



**INFORMATION FOR POTENTIAL NEW MEMBERS**

<b>NAME OF STANDING COMMITTEE/AGENCY:</b>	
Safeguarding Appeal Panel	
<b>REMIT:</b>	
<p>To hear an appeal in respect of decisions made by the Recruitment Sub Committee (RSC).</p> <p>The Recruitment Sub Committee (RSC) is a subcommittee of the Safeguarding Committee. It manages sensitive information in respect of those undertaking regulated work, or applying to undertake regulated work with children and/or protected adults.</p> <p>In line with the Safeguarding Act 2018, the Recruitment Sub-Committee deals with the risk assessment of the following:</p> <ul style="list-style-type: none"> <li>• Any conviction and/or vetting information which has been provided to the Safeguarding Service by Disclosure Scotland.</li> <li>• Any notification received by the Safeguarding Service from Disclosure Scotland, including a notification that a person is under Consideration for Listing.</li> <li>• Self-Declaration Forms, references, matters of reputational risk and any other pertinent information.</li> </ul> <p>The Recruitment Sub-Committee in making its decisions, can decide on one or more of the following:</p> <ul style="list-style-type: none"> <li>• To recommend that a person is suitable for Regulated Work (which recommendation may or may not be made subject to conditions).</li> <li>• To recommend that a person is not suitable for Regulated Work.</li> </ul> <p>In relation to a notification from Disclosure Scotland:</p> <ul style="list-style-type: none"> <li>• To take no action</li> <li>• To impose a precautionary administrative suspension, to be reviewed by the Sub-Committee on a three monthly rolling basis</li> <li>• To take no immediate action but to reconsider the matter at a further meeting on a date within the next three months.</li> <li>• To recommend that a person is not suitable for Regulated Work.</li> </ul> <p>An applicant may appeal the decision(s) of the Recruitment Sub Committee. An appeal can only be brought on one or more of the following grounds:</p> <ul style="list-style-type: none"> <li>• That there were irregularities in the process whereby the Recruitment Sub-Committee reached its decision</li> <li>• That the final decision of the Recruitment Sub-Committee was influenced by incorrect material fact or</li> <li>• That the Recruitment Sub-Committee in reaching its decision acted contrary to the principles of natural justice.</li> </ul> <p>If an applicant intends to appeal the Principal Clerk will select 3 people from the Appeals Panel. The appeal will be determined by this Appeal Group of three. The Appeal Group will be chaired by a person who is either qualified to practise as a lawyer or who is experienced in the law and practice of the Church. The Appeal Group shall include at least one minister. The Appeal Group will be clerked by the Principal Clerk or the Depute Clerk.</p>	
<b>CONVENER/CHAIR:</b>	To be chaired by a member of the Appeal Group who is either qualified to practise as a lawyer or who is experienced in the law and practice of the Church.
<b>VICE-CONVENER(S):</b>	N/A
<b>SECRETARY:</b>	Principal Clerk or Depute Clerk



**MEMBERSHIP:**

**NB: a completed Nomination Form must be submitted by anyone wishing to be put forward for proposed re-appointment**

The Safeguarding Appeal Panel shall be a Panel of six persons appointed by the General Assembly, being persons with Safeguarding and other relevant experience, and shall include at least two persons who shall be qualified to practise as lawyers or who are experienced in the law and practice of the Church, and at least two ministers. Having due regard to the need to ensure independent scrutiny of any appeal, none of the Panel shall be current or former employees of any of the Employing Agencies nor shall they be current members of the Safeguarding Committee.

**FREQUENCY, TIMING AND VENUE OF MEETINGS:**

**include mention of any particular day(s) of the week when meetings would fall**

As and when required.

**DETAILS OF SUB-COMMITTEES/GROUPS:**

**include frequency, timings, venue and any particular day(s) of the week when meetings would fall**

N/A

**EXPECTATIONS OF MEMBERS:**

Panel members will be expected to be able to contribute to the Appeal Group in accordance with the timescales intimated in the Safeguarding Act 2018.

**SKILLS AND EXPERIENCE SOUGHT AT THIS TIME:**

Nominees would benefit from having professional or voluntary experience in one or more area of social work/social care, law, health, housing, police, criminal justice services or similar and have a good understanding of safeguarding issues e.g. child protection and wellbeing, adult protection and wellbeing, domestic abuse and criminal justice systems. Related areas of experience could include academic expertise in the field, knowledge of safe recruitment and delivery of child or adult protection training.

It would also be helpful for members to have an understanding of strategies to prevent harm and the process of risk assessment and risk management.

**FURTHER DETAILS:**

**Include any useful web links**

Please see the Safeguarding Service area of the Church of Scotland's public website [here](#) for details of the Safeguarding Act 2018 and other related publications.

Other useful sources of information:

National Child Protection Guidance 2014 [here](#)

Adult Support and Protection revised Code of Practice [here](#)

Multi-Agency Public Protection Arrangements (MAPPA) [here](#)

Safer Recruitment through Better Recruitment [here](#)

Disclosure Scotland Act 2020 [here](#)

Disclosure and Barring Service [here](#)