

QDU

Quality Development Unit



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Special Autumn Supplement 2005

QUALITY DEVELOPMENT UNIT

Welcome to Lothian Association of Youth Clubs Quality Development Unit (QDU) Autumn Networks Supplement 2005.

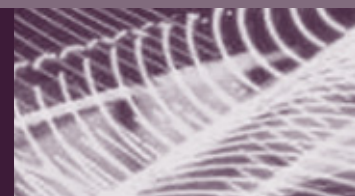
This supplement outlines the main services the Unit provides and gives examples of how your management committee, club or group could use these. So whether you are a Community Education Worker looking to assist groups to get up and running or a seasoned worker looking for a little assistance then read on . . .

BACKGROUND

Since the QDU started in January 2005 it has been working to develop various services for our members in Edinburgh, aimed at supporting them to comply with the Protection of Children (Scotland) Act 2003. POCSA (as the legislation is more commonly referred to) has been introduced in stages since January 2005 and has significant implications for **ALL** organisations working with children and/or young people.

Clubs and groups risk committing an offence if they hire staff or volunteers without having made checks against the Disqualified from Working with Children List (DWCL). In order to check paid staff and volunteers against the list, groups and clubs must be able to access the Disclosure process (police checks) for any appointment to positions that are deemed 'childcare'.

Clubs and groups are now required by law to make referrals to the DWCL if they dismiss or move an individual from a 'childcare' position (or that person leaves before this could and would have been done) **BECAUSE** they have caused harm to a child/young person **OR** placed a child or young person at risk of harm.



THE STORY SO FAR

QUALITY DEVELOPMENT UNIT

Work has been progressing in order to assess where our member groups in Edinburgh are in relation to this new legislation. This has involved us distributing a questionnaire and making a series of follow-up phone calls in a bid to establish whether or not they have the necessary policies and procedures in place and how (if at all) they currently access the Disclosure process. Club visits have been carried out to those deemed a priority from this initial survey (namely those that currently have no access to the checking process and those who indicated that they needed LAYC's support here). The first phase of a programme of training has taken place, which has seen several introductory awareness sessions on POCSA take place as well as short courses on Terms and Conditions (Managing Grievance and Discipline) and Effective Recruitment (Interpreting Criminal Record Information).

LAYC is now registered with both Central Registered Body in Scotland (CRBS) and Disclosure Scotland as an 'intermediary body' and 'umbrella body' respectively and is now able to access the Disclosure checking process on behalf of our member groups in Edinburgh. Our initial findings placed our membership into three broad categories, which determines the level of support they may require and can access from the QDU. You should be able to identify your club or group from the following:

Clubs/groups registered with CRBS or Disclosure Scotland (requiring a limited level of support from the QDU)

Clubs/groups not yet registered with CRBS or Disclosure Scotland, but with the capacity to do so (requiring an intermediate level of support from the QDU)

Clubs/groups not registered with Disclosure Scotland or CRBS and without the capacity to ever do so (requiring a fuller, more tailored, level of support from the QDU).



1 Clubs/Groups registered with CRBS or Disclosure Scotland

Okay, so you're doing your own disclosure checks on staff and volunteers, but how up to speed are you on the new legislation?

Do you know who to check and who not to check and what level of check to carry out? If you don't know, you could be checking people for positions that you are not entitled to. You can't just check everybody in your organisation at enhanced level to be on the safe side - blanket checks carried out like this could be illegal!

Do you Disclosure check new members of your Management Committee? Under the new legislation you may have to!

Do you have a good working knowledge of interpreting criminal record information contained within disclosure certificates? If not, you could be discriminating against those applicants with criminal convictions!

Do you know how long a Disclosure certificate is valid for? If you are asking people to see copies of any of their previous Disclosure certificates then you are breaking the law! If you are performing retrospective checks on existing employees then you are doing so unnecessarily in respect of POC(S)A 2003, furthermore you may find yourself in a tricky situation in relation to employment law if checks come back with convictions on them that you want to act upon!

Do you know how and when to make a referral to the DWCL? You need to know about this or you could be breaking the law!

If the answer to all or even some of the above questions is **NO**, then you could be breaking the law and as a result be placing yourself at risk of prosecution. The QDU is here to help you and prevent this from happening, so why not use it?

- If you have a responsibility for recruitment for your organisation you can access the programme of training offered by LAYC's QDU. Courses are **FREE** of charge to member groups in Edinburgh and cover everything you need to know in relation to the new legislation and good recruitment and employment practices. *At the very least LAYC recommend that you and a member of your management committee attend one of our POCSA Awareness Sessions*
- If in any doubt about any aspect of your recruitment process, POCSA or the Disclosure process then why not call us, email or even pop into LAYC's offices in person? Information and advice costs nothing and we don't need to know all the ins and outs of particular cases in order to give you our take on things
- Now might seem like as good a time as any to re-visit those policies and procedures to see if they are still up to date and relevant to your organisation. The QDU can supply you with some sample policies and some of our training courses offer an 'after care' service whereby you can get your policies and procedures given the once over by an expert in the respective field
- Check out the QDU pages on LAYC's website www.layc.org.uk for all the latest news, training opportunities, useful links and updates around POCSA and the Disclosure process. We also have a range of resources that are detailed here and available on request **FREE** of charge.

The following gives examples of how all LAYC's Edinburgh clubs and groups could go about accessing services from the QDU and what that support might look like.

2 Clubs/Groups not yet registered with CRBS or Disclosure Scotland

Thinking about doing your own checks but not quite there yet? Perhaps the organisation that previously performed checks on your behalf is no longer willing or able to do so, or maybe your lead signatory has moved on and you have found out that you are no longer registered with CRBS or Disclosure Scotland? LAYC's QDU will offer you a level of support, which will include access to the Disclosure process until such time that you are able register directly with CRBS or Disclosure.

- We will put you in contact with CRBS or Disclosure Scotland and signpost relevant training that will enable you to register or re-register with them directly. In the meantime we will give you access to the disclosure process, advise you how to use the information on certificates in order that you make effective recruitment decisions and we will deal with all the handling and storage of information
- In addition you will have access to the aforementioned comprehensive programme of training
- We will update you around information and give you ongoing advice and support as and when required.



3 Clubs/Groups unable to register directly with CRBS or Disclosure Scotland

The new law and its implications for your organisation are overwhelming and you don't know where to start, worse still you are thinking about packing it all in or even not starting at all? Let LAYC take some of the burden from you so that you and your organisation can get on with doing what you do best - working with the children and young people. We can tailor a support service specifically to suit your needs based on where you are at in respect of the new legislation and where you need to get to. If you are a small voluntary organisation with obvious limitations or you are looking to set up a club or group...

- We'll come out and visit in order to assess your needs and give initial support and advice around POCSA, general recruitment issues and the Disclosure process
- We'll ensure that you have access to all the necessary policies and procedures that you'll need in place
- We will give you access to the Disclosure process, advise you how to use the information contained in order to make effective recruitment decisions and deal with all the handling and storage of information
- You will have access to a comprehensive programme of training, which will improve your knowledge and levels of confidence around the relevant issues
- We will update you around information and give you ongoing advice and support.

The Quality Development Unit at a Glance

QDU will support clubs and groups by providing:

- Information and guidance
- Support around policies and procedures
- Access to the Disclosure process
- Access to an extensive and FREE programme of training
- Ongoing advice and support



Quality Development Unit Programme of Training

Courses - Date, Times and Venue

12 October 2005 (6.00pm-9.00pm) at LAYC

POC(S)A 2003

2 November 2005 (5.30pm-9.30pm) at LAYC

Effective Recruitment (APEX)

19 November 2005 (10.00am-1.00pm) at LAYC

POC(S)A 2003

3 December 2005 (9.30am-1.30pm) at LAYC

Terms and Conditions (acas)

Further POC(S)A 2003 courses can be put on at a venue near you at times to suit.

Resources

A QDU recruitment and information pack is available on request and details, amongst other things, how to access Disclosure checks. In addition to this the following packs are also available on request and are **FREE** of charge to affiliated clubs and groups in Edinburgh;

Up and Running

This is a practical pack for anyone trying to develop good quality youth work. The pack includes information, guidance, advice and practical steps to help youth groups. Some of the subjects covered in the pack are:

- What is Youth Work?
- Management Committees
- Constitutions
- Policies & Procedures
- Fundraising
- Promoting your work.



Safe and Sound

This pack is aimed at any group involved in working with young people and is designed to help you build a safe environment for your youth work programmes. The pack includes info on:

- Premises
- People
- Recruitment & Selection
- Police Checks
- Child Protection
- Programme Planning
- Accidents & Incidents.

