Saints (Brackley) Community Trust

SAFEGUARDING POLICY

(Children/Young People & Vulnerable Adults)

incorporating Community Transport & Adult Activities provisions

Implementation Date:	September 2026
Agreed By:	Caryl Billingham / Nick Zammit
Next Review Date:	**September 2027**
Version:	**BCTSCP v1.5**

Safeguarding Policy

This policy applies to all volunteers, including trustees, as well as anyone who works on behalf of the Trust and is remunerated directly by the Trust or by another source.

Saints (Brackley) Community Trust believes in providing a safe and welcoming atmosphere to all.

The Trust states herein that it is **always** unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, young people, or vulnerable adults by a commitment to practice which protects them.

The Trust also recognises that some community activities involve supporting older people and Adults at Risk, including community café provision, transport, shopping trips and organised outings. Appropriate safeguarding arrangements will therefore be implemented to protect adults who have care and support needs and who may be at risk of abuse or neglect.

We have a responsibility to promote the welfare of all associated with the Trust and to keep them safe, and trustees have ultimate responsibility for leadership and oversight of safeguarding. The designated lead trustee for safeguarding is **Jan Lay**.

The charity has a designated Safeguarding Officer, Nick Zammit, who will lead on the implementation of our safeguarding arrangements and raise awareness with the trustees in the event of any concerns. Volunteers are equally responsible in ensuring that the safeguarding of all people with whom they come into contact is paramount.

The designated Safeguarding Officer will, in his turn, have oversight of the Trust's Safeguarding Policy, ensuring compliance and instigating any changes that may be deemed to be necessary. Additionally, the DSO will

- undertake continuing professional development training on safeguarding legislation and good practice on an annual basis
- co-ordinate the delivery of the Trust's safeguarding training programme
- implement and monitor safeguarding within the activities of the Trust
- act as a first point of contact in the instance of any concerns
- manage any concerns, complaints or allegations in relation to any aspect of safeguarding
- support colleagues in relation to any concerns regarding safeguarding
- report on safeguarding to the board and
- manage or oversee any reporting, referrals or sharing of information with other organisations as necessary.

Saints (Brackley) Community Trust recognises and is committed to the following principles:

- The welfare of all those associated within the trust, must always be of paramount consideration.
- All children, young people and vulnerable adults have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith, or belief.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- We will work in partnership with other organisations, to ensure the safety of the children, young people and vulnerable adults.

- Provide male role models within the project to provide guidance and education on community matters including football and what football entails.
- The Trust will ensure that all community activities involving Adults at Risk are risk assessed and delivered in a manner that promotes dignity, independence, choice and safety.
- Volunteers and staff will respect the rights of adults to make informed decisions wherever they have the mental capacity to do so.

Purpose and aim of policy are:

- To provide protection for the children, young people and vulnerable adults, who participate in any activities provided by or underwritten by the Trust.
- To encourage an earnest consideration of an environment that is safe and welcoming for all, and to outline ways to ensure the protection of those in need, the understanding and prevention of unacceptable circumstances.
- To provide volunteers and other supporters with guidance on procedures they should adopt if they suspect a child or young person or vulnerable adult may be experiencing, or be at risk of, harm. To offer an atmosphere of supportive responsiveness to any concerns raised.
- To ensure appropriate safeguarding measures are in place for community transport, community cafés, wellbeing activities, shopping trips, social activities and organised outings involving older people and Adults at Risk.

Who policy applies to:

This policy applies to all who are involved with Saints (Brackley) Community Trust. This includes all the Club board and staff, trustees and volunteers, sessional workers and contractors.

Community Activities involving Adults at Risk

Where Saints (Brackley) Community Trust provides transport, community café sessions, shopping trips, wellbeing activities or organised outings involving Adults at Risk:

- A written risk assessment will be completed.
- Appropriate staffing and volunteer arrangements will be maintained.
- Emergency contact details and relevant medical information will be obtained where appropriate.
- Attendance records will be maintained.
- Volunteers will receive appropriate safeguarding guidance.
- Safeguarding incidents and welfare concerns will be recorded and reported.

Transport

- Drivers must hold a valid driving licence and appropriate insurance.
- Vehicles must be roadworthy and legally compliant.
- Lone working should be minimised where reasonably practicable.
- Professional boundaries must be maintained at all times.
- Mobility, disability and medical needs should be considered before transport.
- Any accident or safeguarding concern arising during transport must be reported immediately to the DSO.

Types of Abuse:

Physical – For example a child, young person or vulnerable adult is physically hurt or injured by another adult, or an adult gives alcohol or drugs to a child, young person or vulnerable adult. Common types of physical abuse include hitting, slapping, punching, kicking, scalding and burning, as well as inappropriate or unlawful use of restraint.

Sexual Abuse - When a child, young person or vulnerable adult is sexually abused, they are forced or tricked into sexual activities. They may not understand that what is happening is abuse or that it is wrong. Additionally they may be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online. It is never the vulnerable person's fault that they were sexually abused – it is important to make sure that everyone is aware of this.

Emotional abuse - Any type of abuse that involves the continual emotional mistreatment of a child, young person or vulnerable adult, this is sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore an individual. Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own.

Neglect - Where an individual's basic physical needs are consistently not met, or they are regularly left alone or unsupervised. Neglect is a persistent failure to meet basic needs (physical or emotional) and it leads to serious harm to the health or development of a child, young person or vulnerable adult. Neglect can be failing to provide adequate shelter, clothing or food, not protecting those that are vulnerable from harm or danger as well as failing to access medical care or treatment.

Grooming - When someone builds a relationship, trust and emotional connection with a child, young person or vulnerable adult so they can manipulate, exploit, and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or prolonged period – from weeks to years. Groomers may also build a relationship with the individual's family or friends to make them seem trustworthy or authoritative.

Child sexual exploitation (CSE) - This is a type of sexual abuse. When a child or young person is exploited, they are given things, such as gifts, drugs, money, status, and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they are in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they are being abused. Sometimes abusers use violence and intimidation to frighten or force a child, young person or vulnerable adult making them feel as if they've no choice. They may lend them large sums of money which they know cannot be repaid or use financial abuse to control them. Anybody can be a perpetrator of CSE, no matter their age, gender, or race. The relationship could be framed as friendship, someone to look up to or romantic. Children, young people or vulnerable adults who are exploited may also be used to 'find' or coerce others to join groups.

Trafficking - Children and young people can be trafficked into or within the UK to be sexually exploited. They are moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Bullying – This is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening, or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a prolonged period and can hurt a child both physically and emotionally.

Cyberbullying - Bullying that takes place exclusively online. Unlike bullying offline, online bullying can follow those that are vulnerable wherever they go, via social networks, gaming and mobile phones.

Online abuse - Any type of abuse that happens on the internet. It can happen across any device that is connected to the web, like computers, tablets and mobile phones. It can happen anywhere online, including:

- social media
- text messages and messaging apps
- emails
- online chats
- online gaming
- live-streaming sites.

All those that are deemed to be vulnerable can be at risk of online abuse from people they know or from strangers. It might be part of other abuse, which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

Criminal exploitation – This is abuse where children, young people and vulnerable adults are manipulated and coerced into committing crimes.

- **Example: County Lines** This is the police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines." Children as young as 12 years old have been exploited into carrying drugs for gangs. This can involve children being trafficked away from their home area, staying in accommodation, and selling and manufacturing drugs.

Domestic abuse - Any type of controlling, bullying, threatening or violent behaviour between people who are or have been in a relationship. It can also happen between adults related to one another. It can seriously harm children, young people and vulnerable adults.

Female Genital Mutilation (FGM) - When a female's genitals are deliberately altered or removed for non-medical reasons. It is also known as 'female circumcision' or 'cutting' but has many other names.

Additional Abuse Categories

Self Neglect – Self neglect occurs where an adult is unable or unwilling to care for their own basic needs, placing themselves at risk through poor hygiene, malnutrition, untreated illness, unsafe living conditions or refusal of support.

Financial or Material Abuse – Includes theft, fraud, scams, pressure regarding money or property, misuse of benefits or possessions or improper use of an adult's assets.

Responding to Concerns or Allegations -

It is not the responsibility of anyone employed by Saints (Brackley) Community Trust in a paid or unpaid capacity to decide whether the alleged harm or abuse has taken place. However, it is the responsibility of all staff and volunteers to act, by reporting any concerns or allegations of abuse of a child to the Club Welfare Officer (CWO)/Designated Safeguarding Officer (DSO), the charity trustee designated for safeguarding or by contacting the appropriate authorities.

The same reporting arrangements apply where concerns relate to an Adult at Risk. Where there is an immediate risk of harm, emergency services should be contacted without delay.

When to report suspicions or incidents -

Staff are not expected to be experts in recognising abuse; however, staff should be vigilant and respond swiftly and appropriately. If any of the following circumstances occur, you should report this immediately to the CWO/DSO.

Make a written record of the incident or grounds for concern -

Use the template printed at the end of this policy. Do not worry that you may be mistaken. Being worried about doing the wrong thing is not a reason not to act. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.

CONTACT INFORMATION

Club Welfare Officer: Nick Zammit

Tel: 07801106842

Email: nick.zammit@brackleytownfc.co.uk

Alternatively, concerns can be reported to Social Services at West Northamptonshire Council on 0300-126-1000, option 2. Outside normal working hours, the call should be made to 01604-626938. Advice and support can also be sought from these numbers.

(This version approved electronically by Trustees on 18 September, to be ratified and minuted at the Board Meeting on 30 September)

Appendix A: INCIDENT REPORT — Private and Confidential when complete

Name of child/young person/vulnerable adult: _____

Age/date of birth (if under 18): _____

Parent/carer's name: _____

Address: _____

Telephone number: _____

Are you reporting your own concerns or passing on those of someone else? Give details of witness.

_____

_____

Brief description of what has prompted concerns: include date, time, and location of any specific incidents.

_____

_____

Any physical signs? Behavioural signs? Indirect signs?

_____

_____

Have you spoken to the child/young person/vulnerable adult? If so, what was said?

_____

_____

Have you spoken to the parent/guardian/carer (if applicable)? If so, what was said?

_____

_____

Has anyone been alleged to be the abuser? If so, give details, including relationship to the child/young person/vulnerable adult.

_____

_____

Have you consulted anyone? Give detail.

_____

_____

Your name: _____

Position: _____

Signature: _____

Date: _____

Appendix B: Community Transport and Adult Activities Code of Conduct

- Maintain professional boundaries.
- Do not handle money except authorised expenses.
- Do not administer medication unless authorised and trained.
- Respect confidentiality.
- Follow lone working guidance.
- Report all safeguarding and welfare concerns immediately.
- Follow emergency procedures.

Appendix C: Saints on Wheels Volunteer Driver Handbook

Reproduced in full below for reference.

Thousands of people provide their time and services as volunteer drivers to help others. This is vital and positive work, but like all types of driving, it does involve a certain amount of risk.

Driving is one of the most dangerous activities that we do, and driving for work tends to be riskier than driving for private reasons.

The Health and Safety at Work etc Act 1974 (HSW Act) and the regulations made under it apply if any organisation (including a voluntary organisation) has at least one employee.

The HSW Act sets out the general duties that employers have towards employees. It also requires employers and the self-employed to protect people other than those at work (e.g. members of the public, volunteers, clients and customers) from risks to their health and safety arising out of, or in connection with, their work activities.

When anyone drives for work, including people who do so as volunteers, both the employer and the individual employee or volunteer share the responsibility of making sure that the risks are properly identified and managed. This requires

effective planning.

This handbook is designed to help you work with us to avoid accidents and injuries to yourself, your passengers and other people on the road while you are driving as a volunteer.

Legal matters

We need to know that you are:

- Legally entitled to drive the vehicle you are using
- Using a vehicle that is safe and road legal
- Properly trained and competent to drive it safely
- Using it for suitable purposes.

We are responsible for ensuring the vehicle you will be using is properly registered, taxed, has a valid MOT (if applicable) and is insured.

We will ask to check your driver's licence when you start as a volunteer driver and at specified intervals afterwards.

Minibus

If you gained your driving licence after January 1, 1997, you may need to have a D1 entitlement on your licence to drive a minibus.

Fitness to drive

We need to know that you:

- Are fit to drive
- Do not drive when affected by alcohol, drugs or medicines
- Do not drive when affected by illness
- Do not drive when you are too tired to do so safely.

You should inform us about any health issue or personal circumstances that may affect your driving. You are also legally required to inform the DVLA of any medical condition that may affect your ability to drive safely.

For more information:

www.gov.uk/driving-medical-conditions

www.gov.uk/health-conditions-and-driving

Eyesight

In good daylight, you must be able to read a vehicle number plate from 20 metres (about five car lengths) or from 20.5 metres for old-style number plates. If you require glasses or contact lenses to drive, you must wear them at all times when

driving. It is an offence not to do so, and may invalidate your motor insurance. Have your eyesight checked regularly (at least once every two years, or more often if your optician recommends it).

Alcohol

Avoid drinking alcohol in the hours before you will be driving (for example, at lunchtime). It can take several hours for alcohol to be removed from your body, and you may still be over the limit, or affected by alcohol the morning after you have been drinking.

Alcohol impairs judgement, making drivers over-confident and more likely to take risks. It slows their reactions, increases stopping distances, impairs judgement of speed and distance and affects vision. Even a small amount, well below the legal limit, seriously affects the ability to drive safely.

The drink-drive limit is 80mg of alcohol per 100ml of blood in England, Wales and Northern Ireland, but lower in Scotland, at 50mg of alcohol per 100ml of blood.

Drugs

Do not drive if you have taken any illegal drugs. They can affect your decision-making and driving skills, as well as your physical and mental condition and behaviour, and significantly increase your risk of crashing. The penalties are the same as for drink driving.

It is also illegal in England, Scotland and Wales to drive with certain drugs in the body above a specified limit (even a very small amount would put a person over the limit).

Medicines

Check with your GP or pharmacist whether any over-the-counter or prescribed medicines you are taking are likely to affect your driving (for example, by causing drowsiness). If so, ask for an alternative that does not, or avoid driving.

Always check the label of medicines and the patient information leaflet to see if there are any warnings. If the label says that certain side effects may occur, assume that they will do so.

Illness

Illness can also affect our ability to drive. We can often be tempted to continue driving, when it would be safer for everyone concerned not to drive until we are feeling better.

If you start to feel unwell while driving, stop the vehicle somewhere safe. If the condition is not serious, you may feel well enough to continue after a short break or taking some medication. But, if you find your concentration is affected, make other arrangements to continue your journey.

Fatigue

Consider whether you are likely to be drowsy or sleepy while driving. Tired drivers are more likely to crash, especially on long monotonous journeys, and in the early hours of the morning.

If you are driving as a volunteer in the evening after a full day's work in other employment, you may also be more tired.

If you think that you are over the drink-drive limit or unfit to drive for any reason, do not drive. Contact your manager to explain and allow alternative arrangements to be made.

Safe Speed

Drivers who travel at higher speeds have less time to identify and react to what is happening around them. It takes them longer to stop. And if there is a crash, it is more severe, causing greater injury to the occupants and any pedestrian or rider

they hit. Higher speeds also magnify other driver errors, such as close-following or driving when tired or distracted, thus multiplying the chances of causing a crash.

Speed limits

Always stay within speed limits even if you think the limit is too low.

Speed limits set the maximum speed for that road. But, there are many circumstances when it is not safe to drive at that speed (for example, around schools at opening and closing times).

Make sure you know the speed limit of the roads you are using. Speed limit signs tend to be placed at junctions because this is often the point at which the limit changes.

However, junctions are also where you need to absorb a wide range of different information and it is easy to miss a speed limit sign when concentrating on one or more other things, such as the intentions of other road users. Get into the habit of

checking for speed limit signs at junctions, and looking for repeater signs after the junction, especially if the nature of the road has changed. If you are not sure, assume the limit is lower until you see a sign.

Staying within the limit

The following tips are designed to help you be mindful of your speed:

- Check your speedometer regularly, especially when leaving high-speed roads
- Know the limits -- look for signs, especially at junctions
- Assume lamp posts mean 30mph, until signs say otherwise, but remember it could be 20mph
- Remember, speed limits are a maximum, not a target
- 20's plenty when kids are about -- and may even be too fast
- Try no higher than 3rd gear in a 30mph limit
- Recognise what makes you speed --- keeping up with traffic, overtaking or being tailgated
- Concentrate -- distracted drivers speed
- Slow down when entering villages
- Give yourself time -- there's no need to speed and you usually won't get there quicker.

Distractions

Driving requires your full concentration all of the time. Trying to do something else while driving will distract you, slow your reactions and increase the risk of crashing.

A wide range of things can distract drivers, including using a mobile phone (speaking, dialling, texting, surfing), inputting directions into a sat nav, reading a map or document, eating, drinking, and smoking.

Mobile phones

It is illegal to use a handheld mobile phone while driving. The penalty for doing so is a £200 fine and six penalty points. Although using a hands-free phone while driving is not specifically illegal, drivers who do so could be charged with "failing to have proper control of their vehicle". The penalty is a fine of up to £1,000, three penalty points and a discretionary disqualification.

Hands-free phones do not significantly reduce the risks because of the mental distraction of taking part in a phone conversation or glancing at the screen at the same time as driving. A hands-free phone can be used as a sat nav, but only while securely held in a cradle, with the route programmed before the journey. If the driver needs to input new directions, they should only do so when parked in a safe place, with the vehicle engine switched off.

It is also illegal to "cause or permit" a driver to use a handheld mobile phone, and so your organisation should have policies to ensure its drivers do not use a mobile phone while driving.

Safe vehicle

Vehicle defects are only involved in a small proportion of crashes. However, the type of vehicle also has a major influence on the likelihood and severity of injuries when there is a collision.

We have a clear rule that any vehicle that is, or suspected to be, in an unsafe or illegal condition will not be used until all necessary repairs have been completed.

As the driver, you are also responsible for ensuring that the vehicle you are driving is safe and legal.

Before driving any vehicle, check:

- Tyres are undamaged (no cuts or bulges), are at the correct pressure for the number of passengers or equipment being carried, and have enough tread depth. The legal minimum is 1.6mm, but above 3mm gives much shorter braking distances in the wet
- There are no signs of vehicle damage
- Oil, coolant and windscreen wash levels are correct (check when cold)
- You know the correct type of fuel for the vehicle
- Brakes are working
- Lights and indicators are working
- Windscreen and windows are not damaged
- Washers and wipers are working
- Mirrors are correctly positioned
- All occupants are using their seatbelts, and head restraints are adjusted correctly

In the vehicle, keep copies of:

- The emergency procedures
- Contact details for the person(s) to whom you should report emergencies
- Contact details of the breakdown firm your organisation uses and any reference numbers that you may need to quote.

Make sure you have a fully charged mobile phone to summon help if necessary. Do not use the phone while driving.

A summary of the main points to remember is below.

Emergency Procedures

Accidents

- Use hazard warning lights and switch off your engine

- Do not move injured passengers unless they are in immediate danger of further injury from other vehicles or from fire or explosion
- Call the emergency services immediately; provide them with information about the situation, any special circumstances (for example, if carrying oxygen bottles) and if any passengers have additional needs
- If child passengers are present, ensure an adult remains with them
- If the emergency services are called, stay at the scene until they allow you to leave
- Obtain the names and addresses of all independent witnesses (if possible)
- Ensure the vehicle is roadworthy before continuing the journey
- If there is any injury or the names of people involved are not exchanged, you should report the accident to the police as soon as possible or in any case within 24 hours.

Breakdowns

- Move the vehicle off the carriageway (onto the hard shoulder or emergency refuge area on a motorway) and switch on the hazard warning lights
- If this is not possible, move it as far away from moving traffic as you can
- Move passengers out of the nearside of the vehicle and as far away from it and other traffic as possible -- no one should stand between the vehicle and oncoming traffic
- On motorways or other busy roads, passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable
- Keep passengers together, keep children under constant supervision
- Call the emergency services, or breakdown firm, giving them accurate details of the vehicle's location, and whether children or passengers with mobility problems are being carried
- Call your nominated contact person to tell them what has happened
- On a motorway, use the roadside emergency telephone as this will enable the police to pinpoint your location.

If you are involved in a collision, discuss the details with your line manager at the next appropriate moment. This will help them ensure that any risk assessments that they have made are relevant and up to date.

Appendix D: Minibus Driver Quick-Check Sheet

Reproduced in full below for reference.

MINIBUS DRIVER QUICK-CHECK SHEET

For Volunteer Drivers -- Keep This in the Vehicle

1. Before You Start the Engine

Driver Fit-to-Drive Check

- I feel well and alert
- I have not consumed alcohol
- I am not affected by drugs or drowsy medicines
- I am not overly tired or stressed
- My eyesight is suitable for driving

2. Vehicle Safety Check (Walk-Around)

Tyres

- No cuts, bulges or damage
- Correct pressure
- Tread above 1.6mm (3mm recommended)

Lights & Indicators

- All working
- No cracked lenses

Windows & Mirrors

- Clean and undamaged
- Mirrors correctly positioned

Fluids

- Fuel level checked
- Correct fuel type
- Oil, coolant, washer fluid topped up

General Condition

- No visible damage
- Wipers working
- Doors open/close properly

3. Inside the Vehicle

Dashboard

- Warning lights off
- Seat adjusted
- Head restraint adjusted
- Heating/ventilation set

- SatNav set *before* moving

Passengers

- Everyone seated
- Everyone wearing a seat belt
- Child seats fitted correctly (if needed)
- Bags/equipment secured

4. Safe Driving Reminders

- Follow speed limits
- Adjust speed for weather and road conditions
- No mobile phone use while driving
- No eating, drinking, smoking or adjusting devices
- Take a break every 2 hours
- Drive smoothly, especially with vulnerable passengers

5. If You Break Down

- Pull over safely
- Switch on hazard lights
- Move passengers to a safe place away from traffic
- Call breakdown services
- Call your nominated contact
- On motorways: use the orange emergency phone

6. If There's an Accident

- Stop and put on hazard lights
- Turn off engine
- Keep passengers safe, do not move injured people unless in danger
- Call emergency services
- Stay with children/vulnerable passengers
- Exchange details
- Report to your coordinator as soon as possible

Emergency Contacts

Rachel Page 07795 664000

Appendix E: Saints on Wheels Volunteer Application Form (blank template)

Thank you for your interest in becoming a volunteer for Saints on Wheels. This form helps us understand your experience, availability, and any support needs, and to carry out the necessary safety checks before you begin volunteering with us. Please complete all sections and return to saintsonwheels@brackleytownfc.co.uk

1. Personal Details

Full name: _____

Address: _____

Postcode: _____

Date of birth: _____

Telephone number: _____

Mobile number: _____

Email address: _____

2. Emergency Contact

Contact name: _____

Relationship to you: _____

Contact telephone number: _____

3. Volunteer

Saints on Wheels operates a minibus based at Brackley Town FC.

☐ I am willing to volunteer as a helper on the Saints on Wheels minibus

4. Availability

Please indicate the days and times you are generally able to volunteer:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

Approximate frequency (e.g. weekly, fortnightly, ad hoc):

_____

5. Health Declaration

Please provide the name and address of your registered GP

Name: _____

Address: _____

6. References

Please provide details of two people (not related to you) who can confirm your suitability for this role.

Reference 1 — Name: _____

Relationship to you: _____

Contact number / email: _____

Reference 2 — Name: _____

Relationship to you: _____

Contact number / email: _____

7. Safeguarding and DBS Check

As a Saints on Wheels volunteer, you may be assisting older people and other passengers who may be vulnerable. To keep everyone safe, we ask all volunteers to undergo an enhanced Disclosure and Barring Service (DBS) check.

I consent to Saints on Wheels processing my details to obtain an enhanced DBS check and understand that my application may not proceed without this.

☐ Yes, I consent ☐ No

Do you have any unspent criminal convictions? (Yes / No):

_____

If yes, please give details: _____

8. Declaration

I confirm that the information given on this form is accurate and complete to the best of my knowledge. I understand that Saints on Wheels will hold and process this information in line with its data protection and safeguarding policies, and only for the purposes of assessing and supporting my role as a volunteer driver.

Signature: _____

Print name: _____

Date: _____

Thank you for volunteering with Saints on Wheels — your time helps keep our community connected.

Appendix F: DBS Referral Policy

Reproduced in full below for reference.

Saints on Wheels promotes equality of opportunity for all and is committed to safeguarding those that use our service, which includes carrying out background checks on volunteers and staff.

Saints on Wheels recognises the contribution that people with criminal records can make as employees and volunteers and will consider applications from those with a criminal record.

This policy explains how we use criminal records information obtained via Disclosure and Barring Service (DBS) checks and the equivalent system checks where different in the Nations, as part of our recruitment and selection process for volunteers and staff.

Whether a voluntary or employed position we will identify whether a criminal records check is needed, due to the nature of the role. The appropriate level of check will be determined in line with the established external guidance and is subject to change as required by legislation or best practice.

The level of criminal records check required for a specific role will be the same whether a member of staff or volunteer carries out the role.

2. Scope of this policy

Who does this policy apply to?

- All volunteers and employees

All volunteers and staff who are in a role that is identified as requiring a criminal records check must comply with the request to complete the application.

All volunteers and staff who are offered a move to a different or new role that is identified as requiring a criminal records check, where that is different to the previous check carried out for the individual.

3. The policy

Processing principles

1. We are committed to best practice when recruiting people with a criminal record and complies fully with the DBS, Disclosure Scotland/Protecting Vulnerable Groups (PVG), Access Northern Ireland and Garda Vetting codes of practice.

2. We undertakes to treat all applicants fairly. It is essential that people do not face unfair discrimination in any role within the charity, whether paid or voluntary.

3. A criminal record will not normally prevent an applicant from being appointed as a member of staff or volunteer. We will judge each case on its merits and not discriminate unfairly against any applicant on the basis of a conviction or criminal record information disclosed to us.

4. We will use 'legitimate interest' as our legal basis for the collection and processing of data in order to carry out these checks and assess the suitability of applicants. The collection and processing of this data is necessary in order to protect the interests of the users of our service.

5. We will retain the data provided in order to complete the necessary checks and in line with our Record Retention schedule.

6. Information relating to criminal records will only be shared with authorised people.

Recruitment and advertising

For each vacancy, we will make it clear in the role description and job advert whether the position is covered by the Rehabilitation of Offenders Act 1974 (and so only requiring the disclosure of unspent offences) or whether it is exempt (and so requiring the disclosure of all convictions and cautions, even if they are spent, unless they are filtered).

For roles where a criminal record check is identified as necessary, all application forms, role descriptions and adverts will make clear what level of check will be required.

Criminal Record checking process for volunteers and staff

To ensure we recruit purely on skills and experience, we do not ask for criminal record details at application stage.

Criminal records should be disclosed at the point of completing a criminal record application. We will ask applicants to disclose any unspent convictions or cautions.

NOTE

For relevant volunteering roles, criminal record applications will be completed after a volunteer has been selected at the early stages of volunteer training. For relevant employment roles this will take place after a conditional offer of employment has been made.

Applicants have the option (depending on whether this is for a volunteer or staff role) to self-disclose before completing their criminal record application in case they wish to discuss this; however, this is not mandatory. For those potential volunteers who have convictions that may present a safeguarding concern we encourage them to disclose this at the earliest possibility so that all options can be explored.

Where information is identified on a criminal record check, a volunteer or member of staff may not be able to start or continue in their role until the decision-making process below has been followed, depending on the role being applied for and the nature of the criminal record.

Criminal record checks will be repeated at a maximum of three-year intervals unless the organisation identifies a need to carry out a check sooner -- for example, we become aware that a volunteer or member of staff may have received a caution or conviction since their previous check. Volunteers and staff are required to let their manager know if they have received a caution or conviction since their last criminal records check.

Decision making process

We have a clear and transparent decision-making process upon identifying any criminal records information, in accordance with relevant Rehabilitation of Offenders legislation.

When a criminal records check returns with disclosed information, a referral will be made to CEO who will assess the information.

We ensure that all those who are involved in the recruitment process for staff have been suitably informed to identify and assess the relevance and circumstances of offences.

For any information disclosed, cases will be looked at on an individual basis. We may request additional information from an applicant, and will take into account details such as:

- Whether the offence is relevant to the position applied for
- Relevant details of the offence(s)
- The length of time since the offence(s) or since release into the community

If appropriate, we may request a reference from a relevant professional who knows the applicant.