

**Safeguarding & Wellbeing**

**Safeguarding Officer Contract**

A Safeguarding Officer checker (PVG Contact) is the identified person at a Club who is responsible for disclosure information (including PVG applications) and is the lead contact for **Badminton Scotland** when specific information relating to a disclosure needs to be discussed. It is mandatory that each club has an identified contact in place at all times.

This contract should be completed by the Safeguarding Officer. PVGs cannot be processed for the club without this contract in place. If the Club PVG Contact changes or any amendments need to be made, a new contract should be completed and submitted to **Badminton Scotland**.

**Badminton Scotland** understand that they have responsibility for ensuring the Club has suitable and sufficient training to understand and comply with their responsibilities in relation to disclosures. **Badminton Scotland** will ensure the Club complies with the requirements of the Code of Practice and will ensure the details provided to **Disclosure Scotland** are accurate and up to date.

Completed forms should be returned to Badminton Scotland at: **businessinfo@badmintonscotland.org.uk**

**Safeguarding Officer Details**

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| --- | --- |
| **Club Name** |  |
| **Name of Officer** |  |
| **Role within Club** |  |
| **Phone Number**  |  |
| **Email address** |  |
| **Reason for Submitting Contract**  | New Safeguarding Officer application |  |
| Update contact details for existing Safeguarding Officer |  |

**Contract Terms**

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|  | **Tick to Confirm**  |
| I understand and agree to abide by the [**Disclosure Scotland Code of Practice**.](https://www.mygov.scot/binaries/mygov/browse/working-jobs/finding-a-job/disclosure/documents-disclosure-scotland/disclosure-scotland-code-of-practice/Disclosure%2BScotland%2B-%2BCode%2Bof%2BPractice.pdf) |  |
| I agree that it is an offence to share the disclosure information that I will receive with anyone who is not entitled to access it in the course of their duties. |  |
| I agree to carry out required ID checks for every PVG application submitted as per the Disclosure Scotland Code of Practice. |  |
| I will inform **Badminton Scotland** if I leave the role of the Club Safeguarding Officer. |  |
| I am aware that **Badminton Scotland** may contact the Club Safeguarding Officer to verify that checks are being completed in accordance with the Code of Practice and relevant disclosure legislation. |  |
| I understand that if a Scheme Member’s status changes to barred or if they are moved to consideration for listing, **Badminton Scotland** will notify the Club Safeguarding Officer to advise the appropriate action to take. |  |
| I understand that if a Scheme Member leaves my club, I will notify **Badminton Scotland** so that interest can be removed.  |  |
| I understand that information provided on a disclosure must only be used for the purpose it was provided for (to make a recruitment or ongoing recruitment decision). |  |
| I understand that **Badminton Scotland** is required to conduct annual audits to ensure the information they hold on the PVG Contact and the Club is accurate and up to date. |  |

**Declaration**

I certify that all information contained in this form is true and correct to the best of my knowledge and understand that providing false information or omissions may lead to an investigation by **Badminton Scotland/Disclosure Scotland**.

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| **Safeguarding Officer Signature** |  |
| **Date Signed** |  |
| **Club Chair/President Signature** |  |
| **Date Signed** |  |

**To be completed by Badminton Scotland Staff:**

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| --- | --- |
| **Date Contract Approved:** |  |
| **Signed by Badminton Scotland Staff Member** |  |