

Wellbeing and Protection Guidance

Appointment & Selection Toolkit



NOTHING
MATTERS
MORE

Introduction

For the majority, people who wish to work with children and young people in Scottish football do so with good intentions to improve the experience for children and young people. Unfortunately there are some individuals who seek employment or volunteer opportunities within the game to cause harm. The Scottish FA are fully committed to providing the safest and most enjoyable environment where children and young people can flourish and will take all measures to protect them. This toolkit provides an appointment and selection outline, along with tools and steps for clubs and leagues to take, so that a fair and consistent structure is in place for those who are seeking to work with Under 18s

This toolkit can also be used as a guide for all appointment and selection purposes wider than those working in regulated work with Under 18's as it can also be used for those roles that are in regulated work with vulnerable adults. If this toolkit is to be used outside of any regulated work, the Protecting Vulnerable Groups (PVG) scheme would not be applicable, along with the self-declaration for regulated work. A basic disclosure check and a self-declaration form for basic disclosures should be considered instead. A step by step flowchart on the Appointment & Selection procedure can be found in [Appendix 1](#).

Please contact the [Affiliated National Association](#) (ANA) that you affiliate with as they have an involvement within the process of Appointment & Selection. Their role will involve the registration of individuals, the processing of PVG applications and making decision on membership. You should contact them and familiarise yourself with how they are involved in this process.

Step 1 - Role Descriptions & Advertising

When it has been identified that there is a need to recruit to a position, the relevant person(s) within the league or club (e.g. Chairperson, League Secretary or selected Committee Members) should draw up draft a role description to identify:

- The main tasks and responsibilities;
- The skills and experience required;
- Confirmation that the position includes regulated work with children and will require PVG Scheme membership;
- A clear message on the expectations for child protection & wellbeing in the club or league;
- Confirmation of the expected child wellbeing and protection values. For example:

“Scottish football has established Child Wellbeing & Protection Values and is working to embed them across the game at every level. These values are: Inclusive, Accountable, Empowering and Approachable. We expect the candidate to embrace, maintain and demonstrate these values throughout all aspects of their role with the organisation”

Once the draft role description has been drawn up it should be submitted to the club/leagues committee for approval. Once agreed, the club/league should consider how they advertise the vacant position. In advertising the role, you should:

- Make everyone within the club/league aware of the opportunity available;
- Utilise the club/league website, newsletters, social media, partner websites or develop physical formats (such as posters or leaflets) to be placed in facilities utilised by the club or league;
- If there is wording on wellbeing & protection within the advert, make sure it reflects the clubs/leagues wellbeing & protection policies;
- Ensure that no individual is discriminated against in terms of age, disability, marriage and civil partnership, pregnancy and maternity, religion or belief, sex, sexual orientation, race or gender/gender reassignment (defined under The Equality Act 2010).

The Scottish FA's Quality Mark accreditation scheme provides some template role description for a range of roles which are available to use. These can be [accessed here](#). Your [ANA](#) may have template role descriptions also which can be utilised.

Step 2 - Application forms

An application form should be placed within the advertisement for the role. The purpose of this is so that the relevant information on the individual interested in the role can be collected, such as referee contact details and verification of the applicant's identity, and used when deciding upon the successful candidates for shortlisting and a recruitment conversation (see [step 4](#)). A template application form can be found in [Appendix 2](#).

Step 3 - References

2 x references must be sought for all individuals. At least one of these references must be from the most recent club or league where the individual volunteered/worked with children or young people previously. If having difficulties in obtaining references, a common sense approach should be taken by the club/league to ensure that they are sought from a previous employer or an individual (that isn't a family member) who is best placed to provide a reference outlining the individual's values and attitudes towards the role. A satisfactory reason as to why they have provided this certain reference should be provided also. Some examples of references that should be expected are as follows:

- A previous or current club/league the individual volunteered at;
- A previous or current employer;
- A club/league from another sport that they volunteer/work in;
- Previous community/volunteer work outside of football or sport;

Some examples of the best placed individuals to provide a reference should any of the above prove difficult are:

- A teacher/lecturer from school, college or university, whichever is most recent;
- If self-employed, a long term client/customer or accountant.
- A club that they previously played at;
- A long term close family friend (they shouldn't be a recent friend);

If possible, these should be collected before shortlisting or having a recruitment conversation with any candidates so that relevant questions can be asked and an indication of attitudes towards children's wellbeing & protection can be established. If not possible to obtain before shortlisting or having a recruitment conversation, they must be collected before any decision on appointment or selection is made. A template reference letter to help obtain them can be found in [Appendix 3](#).

If there are any concerns raised or disclosed on a submitted reference, these should be reported to the club/league or the relevant [Affiliated National Association's](#) (ANA) Wellbeing & Protection Officers. The appointment and selection procedure should be stopped until a satisfactory risk assessment is undertaken.

Data Protection Advice: When it comes to the retention of application forms and references, you should securely destroy/delete any documents from applicants who are not successful in the club/league's appointment and selection process. There is no need for the club/league to hold them any longer than is necessary. If an individual is successful, you have the option to hold onto their application form and references until they either leave the role at the club/league or for a period of 6 months after their appointment. If the club/league is holding the application form and references for an individual, the club/league must ensure it is stored securely, only used for the reasons it is needed and that only the relevant people have access to it so it is not freely accessible (*club/leagues need to consider not restricting access to the club/leagues data to one individual in case that individual leaves as the club/league will still require access to that information after they leave*). At the point the application form or references are no longer needed by the club/league, extreme care must be taken to destroy/delete them securely.

Please note that references are exempt from Subject Access Requests and should not be disclosed under a Subject Access Request. The author of the reference may wish to disclose the references directly to the applicant but the club/league should not provide a copy if requested.

To help inform applicants and volunteers with information on how their data will be collected and used, please see the template privacy notices in [Appendix 10](#) & [Appendix 11](#).

Step 4 – Recruitment Conversations

Before holding recruitment conversations with individuals, you should look to shortlist the applicants. Consider all information on the application form and think about the role description. Consider what is essential on the role description and if someone doesn't meet that criteria, withdraw them from the process. Follow this step by thinking about what is desirable within the role, then score each individual on the criteria they meet. The best scorers should be kept for a recruitment conversation.

A recruitment conversation is where you have the opportunity to meet and speak with the candidate. This could be a formal sit down face-to-face interview or something less informal such as a phone call. However the club/league conducts this conversation, it is critical to speak with the candidates well in advance to ensure suitability for the role is explored appropriately.

It is extremely important to have recruitment conversations with all shortlisted applicants so that the information obtained on the application form can be explored appropriately. You should always aim to have face-to-face conversations so that you can ask the appropriate questions required (see below). If this is not possible, they could be conducted via telephone or a video messenger

platform. There must be a minimum of 2 club/league members involved in the recruitment conversation to ensure it is fair and balanced and to help make balanced decisions on the applicant's suitability. Children and young people may be involved in the recruitment conversations either directly or by assisting you to develop the questions. All applicants must be asked the same questions allowing for them to give opportunity to recount experiences and describe how they have or would handle situations.

Questions in the conversations should have a focus on being values-based. Values-based questions focus on 'how' and 'why' an applicant makes choices and seeks to explore reasons for their behaviour. It provides you with an understanding of, and insight into, applicant's values and behaviours, and how they are aligned with the club or leagues. [Scottish Football's Child Wellbeing & Protection Values](#) are: Accountable, Inclusive, Approachable and Empowering. There should be at least one question related to each value within the recruitment conversation. Some examples of value-based questions are in [Appendix 4 \(this list is not exhaustive\)](#).

Step 5 – Appointment & Selection Decisions

When all the above steps have been undertaken, you will need to consider **ALL** the information that has been collected through the appointment & selection procedure to make an informed decision on whether or not to accept the applicant into the club or league.

When considering who to appoint, make sure the chosen applicant matches the job description and requirements you originally identified for the role. In particular you should think about:

- Did they meet the values and attitudes of the club/league?
- Will they fit into the ethos and culture of the club/league?
- Will they help build on our culture and drive it forward?
- How much experience do they have to bring to the role?
- What advanced skills or experience can they bring to the role to enhance the experience for children and young people?
- How much training will they need now or in the future?
- Do I have any unaddressed doubts or concerns about this individual?

You will also want to rank all your shortlisted candidates based on how well they fit with the club or league. Don't be distracted by a candidate's skillset and experience alone. Having one individual who doesn't have the right attitude within the club/league can be detrimental to the culture and moral of the whole club or league. The final decisions on recruitment should be approved by the club/leagues committee.

When making offers to successful candidates, you should inform them of any relevant information about the role such as work hours, pay/salary and duration of the role, any probationary periods and any benefits. You may want to consider an offering a contract or volunteer agreement (please see [Appendix 5](#) for a template volunteer agreement) with the individual which will outline the club/leagues expectations from the individual but also in turn, what the individual can expect from the club/league. When offering a role, always make it clear that the offer is still subject to satisfactory completion of all vetting processes which are identified below. The vetting processes are in place to ensure suitability and help secure further safety for the children and young people within the game.

Step 6 – Child Wellbeing & Protection Requirements

- Protection of Vulnerable Groups (PVG) Scheme

Clubs and leagues have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to make sure that those who are working in regulated activity with children and young people are not barred from doing so. Therefore they must be members of the PVG Scheme for the club/league **BEFORE** they start working or volunteering with children and young people.

If you are unsure which roles require PVG membership or are unsure of the process. Please [contact Disclosure Scotland](#) or the relevant [ANA](#) that you are registering with and they will be able to provide further information.

Any information that is disclosed on a PVG certificate will be handled confidentially. If there is information disclosed by Disclosure Scotland on the certificate, the ANA or Club Safeguarding Panel (depending on who the employer is) will undertake a risk assessment in relation to the information disclosed and decide whether the individual is accepted into the proposed role at the club or league.

The Scottish FA also has guidance on the PVG scheme for clubs and leagues which can be [found here](#).

- Overseas Applicants

Applicants from overseas being appointed to regulated work with children and young people within Scottish football are required to join the PVG Scheme. Applicants from overseas must prove their 'right to work' in the UK and be asked to provide a police check from their relevant country, where possible, on top of being required to join the PVG Scheme. For further information please [click here](#) or contact your relevant [ANA](#).

- Self-Declarations

All those in regulated work with children and young people must complete a self-declaration. Self-declarations are not supposed to replace PVG membership. They are in place to ask an individual to provide information on their suitability for a particular role with children. Declaring any criminal convictions on a self-declaration does not necessarily mean an applicant will be barred from working or volunteering. Any information disclosed must be treated fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974. A template self-declaration form can be found in [Appendix 6](#).

Any information that is disclosed on a self-declaration must be handled confidentially. If there is information, the ANA or Club Safeguarding Panel (depending on who the employer is) will undertake a risk assessment in relation to the information disclosed and decide whether the individual is accepted into the proposed role at the club or league.

- Fair Processing Notices

For the purposes of the protection of children and young people, the fair processing notice is in place to inform individuals that their information could be shared with Affiliated Associations, member clubs or the Scottish FA where information has been received that alerts these organisations to circumstances that may affect their status as a member of the PVG scheme.

A template fair processing notice can be found in [Appendix 7](#).

- Code of Conduct for Safeguarding Children's Wellbeing

Creating an environment where children and young people are respected, their rights are promoted and they are supported to have fun, learn and develop in a safe environment is essential to inspire them to love the game. To achieve this, individuals working with children must have a code of conduct to which they sign up to and adhere to. This will set the values, standards and expectations for all that are involved with children and young people within the club or league. The ANA's within Scottish Football have their own Codes of Conduct for those wishing to register which are required to be agreed and adhered to but clubs/leagues should look to develop their own that reflect the clubs ambitions, values and beliefs.

An example Code of Conduct (Set the Standards) can be found in [Appendix 8](#).

- Child Wellbeing & Protection Training

All roles working with children and young people require the individual to undergo a certain level of

wellbeing and protection training before they can take up their role. All officials must complete the Children's Wellbeing in Scottish Football course (online or face-to-face), or equivalent **sportscotland** training, which introduces the principles of wellbeing and protection in Scottish football.

For the role of the [Child Wellbeing & Protection Officer](#), they must undergo the Managing Children's Wellbeing course, or **sportscotland** equivalent, after they have completed the Children's Wellbeing in Scottish Football training or equivalent. This course provides a more in-depth look at child wellbeing & protection principles and how to manage concerns.

To access and book onto these courses, please [click here](#).

Step 7 - Inductions after Appointment

Inductions are essential when it comes to appointing a new individual within the club or league. An induction will help them understand the club/league's needs, help them meet key people, help them settle in quicker and support the development of good relationships around the club/league.

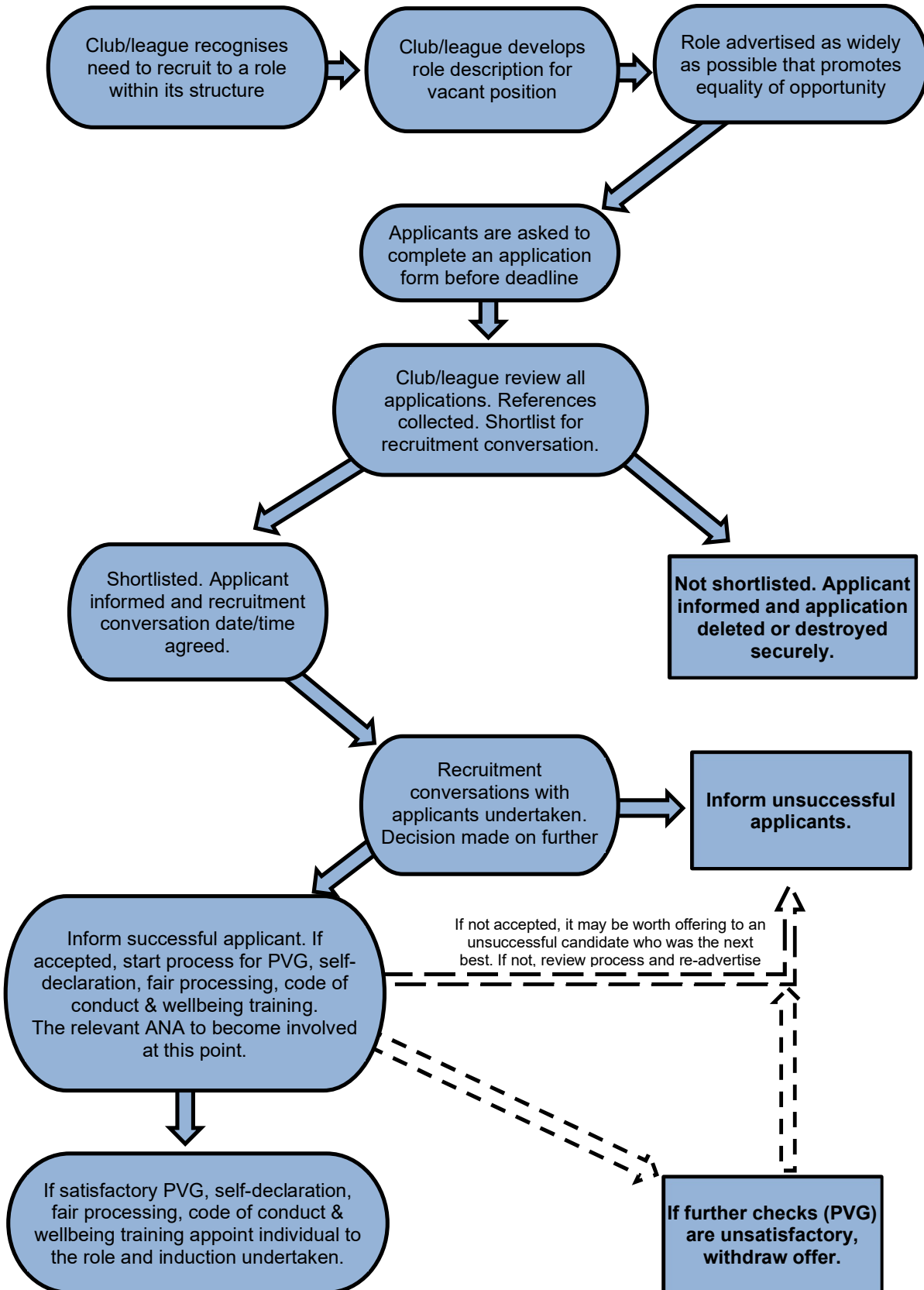
For information on what inductions should include, a basic induction checklist can be found in [Appendix 9 but this should be tailored to the club/leagues needs and circumstances](#).

The Scottish FA's club accreditation scheme, Quality Mark, hold a range of resources that can be used by clubs. The resources include an 'Induction Pack' that gives clubs a range of tools and templates to effectively introduce and induct new individuals within the club. The Quality Mark resources can be accessed via the Scottish FA [website here](#).

For more information and guidance on appointment and selection can be found in [Appendix 12](#).

Appendices:

Appendix 1 - Appointment & Selection flowchart



Appendix 2 - Application form template

PART A: PERSONAL DETAILS					
Title:	Mr.	Mrs.	Miss	Ms.	Other
Surname:					
First Name:					
Any other names:					
Date of Birth:			National Insurance No:		
Current Address incl Post Code:					
Telephone (Day):			Telephone (Evening):		
Email:					

PART B: EMPLOYMENT DETAILS	
<i>(Please detail your current or most recent employment, if necessary, please use a separate sheet)</i>	
Current Job Title:	
Name of Employer:	
Address incl Post Code:	
Employer Telephone:	
Outline of your role: <i>(Roles/ Responsibilities/ Duties)</i>	

PART C: PREVIOUS VOLUNTEER EXPERIENCE	
<i>(Please detail your current or most recent volunteer experience, if necessary, please use a separate sheet)</i>	
Name of Organisation:	
Start Date:	Finish Date: <i>(if applicable)</i>
Address incl Post Code:	
Telephone:	
Outline of your role: <i>(Roles/ Responsibilities/ Duties)</i>	

PART D: REFERENCES

(These references may be contacted prior to any recruitment conversation. One should be from the most recent club or league you worked/volunteered at. If having difficulties providing references, please speak with the club/league(delete as appropriate))

	Reference 1	Reference 2
Names:		
Address:		
Telephone:		
Email:		
How is this person known to you?		

PART E: QUALIFICATIONS

Academic/Vocational: <i>(e.g. N5's/GCSE/NVQ)</i>				
Sporting Qualifications: <i>(e.g. Coaching, First Aid or Child Protection)</i>	Title:		Year Qualified:	
	Title:		Year Qualified:	
	Title:		Year Qualified:	
	Title:		Year Qualified:	
	Title:		Year Qualified:	

PART F: FURTHER INFORMATION

Reasons for leaving previous club or league? (If applicable)	
Do you already have an SFA Coach ID number? (If yes, please provide it here):	

PART G: DECLARATION

I confirm the information that I have provided in support of my application is a complete and true record. I understand, if I am successful and that as part of this role, I may be required to undertake a Disclosure Check, 2 x references, Self-Declaration, Fair Processing Notice and Child Wellbeing & Protection in Scottish Football training:			
Signature:		Date:	

Appendix 3 - Reference Form Template

LETTER TO REFEREES FOR REGULATED WORK WITH CHILDREN – PRIVATE & CONFIDENTIAL.

Dear **[insert name]**,

[Name of applicant] is currently being considered as a **[insert role]** with the **[insert club/league]** and has given your name as a referee. The position includes regulated work with children. As an organisation committed to the wellbeing and protection of children we would like to know if there is any reason at all to be concerned about this applicant being in contact with children?

YES/NO (*Delete as appropriate*).

If you have answered **YES** we will contact you in confidence.

We would appreciate your honesty in providing us with some information which will allow us to consider their application. All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant’s suitability for the position and not with the applicant.

How do you know the applicant and how long have you known them?
What qualities does this person have that would make them suitable to work with children?
Why did the applicant leave their position? (<i>If known/applicable to referee</i>)

	Unsatisfactory	Satisfactory	Good	Excellent
Attendance				
Responsibility				
Maturity				
Self-motivation				
Can motivate others				
Ability to work as a team				
Willingness to follow instructions				
Commitment				
Communication skills				
Trustworthiness				
Reliability				

(Please only tick one in each rating)

If you have ticked unsatisfactory for any of the above, please provide more details:

Please also use this space to provide any other information about the applicant which you consider is relevant to the position applied for: (continue on a separate sheet if necessary)

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PART E: DECLARATION

I confirm the information that I have provided in support of my application is a complete and true record:

Print Name:			
Signature:		Date:	

Please return this either in an envelope marked **PRIVATE** and **CONFIDENTIAL** to:

[Insert club/league's return details]

Or via email marked **PRIVATE** and **CONFIDENTIAL** to: ***[Insert relevant email address]***

Appendix 4 - Values-Based Questions (examples)

Question	Value
a. Tell us about a time when your trustworthiness was challenged. How did you react/respond?	Accountable
b. Give a specific example of a time when you had to address an angry player/parent/official. What was the problem and what was the outcome? How would you assess your role in diffusing the situation?	Approachable
c. Tell us about a time when you felt compelled to immediately address a difficult situation when others wouldn't. (You had to do the right thing.)	Accountable
d. What would you do if a player came to you with an issue you didn't know how to address?	Accountable
e. How would you handle a situation where you made a big mistake, but you were the only one who knew about it?	Accountable
f. How would you represent this club/league in a positive way?	Empowering
g. What qualities do you feel make strong, healthy relationships?	Approachable
h. What are your most important values?	All 4 values
i. What excites you about working with children and young people in football? Followed by: Why does this role appeal to you?	Empowering
j. What have you done to find out about working with children and young people? Followed by: What is the most surprising thing you have learned? Followed by: What challenges do you think there would be? Followed by: What rewards do you think there would be? Followed by: What parts do you think you would most enjoy?	Empowering
k. What challenges do you think you will face in working with a diverse population?	Inclusive
l. How would you handle a situation in which someone made a sexist, racist, homophobic or otherwise offensive remark?	Inclusive
m. Please give an example of a situation where you've spoken up because you had concerns. What was the outcome? How did you feel about making a stand and about the outcome? What did you learn from this about yourself?	Accountable
n. Can you give an example of where your understanding of what another person may be going through has helped you to develop your compassion for that person?	Approachable
o. Tell me about a situation where it was important that you worked as part of a team. Why was this important? What was your exact role in the team? What was the result of having a team approach?	Approachable/ Inclusive
p. Tell me about a time when you have 'gone that extra mile' at work. What was the task? What was the outcome?	Empowering
q. Give me an example of a time when you were particularly perceptive regarding a player's feelings and needs?	Inclusive
r. How would you respond to a conversation between colleagues/spectator/parent that was clearly offensive to others?	Inclusive
s. Tell me about a time when you felt compelled to express an unpopular viewpoint to maintain your integrity. Followed by: What happened? What did you say and how did you say it?	Accountable/ Empowering
t. Leaders often have opportunities to foster positive relationships. Give me an example of a time when you did this.	Approachable
u. What does it mean to you for a club/league to be inclusive?	Inclusive
v. A new individual(s) arrives at the club/league and you don't get introduced, what would you do?	Approachable

Appendix 5 – Volunteer Agreement Template

[Insert club/league logo]

Volunteering Arrangement [Insert Year]

[INSERT NAME] [volunteer]

[INSERT CLUB/LEAGUE NAME] The Club/League (*delete as appropriate*) encourages and welcomes volunteers. This document sets out the relationship between you, as a volunteer and the Club/League (*delete as appropriate*). It sets out the basis upon which you will be appointed as a volunteer, what you can expect from us and what we can expect from you. This does not represent a contract of any nature, it does not represent a contract of employment and there is no intention between either of us to create an employment relationship of any nature between us by engaging with you as a volunteer, in this voluntary unpaid role.

Referees

We require you to provide two referees. We may also require you to be checked by Disclosure Scotland. You may not be able to volunteer with us without a recent certificate (depending on the volunteering we have for you).

Your role as a volunteer

The task that you will be asked to undertake as a volunteer will be to

[INSERT ROLE TITLE WITH THE CLUB/LEAGUE]

At all times you will carry out your volunteering to the best of your abilities, embedding Scottish Football's Child Wellbeing & Protection values "Inclusive, Accountable, Empowering, Approachable" throughout your role and when doing so, upholding the good name and standing of [INSERT CLUB/LEAGUE NAME].

What you can expect from us

The Club/League (*delete as appropriate*) will provide you with:

<Insert what the individual can expect from the club/league e.g. an induction, training opportunities, expenses, equipment etc>

What we expect from you

<insert here what the club/league expects from the individual e.g. discussions around time able to commit to the role, attitude and conduct expectations, when they are available and when they are not, what they should do if they aren't available etc>

Confidentiality

In the course of your volunteering you may be entrusted with confidential information about the Club/League (*delete as appropriate*), its staff, its clients and third parties that is not in the public domain. It is the duty of everyone within [INSERT CLUB/LEAGUE NAME] to ensure the protection of confidential information and taking all necessary steps to avoid breaches of the data. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

- a) "Confidential Information" means any knowledge, data or information relating to the activities or business of the [INSERT CLUB/LEAGUE NAME], financial and business information, personal information, marketing information, technical information, processes, know-how, computer programs and manuals.

- b) “**Breach**” means any breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, the Confidential Information, transmitted, stored or otherwise processed for the purpose of this agreement.

In receiving or accessing Confidential Information you must respect the data and not use the information for your own benefit. You must also accept and act in accordance with the following:

- That you will maintain the Confidential Information in the strictest confidence and will not divulge any of the Confidential Information to any third party without our prior written permission or as required by law;
- That you shall notify us if you become aware of any breach of the Confidential Information; and
- That you acknowledge:
 - The Information is highly confidential and sensitive and any outside knowledge or disclosure of the Confidential Information may be highly damaging to the business and interests of **[INSERT CLUB/LEAGUE NAME]**.
 - That **[INSERT CLUB/LEAGUE NAME]** may undertake internal disciplinary proceedings against you if there is a clear breach in confidential information

Data Protection

We will process personal data, special category personal data (also known as “sensitive person data”) and criminal records data relating to you in accordance with our Privacy Notices, which will be provided to you at the beginning of your role and is otherwise available upon request. We may transfer your personal data and sensitive personal data outside the European Economic Area in accordance with the terms of our Privacy Notice.

Policies

You will abide by the Club/League's (*delete as appropriate*), Child Wellbeing and Protection and **[INSERT RELEVANT CLUB/LEAGUE POLICIES]**, these will be provided to you during your induction. You are also responsible for taking care of yourself and other persons who may be affected by your acts or omissions and shall follow the Club/League's (*delete as appropriate*) instructions in all matters of health, safety and security. If you are working with children, it is essential that you are a member of the Protecting Vulnerable Groups (PVG) Scheme before you start your role with the club/league (*delete as appropriate*) and are not been barred from carrying out regulated work with children or vulnerable adults.

Ideas and problems

You may have ideas for the better performance of your volunteering duties or of way in which we can meet our objectives as a club/league. Please discuss this with the committee or board. If you run into problems when performing your volunteering duties, you should discuss any complaint or problems with **[INSERT RELEVANT INDIVIDUAL & CONTACT INFORMATION]**. They will discuss with you any issues that he/she may have with your volunteering. If you would like to change the arrangements for your volunteering or move to a different kind of volunteering, that too should be raised with **[INSERT RELEVANT INDIVIDUAL & CONTACT INFORMATION]**.

Termination

Either you or the Club/League (*delete as appropriate*) can terminate this arrangement with or without notice at any time.

Signed on behalf of **[INSERT CLUB/LEAGUE]**:

Signed by..... on

Signed by **[INSERT VOLUNTEER NAME]**:

Signed by..... on

Appendix 6 – Self-Declaration Template

SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN

[Insert organisation] requires that anyone applying to do [‘regulated work with children’](#) must complete a self-declaration form as part of the appointment and selection process.

Candidates entering into ‘regulated work with children’ are required to disclose certain convictions together with any other relevant non-conviction information requested below. Please note that any guidance below relates to convictions in Scotland. If you have any convictions or cautions from England, Wales or Northern Ireland, Disclosure Scotland rules and Scots Law will apply as the application is being made under the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act).

Any information that you give in this form will be managed according to the **[insert organisation]** Data Protection Policy and will only be used for the purpose it was requested. Having a criminal record will not necessarily bar you from working with us but this will depend on the circumstances, background of any offences and the nature of the position. If you are unsure about what to disclose, please see [Appendix 1](#) and [Appendix 2](#) for more information.

Completing the form:

1. Please give details regarding any unspent/spent convictions and cautions under the heading in **Section 1**.
2. Please provide details of any disciplinary action in **Section 2**.
3. Please give details of any further information in relation to Social Work services **Section 3**.
4. If you have no convictions, cautions or further information please go to **Section 4** and sign the declaration in **Section 5**.
5. Return the form in a sealed envelope marked ‘Private and Confidential – Self Declaration’. Please do not put your completed application form in the same envelope. **It is important that the forms are kept separate**. Your completed self-declaration form will only be seen by individuals in the organisation who have a responsibility for appointing staff and volunteers.

PERSONAL DETAILS

Title:		Tel No:	
Full Name:		E-mail:	
Address incl Post Code:			

ROLE DETAILS

Role applying/volunteering for:

Section 1 – Convictions and Cautions

Unspent Convictions – Any conviction that is yet to have reached its set rehabilitation period
(You must complete this section)

Do you have any unspent convictions? YES/NO. If YES, please provide details below:

	Date	Court	Offence	Disposal
1				
2				
3				

(Please add more rows if necessary)

Spent Convictions – Any conviction that has reached its set rehabilitation period

The 2018 amendment order to the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) provides 2 lists of spent convictions which means not all spent convictions should be disclosed on this self-declaration form (Please see [appendix 1](#) & [appendix 2](#) for more detailed information).

Convictions detailed in [Appendix 1](#) should only be disclosed if 15 years from the date of conviction have **not** passed unless you were imprisoned or detained in a young offender institution for over 30 months in which case you **must** always disclose this information.

Those convictions in [Appendix 2](#) should only be disclosed if they are still within the rehabilitation periods detailed in the table at the end of [Appendix 2](#).

	Date	Court	Offence	Disposal
1				
2				
3				

(Please add more rows if necessary)

If you have declared any **unspent and/or spent** conviction(s) above, please provide further information on the circumstances surrounding each conviction(s) below:

a) Please give details of the reasons and circumstances that led to your conviction(s).

b)	Have any other organisation(s) supported you to work through any of the above issues?
c)	Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc)?
d)	What have you learned from the experience?

Section 2 – Details of any disciplinary action in relation to children

<p>Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm? YES/NO</p> <p>If YES, please give details.</p>
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Section 3 – Further information

<p>Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES/NO</p> <p>If yes, please provide details</p>
--

Section 4 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act):

1. Section 35 of the PVG act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.
2. A person is barred from regulated work with children if they are:
 - The subject of an automatic listing (under section 14 of the PVG Act).
 - Included in the PVG Children’s List (and, by default, the Independent Safeguarding Authority Children’s List which covers the rest of the UK) under section 15 of the PVG Act.

3. Under section 12 of the PVG Act an individual can be 'considered for listing' as information on their suitability to work with children is assessed.

*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in section 12 of the same Act.

OR

*(delete as appropriate)

*I am under 'consideration for listing'

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal.

I understand that deliberately giving false information can result in prosecution.

Section 5 – Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I understand that I am expected to disclose any convictions above that are within the appropriate rehabilitation periods
3. I will assist **[INSERT CLUB/LEAGUE NAME OR RELEVANT AFFILIATED NATIONAL ASSOCIATION]** to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
4. I agree to inform **[INSERT CLUB/LEAGUE NAME OR RELEVANT AFFILIATED NATIONAL ASSOCIATION]** if I am convicted of an offence while a member of staff or volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.
5. I understand that I am required to submit an updated self-declaration on a yearly basis for the duration of time that I am a member of staff or volunteer with the organisation.
6. If I become considered for listing, I understand this will result in precautionary suspension.
7. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work for the organisation or the termination of my services.

Full Name: _____

Signed: _____

Date: _____

Appendix 1 - Which convictions should be disclosed on the self-declaration form?

In line with the Police Act 2007 and the Protection of Vulnerable Groups (Scotland) Act 2007 Remedial Order 2015 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2018, there are offences which always must be disclosed and other offences which are to be disclosed subject to 'the rules'.

'The rules' are applied as follows:

Age at Conviction	Period of Disclosure	Treatment of Disclosure
18 years or older	15 years	No disclosure after 15 years
Younger than 18 years	7.5 years	No disclosure after 7.5 years

Spent convictions detailed in the '**Offences which are always disclosed**' should only be detailed if 15 years from the date of conviction have not passed (if over 18 at the time) or 7.5 years (if under 18 at the time), unless you were imprisoned or detained in a young offender institution for over 30 months in which case you must disclose this information.

Offences which are **always** disclosed: www.mygov.scot/offences-always-disclosed/

Spent convictions detailed in '**Offences that must be disclosed according to rules**' should only be disclosed if they are still within the specific rehabilitation period ([appendix 2](#)).

Offences that must be disclosed according to rules: www.mygov.scot/offences-disclosed-rules/

If you have any convictions for offences detailed in these lists which have passed the timescales detailed above, you should not disclose these on this form. However, please be aware that if you are applying for a Standard, Enhanced or PVG disclosure, this information can be released on your certificate for longer than the normal rehabilitation period. Where information is released, we will discuss this with you when we receive our copy of your disclosure.

You can challenge to remove any disclosures on your certificate but you will need to apply to a sheriff. More information on this process can be found here: www.mygov.scot/convictions-higher-disclosures/

A full list of rehabilitation periods can be found in the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) here:

www.legislation.gov.uk/ukpga/1974/53/section/5#extent-S

More information on disclosure convictions

If you are still unsure on what to disclose, Citizens Advice Scotland provides more information on when and what to disclose here: www.citizensadvice.org.uk/scotland/work/do-i-have-to-declare-my-criminal-record-s/. Nacro, a national social justice charity, also provide more information on this subject on their website here: www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/.

Appendix 2 – Table of Rehabilitation Periods

Sentence/disposal	Rehabilitation period for adults (18 or over)	Rehabilitation period for young people (under 18)
Imprisonment or detention in a young offender institution for over 30 months (2 ½ years)	Never spent	Never spent
Imprisonment or detention in a young offender institution over 6 months but not exceeding 30 months (2 ½ years)	10 years	5 years
Imprisonment up to 6 months	7 years	3 years 6 months
Fine	5 years	2 years 6 months
Community Sentence	5 years	2 years 6 months
Conditional discharge	The period of the order, or a minimum of 12 months (whichever is longer)	The period of the order, or a minimum of 12 months (whichever is longer)
Absolute Discharge	6 months	6 months
Conditional Caution	3 months	3 months
Simple Caution, Reprimand, Final Warning	Spent immediately	Spent immediately

Some sentences carry variable rehabilitation periods. The main ones are as follows:		
Compensation Order	5 Years	2 years 6 months

Supervision Order	The period of the order, or a minimum of 12 months (whichever is longer)	The period of the order, or a minimum of 12 months (whichever is longer)
Bind Over	The period of the order, or a minimum of 12 months (whichever is longer)	The period of the order, or a minimum of 12 months (whichever is longer)
Attendance Centre Order	A period ending one year after the order expires	A period ending one year after the order expires
Hospital Order	Five years, or a period ending two years after the order expires (whichever is longer)	Five years, or a period ending two years after the order expires (whichever is longer)

Important Note: This is intended as general guidance only. It must not be regarded as a definitive interpretation of the Rehabilitation of Offenders Act 1974 and may have been updated since the creation of this document. Anyone in doubt should seek legal advice.

Appendix 7 – Fair Processing Notice template

FAIR PROCESSING NOTICE FORM

The Data Protection Act 2018 and the General Data Protection Regulation require that I am informed about how my personal information will be used. For the purposes of the protection of children and young people, the **[INSERT CLUB/LEAGUE NAME]** may share information about me with affiliated associations or Members where the **[INSERT CLUB/LEAGUE NAME]** has been alerted to circumstances that might affect my status as a member of the PVG scheme for regulated work with children or my suitability to carry out the regulated work role for which I have been appointed or am already doing. I have been advised that, in the event such sharing is deemed necessary it will be carried out by a member of the **[INSERT CLUB/LEAGUE NAME]** for the purpose of keeping children and young people safe in Scottish football.

Name:	
Date:	
	<p>I confirm that I have been advised and I understand that if:</p> <ul style="list-style-type: none">• my status as a member of the PVG Scheme for regulated work with children changes; or• my suitability to carry out the regulated work for which I have been appointed or am doing changes. <p>A member of [INSERT CLUB/LEAGUE NAME] may share information about me with Members or organisations (for which the [INSERT CLUB/LEAGUE NAME] is a member) as is necessary for the purpose of keeping children and young people safe in Scottish football.</p> <p>I understand that the impact of sharing this information may be that I am removed from any positions of regulated work with children within Scottish football until the outcome of legal and/or disciplinary proceedings.</p>
Signature:

Appendix 8 – Code of Conduct for Safeguarding Children’s Wellbeing

Set the Standards – Behaviours, Expectations and Requirements

Creating an environment where children and young people are respected, their rights are promoted and they are supported to have fun, learn and develop in a safe environment is essential to inspire them to love the game.

To achieve this goal **[insert club/league name]** expects its members of staff and Associated Persons embody the Wellbeing and Protection Values – Inclusive, Empowering, Approachable and Accountable - to create a positive football environment and by displaying exemplary behaviour and implementing practices that make football a safe, fun and positive experience for all children and young people involved.

On and off the pitch, I will:

Make football a fun and enjoyable experience where everyone is involved

- Always show respect to everyone involved in the game
- Encourage the children and young people to be respectful to everyone involved in the game
- Appreciate the importance of everyone involved in the game
- Be proud of being part of the same ‘team’ and encourage others to be proud of their achievements.
- Be a positive role model by:
 - leading with enthusiasm and encouragement
 - never engaging in, or tolerating offensive, insulting or abusive behaviour
 - being gracious in victory and defeat
 - Challenge and, where appropriate, report behaviour that does not meet the standards expected

When working with children and young people, I will:

Treat all children and young people equally with respect, dignity, honesty, sensitivity and fairness

- Promote the best interest of the young person and put their wellbeing before winning or achieving performance goals
- Promote and protect the rights of all children and ensure that children and young people are aware of their rights
- Never have favourites but praise the children and young people that demonstrate commitment, positive attitude and good behaviour
- Consult with children and young people allowing them the chance to be heard by having a ‘door open’ approach

- Always listen to and act upon any concerns raised by a child or young person
- Allow young people the right of being involved in decisions affecting them

Sign-up

I confirm that I have read and agree to abide by **[insert club/league name]** Child Wellbeing and Protection in Scottish football Policy Statement and associated Procedures and Practice Notes.

I agree to abide and demonstrate **[insert club/league name]** Wellbeing and Protection Values.

I understand that a breach of **[insert club/league name]** Child Wellbeing and Protection in Scottish football Policy Statement and associated Procedures and Practice Notes will be taken seriously and responded to in line with the **[insert club/league name]** Responding to Concern Procedures.

Name: _____

Date: _____

Witnessed by: _____

Appendix 9 – Induction Checklist

Induction checklist

The induction is to help a new starter/volunteer settle in as soon as possible. The aim of this is to ensure that the volunteer understands the way in which the club/leagues works, the place of their role within this, and that they have a full understanding of their role and responsibilities.

Inductions should commence on the first day of joining and be completed as soon as is practicable.

Name of Club/League:	
Name of new starter:	
Start Date:	
Role title:	

Topics to Cover

(Please tick once completed)

Explanation of the induction	
Explanation of their role and expectations within the club/league	
Introduction to club/league officials and committee members	
Informed of the club/league structure;	
Informed of club/league overview & history;	
Informed of key dates, meetings and events;	
Facilities, equipment and storage;	
Tour of club/league facilities (if applicable);	
Received & signed code of conduct;	
Completed the Children's Wellbeing in Scottish Football e-learning;	
Received, completed and signed the Self-Declaration & Fair Processing Notice;	
Been provided and read the Wellbeing & Protection Policy;	
Covered other relevant policies and procedures (E.g. health and safety, complaints);	
Confirm probationary period (if applicable);	
Informed of club/league financial policies & procedures (e.g. expense claims);	
Informed of annual leave days and TOIL policies (if applicable);	
Training & Development opportunities outlined;	
Provided with key contact details at the club/league;	

(This list is not exhaustive and can be added too to suit the club/league needs)

Induction Completion:

Induction undertaken by (print name):	
Date of Completion:	
Signature:	
New starter (print name):	
Signature:	
Date of Completion:	

Appendix 10 – Volunteer & Staff Recruitment Privacy Notice

If a club/league is looking to adopt and use these privacy notices, clubs/leagues need to ensure that they are satisfied with the data identified within the notice and it matches what the club/league is collecting, how the club/league is operating when it comes to appointment & selection and also who the club/league is operating with through these procedures.

[INSERT CLUB/LEAGUE NAME] - Volunteer Recruitment Privacy Notice

1. The Purpose of this Document

- 1.1. We take your privacy seriously. This policy documents your privacy rights and how we gather, use and share personal data about you during the recruitment process, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679, as well as other data protection and privacy laws and separate UK data protection law as may be updated or replaced from time to time.
- 1.2. It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are aware of how and why we are using such information. We will update this notice if we make any significant changes affecting how we use your personal data, and if so we will contact you to let you know about the change.

2. About us

- 2.1. We are what is known as the 'controller' of personal data we gather and use. When we say 'we', 'us' in this notice, we mean **[INSERT CLUB/LEAGUE NAME]**.
- 2.2. This notice shall not form part of any contract or agreement which you may enter into with us, and we reserve the right to amend this notice at any time.

3. Your Privacy Rights

- 3.1. You have various rights in respect of the personal data we hold about you – these are set out in more detail below. If you wish to exercise any of these rights, please contact **[INSERT RELEVANT EMAIL ADDRESS]**. You will generally not be charged a fee to exercise any of your rights over your personal data.
 - 3.1.1. **Right to object:** You can object to our processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
 - 3.1.2. **Access to your personal data:** You can request access to a copy of your personal data that we hold, along with information on what personal data we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making.
 - 3.1.3. **Consent:** Most of the time, we won't need your consent to use your personal data as we will be using it only to fulfil our obligations and exercise our rights as an employer. If you have given us your consent to use personal data, you can withdraw your consent at any time.

- 3.1.4. **Rectification:** You can ask us to change or complete any inaccurate or incomplete personal data held about you.
- 3.1.5. **Erasure:** You can ask us to delete your personal data where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.
- 3.1.6. **Portability:** You can ask us to provide you or a third party with some of the personal data that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.
- 3.1.7. **Restriction:** You can ask us to restrict the personal data we use about you where you have asked for it to be erased or where you have objected to our use of it.
- 3.1.8. **No automated-decision making:** You have the right not to be subject to automated decisions that will create legal effects or have a similar significant impact on you. We do not currently carry out automated decision-making in the course of you working with us, but we will notify you in advance if this changes.

- 3.2. You can make a complaint to us by contacting us by email to **[INSERT RELEVANT EMAIL ADDRESS]** or, if you are unsatisfied with our response, to the data protection supervisory authority – in the UK, this is the Information Commissioner's Office, at <https://ico.org.uk/>.

4. What Kinds of Personal Data We Use

- 4.1. We will collect various categories of personal data during the course of the recruitment process.
- 4.2. Up to and including the stage of the recruitment process at which we shortlist candidates for interview, we will collect, store, and use the following categories of personal data about you:
 - personal contact details such as name, title, home addresses, telephone numbers, and personal email addresses;
 - date of birth;
 - details of your qualifications, experience, employment history (including job titles, current salary and working hours) and interests;
 - information about any of your criminal convictions and offences;
 - information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
 - gender;
 - details of your referees; and
 - any other information contained within your CV or cover letter or gathered as part of the appointment and selection process.
- 4.3. After the shortlisting stage, we may collect, store, and use the following additional categories of personal data about you. Any offer which we make may be conditional on your provision of such requested information: **[DELETE ANY IF NOT (OR ADD) APPROPRIATE TO THE CLUB/LEAGUE]**
 - identification information (including a copy of driving licence, passport and utility bills);
 - your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information

- information about your previous academic and/or employment history from references obtained about you from previous employers and/or education providers;
- information contained in any third party references provided to us about you;
- information regarding your academic and professional qualifications;
- information regarding your performance in respect of any psychometric testing or other assessments which may be used throughout the appointment and selection process; and
- information about any of your criminal convictions and offences (including information obtained through Disclosure Scotland or other third party disclosure providers).

4.4. Some kinds of personal data are given special protection by the law – these are called 'special category' personal data. We will sometimes collect, store and use the following types of 'special category' personal data as part of the recruitment process:

- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions; and
- information about any of your criminal convictions and offences (from, for example, Disclosure Scotland or other third party disclosure providers).

5. How We Gather your Personal Data

We will obtain your personal data in different ways: **[DELETE ANY IF NOT (OR ADD) APPROPRIATE TO THE CLUB/LEAGUE]**

- directly from you, when you send us your CV, application form or cover letter, or when you otherwise apply for a role with us (either in response to an advertisement or speculatively);
- your referee(s) (including former employers where relevant);
- from any references provided to us from your current or previous employers, or other third party organisations;
- through your completion of any psychometric tests that we use to evaluate your skills and suitability for a role; and
- a background check provider (including Disclosure Scotland or other third party disclosure providers).

6. How We Use your Personal Data and the Legal Basis

6.1. We only use your personal data where it is permitted by the laws that protect your privacy rights

6.2. The legal bases and purposes for processing your personal data during our recruitment process are:

- to take steps to enter into an employment contract or volunteer agreement with you;
- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms (for example, assessing your suitability for the relevant role for which we are recruiting, whilst ensuring that any personal data obtained is held securely).

- 6.3. We seek to ensure that our collection and processing of your personal data is always proportionate.
- 6.4. We do not need your consent to use your personal data where the law otherwise allows us to use it. In limited circumstances, we may approach you for your consent to allow us to process certain personal data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can consider whether to give your consent. You have no obligation to give consent if you are asked for it, and if you do give consent you may withdraw it at any time.

7. How We Use Particularly Sensitive Personal Data

- 7.1. Special protection is given to certain kinds of personal data that is particularly sensitive. This is information about your health status, racial or ethnic origin, political views, religious or similar beliefs, sex life or sexual orientation, genetic or biometric identifiers, trade union membership and any criminal convictions.
- 7.2. We shall process special categories of personal data about you for the following key purposes:
 - where necessary in the establishment, exercise or defence of legal claims (for example, in the context of an employment tribunal case or a personal injury claim); and
 - for reasons of substantial public interest (for example, where such processing is required to monitor equal opportunities in accordance with our obligations in the Equality Act 2010).
- 7.3. We may also be required to process information about any criminal convictions you may have when conducting background checks from Disclosure Scotland or other third party disclosure providers, to ensure that individuals in certain roles do not have any criminal convictions).

8. If You Fail to Provide Personal Data

In some cases, if you fail to provide personal data when requested, we may not be able to progress your application further or enter into a contract of employment or agreement with you.

9. Sharing Your Personal Data with Others

- 9.1. We will share your personal data with third parties where required by law, where it is necessary to administer the appointment and selection process, to allow us to enter into an employment or volunteering relationship with you, or where we or the third party has a legitimate interest and it is fair and reasonable in the circumstances to share the information. We will only share your personal data to the extent needed for those purposes.
- 9.2. We may share your personal data for these purposes with:
 - Football authorities in Scotland such as, The Scottish Football Association, The Scottish Youth Football Association, Scottish Women's Football, Scottish Welfare Football Association, Scottish Amateur Football Association, Scottish Junior Football Association, Scottish Para-Football (dependent on which Association the **[INSERT CLUB OR LEAGUE]** is affiliated with);

- government and regulatory bodies such as Police Scotland, where we have a legal obligation to do so (such as to comply with our statutory audit obligations or for the prevention and detection of crime); and
- external background check providers (including Disclosure Scotland or other third party disclosure providers).

9.3. Where possible, your personal data will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations.

10. Data Retention

10.1. We keep the personal information that we obtain about you during the appointment and selection procedure for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us or enter into a volunteer agreement with us, the nature of the information concerned and the purposes for which it is processed.

10.2. We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential legal claims such as race or sex discrimination, after which they will be destroyed.

10.3. If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment or volunteering. Upon entering into a contract of employment or volunteer agreement with us, our use of your personal data will be set out in our Employee Privacy Notice.

11. Keeping your personal data secure

11.1. We have appropriate security measures in place to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who are part of the appointment and selection process or otherwise have a genuine business need to know it. Those processing your personal data will do so only in an authorised manner and are subject to a duty of confidentiality.

11.2. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

12. Transfers Outside the UK

12.1. We may need to transfer your personal data outside the UK to other service providers, agents, subcontractors and regulatory authorities in countries where data protection laws may not provide the same level of protection as those in the European Economic Area.

12.2. We will only transfer your personal data outside the EEA where either:

(a) the transfer is to a country which the EU Commission has decided ensures an adequate level of protection for your personal data. Some US providers may also be certified under the EU-US Privacy Shield which confirms they have appropriate measures in place to ensure the protection of your data; or

(b) we have put in place our own measures to ensure adequate security as required by data protection law. These measures include ensuring that your personal data is kept safe by carrying out strict security checks on our overseas partners

and suppliers, backed by strong contractual undertakings approved by the relevant regulators such as the EU style model clauses.

13. Right to Complain

You can make a complaint to us about how we handle and use your personal data by first contacting us at **<INSERT RELEVANT EMAIL ADDRESS>** and then if not satisfied, to the data protection supervisory authority – in the UK, this is the Information Commissioner's Office, at <https://ico.org.uk/>.

Appendix 11 – Volunteer & Staff Fair Processing Notice

If a club/league is looking to adopt and use these privacy notices, clubs/leagues need to ensure that they are satisfied with the data identified within the notice and it matches what the club/league is collecting, how the club/league is operating when it comes to appointment & selection and also who the club/league is operating with through these procedures.

[INSERT CLUB/LEAGUE NAME] - Staff & Volunteer Processing Notice

1. Introduction

- 1.1. **[INSERT CLUB/LEAGUE NAME]** (Us/We) is a data controller. This means that we are responsible for deciding how we hold and use personal information about you. We are required under Data Protection Legislation to notify you of the information contained in this fair processing notice.
- 1.2. This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.
- 1.3. It is important that you read this notice, together with any other fair processing notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information. We reserve the right to change this notice at any time. Where appropriate, we shall notify you of such changes.
- 1.4. In this Policy, **Data Protection Legislation** means all applicable legislation which relates to the protection of individuals with regards processing personal data, including the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679.

2. Data Protection Principles

We will comply with Data Protection Legislation. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes we have told you about; and
- Kept securely.

3. What kind of personal data do we hold about you?

- 3.1. Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
- 3.2. We will collect, store, and use the following categories of personal information about you including: **[DELETE ANY IF NOT APPROPRIATE TO THE CLUB/LEAGUE]**
 - Personal contact details such as full name, title, addresses, telephone numbers, and personal email addresses;

- Date of birth, gender, marital status, dependants, next of kin and emergency contact information;
- National Insurance number, bank account details, payroll records, tax status information, salary, annual leave, pension and benefits information;
- Start date and location of employment or workplace;
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process);
- Copy of driving licence;
- Employment records (including job titles, work history, working hours, training records and professional memberships);
- Compensation history;
- Performance, disciplinary and grievance information;
- CCTV footage and other information obtained through electronic means such as swipe card records; and
- Information about your use of our information and communications systems.

4. What “special categories” of personal data do we hold about you?

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may collect, store and use the following special categories of personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- Information about your health, including any medical condition, health and sickness records.

5. What information relating to criminal convictions do we hold about you?

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions in advance of, and at any time during, your employment with us.

6. How is your personal information collected?

We will obtain your personal data in different ways: **[DELETE ANY IF NOT APPROPRIATE TO THE CLUB/LEAGUE]**

- directly from you, for example when you fill out an application or other form;
- during the application and recruitment process, from an employment agency or background check provider, or your former employers; and/or
- from monitoring emails, internet and telephone usage and when we use CCTV systems.

7. How do we use your information?

7.1. To summarise, we process your personal data for the following key purposes:

- 7.1.1. primarily, so that we can fulfil our contractual obligations and legal obligations to you as your employer (for example, to pay you and provide benefits to you) and to exercise our legal rights; and
 - 7.1.2. to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests, or where necessary to protect the interests of you or others (for example, monitoring misuse of our IT systems or tracking our vehicles).
- 7.2. More detail about how we use your personal data, as well as the categories of personal data involved, is set out in the Appendix.

8. How do we use particularly sensitive personal information?

- 8.1. We may process “special categories” of personal information (a referred to in paragraph 4) in the following circumstances:
- 8.1.1. In limited circumstances, with your explicit written consent.
 - 8.1.2. Where we need to carry out our legal obligations or exercise rights in connection with employment.
 - 8.1.3. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme.
- 8.2. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.
- 8.3. More detail about how we use special categories of personal data and information about criminal convictions, as well as the categories of personal data involved, is set out in the Appendix.

9. What happens if you fail to provide personal information?

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

10. Data sharing

- 10.1. We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.
- 10.2. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

10.3. For the purposes of paragraph 10.1, “third parties” includes group companies and third-party service providers (including contractors and designated agents). The following activities are carried out by third-party service providers: payroll, pension administration, benefits provision and administration, IT services.

11. Transfers outside the EEA

11.1. We may need to transfer your personal data outside the UK to other service providers, agents, subcontractors and regulatory authorities in countries where data protection laws may not provide the same level of protection as those in the European Economic Area (EEA).

11.2. Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

11.2.1. Only transferring personal data to countries which have been deemed to provide an adequate level of protection for personal data by the European Commission;

11.2.2. Entering into the "EU model contracts for the transfer of personal data to third countries", which are specific contracts approved by the European Commission which ensures that personal data is afforded the same protection it has in Europe.

11.2.3. Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data which is shared between the Europe and the US as it would have in the EEA

12. Data security

12.1. We have put in place measures to protect the security of your information. Details of these measures are available upon request

12.2. We limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality

12.3. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so

13. Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

14. Your rights

14.1. You have various rights in respect of the personal data we hold about you – these are set out in more detail below. If you wish to exercise any of these rights, please contact **[INSERT RELEVANT EMAIL ADDRESS]**. You will generally not be charged a fee to exercise any of your rights over your personal data.

- 14.1.1. **Right to object:** You can object to our processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- 14.1.2. **Access to your personal data:** You can request access to a copy of your personal data that we hold, along with information on what personal data we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making.
- 14.1.3. **Consent:** Most of the time, we won't need your consent to use your personal data as we will be using it only to fulfil our obligations and exercise our rights as an employer. If you have given us your consent to use personal data, you can withdraw your consent at any time.
- 14.1.4. **Rectification:** You can ask us to change or complete any inaccurate or incomplete personal data held about you.
- 14.1.5. **Erasure:** You can ask us to delete your personal data where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.
- 14.1.6. **Portability:** You can ask us to provide you or a third party with some of the personal data that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.
- 14.1.7. **Restriction:** You can ask us to restrict the personal data we use about you where you have asked for it to be erased or where you have objected to our use of it.
- 14.1.8. **No automated-decision making:** You have the right not to be subject to automated decisions that will create legal effects or have a similar significant impact on you. We do not currently carry out automated decision-making in the course of you working with us, but we will notify you in advance if this changes.

14.2. You can make a complaint to us by contacting us by email to **[INSERT RELEVANT EMAIL ADDRESS]** or, if you are unsatisfied with our response, to the data protection supervisory authority – in the UK, this is the Information Commissioner's Office, at <https://ico.org.uk/>.

Appendix [DELETE ANY IF NOT APPROPRIATE TO THE CLUB/LEAGUE]

	Purpose for Processing	Categories of Personal Data	Legal Basis
1	For the administration of your employment	Full name, date of birth, job title, residential address, email address, telephone number, national insurance number, bank account information, trade union membership.	Performance of a contract and in performance of our obligations and exercise of our rights as your employer
2	The recruitment and selection process	Full name, date of birth, residential address, email address, telephone number, national insurance number,	Pursuance of our legitimate interests.

		CV, employment history and background checks.	
3	Checking you are legally entitled to work in the UK	Full name, date of birth, passport number.	Compliance with legal obligations.
4	Paying you and, if you are an employee, deducting tax and National Insurance contributions	Full name, date of birth, national insurance number, bank account information.	Performance of a contract.
5	Conducting performance reviews, managing performance and determining performance requirements	Full name, job details and performance information.	Pursuance of our legitimate interests to ensure staff are performing well, to help us address any performance issue for compliance with our obligations under our employment contract with you.
6	Making decisions about salary reviews and compensation	Full name, job details, salary information and performance information.	Pursuance of our legitimate interests and to comply with our employment contract with you.
7	Recording health and safety incidents	Full name, health information (as is relevant to the specific incident, such as injury sustained or any underlying health conditions).	Pursuance of our legitimate interests, in compliance with legal obligations, and as necessary to exercise our rights as your employer.
8	Pensions and benefits administration	Full name, date of birth, residential address, national insurance number, pension scheme details. Some benefits may require us to process health information, although in many cases employees will provide this directly to the benefit provider and not to us.	To comply with our legal obligations as an employer, to perform our contract with you which obliges us to provide you with certain benefits.
9	Disciplinary matters, staff disputes, employment tribunals	Full name, job details, performance information and information about the disciplinary matter	To exercise our rights as an employer and possibly in the pursuit or defence of legal claims.
10	Staff training and development	Full name.	To perform our obligations as an employer to ensure staff are adequately trained, to comply with legal obligations (such as health and safety regulations) and sometimes in pursuance of our legitimate interests.
11	Recording of CCTV footage	Photographs and images captured by our CCTV system.	As required for public safety and for public

			interests.
12	Monitoring use of company devices and IT systems	Information contained in emails and stored on company devices	It is in our legitimate interests to ensure that devices issued by us are used appropriately; it is also necessary for our legitimate interests in ensuring information security.
13	Vetting, including background checks, identity checks and driving licence checks (where you are eligible for driving a pool car etc.)	Full name, date of birth, residential address history (including current address), email address, telephone number, national insurance number, details of any criminal convictions and offences.	To comply with legal obligations and as necessary to exercise our rights as an employer.
14	Assessing our performance against equality objectives as set out by the Equality Act 2010	Information about your race or ethnicity, religious beliefs, sexual orientation, political opinions and trade union membership.	To comply with legal obligations to monitor and measure equal opportunities.

Appendix 12 – Further Information & Guidance

Scottish FA's Child Wellbeing & Protection Strategy	Click here.
Scottish FA's Child Wellbeing & Protection in Scottish Football Policy	Click here.
Scottish FA's Quality Mark (Club Accreditation Scheme)	Click here.
Disclosure Scotland Advice & Guidance	Click here.
Disclosure Scotland (free) Training opportunities	Click here.
NSPCC Safer Recruitment Guidance	Click here.
NSPCC Safer Recruitment Training	Click here.
Children1st (Safeguarding in Sport) Club Guidance	Click here.
The Lucy Faithfull Foundation Safer Recruitment Training	Click here.
Volunteer Scotland	Click here.
Volunteer Scotland – Volunteer Agreement Guidance	Click here.
Volunteer Scotland – Template Volunteer Agreement	Click Here.
Volunteer Scotland Disclosure Services Training	Click here.