

LINLITHGOW SPORTS CLUB REFERRALS POLICY

Background.

When a person is permanently removed from a regulated work position, the PVG Scheme requires organisations, under certain circumstances, to notify the Protection Unit at Disclosure Scotland that this has happened. This is called “Making a Referral”.

This policy is relevant to all those involved in making recruitment/disciplinary decisions

Procedure

Should Linlithgow Sports Club (herein after to be referred to as the Club) permanently remove a club member or staff member from carrying out regulated work, the actions detailed in this policy will continue to apply, even if this person leaves their regulated work position prior to any action being taken, irrespective of their reason to leave.

Two conditions must be met before the Club let Disclosure Scotland know that inappropriate activities have been identified.

Condition 1 – A person has been permanently removed or removed themselves from regulated work

Condition 2 – At least 1 of the following 5 grounds apply when dealing with young people under 18yrs.

- Caused harm
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that the LSC must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with the Club, but which is believed would, in all probability, have led to the 2 conditions being met, the Club will consider whether they want to make a referral, however, the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Referrals

1. Where it is necessary to make a referral, this process will be carried out by the Club President with the involvement of the Club Welfare Officer.

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In their absence, the referral process will be carried out by the Club Secretary with the involvement of the relevant Sports Section President or Head Coach.

2. Should a referral situation arise, then the referral must be completed on the appropriate form, this form can be located on the following website: [PVG Scheme-Employer referral form-mygov.scot](https://www.mygov.scot/pvg-scheme-employer-referral-form) along with instructions for completing the form, also the Protection Unit at Disclosure Scotland can be contacted on 03000 2000 40.

Should there be uncertainty about whether a referral is needed, then email pvgreferrals@assured.systems.gov.uk before the form is completed.

3. Making a referral is not optional, it is a legal requirement to report circumstances where both conditions are met.

4. Ensure that the appropriate sport governing bodies are kept informed should a referral be made to the Protection Unit at Disclosure Scotland.

This policy was approved by the LSC Board of Management at their meeting on 13th June 2024.