

Faith Movement - Protocol for Handling Blemished PVG/DBS

1. The Safeguarding Officer will be notified by Scottish Catholic Safeguarding Service (SCSS) or Catholic Safeguarding Advisory Service (CSAS) that a PVG/DBS certificate applied for by the Faith Movement has come back blemished and a copy of the certificate will be posted to the Safeguarding Officer. This can occur either in the course of an application being made by a new volunteer or when an update application is being made by an existing volunteer.
2. The Safeguarding Officer makes a preliminary assessment about whether to refer the volunteer application to the Safeguarding Committee based on the nature and seriousness of the conviction(s)/concerns. If the issues are minor and not relevant to the volunteer role (e.g. if they are minor road traffic offences), the Safeguarding Officer would not normally refer them to the Safeguarding Committee and the volunteer application process would proceed in the normal way.
3. If the Safeguarding Officer decides there is an issue for the Safeguarding Committee, she will check the volunteer's application form showing what role has been applied for by the volunteer and the self-declaration form to check whether the convictions were disclosed by the volunteer or not, and whether any additional explanation was offered. The references might also be requested if relevant.
4. The Safeguarding Officer then contacts the prospective volunteer in writing (marked "private and confidential") explaining that the PVG/DBS certificate has come back blemished, explaining that it will be necessary to refer the matter anonymously to the Safeguarding Committee and inviting the person to write back within 14 days with any further information they would like put before the Safeguarding Committee for consideration. The letter explains to the volunteer that on no account must they begin volunteering unless or until they receive an approval letter. In the case of an existing volunteer, the Safeguarding Officer will consult with the Safeguarding Committee to make a recommendation to the Trustees on whether the volunteer should be suspended from their role while the matter is under consideration. If it is agreed that the volunteer should be temporarily suspended, the Safeguarding Officer will also notify the volunteer of this decision in writing.
5. In the meantime, the Safeguarding Officer advises the Trustees in strict confidence about the blemished PVG/DBS and the procedure that will be followed.
6. On receipt of any information the volunteer sends in, or within 21 days if no reply is received from the volunteer, the Safeguarding Officer convenes a

Safeguarding Committee meeting and compiles a report for the Safeguarding Committee with the relevant information i.e. details of the conviction(s)/concerns, the role the volunteer has applied for, if the volunteer disclosed the information on the self-declaration form and any explanation provided by the volunteer.

7. The Safeguarding Committee meets to discuss the anonymous report and assess risk on the basis of the information before it. The Safeguarding Committee makes a written recommendation to the Trustees about whether the volunteer application should be accepted, rejected or granted with restrictions.
8. Within 7 days of the Safeguarding Committee meeting, the Safeguarding Officer records the recommendations of the meeting in a written document and emails this to the Chair of the Trustees. There will be a separate written recommendation for each case considered.
9. Within 14 days (so far as possible) of receipt of the recommendation(s) of the Safeguarding Committee, the Trustees decide whether to accept, reject or amend the recommendation(s) and will notify the Safeguarding Officer of their decision in writing. The Safeguarding Officer will in turn notify the volunteer of the decision in writing (marked "private and confidential").