

**G.R.I.P. Circus Arts – PVG Scheme and  
Safeguarding Policies.**

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## 1.

### **G.R.I.P. Circus Arts Policy on the Secure Handling, Use, Storage, Retention and Disposal of Disclosure Information.**

**Introduction.** G.R.I.P. Circus Arts is a registered body with Disclosure Scotland and uses the PVG Scheme to help assess the suitability of individuals for positions involving regulated work with children and/or protected adults (e.g., circus arts instructors, assistants, volunteers). We comply fully with the Disclosure Scotland Code of Practice regarding the correct handling, use, storage, retention, and disposal of PVG Scheme Records (including Scheme Record Updates, disclosures, and related information — referred to here as "Disclosure Information").

#### **General Principles**

- Disclosure Information is only requested and used to assess suitability for regulated work.
- It is treated as highly confidential and handled in line with data protection laws (UK GDPR/Data Protection Act 2018).
- Unauthorised access, copying, transmission, or manipulation is prohibited.

#### **Storage and Access**

- Disclosure Information (paper or electronic) is stored securely in a locked, non-portable cabinet/file in the Lead Signatory's office, or password-protected digital files accessible only to authorised persons.
- Access is strictly limited to the Lead Signatory (Mr Robert Pickett, Lead Signatory) and any deputy explicitly authorised in writing. No other staff/volunteers may view it unless required for their duties.

#### **Handling and Use**

- Disclosure Information is only viewed/used during the recruitment process or for ongoing suitability checks.
- It is not photocopied, scanned (unless essential and then deleted immediately after use), or shared externally without legal requirement.
- Recipients are informed verbally of relevant information only if it affects suitability; full details are not shared unnecessarily.

#### **Retention**

- Disclosure Information is retained only as long as necessary for the recruitment decision (typically up to 6 months after the decision).
- It is not kept indefinitely or for general HR files.

### **Disposal**

- Once no longer needed, paper copies are securely shredded (cross-cut shredder or professional service).
- Digital files are permanently deleted (including from recycle bin/trash and backups).
- Disposal is recorded (date, method, person responsible).

**Responsibility** The Lead Signatory is responsible for ensuring compliance. All who handle Disclosure Information receive guidance on this policy.

**Review** This policy is reviewed annually or following changes to legislation/Code of Practice.

Approved by: Mr Robert Pickett

Position: Lead Signatory

Date: 02/03/2026

## **2.**

### **G.R.I.P. Circus Arts Recruitment of Ex-Offenders Policy.**

G.R.I.P. Circus Arts is committed to equality of opportunity and fair treatment for all applicants. We comply with the Rehabilitation of Offenders Act 1974 (Exceptions) Order and the Disclosure Scotland Code of Practice.

We will not unfairly discriminate against applicants with criminal convictions. Convictions will only be considered if relevant to the role (e.g., offences involving violence, abuse, or dishonesty that could pose a risk in regulated work with children/protected adults).

- Applicants for regulated positions are asked to disclose convictions (spent/unspent) via PVG Scheme application after conditional offer.
- We discuss disclosed information confidentially with the applicant to assess relevance (e.g., nature, seriousness, time elapsed, relevance to circus arts teaching/supervision).
- Decisions are made fairly; minor/irrelevant convictions do not automatically disqualify.
- All Disclosure Information is handled securely per our Secure Handling Policy.

This policy applies to employees, volunteers, and contractors in regulated work. It is provided to applicants at application stage.

Approved by: Mr Robert Pickett

Position: Lead Signatory

Date: 02/03/2026

### 3.

#### **G.R.I.P. Circus Arts Child Wellbeing and Protection Policy.**

G.R.I.P. Circus Arts is committed to promoting the wellbeing of all children and young people (under 18) participating in our circus arts activities (aerial, tumbling, juggling, etc.). We aim to provide a safe, fun, and inclusive environment free from abuse, harm, or poor practice.

#### **Key Commitments**

- All staff/volunteers in regulated work with children will hold a valid PVG Scheme membership.
- We follow safer recruitment practices (application, references, PVG checks, interviews).
- We have a named Child Protection Officer: Mr Robert Pickett, Lead Signatory.
- Concerns about a child's welfare or possible abuse (physical, emotional, sexual, neglect, bullying) are taken seriously and reported immediately to the Child Protection Officer, who will follow local Child Protection procedures (contact Social Work or Police Scotland if urgent).
- Staff/volunteers follow a code of conduct: no inappropriate contact, respect boundaries, no lone working with children where avoidable, open/visible activities.
- Children/parents are informed of this policy and how to raise concerns.
- We promote anti-bullying and positive behaviour.

#### **Responding to Concerns**

- If a child discloses abuse: listen without judgment, reassure, record facts, report to Child Protection Officer. Do not promise confidentiality.
- Allegations against staff/volunteers: reported to authorities; individual suspended pending investigation.

This policy aligns with National Guidance for Child Protection in Scotland and sportscotland safeguarding resources. It is reviewed annually.

Approved by: Mr Robert Pickett

Position: Lead Signatory

Date: 02/03/2026

**4.**

**G.R.I.P. Circus Arts Safeguarding Protected Adults (Adults at Risk) Policy.**

G.R.I.P. Circus Arts is committed to safeguarding adults at risk (protected adults under the PVG Scheme) participating in our activities.

**Key Commitments**

- Staff/volunteers in regulated work with protected adults hold PVG membership.
- Safer recruitment as per our policies.
- Named Safeguarding Officer: Mr Robert Pickett.
- Concerns about harm/abuse (physical, psychological, financial, neglect, sexual) reported immediately to the Safeguarding Officer, who contacts local Adult Protection Committee/Social Work or Police if needed (per Adult Support and Protection (Scotland) Act 2007).
- Code of conduct: respect dignity/autonomy, no exploitation, appropriate boundaries.
- Participants/guardians informed of policy and reporting process.

Review annually.

Approved by: Mr Robert Pickett

Position: Lead Signatory

Date: 02/03/2026