



Version 1.0

## Volunteer Screening Policy

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## Record of Change

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17 Nov 15	1.0	First Issue of Document

# North Highland Harriers

## Volunteer Screening Policy

### Introduction

To ensure that all members, especially the Junior Members and Vulnerable Adults are provided with appropriate protection from all types of abuse, North Highland Harriers (NHH) will screen all individuals who wish to undertake roles within the Club. The policy and process for this screening is detailed below. In accordance with legislation NHH reserves the right to refuse the services of individual.

The purpose of this policy is to ensure consistent and fair practices are implemented for the screening of volunteers who wish to undertake roles with the Club.

This policy is for Volunteer Scotland Enrolled Organisations accessing Disclosure Records<sup>1</sup> for the purpose of assessing individual's suitability for paid and/or unpaid work. NHH is a Volunteer Scotland Enrolled Organisation.

### Regulated Work

In accordance with Protection of Vulnerable Groups (Scotland) Act 2007, some types of activities are classified as Regulated Work. Those positions classified as Regulated Work bar individuals with certain criminal convictions (spent and unspent) and/or flagged by the Authorities to have being engaged in other activities that cause concern regarding the suitability of the individual for working with Vulnerable Groups.

The positions within NHH that are classified as Regulated Work are:

- Head Coach
- All Scottish Athletics qualified Level 2 (and above) Coaches
- Welfare Officer
- Social Media, Media and Communications Officer

### Policy

As a small organisation operated entirely by volunteers, NHH will not be in a position to actively recruit for specific positions (with the exception of current members for committee roles). Therefore this policy defines the process for assessing the suitability of volunteers to fulfil a role within NHH.

NHH undertakes to treat all volunteers for positions within the organisation fairly and not to discriminate against the subject of the disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/ volunteering in positions within NHH. Volunteers who are applying to carry out a Regulated Work position who are barred from that type of regulated work will not be granted the position applied for.

This organisation implements a fair screening policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for, by taking account of;

- whether the conviction is relevant to the position being offered
- the seriousness of the offence revealed

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<sup>1</sup> For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

- the length of time since the offence took place
- whether the applicant has a pattern of offending behaviour
- whether the applicant's circumstances have changed since the offence took place.

If the individual has applied for a Regulated Work position, then only once they have passed the Selection board will the appropriate Disclosure Check will be requested.

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

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated 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.

NHH will not appoint any individual who is barred from the type of regulated work to which the position applies to.

Should NHH decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

### **Screening Process**

When an individual offers to their services to NHH (excluding standard membership) then that individual will be asked to complete the questionnaire at Annex A of this Policy. The information provided will be handled as if it were a Disclosure Record.

An assessment will then be undertaken by a selection panel, consisting of at least 3 Members of the Club Committee. One of the panel members will be the Club Chairperson, Head Coach or Welfare Officer. If the position being applied for is a coaching role, then the Head Coach will be a member of the selection panel.

The individual may be asked to attend the selection panel.

The individual will be informed in writing of the panel decision.

This decision is final, though except in exceptional circumstances will not bar them from being members of NHH.

The selection panel is also assessing the qualifications, experience, enthusiasm and commitment of that individual to fulfil the role applied for. The selection panel have the right to offer another position, if they feel it is more suitable for those qualifications, skills and experience.