>
<p>STEP 7</p>	<p>Follow up the Criminal Record Check</p> <p>If an applicant is unwilling to show their criminal record check to the Safeguarding Team the recruitment process will stop.</p> <p>Safeguarding team will manage the process.</p>
<p>STEP 8</p>	<p>Safeguarding assessment for work</p>

	<p>Where the criminal record check / CSD / reference reveals any information at all, this must be assessed for possible risk. This assessment will be managed by the Safeguarding Team. The final decision rests with the RSCM Safeguarding Team.</p> <p>If someone is unwilling to engage with the investigation and risk assessment process the recruitment process must stop.</p>
STEP 9	<p>Renewing criminal record checks The RSCM Safeguarding Team will identify when a recheck is necessary and initiate the process. Rechecks take place every 5 years.</p> <p>The Safeguarding Team will manage this process.</p>
STEP 10	<p>Safer working practice Once the applicant has been safely appointed, the Area Team / RSCM should provide:</p> <ul style="list-style-type: none"> • An induction • Support • Ongoing training • Regular reviews • Clear boundaries for the role • Oversight / supervision

3.3 Confidential Self Declarations (CSD)

Confidential self-declaration forms are used to confirm whether an applicant has any relevant convictions, cautions or barred list entries. This may be prior to a criminal record check or used on its own when the role is not eligible for a criminal record check.

A confidential self declaration gives the applicant a chance to discuss any matters of relevance prior to the commencement of the criminal record check process and may help to reduce time and cost if issues of concern arise which could affect the likelihood of their acceptance for a specified role. On occasion, when applicants become aware of the full extent of the criminal record checks, they may decide to withdraw their application. In the interests of all parties. It is helpful to have open and transparent discussions about any potential concerns that may arise prior to the criminal record check application being submitted.

A confidential declaration will also be used for any role or responsibility where it is felt that additional reassurance is necessary due to the nature of the work that is inherent to that role such as spending time with children, young people and / or vulnerable adults.

There are three confidential self declaration forms:

Enhanced CSD –for applicants who will undertake substantial work with vulnerable groups. These are for roles that qualify for certain levels of criminal record check (e.g.

enhanced DBS check.) This form requests disclosure of the highest level of information permitted including spent convictions and cautions but not filtered offences (see definitions).

Basic CSD - for applicants without substantial access to vulnerable groups and, posts that do not qualify for criminal record checks. This form highlights that spent or filtered convictions do not have to be declared.

CSD Update form – for applicants who are required to renew their CSD – either in line with a criminal record renewal or because the 5-year time limit has been reached.

3.4 Trustees

Trustees on the governing body of charities that work with children and vulnerable adults are eligible to apply for an enhanced DBS check if the charity provides regulated activities for those specified groups. The Charity Commission ‘strongly recommends that charities obtain the relevant DBS checks for which the *‘trustee position is eligible.’* In other words, the type of check undertaken should reflect the provision of services offered by the organisation.

The RSCM provides regulated activities for children and therefore, has taken the decision to require all Trustees to obtain a DBS check at Enhanced level.

3.4 Renewing a criminal record check

Criminal record checks must be renewed every 5 years. The application process for renewals will be managed by the RSCM Safeguarding Team.

3.5 Portability

Portability means using a criminal record check obtained in one role for a different role, sometimes with a different employer or organisation. There can be some portability of a criminal record check for volunteer roles only. For example, an individual applying for a new role within the RSCM does not require a second criminal record check if the role is with the same ‘workforce’ (children and adults and at the same level).

3.6 RSCM Matrix

The matrix below details the level of checks required for each role.

Safeguarding checks matrix for all RSCM roles

Where a criminal record check is a requirement of a role, we also require online CofE basic safeguarding training (or equivalent). Note that eligibility criteria for DBS (England and Wales) PVG (Scotland) AccessNI (Northern Ireland) or Garda checks (Rep of Ireland) may vary. Where column states DBS, this always implies 'or equivalent'. CSD renewals – Update form can be used for all roles. Renewals normally take place every 5 years but RSCM reserves the right to re-check every 3 years if person is not involved with us on an ongoing basis.

Education sessional staff roles

RSCM choirs

Northern Cathedral Singers, Voices South and Voices West							
<i>All adult participants, one-day events, occasional weekend events but accommodation not arranged. Very occasional joint events with u18 groups. NB joint events with Junior MYC will be supervised by JMYC PAs.</i>							
Role	Code of Conduct	CSD - enhanced	CSD - standard	SR Refs (Ed/Vol)	Enhanced DBS with barred lists	Enhanced DBS without barred lists	Notes
Appointed Director	Yes	Yes	No	Yes	No	*No	*Unless directing a joint event with u18s
Deputy Director (one off events)	*No	No	*No	*No	No	No	*Unless directing a joint event with u18s
Organist	*No	No	*No	*No	No	No	*Unless playing for a joint event with u18s
Pastoral Assistant (for adults)	No	No	Yes	Yes	No	No	Joint events with JMYC will be supervised by JMYC PAs
Singer	No	No	*No	*No	No	No	*Unless specifically requested by SG Team
Administrator	Yes	No	Yes	Yes	No	*No	*Unless administrating event with u18s
Residentiary Choir							
<i>All adult participants, one week-long course each year with group accommodation. No specific contact with u18 groups. CSD required in relation to vulnerable adults.</i>							
Role	CSD-standard	SR Refs	DBS	Notes			
Director	Yes	Yes	No				
Vocal Coach	No	?	No				
Organist	No	?	No				
Chaplain	No	?	No				
Administrator	No	?	No				
Singer	No	No	No				

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Millennium Youth Choir

Mixed choir of o18 and u18 singers, one-day, weekend and week-long events with group accommodation arranged where necessary. All singers complete the same Code of Conduct, regardless of age, different from staff CofC.

Event	Role	Code of Conduct	CSD – enhanced	CSD - standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without BLs	SG training	Notes
One-day, non-resi events	Appointed Director	Yes	Yes	No	Yes	*Yes	No	CO	*following 31:8 guidance
	Deputy Director	Yes	Yes	No	Yes	*Yes	No	CO	
	Organist/Assistant Director	Yes	Yes	No	Yes	*Yes	No	CO	
	Pastoral Assistant	Yes	Yes	No	Yes	*Yes	No	CO	
	Singer (o18)	?	No	Yes	No	No	No	No	
	Auditionees	No	No	No	No	No	No	No	
Resi events	Additional residential tutors	Yes	Yes	No	Yes	Yes	No	CO	
	Organist	Yes	Yes	No	Yes	Yes	No	CO	
	Vocal Coach	Yes	Yes	No	Yes	Yes	No	CO	
	Tutor/works hop leader for single session	No	No	Yes	Yes	No	No	No	
	Pastoral Assistant	Yes	Yes	No	Yes	Yes	No	CO	
	Junior Staff	Yes	Yes	No	Yes	Yes	No	CO	
	Singer (o18)	?	No	Yes	No	No	No	No	

Junior Millennium Youth Choir

Regional groups of under 18s, one-day and short residential events with group accommodation arranged where necessary.

Event	Role	Code of Conduct	CSD-enhanced	CSD-standard	SRR refs	Enhanced DBS with barred lists	Enhanced DBS without BLs	SG training	Notes
One-day, non-resi events	Director	Yes	Yes	No	Yes	*Yes	No	CO	*following 31:8 guidance
	Organist/Assistant Director	Yes	Yes	No	Yes	*Yes	No	CO	
	Pastoral Assistant	Yes	Yes	No	Yes	*Yes	No	CO	
	Singer	No	No	No	No	No	No	No	
	Other assistant (e.g. from venue where event held)	No	No	Yes	Yes	No	No	No	
JMYC Resi events	Director	Yes	Yes	No	Yes	Yes	No	CO	
	Organist/Additional residential tutors	Yes	Yes	No	Yes	Yes	No	CO	
	Vocal Coach	Yes	Yes	No	Yes	Yes	No	CO	
	Tutor/workshop leader for single session	No	No	Yes	Yes	No	No	No	
	Pastoral Assistant	Yes	Yes	No	Yes	Yes	No	CO	
	Junior Staff	Yes	Yes	No	Yes	Yes	No	CO	
	Singer	No	No	No	No	No	No	No	

RSCM courses

Young People's residential choral courses (Bath, Whitby etc.)

<i>Either all u18, or mixed group of o18 and u18 singers, three-day or week-long courses.</i>								
Role	Code of Conduct	CSD - enhanced	CSD- standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
All resi staff	Yes	Yes	No	Yes	Yes	No	C0	
Tutor/workshop leader for single day/session	No	No	Yes	Yes	No	No	No	
Singer (o18)	Yes	No	Yes	No	No	No	No	
Professional Singer	No	No	Yes	No	No	No	No	

RSCM programmes

Pipeline								
<i>Two-year organ tuition project with regular lessons and supervised practice sessions, including u18s</i>								
Role	Code of Conduct	CSD - enhanced	CSD- standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
Tutor	Yes	Yes	No	Yes	Yes	No	C0	
Mentor	No	*Yes	No	Yes	No	No	No	*Unless parent
Seminar leader	No	Yes	No	Yes	No	No	No	Usually a member of payroll staff
Menter Gerdd/Complete Church Organist								
<i>Organ tuition project for adults</i>								
Role	Code of Conduct	CSD - enhanced	CSD - standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
Tutor	No	No	Yes	Yes	No	No	No	
Participants	No	No	No	No	No	No	No	
Lift Up Your Voice training (run on similar lines to Area Events)								
<i>For mixed age groups</i>								
Role	Code of Conduct	CSD - enhanced	CSD - standard	SR Refs	Enhanced DBS with	Enhanced DBS without	SG training	Notes

					barred lists	barred lists		
Director	No	No	Yes	Yes	No	No	No	
Tutor	No	No	Yes	Yes	No	No	No	
Training 'helpers'	No	No	Yes	Yes	No	No	No	
Strengthen for Service training (run on similar lines to Area Events)								
<i>Aimed at Adults</i>								
Role	Code of Conduct	CSD - enhanced	CSD-standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
Director	No	No	Yes	Yes	No	No	No	
Tutor	No	No	Yes	Yes	No	No	No	
Training delivery 'helpers'	No	No	Yes	Yes	No	No	No	
Webinars (from March 2020)								
Role	Code of Conduct	CSD - enhanced	CSD-standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
Subject leaders*	No	Yes	No	Yes	Yes	No	No	*When u18s may be involved
Subject leaders**	No	No	Yes	No	No	No	No	**Over 18s only (e.g. Choir trainers, etc)
Extra tutors	No	Yes	No	Yes	Yes	No	No	
Webinar hosts (mainly RSCM staff)	No	Yes	No	Yes	Yes	No	No	
Warm-up leaders	No	No	Yes	Yes	No	No	No	Not interactive so DBS not required

RSCM Award Exams

Bronze and Silver Award Exams
All exam sessions to be recorded by Volunteer Exam Supervisor

Role	Code of Conduct	CSD - enhance d	CSD- standar d	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
Examiner (validated)	No – check SK	Yes	No	Yes	No	Yes	C0	
Examiner (probationary or requiring refresher training)	No	Yes	No	Yes	No	*Yes	*C0	* DBS and training after musical validation agreed
Volunteer Exam Supervisor	Voluntary Agreement	Yes	No	Yes	No	Yes	C0	
Awards Administrator	Role still exist?	No	Yes	Yes	No	No	No	

RSCM Area Events involving under 18s

If no under 18s attending, CSD standard is required.

One day, non-residential events aimed at u18s								
Role	Code of Conduct	CSD - enhanced	CSD- standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
Director – one-off events	No	No	Yes	Yes*	No	No	No	*Safeguarding will inform Voluntary if refs are needed. Voluntary to take up refs.
Director – repeat events	No	Yes	No	Yes*	No	Yes	C0	*See above
Organist	No	No	*No	*No	No	*No	No	*Unless directly involved in teaching or supervising u18s
Event Safeguarding Supervisor	Volunteer Agreement	Yes	No	Yes	No	Yes	C0	

Pastoral Assistant	Volunteer Agreement	Yes	No	Yes	No	Yes	C0	
Local volunteer	No	No	Yes	Yes	No	No	No	
One day, non-residential events aimed at adults but which u18s may attend								
Role	Code of Conduct	CSD - enhanced	CSD-standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
Director – one-off events	No	No	Yes	No	No	No	No	
Director – repeat events	No	Yes	No	Yes	No	Yes	C0	
Organist	No	No	*No	*No	No	*No	No	*Unless directly involved in teaching or supervising u18s
Event Safeguarding Supervisor	Volunteer Agreement	Yes	No	Yes	No	Yes	C0	
Pastoral Assistant	No	Yes	No	Yes	No	Yes	C0	
Local volunteer	No	No	Yes	Yes	No	No	No	
Three-day non-residential events or courses aimed at u18s (e.g. Oxford Easter Course)								
Role	Code of Conduct	CSD - enhanced	CSD-standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
Director	No	Yes	No	Yes	No	Yes	C0	
Organist	No	No	Yes	Yes	No	No	No	
Additional Tutors	No	Yes	No	Yes	No	*Yes	C0	*If there for whole 3-day course
Tutor/workshop leader for single session	No	No	Yes	No	No	No	No	
Pastoral Assistant	No	Yes	No	Yes	No	Yes	C0	
Three-day events or courses, non-residential aimed at adults but open to u18s (e.g. Rochester Evensong course)								
Role	Code of Conduct	CSD -	CSD-standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS	SG training	Notes

		enhanced				without barred lists		
Director	No	Yes	No	Yes	No	Yes	C0	
Organist	No	No	Yes	Yes	No	*No	No	*Providing supervised at all times by staff member with Enhanced DBS
Additional tutors	No	Yes	No	Yes	No	*Yes	C0	*If there for whole 3-day course
Tutor/workshop leader for single session	No	No	Yes	Yes	No	No	No	
Pastoral Assistant	No	Yes	No	Yes	No	Yes	C0	

RSCM Area Team roles

Area Teams								
Role	Volunteer Agreement	CSD - enhanced	CSD-standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
Area Team Leader	Yes	Yes	No	Yes	No	Yes	C0 and C1	
Area Secretary	Yes	No	Yes	Yes	No	No	C0	
Area Treasurer	Yes	No	Yes	Yes	No	No	C0	
Area Safeguarding Co-ordinator	Yes	Yes	No	Yes	No	Yes	C0, C1 and C2	
Diocesan Representative	Yes	No	Yes	**Yes	No	No	No	**DR role unlikely to be eligible for DBS, but we require a reference from Diocesan SG Advisor
Other members of Area Teams	Yes	No	Yes	Yes	No	*No	*No	*Requirement for DBS to be determined

								case by case, depending on role
Volunteer Exam Supervisor	Yes	Yes	No	Yes	No	Yes	C0	
Pastoral Assistant	Yes	Yes	No	Yes	No	Yes	C0	
Event Safeguarding Supervisor	Yes	Yes	No	Yes	No	Yes	C0	
Other members of local volunteer pool	Yes	No	Desirable	Yes	No	No	No	

RSCM Staff and Council Members

RSCM Staff and Council Members								
Role	Code of Conduct	CSD-enhanced	CSD-standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
Director		Yes	No	*No	Yes	No	C0 & C1	*Refs taken at recruitment
Deputy Directors		Yes	No	*No	Yes	No	C0 & C1	
Safeguarding Officer		Yes	No	*No	Yes	No	C0 & C1	
Safeguarding Assistant and Administrator		Yes	No	*No	Yes	No	C0 & C1	
Education Administration Manager		Yes	No	*No	Yes	No	C0 & C1	
Education Assistant		Yes	No	*No	Yes	No	C0 & C1	
Education Officer		Yes	No	*No	?		C0	
Voluntary Administration Manager		Yes	No	*No	Yes	No	C0	
Executive Officer		Yes	No	*No	**Yes	No	C0	**Supervises work placement students

Head of Choral		Yes	No	*No	Yes	No	C0 & C1	
Head of Instrumental and Congregational Music		Yes	No	*No	Yes	No	C0	
Head of Ministerial Training		Yes	No	*No	Yes	No	C0	
Head of Organ Studies		Yes	No	*No	Yes	No	C0 & C1	
Regional Managers		Yes	No	*No	Yes	No	C0 & C1	
Council Members		Yes	No	Yes	No	Yes	C0 & C1	
All office staff		No	Yes	No	No	No	C0	
Work placement students								
Role	Code of Conduct	CSD – enhanced	CSD - standard	SR Refs	Enhanced DBS with barred lists	Enhanced DBS without barred lists	SG training	Notes
Work placement student		No	Yes	Yes	No	No	No	

Note re DBS costs – agreed between Hugh and Jane April 2019. For paid workers – no postage or Post Office verification costs will be reimbursed. For volunteers – postage or Post Office verification costs will only be reimbursed on request, but we will not advertise this.

PART 4 - PROCEDURES FOR SPECIFIC CIRCUMSTANCES

4.1 One-off Events with Visitors and Helpers

Where a volunteer's role will be helping at a 'one-off' event, such as accompanying staff and children on a day outing, or helping at a day or evening event, the above recruitment measures would be unnecessary if the person is known to the organisation and is always supervised. It is not necessary to obtain a criminal record check for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time. It is good practice to ensure that visitors sign in and out and are escorted whilst on the premises by a member of staff or appropriately vetted volunteer.

4.2 Student Placements

When offering student placements for professional or vocational training where there is a practice placement element, a criminal record check should be applied for as soon as the place on the programme has been accepted, so that the information is received prior to the student commencing the work-based elements of their training. No student should ever start a placement where criminal record check is required, prior to receiving clearance.

4.3 16-18 Year Olds

Whilst acknowledging the need to nurture young people aged between 16– 18 years in leadership roles, no young person under 18 should be expected to take on a role of sole responsibility. If they assist others in leadership roles, support and supervision must be given in proportion to their requirements. Young people in this category should not undertake regulated activity.

4.4 Those who have Lived or Spent Time Working Overseas

Criminal record checks only cover the relevant countries criminal record system. Where someone has lived or worked abroad for a significant period, additional safer recruitment activities must be undertaken in the country where they have lived or worked. The applicant must be asked to provide a certificate of good conduct/police record from the relevant embassy or police force to cover the relevant dates. A certificate should cover the complete dates of residence abroad and any gaps should be carefully explored.

The applicant and recruiter should check the [Home Office](#) website to confirm the necessary arrangements for the relevant country.

In some circumstances, it may not possible to obtain a certificate that meets the RSCM's requirements. If this is likely to be the case, the situation should only be accepted if the country of origin has clearly been identified on the Home Office list as not being able to provide it. Further clarification should be sought from the consulate or embassy for the country in the UK if necessary to obtain confirmation if it is not clear from the Home Office list or there is any doubt. Confirmation of appointment should not take place until an

appropriate certificate has been received and reviewed.

There are two scenarios where it might not be possible to obtain a police certificate:

- a) where it is stated in the Home Office site that it is not possible or confirmation has been received by an embassy or consulate that this the case
- b) where someone is seeking asylum or is a refugee and there is deemed to be a risk to their safety if authorities were alerted in that location about their current situation.

Great care should be taken in obtaining references and a phone call to the referee to confirm the situation along with written references should be sought. A record should be made of the circumstances and the actions taken as part of the recruitment process notes where the usual certificate of good conduct is not available.

In the case of the latter example, the asylum status should be confirmed if possible, by documentation. Additional support should be offered including referral to local agencies and charities as available.

4.5 Those who are Working for the RSCM Overseas

The RSCM will undertake a criminal record check in relation to people who are engaging in RSCM work abroad in the name of the RSCM in exactly the same way that they would if the individual was carrying out such work in the UK. The application is completed in the same way as it would be if the individual were being employed to work in the UK as the requirements apply to UK citizens whether they are working with children and vulnerable adults at home or, abroad.

PART 5 - GLOSSARY OF KEY TERMS

Barred List (England & Wales) List / Listed Scotland The most sensitive roles working with children and vulnerable adults include a checks of barred lists. It is a criminal offence for someone to work with children who is barred and an offence by the employer to hire a person to work in regulated activity with children or adults if they are barred.

Child or Young Person A 'child' is a person under 18 years of age. All children and young people under 18 are considered vulnerable due to their age. New legislation in England and Wales makes it a criminal offence for those in positions of trust to have sexual contact with those aged 16 / 17 with whom they are in that position of trust.

Regulated Activity the frequency, type of and location of activities carried out with children, young people and vulnerable adults. Regulated activity is work that a barred person must not do.

Substantial Contact with Children is the level of contact required for an activity that would be regulated activity but does not fit the frequency criteria. The threshold frequently quoted by the Government is that the level of contact should be greater than the sort of

casual contact with a local shopkeeper. In RSCM terms, examples would be more contact than the coffee maker after the event. This is of relevance when the role includes a type of activity that would be regulated by nature but frequency requirements are not met. While an application cannot be made for an enhanced check with barred list, if there is substantial contact, an enhanced check without barred list is legitimate.

Supervised Activity 'Activity where the supervisor - who has him/herself been safely recruited - is always able to see the supervised worker's actions during his/her work.' Those who supervise from a distance and are not present to the level at which they are able to carry out physical supervision, do not qualify as supervisors in this context.

Trustee: Charity trustees are the people who are responsible for the general control and management of the administration of the charity

Verifier the individuals who carry out the verification of applicants' identity and address prior to criminal record checks being processed.

Volunteer a person engaged in an activity that involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something that aims to benefit some third-party other than, or in addition to a close relative.

Vulnerable adult defines anyone over 18 years old who may be vulnerable by reason of age, illness, disability; and any adult who has been made vulnerable by their situation or circumstance, such as by discrimination, or a victim of abuse. In safeguarding practice there has been a move away from the term 'vulnerable adult' in recognition of the fact that any adult can be vulnerable depending on the particular circumstances and to avoid labelling or categorising people. The preferred term used by statutory services is 'adult at risk' which is defined as an adult being at risk of abuse or neglect. The term 'vulnerable adult(s)' is still employed in the Safeguarding Vulnerable Groups Act 2006 (as amended) therefore, in line with the legislation in force; this term will be used in the Safer Recruitment Policy and Procedures while recognising the wider concept.

PART 6 - ENGLAND AND WALES

6.1 Legislative Context and Jurisdiction

This document reflects legislation applicable to mainland England and Wales, specifically:

- Safeguarding Vulnerable Adults Act 2006 as amended by the Protection of Freedoms Act 2012
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order
- Sexual Offences Act 2003

Legal arrangements and requirements vary between England, Scotland, Wales.

6.2 Working Together to Safeguard Children (England and Wales)

The statutory guidance as set out in Working Together to Safeguard Children (2018: p57), requires that all faith-based organisations should have ‘safe recruitment practices and ongoing safe working practices for individuals whom the organisation or agency permit to work regularly with children, including policies on when to obtain a criminal record check.’

6.3 Police, Crime, Sentencing and Courts Bill 2021: Positions of Trust

The Bill sets out the government’s intention to extend the position of trust offences under Section 22 of the Sexual Offences Act 2003 to include activities in respect of sports and religion.

Recognising the law differs in some regions, however, the RSCM believes relationships between those aged 16 and 17 and those in positions of trust are not acceptable and will not be tolerated.

6.4 Charity Governing Bodies

The Charity Commission’s guidance published in 2017 (updated 2019) states: ‘As part of fulfilling your trustee duties, you must take reasonable steps to protect from harm people who come into contact with your charity.’ It goes on to make clear that trustees will be held responsible when things go wrong and expect them to put them right.

Charities have a responsibility to:

- make sure that employees and volunteers are suitable to work with children and vulnerable adults
- request appropriate checks from the Disclosure and Barring Service where the role

is eligible

- be quick to respond to and handle concerns in a full and open manner, carrying out the appropriate investigations
- make sure that protecting people from harm is central to its culture.

Disclosure and barring service procedures

6.5 Types of Checks

DBS

A DBS check provides organisations with information about an applicant's criminal history as it details any spent and unspent convictions, cautions, reprimands and final warnings held on central police records (this does not include protected convictions and cautions). There are two distinct levels of DBS checks applicable to the roles and type of work an individual is undertaking:

Enhanced Disclosure Checks will disclose the same information as a standard check but can also include other non-conviction information that the police believe is relevant to the workforce. For instance, an Enhanced DBS check must be applied for if a role meets the definition of 'work with children' (the child workforce) and/or 'work with adults' (the adult workforce). Only an employer or recruiter can apply via an organisation registered with the DBS.

Enhanced Disclosure with Barred List Checks will disclose the same information as an Enhanced Disclosure Check and include a check of the Children's Barred List, the Adults' Barred List or both, depending on which group the individual is working with and whether the role is eligible. If the role is eligible, an employer can request that one or both (Adults, Children or Adults and Children) of the DBS barred lists is checked.

The certificate may also contain non-conviction information supplied by relevant police forces, if deemed relevant and necessary for inclusion by the chief officer of the relevant force). Most frequently, this type of information may be added where there has been an investigation but no conviction and concerns remain with the police about the issue. This can be a source of confusion for an applicant who believes that because they do not have a caution or conviction that they have an unblemished criminal record and does not disclose anything on their self-declaration form.

6.6 Eligibility

4.2.1 It is not legal for all types of roles to be DBS checked to enhanced levels. Eligibility is based on the nature of the role and activities involved often referred to as 'regulated

activity' (see the glossary of key terms for full definition). The matrix below details the level of check required for each Area / Team role. For RSCM office posts and other posts a decision will be made about the level of the check required when the Job Description / role outline is produced.

The activities included within the job description or role outline must provide the evidence for the type of DBS that will be sought at the conclusion of the recruitment process. Notification that a post will be subject to a DBS check must be included in advertisements, the job description or role outline and communications during the recruitment process. In each case, the eligibility for a DBS check should be considered based on the activities in the role outline or job description.

The matrix also includes the equivalent for Scotland / Ireland and Europe.

.Working with Children and Young People

Activity	Period/Duration	Type of Check
Teaching, training or instruction, care or supervision of children e.g. during weekend courses and religious festivals	More than 3 days in a 30 day period OR overnight between 2am & 6am with the opportunity for face- to-face contact with children	Enhanced DBS check with a Children's Barred List check
Providing advice and guidance to wholly or mainly to children	More than 3 days in a 30 day period OR overnight between 2am & 6am with the opportunity for face to face contact with children	Enhanced DBS check with a Children's Barred List check
Anyone who drives children or young people.	More than 3 days in a 30-day period	Enhanced DBS check with a Children's Barred List check
Worker with young people who is not supervised by someone with an Enhanced DBS check including Barred List	More than 3 days in a 30-day period	Enhanced DBS check with a Children's Barred List check
Anyone who has responsibility for the day-to-day management of people (paid or volunteers) who undertake regulated activities	The same level of check is required as the person/people they are managing/supervising.	Enhanced DBS check with a Children's Barred List check
Teaching, training or instruction, care or supervision of children	Once a month	Enhanced DBS check <u>without</u> a Children's Barred List

		check
Moderating a web service wholly or mainly for children	More than 3 days in a 30 day period ONLY	Enhanced DBS check with a Children's Barred List check

Working with Vulnerable Adults

There are limited situations in which the RSCM will work with vulnerable adults. Please contact the RSCM safeguarding team if you plan to undertake work with vulnerable adults.

6.7 Verification

As part of the DBS process, it is necessary for the applicant's identity and address to be checked before the application can be processed. Documents required for verification should be seen and checked in original hard copy by the verifier. Scanned copies are not acceptable in ordinary circumstances (although this requirement was changed temporarily during the pandemic)

All verifiers should review the guidance from the DBS service providing information about how to identify false documents, which can be found at the following link:

<https://www.gov.uk/government/publications/recognising-fraudulent-identity-documents>

There are three different acceptable routes determined by the DBS for the verification of documents. This is to allow for those situations where individuals do not hold certain documents. They should be attempted in order with the second and third routes only used if it is not possible to verify documents via route one. The routes to verification and required documents for each route can be found at the following link:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

On very rare occasions, a person does not have sufficient documents to satisfy any of the three routes and another route is needed. In these situations, police will undertake a fingerprint check to confirm the identity of the applicant for the check. However, there is a specific process where this is required, it will be arranged following the submission of an application via the DBS, and the police in their area will send the applicant an appointment. Further details are available about this process on the DDC website. Applicants should not turn up at local police stations expecting a check to be done without following the relevant procedure, as they will be turned away.

6.9 Verification for those who have Changed Gender

Applicants may contact the DBS directly to carry out verification if they prefer the RSCM did not to know about their change of gender.

DBS transgender applications team

sensitive@db.gov.uk

Telephone: 0151 676 1452

Monday to Friday, 9am to 5pm

6.10 Verification for those who have Changed Names

Documents for verification should all be in the same name as the application. All former and current names must be disclosed in the application.

For detailed information on the application process, please refer to [Appendix C](#)

Note: only the applicant receives a copy of the disclosure. If the Disclosure is **NOT** clear the Safeguarding Team will be informed via the 31:8 process and will take the matter forward.

If an applicant is unwilling to show their DBS (or equivalent) Disclosure to the Safeguarding Team the recruitment process will stop.

Safeguarding team will manage the process

6.11 REFERRALS TO THE DISCLOSURE BARRING SERVICE

The Safeguarding Vulnerable Groups Act (2006) confers a legal duty on employers who are responsible for the management or control of regulated activity whether paid or voluntary to refer to DBS any person who has harmed or puts a child or vulnerable adult at risk of harm. This includes all organisations that employ individuals to carry out regulated activity on their behalf. The duty to refer also includes attempts to cause harm, inciting others to do so, both by action and lack of action.

The nature of harm that has taken place or is at risk of taking place may include, but is not limited to:

- sexual harm
- physical harm
- financial harm
- neglect
- emotional harm
- psychological harm
- verbal harm

A referral must be made in the following circumstances:

- a) the person is no longer permitted to undertake regulated activity with children and/or vulnerable adults. This may be achieved by moving them to another position where this type of work is not carried out.
- b) the person would no longer have been permitted to undertake regulated activity but they resigned, retired or left the role.
- c) the person has engaged in an action or inaction that has resulted in the harm of a child or vulnerable adult or put them at risk or harm or;
- d) Since taking up post, the person has been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence

The purpose of the referral is for the DBS to consider whether that person should be barred from working with children and/or vulnerable adults. The duty to refer exists even if it is believed that another organisation or person has made a referral to DBS or a referral to another body has been made e.g. to a statutory agency or the Charity Commission. Where there is a duty to refer, it is a criminal offence not to do so without reasonable justification.

The DBS provides a referral flowchart that can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911179/Referrals_Flowchart.pdf

The RSCM Safeguarding Officer must be contacted in all such situations.

6.12 DBS Update Service

The DBS Update service is available to those who apply to join it within 19 days of their original certificate being issued. There is a cost to those in paid employment, but it is free to volunteers. It applies to Enhanced (with or without Barred list) checks.

It should be noted that for both renewals and new applicants the update service can only be used in the following circumstances:

- a) for those whose original check was with the same workforce as their current certificate e.g. adult, child, adult and child;
- b) for those whose role continues to require the same level of check as the last one e.g. enhanced, enhanced plus Children's barred list check, enhanced plus Adults' barred list check etc.;
- c) and, for those who have given consent for the update service to be used.

These requirements relate to the way data is held by the DBS and are to prevent employers being able to access a level of information that they are not eligible to hold about an applicant. The update service is applicable in the following circumstances:

- The update service may be used for renewals of DBS for paid and volunteer roles

where someone is continuing in the same role and location.

- The update service can be used for both voluntary and paid roles where a party is undertaking a new or additional role and the original role was also in the RSCM.
- The update service can only be used for new voluntary applicants to roles who have not previously held roles within the RSCM.

6.13 USING THE UPDATE SERVICE

If an update service check is permissible, you can carry out what is called a DBS 'status check' the following steps should be followed:

1. Obtain the written consent of the applicant to carry out a 'status check'.
2. Go to the Disclosure and Barring Service website via the link below

<https://secure.crbonline.gov.uk/crsc/check?execution=e1s1>

3. Once you have inputted the details, you will receive one of the following outcomes:

- a) This Certificate did not reveal any information and remains current as no further information has been identified since its issue. This means that the individual's Certificate contains no criminality or barring information and no new information is available.
- b) This Certificate remains current as no further information has been identified since its issue. This means that the individual's Certificate did contain criminality or barring information and no new information is available.
- c) This Certificate is no longer current. Please apply for a new DBS check to get the most up to date information. This means that the individual's Certificate should not be relied upon as new information is now available and you should request a new DBS check.

Check the wording on the outcome very carefully as they are very similar to each other.

What do the outcomes mean?

- a) The initial certificate was clear and the check is also clear. A confirmation of clearance or completed renewal may go ahead. If the applicant is a minister, the Connexional Safeguarding Team must be notified. In other cases, local arrangements for notification and recording apply.
- b) The initial certificate was blemished but there is no new information. Make a note of the details of the status check (date and outcome) and refer the case to the Connexional Safeguarding Team via the District Safeguarding Officer. The Connexional Safeguarding Team will check previous records and decide whether a full new check is required. Confirmation of appointment or renewal of DBS

cannot be given with this outcome.

- c) There is new information on the certificate. Make a note of the details of the status check and request that the applicant submits an application in the ordinary way. It is not valid to continue with a check from the update service in these circumstances.

Regulated Activities with Children		
Activity	Period	Age of Child
Teaching, training or instruction, care or supervision of children	More than 3 days in a 30 day period OR overnight between 2am & 6am with the opportunity for face to face contact with children	Under 18 – but not if the activity is in relation to the child’s paid or unpaid employment AND they are 16/17.
Moderating a web service wholly or mainly for children	More than 3 days in a 30 day period ONLY	Under 18
Advice or guidance wholly or mainly to children	More than 3 days in a 30 day period OR overnight between 2am & 6am with the opportunity for face to face contact with children	Under 18 – but not if the activity is in relation to the child’s paid or unpaid employment AND they are 16/17.
Driving a vehicle for children	More than 3 days in a 30 day period ONLY	Under 18

PART 7 SCOTLAND

Criminal Records Checks

7.1 The Protection of Vulnerable Groups (Scotland) Act 2007

The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland.

When someone applies to join the PVG Scheme, Disclosure Scotland carries out criminal record checks and shares the results with the individual and the employing agency.

The Protection of Vulnerable Groups (Scotland) Act 2007 is essential in ensuring that those who are deemed unsuitable, are prevented from working with children and/or protected adults. Anyone wishing to do regulated work with children and/or protected adults with the RSCM must apply for scheme membership under the RSCM. PVG Scheme membership for another organisation will not enable them to do regulated work within the RSCM context and a PVG Scheme update will be required. This is also essential for ensuring that the RSCM is notified if anyone who is in post becomes unsuitable to work with children or protected adults.

7.2 Determining whether PVG membership is required

If the post is regulated work with children and/or protected adults, PVG Scheme membership is required for the worker before they are appointed. The Safeguarding Team will supply a recruitment package containing the guidance needed.

The following tables are for determining if a post is regulated work with children or protected adults or both. This guidance is to help identify if an applicant for a paid or volunteer post needs to join the PVG Scheme.

Table 1: is the post regulated work with children?

A person requires to be checked and become a member of the PVG Scheme for regulated work with children if the answer is YES to Questions 1 and 2 and YES to Questions 3.1, 3.2 or 3.3 in the table below.

Question1	Question 2	Question 3
Is it work of any kind, paid or as a volunteer? YES/ NO	Are they working with a child under the age of 18 years? YES/NO	Are any of the following tasks part of the normal duties of the person providing the service?
If NO, stop here because		

<p>it will not be regulated work.</p> <p>Work is defined as ‘work of any kind’ including paid and unpaid that is NOT done as part of a personal relationship or arrangement.</p> <p>For example, personal arrangements that parents make with friends and family to transport children to RSCM activities is not work. But, in this example, if this is provided by members of the RSCM who are recruited for that purpose, the arrangements are formal and delivered on behalf of the organisation and it is therefore ‘work’.</p>		<p>You must be able to tick YES to at least one of the following.</p> <p>3.1 Will the person be in sole charge of child(ren)? YES/NO</p> <p>3.2 Will the person have unsupervised contact with the child(ren) receiving a formally organised activity under arrangements made by a responsible person? YES/NO</p> <p>3.3 Providing teaching or instruction or training? YES/N</p>
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Table 2: is the post regulated work with protected adults?

A person requires to be checked and become a member of the PVG Scheme for regulated work with adults if the answer is YES to Question 1, NO to 2.1, YES to 2.2 to 2.6 and YES to Question 3.1 or 3.2 in the table below.

Question 1	Question 2	Question 3
<p>Is it work of any kind, paid or as a volunteer? YES/NO</p> <p>If NO, stop here because it will not be regulated work.</p> <p>Work is defined as ‘work of any kind’</p>	<p>Are they working with a protected adult and providing a welfare service? (See note 1 below about welfare service)</p> <p>You need to tick NO to question 2.1 and YES to questions 2.2 to 2.6 for the person to be a protected adult.</p> <p>2.1 Can anyone in the RSCM receive</p>	<p>Are any of the following tasks part of the normal duties of the person providing the service?</p> <p>You must be able to tick YES to at least one of the following.</p>

<p>including paid and unpaid that is NOT done as part of a personal relationship or arrangement.</p> <p>An example of an activity that is not work is a person visiting a friend in a residential care home. This is done in a personal capacity. But it would be work if they were a member of a pastoral care group doing this visit on behalf of the RSCM.</p>	<p>this service, assistance, support or help? (See note 2 after this table). YES/NO If YES stop here: it is not regulated with adults.</p> <p>2.2 Does the person receiving the service have particular needs over and above those of the general population because they are affected by disability? E.g. need help with personal care or meal preparation, are housebound or depend on others for transport; are affected by mental health difficulties, learning disabilities, etc.? See note 3 about particular needs. YES/NO</p> <p>2.3 Is the person receiving the service aged 16 years or over? YES/NO</p> <p>2.4 Is the service provided in the name of the RSCM? YES/NO</p> <p>2.5 Is the service provided regularly and in a planned way? YES/NO</p> <p>2.6 Does training need to be undertaken by the person delivering the service? (Training could mean anything from a very brief induction to a one-day session about what the post entails, responsibilities and how the job is done. Training is not defined in the Scottish Government's PVG Scheme guidance).YES/NO</p>	<p>3.1 Will the person be in sole charge or have unsupervised contact with the person receiving the service e.g. being with the person when no one else is present? YES/NO</p> <p>3.2 Providing teaching or instruction or training? YES/NO</p>
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7.3 Referral to Disclosure Scotland

If an organisation or employer has employees or volunteers undertaking regulated work they have a duty to report any harmful behaviour that might affect whether the person is allowed to work with children or protected adults.

If the employing agency becomes aware that an individual has done one or more of the following:

- Harmed a child or protected adult;
- Placed a child or protected adult at risk of harm;
- Engaged in inappropriate conduct involving pornography;
- Engaged in inappropriate conduct of a sexual nature involving a child or protected adult;
- Given inappropriate medical treatment to a child or protected adult.

They must advise the RSCM Safeguarding Team as soon as possible, even if the actions happened in a situation not related to the RSCM and if the information is historic.

The employer must make a referral to Disclosure Scotland explaining what has happened.

This only has to be done if the harmful behaviour described above has meant that the person involved:

- Was dismissed as a result
- Would have been dismissed but left before they could be (resigned)
- Was transferred permanently away from work with children or protected adults.

7.4 Who makes a referral to Disclosure Scotland?

It is the responsibility of the RSCM Safeguarding Team to make a referral to Disclosure Scotland. Failure to refer an individual may mean that an individual who is unsuitable to do regulated work does not get barred from doing that type of work and can go on and harm other vulnerable people in other settings

7.5 Children and Adults Lists

Disclosure Scotland keeps a list of people unsuitable to do regulated work with children and a list of people unsuitable to do regulated work with protected adults. The lists are separate, although people can be on both lists.

If Disclosure Scotland adds someone to one or both of these lists, it is known as being 'listed'. If someone is listed on one of these lists, they are barred from working with the vulnerable group covered by that list. Unless they are listed on both lists, someone considered unsuitable to work with children can still work with protected adults and vice versa.

If someone is listed they are not eligible for PVG Scheme membership for that type of work. If they were already a PVG member before they were listed, Disclosure Scotland will end their membership for that type of regulated work. It is an offence for someone who is listed to do regulated work with the protected groups they are listed for and it is an offence for an organisation to employ a listed person to do that kind of regulated work.

PART 8 IRELAND

8.1 BACKGROUND

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 was amended by the Oireachtas in January 2016. The key purpose of the amendments was to provide that certain old minor convictions would not be disclosed in vetting disclosures, and to harmonise certain provisions in the 2012 Act with provisions in the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016.

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provides a legislative basis for the mandatory vetting of persons who wish to undertake certain work or activities relating to children or vulnerable persons or to provide certain services to children or vulnerable persons.

The national unit of An Garda Síochána known before as the Garda Central Vetting Unit shall, after the commencement, be known as the National Vetting Bureau. All communications will thereafter emanate from the National Vetting Bureau.

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions.

The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person.

Garda vetting is conducted on behalf of registered organisations only and is not conducted for individual persons on a personal basis.

If you are seeking employment or intending to volunteer with an organisation which conducts relevant work, you may be asked to make an application to be vetted.

What is Vetting?

Garda Vetting is conducted in respect of any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons. We will make such enquiries with An Garda Síochána or a Scheduled Organisation, as we deem necessary, to establish whether there is any criminal record or specified information relating to the applicant. We do not make decisions in respect of the suitability of an applicant for a position; this is the sole responsibility of the registered organisation.

Eligibility

To be eligible a person must be working – either paid or voluntary - with children under the age of 18 which includes unsupervised access to children.

8.2 Garda National Vetting Bureau

The primary focus of the Garda National Vetting Bureau (GNVB) is to safeguard Children and Vulnerable Persons across Ireland.

The Garda National Vetting Bureau (previously the Garda Central Vetting Unit) consists of three separate and distinct units:

- Garda Vetting
- Criminal Records
- European Criminal Records Information System