



**Glasgow Afghan United**  
Unity Equality Peace and Diversity  
Charity Number SC044077

## **CHILD PROTECTION POLICY**

***Glasgow Afghan United*** is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

**Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.**

**This document outlines *Glasgow Afghan United's* commitment to protecting children.**

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

***Glasgow Afghan United*** will:

- Promote the health and welfare of children by providing opportunities for them to take part in Education, events, sport and any other activities within the organisation safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.



**Glasgow Afghan United**  
Unity Equality Peace and Diversity  
Charity Number SC044077

- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

## **Review**

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within ***Glasgow Afghan United***.
- Following any issues or concerns raised about the protection of children within ***Glasgow Afghan United***.
- In all other circumstances, at least every three years.

## **PROCEDURE FOR THE RECRUITMENT AND SELECTION OF STAFF/VOLUNTEERS IN REGULATED WORK WITH CHILDREN**

**GAU** will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within ***Glasgow Afghan United***.

This recruitment and selection procedure has two functions. It:

- Provides ***Glasgow Afghan United*** with an opportunity to assess the suitability of the individual for a particular regulated work role with children.
- Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedure will be completed for all positions deemed to be regulated work with children within ***Glasgow Afghan United***.

### **1. Advertising**

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include the following:

- The aims of ***Glasgow Afghan United*** and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).



**Glasgow Afghan United**  
Unity Equality Peace and Diversity  
Charity Number SC044077

- Details of **Glasgow Afghan United's** open and positive stance on child protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

## 2. Pre-application Information

Pre-application information for these positions will be sent to applicants and will include:

- A job description and person specification (e.g. stating qualifications or experience of working with children required) which outlines the roles and responsibilities of the position.
- Application form, self-declaration form and PVG Scheme Q&A guidance notes.
- Information on **Glasgow Afghan United** and related topics.

Evidence of qualifications will always be verified.

## 3. Application and Self-Declaration Form

All applicants will be requested to complete an application form and self-declaration form. The purpose of the application form is to obtain relevant details for the position and referee contact details. The self-declaration form, which shall include information on any past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

## 4. Review Applications

**Glasgow Afghan United** will review application forms and consider applicants for interview. Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer an interview candidate, the self-declaration form must be destroyed. Successful applicants will be invited to interview.

## 5. Interview

Interviews will be carried out for all positions which are regulated work with children. [Click here](#) for suggested interview questions.

## 6. Offer of Position

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the policies and procedures of **Glasgow Afghan United**, the



**Glasgow Afghan United**  
Unity Equality Peace and Diversity  
Charity Number SC044077

probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the Manager/ Managing director

The applicant's appointment will only be confirmed when:

- the self-declaration form has been opened and considered
- satisfactory references have been received and checked
- a satisfactory Scheme Record/Scheme Record Update has been received.

## 7. References

*References* will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

## 8. Membership of the PVG Scheme

**Glasgow Afghan United** is registered with **Disclosure Scotland**. Individuals carrying out regulated work with children within **GAU** must be members of the PVG Scheme.

**Glasgow Afghan United** will require the successful applicant to submit a Scheme Record/Scheme Record Update application, which will be returned to and processed by the Manager/ Managing Director

### Overseas Applicants

Applicants from overseas being appointed to regulated work with children within **Glasgow Afghan United** are required to join the PVG Scheme.

Applicants from overseas must prove their 'right to work' in the UK and be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

## 9. Induction



**Glasgow Afghan United**  
Unity Equality Peace and Diversity  
Charity Number SC044077

After the applicant accepts post in writing, the induction process will include the following:

- An assessment of training, individual aims, needs and aspirations.
- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.
- Clarification of the expectations, roles and responsibilities of the position.

## **10. Training**

Newly appointed staff/volunteers in regulated work with children should complete recommended training over an agreed period. Recommended training includes sportscoach UK's 'Safeguarding & Protecting Children' (a basic introduction to child protection) and, should it become relevant, In Safe Hands (a workshop for club child protection officers).

## **11. Probation**

Newly appointed staff/volunteers will complete an agreed period of probation (e.g. 3 months).

## **12. Monitoring and Performance Appraisal**

All staff in positions of regulated work with children will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

## **13. Ongoing suitability**

Once an individual is in a position of regulated work, **Glasgow Afghan United** will require the individual to complete a self-declaration form and apply for a Scheme Record Update every two/three\* years. This ensures the organisation is continually risk assessing staff/volunteers to keep participating children safe.

## **14. Existing staff/volunteers joining PVG Scheme**

For existing members of staff/volunteers, who were not previously checked or were previously enhanced disclosure checked for a childcare position under the Protection of Children (Scotland) Act 2003, **Glasgow Afghan United** will require those individuals to become PVG Scheme members if they are carrying out regulated work with children.

---

\* delete as appropriate to your organisation



**Glasgow Afghan United**  
Unity Equality Peace and Diversity  
Charity Number SC044077

At the appropriate time, existing members of staff/volunteers will be notified by a Retrospective checks letter giving information on the process. Staff/volunteers will be required to complete a self-declaration form and submit a Scheme Record/Scheme Record Update application. This will ensure, over time that everyone in regulated work in the organisation is a PVG Scheme member.

#### **15. New vetting information on PVG Scheme Records**

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow **Glasgow Afghan United** Responding to Concerns about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

#### **16. Consideration for Children's List or Barred Individuals**

If Disclosure Scotland inform **Glasgow Afghan United** that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 duties for organisations.

If Disclosure Scotland notify **Glasgow Afghan Unite** that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

#### **17. PVG Scheme Member leaves**

**Glasgow Afghan United** will update Disclosure Scotland on PVG Scheme members who are no longer in regulated work with children on behalf of the organisation. Should a member of staff/volunteer not be in contact with **Glasgow Afghan United** for up to three months, **Glasgow Afghan United** will then inform Disclosure Scotland that the individual is no longer in regulated work with children within the organisation.

Chairperson	Abdul Bostani	Date	23/10/2015
Secretary	Mehdi Rezevi	Date	23/10/2015