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Suitability Decision Agreement

Our Club agrees that Badminton Scotland will access disclosures and make suitability decisions on our behalf. We understand that this suitability decision is solely in relation to the information provided on the disclosure or change of status notifications.  
  
We understand that Badminton Scotland can only access disclosures for qualifying voluntary organisations through their enrolment with Disclosure Scotland.

We understand that Badminton Scotland will gain consent from all applicants applying to join the PVG scheme through a Badminton Scotland member Club. If there is any vetting information provided on disclosures or notifications or change in the status are received, this previously gained consent will allow Badminton Scotland to share relevant information with the Club that recruited them.

We understand that in accordance with the GDPR, the member can withdraw sharing consent at any time. If consent is withdrawn, the member will no longer be able to continue in a regulated role within the club, as per Badminton Scotland’s Safeguarding Policy.

We agree that any information received or shared will be handled with the strictest confidence and in accordance with the Disclosure Scotland Code of Practice, will only be shared with those entitled to know the information in the course of their duties and will only be used for the purpose it was provided for.  
  
The Club understands the implications of authorising Badminton Scotland to make these suitability decisions on our behalf.

**Safer Recruitment Process**

Each club is required to have a Safer Recruitment Process in place, comprising:

* PVG
* ID Check
* References
* Interview (as considered appropriate)

The club understands that we are authorising Badminton Scotland to make a suitability decision in relation to the PVG scheme membership – the remainder of the recruitment process is the responsibility of the Club. For more information refer to the Safer Recruitment Policy.  
  
Badminton Scotland will ensure sufficient training is available to our Club on the Safer Recruitment Process, including the Disclosure Scheme.

**Referrals**

The Club understands that there may be some circumstances where we will be required to make referrals to Disclosure Scotland, and other circumstances when it will be the responsibility of Badminton Scotland. When a referral is required to be made, Badminton Scotland will be responsible regarding the following activity:

* National Programme Activity
* National Event Activity
* Relevant Safeguarding Cases that have been managed by Badminton Scotland

When a referral is required to be made, the Club will be responsible regarding the following activity:

* Safeguarding Cases Managed by the Club

**Contract Terms**

1. The Club understands and agrees to abide by the Disclosure Scotland Code of Practice.
2. The Club agrees to adopt Badminton Scotland's 'Secure Handling' policy.
3. The Club agrees to adopt Badminton Scotland's 'Making a Referral' policy.
4. The Club agrees to adopt Badminton Scotland's 'Recruiting People with Convictions' policy.
5. The Club agrees that having a criminal record will not necessarily be a barrier to someone working or volunteering within the Club
6. The Club understands 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's Safeguarding Officer to advise the appropriate action to take.
7. The Club agrees to adhere to the Badminton Scotland Safeguarding policy.
8. The Club agrees to adopt Badminton Scotland's 'Safer Recruitment' policy.
9. The Club agrees to adhere to the Badminton Scotland PVG policy.
10. The Club understands that Badminton Scotland is required to conduct annual audits to ensure the information they hold on the Club is accurate and up to date.

By signing below, I confirm our club’s acceptance of this agreement:

Name of Club: ………………………………………………………………………………………………….

Safeguarding Officer Print Name: …………………………………………………………………………….

Safeguarding Officer Signature: ……………………………………………………………………………….

Date of Signature: ……………………………………………………………………………………………….