

Titans Canoe Club

Making Referrals to Disclosure Scotland Policy

25th February 2025

When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where we must notify Disclosure Scotland that this has happened. This is called “Making a Referral”. If we would have permanently removed the individual, the actions detailed in this policy will continue to apply (even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave). Clubs must report harmful behaviour even if it takes place outside of club activities, or the club only find out about it after the person has left. Disclosure Scotland will then use this information to decide if the person remains suitable to continue to do regulated work or if they should be removed from regulated work.

Making Referrals to Disclosure Scotland

Two conditions must be met before making a referral in relation to an individual who is in regulated work.

Condition 1: A person who caused harm

- is dismissed as a result
- would or might have been dismissed but left before they could be
- is permanently moved away from work with children or protected adults

Condition 2: At least 1 of the following 5 grounds apply

- 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

When both of these conditions have been met, it is a legal requirement that we must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual. Further guidance on referrals can be found at

www.mygov.scot/pvg-referrals/

How to send a referral

To make a referral clubs should complete and send the employer referral form to Disclosure Scotland. The form can be found at <https://www.mygov.scot/pvg-employer-referral>.

The form asks for:

- proof of the person's identity (name, address, date of birth, national insurance number)
- details of the type of regulated work they do
- the person's PVG scheme number, if they have one
- information on the harmful behaviour
- details and documentation of the investigation and outcome

You should not identify any children or protected adults by name. Use a coded reference instead, like "child A - age 12, male, victim".

The completed form should be emailed to pvgreferrals@assured.systems.gov.scot. Alternatively, it can be printed out and posted to the address detailed on the form.

Approval: This Safeguarding Policy was approved by the Titans Canoe Club Committee on 01/05/2025.

Signed: Maxime Biret

Chairperson, Titans Canoe Club