

SUITABILITY DECISION AGREEMENT (SDA FORM)



Suitability Decision Agreement

Our Club agrees that Bowls Scotland will access disclosures and make suitability decisions on our behalf. We understand that this suitability decision is solely in relation to the information provided on the disclosure or change of status notifications.

We understand that Bowls Scotland can only access disclosures for qualifying voluntary organisations through their enrolment with Disclosure Scotland.

We understand that 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 or notifications or change in the status are received, this previously gained consent will allow Bowls Scotland to share relevant information with the Club that recruited them. We understand that in accordance with the GDPR, the member can withdraw sharing consent at any time. If consent is withdrawn, the member will no longer be able to continue in a regulated role within the club, as per Bowls Scotland's Safeguarding Policy.

We agree that any information received or shared will be handled with the strictest confidence and in accordance with the Disclosure Scotland Code of Practice, will only be shared with those entitled to know the information in the course of their duties and will only be used for the purpose it was provided for.

The Club understands the implications of authorising Bowls Scotland to make these suitability decisions on our behalf. The Club understands that we are authorising Bowls Scotland to make a suitability decision in relation to the PVG scheme membership – the remainder of the recruitment process is the responsibility of the Club.

Referrals

The Club understands that there may be some circumstances where we will be required to make referrals to Disclosure Scotland, and other circumstances when it will be the responsibility of Bowls Scotland. All safeguarding concerns should be reported to Bowls Scotland via safeguarding@bowlsscotland.com;

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PART I : Organisation Details

Club Name		
Wellbeing and Protection Officer Name		
WPO Email address		
WPO Phone Number		
Is your Club a qualifying voluntary organisation? A qualifying voluntary organisation is an organisation which: - Is not conducted primarily for profit, and any profit generated is used to further the objectives of the organisation and is not distributed to its members. - Is not a further education institution, a school, a public or local authority, or which is not under the management of a public or local authority.	YES/NO	
Is your Club registered with Companies House?	YES/NO	
If yes, provide Companies House No.		
Is your Club a registered care service?	YES/NO	
Is your Club a registered charity?	YES/NO	
If yes, provide Registered Charity No.		

Role requiring PVG	Child/Adult/Both
e.g. Coach	Children

If you have indicated you require PVGs for Protected Adults, please provide information on what work the club does with Protected Adults, and if applicable in conjunction with what organisations.
Clubs must be delivering dedicated sessions / activity with protected groups to meet the criteria for regulated roles under the PVG scheme.

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Part 2 : Contract Terms

	Tick to Confirm
The Club understands and agrees to abide by the Disclosure Scotland Code of Practice as laid out in Bowls Scotland policies.	
The Club has a Secure Handling Policy in place.	
The Club has a Making Referrals Policy in place.	
The Club has a Recruiting People with Convictions Policy in place.	
The Club agrees that having a criminal record will not necessarily be a barrier to someone working or volunteering within the Club.	
The Club understands that if a Scheme Member's status changes to barred or if they are moved to consideration for listing, Bowls Scotland will notify the WPO to advise the appropriate action to take.	
The Club understands that all members working with children must sign and abide by the Code of Conduct for Working with Children.	
The Club agrees to adhere to the Bowls Scotland Safeguarding Policy.	

Club PVG Processing Contract Agreement

In completing the information below, I confirm that our club will comply with the terms of the agreement as detailed above.	
WPO Signature (typed is acceptable)	
Date of Signature	