



BOWLS SCOTLAND SAFE VOLUNTEER RECRUITMENT / HIRING WITH A CONVICTION POLICY

Bowls Scotland appreciate that volunteers are essential in the overall running of the sport and within Bowling Clubs. Whilst it is vital to keep the issues of wellbeing & protection in proportion, Bowls Scotland would encourage every Club to adopt some basic procedures that will help safeguard all concerned.

For all volunteers within the Club who have regular contact with young people the following actions demonstrates good practice:

- **Appointment:** Any volunteers should be known to the club, held in good standing and willing to comply with Bowls Scotland's safeguarding procedures.
- **PVG Scheme Membership:** Any members involved in regulated work must apply for a PVG check. Applications for volunteers can be submitted through Bowls Scotland free of charge. Bowls Scotland will receive the results of PVG applications and make the decision on whether the member is suitable for the outlined work. For more information regarding suitability decisions, please see the hiring with a conviction section below. Bowls Scotland will ensure all volunteers working on behalf of Bowls Scotland are PVG checked as appropriate.
- **Training:** Bowls Scotland will ensure that there is access to Child Wellbeing & Protection in Sport (CWPS) and Child Wellbeing Protection Officer (CWPO) training available. Clubs should ensure the Wellbeing Protection Officer has up to date Child Wellbeing Protection in Sport (CWPS) and Child Wellbeing Protection Officer (CWPO) training. Bowls Scotland recommend that anyone working with children or in a regulated role undertake CWPS training as good practice.

Hiring with a Conviction

Bowls Scotland operate and endorses a fair recruitment process. The purpose of this policy is to provide assurance to volunteers, and guidance to those making recruitment decisions. Any conviction information provided as part of a PVG check will be assessed on whether it impacts a person's ability to carry out a role they have applied for within Bowls Scotland or our member clubs. It is important to recognise that having a criminal record does not necessarily mean that someone cannot volunteer for our organisation or member clubs.

Our organisation treats all applicants fairly and consistently in accordance with the requirements of Rehabilitation of Offenders Act 1974 (as amended). The assessment is based entirely on the requirements of the role and any information shared with us in a disclosure certificate.

Bowls Scotland will gain consent from all applicants applying to join the PVG scheme through a Bowls Scotland member Club. If there is any vetting information provided on disclosures, a notification or change in the status, this previously gained consent will allow Bowls Scotland to share relevant information with the Club that recruited them. Bowls Scotland will then make the decision on whether an individual is suitable to carry out the role they have applied for, based on convictions and other vetting information provided on disclosures. Bowls Scotland will then communicate with the Wellbeing & Protection Officer with regards to this decision, sharing information where appropriate.

How we will use disclosure information to make recruiting decisions

Any information disclosed with Bowls Scotland will be treated in the strictest confidence and only authorised people staff members required to see the information to help assess it will have access to it. There may be instances where we need to seek support or guidance externally (for example, from a solicitor). Wherein this is necessary, we will not share any information which will identify the individual, only the information which Bowls Scotland require support or guidance on.

Bowls Scotland does, however, need to risk assess any conviction or vetting information carefully to ensure there are no risks to our organisation or to our Clubs. To ensure we carry out a fair and consistent practice when we assess any conviction or vetting information, Bowls Scotland will consider the following criteria:

- Is the conviction relevant to the position being offered?
- How serious was the offence?
- How long is it since the offence took place?
- Is there a pattern of offending behaviour?
- Have the personal circumstances changed since the time of the offending behaviour?
- How has the person become rehabilitated?
- Is the person barred from the type of regulated work we need them to do?

If Bowls Scotland determine that the disclosed information is relevant to the role, we will withdraw the job or volunteering role offer if it is within Bowls Scotland. If it is with one of our affiliated member clubs, we will contact the Wellbeing & Protection Officer to further discuss the role before making the recruitment decision. Clubs are required to abide by Bowls Scotland's decision on the applicant's suitability for the discussed role.

Review

This Policy and associated procedures will be regularly reviewed:

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

Questions about this policy should be directed to:

Safeguarding Lead Officer and/or Business Operations Manager, Bowls Scotland