



WEST LINKS JUNIOR GOLF CLUB

Referrals Policy

This policy is relevant to all those involved in making recruitment and/or disciplinary decisions in our organisation.

When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where our organisation must notify the Protection Unit at Disclosure Scotland. This is called “Making a Referral”. Even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason they leave, if we would have permanently removed the individual, the actions detailed in this policy will continue to apply.

Two conditions must be met before we let Disclosure Scotland know that something has happened:

Condition 1: a person has been permanently removed / has removed themselves from regulated work.

Condition 2: at least one of the following five grounds apply. That a person has:

- 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 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.

Where there is an historic allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us, but which we believe in all probability would have led to the two conditions being met, we will consider whether we want to make a referral, but the legal responsibility only applies after 28 February 2011 when PVG was first introduced.

Where it is necessary to make a referral, this process will be carried out by the West Links Junior Golf Club Safeguarding Officer. In their absence, the process will be carried out by the West Links Junior Golf Club Deputy Safeguarding Officer.

Those who are in a position which may involve carrying out disciplinary action which may result in the removal from regulated work or the dismissal of someone in regulated work must ensure they notify the West Links Junior Golf Club Safeguarding Officer, or in their absence the West Links Junior Golf Club Deputy Safeguarding Officer of the legal requirement to make a referral where the conditions above have been met.

Failure to make a referral where required may result in our organisation being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify the West Links Junior Golf Club Safeguarding Officer or the West Links Junior Golf Club Deputy Safeguarding Officer when both conditions for making a referral have been met.