

Scottish Overseas Guardianship Association

Safer Recruitment Policy

Scottish Overseas Guardianship Association, known as SOGA is an administrative organisation which provides a worldwide guardianship service to children and young people who require a locally based guardianship. Currently S.O.G.A does not employ staff. Administration is worked with self-employed persons, host families and named Drivers

Rationale S.O.G.A recognises that recruitment and selection decisions are crucial to the organisation's success, as a professional and reputable guardianship organisation. It also recognises the importance of working in accordance with the Scottish Government's policy, legislation and statutory guidance in relation to Child Protection.

Aim As S.O.G.A works with children and young people the primary emphasis must be on ensuring their safety. S.O.G.A is committed to ensuring that all those working with or alongside the organisation have the necessary skills, knowledge and behaviours to deliver services which reflect the values and strategic objectives of the organisation.

It also supports Scottish Ministers' expectations that employers will work towards continuous improvement of their safer recruitment practice in relation to those who will work with the most vulnerable people.

Approaches brought in through the Protection of Vulnerable Groups (Scotland) Act 2007 are a key point in stopping people who are unsuitable from gaining access through work to children or protected adults are required to have been Police / PVG (protecting vulnerable groups) checked.

Principles: S.O.G.A will always make sure that processes followed will be Fair and consistently applied across the organisation

- Non-discriminatory on grounds of age, disability, gender, sexual orientation
- Compliant with legislative requirements and Care Commissions guidelines

To ensure that these principles are achieved:

- The director or a nominated person will attend parents' evenings and training sessions offered by the schools and circulate the information to host families as appropriate.
 - Information received from Perth and Kinross Council, Aegis, (Our governing Body for Guardianship) BSA training (Boarding School Association) Partner schools (Boarding schools our students attend) with regards to training sessions, good practice legislative updates or any other relevant information will be circulated to host families as appropriate by email.

All members of SOGA will have SAFEGUARDING, PREVENT, FIRST AID and HEALTH AND HYGIENE training to basic awareness level, training documented and renewed every three years. A reminder to be aware of safeguarding students are noted on each confirmation of hosting stay prior to any student's stay.

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The Recruitment Process

SOGA does not employ staff but, the organisation is responsible for ensuring that anyone associated with the business is committed to safeguarding the young people

To ensure this the following process is followed

1. SOGA members (Host Families, Drivers, Volunteers) recruited through recommendations from those already associated with the business or through known friends.
2. When additional members are required we will contact current SOGA members by "Email ,WhatsApp, Telephone" to request any recommendations.

Receiving any recommendations Mrs Pamela Keracher would offer an informal meeting to cover the aims of the organisation, responsibilities to safeguarding our students and the task required.

3. A formal visit is arranged, for a potential Host is it at their home where the appropriate documentation is completed (i.e. host family application form with two named referees)
4. With the applicant's permission we can apply for a PVG (The Protecting Vulnerable Groups (**PVG**) membership **scheme** is managed and delivered by Disclosure Scotland. where necessary. Not necessary if already holding a PVG for Childcare.

The application is only accepted when the two named referees given by the applicant have been contacted. We submit to each a Voluntary Confidential reference form to be completed and returned to the office.

Any further relevant documentation checks (Possible doctors health check) are followed up.

The application is forwarded to CHILDSAFE, an umbrella company for applications for PVG certificates or enhanced disclosure, Scott Robertson, Carnoustie, Angus, Scotland. DD7 6GQ In Scotland for application. PVG certificate or enhanced disclosure is compulsory for all adults who will be resident in the home of any host during the student's stay. (Adult aged 16 years or over)

Only after:

- 1.Home Meeting: Face to Face.
2. Completed application Form.
3. Contacted Two referees to complete the Voluntary Reference form. Forms returned/Checked, followed by a telephone call to the referee from Mrs Pamela Keracher.
- 4.PVG Applications submitted.
5. While waiting for the PVG to be confirmed I, Mrs Pamela Keracher am happy to assist with the our training we require a basic but confident level of SAFEGUARDING, PREVENT, FIRST AID and HEALTH AND HYGIENE, we also offer additional Training, links from AEGIS, BSA, Schools, Perth and Kinross Council and EVENT in Perth .
6. Only Once the PVG application is returned successfully and all the above documented as completed we may accept the applicant to hosting and a member of our SOGA family.

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NOTE:

The DSL Mrs Pam Keracher will ensure that all members of staff, volunteers and homestays receive appropriate safeguarding training to basic awareness level.

This can be done online or in person.

All SOGA host members on confirmation of hosting any student will receive safeguarding updates and a reminder of their safeguarding duties, to be vigilant during the students stay, knowing the DSL, Mrs Pam Keracher and the DDSL Mr Duncan Wright are here and available if needed.

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