

Safeguarding operational guidance for all adults in the Polish Scouting Association (UK Region) (PSA UK Region).

All those aged 18+ who are members of PSA UK Region have a responsibility to fulfil 3 **essential** conditions so that they can work safely with children and young people:

1. They must be a member of the organisation by paying the annual organisational subscription; **and**
2. Have an up to date criminal record check (Enhanced Disclosure DBS/PVG); **and**
3. Complete an appropriate level of Safeguarding and Child Protection Training

This document sets out the operational guidance for members of the PSA UK Region Girl Guide Commission and PSA UK Region Scout Commission, and Friends of Polish Scouting (OPH). It should be read in conjunction with the relevant policies and guidance.

Senior Scouts (Starsze Harcerstwo) have no operational overlap with working with young people but should they do so, this must be under the direction of the Guide and Scout Commissions.

MEMBERS OF THE GIRL GUIDES AND BOY SCOUTS COMMISSIONS

Subscription

The annual subscription confirms the membership and provides insurance cover for all activities related to PSA UK Region. This can be done in the following ways;

- All those over 18+ who are instructors must register with the PSA UK Region Girl Guide Commission or PSA UK Region Scout Commission (Chorągiew Harcererek albo Chorągiew Harcerzy).
- All those over 18+ who are not instructors must register and pay subscription to an individual unit (jednostka) or a regional commission (hufiec).

As a reminder, subscription and therefore the registration, allows members to wear a uniform.

DBS (Disclosure and Barring Service or PVG in Scotland)

All those over 18+ must have an enhanced level of DBS/PVG check. It must be completed either as a new application, through a DBS update service (for those with subscription) or an update of the PVG registration.

New DBS checks can be completed in two ways:

- 1. For adults who have never had a DBS check and/or are not registered on the Update service within the child workforce** – original documents set out in a national government guidance have to be presented in person to one of five authorised checkers:
Anna Gębska (London)
Karina Kulawik (South West England)
Jola Foryś (Midlands)
Stefan Holesz (North East)
Teresa Kurkiewicz (North west)



DBS CRB Proving
your identity Oct 2022

- 2. For existing enhanced DBS holders subscribing to the DBS Update Service within the child workforce**, checks can be carried out on line. In such cases an individual permission to carry out such check, surname (as on the DBS certificate), date of birth and DBS number should be submitted to one of two authorised members: Dhna Anna Gębska or Dhna Karina Kulawik.

The Update Service can be used for DBS checks **only** if an existing subscription to the DBS Update Service is in place, otherwise a new check has to be completed (see point 1 above).

Example letter for a DBS check:

Droga Druhna Aniu/Druhno Karino,

Zwracam się z prośbą o sprawdzenie mojego DBS/PVG na Update Service i wyrażam zgodę na sprawdzenie te dane.

(I hereby give consent to check my DBS/PVG on the Update Service).

DBS/PVG Nr:

Date of Birth:

Surname on certificate:

Czuwaj!

DBS renewal – it is a requirement for a DBS check to be carried out **every 3 years**. It can be done via the DBS Update Service (see point 2 above) or, for people who do not have an Update Service subscription, a new DBS check must be carried out (see point 1 above).

In order to avoid unnecessary delays, we strongly recommend that all adults subscribe to the DBS Update Service <https://www.gov.uk/dbs-update-service>. This must be done within the time limit of the date of issue of the DBS certificate (currently 30 days).

PVG Authorized Checkers : Druhna Kasia Długoleczka, Druhna Kasia Gmerek, Druh Maurycy Paskiewicz and Druh Szymon Erdzik.

Safeguarding self declaration – in exceptional circumstances, a **one-off** safeguarding declaration can be issued by Dhna Anna Gębska. Reasons for such a request must be clearly stated. If the self declaration is issued, it can only be used for the reason and period stated. Please contact Dhna Anna Gębska if you require a self declaration.

Safeguarding Training

All those over the age of 18+ have a responsibility to complete appropriate safeguarding training. There are two levels of training.

Level 1 – provides basic understanding of the legislation, guidance on preventions and practice and what to do (or not to do) in the event an incident. All adults (18+, regardless of role or position in the organization) must have this minimum level of training and can enrol on this course even if still in the process of finalising DBS or PVG.

PSA UK Region provides such training regularly throughout the year. Dates are normally communicated at the beginning of the academic year. Courses are delivered by our external provider in English using a video conferencing platform with a maximum of 50 people attending.

Alternatively, we accept safeguarding training completed via certain places of work such as educational settings, local authorities (or other national or local government bodies), NHS or an online NSPCC course available on the PSA Region website (Short link): <https://rb.gy/7e3g7t>

We do not accept certificates from other providers.

Level 2 training – provides an enhanced level of training, specifically written for the needs of PSA Region. It is a more practical course and no more than 15 people can participate. In order to qualify for level 2 training, a completion of Level 1 training is essential together with a current DBS/PVG (or has started the process of gaining DBS/PVG).

At least one adult per unit (drużyna/gromada) and at least one adult per overnight activity **must** have Level 2 safeguarding training. This includes any day trips (wycieczki) or hikes in a group (wędrówki). Note: if no adults have Level 2 during these activities, they should be postponed. As such we recommend multiple adults to complete Level 2 training.

All Level 2 courses are delivered in English by our external provider using a video conferencing platform.

Renewal – safeguarding training must be renewed every 3 years. If level 2 training is renewed every 3 years then Level 1 training can be discarded.

If a L2 certificate expires, the member has to retake a L1 course followed by a L2 course and in this time of lapse cannot work with children until a L1 certificate has been gained.

It should be noted that attendees at safeguarding training courses must be seen to take an active role in the course or certificates will not be issued.

MEMBERS OF THE FRIENDS OF POLISH SCOUTING (OPH/KPH)

All members of OPH/KPH must be registered.

Members of Friends of Polish Scouting (KPH) normally provide support by fundraising or organising activities which involve parents and they do not involve any supervision of children. For such activities there is no need to carry out DBS/PVG checks or to undergo safeguarding training.

Members of Friends of Polish Scouting (KPH) who help out during meetings (zbiorki) must

- have an up-to-date registration with KPH and
- an up-to-date DBS/PVG

If members of KPH do not have up-to date safeguarding training at Level 1, they must not be left alone with a child or groups of children.

If members of KPH provide support at residential trips (overnight stay) for example by working in the kitchen or working with children during meetings (zbiorki), they must complete **all 3** steps:

- they must have an up-to-date registration with KPH which ensures membership and insurance
- they must have an up-to-date DBS/PVG
- they must have an up-to-date safeguarding training at Level 1

ONE OFF VISITORS

One off visitors are adults who may attend one off activities for a specific reason under the direction of the unit leader, for example a war veteran to give a talk to young people, guests who present specific topics. One off visitors do not work with children and do not stay overnight during residential trips.

One off visitors under the direction of the unit leader do not need DBS checks or safeguarding training, however the Guide/Scout leader responsible for the unit or activity must:

- Register the attendance of each visitor (register date and name)
- Ask the visitor to read a safeguarding leaflet before the activities begin. (Leaflet will be available in Q4 2024)

One off visitors providing activities for young people (eg. Archery) must provide a current DBS/PVG certificate and the necessary insurance to conduct such an activity.

Other general information

Database

PSA Region maintains a database of all safeguarding requirements for all members and it is compliant with GDPR UK. It is regularly updated, and regional and national commissioners (hufcowi/e, komendanci chorągwi) have access to this information.

The database is cross referenced regularly for example when signing off Risk Assessments and applications for authorisation of activities, including overnight stays.

Regional commissioners (Hufcowy/a) are responsible for reviewing the accuracy of this information.

Case examples, they apply to all adults 18+: (E: Essential, G: Guidance)

Q: I'm a unit leader (drużynowy/a, wódz) and run meetings (zbiórki) with cubs (zuchy), boy scouts/girl guides (harcze/harcerki) or explorers/rangers (wędownicy/wędowniczki).

E: You require DBS/PVG, L1, L2.

Q: I'm a member of the unit's leadership team (komenda) and help run meetings (zbiórki).

E: You require DBS/PVG, L1.

G: You could consider an L2 course in case the unit leader is unable to make meetings and you are asked to lead.

Q: I am leading (komendant/ka) or I am a member of the leadership team (komenda) on an overnight stay (kolonia/biwak/obóz/obóz wędowny/zimowisko/złaz/kurs/nocleg).

E: You require DBS/PVG, L1. You or at least one other person in the leadership team must have an L2.

G: Ideally, there should be more than one person with an L2.

Q: I'm an adult explorer/ranger (wędownik/wędowniczka) and I do not work with children but walk in a patrol (patrol) on one day outings.

E: You require DBS/PVG, L1.

Q: I'm an adult explorer/ranger (wędownik/wędowniczka) on an explorers'/rangers' camp (złaz) and am sharing the building with other explorers/rangers (wędownicy/wędowniczki) who are under the age of 18. I am not in the leadership team.

E: You require DBS/PVG, L1.

Q: I am an adult explorer/ranger (wędownik/wędowniczka) on an explorers'/rangers' camp (złaz) and my duties are only in the kitchen and not to take part in activities with children.

E: You require DBS/PVG, L1.

Q: I am someone who was once active in Polish Scouting and wish to help out with activities with children, including overnight stays.

E: You are required to renew your membership with the relevant commission or join KPH. You will require a DBS/PVG & L1.

G: By paying membership to the commission you are then entitled to wear the scout uniform.

Case Examples Continue on Next Page.

Q: I am a parent who wishes to help only in the kitchen at an overnight stay (kolonia/biwak/kurs/nocleg) and not to take part in any activities involving children.

E: You require to become a member of KPH and pay the membership fee (składki), have up to date DBS/PVG and L1.

Quite often KPH members are asked at kolonia/biwak/nocleg to unexpectedly help with children, either to make up ratio numbers or to help with an activity. Having a DBS + L1 covers these situations.

Q: I am a parent who wishes to help in the kitchen at an overnight stay (kolonia/biwak/kurs/nocleg) and help out with activities with children.

E: You require to become a member of KPH and pay the membership fee (składki), have up to date DBS/PVG & L1.

Q: I am a parent and wish to help out with activities at rainbows/cubs/scouts/girl guide meetings.

A: You require to become a member of KPH and pay the membership fee (składki), have up to date DBS/PVG & L1.

G: You may wish to join the unit (jednostka) in which case you will require to go through our enlisting process (Przyjmowanie Dorosłych).

Q: I am a Trustee (member of Okreg) but do not work with children or have any contact with children.

A: You require DBS/PVG, L1.

G: As a senior, responsible person you require high level an awareness in relation to safeguarding, you are in a position of trust and a decision maker.

Q: I am either a District Commissioner (Szczepowy/Szczepowa) or a Regional Commissioner (Hufcowy/a) or a National Commissioner (Komendant/ka Chorągwi).

A: You require a DBS/PVG, L1 & L2.

G: As a senior, responsible person you require high level an awareness of what the courses provide.