



SAFEGUARDING

0. PVG CERTIFICATES

This preceding note on PVG Certificates is in response to a request for a PVG certificate. PVG checks were previously conducted through partner organisations and **SP SQUARE CIC** would check these certificates before any work with vulnerable groups would take place. In 2025, **SP SQUARE CIC** became an accredited body with Disclosure Scotland, and can now apply for PVG checks themselves through Disclosure Scotland's PVG Scheme.

Since May 2025, we have checked our four regular workshop facilitators and have processed these checks in line with Disclosure Scotland's practices. Although our facilitators are checked and have been approved online, none have since received their paper certificate. If/when this arrives this policy will reflect that.

SP SQUARE CIC's Designated Safeguarding Officer is our counter-signatory for Disclosure Scotland, and has viewed the online certificates for all practitioners. If appropriate, we can provide previous PVG certificates to show the PVG numbers but until Disclosure Scotland has posted out the new certificates, we are unable to show the latest versions. This preceding note is correct as of 30.09.2025. It will be removed, once facilitators have received their paper certificates.

INTRODUCTION

SP SQUARE CIC is committed to providing a safe, inclusive and respectful environment for everyone involved in our activities. This includes a strong commitment to the wellbeing of young people and vulnerable adults who take part in our workshops, events, and creative projects.

As an accredited body with Disclosure Scotland, **SP SQUARE CIC** ensures that all staff and volunteers working with vulnerable groups are appropriately checked and deemed safe to work in these roles.

This policy applies to all employees, volunteers, contractors, and third-party partners involved in our activities.

DEFINITIONS

- Children and young people: Anyone under the age of 18.
- Vulnerable adults: Individuals aged 18 or over who may be at risk due to physical or mental disability, illness, age, or social circumstances.
- Abuse: Any action (or inaction) that harms, endangers, or fails to protect a participant. This includes physical, emotional, sexual, neglect, financial, discriminatory, or institutional

abuse.

ROLES AND RESPONSIBILITIES

Board of SP SQUARE CIC:

- Oversight of safeguarding arrangements and policy implementation.
- Appointment of a Designated Safeguarding Officer (DSO) to lead on all safeguarding matters.
- Current DSO - Mr. Scott Kames. (team.spsquare@gmail.com)

Designated Safeguarding Officer (DSO):

- First point of contact for concerns or disclosures.
- Ensures incidents are recorded and reported in line with statutory guidance.
- Coordinates safeguarding training and procedures for staff.
- Lead signatory responsible for Disclosure Scotland checks and paperwork.

Staff and Volunteers and Third Party Contractors:

- Must adhere to this policy, follow safe working practices, and report any concerns immediately to the DSO or Board.

SAFEGUARDING ARRANGEMENTS

PVG and Disclosure Checks

- All individuals facilitating activities involving young people or vulnerable adults hold an up-to-date PVG certificate issued directly through SP SQUARE CIC's accredited status.
- PVG checks are conducted in accordance with Disclosure Scotland's Code of Practice.
- Disclosure information is used solely for assessing suitability for specific roles and is treated with strict confidentiality.

Supervision and Safe Practice

- Activities involving under-18s or vulnerable adults are supervised by a PVG-checked facilitator.
- Staff and volunteers receive guidance on safeguarding responsibilities and appropriate reporting procedures.
- All staff, volunteers and contractors must follow GDPR practices on photography consent and communications.

Reporting Concerns

- Any safeguarding concerns, disclosures, or incidents must be reported immediately to the SP SQUARE CIC Board via: Email: team.spsquare@gmail.com (FAO: Dedicated Safeguarding Officer)
- SP SQUARE CIC will respond promptly and appropriately to all concerns.

Code of Conduct

- SP SQUARE CIC does not tolerate any form of abuse, discrimination, harassment, or misconduct.
- All staff and volunteers are expected to maintain professional boundaries and act in accordance with this policy at all times.

All individuals facilitating SP SQUARE CIC activities involving young people or vulnerable adults will hold an up-to-date PVG certificate.

DATA PROTECTION AND DISCLOSURE INFORMATION

- We collect personal information, such as names, contact details, and emergency contacts, to deliver services safely and comply with legal obligations.
- Disclosure information is stored securely and accessed only by authorised personnel.
- Information will never be used for purposes other than assessing suitability for roles involving vulnerable groups.

OUR COMMITMENT

SP SQUARE CIC is committed to:

- Maintaining high safeguarding standards in all activities.
- Ensuring all staff and volunteers are suitably trained and PVG-checked.
- Promoting a culture where participants, families, and staff feel safe and supported.
- Reviewing and updating this policy regularly to reflect best practice and legal requirements.

Following the Disclosure Scotland Code of Practice.