



**Scottish Canoe Association**  
**Comann Curach na h-Alba**

## **Appointment and Selection for Regulated Work Policy**

Last approved by Board: 16th August 2022

**Effective from: August 2022**

Last updated by: Head of Coaching and Development (AJM)

This policy applies to SCA appointed roles, paid or unpaid including individuals acting on behalf of SCA committees. It also applies to paid or unpaid roles meeting the criteria of 'Regulated Work' in SCA Affiliated Clubs for which SCA acts as an Intermediary Body for the purpose of processing PVG checks. Responsibility for implementing this policy within affiliated clubs rests with the club committee. Selection of individuals for paid SCA roles are also subject to additional procedures.

<b>Contents</b>	<b>2</b>
Introduction	3
Regulated Work	3
The Recruitment & Selection of Volunteers, Coaches & Staff	3
(i) Interviews	3
(ii) Referees	3
(iii) PVG Scheme Membership	3
(iv) Induction	4
Equality Impact Assessment	5
Latest Policy Review Form	5

## Introduction

The SCA will take reasonable steps to ensure unsuitable people are prevented from working, or volunteering, with children. Further, SCA and clubs have a legal duty to ensure that individuals who are listed on the Disqualified from Working with Children List (DWCL) are not engaged (either paid or unpaid) in regulated work within the SCA or Affiliated Club.

## Regulated Work

Regulated work is a specific term used in the PVG legislation with detailed guidance available from Disclosure Scotland and Volunteer Scotland Disclosure Services. Please refer the respective websites for full details.

## The Recruitment & Selection of Volunteers, Coaches & Staff

Abusers of children tend to gravitate to situations where little vetting or checking takes place. It is impossible to know who could abuse children. Therefore it is important that all reasonable steps are taken to ensure unsuitable people are prevented from working with Children. It is also important that standard procedures are used, whether people are paid or unpaid, part-time or full-time. For all volunteers / staff working within the SCA or an Affiliated Club who have regular contact with young people the following action demonstrates good practice (shown here in no particular order):

### (i) Interviews

Simple, informal interviews to assess the applicant and attempt to verify all information given can be held for voluntary posts. These could be included within the induction process. Employment Law governs recruitment processes for paid positions.

### (ii) Referees

References from at least two people (not relatives) who have known the applicant for at least 2 years and who are able to comment confidentially on the person's previous work with children and any former involvement in sport is seen as good practice. Where the Individual has been active in the SCA/club setting previously then the reference may be substituted.

### (iii) PVG Scheme Membership

A PVG Scheme application will be made for all regulatory positions involved in SCA / Affiliated Club. PVG checks can be requested by the club through an online request form.. Where a PVG confirms no relevant information, SCA will confirm this to the club who are then responsible for making the final decision to appoint. Where a PVG contains disclosure information, SCA will follow up with the individual and the club and make a judgement on suitability to the club. PVG checks processed via SCA are FREE to volunteers, and charged at the actual rate charged by Disclosure Scotland for others.

#### (iv) Induction

A formal induction process and probationary period will be carried out for all new paid SCA staff. An induction period is recommended for all volunteers who are new to the type of role. During this time, the individual can be made aware of the relevant policies and able to sign appropriate Codes of Conduct.

All volunteers / staff must become members of SCA or Club Associates registered with SCA in order for SCA to process a PVG in their name.

## Equality Impact Assessment

Stage 1	Complete
Stage 2	Complete
Stage 3	Not required
Comments	-
Link	<a href="https://drive.google.com/file/d/1u6v6Vp90YPLchQel7IOuLFJMxZwPDe1e/view?usp=sharing">https://drive.google.com/file/d/1u6v6Vp90YPLchQel7IOuLFJMxZwPDe1e/view?usp=sharing</a>

## Latest Policy Review Form

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