



The Protection of Vulnerable Groups (PVG) Scheme Guidance for applicants and organisations

The Protection of Vulnerable Groups Scheme was introduced in February 2011 under the Protection of Vulnerable Groups (Scotland) Act 2007. It replaced the previous Disclosure arrangements. The Scheme is operated on behalf of the Scottish Government by Disclosure Scotland. For the voluntary sector, the process is administered by the Central Registered Body in Scotland (CRBS). The RYA is enrolled with the CRBS and can act as an 'intermediary body' for affiliated clubs and recognised training centres.

For the first year of the scheme's operation, only people starting new roles will be able to join the Scheme. Existing volunteers and employees can join on a phased basis over the following three years.

If an individual is recruited to a paid or voluntary role involving 'regulated work' with children or protected adults, the organisation they work or volunteer for should ask whether they are a member of the PVG Scheme. Depending whether or not they are already a member, they should either be asked to apply for a **Scheme Record** if they are joining the Scheme for the first time, or a **Scheme Record Update** if they are an existing PVG Scheme member.

A self-employed person who works in multiple locations can apply for a **Scheme Membership Statement** direct to Disclosure Scotland (see contact details below).

It is an offence for someone who is barred from regulated work to do or seek to do that type of regulated work. It is an offence for an organisation to employ an individual in regulated work if they are barred. A criminal record will only be taken into account when the conviction is relevant and will not necessarily be a bar to employment or volunteering.

The process will operate as follows:

1. The organisation should decide whether the paid or voluntary role involves 'regulated work'. An individual is undertaking regulated work with children if their normal duties involve teaching, training, instructing, supervising, caring for, being in sole charge of, or having unsupervised access to, children or young people under the age of 18, or managing others who undertake these duties. The individual may themselves be aged under 18; there is no minimum age for PVG Scheme membership.
2. An individual is only defined as a protected adult at the time that they are receiving a registered care, health, community care or welfare service. Some roles assisting sailors aged 16 or over with particular needs may qualify as providing a welfare service. Contact the RYA for further information.
3. During the recruitment procedure the organisation should explain to the applicant that the role involves regulated work and that they are required to be a PVG Scheme member.
4. Having decided that the applicant is suitable in all other respects, the organisation should offer the paid or voluntary post to the applicant, subject to satisfactory pre-employment checks including membership of the PVG Scheme. Other pre-employment checks should include checking relevant qualifications and seeking references.

5. The organisation should provide the applicant with a PVG Scheme application form (stocks are available from the RYA).
6. The applicant completes the relevant sections of the form (see attached guidance) and takes it to the designated person in the organisation who will check their identity documents and record them on the Multiple Coversheet.
7. For work in a paid, rather than voluntary, capacity a cheque for £59 payable to Disclosure Scotland must be enclosed with the form, or the credit card section completed. There is no charge for volunteers.
8. The organisation returns the form to the Child Protection Co-ordinator at the RYA in Hamble (see address below), accompanied by the Multiple Coversheet.
9. The RYA checks the form, counter-signs the Multiple Coversheet and forwards the form to the Central Registered Body in Scotland, who counter-sign it and pass it on to Disclosure Scotland.
10. Disclosure Scotland sends the applicant their Scheme Record Certificate, with a copy to the CRBS who forward it to the RYA Child Protection Co-ordinator. If the applicant thinks any of the information contained on the certificate is incorrect, they should follow the Disputes process set out on the Disclosure Scotland website (see below).
11. The RYA contacts the designated person at the organisation and states whether or not the Certificate contains any relevant offences. The RYA will not provide the organisation with a copy of the Certificate or divulge any other information about its contents.
12. Based on all the available information, and having discussed any concerns with the applicant, the organisation makes a final decision on whether to confirm their appointment. The RYA is not responsible for the decision to appoint or for any consequences arising from that appointment.

The RYA undertakes to comply with the Disclosure Scotland Code of Practice. The Code can be obtained from Jackie Reid at the RYA, or viewed on the Disclosure Scotland website (details below).

Contacts for further information:

Jackie Reid, RYA Child Protection Co-ordinator
Royal Yachting Association, RYA House, Ensign Way,
Hamble, Southampton, SO31 4YA
Tel: 023 8060 4104 Fax: 023 8060 4298
E-mail: disclosure@rya.org.uk Website: www.rya.org.uk

RYA Scotland
Tel: 0131 317 7388 Fax: 0131 317 8566
E-mail: admin@ryascotland.org.uk

Central Registered Body in Scotland
Tel: 01786 849777 Fax: 01786 849767
E-mail: info@crbs.org.uk www.crbs.org.uk

Disclosure Scotland
www.disclosurescotland.co.uk Helpline: 0870 609 6006

Guidance on completing the Application to Join PVG Scheme form Aug 2013

(Note: this form is only to be used if applying to join the Scheme for the first time – existing members can apply for a Scheme Record Update on the shorter form)

Sections to be completed by the individual Applicant – please use **BLACK OR BLUE INK** and **BLOCK CAPITALS**

Part A – Type of Application

- A1 Cross 'Scheme Record' if you will be working or volunteering for an organisation.
- A2 Cross 'Children' or 'Protected Adults' or both, as appropriate.
- A3 This is not yet available so the answer is 'No'.

Part B – Personal Details

All lines highlighted in yellow must be completed. Completing B19 and B21 assists us if we have queries about your form.

- B38 Registration with the ISA is not yet available, so the answer will be 'No'.
- B47 onwards – please list your most recent past address first and work backwards.
- B83 This refers to membership of bodies such as the General Medical Council, General Teaching Council for Scotland, Scottish Social Services Council – for a full list check with the Disclosure Scotland website, or the RYA.

Part C – please sign and date here.

Parts D1 – D9 - Payment

D1 If you are a volunteer, cross 'Yes'. If you receive payment for the regulated work, cross 'No'. Leave D2 blank. If you are paying to join the Scheme, cross the appropriate box in D3 and either enclose a cheque for £59 payable to Disclosure Scotland, or complete D4 - D9. If your organisation is paying for your membership, the designated person should complete D3 – D9.

Sections to be completed by the organisation

Part D - Payment

Check that D1 has been crossed and complete D3 – D9 if relevant (leave D2 blank).

Part E – role details

Please ONLY complete:

- E1 There is currently a strict limit on the number of re-checks the RYA can submit to Disclosure Scotland, please prioritise the submission of forms where the answer to this question is 'Yes'
- E2 Will always be 'No' for sailing and boating activities
- E3 The name of your club, training centre or organisation
- E5 **IMPORTANT** - it must be clear from the role title that the role involves teaching, training, instructing, supervising or caring for children, eg. instructor, coach, youth co-ordinator, safety officer for junior sailing. Please do not just put 'Volunteer' – the form will almost certainly be returned.

PLEASE DO NOT COMPLETE ANY OTHER SECTIONS OF THE FORM

Confirmation of Identity should be completed by the designated person at the club or organisation on the Multiple Coversheet, NOT on the form itself.

The Multiple Coversheet is counter-signed by the RYA, the application form is counter-signed by the CRBS.

See over ...

Multiple Coversheet

Please ensure that you use the current version of the Multiple Coversheet, available from the RYA. There are two different Coversheets, one to list people new to your organisation and one to list people who started their role prior to the PVG Scheme being introduced.

At least **three** forms of identification must be checked, one of which should contain a photograph (passport, photo driving licence, employee ID card etc) and at least one of which should show the applicant's current address (eg. bank statement, utility bill, official correspondence received within the last 3 months). If it is not practical for the designated person in the organisation to check original documents, please contact the RYA on 023 8060 4104/4105 to make alternative arrangements.

If you have any queries on completing the form, e-mail disclosure@rya.org.uk or call 023 8060 4104 or 4105.