



**CAMANACHD  
ASSOCIATION**  
COMANN NA CAMANACHD

**THE GOVERNING  
BODY FOR SHINTY**

## **PVG REFERRALS POLICY**

**Protection of Vulnerable Groups (Scotland) Act 2007**

**Camanachd Association Safe Recruitment Policy**  
2024

## Protection of Vulnerable Groups (Scotland) Act 2007: Referrals

The Protection of Vulnerable groups (Scotland) Act 2007 creates the framework to ensure that people who are known to be unsuitable, on the basis of past behaviour, cannot work or volunteer with children or protected adults (regulated work).

Disclosure Scotland and the Disclosure and Barring Service maintains lists of people barred from working with children and vulnerable adults in Scotland.

### Making a Referral

The PVG Scheme requires organisations to make referrals to the Protection Unit at Disclosure Scotland in certain circumstances. If the Camanachd Association or a Club/Association permanently remove someone from regulated work, it needs to be decided if the reason(s) that they were removed means Disclosure Scotland need to be informed about what happened. This is called "Making a Referral".

#### Circumstances to make a Referral

- Harmed a child/protected adult.
- Placed a child/protected adult at risk of harm.
- Engaged in inappropriate conduct involving pornography.
- Engaged in inappropriate conduct of a sexual nature involving a child/protected adult.
- Given inappropriate medical treatment to a child/protected adult.

#### AND as a result:

- The Camanachd Association has dismissed the member of staff or volunteer from organisation/affiliated Club.
- The staff member or volunteer has been transferred to a position in the organisation which is not regulated work with children or protected adults.
- The staff member/volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed contract.

**The Camanachd Association and affiliated clubs have a legal responsibility to make a referral; it is a criminal offence not to make such a referral.** This should be done within 3 months of making your decision to permanently remove/transferred away from regulated work.

The form for making a referral can be found on Disclosure Scotland's website, along with instructions for completing the form.

[Making a referral to Disclosure Scotland - mygov.scot](https://www.mygov.scot/pvg-referrals) : <https://www.mygov.scot/pvg-referrals>

The Protection Unit can be contacted on [0300200040](tel:0300200040) if you need any further information/support.

### Responsibility of making a Referral

When a club carry out a disciplinary action and make the decision to permanently remove someone from regulated work, the club is responsible for making the referral. This is the responsibility of the Club Chair/ President or Child Protection Officer. Throughout the procedure, the Camanachd Association will support the club through the process.

Where the Camanachd Association take disciplinary action which results in someone being removed from regulated work within the SGB or affiliated club, the Camanachd Association are responsible for making the referral.

Where it is necessary for our Sports Governing Body (Camanachd Association) to make a referral, this process will be carried out by **Alaina MacLennan, Welfare Officer**. In their absence, the referral process will be carried out by **Ronald Ross, National Development Manager**.