



ANNEX 2

Transplant Sport Child & Vulnerable Adult Protection Policy - Process For Checking And Training Staff And Volunteers (To be read in conjunction with the TS Child & Vulnerable Adult Protection Policy)

Disclosure & Barring Service, PVG (Scotland) or Access NI checks

All the following people must have DBS, PVG (Scotland) or Access NI checks:

- All Trustees
- All Management Committee members, staff and volunteers whose work brings them in to regular and unsupervised contact with children or vulnerable adults
- All Management Committee members, staff and volunteers who manage others who are in regular and unsupervised contact with children or vulnerable adults

The DBS update service may be used if the person has signed up for this service.

The above criteria may be changed depending on guidance from the DBS.

Checks must be undertaken at least every 3 years.

Transplant Sport uses an agency to undertake checks.

A new volunteer who is employed in the health service or social services or teaching who volunteers with TS may provide evidence of a current DBS check while an additional DBS check is being undertaken by TS.

A volunteer who is employed in the health service or social services or teaching who volunteer with TS on a one-off basis or occasional basis may provide evidence of a current DBS check instead of having an additional DBS check undertaken by TS.

A record must be kept as follows

- Name of person
- Nature of volunteering
- Evidence of workplace provided
- Type of DBS check

- Date of DBS check
- Evidence of check
- Name of TS representative observing evidence
- Signature of TS representative observing evidence
- Date to be reviewed

Safeguarding training

All the following people must have safeguarding training:

- All Trustees
- All Management Committee members
- All staff whose work brings them in to contact with children or vulnerable adults
- All volunteers who have regular and unsupervised involvement with children or vulnerable adults

All the above will be offered NSPCC on line training (or other equivalent or more in-depth training) in their first month. They will also be offered a training session with our TS Designated Person and another experienced TS representative in their first 6 months. This will often be a live on-line session.

The above is optional if they have undertaken similar or more in-depth training elsewhere in the last 3 years.

Training must be updated at least every 3 years.

Evidence must be provided of all relevant training and a record kept by Transplant Sport as follows:

- Name of person
- Training undertaken
- Training provided by
- Date of training
- Evidence
- Name of TS representative observing evidence
- Signature of TS representative observing evidence
- Date to be reviewed

The record must be reviewed by a Trustee at least every year.

This document dated – 31st October 2017 – to be agreed by Trustees 11th November 2017
Next review – November 2018