



## Wick Players

14/14a Moray Street, Wick, Caithness, KW1 5QF  
Registered Scottish Charity No. SC019009  
Private Limited Company No. SC358114

# Policy

Policy No. POL10

*Please take note that where the words “we”, “us” or “directors” are stated, this refers to the board of directors of Wick Players who oversee the successful running of the club.*

The board of directors of Wick Players has adopted this policy and each member is expected to support and to comply with it.

### **Policy on Making Referrals.**

Wick Players is committed to a policy on making referrals to comply with current legislation.

The PVG Scheme requires organisations to make referrals to the Protection Unit at Disclosure Scotland in certain circumstances. If you permanently remove someone from regulated work you need to decide if the reason(s) that they were removed, meaning that you need to let Disclosure Scotland know what has happened. This is called “Making a Referral” and includes circumstances where you would have removed them if, for any reason, they have already left the role.

Disclosure Scotland will then use this information to help them decide if someone remains suitable to continue to do regulated work (with children/adults/both) or if they should be removed from regulated work.

#### - When Should You Let The Protection Unit Know What’s Happened?

You should only make a referral when two conditions have been met:

Condition 1 – *A person has been permanently removed/removed themselves from regulated work*

Condition 2 – *At least one of the following five grounds apply to their permanent removal:*

- o Caused harm.
- o Placed someone at risk of harm.
- o Engaged in inappropriate conduct involving pornography
- o Engaged in inappropriate sexual conduct
- o Given inappropriate medical treatment

When both of these conditions have been met, you must let Disclosure Scotland know by making a referral. The form for making a referral can be found on Disclosure Scotland’s website, along with instructions for completing the form and the Protection Unit can be contacted on 03000 200040 if you need any help.

Making a referral is not optional. It is a legal requirement to report circumstances where both conditions are met. This should be done within 3 months of making your decision.

This policy was accepted by the board of directors of Wick Players on: *02/03/2022*

Signed on behalf of the board of directors of Wick Players:

Jayden Alexander

(Secretary)

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The person responsible for making a referral, or as the first point of contact should be the club's child protection officer.

**Wick Players will ensure that all directors are aware of this policy.**

**Wick Players undertake to make a copy of this policy and the code of practice available to all members.**

This policy was accepted by the board of directors of Wick Players on: *02/03/2022*

Signed on behalf of the board of directors of Wick Players:



Jayden Alexander

(Secretary)