**Charity 501**
SC501001

# Referral Policy — Disclosure Scotland

0.1 | Draft for board approval

## Document Control

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|---|---|
| **Document title** | Referral Policy — Disclosure Scotland |
| **Version** | 0.1 |
| **Status** | Draft for board approval |
| **Owner** | |
| **Approved by (name and role)** | |
| **Date approved** | |
| **Next review due** | |
| **Classification** | |

### Version History

| Version | Date | Author | Summary of changes |
|---|---|---|---|
| 0.1 | | | |

### Before adoption

Confirm every field above and every placeholder in this document (such as [INSERT NAME] or [INSERT DATE]) has been completed before the board adopts it. Then read the whole document against the charity's own circumstances: every statement about what the charity holds, has decided, has arranged or has already done must be true, and anything that is not must be changed before adoption.

- [CHARITY TO CONFIRM: the name and role title of the person appointed as Designated Safeguarding Lead, and the name and role of the person who acts when the Lead is the subject of a concern — insert these into section 8.]
- [CHARITY TO CONFIRM: the retention period for referral records, and insert it into section 12.4. This must be set by the board, recorded in writing, and reviewed alongside other safeguarding retention periods.]
- [CHARITY TO CONFIRM: that the Data protection policy and Record of processing activities identify the lawful bases for referral-related data sharing described in section 11, and update those documents if they do not yet cover this.]
- [CHARITY TO CONFIRM: that the referral form and submission method published by Disclosure Scotland at the time of adoption match the process described in section 10, and update section 10.4 if needed. Disclosure Scotland's current guidance is at mygov.scot.]

**Important:** These are draft outputs from a Charity Compliance Engine advisory session. They require trustee review, adaptation to your specific circumstances, and formal board approval before adoption. They do not constitute legal advice. Independent professional advice should be sought for complex or high-risk areas.

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A DIAGRAM FROM THIS POLICY

# The duty to refer

Shown in full. In the policy it sits beside the text it supports.

