

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy applies to staff and volunteers who may be working within the formal and non-formal education sectors with children and vulnerable adults as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

The One World Centre aims to ensure that all children and vulnerable adults are kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this we will ensure staff and volunteers are carefully selected, screened, trained and supervised:

- all applicants to our organisation will complete an application form
- short listed applicants will be asked to attend an interview
- short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- the successful applicant will be asked to complete a self-declaration form prior to the Disclosure Record being accessed.
- the successful applicant will be asked to complete a Disclosure Record (relevant to the position applied for) prior to taking up the post.

### Training

The successful applicant will receive induction training, which will give an overview of the organisation to ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an on-going basis, and will cover information about their role and opportunities for practicing skills needed for work. Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority and appropriate to new staff and volunteers, and will be regularly reviewed.

### Supervision

All staff and volunteers will have a designated supervisor who will provide regular feedback and support. Each member of staff and volunteer will attend an annual review, where their performance, skills, motivation and expectations will be discussed. These will be minuted and copies made available to the member of staff / volunteer.

### Reporting Abuse

The One World Centre understands that in addition to making a referral (written report) to Disclosure Scotland, child protection issues concerning workers (paid and unpaid), children, young people and adults must always be referred, in the first instance, to appropriate staff within the organisation with whom OWC staff are working. That organisation will be responsible for notifying social work and /or the police for appropriate investigation.

The One World Centre will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

## **Legal Issues**

It is an offence for an individual who is barred to undertaking the type of work from which they are barred.

It is an offence for an organisation to offer work to someone who is barred or fail to remove a person from work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

## **Approval and review**

This policy was approved by the One World Centre Management Committee on the date specified in the header of this document. It will be reviewed every three years. All trustees, staff and volunteers with One World Centre are required to sign that they have read and will comply with this policy.