

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

All adults (defined as those aged 18+) who are members of PSA UK Region have a responsibility to fulfil 5 essential conditions so that they can work safely with children and young people:

1. Always follow the principles laid out in the Polish Scouting Law and Promise; **and**
2. They must be a member of the organisation by paying the annual organisational subscription; **and**
3. Have an up-to-date criminal record check (Enhanced Disclosure DBS/PVG); **and**
4. Complete an appropriate level of Safeguarding and Child Protection Training; and
5. Always use current PSA UK Region documentation, forms, policies and procedures as presented on the website [Dokumenty :: Związek Harcerstwa Polskiego w Wielkiej Brytanii](#)

This document sets out the operational guidance for members of the PSA UK Region Guide Commission and PSA UK Region Scout Commission, and Friends of Polish Scouting (Koła Przyjaciół Harcerstwa - KPH). Members of KPH who directly support work with young people do so under the direction of the Girl Guide or Boy Scout Commission according to the registration of the unit. This document 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

1. 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 can register with the PSA UK Region Girl Guide Commission or PSA UK Region Scout Commission (Chorągiew Harcerek albo Chorągiew Harcerzy).
- All those over 18+ who are not instructors can register and pay subscription to an individual unit (jednostka) or a Regional Commission (hufiec).
- All members of Friends of Polish Scouting (OPH) should register and pay their annual subscription to their local branch.

As a reminder, subscription and therefore the registration, allows members of the PSA UK Region to wear a uniform.

2. DBS (Disclosure and Barring Service) or PVG (Protection of Vulnerable Groups)

All those over 18+ must have an enhanced level of criminal record check. For England and Wales this is a Disclosure and Barring Service check. For Scotland this is membership and check through the Protection of Vulnerable Groups scheme. It must be completed either as a new application, through a DBS Update Service (for those with subscription) or an update of the PVG scheme. PSA UK Region holds a register of names of those with DBS/PVG checks together with the date of issue of the certificate.

NEW DBS

New criminal record checks apply to all adults who have never had a DBS check before or those who are not registered on the Update Service. We carry out enhanced child workforce checks.



Original documents set out in the national government guidance must be presented in person to one of five authorised checkers in England/Wales:

Anna Gębska (London)

Grażyna Kowalewska (South West England)

Jola Forys (Midlands)

Stefan Holesz (North East)

Teresa Kurkiewicz (North west)

We strongly recommend that, once the initial DBS check is completed, all adults subscribe to the DBS Update Service <https://www.gov.uk/dbs-update-service>. This must be done by the applicant personally during the application process but must be done within the time limit of the date of issue of the DBS certificate (currently 30 days).

New DBS checks can also be carried out for adults who had their initial check completed by another organisation. This can only be done if the existing DBS is enhanced child workforce, and the adult is registered with the DBS Update Service. Both conditions must be satisfied, otherwise a new DBS check will have to be carried out (see above).

DBS RENEWAL

PSA UK Region requires DBS checks to be carried out **every 3 years**. This can be done via the DBS Update Service. For people who do not have an Update Service subscription, a new DBS check must be carried out (see above).

DBS Update Service checks are carried out online and can be completed for all adults who have enhanced DBS child workforce. If your original DBS was processed through PSA UK Region you need just to give 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 anna.gebska@zhpwb.org.uk or Dhna Karina Kulawik karina.kulawik@zhpwb.org.uk

Example letter for a DBS Update Service check:

Droga Druhna Aniu/Druhno Karino,

Zwracam się z prośbą o sprawdzenie mojego DBS na Update Service i wyrażam zgodę na sprawdzenie te dane. (I hereby give consent to check my DBS on the Update Service).

DBS Certificate Nr:

Date of Birth:

Surname on certificate:

Czuwaj!

If your DBS was processed through a different organisation you need to provide evidence that the DBS includes details for the child workforce by providing a copy of the original DBS and then going through the process above.

In every case it is your personal choice to sign up for the Update Service, but it is highly recommended as it provides easy access to updates. It is your responsibility to maintain your account active and we recommend that when you receive your annual email about your subscription you log into your account to check that all details are correct.

PROTECTION OF VULNERABLE GROUPS - PVG

Working or volunteering to work with children and protected adults in Scotland is a regulated role and from 01 April 2025 it is mandatory to be a PVG scheme member through which criminal record checks are conducted by Disclosure Scotland **before** starting to volunteer with children. PSA UK Region requires an enhanced check. To become a PVG scheme member for the purposes of volunteering in PSA UK Region **as well as** to process a criminal record update check every 3 years the necessary original ID documents must be presented in person to one of the following verifiers:

Kasia Długołęcka based in Perth

Kasia Gmerek based in Aberdeen

Maurycy Paszkiewicz based in Glasgow

Basia Musik based in Edinburgh



The process requires the creation of a Scot Account through which results are viewed. It must be noted that all adults 18+ must complete the full PVG process **PRIOR to commencing any volunteering activity in PSA UK Region.**

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. Requests must come from the activity leader together with name and email contact for the person requiring the self-declaration. The correspondence and form will be sent directly to the person requiring the self-declaration and the leader will be notified of the result. 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.

1. Safeguarding Training

All those over the age of 18+ have a responsibility to complete appropriate safeguarding training. All safeguarding courses are in English. For access to safeguarding training please contact your Regional Commissioner (Hufcowy/a)

There are two levels of training:

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

PSA Region provides Level 1 Safeguarding training via accredited training provider CPD Online College. This is an online course, and it consists of two parts.

Part 1 - a module based safeguarding training; and

Part 2 - a short practical quiz which is based on PSA UK Region policies and procedures (a separate link is sent out on completion of part 1)

Both parts of the course must be completed before a final certificate is issued and the information is noted on the database. For the purposes of PSA UK Region the Level 1 course is valid for 3 years.

For adults who complete their safeguarding training at places of work such as educational settings, NHS, local authorities, or other national or local government bodies, we accept it as an equivalent to part 1 of the training. Certificates or other forms of confirmation showing date of the training must be provided. We do not accept certificates from other providers. In such cases, the practical Part 2 of our Level 1 requirements (quiz) must be completed before full Level 1 is accepted and noted in the database.

LEVEL 2 – 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, you must have current Level 1 training and current DBS/PVG. On the expiry of Level 2 safeguarding training, Level 1 safeguarding training must be renewed before the Level 2 training can be renewed.

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). Participation in Level 2 safeguarding training must be authorised by Regional Commissioners / Hufcowi.

All Level 2 courses are delivered by an external provider using a video conferencing platform. 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.



TRAINING RENEWAL

Both levels of training are valid for 3 years and must be renewed before the expiry date.

On the expiry of Level 2 safeguarding training, Level 1 safeguarding training must be renewed before the Level 2 training can be renewed. Valid DBS/PVG must be in place before commencement of courses.

MEMBERS OF THE FRIENDS OF POLISH SCOUTING (Koło Przyjaciół Harcerstwa - KPH)

All members of KPH must be registered with their local branch and pay an annual subscription.

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 check or undergo safeguarding training.

Members of KPH who directly support work with young people do so under the direction of the Scout and Guide Commission according to the registration of the unit. Members of Friends of Polish Scouting (KPH) who help out during meetings (zbiórki) or 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 criminal record check 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/PVG 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) in their unit record books

One off visitors providing activities for young people (e.g. 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. 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 (hufcowi) are responsible for reviewing the accuracy of this information and ensuring that their members and volunteers are compliant.



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 am taking part in an overnight stay (obóz/biwak/zimowisko/kolonia/minikolonia) and throughout the event I am responsible for catering and preparing meals. I have safeguarding Level 2 training. Is there a requirement for another member of the leadership team to have the Level 2 training?

E: There must be at least one member of the leadership team with L1 safeguarding training.

G: Forward planning for the leadership team: In the event that you, in your role as the leadership team member with L2 safeguarding training are taken away from your catering duties adequate backup must be available to complete catering requirements.

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.

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.

E: 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) and become a scout/guide in which case you will require to go through our enlisting process (Przyjmowanie Dorosłych do Harcerstwa).

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

E: 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).

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

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

