

Lions Clubs International

Multiple District 105

Safeguarding Children & Vulnerable Adults
Policy.

To be used with Safeguarding Children
and Vulnerable Adults Procedure.



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VERSION HISTORY

Version Number	Date	Details of Changes included in Update	Author(s)
0.1	03-07-2013	Initial draft document.	David Colville
0.2	08/07/2013	Changes following review by Shirley Vaughan & Dave Wells.	David Colville
0.3	11/08/2013	Changes following review by Bryan Riley and general review by author.	David Colville
0.4	24/08/2013	Minor changes following review by Bryan Riley and general review by author. 1. Insert "Thereby protecting members and volunteers working on behalf of Lions Clubs International in the British Isles and Ireland and the organisation itself." after key objective bullet points. 2. Inserted "as soon as is possible" in Section 3.3 where it states "Contact ...".	David Colville
0.5	24/09/2013	Corrected omission in Section 6 regarding validity of criminal record checks – inserted 2 paragraphs immediately prior to Section 6.1.	David Colville

Version Number	Date	Details of Changes included in Update	Author(s)
0.6	14/05/2015	<p>Updated Section 6.5 and inserted Sections 6.5.1 & 6.5.2.</p> <p>Changed references to 'States of Jersey' to 'Jersey' in Section 6.7.</p> <p>Changed references to 'Bailiwick of Guernsey' to 'Guernsey, Alderney & Sark' in Section 6.1.</p> <p>Updated Section 6.3 to reflect the use of the Disclosure & Barring Service by members. Inserted Section 6.3.1.</p> <p>Section 7 definition of Leo Clubs corrected.</p> <p>Section 7.1 heading corrected to 'Alpha Leo Club (School or Community)'.</p> <p>Section 7.2 heading corrected to 'Omega Leo Club'.</p> <p>All references to www.lionsmd105.org changed to www.lionsclubs.co</p> <p>Inserted Section 5.3.5 as the Isle of Man is now covered by the DBS.</p> <p>Inserting Section 1.1 describing the composition and responsibilities of the Safeguarding Board.</p>	David Colville
0.7	03/05/2017	<p>Section 8 inserted. The October 2016 Council of Governors accepted the requirement that the following Multiple District roles (Section 8.1) should be subject to a criminal record check:</p> <ul style="list-style-type: none"> Youth Co-ordinator Leo Clubs Co-ordinator Young Leaders in Service Officer SOGB Vulnerable Persons Officer Young Ambassadors Committee Chair Youth Exchange Officer Life Skills Officer EFDS Vulnerable Persons Officer Deputy <p>Section 8.2 inserted to include Alpha Leo Club Advisors to reflect Section 7.1.</p> <p>Replaced MD105 logo on cover page by Lions logo.</p>	David Colville

Version Number	Date	Details of Changes included in Update	Author(s)
0.8	13/07/2017	<p>Changes made to reflect District 105I becoming Single District 133.</p> <p>Delete Sections 5.3.3; 6.5; Appendix A5 (Republic of Ireland) and 5.3.2; 6.4; Appendix A4 (Northern Ireland)</p> <p>Updated Section 6.5 to reflect the use of DBS and insert 6.5.1.</p> <p>Inserted Section 6.1.1 (omitted in earlier version).</p> <p>Removed references to the Republic of Ireland and Northern Ireland.</p>	David Colville
0.9	04/08/2018	Composition of Safeguarding Board amended following changes in MD organisation structure.	David Colville
1.0	20/05/2020	Re checked whole policy added to section 1.1 Safeguarding Board Data Protection Officer	Paul Southerton
1.0	20/05/2020	Section 4. Protecting yourself and your club. Added : New Lions should have a DBS check during enrolment process.	Paul Southerton
1.0	20/05/2020	Section4.1. Added : Always two Lions when giving a lift. Not a Lion and spouse.	Paul Southerton
1.0	20/05/2020	Section 5.2. Added: Ensure that all paperwork is properly completed and forwarded to MD VP office	Paul Southerton

Version Number	Date	Details of Changes included in Update	Author(s)
1.1	October 2023 added	The Safeguarding Board will undertake Safeguarding training at the beginning of each lionistic year to Designated safeguarding level (DSL) to ensure they are up to date with latest legislation and guidance.	Paul Southerton
	October 2023 added	When a safeguarding concern is raised or discovered during the DBS the concern will be investigated and reported on within 28 days.	Paul Southerton
	October 2023 added	Including the Safeguarding board meetings may require the member to leave the club, regardless of whether they require criminal record checks, and also a referral to the national body who has jurisdiction.	Paul Southerton
	October added	where a concern is investigated and upheld the Safeguarding board will make its recommendations to the Board of Directors as its governing body, the MD Vulnerable Persons Officer will communicate the outcome and next steps from the Safeguarding Board to the Club President.	Paul Southerton

Version Number	Date	Details of Changes included in Update	Author(s)
1.1	<p>October 2023 added</p> <p>October 2023 added</p>	<p>It was unanimously agreed at the DBS Multiple District convention in Birmingham 2022 that ALL new Lions would be DBS checked as soon as possible after joining the organisation where legally possible and strongly advised to join the update system within twenty eight days of receiving their DBS certificate. It was further agreed that existing Lions who were not on the update system would be rechecked after four years and again strongly advised to join the update system.</p>	<p>Paul Southerton</p> <p>Paul Southerton</p>
	<p>October 2023 added</p> <p>October 2023 added</p>	<p>The Safeguarding officer will also be the 'Lead Counter-signatory' for the purpose of the Disclosure and Barring Service vetting process in England and Wales.</p> <p>All DSL training will be delivered in the new lionistic year</p>	<p>Paul Southerton</p> <p>Paul Southerton</p>

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1 Introduction: *Lions Clubs International in the British Isles* (also referred to as 'MD105') are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults engaged in the breadth of its activities.

For the purpose of this document 'adult' means a person aged 18 years or over, and a 'child' is anyone who has not yet reached his/her 18th birthday. The term 'children' therefore means 'children and young people' throughout.

The criteria for undertaking a criminal check is different across the several jurisdictions within MD105. For the purpose of this document the terms 'child' and 'vulnerable adult' reflects the criteria for applying for a criminal record check across all jurisdictions within MD105.

The purpose of this policy is to outline the duty and responsibility of members and volunteers working on behalf of ***Lions Clubs International in the British Isles*** in relation to the protection of children and vulnerable adults from abuse.

The key objectives of this policy are:

- To explain the responsibilities ***Lions Clubs International in the British Isles*** and its members and volunteers have in respect of child and vulnerable adult protection.
- To provide members and volunteers with an overview of child and vulnerable adult protection.
- To provide a clear procedure that will be implemented where child and vulnerable adult protection issues arise.

Thereby protecting members and volunteers working on behalf of Lions Clubs International in the British Isles and Ireland and the organisation itself.

All those who work or volunteer with ***Lions Clubs International in the British Isles*** will be made aware of this policy and of what to do if they have any concerns. There is guidance for those responding to concerns so that they are properly dealt with, including sharing information about concerns with agencies¹ that need to know and involve children and vulnerable adults appropriately.

The core principles of equal opportunities² and equality must apply to all persons with whom we come into contact regardless of ethnicity, nationality, age, gender, sexuality, marital status, disability, culture, religious beliefs or except where it is strictly relevant, their possession of a criminal record.

¹ The agencies involved in protecting children can include the Police, Education, Health, Probation, the voluntary sector and other organisations who work with children as well as Social Services who have the lead responsibility.² See 'Equal Opportunities Policy' document on the MD105 web site (www.lionsclubs.co).

This policy, supported by the policies, procedures and guidelines set out in Annex A and are available on the MD105 web site (www.lionsclubs.co), complies with current legislation relating to the safeguarding of children and vulnerable adults as enacted in England, Wales, Scotland, Isle of Man, States of Jersey and Bailiwick of Guernsey.

The aims of these national jurisdictions regarding safeguarding children and vulnerable adults are similar, but the regulatory framework and terminology may be different. This policy will apply to all parts of MD105, and will highlight areas where differences occur.

1.1 Safeguarding Board

The Safeguarding Board will apply to all geographical areas of the Multiple District and consists of the MD Vulnerable Persons Officer, the Data Protection Officer, the MD Legal and Insurance Advisors, the MD Compliance Officer. When appropriate, the District Officer responsible for criminal record checks in England & Wales, Scotland, or the District Charities Treasurer may be co-opted. The Safeguarding Board will undertake Safeguarding training at the beginning of each lionistic year to Designated safeguarding level (DSL) to ensure they are up to date with latest legislation and guidance. They will consider disclosures which arise from criminal record checks identifying a member's caution or conviction, or allegations that are the subject of a police investigation and disclosures made directly by vulnerable people or concerned members. Discussions that take place in multi-agency meetings may include statements or opinions that are not to be repeated outside the meeting, but may permit limited reporting to a group formally designated for that purpose.

When a safeguarding concern is raised or discovered during the DBS the concern will be investigated and reported on within 28 days. However at times this may not always be possible and where this time frame will not be met all parties concerned will be informed why. which may or may not result in criminal proceedings being advised. During this process it is important that confidentiality is imposed on a 'need to know' basis as we need to protect the member's privacy until a decision is taken by the multi-agency meeting or the police.

Actions resulting from multi-agency (e.g. Police, Local Authority, Charity Commission, etc.) Including the Safeguarding board meetings may require the member to leave the club, regardless of whether they require criminal record checks, and also a referral to the national body who has jurisdiction.

While every club is autonomous, when it comes to safeguarding concerns

where a concern is investigated and upheld the Safeguarding board will make its recommendations to the Board of Directors as its governing body, the MD Vulnerable Persons Officer will communicate the outcome and next steps from the Safeguarding Board to the Club President.

2 Abuse & Poor Practice

Abuse of a child or vulnerable adult may consist of a single act or repeated acts. It may occur as a result of a failure to undertake action or appropriate care tasks. It may be an act of neglect or an omission to act, or it may occur where a child or vulnerable adult is persuaded to enter into a financial or sexual transaction to which they have not, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of the individual.

Children and vulnerable adults can be abused either through someone inflicting harm, or failing to act to prevent harm. Abuse can be carried out by someone known to the person or (more rarely) by a complete stranger, and by men, women or other young people. It is not always easy to recognise abuse, especially as many of the indicators may have other reasonable explanations.

Abuse in all of its forms can affect a person at any age and its impact can be so damaging that, if not treated, it may follow the individual for many years. It is important that everyone understands what constitutes abuse, indicators of abuse, what to do, and where to seek advice if abuse is suspected or alleged.

Abuse: emotional

The persistent emotional ill-treatment of a person so as to cause severe and persistent adverse effects on the person's emotional and behavioural development.

Abuse: neglect

The persistent or severe neglect of a person, or the failure to protect a person from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the person's health or development, including non-organic failure to thrive.

Abuse: physical

This includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a person. Physical harm may also be caused when a member of the family or carer fabricates or induces illness in a person who they are looking after.

Abuse: sexual

Forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not the child or vulnerable adult is aware of what is happening, including:

- Physical contact, including penetrative or non-penetrative acts.
- Non-contact activities, such as involving persons in looking at, or in the

production of, pornographic material or watching sexual activities.

- Encouraging persons to behave in sexually inappropriate ways.

Abuse: psychological

Includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Abuse: financial or material

Includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Abuse: neglect and acts of omission

Includes ignoring medical or physical care needs; failure to provide access to appropriate health, social care or educational services; the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Neglect might also occur during organised activities if children or vulnerable adults are exposed to risk of injury or there is a failure to ensure their safety and wellbeing. Sometimes extreme examples of neglect can amount to a criminal offence.

Abuse: discriminatory

Includes race, sex, culture, religion or politics that is based on a person's disability, age or sexuality and other forms of harassment; slurs or similar treatment; hate crime.

Abuse: institutional

Institutional abuse although not a separate category of abuse in itself, requires specific mention simply to highlight that children or adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation.

▬

3 How to identify abuse & what action to take

This applies to all members and volunteers taking part in Lions activities (as defined by the 8 jurisdictions) with children or vulnerable adults, and members taking part in non-Lions' activities.

3.1 How to identify abuse

The abuse of children or vulnerable adults can manifest itself in several ways. The following are some common signs of which to be aware:

- Unexplained or untreated bruising or injuries.
- Suffering continual stomach pains or other physical ailments without any medical explanation.
- Aggressive or withdrawn behaviour and refusal to talk about the problem.
- Unexpected fear of people and flinching when touched.
- Sexually explicit behaviour and language.
- Fear of returning to parents or carers or of them being contacted.
- Changes over time in manner and appearance, such as losing weight, becoming dirty and dishevelled, being constantly tired and always hungry.
- Telling you about being asked to "keep a secret" or dropping other hints or clues about the abuse.

It is important to be alert for signs of abuse. However, even where a child or vulnerable adult is displaying some of these signs it does not necessarily mean he/she is being abused - there may be other causes. Also none of these signs may be present, but you may suspect that something is wrong.

3.2 Procedure in the event of a complaint, allegation or suspicion

It is important that children and vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

This procedure (See appendix i) must be followed whenever an allegation of abuse is made or when there is a suspicion that a child or vulnerable adult has been abused.

You should try to avoid asking the victim direct questions about any alleged abuse and **do not engage in any formal interview with them**, this should not however preclude you from asking questions that are designed to clarify what is being said so long as this does not become intrusive.

Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.

A full record must be made as soon as possible of the nature of the allegation and any other relevant information.

This must include information in relation to the date, the time, the place where the alleged abuse happened; your name and the names of others present; the name of the complainant and, where different, the name of the child or adult who has allegedly been abused; the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

3.3 Responding to an allegation

If you discover that the child or vulnerable adult is physically injured and in need of immediate medical assistance, you must summon help by calling an Ambulance or the person's doctor. If the abuse amounts to a criminal assault, you must also contact the Police.

Contact the District Vulnerable Persons Officer for advice on next steps³ as soon as is possible.

3.4 Confidentiality

Child or vulnerable adult protection raises issues of confidentiality which must be clearly understood by all.

Clear boundaries of confidentiality will be communicated to all.

All personal information regarding a child or vulnerable adult will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines. Records will only record details required in the initial contact form.

If a child or vulnerable adult confides in a member or volunteer and requests that the information is kept secret, it is important that the member or volunteer tells the individual sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate people.

Within that context, the child or vulnerable adult must, however, be assured that the matter will be disclosed only to people who need to know about it.

Where possible, consent must be obtained from the child or vulnerable adult before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child or vulnerable adult is the priority.

Where a confidential disclosure has been made, the member or volunteer must let the child or vulnerable adult know what action the member or volunteer will take.

³ See 'Duty to Refer' document on the MD105 web site (www.lionsclubs.co)

4

Protecting Yourself & Your Club

4.1

It is a sad fact of life that, from time to time, organisations unwittingly recruit staff or volunteers who pose a risk to vulnerable persons. Abusers are usually people known to their victims, and these people can include parents, carers, relatives or family friends. They can also include professionals and volunteers who work with vulnerable persons.

4.2

It was unanimously agreed at the DBS Multiple District convention in Birmingham 2022 that **ALL** new Lions would be DBS checked as soon as possible after joining the organisation where legally possible and strongly advised to join the update system within twenty eight days of receiving their DBS certificate. It was further agreed that existing Lions who were not on the update system would be rechecked after four years and again strongly advised to join the update system.

4.3

It is also the case that people who pose no risk are sometimes vulnerable to accusations of abuse. This is because they regularly come into contact with vulnerable persons who may be confused or frantic enough to resort to desperate ways to stop the abuse. For example, a child being sexually abused by a relative might accuse another person in the hope that the truth will be discovered, or simply that the ensuing fuss will scare the real abuser and make him/her stop.

Although this can and does occasionally happen, it is important to follow the safeguarding policy and procedure to minimise the risk of harm to others and the club. **Recognise Good Practice.**

4.4

To ensure that you protect children and vulnerable adults from harm and protect yourself from false allegations, you must adopt a personal code of conduct. A code of conduct, at its simplest, is a list of key principles of good practice. The following list could form the basis of your code. Learn these principles and add to them as appropriate:

- ☐ Respect all individuals, whatever their age, developmental stage, ability, sex, sexual orientation or ethnicity.
- ☐ Place the safety and wellbeing of children and vulnerable adults first. It must be placed before any personal or organisational goals and before

loyalty to friends or colleagues.

- ☒ Form appropriate relationships with children and vulnerable adults. These should be based on mutual trust and respect.
- ☒ Be aware of the relative powerlessness of children and vulnerable adults, especially persons who have a physical or mental impairment.
- ☒ Be committed to actively preventing the exploitation and abuse of children and vulnerable adults.
- ☒ Always work in an open environment - avoid private locations (e.g. taking children or vulnerable adults to your home).
- ☒ Always try to ensure that you are never alone with a child or vulnerable adult.
- ☐
- ☒ Maintain a safe and appropriate distance with children and vulnerable adults (e.g. it is not appropriate to have an intimate relationship with a child or vulnerable adult or share a room with them).
- ☒ Involve carers, parents and/or guardians wherever possible.

- ☒ Be aware of the Lions Safeguarding Children & Vulnerable Adults Policy and your responsibilities.
- ☒ Avoid any horseplay, sexually suggestive comments or language.
- ☒ Always seek the carers', parents', child and vulnerable adult's consent if he/she is very young or disabled and needs help to go to the toilet – never take them on your own.
- ☒ Remember that it is okay to touch a child or vulnerable adult in a way that isn't intrusive or disturbing to him/her or to observers.
- ☒ Make sure that any allegations or suspicions are recorded and acted upon.

Do not:

- ☒ Engage in rough physical games including horseplay.
- ☒ Touch a child or vulnerable adult in an intrusive or sexual manner.
- ☒ Make sexually suggestive comments to a child or vulnerable adult, even as a joke.
- ☒ Do things of a personal nature that children and vulnerable adults can do for themselves, such as going to the toilet or changing clothes.

Do I drive him/her home?

There may be occasions when Lions Clubs members have to provide a lift to children or vulnerable adults because no alternative means of transport is available. In such circumstances, if there is no other viable option, it is appropriate to provide a lift because arguably by not providing a lift the child or vulnerable adult may be placed at greater risk. However it is extremely important to let the carers and/or parents know what you are doing and seek their consent. Providing a lift in these circumstances may be acceptable as a one-off.

Always have two Lions (not a Lion and spouse) when giving a lift.

4.5 Risk Assessment

All Clubs should undertake a suitable and sufficient risk assessment prior to any activity or event, which should include the question 'does this activity/event involve children or vulnerable adults'. If 'Yes', then the Club should identify what actions they need to take to comply with the relevant legislation⁴. If 'No' then an appropriate statement should be recorded to demonstrate that 'due diligence' has been carried out.

The risk assessment⁵ should be recorded and filed for future use. If this is an annual activity or event, the assessment should be reviewed each year prior to the event to ensure that it remains robust and fit for purpose.

⁴ See 'Criminal Record Check Eligibility Scenarios' document on the MD105 web site (www.lionsclubs.co).

⁵ See 'Road to Safety' document on the MD105 web site (www.lionsclubs.co).

5 Role of Vulnerable Persons Officers

5.1 Multiple District Vulnerable Persons Officer

A Multiple District Vulnerable Persons Officer must be appointed who will be the person with overall key responsibilities for the implementation of this policy.

The Safeguarding officer will also be the 'Lead Counter-signatory' for the purpose of the

Disclosure and Barring Service vetting process in England and Wales.

That officer will also undertake safeguarding training to the appropriate level for the role and responsibility.

5.2 District Vulnerable Persons Officers'

Each District must appoint a 'Vulnerable Persons Officer'.

- Choose respected and committed members for the role of District Vulnerable Persons Officer. That person then becomes the point of contact for other members, carers, parents, children and vulnerable adults, and for other organisations such as Social Services, the Police, or the Local Authority if a problem relating to abuse should arise.
- The District Vulnerable Persons Officer will liaise with the appropriate authorities⁶ if a complaint about possible abuse is made.
- The District Vulnerable Persons Officer's name and contact details should be given to existing and new members as well as to parents and carers of those children and vulnerable adults temporarily in our care.
- It is important to note that the District Vulnerable Persons Officer is not an expert and is not there to sit in judgement on anybody - their principle task is to advise clubs to ensure that children and vulnerable adults get the support and protection they need and deserve, and to act as a link to the professional agencies.
- The agencies involved in protecting children can include the Police, Education, Health, Probation, the voluntary sector and other organisations who work with children as well as Social Services who have the lead responsibility.
- Once a District Vulnerable Persons Officer has been appointed and familiarised him/herself with the main issues, the next step is to let other members know what is going on. Ensure that the Safeguarding Children & Vulnerable Adults Policy is made available to all existing and new members.
- District Vulnerable Persons Officers are registered as 'Counter-signatories' with their national body responsible for criminal record checks.

Ensure that all paperwork is properly completed and forwarded to MD VP Officer'

⁶ See 'Duty to Refer' document on MD105 web site (www.lionsclubs.co)

5.3 Club Vulnerable Persons Officers

It is **strongly recommended** that each Club who undertake activities (as defined by the 8 jurisdictions) with children and vulnerable adults appoint a 'Vulnerable Persons Officer'. The suggested responsibilities for that person are:

- To represent the District Vulnerable Persons Officer locally.
- To draw the attention of event organisers and the Club's Health and Safety Officer to risk assessment issues concerning children and vulnerable adults.
- To make copies of the policy available to all members.
- To assist members and volunteers who require a criminal record check and keep records of the outcome.
- Ensure they undertake appropriate level of safeguarding training

Clubs must inform their respective District Vulnerable Persons Officer of the identity of their Club's Vulnerable Persons Officer.

5.3.1 England & Wales

- Records & confirms original identity documents; signs & dates photocopies.
- Completes the 'ID Verifier's Identity Document' confirmation form.
- Completes Section W of the DBS Application form.
- Forwards the DBS Application, 'Applicants Criminal Record Check (DBS)' consent & 'ID Verifier's DBS Certificate' confirmation forms to District VPO/Counter-signatory.
- Records the DBS Certificate Reference Number and forwards the 'ID Verifiers DBS Certificate' confirmation form to the MD VPO to be stored.

5.3.2 Scotland

- Policies and procedures are available on the MD105 web site (www.lionsclubs.co).

5.3.3 Isle of Man

- Policies and procedures are available on the MD105 web site (www.lionsclubs.co).

6 Vetting & Criminal Records Check

While each of the 8 jurisdictions within MD105 have different criteria for applying for a criminal record check, they all have the same objective – to assist organisations such as ours to make safer decisions to prevent unsuitable people from working with vulnerable groups, including children.

It is the policy of ***Lions Clubs International in the British Isles*** that all members and volunteers who are involved in activities (as defined by the 8 jurisdictions) with children and vulnerable adults must undertake a criminal record check.

Where the jurisdiction permits a member or volunteer to keep their Disclosure up-to-date, the member or volunteer must register with the appropriate 'service' and keep the registration current. A 'status check' will be undertaken annually to see if any relevant information has been identified about the individual since their Certificate was last issued. In the event that the 'status check' returns the fact that the Disclosure Certificate is 'no longer valid', the individual's Disclosure Certificate should not be relied upon as new information is now available and the member or volunteer must request a new criminal record check.

Where a member or volunteer does not register for this 'service' or keep their registration current, or where a jurisdiction does not offer this 'service', the Disclosure must be renewed every 3 years.

6.1 Guernsey, Alderney & Sark

In response to changes to the national vetting schemes in the United Kingdom and in order to maintain a consistent approach to vetting within Guernsey, Alderney and Sark, it has become necessary for local organisations to utilise the Disclosure and Barring Service (DBS). The Guernsey Vetting Bureau (GVB) has been established to facilitate access to the DBS for local employers and other organisations, which provides Standard and Enhanced level Disclosures. Guernsey Police continues to offer Basic Disclosures to individuals.

Lions members and volunteers who are involved in activities with children and vulnerable adults (as defined by Guernsey legislation) must apply for an Enhanced Level Disclosure with checks on the Child and Adult barring lists.

6.1.1 Registered body

The Guernsey Vetting Bureau (GVB) is a Registered Umbrella Body which facilitates access to the Disclosure and Barring Service (DBS) in the UK.

Lions Clubs International Multiple District 105 is a registered body with the

6.2 England

The Disclosure and Barring Service is responsible for:

- Processing requests for criminal records checks.
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list.
- Placing or removing people from the DBS children's barred list and adults' barred list for England and Wales.

Lions Clubs International Multiple District 105 is a registered body with the Disclosure and Barring Service (Reference Number 22998600008).

Lions members and volunteers who are involved in regulated activities with children and vulnerable adults (as defined under the Protection of Freedoms Act) must apply for an Enhanced Level Disclosure with checks on the Child and Adult barring lists.

6.3 Isle of Man

The Department of Home Affairs has been appointed the Disclosure and Barring Service registered body in the Isle of Man and will act as the link to the Disclosure and Barring Service services to ensure employers can obtain relevant information about individuals from England, Wales and Scotland.

The Disclosure and Barring Service (DBS) acts as a single point of contact for any organisation to gain access to criminal records for employment purposes.

Lions members and volunteers who are involved in activities with children and vulnerable adults (as defined by the Isle of Man legislation) must apply for an Enhanced Level Disclosure with checks on the Child and Adult barring lists.

6.3.1 Registered body

The Isle of Man Vetting Bureau is a registered umbrella body in the Isle of Man that facilitates access to the Disclosure and Barring Service (DBS) in the UK

Lions Clubs International Multiple District 105 is a registered body with the Disclosure and Barring Service (Reference Number 22998600008).

6.4 Scotland

The Protecting Vulnerable Groups Scheme (PVG Scheme) is managed and delivered by Disclosure Scotland which is an executive agency of the Scottish Government.

Lions members and volunteers must apply to join the Prevention of Vulnerable Groups Scheme in order to undertake regulated work with children and/or

vulnerable adults – the Lions Clubs International District 105NE policy defines

the roles which members and volunteers may undertake.

6.4.1 Registered body

Lions Clubs International District 105NE (Scotland) is registered with the Central Registered Body in Scotland (CRBS) as a secondary organisation.

6.5 Jersey

An Order in Council extended certain provisions of the United Kingdom Protection of Freedoms Act in order to keep Jersey in line with the United Kingdom in relation to Vetting and Barring Procedures.

The Disclosure and Barring Service (DBS) acts as a single point of contact for any organisation to gain access to criminal records for employment purposes.

Lions members and volunteers who are involved in activities with children and vulnerable adults must apply for an Enhanced Level Disclosure with checks on the Child and Adult barring lists.

6.5.1 Registered body

The Jersey Vetting Bureau (JVB) is the only registered umbrella body in Jersey that facilitates access to the Disclosure and Barring Service (DBS) in the UK

Lions Clubs International Multiple District 105 is a registered body with the Disclosure and Barring Service (Reference Number 22998600008).

6.6 Wales

The Disclosure and Barring Service is responsible for:

- Processing requests for criminal records checks.
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list.
- Placing or removing people from the DBS children's barred list and adults' barred list for England and Wales.

Lions Clubs International Multiple District 105 is a registered body with the Disclosure and Barring Service (Reference Number 22998600008).

Lions members and volunteers who are involved in regulated activities with children and vulnerable adults (as defined by the Protection of Freedoms Act) must apply for an Enhanced Level Disclosure with checks on the Child and Adult barring lists.

7 Leo Clubs

A Leo club is formed and operated under the guidance of a sponsoring Lions Club. The Leo clubs in the British Isles can now be split into School Based Clubs (12-18yrs of age), Community Based Clubs (12-18yrs of age) and Omega Clubs (18-28yrs).

7.1 Alpha Leo Club (School and Community)

Lions Leo Advisor's must apply for an Enhanced Level Disclosure with checks on the Child and Adult barring lists, or their equivalent in the various jurisdictions within MD105.

The Lions Club or Leo Advisor must agree a written protocol with the Head Teacher – e.g. sign in; state room/area where the meeting is taking place; and sign out.

The requirement for Lions members and volunteers to have a criminal record check in all jurisdictions within MD105 with the exception of Scotland, is set out in 'Criminal Record Checks Eligibility Scenarios' document (see Annex A 'Linked Policies, Guidelines & Forms').

The requirement for Lions members and volunteers to have a criminal record check in Scotland (as defined by the 'role') is defined within its legislation.

7.2 Omega Leo Club

Refer to Section 6 'Vetting & Criminal Records Check'.

8 Roles that require a criminal record check and safeguarding training to Designated lead level (Level 4)

8.1 Multiple District

Youth Co-ordinator	Young Ambassadors Committee Chair
Leo Clubs Co-ordinator	Youth Exchange Officer
Young Leaders in Service Officer	Life Skills Officer
SOGB	EFDS
Vulnerable Persons Officer	Vulnerable Persons Officer Deputy

In order to provide governance, these checks will be undertaken in May/June each year, in order to prepare for a new Lionistic year. All DSL training will be delivered in the new lionistic year


District Vulnerable Persons Officers will be responsible for undertaking criminal record checks (DBS in England, Wales, Isle of Man, Jersey and Guernsey; and Disclosure Scotland (PVG Scheme) for Multiple District Officers within their District.

District Governors Elect will be accountable for confirming that all designated Multiple District Officers in their District have 'clear' criminal record check.

8.2 Clubs

Leo Clubs Advisor	
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Annex A Linked Policies, Guidelines & Forms

All documents referenced in this Annex are located on the MD105 web site (www.lionsclubs.co) – from the home page navigate **Resources** 










Vulnerable Persons under the headings indicated below.











N.B. While some documents may have the same title, they will be different under each heading.

A.1 Applicable to all countries within MD105





-  Guidelines for Risk Management & Assessment
-  Guidelines for Children or Vulnerable Adults 'missing' or 'lost' at an event
-  Transport Protocol
-  Protocol for the moderation of interactive services for children
-  Equal Opportunities Policy
-  Guidelines for the Use of Images of Children
-  Parental Consent Form for Use of Images of Children
-  Guidelines relating to the use of Social Media
-  Guidelines relating to the use of Email & Text Messaging
-  Duty to Refer Policy

A.2 Applicable to England & Wales

-  Regulated Activity Adults
-  Regulated Activity Children
-  Essential information for all clubs when making decisions on DBS checks
-  Criminal Record Check Eligibility Scenarios
-  Vulnerable Beneficiaries Policy
-  DBS Update Service
-  Summary of DBS Application Process
-  Applying for a DBS Enhanced Disclosure
-  Policy on Recruitment of Ex-Offenders
- Acceptable ID Documents and Route Guidance
- An introduction to Criminal Record checks
- Guidelines relating to DBS Disclosure information

-  Statement on the recruitment of Ex-offenders
- 
-  Secure Handling, Use, Storage and Retention of Disclosure Information
-  Filtering on Criminal Record Certificates
-  Duty to Refer
-  DBS Glossary of Terms
-  Applicants Criminal Record Check (DBS) Consent Form
-  Board of Directors & ID Verifier Confidentiality Consent Form
-  ID Verifiers DBS Certificate Confirmation Form
-  ID Verifiers Identity Document Confirmation Form

A.3 Applicable to Scotland

-  Vulnerable Persons Policy
-  Job Descriptions for Lions Clubs Members
-  Verification of Disclosure Application Data
-  Statement on the recruitment of Ex-offenders
-  Secure Handling, Use, Storage and Retention of Disclosure Information
-  Filtering on Criminal Record Certificates