

Board Meeting Minutes
Wednesday 31st July 2013 1930hrs
ScotSAC HQ, Edinburgh



Board Members Present

Iain Graham (Chairman), Gordon Young (National Diving Officer), Sandy McPherson (Secretary), Jack Morrison (Director of Communications), Edna Ewan (Director), Andrew MacRae (Director),

Also present:

Kate Jenkins

Fiona Campion (Children 1st)

Marion Brown (ScotSAC Child Protection Lead Officer)

Apologies:

Jim Anderson (Treasurer), Claire McMurdo (Director)

Conflicts of Interest

- No conflicts of interest were declared by the Board members present.

Previous Minutes

The minutes of the previous Board meeting on 8th May 2013 were reviewed. Proposed by Jack Morrison, seconded by Edna Ewan.

ScotSAC Child Protection Procedures

- Iain Graham thanked Fiona Campion and Marion Brown for attending the meeting.
- It was confirmed that the ScotSAC Minimum Operating Requirements (MORs) in relation to Child Protection are to be updated.
- Firstly, the group categories were clarified as follows:
 - *Group 1* – branch does not accept under 18s
 - *Group 2* – branch targets under 18s, or has a significant number of under 18 members
 - *Group 3* – branch has/accepts a few members, who happen to be under 18, who have joined the branch, simply because they are allowed to join (as the branch accepts under 18s)
- It was identified that there are two different checks that are in place, and the appropriate check will depend on the group category; both the PVG checks and our own reference request are in place.
- It was explained that all checks in relation to child protection issues must be appropriate, and proportionate.

The process involved with Branch Instructors was clarified as follows:

- *Group 1* – as these branches do not accept under 18s, BIs do not need to complete a PVG check, nor is ScotSAC able to request details of any spent or unspent convictions relating to child protection issues.
- *Group 2* – as these branches actively target, or have a significant number of under 18s, BIs are required to complete a full PVG check (or scheme update if already a PVG member) along with the ScotSAC reference request.
- *Group 3* – as these branches “incidentally” have a small number of under 18s, ScotSAC are not permitted to request a full PVG check for BIs. ScotSAC should however, continue to request a reference for each BI in a group 3 branch.

The process involved with Regional Instructors was clarified as follows:

- Group 1 & Group 3 – these RIs are required to complete the ScotSAC self declaration and reference request.
- Group 2 – RIs are required to complete a full PVG check (or scheme update if already a PVG member) along with the ScotSAC reference request.

- It was explained that even though an RI could possibly go and work in a group 2 or 3 branch, this work is classed as incidental and a PVG check would not be required. This information conforms to the information given in the RI job description.
- It was agreed that the RI job description should be reviewed on a regular basis to ensure that the checks in place are still relevant for an RIs normal duties.
- In order to meet the MORs set out by Children 1st, it is a requirement for those undergoing a PVG check to attend a Safeguarding Children workshop (of around 3hours, costing around £25 per head)). Previously, ScotSAC has agreed to fund its members to attend this, and it was agreed, after some discussion, that this should continue.
- Updated Child Protection documents were presented and agreed by the Board as follows:
 - ScotSAC self-declaration form for BIs
 - Branch Group definitions
- Fiona Campion agreed to take the self declaration form for RIs away and review the questions asked and feedback any advice.
- Marion Brown will liaise with Kate Jenkins to update the rest of the documents.
- All present thanked Fiona and Marion again for attending the meeting.

NDO's Report

- An e-mail has been received lodging a complaint about Limerick University branch. Gordon young replied to the sender, stating that Limerick University are no longer a ScotSAC Branch and therefore have no jurisdiction over their procedures or policies.
- .A successful BI course was held with 17 candidates in attendance.
- A Deep Diving course is to be held in November – payments must be sent in to HQ prior to their place being secured.
- No RI course will be held this year, due to insufficient suitable candidates.
- The NDC are happy to eliminate the need for a RC signature on Branch and Sport Diver certificates in the new Training Schedule, to which the Board also agreed.
- It was suggested that when there is no one in the office, that an emergency e-mail address be given to the members. Gordon is happy for his e-mail address to be used for this purpose (ndo@scotsac.com),

AOB

- Iain graham will be meeting Penelope Peacock on 1st August.
- Iain has not yet heard back from Suunto regarding the annual awards, and will contact him again.

Next Meeting was set for Wednesday 21st August 2013

Meeting Closed at 2135hrs